



**WATFORD  
BOROUGH  
COUNCIL**

# **CABINET**

**17 January 2022**

**7.00 pm**

**Town Hall, Watford**

**Contact**

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# Cabinet Membership

Mayor	P Taylor	(Chair)
Councillor	A Dychton	(Deputy Mayor)
Councillors	S Johnson, J Pattinson, I Stotesbury, M Watkin and T Williams	

## Agenda

### Part A – Open to the Public

**1. Apologies for absence**

**2. Disclosure of interests (if any)**

**3. Minutes of previous meeting**

The [minutes](#) of the meeting held on 6 December 2021 to be submitted and signed.

**4. Conduct of meeting**

The Cabinet may wish to consider whether there are any items on which there is general agreement which could be considered now, to enable discussion to focus on those items where the Cabinet sees a need for further debate.

**5. Street naming and numbering policy (Pages 4 - 30)**

Report of the Head of Customer Experience

**6. Contract Exemption - Town Hall and Colosseum PSDS Pre-construction Services Agreement (Pages 31 - 35)**

Report of the Group Head of Transformation

**7. The Climate Crisis: A Guide for Local Authorities on Planning for Climate Change (Pages 36 - 108)**

Report of the Head of Planning and Development

**8. Financial Planning** (Pages 109 - 208)

Report of the Head of Finance

**9. Shared Services** (Pages 209 - 216)

Report of the Head of Enterprise Programme Management Office (WBC) /  
Executive Head of Commercial Finance and Innovation (WBC)

# Agenda Item 5

**Report to:** Cabinet

**Date of meeting:** Monday 17 January 2021

**Report author:** Head of Customer Experience

**Title:** Street Naming and Numbering policy

## 1.0 Background

1.1. Watford Borough Council has the legal responsibility for the naming and numbering of streets and properties within the borough.

1.2. The Council's new Street Naming and Numbering policy (see Appendix 1) has been developed for the following reasons:

- The recommendation from the council's Overview and Scrutiny BAME task group that the Council's street naming and numbering policy supports the Council's ambition that the town's street and building names reflect our town and its history and rich diversity.
- To provide guidance to developers, businesses and residents who undertake property development and address changes and ensure that the function for maintaining the addresses within the borough is carried out to the highest standard.

## 2.0 Risks

<b>Nature of risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <small>(treat, tolerate, terminate or transfer)</small>	<b>Risk Rating</b> <small>(combination of severity and likelihood)</small>
Not having an approved policy.	This could impact on good customer service, inconsistency in the application of Street Naming and Numbering protocols and could leave the Council at risk of challenge in relation to the discretionary fee charges it makes for the street naming and numbering service.	Formally adopt the policy and ensure that it is periodically reviewed to ensure that it is fit for purpose.	Treat	4



### 3.0 Recommendations

- 3.1. Cabinet to approve the new Street Naming and Numbering policy for adoption.

**Further information:**

Danielle Negrello  
danielle.negrello@watford.gov.uk

**Report approved by:**

Andrew Cox, Group Head of Transformation

### 4.0 Detailed proposal

- 4.1. Watford Borough Council (WBC) has the legal responsibility for the naming and numbering of streets and properties within the borough. The Council has the discretion to make decisions as to the naming of streets and the numbering of properties. The authority has the power to approve or reject property addresses submitted by developers or the general public, or prescribe its own addressing schemes.
- 4.2. The legislation under which street name and numbering is carried out at WBC is:
- Public Health Act 1925 - Section 17: Notice to urban authority before street is named <https://www.legislation.gov.uk/ukpga/Geo5/15-16/71/section/17>
  - Towns Improvement Clauses Act 1847 - Section 64: Houses to be numbered and streets named and Section 65: Numbers of houses to be renewed by occupiers <https://www.legislation.gov.uk/ukpga/Vict/10-11/34>
  - Public Health Act Amendment Act 1907 Section 21: Power to alter names of streets <https://www.legislation.gov.uk/ukpga/Edw7/7/53>
- 4.3. Section 93 Local Government Act 2003 gives the council the power to charge for the street naming and numbering service. The current charges can be found on our website <https://www.watford.gov.uk/streetnamenumber>. These charges are reviewed annually.
- 4.4. All elements of an address, with the exception of postcode and post town, are defined by the council. Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of Royal Mail.
- 4.5. The objective of the street naming and numbering service is to provide a unique and unambiguous address for every property within the borough, to ensure that:

- Emergency Services can find a property quickly
- Mail is delivered efficiently
- Residents and visitors can easily find their way around the town

4.6. Many legal transactions associated with properties are delayed until they can be identified by street names and/or numbers. For instance, utilities suppliers will not normally connect their services until such time as premises have been given a formal postal address.

4.7. The aim of the Street Naming and Numbering Policy is to set out the correct process, rules and fees for the following activities within Watford:

- Street Naming – providing a street name to a new street or an existing street with no name;
- Property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises;
- Re-naming existing streets – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services;
- Re-numbering existing properties and buildings – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development;
- Allocating house numbers to properties that only have a house name – this function is carried out largely for public safety reasons and in consultation with the Emergency Services;
- Any other projects put forward at the discretion of the Authority Address Custodian.

## **Implications**

### **5.1 Financial**

5.1.1 The Shared Director of Finance comments that the income raised from the policy is within existing budgets.

### **5.2 Legal Issues (Monitoring Officer)**

5.2.1 The Group Head of Democracy and Governance comments that the legal implications are contained within the body of the report.

### 5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Having had regard to the council's obligations under s149, an Equalities Impact Assessment (EIA) has been undertaken for this report. The key findings of the assessment are:

The potential positive effects of the new policy are:

- There will be significant emphasis placed on introducing new street and block names that reflect Watford's diversity and heritage.

The potential negative impacts of not having this policy in place would be:

- The potential for names that are not culturally or ethnically sensitive or that fail to commensurately reflect the diversity and heritage of Watford inadvertently being put forward as new street or block names.

Full details can be found in See Appendix 2.

5.3.2 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

### 5.4 **Staffing**

5.4.1 There are no staffing implications from the proposals in this report.

### 5.5 **Accommodation**

5.5.1 There are no accommodation implications from the proposals in this report.

### 5.6 **Community Safety/Crime and Disorder**

5.6.1 Having an approved street naming and numbering policy ensures that emergency services can quickly locate properties and other locations within the borough in an emergency.

### 5.7 **Sustainability**

5.7.1 There are no sustainability implications from the proposals in this report.

## **Appendices**

Appendix 1 – Watford Borough Council Street Naming and Numbering Policy

Appendix 2 – Street Naming and Numbering Policy EIA

## **Background papers**

No papers were used in the preparation of this report.

## Street naming and numbering policy

### 1 Purpose

- 1.1 The address of a property is becoming an increasingly important issue, with the Emergency Services and utility companies particularly needing an efficient and easy means of locating properties.
- 1.2 Watford Borough Council (WBC) has the statutory (legal) responsibility to ensure that streets are named and properties numbered within the borough.
- 1.3 The authority has the power to approve or reject property addresses submitted by developers or members of the public under Section 17 Public Health Act 1925. These powers extend to commercial properties as well as domestic.
- 1.4 This policy is designed to provide guidance to developers, businesses and residents who undertake property development and address changes and these applications will be subject to the official Street Naming and Numbering (SNN) process (**see appendix A**).
- 1.5 It is essential that a comprehensive and efficient standard for naming streets and numbering or naming properties is maintained as it facilitates:
  - Emergency Services locating properties
  - Consistency of property based information across local government databases and within the community
  - Reliable delivery for post and other such deliveries
  - Location of addresses for visitors to the area
  - Provision of utilities and other services
- 1.6 Street Naming and Numbering is a chargeable service and the process is only carried out when the relevant Planning Permission has been granted for a development or the applicant can demonstrate that the development benefits from permitted development rights and the Street Naming and Numbering fees have been paid. WBC makes these charges on the basis that the Council may charge for the provision of such a service, provided the person to whom the service is given has agreed to its provision. This excludes the statutory elements of the SNN function for which there should be no charge, but allows for charges to be made for the discretionary elements on a “not for profit” basis therefore allowing the Council to recover costs incurred. The discretionary services are those that an authority has the power, but not a duty, to provide, and for SNN purposes these services include:
  - consultation and liaising with other external organisations such as the Royal Mail, utility companies, emergency services and all other organisations in **appendix B** of this policy;
  - the naming and numbering of new properties;
  - alterations to either a name or numbers for new developments after initial naming and numbering has been undertaken;
  - notifications to relevant organisations
  - confirmation of addresses;
  - challenges to existing official naming / numbering schemes / addresses held within the street naming and numbering records; and

- obtaining a postcode from the Royal Mail.
- 1.7 The Council is obliged to maintain a central database of street names and property addresses (the Local Land & Property Gazetteer (LLPG)) using the British Standard for addressing, known as BS7666. All addresses in existence and created must adhere to this standard. (See **appendix C** for details of the council's Street naming and numbering conventions)
  - 1.8 Developers and individuals must not allocate property or street names themselves and should follow the process set out in this policy. If a property is not lawfully assigned a proper address through the SNN process it will not appear on the council's LLPG; which is used by the Royal Mail, Emergency services, credit agencies and many other companies, and may well lead to difficulties in receiving mail, goods and services or when applying for a credit card.
  - 1.9 The LLPG forms a basis for feeding correctly named and numbered streets and properties into the National Land and Property Gazetteer.
  - 1.10 Where street names or previous numbers have been established without going through the official SNN process WBC has the authority to issue Renaming or Renumbering Orders, under Section 64 of the Towns Improvement Clauses Act 1847.
  - 1.11 Allocation of post codes are managed by the Royal Mail and must be confirmed by them. WBC undertake this process on the applicant's behalf and informs the applicant and other interested parties. The provision of a full postal address, including a post town, and post code is the discretionary element of the SNN service for which a charge is made. However, the Royal Mail will not provide a post code to any applicant without receiving the street name and number or name of the property within the street from the Council.
  - 1.12 Royal Mail will only list valid delivery points on the Postcode Address File (PAF) if the land has a permanent building that is occupied daily on a business or residential basis. (This does not include barns, stable blocks etc.). Royal Mail will not allocate a postal address / postcode to a piece of land, allotment or stable block simply for the delivery of feed, obtaining of utilities etc.
  - 1.13 Any complaints relating to the delivery of Royal Mail deliveries should be directed to Royal Mail by the person experiencing the problem. The Council is not responsible for the non-delivery of mail or goods from Royal Mail.

## 2 Applicable legislation

- 2.1 The Council is the street naming and numbering authority. All proposals for new street names / changes of name must by law be sent to the Council for approval prior to being brought into use. There are currently three sets (**see appendix D**) of legislation that apply to the Naming and Numbering of Streets and Buildings in the borough.
- 2.2 The legislation under which street name and numbering is carried out at WBC is:
  - Public Health Act 1925 - Section 17: Notice to urban authority before street is named <https://www.legislation.gov.uk/ukpga/Geo5/15-16/71/section/17>
  - Towns Improvement Clauses Act 1847 - Section 64: Houses to be numbered and streets named and Section 65: Numbers of houses to be renewed by occupiers <https://www.legislation.gov.uk/ukpga/Vict/10-11/34>
  - Public Health Act Amendment Act 1907 Section 21: Power to alter names of streets <https://www.legislation.gov.uk/ukpga/Edw7/7/53>

2.3 Under the legislation the Council has the authority to approve the following:

- Street Naming – providing a street name to a new street or an existing street with no name;
- Property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises;
- Re-naming existing streets – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services;
- Renumbering existing properties and buildings – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development;
- Allocating house numbers to properties that only have a house name – this function is carried out largely for public safety reasons and in consultation with the Emergency Services;
- Any other projects put forward at the discretion of the Authority Address Custodian.

2.4 Every Council is required to have an Authority Address Custodian who is a nominated member of staff with overall responsibility for all addressing matters. This role is referred to as the SNN Officer in this policy. The role should be given to a member of staff working on the Local Land & Property Gazetteer and at present this role is discharged by a member of staff within the Information Unit.

2.5 The Council does not have statutory powers relating to individual property naming. Individual property names are largely a matter for property owners. However, in order for a name to have practical effect it must be agreed with Royal Mail who will only accept it once the Council has verified it. This is to avoid abusive or other unacceptable names being used.

### **3 Charging for the street naming and numbering service**

3.1 The Local Government Act 2003 section 93 the council has the power to charge for the street naming and numbering service.

3.2 The charges must only cover the costs of supplying the service and are therefore retained for the use of Street Naming & Numbering, Local Land & Property Gazetteer (LLPG) and Local Street Gazetteer (LSG work).

3.3 The current Street Naming and Numbering schedule of charges are available to view here <https://www.watford.gov.uk/streetnamenumber>. The schedule of charges are reviewed on an annual basis.

3.4 In the event of a dispute resulting in the Council consulting a legal representative for advice the Council reserves the right to pass on any of these additional costs to the customer.

### **4 Naming of new streets**

4.1 Property developers, local residents and elected members may suggest names for new streets and these should be submitted to the SNN Officer for consideration against our criteria. It is recommended that more than one suggestion should be put forward in case one fails to meet the required criteria.

4.2 When a suggested name is received consultation is undertaken with the Manager of Watford Museum, who can also offer alternative names that have local historical or geographical

significance for consideration. Any alternatives will again be assessed against our naming criteria and can be rejected if they do not meet these criteria. Once a suitable suggestion has been agreed between the developer and the SNN officer, the SNN officer will consult the Councillors of the relevant ward, the Portfolio Holder with responsibility for Street Naming and Numbering and the Elected Mayor about the proposed name and its provenance before then seeking agreement from Royal Mail and agreeing the final name with the developer.

- 4.3 Consulted elected members will have five working days to respond to notifications of a proposed street name. If there are any objections to the names suggested received based on the criteria set out in section 5 below, the developer will be advised and further suggestions can be made at this point if required.
- 4.4 When a name has been agreed upon the Naming and Numbering Notice to be sent to the manager responsible for the Street Naming and Numbering service for final approval.
- 4.5 For large developments a list of road names will be approved to be allocated as the development progresses.
- 4.6 Where a street is created as part or all of a new development, all costs for the erection of new street name plates will be paid for by the property developer. The specifications for the plates is available in **appendix E**.
- 4.7 Maintenance of the street name plates only becomes the responsibility of WBC once the street has been adopted by Hertfordshire County Council.
- 4.8 No street name plate will be erected until the street name has been confirmed in writing by WBC.

## 5 Criteria for Naming of New Streets

- 5.1 Developers, residents and councillors should use the criteria set out below when considering suggestions for naming of streets:
  - Experience has shown that streets with few houses are not well known and consequently, difficult to find. The Council's policy is not to name streets with less than six properties where they can be numbered as part of a primary street.
  - New street names shall not be assigned to new developments when such developments can be included in the current numbering scheme of the street providing access.
  - Phonetically similar names will also be avoided e.g. Willows Avenue and Winnows Avenue.
  - New street names shall not duplicate any name already in use in the postcode area, or neighbouring area. This includes a variation on the street name by thoroughfare type (avenue, street, road) e.g. if there is already a street named Oak Road, Oak Lane will not be allowed. It will be at Royal Mails discretion to refuse names proposed on this basis.
  - Consideration should be given in the first instance to existing historical or geographical connections that have already been established within the area, and new names should be in keeping with any existing local themes. The Council are keen to reflect the town's rich cultural heritage and diverse communities through the naming of streets in the Borough. The Council's Museum team can work with developers to produce a shortlist of appropriate street names with local provenance / historical relevance on request to the SNN Officer.
  - Street names are unacceptable if they are likely to cause spelling or pronunciation difficulties as these may lead to confusion for Emergency Services.

- Street names will not be considered that may be construed as sexist, obscene, racist or contravene any aspect of our Equalities Statement or would undermine the cohesiveness of local communities.
- Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- The council will have no informal adoption of unofficial ‘marketing’ titles used by developers in the sale of new properties. Names that may be taken as advertising (i.e. company name) will not be accepted.
- New street names should not end in “s” where it can be construed as a possessive or plural
- No new street name to start with the word “The”.
- All punctuation, including apostrophes, shall be avoided.
- Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.

5.2 All new street names must end with one of the following suffixes only:

- Street - any thoroughfare that is lined with buildings
- Road - any street
- Way - any street
- Avenue - any street (often lined with trees)
- Drive - any street (often lined with trees)
- Grove - any thoroughfare or cul-de sac (often lined with trees)
- Lane - any street (often narrow or in the country)
- Rise - a street on a sloped hill
- Mews - a small street, alley, or courtyard
- Gardens- for streets (not properties) – subject to there being no confusion with local open space
- Crescent - for a curved street
- Close - for a cul-de-sac only
- Square - for a square only
- Hill - for a hill side street only
- Terrace - for a terrace of houses (i.e. not facing on to an existing named street and therefore not a subsidiary name for a row of properties within an already named street)
- Parade - a public square or promenade
- Walk, Path or Way - All new pedestrian ways should end with either Walk, Path or Way.

5.3 Where naming a street after an individual, the person should have served the local community, been born or lived in the area. It is likely that such names would only be considered if the proposer can provide proof that the person has been deceased for more than 20 years. This is in line with the heritage “blue plaque” regulations.

5.4 Individuals put forward will be researched and assessed for suitability with input from the council’s Heritage Officers at the Museum. Proposals may be turned down if, for example if the



individual's link to the Borough is insufficiently clear.

- 5.5 Naming of a street after a living, or recently deceased, person will not be accepted, however the Group Head of Service responsible for Street Naming and Numbering in consultation with the Elected Mayor shall have discretion to waive this if they believe there are valid and appropriate reasons to do so.
- 5.6 Any such proposed exception would be considered if:
- The proposal is supported by the Member of Parliament and / or Elected Mayor and / or ward Councillor
  - The person can be shown to have been of the highest standing and such a view is likely to be shared by the public.
  - The proposer has obtained written consent from the individual themselves, a close member of the family of the person or a direct descendant. If that is impracticable a statement of reasons made to obtain consent must be submitted with the application.

## **6 Renaming or renumbering of existing streets**

- 6.1 Renaming / renumbering of existing streets will be dealt with on an individual case basis.
- 6.2 Renaming / renumbering an existing street will generally be avoided. It should only be considered in cases where historic street names are likely to cause offence, or in cases where the naming is causing problems for the emergency services. Renaming / renumbering a street is a time consuming process and any change can be very disruptive and cause financial costs to all those occupiers affected.
- 6.3 Before an application can be considered, it is the responsibility of the applicant to conduct a ballot of all the occupiers to ensure views of all those affected are taken into account. The results must be submitted in writing to the Council as part of the application process, with evidence of the ballot showing the full names, addresses and signatures of all residents who consent in principle to the change included.
- 6.4 Consultation with all affected council tax payers and business rate payers will then be undertaken and the consent of two thirds of those affected must be obtained before consideration will be given to renaming / renumbering a street. All costs associated with a change to a street name or numbering sequence instigated by the property owners shall be met by the individual property owners affected by the change.
- 6.5 The consultation process must comply fully with the relevant legislation and residents should be notified of the implications of the change, including costs and the process for objecting to or appealing the proposal.
- 6.6 At the end of the consultation, a report which provides evidence of the council tax / business rate payers' approval will be given to the Cabinet and will seek their endorsement to instigate the change.
- 6.7 All street re-naming will be done in strict compliance with the criteria set out under Naming of New Streets set out in 5 above.

## **7 Naming of existing unnamed streets**

- 7.1 This will be considered only where there is difficulty in locating the street due to a lack of name. This delay in locating the street can be a problem even though there are no properties

addressed in the street, or where properties are using the nearest named street as their address, for example where they are situated on private access road.

7.2 The same process and criteria set out under Renaming of Existing Streets will apply.

## 8 Addressing of new properties

8.1 When a developer or resident submits an application to have a new plot or development named and numbered they must do so via the online application form. The following information will be required:

- **The Planning Application Reference Number** – Where the plot or development does not fall within Permitted Development rights, street numbering for new developments can only be undertaken once the application is approved by the Development Management Department, as without this an address cannot be allocated.
- **Plans** – A location plan which clearly identifies the new scheme in relation to existing land or properties. A detailed site plan clearly marked with plot numbers which also indicates where the front door or primary access points are for each property.
- **Internal Layout Plans** – Where appropriate, clearly indicating the front doors for each property, the main access points for the block, floor levels, and plot numbers.
- **Building Names** – The preferred name, plus two alternatives to be considered if the preferred option is unsuitable, for any buildings names where flats / units are involved.
- **Payment of Fees** - in accordance with the fees set by WBC

8.2 For properties where any building in the development are to be named, consultation will take place with the councillors for the ward and the Elected Mayor, for their views on the names suggested for the properties involved. If there are any objections to the names suggested based on the criteria for addressing new properties in section 9, the developer will be advised by the SNN officer and further suggestions can be made at this point if required.

8.3 When a name has been agreed upon the Naming and Numbering Notice to be sent to manager responsible for Street Naming and Numbering for final approval.

## 9 Criteria for addressing of new properties

The following criteria will apply for addressing of all new properties / buildings:

- All new property developments will be numbered rather than named. Exceptions will only apply in existing streets where no numbering scheme currently exists, or where the extent of infill numbering has been exhausted.
- All new streets shall be numbered with odd numbers on the left and even numbers on the right, starting at the primary entrance to the street. Where the street runs between two other streets, the numbering will start at the end of the street nearest the centre of the town.
- Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development.
- The number of a property / building will be allocated to the street onto which the front door or main entrance faces, except in circumstances where the front door or main entrance provides no direct access from that street.

- Numbers will remain sequential with no exception being made for superstition in the use of the number 13 or any other number considered to be unlucky, or personal preferences.
- Flats and units within a building will be numbered sequentially in a clockwise direction from the main entrance / stairwell. Properties that have more than one entrance in a street (but form part of the same property) will have the internal flats / units numbered in a clockwise direction within each part of the building served by a separate entrance.
- Properties will be given a street number according to the street in which the main entrance is located and allocated a building name. The internal flats / units will be numbered individually e.g. Flats 1 – 17 Brickfield Court, 45 Chester Road.
- When new properties are built on an existing numbered street, and there are no available numbers to use whilst retaining the current sequence, a letter will be used as a suffix e.g. 21A.
- Private garages or buildings used for housing vehicles and similar purposes will not be numbered.
- A piece of land cannot be given an official address; only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- On a street without numbers a name may be allocated to a new property / building.
- Where a residential house is named and there is an assigned property number, the number must continue to be used. The name cannot be used instead of the number, and the number must be displayed in conjunction with the name.
- The name of the property / building should not duplicate the name of the street, pedestrian way, geographical area or any other property within the area. This is the responsibility of the owner and not the Council, but the SNN Officer can offer assistance on names already in use. A variation in the end word e.g. Court House or Lodge will not be accepted as sufficient reason to duplicate a name e.g. if there is a building named Oak Court, Oak Lodge would not be considered.
- Consideration should be given in the first instance to existing historical or geographical connections that have already been established within the area, and new names should be in keeping with any existing local themes. The Council are keen to reflect the town's rich cultural heritage and diverse communities through the naming of buildings in the Borough. The Council's Museum team can work with developers to produce a shortlist of appropriate building names with local provenance / historical relevance on request to the SNN Officer.
- Property / building names are unacceptable if they are likely to cause spelling or pronunciation difficulties as these may lead to confusion for Emergency services.
- Names of more than three syllables should not be used.
- Building names will not be considered that may be construed as sexist, obscene, racist or contravene any aspect of our Equality Statement or would undermine the cohesiveness of local communities.
- All new property / building names should, wherever possible, end with one of the following suffixes:
  - House - Residential or commercial properties
  - Lodge - Residential or commercial properties
  - Court - Residential or commercial properties

- Heights - Residential or commercial properties
  - Point - Commercial properties
  - No property / building name to start with the word “The”
  - The council will have no informal adoption of unofficial ‘marketing’ titles used by developers in the sale of new properties. Names that may be taken as advertising (i.e. company name) will not be accepted.
  - Naming a property / building after a company is only acceptable if the company no longer occupies the building and there is a positive local association and does not cause confusion. A business name cannot take the place of a number or a building name.
- 9.1 Where naming a new property / building after an individual, the person should have served the local community, been born or lived in the area. It is likely that such names would only be considered if the proposer can provide proof that the person has been deceased for more than 20 years. This is in line with the heritage “blue plaque” regulations.
- 9.2 Individuals put forward will be researched and assessed for suitability with input from the councils Heritage Officers at the Museum. Proposals may be turned down if, for example if the individual’s link to the Borough is insufficiently clear.
- 9.3 Family names or the names of individuals living, or recently deceased, will not generally be considered acceptable, however the Group Head of Service responsible for Street Naming and Numbering in consultation with the Elected Mayor shall have discretion to waive this if:
- the proposal is supported by the Member of Parliament and / or Elected Mayor and / or ward Councillor.
  - the person can be shown to have been of the highest standing and such a view is likely to be shared by the public.
  - the proposer has obtained written consent from the individual, a close member of the family of the person or a direct descendant. If that is impracticable a statement of reasons and efforts made to obtain consent must be submitted with the application.

## **10 Adding a name or renaming an existing property**

- 10.1 A property owner can apply to add a name to their already existing numbered property, or change the current name, via the online application form, using the criteria set out under Addressing of New Properties.

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## Appendix A – Applying for Street Naming & Numbering

### Who should apply?

- Individuals or developers building new houses, commercial or industrial premises.
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- Property and business owners wishing to amend their existing house name or add a house name to an existing numbered property.

### When should I apply?

Applications for new streets and addresses should be submitted when building works commence. This is important as:

- A proposed new street must be approved by the Council before any addresses can be allocated to it;
- Most utility companies are reluctant to install services where an official postal address has not been allocated;
- Street naming and numbering can be a lengthy process.

### How do I apply?

Online form via Watford Borough Councils website:

<https://www.watford.gov.uk/streetnamenumber>

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## Appendix B – Organisations and services we inform of new or changed addresses

### External

- GeoPlace (National Land & Property Gazetteer and Address Base)
- Emergency Services incl. Ambulance, Fire Brigade and Police Service
- Royal Mail
- Valuation Office Agency
- Land Registry
- Ordnance Survey
- Hertfordshire County Council ( Highways, School Admissions & Land Charges)

### Internal

- Building Control
- Council Tax
- Non Domestic Rates
- Electoral Registration
- Environmental Health
- Local Land Charges
- Planning Services
- Waste & Recycling
- Customer Services
- Parking Services

## Appendix C – Property Numbering/Naming Policy Guidance

Note - The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject building names and numbers suggested for other reasons.

Naming buildings after living persons should be avoided.

Names of more than three syllables should be avoided and this precludes the use of two words except in special cases.

A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred. Longer cul-de-sacs have an odds and evens scheme ascending away from the town centre.

Developers must not allocate numbering as part of their marketing strategy.

Two buildings in one street may not have the same number.

Convention requires number one always to be on the left-hand side of a street.

Through streets are numbered odds and evens in the direction they would be accessed from the centre of the town or community.

Convention is to number odds on the left and evens on the right when travelling away from the Town Centre; however, numbering also depends on the layout of the development and streets.

Buildings will always be named or numbered into the street of which their main entrance or delivery point is accessed from.

Buildings on corner plots are numbered into the street towards which the main entrance is accessed. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration. If a building has entrances in more than one street, then each entrance should be numbered in the appropriate street.

If open space or undeveloped areas exist along a length of street it is usual to leave spare numbers. As a guide, one number per 4m frontage is used. The SNN officer will depart from convention at their discretion. Open spaces can be used to allow numbers either side of a street to be brought in line with each other.

If a suitable numbering sequence cannot be ascertained, temporary house names will be assigned to plot numbers until the numbering can be determined at a later date.

In residential buildings (e.g., blocks of flats) it is usual to give each block a street number and each dwelling a number suffix e.g. Flat 1, 24 etc.

Existing buildings divided into separate flats or business premises will be given one street number and number suffixes of "1", "2" etc. e.g. Flat 1, 24, Flat 2, 24 etc. Commercial premises will be allocated numbers and the prefix Unit, Office or Suite (for offices only).

When flats are numbered internally they will be numbered not lettered e.g. Flat 1, 24, not Flat A, 24; nor 24A.

For all Flats, the word Flat should precede the number. The number should not appear on its own. All new residential building names should end with a suffix, examples are provided in the list below. It is not exhaustive and sometimes other descriptive words are more appropriate.

- Apartments (for flats and other residential buildings)
- Mansions (other residential buildings)
- House (residential blocks or offices)

- Court (for flats and other residential buildings)
- Point (high residential blocks only)
- Tower (high residential or office blocks)
- Heights (high residential or office blocks)

For private houses in existing unnumbered streets it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must also apply to the Council.

For private houses it is sufficient that the name should not repeat the name of the street or that of any other house or building in the area.

Properties cannot be named after living persons and the use of names of three syllables or more is prohibited.

Infill plots, i.e. properties built between existing properties or in the grounds of an existing property, will be given the same house number before the infill followed by suffix of "A", "B" etc. e.g. 24A, 24B etc. To include the new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.

If additional plots are added to a proposed development at a later date, e.g. due to a revised layout, these plots will be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B etc.

Private garages and similar buildings used for housing cars, and such like, will not be numbered. Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix 'Annexe', unless the annexe has a separate entrance. The rest of the address will be the same as the parent property e.g. Annexe, 34 Kingston Road. If the annexe has a separate entrance the address will take on a suffix added to the existing number, i.e. 34A.

Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included; the name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.

For commercial businesses, a unit number or an office number is to be applied as part of the address. The organisation name does not form part of the official address as organisation names can frequently change and cause problems for Emergency Services locating the premise.

### **The display of names and numbers**

Every number or name, or number and name, of any building in any street, way, place, row of houses or block shall be marked:

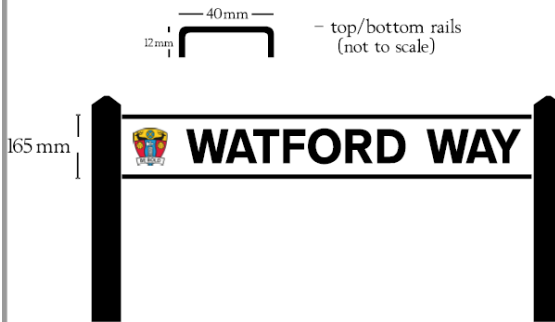
- On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such a building, or in such other position as to be clearly visible from the street or way in which the building is situated.
- With numerals or lettering of such colour as to contrast with the background against which they are displayed.
- With numerals or letters of sufficient size to render them clearly visible from the street or way in which the building is situated.
- In durable, non-absorbent material, which expression shall be deemed to include paint.



## Street Nameplate specification

# WATFORD BOROUGH COUNCIL

## STREET NAMEPLATE SPECIFICATION



### COMPONENTS:

- 2x posts recycled plastic 75mm sq. (height to suit)
- 1x recycled plastic backing board 28mm depth (length/height to suit)
- 1x acrylic plate 2mm transparent
- 2x aluminium 14gauge black powder coated rails 40mm x 12mm

- black cast vinyl film class type ref. 3
- white cast vinyl film class type ref.3

### DETAILS:

- Font - Transport Heavy 62.5mm 'x'height reverse cut and applied onto polycarbonate transparent 2mm
- Reverse printed logo on transparent vinyl applied to polycarbonate.
- Covered in white scotchcal type ref 3 vinyl
- Laid onto recycled plastic plank with aluminium rails screw fixed through top and bottom sides.
- Completed plank sign bolted through rear of posts into 30mm depth grooves cut into posts.



Second line of text used if nameplate wider than 1350mm



Smaller text: 37.5mm 'x'height

*F. Harris - Murrill Signs*

## Appendix D – Legislation supporting Street Naming & Numbering

### Section 17: Public Health Act 1925 – Notice to Local Authority before street is named

- (1). Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- (2). The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by who notice of the proposed name of the street was sent, object to the proposed name.
- (3). It shall not be lawful to be set up in any street an inscription of the name thereof –
  - (a). until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
  - (b). where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and
  - (c). any person acting in contravention of this provision shall be liable to a penalty not exceeding £200 and to daily penalty not exceeding £1.
- (4). Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

### Section 64: Towns Improvement Clauses Act 1847 – Houses to be numbered

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding £200 for every such offence”.

### Section 65: Towns Improvement Clauses Act 1847 – Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £200 and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

### Section 21: Public Health Acts Amendment Act 1907 – Power to alter names of streets

- (1). The local authority may, with the consent of two-thirds in number of the ratepayers (and persons who are liable to pay an amount in respect of council tax) in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street

or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.

(2). Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.



**WATFORD  
BOROUGH  
COUNCIL**

# Equality Impact Analysis

<b>Title of policy, function or service</b>	Street naming and numbering policy
<b>Lead officer</b>	Danielle Negrello
<b>Person completing the EIA</b>	Danielle Negrello
<b>Type of policy, function or service:</b>	Existing (reviewed) <input checked="" type="checkbox"/> New/Proposed <input type="checkbox"/>
<b>Version &amp; Date</b>	V0.1 03/08/2021

## **1. Background**

- 1.1. Watford Borough Council has the legal responsibility for the naming and numbering of streets and properties within the borough.
- 1.2. The Councils new Street Naming and Numbering policy has been developed for the following reasons:
  - The recommendation from the councils Overview and Scrutiny BAME task group that the Councils street naming and numbering policy supports the councils ambition that the towns street and building names reflect our town and its history and its rich diversity.
  - To provide guidance to developers, businesses and residents who undertake property development and address changes and ensure that the function for maintaining the addresses within the borough is carried out to the highest standard

## **2. Focus of the Equality Impact Analysis**

- 2.1. This EIA, therefore, considers the potential equality related impacts, both positive and negative of the naming of new streets and buildings on the people in the groups or with the characteristics protected in the Equalities Act 2010.
- 2.2. These are:
  1. Age
  2. Disability
  3. Gender Reassignment
  4. Pregnancy and maternity
  5. Race
  6. Religion or belief
  7. Sex (gender)
  8. Sexual Orientation
  9. Marriage and Civil Partnership.

## **3. Engagement and consultation**

- 3.1. Consideration of the councils approach to the naming of new streets and blocks in the borough has been undertaken through the Councils Overview and Scrutiny Committee and specifically the BAME task group and has informed the development of this policy.
- 3.2. The Councils Overview and Scrutiny Committees BAME task group undertook the review of the councils approach to Street Naming and numbering as a result of the Black Lives Matter (BLM) movement bringing focus to the experiences of Black communities across the globe and the history of its struggles, including the legacy of slavery and oppression. BLM has highlighted symbols of the past, including street names which memorialise individuals who played a role in the slave trade and British imperialism.
- 3.3. The task group considered that the term 'BAME' could be defined in a number of ways and used the definition for the purposes of the review as all ethnic groups except White ethnic groups i.e., all Mixed, Asian, Black and Other (non-white) ethnicities. The task group further recognised that the term 'BAME' is not used or welcomed by all communities.

3.4. The task group undertook its work mindful that there is a wider minority in Watford which has not been considered in the context of this specific review. This would include Other White minorities, aside from White British, who also have specific concerns and with whom the council should engage and consult on policies and recommendations addressing equality and diversity going forward.

3.5. The following groups were consulted by the task group through their work.

- Sohib Ali - Watford Central Mosque
- Rhoda Amezado - Ngorli CIC
- Salim Bakirci - Watford Citizens Advice Bureau
- Ekene Banye - Nigerians in Watford
- Kips Green - YCH Services for Young People, Hertfordshire
- County Council
- Yogesh Joshi - Indian Community
- Enoch Kangaraj - One Vision
- Sumbo Kehinde - African community
- Clive Saunders - Watford Afro-Caribbean Association
- Harjit Singh - Watford Interfaith Association
- Zahid Zarin - Muslim Youth Centre
- Residents from - Watford New Hope.
- Input from wider - Watford councillors.

#### **4. What we know about the Watford population**

4.1. The population of Watford is 96,600 (mid-year estimate 2020). Watford has a very diverse population, more so than the rest of Hertfordshire; it is one of the strengths of our town and what makes us such a vibrant and diverse town.

4.2. For Watford, the Census 2011 shows the following main breakdown in terms of ethnicity: White British (61.9%), White other (7.7%), Pakistani (6.7%), British Indian (5.5%), British other Asian (4.4%) and African (3.5%), White Irish (2.3%) and Caribbean (1.7%).

4.3. In 2016, the ONS published population estimates by ethnicity. This did not report ethnicities to the level of granularity of the Census. The estimates for 2016 were: White British (59% - 57,000 residents), Asian / Asian British (19% - 19,000 residents), All Other White (12% - 12,000 residents), Black / African / Caribbean / Black British (4% - 4,000 residents), Mixed / Multiple Ethnic Group (4% - 4,000 residents) and Other Ethnic Group (1% - 1,000 residents).

## 5. How will the council ensure equality is promoted through the naming of new streets and blocks in the borough?

Under the Equality Act 2010, three areas need to be considered when analysing the equality impact of the naming of new streets and blocks in the borough:

1. **eliminate** discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
2. **advance** equality of opportunity between people who share a relevant protected characteristic and people who do not share it
3. **foster** good relations between people who share a relevant protected characteristic and people who do not

### A. Positive impacts

5.1. The potential positive effects of the new policy are:

- There will be significant emphasis placed on introducing new street and block names that reflect Watfords diversity and heritage.

### B. Negative impacts

5.2. The potential negative impacts of not having this policy in place would be:

- The potential for names that are not culturally or ethnically sensitive or that fail to commensurately reflect the diversity and heritage of Watford inadvertently being put forward as new street or block names.

## 6. Overall conclusion

6.1. The revised policy that has been developed following consultation with community groups representing BAME residents ensures that going future the names of new streets and / or blocks in the borough will be representative of individuals, including those from BAME backgrounds, who have enriched and made a positive contribution to the town.

## Summary of potential positive impacts and ways in which they can be ensured

Positive Impact	Protected characteristics	Ways to ensure the positive impact
<ul style="list-style-type: none"> <li>Street and block names assigned in the future will better reflect Watfords diversity and heritage.</li> </ul>	<ul style="list-style-type: none"> <li>Race</li> </ul>	<ul style="list-style-type: none"> <li>There will be significant emphasis placed on introducing new street and block names that reflect Watfords diversity and heritage.</li> <li>There are already a number of ideas for future street / block names to recognise individuals, including those from BAME backgrounds, who have enriched and made a positive contribution to the town. Watford Museum, which has considerable expertise and knowledge of local history, should be the curator of this list to ensure it reflects the town and its communities. It is proposed that suggestions for additions to the list of people to be recognised could be made directly to the Museum.</li> <li>The council should commission Watford Museum to develop an education programme based around a new exhibition which explores the background and history of the town's road names, including those identified as having negative historic links.</li> </ul>

## Summary of potential negative impacts and ways in which they can be removed or mitigated

Negative Impact	Protected characteristics	Ways to mitigate the negative impact
<ul style="list-style-type: none"> <li>A small number of existing street names memorialise individuals who played a role in the slave trade and British imperialism</li> </ul>	<ul style="list-style-type: none"> <li>Race</li> </ul>	<ul style="list-style-type: none"> <li>The task group acknowledged that whilst it was important to explore the provenance and appropriateness of some existing street names, residents and businesses would incur costs should changes be proposed. It was also recognised that</li> </ul>



Negative Impact	Protected characteristics	Ways to mitigate the negative impact
		<p>local businesses had been significantly impacted by the ongoing pandemic. The proposed new street naming policy ensures that any changes to existing street/ block names are consulted on and supported by a majority of residents and businesses in the affected roads.</p> <ul style="list-style-type: none"> <li>• It is suggested that the proposed education programme would provide a starting point for establishing whether the desire exists amongst residents and businesses to reconsider some names identified as having negative historic links.</li> </ul>

**This EIA has been approved by:**

..... **Date** .....

Part A

**Report to:** Cabinet

**Date of meeting:** 17 January 2022

**Report author:** Group Head of Transformation

**Title:** Contract Exemption - Town Hall and Colosseum PSDS Pre-Construction Services Agreement

## 1.0 Summary

1.1 Under the council’s Contract Procedure Rules an exemptions agreed with a value over £100,000 need to be reported to Cabinet for noting.

1.2 Attached as appendix 1 is an exemption, in accordance with the Contract Procedure Rules, agreed by the Group Head of Transformation and Managing Director and discussed with the Elected Mayor and Portfolio Holder for Resources for the award of the contract for the Town Hall and Colosseum PSDS Pre-construction services agreement to Morgan Sindall / Overbury.

1.3 Cabinet is asked to note the exemption.

## 2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Potential alternative suppliers challenge the council’s decision to award this contract.	Limited due to the Award being PPR compliant.	Award is compliant with Public Procurement Regulations using the Direct Award provision within the Pagabo framework; therefore there are no grounds for a challenge.	Tolerate	1

### 3.0 **Recommendations**

3.1 That the Exemption be noted.

#### **Further information:**

Andrew Cox

andrew.cox@watford.gov.uk

01923 278124

### 4.0 **Detailed proposal**

4.1 The detail of the exemption and the reason for it can be found in the appendix 1 of this report.

### 5.0 **Implications**

#### 5.1 **Financial**

5.1.1 The Shared Director of Finance comments that the cost of this contract is included within the agreed budget for the Town Hall Quarter programme.

#### 5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that the framework that this contract is let under allows for a direct award. The framework has already complied with the Public Procurement Regulations.

#### 5.3 **Equalities, Human Rights and Data Protection**

5.3.1 There are no implications.

#### 5.4 **Staffing**

5.4.1 There are no implications.

#### 5.5 **Accommodation**

5.5.1 There are no implications.

#### 5.6 **Community Safety/Crime and Disorder**

5.6.1 There are no implications.

## 5.7 **Sustainability**

5.7.1 There are no implications.

### **Appendices**

Appendix 1 – Contract Exemption - Town Hall and Colosseum PSDS Pre-Construction Services Agreement

### **Background papers**

No papers were used in the preparation of this report.

Your reference number is ECPR384547757.

Thank you for submitting Exemption from Contract Procedure Rules - Request Approved

**First name:** Andrew

**Last name:** Cox

**Email address:** Andrew.Cox@watford.gov.uk

**Job title:** Group Head of Transformation

**Section / Department:** Transformation

**Exemption category:** Exceptional Circumstances

**Details / Circumstances / Explanation of why an exemption was required:** The previous contract for these services was terminated under the Termination at Will clause. There is insufficient time to complete a new procurement process due to the grant funding timelines and therefore an exemption is required to allow the Direct Award of the contract.

This exemption will enable the Direct Award of this contract to Morgan Sindall (Overbury) under the Pagabo framework, which has provision which allows Direct Award. The council can be assured of the value for money as the rates and pricing provided by Morgan Sindall (Overbury) are in line with those received from the procurement process for the original contract (competitive process against a different framework) with any discrepancies clearly explained and justified.

**Attach copy of email(s) if appropriate:**

**Contract Title:** Town Hall and Colosseum PSDS Pre-construction Services Agreement

**Vendor / Contractor:** Morgan Sindall (Overbury)

**Date Contract let:** 13/12/2021

**Term / Duration of Contract:** 3 months

**End date:** 13/02/2022

**Total Value of Contract:** £237,000

**WBC Contract Manager name:** Peter Vickerstaff

**WBC Contract Manager email:** peter.vickerstaff@watford.gov.uk

**Comments / Other Information:**

**Date:** 14/12/2021

**Group Head of Service approving / rejecting::** Andrew Cox

**Decision:** Approve and forward to the Managing Director

**Comments (optional):**

**Date:** 10/12/2021

**Decision:** Approve the request

**Comments (optional):** These exceptional circumstances present a situation which could cause significant disruption to Council services and there has been significant market engagement undertaken to justify value for money.

**Managing Director:** Donna Nolan

**Date:** 14/12/2021

**Name of the Portfolio Holder informed:** Councillor Mark Watkin

**Date the Portfolio Holder was informed:** 14/12/2021

**Date reported to Cabinet (If over £100K):** 17/01/2022

# Agenda Item 7

**Report to:** Cabinet  
**Date of meeting:** 17 January 2022  
**Report of:** Head of Planning & Development  
**Title:** The Climate Crisis: A Guide for Local Authorities on Planning for Climate Change

## 1.0 Summary

- 1.1 The Town and Country Planning Association (TCPA) and the Royal Town Planning Institute (RTPI) have come together to create a guide for local authorities on planning for climate change. This guide, titled 'The Climate Crisis – a guide for local authorities on planning for climate change' sets out ways for local authorities to make a difference and features case studies of positive examples, two of which are from the emerging Watford Local Plan.
- 1.2 Organisations, including Watford Borough Council, have been invited to endorse this climate guide. This would involve the inclusion of the Watford Borough Council logo on the guide and the appropriate page on the RTPI and TCPA websites.
- 1.3 Officers have reviewed the guidance and its good practice examples in a comparative way with Council policies and initiatives to determine how closely Watford is following other best practice examples. This independent tool is useful in moving forward in our battle against climate change.

## 2.0 Risks

- 2.1 There are no significant risks associated to this report.

## 3.0 Recommendations

- 3.1 That Cabinet approves the endorsement by the council of the RTPI and TCPA report 'The Climate Crisis – a guide for local authorities on planning for climate change' as set out in the appendix.
- 3.2 That Cabinet note the self-assessment undertaken in the guidance, the exemplar status this report provides, the good progress made by the Council and our commitment to continue to work towards mitigation to and adaptation of climate change.

### **Contact Officer:**

For further information on this report please contact:

Amy Wolanski

Telephone: 01923 278285

Email: amy.wolanski@watford.gov.uk



**Report approved by:** Ben Martin, Head of Planning and Development

## **4.0 Detailed Proposal**

### **4.1 Introduction**

4.1.1 The growing risk and impact of climate change is becoming more widely recognised and the RTPI and TCPA believe that climate change should be the top planning priority in the UK as it impacts on so many aspects of creating sustainable places and vibrant communities. The RTPI and TCPA have jointly prepared informal guidance 'The Climate Crisis – a guide for local authorities on planning for climate change' which includes an introduction to climate change and also explains the role of planning, the legal and policy background, the role of plan making and of development management in minimising the effects of climate change. The guidance is attached as an appendix, however, a summary of the guidance and its general structure are set out below

### **4.2 Role of planning**

4.2.1 The role of planning includes seeking development with the largest carbon reductions, using climate change impacts in risk reduction and assessments and applying ways to mitigate or adapt to climate change which also have public benefit.

### **4.3 Legal and policy background**

4.3.1 The national and international targets in the Climate Change Act 2008 and the Paris Agreement are also reflected in the new Local Plan and are therefore consistent with the approach being proposed by Watford Borough Council.

### **4.4 Plan making**

4.4.1 The guidance produced by the RTPI and TCPA, share examples of best practice in terms of using plan-making as a tool to tackle climate change. The use of Local Plans is seen as one of the most highly effective mechanisms to address climate change. To comply with national guidance set out in the National Planning Policy Framework (NPPF), local authorities are required to set out a positive approach in their local plans to address climate change and achieve sustainable development. The Watford Local Plan has sought to achieve this for individual development sites and cumulative development as an overall objective. These will be achieved through planning policies, site specific considerations and corporate strategies the council has in place that reside outside of the planning service, yet are complementary to it. There are two case studies showcasing policies developed through the new Watford Local Plan (submitted version subject to Examination in Public) which are featured in the report. It is officers' view that the new Local Plan meets the expectations set in this guidance.

#### **4.4.2 Case study 17 Policy CC8.2: Sustainable Construction Standards for Non-residential Development**

Watford has been recognised in this guidance for the inclusion of Policy CC8.2 in the emerging Local Plan which states: 'Proposals should be designed to reduce their impact on the

environment and create high quality internal and external space for people to use. Proposals will be supported where it is demonstrated that resources will be used efficiently as part of the construction and operation of a building. This includes appropriate use of technologies, building design and layout, while taking into consideration the effects of climate change. To achieve this, non-residential major developments should achieve British Research Establishment Environmental Assessment Method (BREEAM) excellent standard.'

#### 4.4.3 **Case study 20 Policy ST11.4: A Walking and Cycling Infrastructure Improvement Town**

Watford has also been recognised for a second policy in the transport section of the emerging Local Plan which discusses cycle parking: –'All development proposals will be required to provide on-site cycle parking facilities in line with the cycle parking standards detailed in Appendix D. Secure cycle parking facilities should be designed at the outset of the scheme.'

4.4.4 Guidance principles for good practice in plan making focus on sustainable transport. Development should be focused towards areas which are seen as more sustainable or can be made to be more sustainable through an offering of greener, active transport modes that reduce the need for unnecessary car journeys, particularly for short trips. To support this modal shift, supporting on-site infrastructure is required such as quality cycle parking and storage facilities that are easily accessible and convenient to use. A point of good practice in the guidance states that policies should be included to encourage a move away from car-dependency using walkable places with facilities and shops nearby, prioritising development on or near town centres, use of car clubs and consideration of air quality for new developments. Watford has multiple policies and strategies which relate to this good practice guidance including; 'Policy ST11.3: Providing Sustainable Transport Infrastructure for Major Development' and 'Policy ST11.5: Electric Vehicles, Car Parking and Car Clubs' from the emerging Local Plan as well as Watford's emerging Sustainable Transport Strategy which includes key targets relating back to the goal of becoming net carbon zero by 2030. Additionally, this is supported by the preparation of the emerging Local Cycle and Walking Infrastructure Plan (LCWIP).

4.4.5 Another example of good practice in plan making is to use a Climate Emergency declaration to help make use of low-carbon energy generation and distribution and integrate local energy plans or promote community-led initiatives. Watford Borough Council declared a Climate Emergency in July 2019 giving formal recognition that this is an important issue facing the borough in the future. To support this initiative, the submitted Local Plan has highlighted opportunities for community-scale energy generation schemes as identified in the Hertfordshire Renewable and Low Carbon Energy Technical Study (2010). While such a scheme is yet to be realised, this is an example of how the Council can use the guidance to aid in further work. The council has developed a cross cutting Sustainable Action Plan to tackle the Climate Emergency.

## 4.5 **Development Management**

4.5.1 This section discusses good practice and the presumption in favour of sustainable development in England which is set out in the NPPF. Decisions made in Development Management are based on evidence and policy and are therefore closely linked to the above section on plan-making. Within the guide there is emphasis given to adaptation issues which

have less national policy and guidance than mitigation issues do.

- 4.5.2 The design of new developments is highlighted in the report relating to issues such as high quality living environments, reduction of overheating potential, inclusion of green infrastructure and consideration of scale and placement of development. Although not mentioned in this guidance specifically, officers see Watford as taking positive steps in this area with the use and promotion of the Place Shaping Panel which provides impartial and independent advice for schemes around appropriate and sustainable design during the application stage. Using this Place Shaping Panel, Watford has been able to utilise national expertise on embedding sustainability within development proposals. This is facilitated by planning officers which use the information in the report, the process is seen to lead to better designed and more developed applications.

## **4.6 Conclusion**

- 4.6.1 The report concludes by reiterating the importance of keeping climate change as a priority within the planning system and how this can have positive effects.
- 4.6.2 When comparing the areas of good practice and case study examples throughout the guidance document it is clear that Watford is already working on the majority of these. In addition to the examples above, this includes provision of multi-functional green spaces which aid in flood risk mitigation, energy efficiency standards which exceed that of the current building regulations and making use of the waste hierarchy to prioritise reuse and recycling of materials to reduce embodied carbon. As a council we recognise that Watford needs to do more to tackle the Climate Emergency, however, benchmarking ourselves against recommendations within the guide indicates we are on the right path.
- 4.6.3 This guidance is welcomed and it aligns with the Council's already established objectives on climate change mitigation and adaptation, including the ambitious target to become carbon neutral by 2030. It is noted that the work done by Watford on the new Local Plan is being promoted as examples of best practice in this guidance and we therefore recommend that the Council endorses this guidance. The guidance supports the wider objectives to address climate change that are being undertaken by the Council, for example, the Sustainability Strategy and Action Plan, the development of a Sustainable Transport Strategy, biodiversity improvement actions and the Colne Valley project (which seeks to address the ecological emergency declared by WBC). The guidance can be embraced and made of use across council teams.

## **5.0 Implications**

### **5.1 Financial**

- 5.1.1 There are no financial issues associated to this proposal.

### **5.2 Legal Issues**

- 5.2.1 The Group Head of Democracy and Governance comments that by agreeing to endorse the guidance the council will permit the guidance to reference the endorsement and to

contain the council logo.

### **5.3 Equalities/Human Rights**

5.3.1 There are no implications in regards to equalities or human rights.

### **5.4 Staffing**

5.4.1 Current staff have prepared this report and there is no additional staffing requirement.

### **5.5 Accommodation**

5.5.1 There is no impact on accommodation.

### **5.6 Community Safety/Crime and Disorder**

5.6.1 There is no impact on community safety or crime and disorder.

### **5.7 Sustainability**

5.7.1 There could be positive impact on the sustainability of the Council and raise its profile in terms of the Council taking protective steps to address climate change.

## **Appendix**

Appendix 1 - The Climate Crisis: A Guide for Local Authorities on Planning for Climate Change

## **Background Papers**

No papers were used in the preparation of this report.

# The Climate Crisis

## A Guide for Local Authorities on Planning for Climate Change



## **The Climate Crisis – A Guide for Local Authorities on Planning for Climate Change**

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Third Edition

Second Edition (Rising to the Climate Crisis – A Guide for Local Authorities on Planning for Climate Change) published December 2018



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# foreword

The growing impacts of climate change are having a devastating impact on communities across our planet. Reducing our carbon emissions and adapting to the impacts already locked into our climate requires the urgent adoption of radical and creative solutions. It also requires unprecedented co-operation at both global and local levels, and we believe the planning profession can play a key role. That is why we are both delighted to contribute this joint foreword to a new edition of the RTPI/TCPA climate guide for local authorities.

The RTPI and the TCPA believe that climate change should be the top priority for planning across the UK. This is simply because the impacts of flooding, overheating and other consequences of climate change stand in the way of everything else we want to achieve in terms of the creation of vibrant communities and a sustainable and just society. We are particularly concerned that the damaging outcomes of climate change continue to have the most severe impacts on the most vulnerable and those least able to respond.

We have three shared messages for planners and the wider community:

- 1 Ensure that tackling the climate crisis is at the heart of the vision for the future of our communities.**
- 2 Recognise how vital planning is to securing that vision – both directly, through facilitating the extension of renewable energy generation, and strategically, through practical nature-based solutions and design actions that can promote sustainable travel, urban cooling, or natural flood defence.**
- 3 Finally, recognise how many of the actions necessary to tackle the climate crisis are also key in creating healthy, ecologically rich, prosperous and beautiful places for us and for future generations.**

This guide is intended as an introduction to some of the key issues. It is a starting point on the vital journey to put in place practical solutions which will halt the rise in temperatures and begin to reverse the climate crisis. Above all, we would remind everyone just how little time is left to secure the radical reductions in carbon that we need. Transformative changes and sustained action are required now at every level if we are to secure our long-term survival.

**Dr Wei Yang**

President, Royal Town Planning Institute

**Nick Raynsford**

President, Town and Country Planning Association

# section 1

## the vital role of planning



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### Drastic action is needed to reduce carbon emissions now

Climate change is the greatest challenge facing our society. Every decision we take must count towards securing our long-term survival. The science of climate change is now well understood, and we know that we must limit the global temperature increase to 1.5°C above pre-industrial levels if we are to avoid catastrophic climate impacts. A recent report from the IPCC (Intergovernmental Panel on Climate Change)<sup>1</sup> made clear that drastic action to reduce carbon emissions is needed now if we are to have any hope of achieving that target. But we know that severe climate impacts are already locked in even if we do limit the temperature rise to 1.5°C. These impacts require urgent re-design of

our communities to make them safe and liveable for future generations.

We have to face up to this challenge now if human society is to have any chance of a long-term future.

We have the knowledge and technology to cut carbon emissions and deal with the climate change impacts that are already happening. Spatial planning has a vital role to play in enabling and encouraging the transition to a competitive and resilient low-carbon society that also supports the environment and human health and wellbeing.

### Note

- 1 *Climate Change 2021: The Physical Science Basis. Summary for Policymakers.* Intergovernmental Panel on Climate Change, Aug. 2021  
[https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC\\_AR6\\_WGI\\_SPM.pdf](https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_SPM.pdf)

Planning policy across the UK addresses the issues associated with climate change, but inconsistent delivery of action has been delayed and de-prioritised for too long. Structural weaknesses have significantly undermined the effectiveness of the planning system, including a lack of political drive in England and Northern Ireland and, across the UK, the loss of in-house skills resulting from local government austerity. In this context, action on climate change through planning can seem hard to achieve, but there are clear opportunities to act now, and strong legal and policy requirements remain in place. This guide aims to give the reader the confidence needed to act locally now, by making best use of existing policy, legislation, and technology.

The core purpose of planning is to create places that enable people to live happy and healthy lives. It is not possible to achieve this aim without addressing both climate change mitigation and climate change adaptation. Many of the adverse impacts of climate change, such as extreme heat, flooding or water scarcity, vary spatially but will result in costs to businesses and householders. Solutions to these problems need to be developed locally. Planning can do this directly through, for example:

- Consenting renewable-energy developments and preventing fossil fuel extraction.
- Determining the location, scale, mix and character of development to ensure that its density, layout, building orientation and landscaping make it resilient to climate impacts.
- Encouraging a wide range of behavioural change, such as enabling people to make personal choices through, for example, the creation of green and walkable streets.

Planning offers the opportunity to set and implement the long-term strategic vision necessary to deal with impacts such as sea level rise – and, crucially, it operates within a local democratic context, allowing communities to participate. Planning is a key part of our national survival system. It should embed the principles of net zero carbon and climate resilience at all levels; nothing should be planned without having successfully demonstrated that it is fit to take its place in a net-zero emissions future.

## 1.1 Economic resilience

Responding successfully to climate change will not only protect people and wildlife, but will also define future economic progress. Only those places that can demonstrate climate resilience will be able to secure investment and insurance in the future.

Already, many homes and businesses in the UK would not be able to get affordable flood insurance without the subsidies provided by the Flood Re scheme. This scheme does not apply to houses built after 2009 because it is assumed that these homes would have been built to be intrinsically resilient. However, for many properties this is not the case. Furthermore, the Flood Re scheme was designed to facilitate a transition phase, so that when the scheme wraps up in 2039 affordable flood insurance can be secured through the market. The resilience of the housing stock to the risk of flooding needs a major upgrade if this is to be achieved.

Without comprehensive action, climate change will severely limit economic growth. However, the approaches now required offer the potential for significant job creation and other economic activity. While the impacts of climate change are dynamic and change over time, so, too, will our technological responses. This applies equally to both soft and hard engineering solutions that support the climate resilience of buildings and communities. Some solutions are beautifully simple in concept (such as using trees and other forms of green infrastructure to reduce urban temperatures), and, with careful design, can bring multiple benefits for health and wellbeing. Renewable energy technologies such as solar and wind power are now cheap enough that projects are coming forward without subsidies. Electric vehicles will rapidly replace traditional engines, and new decentralised low-carbon technologies, including batteries, and advances in artificial intelligence are being combined to form interconnected decentralised energy networks.

Together, these changes will have profound implications for development and how we plan and re-plan new and existing communities. While we cannot anticipate every aspect of the changes, planners should be alive to the possibilities of new technology and should adopt a flexible approach to innovation.

## 1.2 This guide

Written by the Royal Town Planning Institute (RTPI) and the Town and Country Planning Association (TCPA), this guide provides an accessible introduction to the broad issues involved in planning for climate change. It is intended to help planners and politicians play their full part in tackling the climate crisis, and is designed to inform the preparation of strategic and local development plans being

prepared by local and combined authorities in the UK. It replaces the previous edition of this guidance published in 2018.

The guide cannot cover the full breadth of all the planning policy issues raised by climate change. Instead, it focuses on the broad approaches to handling carbon reduction and climate adaptation through the planning system. It refers to the relationships between planning and other systems, such as building regulations, but focuses on the

former. It does not contain detailed material on important elements such as green infrastructure, biodiversity, and food security. Nor does it repeat the guidance on flood risk assessments published by government agencies. There is a growing body of detailed and practical advice on addressing climate change issued by a range of cross-sector organisations, as listed in Section 6 – this guide does not repeat any of this material but offers signposts to it where appropriate.

### Box 1

#### If you only have five minutes...

Addressing the climate challenge through the planning system can feel complicated and frustrating, so if you are just starting out as a planner or politician and working with limited resources, keep in the back of your mind three rules of thumb on planning decisions:

- 1** Always seek development options that will result in the biggest carbon reductions.
- 2** In thinking about the risks that will affect development in future, always apply a reasonable worst-case scenario<sup>a</sup> in relation to climate impacts.
- 3** Always seek those magic moments in which action on climate mitigation and adaptation also delivers a wide range of benefits for health and wellbeing.

<sup>a</sup> Defined later in this guide, in Section 3.2.2

# section 2

## the legal and policy background

The UK has set ambitious targets for reducing greenhouse gas emissions (see Box 3 on page 8), and in all four UK nations there is law or policy requiring local planning authorities to consider and take action on mitigating and adapting to climate change. Such policy is not always strictly adhered to, and could be strengthened, but it sets out the expectations of what local planning authorities should do to help secure progress on meeting the

UK's emissions reduction targets and to deliver resilient places that can cope with the growing risk from the impacts of climate change. This section of the guide outlines the legal and policy frameworks for the four UK nations, highlighting the key laws and policies that local planning authorities must follow, as well as hooks that planners can use to push for more ambitious action in their local areas.

### Box 2

#### Key definitions in policy

The following definitions of key terms relating to planning for climate change are taken from various UK policy documents:

- **Climate change adaptation:** Adjustments to natural or human systems in response to the actual or anticipated impacts of climate change, to mitigate harm or exploit beneficial opportunities.

Source: *National Planning Policy Framework*. Ministry of Housing, Communities and Local Government (now Department for Levelling Up, Housing and Communities), Jul. 2021  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- **Climate change mitigation:** Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

Source: *National Planning Policy Framework*. Ministry of Housing, Communities and Local Government (now Department for Levelling Up, Housing and Communities), Jul. 2021  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- **Resilience:** The capacity of people and places to plan for, better protect, respond to and to recover from flooding and coastal change (or other impacts of climate change).

Source: *National Flood and Coastal Erosion Risk Management Strategy for England*. Environment Agency, Jul. 2020  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/920944/023\\_15482\\_Environment\\_agency\\_digitalAW\\_Strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/920944/023_15482_Environment_agency_digitalAW_Strategy.pdf)
- **Net zero:** The point at which the amount of greenhouse gases being put into the atmosphere by human activity in the UK equals the amount of greenhouse gases that is being taken out of the atmosphere.

Source: *Powering our Net Zero Future*. Energy White Paper. Department for Business, Energy and Industrial Strategy. HM Government, Dec. 2020  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/945899/201216\\_BEIS\\_EWP\\_Command\\_Paper\\_Accessible.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945899/201216_BEIS_EWP_Command_Paper_Accessible.pdf)
- **Full lifetime of development:** Residential development should be considered for a minimum of 100 years, unless there is specific justification for considering a shorter period.

Source: 'Flood risk and coastal change'. *Planning Practice Guidance*. Ministry of Housing, Communities and Local Government (now Department for Levelling Up, Housing and Communities), Mar. 2014  
<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

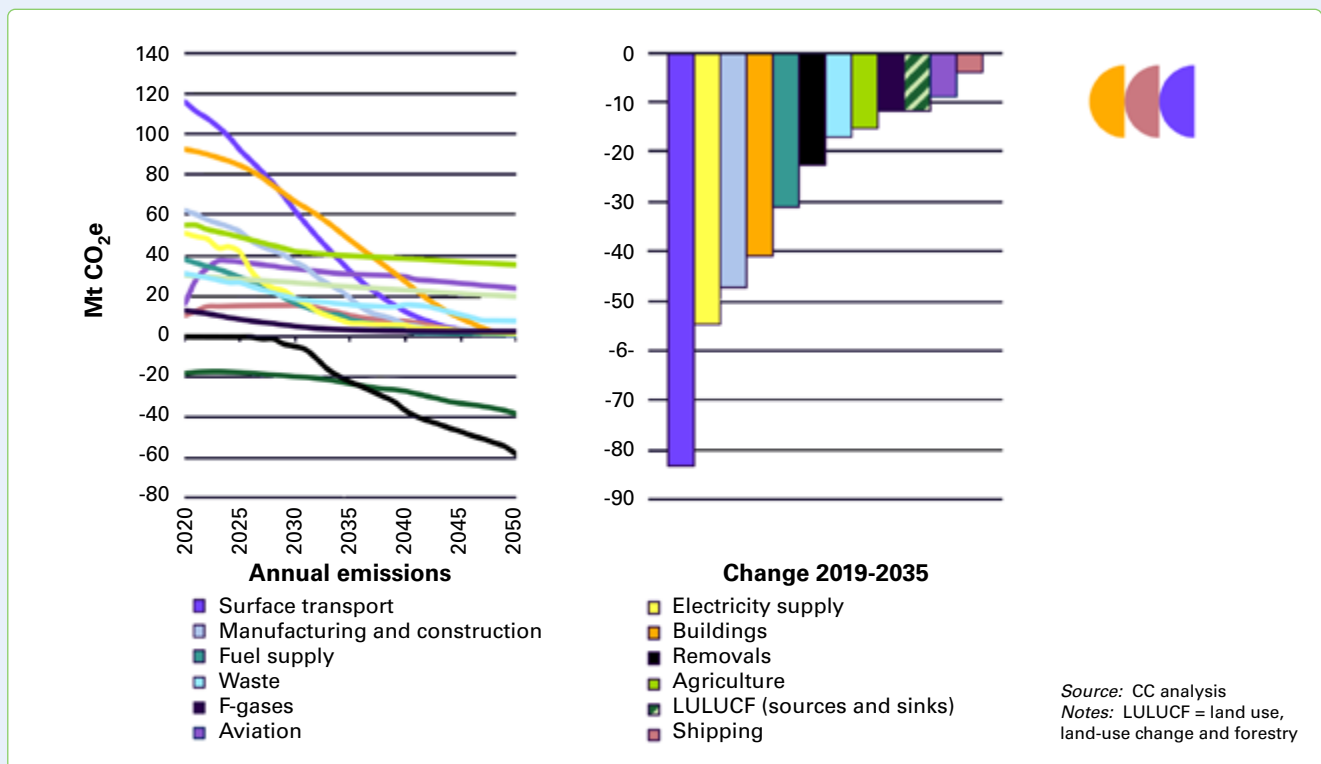


**Box 3****UK emissions reduction targets**

Through the Climate Change Act 2008<sup>a</sup> and as a signatory of the Paris Agreement,<sup>b</sup> the UK Government has committed to:

- reduce emissions by at least 100% of 1990 levels by 2050; and
- contribute to global emissions reductions aimed at limiting global temperature rise to well below 2°C and to pursue efforts to limit temperatures to 1.5°C above pre-industrial levels.

To meet these targets, the UK Government sets five-yearly carbon budgets. The Climate Change Committee's Sixth Carbon Budget, introduced into law in 2021, sets a target to reduce UK greenhouse gas emissions by 78% by 2035 (compared with 1990 levels). Meeting the Sixth Carbon Budget, which delivers three-quarters of the emissions reductions needed to reach net zero by 2050, is the only way that the UK can deliver on its contribution to the Paris Agreement. It requires the UK to reduce emissions by 2.25% of 1990 levels per year. Alongside the Sixth Carbon Budget, the Climate Change Committee has published a report for local authorities detailing their commitments to net zero and how to achieve them.<sup>c</sup>

**Sectoral emissions under the Balanced Net Zero Pathway**

Source: Figure 5 in *The Sixth Carbon Budget: The UK's Path to Net Zero*. Climate Change Committee, Dec. 2020. Climate Change Committee copyright

Each devolved nation also has its own climate change targets, supplementing action under the Climate Change Act 2008.<sup>d</sup> In some cases, the devolved administrations are more ambitious than the UK as a whole:

- Scotland plans to cut emissions to net zero by 2045, five years ahead of the target for the UK as a whole, and generate 70% of Scotland's overall energy consumption from renewables by 2030.
- Wales plans to reduce greenhouse emissions by 95% by 2050, but has ambitions to get as close to net zero as possible.
- Northern Ireland is targeting 35% lower emissions by 2025 under its Greenhouse Gas Action Plan and is developing plans for its own Climate Change Act, but is some way behind the other devolved nations.

a Climate Change Act 2008. [http://www.legislation.gov.uk/ukpga/2008/27/pdfs/ukpga\\_20080027\\_en.pdf](http://www.legislation.gov.uk/ukpga/2008/27/pdfs/ukpga_20080027_en.pdf)

b Paris Agreement. United Nations, Dec. 2015.

[http://unfccc.int/files/essential\\_background/convention/application/pdf/english\\_paris\\_agreement.pdf](http://unfccc.int/files/essential_background/convention/application/pdf/english_paris_agreement.pdf)

c *Local Authorities and the Sixth Carbon Budget*. Climate Change Committee, Dec. 2020.

<https://www.theccc.org.uk/wp-content/uploads/2020/12/Local-Authorities-and-the-Sixth-Carbon-Budget.pdf>

d Further information on the powers and policies of the devolved nations is available in *Around the UK*. Briefing. Energy & Climate Intelligence Unit, Oct. 2014. <https://eciu.net/analysis/briefings/uk-energy-policies-and-prices/around-the-uk>



**Fig. 1 Institutions and bodies with a role in planning for climate change**

- 1** *England:* Department for Levelling Up, Housing and Communities. *Scotland:* Local Government and Communities Directorate. *Wales:* Climate Change, Energy and Planning Directorate. *Northern Ireland:* Department for Infrastructure
- 2** *England:* Department for Business, Energy and Industrial Strategy. *Scotland:* Energy and Climate Change Directorate. *Wales:* Climate Change, Energy and Planning Directorate. *Northern Ireland:* Department for the Economy
- 3** *England:* Environment Agency. *Scotland:* Scottish Environment Protection Agency. *Wales:* Natural Resources Wales. *Northern Ireland:* Northern Ireland Environment Agency
- 4** *England:* Department for Environment, Food and Rural Affairs. *Scotland:* Energy and Climate Change Directorate. *Wales:* Climate Change, Energy and Planning Directorate. *Northern Ireland:* Department of Agriculture, Environment and Rural Affairs

## 2.1 England

### 2.1.1 The legislative context

In England there is a mass of complex legislation which impacts on planning for climate change.

#### Climate Change Act 2008

The Climate Change Act 2008 includes a statutory target of reducing carbon dioxide emissions to at least 100% below 1990 levels by 2050, with interim targets, set through five-yearly carbon budgets

(see Box 3 on page 8). The Act also created a framework for climate change adaptation. The second of the UK Climate Change Risk Assessments required under the Act was published in January 2017,<sup>2</sup> and the third will be published in 2022. The independent Evidence Report that informs the statutory UK Climate Change Risk Assessment was published in June 2021.<sup>3</sup> The second National Adaptation Programme (NAP) – which addresses the risks affecting communities across England and sets out the Westminster government’s ongoing investment and work to tackle these risks – was published in July 2018,<sup>4</sup> and the third will be

#### Notes

- 1** *UK Climate Change Risk Assessment 2017.* HM Government, Jan. 2017. <https://www.gov.uk/government/publications/uk-climate-change-risk-assessment-2017>
- 2** *Independent Assessment of UK Climate Risk.* Climate Change Committee, Jun. 2021. <https://www.theccc.org.uk/publication/independent-assessment-of-uk-climate-risk/>
- 3** *The National Adaptation Programme and the Third Strategy for Climate Adaptation Reporting: Making the Country Resilient to a Changing Climate.* Department for Environment, Food and Rural Affairs, Jul. 2018. <https://www.gov.uk/government/publications/climate-change-second-national-adaptation-programme-2018-to-2023>

published in 2023. The Climate Change Act confers a reporting power, requiring compulsory reporting of climate change impacts and adaptation plans for certain public bodies and organisations.<sup>5</sup>

#### **Why is this relevant?**

The outputs from the Climate Change Act provide an evidence base that can be used in identifying priorities for action and appropriate adaptation measures, as well as a carbon reduction budget which is directly relevant to planning.

### **Planning and Compulsory Purchase Act 2004 and the duty on mitigation and adaptation**

The Planning and Compulsory Purchase Act 2004<sup>6</sup> sets out the structure of the local planning framework for England and Wales, including the duty on plan-making to mitigate and adapt to climate change.

#### **Why is this relevant?**

Local planning authorities are bound by the legal duty set out in Section 19 of the Planning and Compulsory Purchase Act 2004, as amended by the Planning Act 2008, to ensure that, taken as whole, plan policy contributes to the mitigation of, and adaptation to, climate change.<sup>7</sup> This powerful outcome-focused duty on local planning clearly signals the priority to be given to climate change in plan-making.

In discharging this duty, local authorities should consider paragraph 153 of the National Planning Policy Framework (NPPF) and ensure that policies and decisions are in line with the objectives and provisions of the Climate Change Act 2008 and support the National Adaptation Programme. For the sake of clarity, this means that local development plans should be able to demonstrate how policy contributes to the Climate Change Act target regime, and this, in turn, calls for an understanding of both the baseline carbon dioxide emissions and then the actions needed to reduce emissions over time. This means that Annual Monitoring Reports

should contain assessments of carbon performance against the carbon budget regime set out in the Climate Change Act. **The Section 19 duty is much more powerful in decision-making than the status of the NPPF, which is guidance, not statute. Where local development plan policy which complies with the duty is challenged by objectors or a planning inspector on the grounds, for example, of viability, they must make clear how the plan would comply with the duty if the policy were to be removed.** Whatever new policy may emerge, compliance with the legal duty on mitigation must logically mean compliance with the provisions of the target regime of the Climate Change Act.

### **Flood and Water Management Act 2010**

The Flood and Water Management Act 2010<sup>8</sup> addresses the threats of flooding and water scarcity. Under the Flood Risk Regulations 2009,<sup>9</sup> the Environment Agency is responsible for managing flood risk from main rivers, the sea, and reservoirs.

#### **Why is this relevant?**

Lead local flood authorities (LLFAs) are responsible for local sources of flood risk, in particular surface water run-off, groundwater, and ordinary watercourses. LLFAs are statutory consultees on major development. Local authorities are responsible for ensuring that requirements for preliminary flood risk assessments are met.

### **Planning Act 2008**

The Planning Act 2008<sup>10</sup> introduced a new planning regime for Nationally Significant Infrastructure Projects (NSIPs), including energy generation plants of capacity greater than 50 megawatts (50 MW). The Westminster government has produced National Policy Statements (NPSs) to guide decisions on such projects, applications for which are decided by the Planning Inspectorate. It is important to note that in 2016 onshore wind installations above 50 MW capacity were removed<sup>11</sup>

#### **Notes**

- 5 The second round of climate change adaptation progress reports are available at <https://www.gov.uk/government/collections/climate-change-adaptation-reporting-second-round-reports>
- 6 Planning and Compulsory Purchase Act 2004. [https://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga\\_20040005\\_en.pdf](https://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf)
- 7 Section 19 of the 2004 Planning and Compulsory Purchase Act, as amended by Section 182 of the Planning Act 2008, states: 'Development plan documents must (taken as a whole) include policies designed to secure that the development and use of land in the local planning authority's area contribute to the mitigation of, and adaptation to, climate change.' See <https://www.legislation.gov.uk/ukpga/2008/29/section/182>
- 8 Flood and Water Management Act 2010. <https://www.legislation.gov.uk/ukpga/2010/29/contents?section=6-12>
- 9 Environmental Protection. The Flood Risk Regulations 2009. Statutory Instrument 2009 No. 3042. <https://www.legislation.gov.uk/uksi/2009/3042/contents/made> <https://www.legislation.gov.uk/ukpga/2010/29/contents?section=6-12>
- 10 Planning Act 2008. [https://www.legislation.gov.uk/ukpga/2008/29/pdfs/ukpga\\_20080029\\_en.pdf](https://www.legislation.gov.uk/ukpga/2008/29/pdfs/ukpga_20080029_en.pdf)
- 11 Explanatory Memorandum to the Infrastructure Planning (Onshore Wind Generating Stations) Order 2016. Statutory Instrument 2016 No. 306. [https://www.legislation.gov.uk/uksi/2016/306/pdfs/uksiem\\_20160306\\_en.pdf](https://www.legislation.gov.uk/uksi/2016/306/pdfs/uksiem_20160306_en.pdf)



**Box 4****Environmental assessment of plans and programmes**

In the context of Brexit, both Strategic Environmental Assessment and Environmental Impact Assessment are being reviewed. A consultation is expected shortly for England which will produce new regulations. Climate change mitigation and adaptation are likely to be primary assessment criteria in both plans and programmes and applications that fall within the scope of the regulations.

from the NSIP regime, and such applications are now dealt with by local planning authorities, based on the NPPF and associated Ministerial statements.

**Why is this relevant?**

Local planning authorities need to apply aspects of the NPS series to issues such as renewable energy applications. This guide sets out below how local planning authorities should discharge the duty on local development plans to deal with climate change.

**Planning and Energy Act 2008**

The Planning and Energy Act 2008<sup>12</sup> sets out powers for local authorities to require a proportion of the energy need related to new development to be sourced in the locality of the development, through renewable or low-carbon generation. It also sets out powers for local planning authorities to set energy efficiency standards that exceed the energy requirements of the Building Regulations.

**Why is this relevant?**

The Planning and Energy Act allows local authorities and communities to reap the benefits of local renewable energy generation and supports the adoption of renewable energy requirements, provided they are consistent with national policy. The focus of such policy can be broader than a site in order to enable area-based solutions such as district heating. It also enables local authorities to require standards for energy efficiency in new buildings beyond those in the Building Regulations. Further information on this is set out in Section 2.5.1 in this guide.

**Neighbourhood Planning Act 2017**

The Neighbourhood Planning Act 2017<sup>13</sup> strengthens the powers of neighbourhood plans, but it also creates a new legal duty on local planning

authorities to set out their strategic priorities. The Westminster government has now indicated that these priorities should be expressed in a strategic plan. This plan is focused on high-level strategic issues set out in the NPPF, and these issues include action on climate change (see paragraph 20 of the NPPF).

**Why is this relevant?**

The Neighbourhood Planning Act provides an opportunity to deal with longer-term energy planning and adaptation issues at a strategic scale, which can provide a more efficient way of managing housing and energy needs. It allows for effective catchment-scale planning for flood risk and landscape-scale planning for green infrastructure. The major risk is that following the 2018 version of the NPPF's removal of the policy presumption that there will be a local development plan, some local authorities may choose not to prepare one, and so will lose the detailed policy necessary to deliver effective adaptation and mitigation.

**2.1.2 The policy context – key documents****National Planning Policy Framework**

The NPPF<sup>14</sup> sets out the key national planning priorities for England. It was updated in 2021. It is non-statutory guidance, but is a powerful material consideration in plan-making and development management decisions. The NPPF is accompanied by online Planning Practice Guidance.

Paragraph 152 of the NPPF underlines that the planning system should support the transition to a low-carbon future in a changing climate, taking full account of flood risk and coastal change. Paragraph 153, footnote 53 makes clear that local planning authorities are expected to adopt

**Notes**

12 Planning and Energy Act 2008. [http://www.legislation.gov.uk/ukpga/2008/21/pdfs/ukpga\\_20080021\\_en.pdf](http://www.legislation.gov.uk/ukpga/2008/21/pdfs/ukpga_20080021_en.pdf)

13 Neighbourhood Planning Act 2017. [http://www.legislation.gov.uk/ukpga/2017/20/pdfs/ukpga\\_20170020\\_en.pdf](http://www.legislation.gov.uk/ukpga/2017/20/pdfs/ukpga_20170020_en.pdf)

14 *National Planning Policy Framework*. Ministry of Housing, Communities and Local Government, Jul. 2021. <http://www.gov.uk/government/publications/national-planning-policy-framework--2>

proactive strategies to mitigate and adapt to climate change, in line with the Climate Change Act 2008. Since compliance with national law and policy is central to the soundness test carried out on local development plans, compliance with the Climate Change Act is a clear obligation on both the Planning Inspectorate and local planning authorities. This has the effect of making the objective of a 100% reduction in carbon dioxide emissions by 2050 clearly relevant to the discharge of the duty on planning authorities to shape policy which reduces carbon dioxide emissions. As a result, planning authorities will need a clear grasp of their areas' baseline emissions, and their policies should support 'radical' reductions in carbon dioxide emissions.

The presumption in favour of development is a key objective of the NPPF. However, the presumption does not apply to areas subject to flood risk or coastal erosion, where policies in the NPPF suggest that development should be restricted. Further information is given in Sections 3.5 and 4 of this guide.

#### **Achieving sustainable development**

Paragraph 8 of the NPPF makes clear that 'mitigating and adapting to climate change' is a core planning objective. To be in conformity with the NPPF, local development plans should reflect this principle, ensuring that planning policy clearly and comprehensively deals with climate change mitigation and adaptation. The NPPF also highlights climate change as a key part of strategic planning policy which local authorities are legally obliged to set out in their local development plans (see paragraph 20 and footnote 12).

#### **The importance of proportionate evidence**

The NPPF supports the need for objective and proportionate evidence bases for plan-making, which underpins the approach established in Section 3.2 of this guide. In relation to both carbon dioxide emissions and key adaptation data, it may be useful to share approaches across local planning authority boundaries as part of the wider commitment to demonstrate co-operation. The NPPF stresses the importance of viability testing; this is dealt with in more detail in Section 3.2.1 of this guide.

#### **Mitigation, renewable generation and sustainable energy use**

The NPPF sets out a positive vision of local development plans securing 'radical reductions in greenhouse gas emissions' (paragraph 152). This provides an opportunity to support innovative approaches on matters that can contribute to radically reducing carbon dioxide emissions, such as energy systems and building standards. Paragraph 154 of the NPPF makes clear that this can be achieved by shaping the location and design of development and setting local requirements for building sustainably, as long as they are in line with national standards. The NPPF also identifies the risks from overheating.

In planning for renewable energy, local authorities are encouraged to take a positive approach by identifying suitable areas for renewable energy generation and its supporting infrastructure, and by maximising the opportunities for community-led and decentralised energy production (see paragraphs 155 and 156 of the NPPF).

#### **Onshore wind**

Paragraph 158, footnote 54, of the NPPF says that: *'... a proposed wind energy development involving one or more turbines should not be considered acceptable unless it is in an area identified as suitable for wind energy development in the development plan; and, following consultation, it can be demonstrated that the planning impacts identified by the affected local community have been fully addressed and the proposal has their backing.'*

Whether a proposal has the backing of the affected local community is a planning judgement for the local planning authority, and the courts have ruled that 'addressed' does not mean 'resolved' or 'eliminated'.<sup>15</sup> It is also important to note that plans can allocate areas as suitable for wind turbines and do not have to follow the more onerous route of allocating actual sites, as is sometimes mistakenly assumed.

#### **Mitigation and transport emissions**

Paragraph 104 of the NPPF says that: *'transport issues should be considered from the earliest stages of plan-making and development*

#### **Note**

<sup>15</sup> The Court of Appeal considered Written Ministerial Statement HCSW42 on local planning (made by the Secretary of State for Communities and Local Government on 18 Jun 2015 – <https://www.parliament.uk/globalassets/documents/commons-vote-office/June-2015/18-June/1-DCLG-Planning.pdf>) and not the policy in the NPPF. The latter omits 'therefore', which was important to the court ('According to the Statement, a planning authority can find a proposal acceptable if they are satisfied that it has addressed the planning impacts identified by the affected local community and therefore has their backing!'). Whether the proposal has the backing of the local community now reads as a separate test and not a consequence of the assessment of impacts. See *Holder, R (on the application of) v Gedling Borough Council & Ors* [2018] EWCA Civ 214. <http://laweuro.com/?p=13384>

*proposals, so that [...] opportunities to promote walking, cycling and public transport use are identified and pursued.'*

Paragraph 105 continues:

*'The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health.'*

### Adaptation

Paragraph 153 of the NPPF states that:

*'Plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures. Policies should support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts, such as providing space for physical protection measures, or making provision for the possible future relocation of vulnerable development and infrastructure.'*

Taken as a whole, the NPPF requires local planning authorities to have a holistic understanding of climate adaptation, ranging from flood risk to increased temperatures and heat stress. Local development plans should play a full part in building community resilience to a changing climate.

### Planning Practice Guidance

The Planning Practice Guidance (PPG) online resource<sup>16</sup> provides vital additional and detailed guidance on aspects of the NPPF, and it is periodically updated to include interpretations of Ministerial Statements relevant to planning. The

critical sections of PPG are on 'Climate change',<sup>17</sup> 'Renewable and low carbon energy',<sup>18</sup> and 'Flood risk and coastal change'.<sup>19</sup> Paragraph 011 of the 'Climate change' section directs planners to the Climate Change Committee<sup>20</sup> for further information and guidance.

### Viability testing

In recent years, significant changes have been made to the viability test that is applied to plan policy and particular applications. Paragraph 002 of the PPG section on viability and plan making now says:

*'The price paid for land is not a relevant justification for failing to accord with relevant policies in the plan.'*<sup>21</sup>

The detail of how this affects climate policy is set out in Section 3.2.1 of this guide.

## 2.2 Scotland

### 2.2.1 The legislative context

The Scottish Government has an entirely devolved town and country planning system, and therefore the Scottish planning system is significantly different from that in the rest of the UK.

### Climate Change (Scotland) Act 2009

The Climate Change (Scotland) Act 2009<sup>22</sup> sets a target date for net-zero emissions of all greenhouse gases by 2045, with interim targets. The Act also created a framework for climate change adaptation.

### Why is this relevant?

The outputs from the Climate Change Act 2009 provide an evidence base that can be used in identifying priorities for action and appropriate adaptation measures, and also sets a carbon reduction budget which is directly relevant to planning.

### Notes

- 16 *Planning Practice Guidance*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government. <http://www.gov.uk/government/collections/planning-practice-guidance>
- 17 'Climate change'. *Planning Practice Guidance*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government. <http://www.gov.uk/guidance/climate-change>
- 18 'Renewable and low carbon energy'. *Planning Practice Guidance*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government. <http://www.gov.uk/guidance/renewable-and-low-carbon-energy>
- 19 'Flood risk and coastal change'. *Planning Practice Guidance*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government. <http://www.gov.uk/guidance/flood-risk-and-coastal-change>
- 20 See the Climate Change Committee website, at <http://www.theccc.org.uk/>
- 21 'Viability'. *Planning Practice Guidance*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government. Para. 002, Reference ID: 10-002-20190509, Revision date: 9 May 2019. <http://www.gov.uk/guidance/viability>
- 22 Climate Change (Scotland) Act 2009. <http://www.legislation.gov.uk/asp/2009/12/contents>

### Town and Country Planning (Scotland) Act 1997

The Town and Country Planning (Scotland) Act 1997<sup>23</sup> makes up the main body of planning legislation for Scotland, setting out the roles of local planning authorities with regard to development practices.

#### **Why is this relevant?**

The Act requires the Scottish National Planning Framework (NPF)<sup>24</sup> to set an objective that local development plans should contribute to sustainable development. The Act, as amended, also requires local planning authorities to include policies in local development plans to reduce carbon emissions to meet the targets laid out in the Climate Change (Scotland) Act 2009,<sup>25</sup> and places a legal duty on plan-making to help mitigate and adapt to climate change.

### Planning (Scotland) Act 2019

The Planning (Scotland) Act 2019<sup>26</sup> sets out the main local planning framework for Scotland.

#### **Why is this relevant?**

The Planning (Scotland) Act places a duty on plan-makers to help mitigate and adapt to climate change, with specific reference, under the purpose of planning, to ‘anything which contributes to sustainable development’ as being in the public interest. It requires local development frameworks to adhere to the Climate Change (Scotland) Act 2009 and work towards the emissions reduction targets set out in the Act and its 2019 amendments. The Act also amended the assessment of environmental effects section of the Town and Country Planning (Scotland) Act 1997 to give regard to development’s effects on biodiversity.

### Climate Change (Emissions Reduction Targets) (Scotland) Act 2019

The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019<sup>27</sup> sets the target to reduce

Scotland’s greenhouse gas emissions to net zero by 2045.

#### **Why is this relevant?**

Local planning authorities are required to comply with the guidelines set out in the amended Climate Change (Scotland) Act 2009 to reduce emissions to net zero by 2045, and to report their progress in reaching these goals, including carbon budgeting. The Act legally mandates interim targets such as a 75% reduction in emissions by 2030, with an outlined ten-year carbon budget for the year 2040.

The Act also requires local planning authorities to include policies in their local development plans aimed at avoiding increased greenhouse gas emissions through improved design and supporting the development of low- and zero-carbon energy in all new developments.

### Flood Risk Management (Scotland) Act 2009

The Flood Risk Management (Scotland) Act 2009<sup>28</sup> outlines the roles and responsibilities of public bodies in addressing the risk of flooding.

#### **Why is this relevant?**

Under the regulations in the Flood Risk Management (Scotland) Act, the Scottish Environment Protection Agency (SEPA), Scottish Water and local authorities are all tasked with managing flood risk from rivers, the sea, and sewage systems. SEPA is responsible for co-ordinating flood protection strategies alongside local authorities, to ensure local accountability and the delivery of flood protection schemes.

## 2.2.2 The policy context – key documents

### Scottish Planning Policy

Scottish Planning Policy (SPP)<sup>29</sup> sets out national priorities for development and the use of land, and lays out how planning matters should be addressed by local authorities across the country. It is non-statutory guidance and exists as a statement of

#### Notes

23 Town and Country Planning (Scotland) Act 1997. <http://www.legislation.gov.uk/ukpga/1997/8/contents>

24 *Ambition, Opportunity, Place. Scotland’s Third National Planning Framework*. Scottish Government, Jun. 2014. <http://www.gov.scot/publications/national-planning-framework-3/>

25 Climate Change (Scotland) Act 2009. <http://www.legislation.gov.uk/asp/2009/12/contents>

26 Planning (Scotland) Act 2019. <http://www.legislation.gov.uk/asp/2019/13/contents>

27 Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. <http://www.legislation.gov.uk/asp/2019/15/enacted>

28 Flood Risk Management (Scotland) Act 2009. <http://www.legislation.gov.uk/asp/2009/6>

29 *Scottish Planning Policy*. Scottish Government, revised Dec. 2020. <http://www.gov.scot/binaries/content/documents/govscot/publications/factsheet/2021/05/transport-scotland-core-documents/documents/policy/scottish-planning-policy-spp/scottish-planning-policy-spp/govscot%3Adocument/scottish-planning-policy.pdf>

Ministers' priorities. A key required outcome set out in SPP is 'Outcome 2: A low carbon place – reducing our emissions and adapting to climate change'. Paragraph 19 states that:

*'By seizing opportunities to encourage mitigation and adaptation measures, planning can support the transformational change required to meet emission reduction targets and influence climate change.'*

## National Planning Framework

The National Planning Framework (NPF)<sup>30</sup> is the long-term strategy for Scotland, outlining the national planning priorities for the Scottish Government. Statutory development plans must have regard to the NPF, and the NPF makes explicit reference to a low-carbon future for Scotland, setting out a vision of 'high quality, vibrant and sustainable places' in which 'our built environment is more energy efficient'.

Explicit reference is made to both resilience and mitigation as spatial priorities. Section 3 outlines the importance of planning in supporting a low-carbon future, with reference to renewable infrastructure to support mitigation, while Section 4 highlights the need for infrastructure to 'change to adapt to the impacts of climate change', taking into account resilience issues such as 'water management and flooding'.

***The fourth iteration of the NPF will incorporate Scottish Planning Policy and combine both into a statutory document that encompasses all Scottish planning policy. Draft NPF4 is due to be laid in Parliament in autumn 2021 and is expected to put increased emphasis on low-carbon development and sustainability.***

## Climate Change Plan

The 2018-2032 Climate Change Plan<sup>31</sup> lays out the Scottish Government's pathway to deliver the targets set by the Climate Change Act 2019, and how it will support a green recovery. The plan includes a road map for a co-ordinated, cross-cutting and systems-based approach to reducing greenhouse gas emissions, with themed sections on a whole-system

energy approach, land use and nature-based solutions, the circular economy, transport demand, the planning system and NPF4, and wellbeing and national outcomes. It also includes policies and proposals for specific sectors, including electricity, buildings, transport, industry, waste and the circular economy, land use change and forestry, agriculture, and negative emissions technologies.

## 2.3 Wales

### 2.3.1 The legislative context

Wales has a strong legislative framework, set out through the Active Travel (Wales) Act 2013, the Planning (Wales) Act 2015, the Well-being of Future Generations (Wales) Act 2015, and the Environment (Wales) Act 2016. Together, they provide a foundation to address climate change, sustainable development and wellbeing at national through to local levels.

#### Active Travel (Wales) Act 2013

The Active Travel (Wales) Act 2013<sup>32</sup> provides the framework for improving the provision of infrastructure and encouraging walking and cycling.

#### *Why is this relevant?*

Among the core requirements of the Active Travel (Wales) Act is the obligation for 'Welsh Ministers and local authorities to exercise their functions under the Act so as to promote active travel journeys and secure new and improved active travel routes and related facilities', as well as the requirement that they should 'take reasonable steps to enhance the provision made for walkers and cyclists and to have regard to the needs of walkers and cyclists in the exercise of certain other functions'. It requires local authorities to produce active travel maps setting out existing and future routes, for agreement by the Welsh Government.

#### Planning (Wales) Act 2015

The Planning (Wales) Act 2015<sup>33</sup> makes provision for national, strategic and local planning in Wales.

## Notes

30 *Ambition, Opportunity, Place. Scotland's Third National Planning Framework.* Scottish Government, Jun. 2014. <http://www.gov.scot/publications/national-planning-framework-3/>

31 *Update to the Climate Change Plan 2018-2032: Securing a Green Recovery on a Path to Net Zero.* Scottish Government, Dec. 2020. <http://www.gov.scot/publications/securing-green-recovery-path-net-zero-update-climate-change-plan-20182032/>

32 Active Travel (Wales) Act 2013. <http://www.legislation.gov.uk/anaw/2013/7/contents/enacted#:~:text=Active%20Travel%20%28Wales%29%20Act%202013%201%20Overview%202,Welsh%20Ministers%20on%20active%20travel%20More%20items...%20>

33 Planning (Wales) Act 2015. <http://www.legislation.gov.uk/anaw/2015/4/enacted#:~:text=%EE%80%80Planning%20%28Wales%29%20Act%202015%EE%80%81%20%EE%80%802015%EE%80%81%20anaw%204.%20An,management%20and%20applications%20for%20%EE%80%80planning%EE%80%81%20permission%3B%20to%20>



**Why is this relevant?**

The development plans at a national level (the National Plan<sup>34</sup>) and strategic/regional level (strategic development plans) enabled by the Planning (Wales) Act can be used to strengthen planning policy on climate change.

**Well-being of Future Generations (Wales) Act 2015**

The Well-being of Future Generations Act (Wales) 2015<sup>35</sup> aims to improve the social, economic, environmental and cultural wellbeing of the people of Wales. The Act sets out seven wellbeing goals which public bodies must work to achieve:

- 'A prosperous Wales';
- 'A resilient Wales';
- 'A more equal Wales';
- 'A healthier Wales';
- 'A Wales of cohesive communities';
- 'A Wales of vibrant culture and thriving Welsh language'; and
- 'A globally responsible Wales'.<sup>36</sup>

**Why is this relevant?**

The Well-being of Future Generations (Wales) Act puts a duty on public bodies to consider the impact of their decisions, to work better with communities and each other, and to 'prevent persistent problems such as poverty, health inequalities and climate change'.<sup>37</sup>

**Environment (Wales) Act 2016**

The Environment (Wales) Act 2016<sup>38</sup> sets out requirements for the sustainable management of Wales' natural resources, which will help to address the impacts of climate change.

**Why is this relevant?**

The Environment (Wales) Act places a duty on Welsh Ministers to set carbon budgets and targets for reducing greenhouse gas emissions.

**2.3.2 The policy context – key documents**

In 2021, transport, planning, housing and energy were brought together under a Minister for Climate Change. The new Welsh Government published a Programme for Government which pledged to embed its 'response to the climate and nature emergency in everything we do'.

**Prosperity for All: A Low Carbon Wales**

In April 2019 the Senedd Cymru / Welsh Parliament became the first parliament in the world to declare a climate emergency.<sup>39</sup> The Prosperity for All: A Low Carbon Wales collection of policies and proposals<sup>40</sup> sets out policies and proposals to meet the 2020 carbon budgets and emissions reduction targets.

**Prosperity for All: A Climate Conscious Wales**

Prosperity for All: A Climate Conscious Wales<sup>41</sup> sets out how Wales will adapt to climate change between 2020 and 2025. It also aims to influence stakeholders in Wales to take action by raising awareness of climate adaptation and sharing knowledge and best practice.

**Llwybr Newydd: The Wales Transport Strategy 2021**

The Wales Transport Strategy 2021<sup>42</sup> has been significantly shaped by the need to transform the transport system to reduce greenhouse emissions to net zero by 2050. The strategy sets out three priorities for the future of transport in Wales:

- **Reducing the need to travel:** The planning system has a crucial role in designing places so that communities can readily access services without needing to rely on cars.
- **Providing accessible, sustainable and efficient transport:** Investment is needed in transport services that are easy for people to use, and the

**Notes**

34 *Future Wales: The National Plan 2040*. Welsh Government, Feb. 2021. <http://gov.wales/future-wales-national-plan-2040-0>

35 Well-being of Future Generations Act (Wales) 2015. <http://www.legislation.gov.uk/anaw/2015/2/contents>

36 *Well-being of Future Generations Act (Wales) 2015*. Future Generations Commissioner for Wales, 2021. <http://www.futuregenerations.wales/about-us/future-generations-act/>

37 *Ibid.*

38 Environment (Wales) Act 2016. <http://www.legislation.gov.uk/anaw/2016/3/section/5/enacted#:~:text=%20Environment%20%28Wales%29%20Act%202016%20%281%29,the...%202%20%282%29%20In%20this%20article%E2%80%94%20More%20>

39 'Welsh Government makes climate emergency declaration'. Press Release. Welsh Government, 29 Apr. 2019. <http://gov.wales/welsh-government-makes-climate-emergency-declaration>

40 Prosperity for All: A Low Carbon Wales. Welsh Government, Jun. 2019. <http://gov.wales/prosperity-all-low-carbon-wales>

41 *Prosperity for All: A Climate Conscious Wales. A Climate Change Adaptation Plan for Wales*. Welsh Government, Nov. 2019. <http://gov.wales/prosperity-all-climate-conscious-wales>

42 *Llwybr Newydd: the Wales Transport Strategy 2021*. Welsh Government, Mar. 2021. <http://gov.wales/llwybr-newydd-wales-transport-strategy-2021>

transport infrastructure must be able to support those services. Where new transport infrastructure is needed, a sustainable transport hierarchy is to be followed, to give priority to travel by walking, cycling and public transport.

- **Encouraging people to use more sustainable transport options:** Low-carbon, sustainable transport must be made the most attractive and affordable option.

## Planning Policy Wales

Planning Policy Wales (PPW),<sup>43</sup> updated in 2021, is the Welsh national planning policy and sets out the land use planning policies of the Welsh Government. PPW's policies on place-making set requirements for high-quality and well designed communities in which residents can easily access all the services that they need. Further guidance can be found in the Placemaking Wales Charter,<sup>44</sup> developed by the Welsh Government, the Design Commission for Wales and the Placemaking Wales Partnership, which promotes sustainable development principles such as sustainable locations for new development and prioritising walking, cycling, and public transport.

The other central pillar to Planning Policy Wales is decarbonisation: it contains policies on the promotion of active travel, ultra-low emission vehicles, promoting renewable energy developments, and restricting the extraction and use of fossil fuels (including fracking). The latest (11th) edition of PPW also embeds a whole-system 'local area energy planning' (LAEP) approach.

## Future Wales: The National Plan 2040

Future Wales: The National Plan 2040<sup>45</sup> sets the strategic direction for planning and development in Wales over the next 20 years. With development plan status it is part of the statutory plan for determining planning applications. It gives spatial expression to long-term economic, social and environmental objectives, and sets out a key role for the planning system in Wales in facilitating clean growth and decarbonisation and in building resilience to the impacts of climate change. The National Plan seeks an integrated approach with

other areas of policy, linking decisions on economic development with those on housing, climate change, energy generation, transport, and other infrastructure, and providing a spatial framework for investment.

Achieving effective integration and ensuring alignment with spatial plans at the appropriate level of the spatial hierarchy is important, including the emerging *strategic development plans* at the regional level, the well established *local development plans* within local authorities, and *place plans* for those communities which have them (non-statutory plans).

## ***Building Better Places: The Planning System Delivering Resilience and Brighter Futures***

*Building Better Places*<sup>46</sup> sets out the Welsh Government's planning policy priorities following the COVID-19 pandemic, and recognises the balance needed between much-needed economic recovery and responding to the climate and nature emergencies.

The document highlights the 'key existing planning policies and tools which should be used by all sectors in the environment, social, cultural and economic recovery of Wales, recognising the continuing need for planners to operate within a wider context of priorities and action at all scales'. It reiterates that local planning authorities should be ambitious and use their local development plans to set a strong vision for the future of their local area using the place-making approach set out in Planning Policy Wales.

## 2.4 Northern Ireland

### 2.4.1 The legislative context

In Northern Ireland legislation on tackling climate change is comparatively sparse. During 2021 two Climate Change Bills have been presented to the Northern Ireland Assembly, both setting out frameworks to mitigate the effects of future climate change.

## Notes

43 *Planning Policy Wales. Edition 11.* Welsh Government, Feb. 2021.

[http://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11\\_0.pdf](http://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11_0.pdf)

44 *Placemaking Charter.* Welsh Government, the Design Commission for Wales, and the Placemaking Wales Partnership.

<http://dcfw.org/placemaking/placemaking-charter/>; and *Placemaking Guide.* Design Commission for Wales and the Placemaking Wales Partnership, 2020. <http://dcfw.org/wp-content/themes/dcfw-child/assets/PlacemakingGuideDigitalENG.pdf>

45 *Future Wales: The National Plan 2040.* Welsh Government, Jul. 2020. <http://gov.wales/future-wales-national-plan-2040-0>

46 *Building Better Places: The Planning System Delivering Resilient and Brighter Futures. Placemaking and the Covid-19 Recovery.* Welsh Government, Jul. 2020. <http://gov.wales/sites/default/files/publications/2020-07/building-better-places-the-planning-system-delivering-resilient-and-brighter-futures.pdf>

## Climate Change Bill

The Climate Change Bill<sup>47</sup> was introduced to the Northern Ireland Assembly as a private members Bill in March 2021 and is currently – as of October 2021 – within the legislative process. The Bill is intended to ‘establish a legally binding net-zero carbon target for Northern Ireland; provide for the establishment and powers of the Northern Ireland Climate Commissioner and Northern Ireland Climate Office; guarantee existing environmental and climate protections’ and legislate for connected purposes.

### Why is this relevant?

Enactment of the Climate Change Bill will declare a climate emergency for Northern Ireland and set a legally binding net-zero target to ensure that Northern Ireland has net-zero carbon emissions by 2045.

## Climate Change Bill 2

The Climate Change (No.2) Bill<sup>48</sup> was introduced in July 2021 by the Minister for Agriculture, Environment and Rural Affairs. It sets out a framework for delivery of the climate change objectives of ‘New Decade, New Approach’ deal on restoring the Northern Ireland Executive and aims to establish legislation to mitigate the effects of climate change locally.

### Why is this relevant?

The Climate Change (No.2) Bill requires Northern Ireland government departments to prepare a Northern Ireland Climate Change Adaptation Programme (see Section 2.4.2) to respond to climate change risks and opportunities in Northern Ireland as identified in the most recent UK Climate Change Risk Assessment.

## Planning Act (Northern Ireland) 2011

The Planning Act (Northern Ireland) Act<sup>49</sup> created a two-tier planning system by devolving planning to local planning authorities, and introduced a local development plan led system to Northern Ireland.

### Why is this relevant?

Local councils now have a range of planning powers, including the preparation of local development plans, the determination of the majority of applications, and responsibility for enforcement action. They also have to produce community strategies, and the Planning Act (Northern Ireland) Act ties these community strategies to local development plans – making the latter the spatial interpretation of the community strategy.

## 2.4.2 The policy context – key documents

In February 2019 the Climate Change Committee report *Reducing Emissions in Northern Ireland*<sup>50</sup> recommended emissions reductions in Northern Ireland of at least 35% compared with 1990 levels by 2030. The report stated that current policy is not enough to achieve such a reduction level and that a more joined-up approach is needed across all sectors.

## Regional Development Strategy 2035

The Regional Development Strategy 2035<sup>51</sup> is the spatial strategy of the Northern Ireland Executive, issued in 2010. It sets out a long-term plan for economic growth and sustainable development.

### Why is this relevant?

The Regional Development Strategy identifies the correlation between improving the quality of the environment and achieving a better quality of life for people, and it highlights the need for Northern Ireland to play its part in reducing carbon emissions. The section on the economy includes guidance headed ‘Deliver a sustainable and secure energy supply’, with ‘Manage housing growth to achieve sustainable patterns of residential development’ and ‘Reduce our carbon footprint and facilitate mitigation and adaptation to climate change whilst improving air quality’ featuring in the society and environment sections, respectively. The environment section outlines the importance of planning and the environment, highlighting mitigation and adaptation measures. The Regional Development Strategy set a regional target of 60%

## Notes

- 47 Climate Change Bill. Bill 19/17-22. Northern Ireland Assembly. <http://www.niassembly.gov.uk/assembly-business/legislation/2017-2022-mandate/non-executive-bill-proposals/climate-change-bill/>
- 48 Climate Change (No. 2) Bill. Northern Ireland Assembly. <http://www.niassembly.gov.uk/assembly-business/legislation/2017-2022-mandate/primary-legislation--bills-2017---2022-mandate/climate-change-bill/bill---as-introduced/>
- 49 Planning Act (Northern Ireland) 2011. <http://www.legislation.gov.uk/nia/2011/25/contents>
- 50 *Reducing Emissions in Northern Ireland*. Climate Change Committee, Feb. 2019. <http://www.theccc.org.uk/wp-content/uploads/2019/02/Reducing-emissions-in-Northern-Ireland-CCC.pdf>
- 51 *Regional Development Strategy: Building a Better Future*. Department for Regional Development, Northern Ireland Executive, 2010. <http://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/regional-development-strategy-2035.pdf>



of new homes located in appropriate ‘brownfield’ sites within the urban footprints of settlements greater than 5,000 population.

### Strategic Planning Policy Statement for Northern Ireland

The Strategic Planning Policy Statement (SPPS)<sup>52</sup> sets out strategic planning policy on a range of planning issues, with the aim of furthering sustainable development and improving the wellbeing of the population of Northern Ireland. The SPPS consolidated around 20 separate social, economic, and environmental policy publications into one document, and set out the strategic direction and core planning principles to underpin delivery of the two-tier planning system with the aim of furthering sustainable development.

#### Why is this relevant?

The Strategic Planning Policy Statement acknowledges the need to reduce emissions of greenhouse gases and respond to the impacts brought about by climate change:

*‘A key pledge of the Executive is ‘to continue to work towards a reduction in greenhouse gas emissions by at least 35% on 1990 levels by 2025’. [...] The planning system should therefore help to mitigate and adapt to climate change by shaping new and existing developments in ways that reduce greenhouse gas emissions and positively build community resilience to problems such as extreme heat or flood risk; [...] avoiding development in areas with increased vulnerability to the effects of climate change, particularly areas at significant risk from flooding [...]; promoting the use of energy efficient, micro-generating and decentralised renewable energy systems...’*

The provisions of the SPPS must be taken into account in the preparation of local development plans, and it is also material to all decisions on individual planning applications and appeals.

### Northern Ireland Climate Change Adaptation Programme 2019-2024

The Northern Ireland Climate Change Adaptation Programme 2019-2024<sup>53</sup> – developed in collaboration with, and with input from, all Northern Ireland government departments, and informed by external stakeholder engagement – puts forward adaptation approaches and actions for 2019-2024. It sets ‘key priority areas’, as identified through the Northern Ireland summary of the *UK Climate Change Risk Assessment 2017 Evidence Report*,<sup>54</sup> in order to bring about ‘a resilient Northern Ireland which will take timely and well-informed decisions to address the socio-economic and environmental impacts of climate change’.

Objectives include the development of local council strategies to increase resilience in the built and natural environment and an online platform to raise awareness of good practice climate change adaptation work across Northern Ireland.

#### Why is this relevant?

The Climate Change Adaptation Programme provides information about the process of adaptation planning and the tools available to guide local planning authorities through the process.

### Flood risk management plans

Flood risk management plans were produced in 2015<sup>55</sup> to comply with the requirements of the European Union Directive on managing flood risk (2007/60/EC) (the Floods Directive), as transposed to local legislation through the Water Environment (Floods Directive) Regulations (Northern Ireland) 2009.<sup>56</sup> They highlight the flood hazards and risks in the 20 most significant flood risk areas in Northern Ireland, identify measures to be undertaken in the period 2015-2021, and set out how the relevant authorities should work, together and with communities, to reduce the flood risks.

In November 2019 the Northern Ireland Department for Infrastructure issued *Timetable and Work Programme for the Preparation of the Northern*

#### Notes

- 52 *Strategic Planning Policy Statement for Northern Ireland (SPPS): Planning for Sustainable Development*. Northern Ireland Department of the Environment, Sept. 2015. <http://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/SPPS.pdf>
- 53 *Northern Ireland Climate Change Adaptation Programme 2019-2024*. Northern Ireland Department of Agriculture, Environment and Rural Affairs, Sept. 2019. <http://www.daera-ni.gov.uk/publications/northern-ireland-climate-change-adaptation-programme-2019-2024>
- 54 *UK Climate Change Risk Assessment 2017: Evidence Report. Summary for Northern Ireland*. Climate Change Committee, 2016. <http://www.theccc.org.uk/uk-climate-change-risk-assessment-2017/national-summaries/northern-ireland-2/>
- 55 ‘Flood risk management plans’. Webpage. Northern Ireland Department for Infrastructure, Dec. 2015. <http://www.infrastructure-ni.gov.uk/publications/flood-risk-management-plans>
- 56 The Water Environment (Floods Directive) Regulations (Northern Ireland) 2009. <http://www.legislation.gov.uk/nisr/2009/376/contents/made>

**Box 5****Embodied carbon**

Embodied carbon is the carbon associated with both building materials and the construction and maintenance of a building throughout its whole lifecycle. As building standards and regulations start to reduce operational emissions from buildings towards zero, embodied carbon emissions can be as much as 50% of total emissions over a building's lifetime. Despite this, there is nothing in national policy that currently requires embodied carbon emissions to be measured, let alone reduced (other than the provision for targets in the English National Model Design Code). Most embodied carbon emissions occur near the start of a building project, so local authorities have an important role to play in filling the gap left by national policy by setting their own requirements.

There are currently low levels of understanding about the embodied carbon impacts of new buildings. As a first step, it is therefore important to encourage the measurement of embodied carbon emissions, based on consistent scopes and datasets. This will help to create greater visibility of these impacts and encourage voluntary reductions in embodied carbon. However, it is expected that by 2025 there will be a consistent level of understanding on how to measure whole-life carbon, and, as such, after this date it would be recommended to require all developments to measure this and set targets for embodied carbon in line with the stretching requirements below.

It is recommended that local authorities set a requirement for all new homes as follows:

- All developments shall demonstrate actions taken to reduce embodied carbon and maximise opportunities for re-use through the provision of a circular economy statement.
- Major developments (defined as those with 10 or more dwellings or 1,000 square metres of floorspace) should calculate whole-lifecycle carbon emissions (including embodied carbon emissions) through a nationally recognised whole-lifecycle carbon methodology and should demonstrate actions taken to reduce lifecycle carbon emissions.
- Performance changes should be monitored through updated as-designed and as-built embodied carbon assessments. Developments should not only measure performance, but also submit whole-lifecycle data to public databases (such as the Built Environment Carbon Database<sup>a</sup>).

a See the Built Environment Carbon Database website, at <https://www.becd.co.uk>

*Ireland Flood Risk Management Plan 2021-2027.*<sup>57</sup>

The document outlines the work programme for the preparation of the second cycle of flood risk management planning (designed to review existing flood risk management plans and establish a Northern Ireland Flood Risk Management Plan for the period 2021-2027) and details key deliverables and their deadlines.

**Why is this relevant?**

Flood risk management plans placed a duty on the planning system to take into account the likely impact of climate change on the occurrence of flooding.

## 2.5 Some key lessons from applying law and policy on climate change

### 2.5.1 Requiring high energy performance in buildings

Across the UK, each nation has taken a different approach to requiring high energy performance in buildings, particularly with regard to more complex issues such as embodied carbon (see Box 5). LETI (the London Energy Transformation Initiative – a voluntary network of built environment professionals) has proposed an approach to achieving net zero emissions in new buildings based on the principle of setting ambitious fabric efficiency standards and then providing all heat and power renewably, on- or off-site.<sup>58</sup> This approach is explored further in Section 3.4.4.

#### Notes

57 *Timetable and Work Programme for the Preparation of the Northern Ireland Flood Risk Management Plan 2021-2027*. Northern Ireland Department for Infrastructure, Nov. 2019. <http://www.infrastructure-ni.gov.uk/publications/timetable-and-work-programme-preparation-northern-ireland-flood-risk-management-plan-2021-2027-0>

58 *LETI Climate Emergency Design Guide: How New Buildings Can Meet UK Climate Change Targets*. London Energy Transformation Initiative (LETI), Jan. 2020. [http://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](http://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

## Box 6 Future Homes Standard

The Future Homes Standard is intended to deliver homes that are zero-carbon ready – and with carbon dioxide emissions 75-80% lower than those built to current Building Regulations. This will mean:

- No new homes will have fossil fuel heating.
- Homes will be ‘future-proofed’, with low-carbon heating and high levels of energy efficiency.
- There will be no need to retrofit these homes to enable them to become zero carbon by 2050 as the grid decarbonises.

It is expected that a consultation on the full technical specification of the Future Homes Standard will be issued in 2023. The standard will then be introduced into legislation in 2024 and implemented in 2025. While this will be an important step forward in achieving net-zero targets, there are significant limitations to the Future Homes Standard.<sup>a</sup> For example, it will not cover unregulated energy, embodied and whole-life carbon (see Box 5), or operational performance and the performance gap.

a UKGBC Response to MHCLG Consultation on the Future Homes Standard. UK Green Building Council, Feb. 2020. <http://www.ukgbc.org/news/ukgbc-responds-to-mhclg-consultation-on-the-future-homes-standard/>

For Wales, paragraph 5.8.5 of Planning Policy Wales (Edition 11) says:

*‘Planning authorities should assess strategic sites to identify opportunities to require higher sustainable building standards, including zero carbon, in their development plan. In bringing forward standards higher than the national minimum, which is set out in Building Regulations, planning authorities should ensure the proposed approach is based on robust evidence and has taken into account the economic viability of the scheme.’<sup>59</sup>*

This is part of the whole-systems approach to developing plans for a low-carbon energy system advocated by the Welsh Government.<sup>60</sup>

In England, there has, in recent years, been some confusion over whether local authorities can require higher energy performance standards than the Building Regulations. In 2015 the Westminster government abandoned the zero-carbon homes policy. Subsequent amendments to the Planning and Energy Act 2008 were intended to remove the power of local planning authorities to set higher standards than the Building Regulations, but they were never brought into force. In January 2021, the Westminster government’s response to the Future Homes Standard consultation confirmed

that local authorities’ power to set energy efficiency requirements for new homes that go beyond the minimum standards set through the Building Regulations would be retained ‘in the immediate term’:

*‘The new planning reforms will clarify the longer-term role of local planning authorities in determining local energy efficiency standards. To provide some certainty in the immediate term, the Government will not amend the Planning and Energy Act 2008, which means that local planning authorities will retain powers to set local energy efficiency standards for new homes.’<sup>61</sup>*

Both the TCPA and the RTPi (and other stakeholders) believe that local planning authorities in England are able to set standards above the building regulatory minimum. The government’s response to the Future Homes Standard consultation indicates that stronger interim Buildings Regulations will be brought into force in the near future, requiring a 31% reduction in carbon emissions compared with the current standard. This represents the new baseline, and, unless they are to come into force before the interim standards take effect, policies requiring emissions reductions of less than this are not worth pursuing. Policies setting higher standards should be supported by an evidence base to demonstrate viability and feasibility. These

### Notes

59 *Planning Policy Wales. Edition 11.* Welsh Government, Feb. 2021. [http://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11\\_0.pdf](http://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11_0.pdf)

60 *Ibid.*

61 *The Future Homes Standard: 2019 Consultation on Changes to Part L (Conservation of Fuel and Power) and Part F (Ventilation) of the Building Regulations for New Dwellings. Summary of Responses Received and Government Response.* Ministry of Housing, Communities and Local Government, Jan. 2021, Executive summary section (chapter 2). [http://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/956094/Government\\_response\\_to\\_Future\\_Homes\\_Standard\\_consultation.pdf](http://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956094/Government_response_to_Future_Homes_Standard_consultation.pdf)

## Case study 1

### Cornwall Council – climate emergency declaration and plans for net-zero greenhouse gas emissions

*Climate Emergency Development Plan Document. Feb. 2021*

<https://www.cornwall.gov.uk/climatechangedpd>

Cornwall Council declared a climate emergency in 2019 and is aiming to meet net-zero greenhouse gas emissions by 2030. The council recognised that the policies in the adopted local plan were not sufficient to meet this target and protect against the impacts of climate change, and so the Climate Emergency Development Plan Document replaces some local plan policies and introduces others.

policies apply to new dwellings only. There are no limits on standards across the non-domestic sector (schools, healthcare facilities, retail premises, industrial offices, etc.) and for ‘place’ (besides those typical to planning).

The UK Green Building Council (UKGBC) has produced a ‘live’ resource pack, designed to help local authorities drive up the sustainability of new homes. The core content is a *New Homes Policy Playbook*,<sup>62</sup> which focuses on energy and carbon, mitigating overheating risk, and the cross-cutting issue of assuring performance. It supports the 31% interim uplift in Part L of the Building Regulations proposed in the recent Future Homes Standard consultation as a minimum standard, but coupled with a move to reporting energy use intensity (EUI), to lay the groundwork for future absolute targets. UKGBC recommends a move to energy use intensity targets as soon as possible, with absolute kilowatt-hour per square metre (kWh/m<sup>2</sup>) targets for more ambitious local authorities.

#### 2.5.2 Deployment of new energy technologies

The UK reduced its own greenhouse gas emissions by 40% between 1990 and 2019, and much of this progress has been due to the decarbonisation of the electricity sector. Deployment of renewable electricity generation has scaled up rapidly, and renewable technologies are increasingly cost-competitive, with some solar generation sources now producing the cheapest electricity in history.<sup>63</sup>

This momentum must be maintained. The current UK decarbonisation strategy relies on the electrification

of heat generation and transport, and of course the total phasing out of fossil fuel electricity generation. The rapid decarbonisation of the electricity system is thus essential if the UK is to meet its carbon reduction commitments, and all communities have an overriding responsibility to increase the use and supply of renewable energy – but there real economic opportunities for local communities here, too. Within the overall emissions reduction targets, there are targets for specific sectors (for example, 40 gigawatts of offshore wind by 2030).

The transition to a net-zero economy will increase the pressure on the electricity supply, and in the short to medium term there are likely to be technical challenges associated with the variable and inflexible generation of renewable electricity. These concerns about intermittency are being addressed as the capacity of battery energy storage rapidly increases and associated costs drop, enabling renewable energy power availability to better match demand. There is also potential for new developments to flex their energy demand to closer match intermittent renewable energy supplies, using embedded energy storage, smart electric vehicle chargers, and other demand-shifting technologies – and there is a role for the planning system in enabling and encouraging the deployment of such technologies.

It is important to be aware of the rapidly changing world of renewable energy technology, but planners, too, have an important role to play in encouraging and managing the deployment of renewable energy and in promoting the use of smart technologies. Planning can also restrict the demand for fossil fuels (for example by encouraging electric car use

#### Notes

62 *The New Homes Policy Playbook: Driving Sustainability in New Homes – A Resource for Local Authorities*. UK Green Building Council, Feb. 2021. <http://www.ukgbc.org/ukgbc-work/new-homes-policy-playbook/>

63 *World Energy Outlook 2020*. IEA (international Energy Agency), Oct. 2020. <http://www.iea.org/reports/world-energy-outlook-2020>; *Levelized Cost of Energy Analysis (LCOE 14) and Levelized Cost of Storage Analysis (LCOS 6.0)*. Lazard, Oct. 2020. <http://www.lazard.com/perspective/levelized-cost-of-energy-levelized-cost-of-storage-and-levelized-cost-of-hydrogen/>

## Case study 2

### Crawley Borough Council – supplementary planning document for planning and climate change

*Planning and Climate Change Supplementary Planning Document. Oct. 2016*

<https://crawley.gov.uk/planning/planning-policy/local-plan/supplementary-planning-documents/planning-and-climate-change>

In October 2016, Crawley Borough Council adopted a supplementary planning document on planning and climate change. It provides details on how development in Crawley should deliver on the local development plan policies related to climate change.

and limiting the use of gas boilers) and can also restrict consents for fossil fuel extraction and other high-carbon developments.

#### 2.5.3 How existing local policy can be strengthened to respond to the climate crisis

The best way to introduce new effective policies on climate change is to embed them throughout the local development plan, and this is the focus of Section 3 of this guide. However, there may be situations in which a local planning authority is keen to strengthen its response to climate change mitigation and adaptation but a full review of the local development plan is not scheduled or feasible. In this case, there are four options for action:

- **Produce design codes:** In England, the most recent version of the National Planning Policy Framework requires local planning authorities to produce design codes. The Westminster government does not prescribe their content, although it has published guidance,<sup>64</sup> and so

there is an opportunity to include policy on climate change, including standards on embodied carbon and whole-life carbon. The TCPA and the RTPI believe that design code policy can include requirements for matters such as Passivhaus standards.<sup>65</sup>

- **Conduct a partial review of the local development plan:** This would deal only with policies that have an impact on climate change adaptation or mitigation (see Case study 1).
- **Produce supplementary planning guidance:** If the local development plan contains strategic objectives and policy on climate change, it can be used as a hook to produce supplementary planning documents which set out detailed requirements on climate change (see Case study 2).
- **Carry out enforcement through development management:** Progress can be made through the rigorous implementation of the development management process, based on the law and policy laid out in Section 2, to ensure that decisions take full account of climate change mitigation and adaptation.

#### Notes

<sup>64</sup> *Guidance Notes for Design Codes*. Ministry of Housing, Communities and Local Government, Jan. 2021.

[http://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/957207/Guidance\\_notes\\_for\\_Design\\_Codes.pdf](http://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957207/Guidance_notes_for_Design_Codes.pdf)

<sup>65</sup> See the Passivhaus Trust website, at <http://www.passivhaustrust.org.uk/>



# section 3

## plan-making



Petrovich9/Thinkstock

Climate change is a strategic priority for national policy

### 3.1 Start with the climate crisis

Effective strategic and local development plans are vital tools in delivering a range of key solutions to the climate crisis. This section sets out a logical set of steps – from evidence-gathering to suggested policy approaches – for both mitigation and adaptation. It indicates key sources of evidence and explains how future patterns of spatial development can be designed to radically reduce carbon emissions – through, for example, the use of decentralised renewable energy systems and reductions in the need to travel. Given the critical overarching need for the planning system to support the delivery of the Sixth Carbon Budget and the net-zero target, only viable development that is ‘net-zero consistent’ should be included in plan policy.

New developments must also take the full range of adaptation factors into account. For example, good site selection at the plan-making stage is crucial. This section sets out criteria which can be used to assess suitability when allocating sites, considering, for example, the type of building and the intensity of use.

Climate change is a strategic priority for national policy across all parts of the UK. Action on climate change should be an integral part of the culture of plan-making and must be embedded and integrated into policy preparation. Only by treating climate change related issues as central to policy formulation will a local planning authority have effectively discharged its legal obligations described in Section 2.

### 3.1.1 The importance of political and corporate leadership

Effective local action on climate change requires strong and consistent political and corporate leadership to ensure that the issue is an organisational priority – an effective way to do this is to declare a climate emergency, which many authorities have already done. It is particularly important that an integrated approach is adopted so that all aspects of service delivery take the climate crisis into account – and that planning policy is used to support actions on green infrastructure, retrofitting historic buildings and community energy initiatives, with their multiple benefits for health and the economy.

### 3.1.2 Co-ordinating climate strategy

Local planning authorities will have a number of corporate responses to climate change, many of which will have direct relevance to the development plan process. Energy planning is one example of an activity that can benefit from this level of co-ordination.

The Climate Change Committee's latest progress report<sup>66</sup> underlines the key role that local authorities play in local area energy plans. Local area energy planning was pioneered by Energy Systems Catapult to help inform and support local authorities, distribution network operators, businesses and communities in planning for a cost-effective, low-carbon transition to net-zero energy use.<sup>67</sup> Energy Systems Catapult has been working with Ofgem and the Centre for Sustainable Energy to develop guidance<sup>68</sup> to support the development of consistent, robust and transparent local area energy plans and encourage the development and application of consistent methodological approaches across industry.

Local area energy planning can support investment decisions by identifying a set of feasible

decarbonisation pathways for an area, leaving space for their delivery through appropriate market or funding arrangements. It can act as an accelerator for the zero-carbon transition by increasing confidence in the 'direction of travel' for network infrastructure. Innovative concepts currently under development, such as 'smart' local energy systems,<sup>69</sup> can also play a role in unlocking opportunities through a better understanding of local systems and decarbonisation options.

### 3.1.3 The importance of community involvement

It is a vital that communities are at the heart of local policy debate, so that local knowledge can be taken account of and can help in shaping decision-making.<sup>70</sup> Effective action on climate change should bring multiple benefits to a community, and this should be communicated and encouraged. For example, community-owned renewable energy projects can reduce carbon dioxide emissions, with direct benefits to consumers and the local economy. Many of the initiatives that can be taken to address climate change are simply 'win-win' actions for communities, and can help to shape low-carbon resilient places with high-quality design and access to the natural environment. Community-based planning<sup>71</sup> is an effective way of involving members of the local community and making sure that planning decisions take heed of local knowledge and expectations (see Box 7 on neighbourhood planning on page 26). The UK's ability to meet its net zero targets relies on serious societal engagement.<sup>72</sup>

### 3.1.4 Getting started

Responding to the climate challenge should be the overriding objective of a local development plan, and this objective should be embedded in all its policy requirements. Six basic steps in planning for the crisis are outlined in Fig. 2 on page 26.

#### Notes

66 *Progress in Reducing Emissions: 2021 Report to Parliament, and Progress in Adapting to Climate Change: 2021 Report to Parliament*. Climate Change Committee, Jun. 2021. <https://www.theccc.org.uk/publication/2021-progress-report-to-parliament/>

67 See 'Local Area Energy Planning: Supporting clean growth and low carbon transition'. Webpage. Energy Systems Catapult, Dec. 2018. <https://es.catapult.org.uk/reports/local-area-energy-planning/>

68 *Local Area Energy Planning: The Method*. Final Review Draft. Centre for Sustainable Energy and Energy Systems Catapult, for Ofgem, Jul. 2020. <https://es.catapult.org.uk/reports/local-area-energy-planning-the-method/>

69 See 'What are Smart Local Energy Systems (SLES) & how can they support the UK's transition to Net Zero?'. Webpage. Energy Systems Catapult. <https://es.catapult.org.uk/news/what-are-smart-local-energy-systems-sles-how-can-they-support-the-uks-transition-to-net-zero/>

70 *Planning for a Healthy Environment – Good Practice Guidance for Green Infrastructure and Biodiversity*. TCPA and The Wildlife Trusts. TCPA, Jul. 2012. <https://www.tcpa.org.uk/Handlers/Download.ashx?IDMF=34c44ebf-e1be-4147-be7d-89aaf174c3ea>

71 Neighbourhood plans in England (see Box 7), local place plans in Scotland, place plans in Wales, and community plans in Northern Ireland

72 'Innovating to net zero' Webpage. Energy Systems Catapult. <https://es.catapult.org.uk/case-study/innovating-to-net-zero/>

## Planning for the climate crisis – six basic steps

- 1** Unlock the potential of the local development plan as the heart of local climate solutions. Ensure that the community is at the heart of the process and that the plan is seen as a key corporate priority in responding to the climate crisis.
- 2** Understand the legal and policy obligations for action on climate change, including the Sixth Carbon Budget and how these national targets apply to actions that can be controlled or influenced locally.
- 3** Ensure that there is comprehensive relevant evidence on climate mitigation, and use that evidence to set local carbon reduction targets for the local development plan. Evidence on adaptation risks must be applied over at least a 100-year time horizon. Bear in mind that the science is dynamic. Make full use of existing online tools and knowledge partnerships, and seize the digital opportunity to make this evidence accessible to the public.
- 4** Apply that evidence to assess and then select the policies that are consistent with achieving carbon reduction targets. For adaptation, it is useful to apply rules of thumb such as credible worst-case scenarios for climate impacts to help communicate the future that must be planned for (see Section 3.2.2 of this guide).
- 5** Use established assessment frameworks to monitor the effectiveness of policy wherever possible, and engage knowledge partners such as higher education institutions to support the analysis of policy impacts. Report progress at least annually as part of the Annual Monitoring Report process.
- 6** Ensure that whenever a decision is made contrary to plan policy the climate impacts of that decision are fully assessed. Development should not be approved if it would increase risks to the community or exceed established carbon budgets.

Fig. 2 Six basic steps in planning for the climate crisis

### Box 7

#### Neighbourhood planning in England

The Westminster government has put increased emphasis on the value of the neighbourhood planning process as a way for communities to express their aspirations for future development. Two issues of particular significance here have arisen in neighbourhood planning practice. To date, most neighbourhood plans have not included policy on climate change mitigation, and it appears that some that have tried have encountered difficulties in navigating the viability test and through the perceived limitations in policy for energy efficiency and building fabric. However, there are some examples of neighbourhood plans that have tried to address climate change and energy considerations and have demonstrated the huge potential of neighbourhood planning to add to, and reinforce, climate change policy at a local level.

The problems encountered to date should not undermine an appreciation of the positive opportunity that neighbourhood plans present for dialogue with communities on climate change. CSE (the Centre for Sustainable Energy) has produced useful guidance on how communities can make the most of the renewable energy opportunity.<sup>a</sup> The Environment Agency has contributed to the development of a neighbourhood planning toolkit hosted on the Locality website which provides advice to neighbourhood planning groups about statutory consultees and how they can make plans resilient to the impacts of climate change.<sup>b</sup> The Landscape Institute has produced information on design and green infrastructure for neighbourhood plans.<sup>c</sup>

a *Neighbourhood Planning in a Climate Emergency: A Guide to Policy Writing and Community Engagement 2020 for Low-Carbon Neighbourhood Plans*. Centre for Sustainable Energy, Feb. 2020. <http://www.cse.org.uk/downloads/reports-and-publications/policy/planning/renewables/neighbourhood-planning-in-a-climate-emergency-feb-2020.pdf>

b *Neighbourhood Planning and the Environment*. Environment Agency, Forestry Commission, Historic England, and Natural England, for Locality. <http://neighbourhoodplanning.org/toolkits-and-guidance/consider-environment-neighbourhood-plans/>

c *Neighbourhood Planning*. Technical Information Note 04/2016. Landscape Institute, Apr.2016. <https://www.landscapeinstitute.org/technical-resource/neighbourhood-planning/>



# CLIMATE TOOLS

	Adaptation	Mitigation	Climate justice	Plan making	Development management
<b>Adaptation Catalyst - supporting adaptation strategies</b>	●			●	●
<b>BEST - valuing the benefits of blue-green infrastructure</b>	●	●			●
<b>BlueHealth - collecting information on blue infrastructure</b>	●			●	●
<b>BREEAM - Building Research Establishment Environmental Assessment Method</b>	●	●		●	●
<b>Building with Nature Standards and Accreditation</b>	●	●	●	●	●
<b>Climate Just - highlighting climate disadvantage</b>	●		●	●	●
<b>Climate View - carbon neutral transition tool</b>		●		●	
<b>Heat Resilient Cities Toolkit</b>	●			●	
<b>Natural Capital Planning Tool - implementing environmental net gain</b>	●	●			●
<b>Neighbourhood Planning in a Climate Emergency</b>	●	●		●	
<b>Overheating Toolkit - mitigating overheating risk in new homes</b>	●			●	●
<b>Planning for Renewable and Low Carbon Energy: a toolkit for planners</b>		●	●	●	
<b>RESIN - Climate resilient cities and infrastructures</b>	●			●	
<b>SCATTER - Setting City Area Targets and Trajectories for Emissions Reduction</b>		●		●	●
<b>THERMOS - optimising district energy network planning processes</b>		●		●	●
<b>Transport for New Homes checklist</b>		●			●
<b>Tyndall Carbon Targeter Tool - carbon targets by local authority area</b>		●		●	
<b>UKGBC Policy Playbook - driving sustainability in new homes</b>	●	●		●	

RTPI  
Royal Town Planning Institute

**Fig. 3 Climate tools for planners**

Source: RTPI. See the RTPI's Climate Tool Directory, at <https://rtpilearn.org.uk/course/view.php?id=140> (account registration required) – and also 'RTPI launches 'invaluable' guide to climate action tools'. News Release. Royal Town Planning Institute, 18 Sept. 2020. <https://www.rtpi.org.uk/news/2020/september/rtpi-launches-invaluable-guide-to-climate-action-tools/>

## 3.2 The evidence base for plan-making

The strength and effectiveness of local development plan policy and the successful examination of a draft local development plan by the respective examining body depend on a credible and proportionate evidence base which directly supports the policy choices made as a response to local needs.

Some elements of climate change evidence are clearly available through up-to-date strategic flood risk assessments or through national data on carbon dioxide emissions and heat networks or the work of the Climate Change Committee. There are

a number of online tools which can help local planning authorities to work out their local carbon budgets, such as the Tyndall Centre Carbon Budget Tool.<sup>73</sup> The RTPI's Climate Tools for planners online resource (see Fig. 3) outlines climate adaptation and mitigation tools that can be used in development management and plan-making.<sup>74</sup> The Climate Just mapping resource<sup>75</sup> can help to consolidate map-based data on risks and vulnerabilities to illustrate potential impacts on communities and communicate them to wider audiences. On some aspects, such as the risk of future heat stress to particular communities, local planning authorities will need to gather their own evidence. Partnering or joint commissioning with universities can be a cost-

### Notes

73 See 'Tyndall Centre Carbon Budget Tool'. Webpage. Manchester University Tyndall Centre. <https://carbonbudget.manchester.ac.uk/reports/>

74 See the RTPI's Climate Tool Directory, at <https://rtpilearn.org.uk/course/view.php?id=140> (account registration required)

75 See the Climate Just website, at <https://www.climatejust.org.uk/>

**Box 8****The viability test in England**

In England, Planning Practice Guidance on viability states that:

*'It is the responsibility of site promoters to engage in plan making, take into account any costs including their own profit expectations and risks, and ensure that proposals for development are policy compliant. Policy compliant means development which fully complies with up to date plan policies. A decision maker can give appropriate weight to emerging policies. The price paid for land is not a relevant justification for failing to accord with relevant policies in the plan. Landowners and site purchasers should consider this when agreeing land transactions.'*<sup>a</sup>

This brings an added measure of certainty to viability assessments, both through greater openness and by setting out the key inputs for land valuation, including the use of existing-use value plus a premium for landowners. Room for challenge remains in what this 'plus' factor should be, but the work of a number of local authorities and the impact of recent case law have demonstrated that ambitious local development plan policy can be defended as long as it is evidenced and reasonable.

<sup>a</sup> 'Viability'. *Planning Practice Guidance*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government. Para. 002, Ref. ID: 10-002-20190509, Revision date: 9 May 2019. <http://www.gov.uk/guidance/viability>

effective way to access high-quality data and secure research evidence.

It is important to recognise that evidence on climate change is dynamic. For example, risk and vulnerability will change over time in relation to flood plains or sea level rise. It is vital that planners are aware of regular updates of the climate science, such as the climate change allowances (also known as flood risk allowances) issued by the Environment Agency.

**3.2.1 Evidence on viability**

Many of the policies set out in this guide can yield tangible and long-term cost savings to individuals and to the insurance industry, as well as real gains to the economy through investment in renewable energy. Where there are requirements for the assessment of development viability for plan-making (for example in English national policy – see Box 8), it is vital that such long-term benefits are fully represented in any assessment. Where there are costs to the private sector in ensuring both radical reductions in carbon and long-term resilience, they should be reflected in reduced land prices.

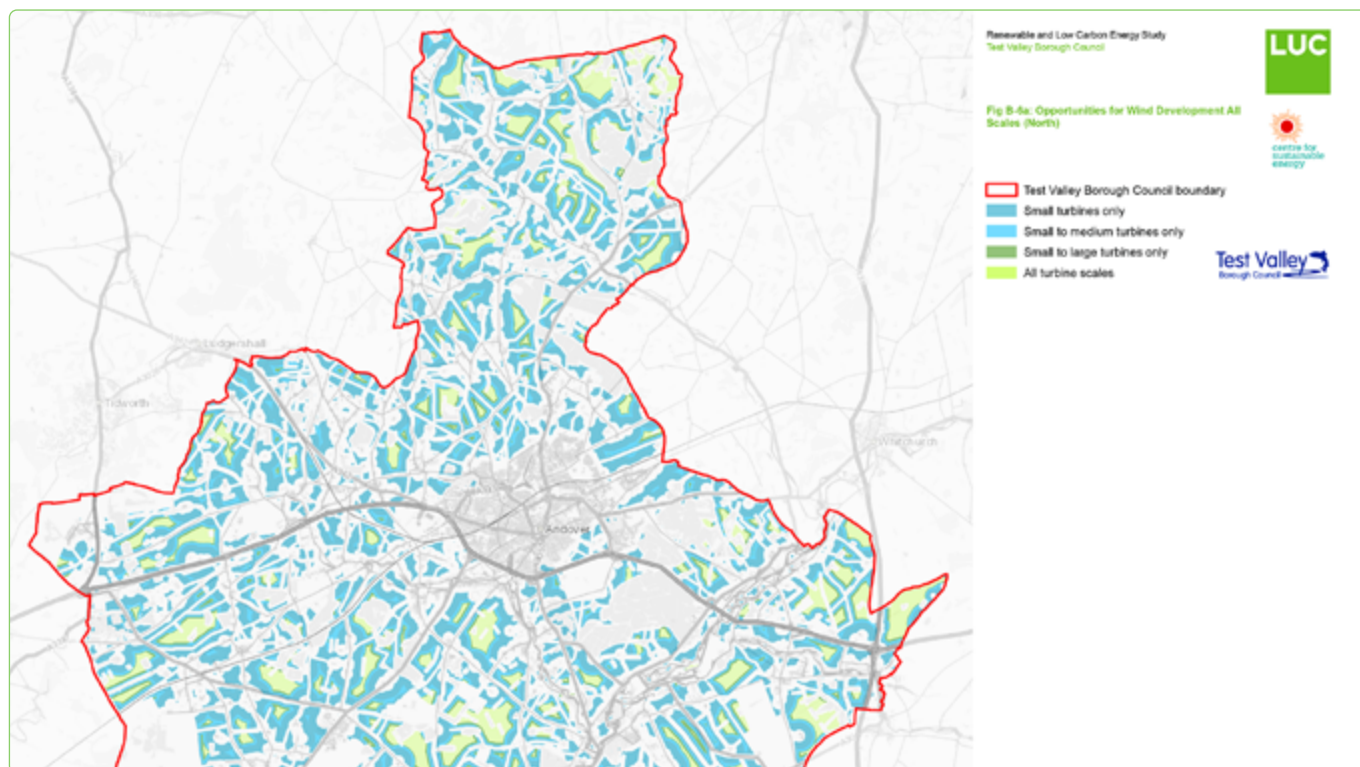
Evidence on viability should be transparent and accessible to all parts of the community, so that local aspirations can be accurately judged against development values over the long term. This means insisting on open-book accounting and ensuring that long-term income streams, such as renewable energy generation, are recognised as a positive economic benefit and therefore not recorded as costs in viability valuations.

***If local development plan policy is challenged on the basis of viability, local planning authorities must ensure that the plan would still comply with the legal duty to address climate change if the climate-related policy were to be removed.***

**3.2.2 Good practice on evidence-gathering for local development plans**

It is recommended that local authorities adhere to the following good practice in evidence-gathering for their local development plans:

- ***Joint working across local planning authority boundaries can be the most robust and cost-efficient way to prepare the evidence base for plan-making:*** In preparing the evidence base for plan-making, the most robust and cost-effective evidence base on wider-than-local issues might be provided by joint working across local planning authority boundaries through formal strategic plans or requirements to demonstrate co-operation. Such co-operation will need to engage a wide group of stakeholders with relevant data and investment power. These stakeholders might include environment agencies, national government agencies, local economic partnerships, water companies, and knowledge partners such as universities.
- ***Fairness and justice should be at the heart of planning for climate change, based on an acknowledgement that climate change affects those on the lowest incomes the worst:*** Policy-makers must consider not only how and why



**Map of solar potential in Test Valley**

Source: Test Valley Borough Council/LUC. © Contains Ordnance Survey data Crown copyright and database right 2020

levels of vulnerability to climate vary, but also how their policies benefit or disadvantage particular groups. In many areas of the UK there is evidence that more socially disadvantaged places and communities are disproportionately more vulnerable to, and less likely to be able to cope with and recover from, the impacts of climate change.<sup>76</sup> This leads to a vicious circle in which the impacts of climate change worsen poverty, and that increased poverty in turn increases vulnerability to climate change impacts. Policy decisions must focus on breaking this cycle and deliberately address the issue of climate justice. The Climate Just resources<sup>77</sup> provide a way of mapping the relationship between social exclusion and the impacts of climate change. Further information on incorporating the concept of climate justice into planning is given in the RTPI's *Five Reasons for Climate Justice in Spatial Planning*.<sup>78</sup>

### Evidence for climate change mitigation

- **An understanding of baseline carbon dioxide emissions is key for successful mitigation policy:** The key evidence for successful mitigation policy relates to baseline carbon dioxide emissions and a good local understanding of trends.<sup>79</sup> The most important factor is to ensure that staff have the opportunity to participate in training on carbon literacy provided by organisations such as APSE (the Association for Public Service Excellence).<sup>80</sup> National datasets for carbon dioxide emissions are held by the Department for Business, Energy and Industrial Strategy (DBEIS), which produces disaggregated figures for local authorities in the UK.<sup>81</sup> Evidence on assessing policy options – for example on differing renewable energy options – can be obtained from DBEIS.

### Notes

76 See 'Present and future flood vulnerability, risk and disadvantage: a UK scale assessment'. Webpage. Sayers and Partners'. <https://www.sayersandpartners.co.uk/flood-disadvantage.html>

77 See 'Resources', Webpage. Climate Just. <https://www.climatejust.org.uk/resources>

78 *Five Reasons for Climate Justice in Spatial Planning*. RTPI, Jan. 2020. <https://www.rtpi.org.uk/research/2020/january/five-reasons-for-climate-justice-in-spatial-planning/>

79 A good understanding of the way that a local authority area currently contributes to carbon sequestration and storage can, for example, provide a valuable perspective and baseline to help guide sequestration and storage action on biodiversity net gain and sustainable flood management

80 See 'Carbon literacy for local authorities'. Training course webpage. APSE (Association for Public Service Excellence). <https://www.apse.org.uk/apse/index.cfm/training/online-courses/carbon-literacy-for-local-authorities/>

81 See 'UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2019'. Webpage. Department for Business, Energy and Industrial Strategy. <https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019>

### Case study 3

#### Test Valley Borough Council – renewable and low-carbon energy study

*Test Valley Renewable and Low Carbon Energy Study*. LUC in association with CSE, for Test Valley Borough Council, Dec. 2020

<https://tinyurl.com/y7uz2hs>

Several local planning authorities across the UK have been undertaking studies to identify the potential for different forms of renewable and low-carbon energy generation within their areas. In 2020, LUC (Land Use Consultants) and CSE (the Centre for Sustainable Energy) prepared a renewable and low-carbon energy study for Test Valley Borough Council. The study provides a robust evidence base to underpin planning policies relating to renewable and low-carbon energy generation and low-carbon development within the local plan. It identifies both the potential for different renewable technologies (wind, solar, hydropower, biomass, heat pumps, and geothermal) at all scales within the borough and the opportunities for development to draw its energy supply from decentralised or low-carbon energy sources, including district heating.

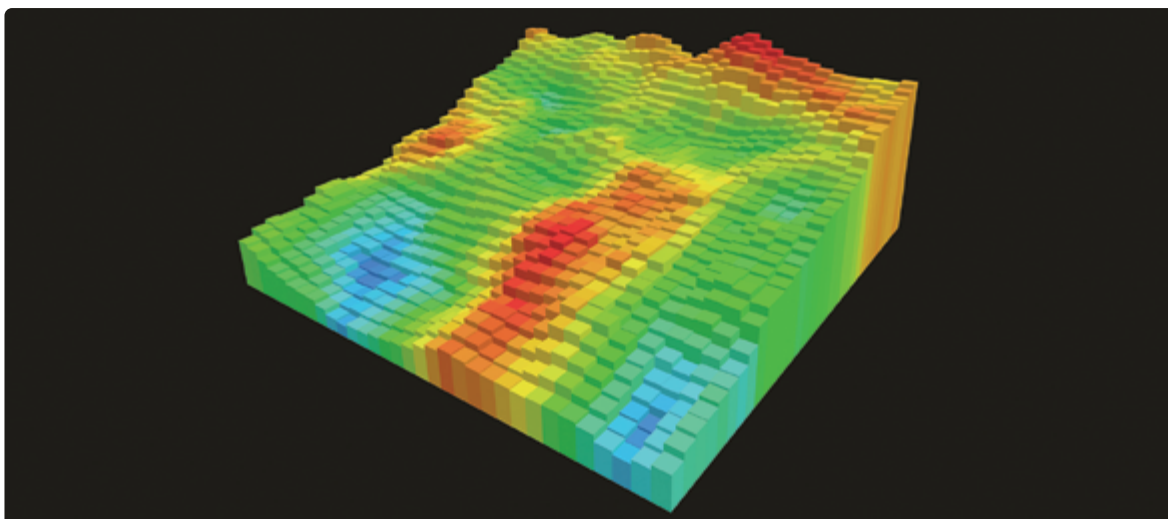
- ***The supply of and demand for renewable and low-carbon energy must be mapped out for potential zero-carbon communities:*** Understanding the potential for the supply of and demand for renewable and low-carbon energy in a local area is an essential starting point in considering opportunities to move towards low-carbon communities (see Section 3.1.2 for information on local area energy planning). A range of methodologies are available to quantify and map renewable energy resources in a particular area. The objective should be to identify sustainable energy resources by considering both where there are technical restraints and environmental restrictions (for an example, see Case study 3). For example, for onshore wind this would mean considering where suitable wind speeds are attained and where there are environmental criteria such as constraints imposed by designated sites and species. Clearly identifying and mapping an area's sustainable resources helps to ensure that a strategic approach is taken, enables effective community-led spatial planning, and can help to facilitate community energy projects. Sending clear signals to developers about where renewable energy would be most appropriate can accelerate deployment and avoid conflict. Both communities and energy providers must be integral to this process, so that decisions are realistic, viable and legitimate, with bottom-up community engagement on renewable energy planning undertaken from an early stage to secure public support.
- ***Opportunities for renewable and decentralised energy should be assessed at an early stage:*** It is recommended that local authorities assess their area for opportunities for renewable and decentralised energy. The assessment could focus on opportunities at a scale that can supply more than an individual building, and could include up-to-date mapping of heat demand and possible sources of supply. Local planning authorities can assist this process by looking for opportunities to secure:
  - decentralised energy to meet the needs of new development;
  - greater integration of waste management with the provision of decentralised energy;
  - co-location of potential heat suppliers and users;
  - the supply of heat through district heating networks; and
  - the use of renewable and low-carbon energy in public buildings, which can act as a critical mass for district heating systems.
- ***Opportunities for increasing the proportion of trips made through sustainable transport should be understood and pursued:*** Local authorities should assess their area for opportunities to reduce the need to travel and increase the share of trips made by sustainable travel by taking measures to make sustainable choices more attractive than private car trips for most journeys (for example any route within a development should always seek to be quicker, easier and cheaper by sustainable modes than by the private car). The hierarchy of decarbonisation recommended in the RTPI's *Net Zero Transport: The Role of Spatial Planning and Place-Based Solutions*<sup>82</sup> should be followed. It is also useful to look into existing commuting patterns in order

#### Note

82 *Net Zero Transport: The Role of Spatial Planning and Place-Based Solutions*. RTPI, Jan. 2021.

<https://www.rtpi.org.uk/research/2020/june/net-zero-transport-the-role-of-spatial-planning-and-place-based-solutions/>





oceanese.com/Thinkstock

Heat map – data on overheating is a vital part of the evidence base

to assess the likely transport impact of locating development in different places. The Chartered Institution of Highways and Transportation's (CIHT's) *Better Planning, Better Transport, Better Places*<sup>83</sup> contains guidance on how to encourage trip-making by sustainable transport modes in both urban and rural contexts. Decisions taken at every stage of the planning process should be led by the latest available datasets and supplemented with new data collection and analysis wherever necessary to illustrate key decisions.

### Evidence for climate change adaptation

- **Use should be made of the wide range data on flood-related climate impacts:** Existing data contained in strategic flood risk assessments<sup>84</sup> and other assessments of future climate impacts<sup>85</sup>
- **Evidence of overheating is a vital part of the evidence base:** There is a large amount of evidence on the negative impacts of heat stress on public

form the foundation of a robust evidence base. Local authorities may also obtain local flood risk modelling from the lead local flood authority and draw on flood risk management plans,<sup>86</sup> shoreline management plans<sup>87</sup> and coastal erosion data,<sup>88</sup> surface water management plans (drawn up by lead local flood authorities),<sup>89</sup> natural flood management maps,<sup>90</sup> drainage and waste water management plans (drawn up by water companies), river basin management plans,<sup>91</sup> and any local water cycle studies.<sup>92</sup> Local planning authorities may also have regard to the Climate Change Risk Assessment contained in each nation's National Adaptation Programme.

### Notes

- 83 *Better Planning, Better Transport, Better Places*. Chartered Institution of Highways and Transportation, Aug. 2019. <https://www.ciht.org.uk/knowledge-resource-centre/resources/better-planning-better-transport-better-places/>
- 84 In England, the Environment Agency's *How to Prepare a Strategic Flood Risk Assessment (SFRA)* guidance (at <https://www.gov.uk/guidance/local-planning-authorities-strategic-flood-risk-assessment>) provides advice on how to produce an SFRA and the triggers that mean an SFRA may need to be updated (for example when the Environment Agency's Flood Risk Assessments: Climate Change Allowances guidance (at <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>) is updated, as this might significantly change the level of identified risk and vulnerability of planned new development to flooding
- 85 In England, the Environment Agency provides a number of flood risk modelling 'products' (at <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications#get-information-to-complete-an-assessment>) that can help in assessing current and future flood risk. In Wales, a new TAN 15 and Flood Map for Planning will replace the current TAN 14, TAN 15 and Development Advice Map on 1 December 2021.
- 86 See 'Flood risk management plans (FRMPs): 2015-2021'. Webpage. Environment Agency. <https://www.gov.uk/government/collections/flood-risk-management-plans-frmps-2015-to-2021>
- 87 See 'Shoreline management plans (SMPs)'. Webpages. Environment Agency's. <https://www.gov.uk/government/publications/shoreline-management-plans-smpls/shoreline-management-plans-smpls>
- 88 See 'Flood and Coastal Erosion Risk Management Investment Programme 2015-2021'. Webpages. Environment Agency. <https://data.gov.uk/dataset/1374b3a9-79c9-46c2-a5e7-0f8c4eaa5289/flood-and-coastal-erosion-risk-management-investment-programme-2015-2021>
- 89 *Surface Water Management Plan Technical Guidance*. Department for Environment, Food and Rural Affairs, Mar. 2010. <https://www.gov.uk/government/publications/surface-water-management-plan-technical-guidance>
- 90 See the natural flood management maps at <https://naturalprocesses.jbahosting.com/>
- 91 See 'River basin management plans: 2015'. Webpages. Environment Agency/Department for Environment, Food and Rural Affairs. <https://www.gov.uk/government/collections/river-basin-management-plans-2015>
- 92 'Water supply, wastewater and water quality'. *Planning Practice Guidance*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, Para. 012 'What is a water cycle study'. Ref. ID: 34-012-20140306. Revision date: 22 Jul. 2019. <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality#water-cycle-studies>

health, the health inequality issues that arise, and the design benefits of, for example, green infrastructure.<sup>93</sup> The third Climate Change Risk Assessment (CCRA3) provides a general overview of impact scenarios and the risks from increasing temperatures. However, the urban heat island effect can have highly localised consequences, and so local analysis is important and could be the subject of a knowledge partnership with a higher education body. Where this detailed evidence is not available, there are a series on ‘no-regret’ urban design measures that should be incorporated into design codes/guides (see, for example, Case studies 27-29 in this guide and the Good Homes Alliance’s *Overheating in New Homes* tool and guidance<sup>94</sup>). Cool Towns, an Interreg 2 Seas project in which GreenBlue Urban was a partner, explored the potential for urban tree planting to reduce the impact of increasing summer temperatures, including selecting tree species especially for their canopy cover.

- **Reasonable worst-case scenarios should be drawn up from climate impact data:** Local authorities are confronted by a wide range of climate impact data, which is often expressed as probabilistic outcomes depending on future carbon emissions trajectories. This can be bewildering and very hard to communicate to the public. Environment agencies provide advice on the handling of factors such as climate change (flood risk) allowances.<sup>95</sup> Local authorities may wish to consider the development of reasonable worst-case scenarios as a means of considering local climate impacts based on this data. This can be a useful way of understanding the need for new policy responses and engaging communities in a meaningful debate about their future. In practice this means always acting within the science set out by government in, for example, the UK Climate Projections<sup>96</sup> and the

latest UK Climate Risk Assessment.<sup>97</sup> It then means that **local planning authorities should consider using ‘credible maximum climate change scenarios such as ‘High++’ when considering particularly vulnerable locations or sensitive development.**

### 3.2.3 The value of using established assessment frameworks

Adopting certified assessment frameworks can be a vital, resource-efficient way of delivering better quality and higher standards. These frameworks are short cuts for assessing aspects of climate action and particularly the effectiveness of policy on the location and design of new homes. They are also increasingly used by other stakeholders, particularly investors for ESG (environmental social governance) purposes.

The BRE’s BREEAM<sup>98</sup> suite of schemes covers all types of buildings, communities and infrastructure. It includes the Home Quality Mark (HQM),<sup>99</sup> and CEEQUAL<sup>100</sup> for public realm/infrastructure. More focused on energy performance is the Passivhaus assessment standard and methodology,<sup>101</sup> led in the UK by the Passivhaus Trust. They all drive standards through benchmarking and positive (credible) recognition supported by formal certification, and are recognised within the National Model Design Code.<sup>102</sup>

The HQM, BREEAM and CEEQUAL schemes provide a holistic set of criteria that not only support delivery of an energy-efficient, resilient built environment, but also help to mitigate unintended consequences (such as those related to temperature control and flooding) and drive the delivery of healthier, better-managed places. BRE trains and licenses independent assessors who carry out the assessments, which are then quality assured and certified by BRE. The whole process is overseen and verified by UKAS (United Kingdom Accreditation Services).

#### Notes

- 93 Natural England is creating maps of different types of green infrastructure across the whole of England, along with other data such as indices of deprivation, which will be freely available online from 2022. In the meantime a useful tool is Natural England’s Open Data Geoportal, which provides free and open access to green infrastructure maps – see <https://naturalengland-defra.opendata.arcgis.com/>
- 94 *Overheating in New Homes*. Good Homes Alliance, Jul. 2019. <https://goodhomes.org.uk/overheating-in-new-homes>
- 95 *Flood Risk Assessments: Climate Change Allowances*. Environment Agency, Feb. 2016 (updated Oct. 0201). <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances#what-climate-change-allowances-are>
- 96 See the UK Climate Projections (UKCP) website, at <https://www.metoffice.gov.uk/research/approach/collaboration/ukcp/index>
- 97 See the Independent Assessment of UK Climate Risk (CCRA3) website, at <https://www.ukclimaterisk.org/>
- 98 See BRE’s BREEAM website, at <https://www.breeam.com/>
- 99 See BRE’s Home Quality Mark website, at <https://www.homequalitymark.com/>
- 100 See BRE’s CEEQUAL website, at <https://www.ceequal.com/>
- 101 See the Passivhaus Trust website, at <https://www.passivhaustrust.org.uk/>
- 102 *National Model Design Code. Parts 1 & 2*. Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, Jul. 2021 (updated Oct. 2021). <https://www.gov.uk/government/publications/national-model-design-code>

## Case study 4

### Bristol City Council – making climate change an overall priority in the delivery strategy of the local plan

**Bristol Development Framework Core Strategy. Adopted June 2011**

[https://www.bristol.gov.uk/documents/20182/34540/Core+Strategy+WEB+PDF+\(low+res+with+links\)\\_0.pdf](https://www.bristol.gov.uk/documents/20182/34540/Core+Strategy+WEB+PDF+(low+res+with+links)_0.pdf)

#### Policy BCS13

*Development should contribute to both mitigating and adapting to climate change, and to meeting targets to reduce carbon dioxide emissions.*

*Development should mitigate climate change through measures including:*

- High standards of energy efficiency including optimal levels of thermal insulation, passive ventilation and cooling, passive solar design, and the efficient use of natural resources in new buildings.
- The use of decentralised, renewable and low-carbon energy supply systems.
- Patterns of development which encourage walking, cycling and the use of public transport instead of journeys by private car.

*Development should adapt to climate change through measures including:*

- Site layouts and approaches to design and construction which provide resilience to climate change.
- Measures to conserve water supplies and minimise the risk and impact of flooding.
- The use of green infrastructure to minimise and mitigate the heating of the urban environment.
- Avoiding responses to climate impacts which lead to increases in energy use and carbon dioxide emissions.

*These measures should be integrated into the design of new development.*

*New development should demonstrate through Sustainability Statements how it would contribute to mitigating and adapting to climate change and to meeting targets to reduce carbon dioxide emissions by means of the above measures.*

The schemes rate the asset at an overall level (on either a 'Good' to 'Outstanding' scale or a five-star rating) and then provide detail on how well the asset is performing in particular areas, including resources, health and wellbeing, transport, energy, and pollution.

The Home Quality Mark (launched in 2015) provides, as well as an overarching five-star rating, an 'indicator' scoring on health and wellbeing, running cost, and environmental footprint.

BRE can work with local authorities to ensure that the schemes work in the best possible manner for each local authority. BREEAM and CEEQUAL are already widely adopted in local development plan policies, and HQM also increasingly recognised. HQM is beginning to be used as a 'deemed to satisfy' and/or preferred option within emerging plans (for example at Havant, the London Borough of Camden, and Ipswich) as one way of demonstrating and committing to delivering performance. HQM will

form the delivery element of the Essex County Council Design Guide (and Essex local planning authorities' policies). HQM is also now being used by Transport for London within its sustainability criteria.

## 3.3 Policy approaches

### 3.3.1 Ensuring that the plan has an overarching climate change policy priority

Successful solutions to the climate crisis require local planning policy to be based on a powerful overarching objective on mitigation and adaptation. This should be set within the wider objective of planning to secure sustainable development, based on the UN Sustainable Development Goals and Indicators.<sup>103</sup> **Plan-making and development management must fully support the transition to a net-zero and resilient future in a changing climate.**

#### Note

103 The Sustainable Development Goals. United Nations. <https://sdgs.un.org/goals>

**Case study 5****Salford City Council – making climate change an overall priority in the delivery strategy of the local plan**

*Publication Salford Local Plan: Development Management Policies and Designations. Salford City Council, Jan. 2020*

<https://www.salford.gov.uk/media/394997/publication-salford-local-plan-slpdmp-jan-2020.pdf>

**Policy CC1 Climate change**

*Developments shall support Salford becoming carbon neutral by 2038, through where relevant:*

- A) *Minimising carbon emissions ...*
- B) *Maximising carbon storage and sequestration ...*
- C) *Mitigating and adapting to the impacts of climate change ...*
- D) *Responding to the economic and policy changes that are likely to accompany climate change*

Each of the four requirements are backed by a range of detailed policy requirements.

**Case study 6****Old Oak and Park Royal Development Corporation – making climate change an overall priority in the delivery strategy of the local plan**

*Post Submission Modified Draft Local Plan. May 2021*

[https://www.london.gov.uk/sites/default/files/opdc-40a\\_opdc\\_post\\_submission\\_modified\\_draft\\_local\\_plan\\_may\\_2021\\_0.pdf](https://www.london.gov.uk/sites/default/files/opdc-40a_opdc_post_submission_modified_draft_local_plan_may_2021_0.pdf)

**Policy SP2: Good Growth***Our Proposed Outcome*

*Delivering a new part of London, that supports best practice and innovative approaches to achieving high density, high quality development across the environmental, social and economic strands of sustainability.*

**Policy**

*Proposals should:*

...

*b) deliver a low carbon and environmentally resilient development, that is adaptive to and resilient to climate change;*

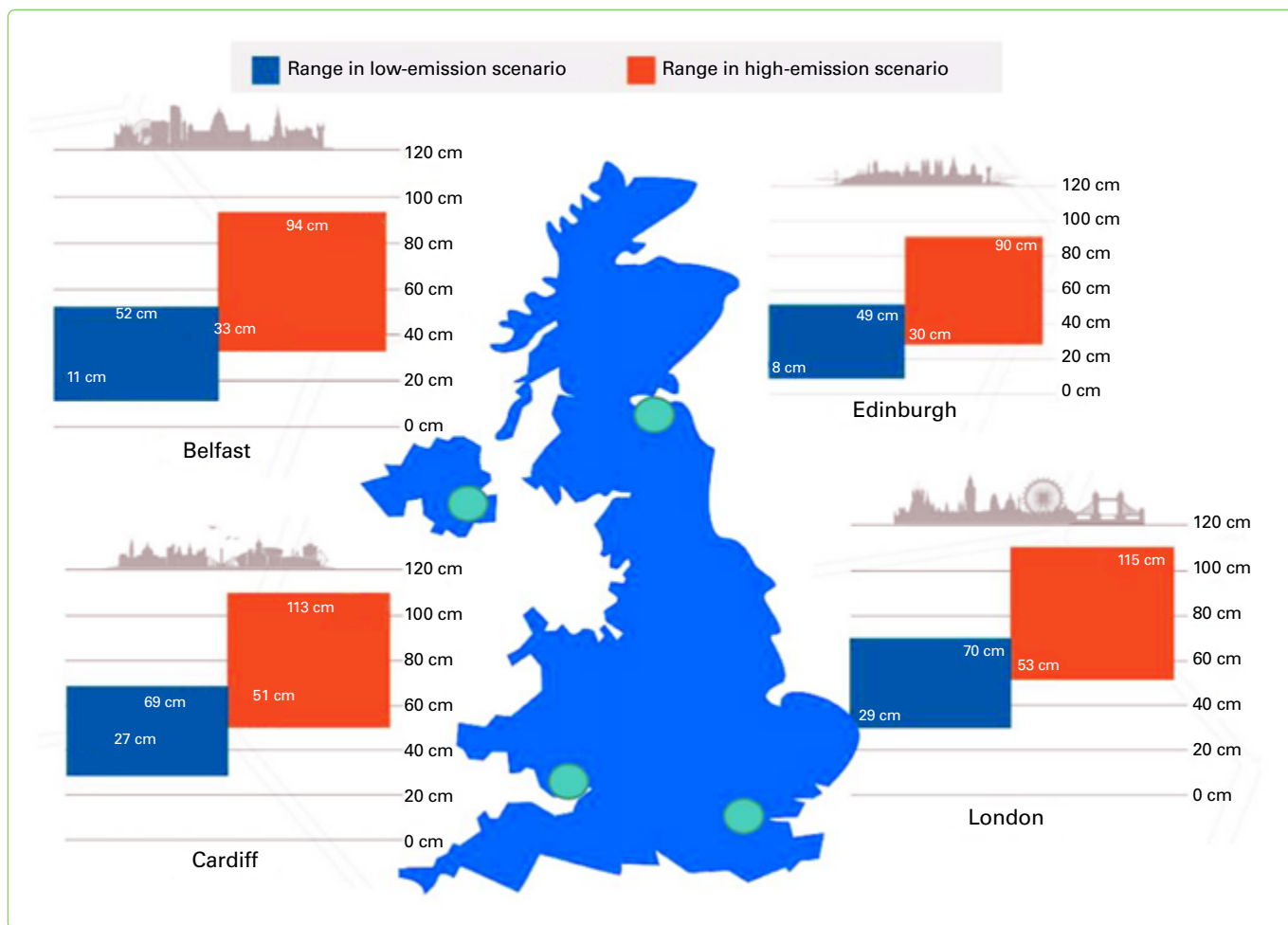
To deliver on this objective, local planning authorities should:

- Ensure that climate policy is embedded throughout the local plan policy narrative (see Case studies 4-6).
- Ensure that climate mitigation and adaptation policies are developed in an integrated and holistic way which secures maximum benefit for communities in terms of other outcomes such as health and wellbeing (see Case studies 7 and 8 on page 36).
- Recognise that adaptation responses are wholly dependent on the success of mitigation strategies

in securing climate stabilisation (see Fig. 4 on page 35). Plans should acknowledge the potential need for the relocation of some communities in vulnerable areas.

- Take a target-led approach to policy on mitigation and climate resilience, ensuring, for example, that there is direct reference to the 2008 Climate Change Act carbon budget regime.
- Ensure that requirements placed upon development are clear and precise wherever possible, in order to create certainty for the community and applicants.





**Fig. 4** The severity of the impacts of climate change will be influenced by the degree of success in reducing greenhouse emissions

Source: UKCP18 National Climate Projections. Met Office. © Crown Copyright 2019, Met Office

<https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/research/ukcp/ukcp18-overview-slidepack-march21.pdf>

### 3.4 Mitigation policy

#### 3.4.1 Reducing carbon dioxide emissions

A powerful basis for local action is created by the requirement to achieve radical reductions in carbon dioxide emissions in order to be consistent with and support the Sixth Carbon Budget published by the Climate Change Committee in December 2019. Local development plans need a strong and precise policy narrative to show how reductions within their direct control or influence will be achieved.

#### Principles

- Local development plans must contain policies which, taken as whole, secure radical reductions in carbon dioxide emissions in line with the Sixth Carbon Budget. Plans should achieve this by identifying a range of policies that reduce carbon dioxide emissions and encourage renewable energy generation.
- These policies should be carefully assessed using the analysis that emerged from evidence-gathering to ensure the most powerful mix of policies that accord with local priorities. There are legitimate choices of emphasis to be made on, for example, renewable technologies, **but** the package choice must, taken as a whole, deliver the necessary local contribution to national carbon budgets.
- Local authorities must have an effective monitoring regime to ensure that there is clear evidence of progress on reducing carbon dioxide emissions, and this progress must be clearly recorded in their Annual Monitoring Reports.

### Case study 7

#### Belfast City Council – climate mitigation and adaptation through large-scale tree planting

**Belfast City Council – Belfast One Million Trees**

<https://www.belfastcity.gov.uk/onemilliontrees>

Belfast City Council has plans to plant 1 million native trees across Belfast by 2035 in order to reduce carbon dioxide levels, improve air quality, reduce flooding, increase urban cooling, support and enhance biodiversity, and improve the population's physical and mental health and wellbeing. Planners have advised on how to realise the multiple benefits of tree planting through the site identification assessment process – in line with both the council's Green and Blue Infrastructure Plan, adopted in early 2020, and the emerging new planning policies in the council's draft local development plan, which will see a significant focus on green and blue infrastructure as part of new development requirements.

### Case study 8

#### ParkPower project – using green space for decarbonised energy supply

**Green Heat in Greenspaces: National Results Report. Greenspace Scotland, May 2021**

<https://www.greenspacescotland.org.uk/Handlers/Download.ashx?IDMF=4d6e8ece-ff64-4dd9-8253-1a357bb6bfaf>  
and <https://www.greenspacescotland.org.uk/Pages/Category/energy>

The ParkPower project, led by Greenspace Scotland, explores the potential contribution that heat pumps situated in urban green and blue spaces could make to the Scottish Government's ambitions to decarbonise the energy system. The project has found that using heat pump technologies in urban rivers and green spaces has the potential to generate 40.7 terrawatts (TWh) per year – equivalent to 79% of all heat demand from within urban settlements.

### 3.4.2 Renewable low-carbon energy and associated infrastructure

The UK decarbonisation strategy as a whole is largely based on the electrification of transport and heat provision and on decarbonising electricity generation. The rapid roll-out of renewable energy is therefore a pre-condition to wider decarbonisation, and local planning authorities should give this policy area appropriate weight in plan-making. The most effective way to do so is to take a whole-system, integrated approach to energy and spatial planning and develop a comprehensive energy plan which reflects how the various renewable technologies can be best tailored to local spatial development ambitions. Energy Systems Catapult has developed a methodology for the delivery of local area energy planning (LAEP),<sup>104</sup> and this whole-systems approach has been embedded in the latest edition of Planning Policy Wales.<sup>105</sup> Done well, local area energy planning can provide sound foundations for effective and sustained action to cut carbon dioxide emissions.

#### Principles

- Building on the evidence base approaches set out in Section 3.2, local planning authorities are advised to provide a positive strategy to maximise renewable and low-carbon energy developments (see Case study 9 on page 37). Sites for decentralised energy projects should be allocated in the local development plan.
- Given the need to build public consent for renewable projects, local planning authorities may wish to consider experimenting with bottom-up energy planning approaches at the neighbourhood scale, built around workshops which foster informed consent for renewables. This work is being pioneered by the Centre for Sustainable Energy (CSE),<sup>106</sup> which is currently working to scale up this approach.
- Local planning authorities should proactively support civic and community-led renewable energy activities.

#### Notes

104 *Local Area Energy Planning: The Method*. Final Review Draft. Centre for Sustainable Energy and Energy Systems Catapult, for Ofgem, Jul. 2020. <https://es.catapult.org.uk/reports/local-area-energy-planning-the-method/>

105 *Planning Policy Wales*. Edition 11. Welsh Government, Feb. 2021. [https://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11\\_0.pdf](https://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11_0.pdf)

106 See Centre for Sustainable Energy's 'Future Energy Landscapes' project webpage, at <https://www.cse.org.uk/projects/view/1315>

### Good practice

It is recommended that local planning authorities:

- Identify the most, and least, environmentally sensitive areas for deployment of different renewable technologies, and communicate this information to developers and communities, making explicit what criteria have been applied, including the relevant approaches set down in the applicable national planning policy on renewable energy.
- Ensure that any local criteria-based policies (including local approaches for protecting landscape and townscape) which will be used to assess planning applications for renewable energy and associated infrastructure:
  - provide appropriate safeguards, so that any adverse impacts are addressed satisfactorily, but ensure that the cumulative benefits of carbon reduction are fully recognised and given sufficient weight in the decision-making process;
  - require the scale and impact of developments affecting recognised designations (Sites of Special Scientific Interest, Local Wildlife Sites, irreplaceable habitats such as ancient woodland, National Nature Reserves, National Parks, the Broads, Areas of Outstanding Natural Beauty, Nature Improvement Areas, Heritage Coasts, Scheduled Monuments, Conservation Areas, Listed Buildings, Registered Historic Battlefields, internationally recognised designations (Natura 2000 sites), and Registered Parks and Gardens) to be compatible with the purpose of the designation; and
- are informed by the national approach and policies for nationally significant energy infrastructure.
- Align renewable energy policies with the commitments set out in climate emergency declarations and action plans, and give positive weight to the benefits of proposals in these terms (see Case studies 10 and 11 on page 38).
- Support opportunities for community-led renewable and low-carbon energy developments, including the production, processing and storage of bio-energy fuels.
- Actively support neighbourhood planning groups and community energy groups in developing renewable energy policies and proposals, including through the provision of suitable supporting evidence (for example publishing outputs from renewable energy capacity studies as interactive online maps).
- Integrate local area energy plans and local development plans, including engaging in detail with the Distribution Network Operator at forward planning stage to help anticipate, plan for and overcome distribution grid constraints, by considering the implications of local development plan policy for grid capacity and the inter-relationships between spatial and grid planning.

### Case study 9

#### Doncaster Council – adopting a positive strategy towards renewable energy

Doncaster Local Plan 2015-2035. Publication Version. Jun. 2019

<https://www.doncaster.gov.uk/services/planning/local-plan>

#### *'Policy 59: Low Carbon and Renewable Energy (Strategic Policy)*

*We aim to increase the supply of low carbon and renewable energy generated in the Borough, in accordance with the principles set out below.*

A) *Proposals will be supported which give priority to:*

1. *biomass and energy crop schemes especially to the north and south east of the main urban area, for example mixed woodland, single species short rotation forestry and large-scale forestry, outside of areas of high quality arable farmland;*
2. *heat or power generation from light, water, waste and other low carbon heat sources;*
3. *landfill and sewage gas energy generation schemes;*
4. *wind power projects which meet the criteria of Policy 60; and*
5. *micro-renewable energy technologies and decentralised heat and power systems within new development.*

**Case study 10****Stroud District Council – using a climate emergency declaration to promote renewable and low-carbon energy generation and distribution****Stroud District Local Plan Review – Pre-submission Draft. May 2021**[https://www.stroud.gov.uk/media/1485610/part-6\\_pre-submission-draft-plan-2021\\_final-25-05-21.pdf](https://www.stroud.gov.uk/media/1485610/part-6_pre-submission-draft-plan-2021_final-25-05-21.pdf)**'Delivery Policy ES2****Renewable or low carbon energy generation**.  
.

*In determining applications for renewable and low carbon energy, and associated infrastructure, the following issues will be considered:*

- a. the contribution of the proposals, in the light of the Council's pledge to be carbon neutral by 2030, to cutting greenhouse gas emissions and decarbonising our energy system.*

**Case study 11****Cornwall Council – adopting a positive strategy towards renewable energy****Cornwall Emergency Development Plan Document. Pre-Submission Consultation. Feb. 2021**<https://www.cornwall.gov.uk/media/ytsowko1/climate-emergency-dpd.pdf>**'Policy RE1 – Renewable and Low Carbon Energy**

*1) Proposals for renewable and low carbon energy-generating and distribution networks, will be supported in the context of sustainable development and climate change, where:*

- a) They contribute to meeting Cornwall's target of 100% renewable electricity supply by 2030; and*

...

- e) It provides for a community benefit in terms of profit sharing or proportion of community ownership and delivers local social and community benefits. Commercial led energy schemes with a capacity over 5 MW shall provide an option to communities to own at least 5% of the scheme;*

**3.4.3 Setting requirements for using decentralised energy and district heating networks in new development****Principles**

- Local requirements for decentralised energy can be set out in a development plan document and could be derived from an assessment of local opportunities, in line with Section 3.2.
- Where there are existing, or firm proposals for, decentralised energy supply systems with capacity to supply new development, local planning authorities can expect proposed development to connect to an identified system, or to be designed so that it can connect to it in future. In such instances, and in allocating land for development, it is recommended that local authorities set out how the proposed development would be expected to contribute to the decentralised energy supply system.
- Where a local requirement relates to a decentralised energy supply system fuelled by bio-energy, local planning authorities could ensure that fuel sources meet the objectives of sustainable development by not creating demand for bio-energy fuels known to result in net carbon emissions through production methods, transport requirements, loss of carbon sinks or other environmental harm, such as loss of habitat or damage to landscapes.

**Case study 12****Greater London Authority – masterplanning for energy infrastructure**

London Plan 2021. Mar. 2021

[https://www.london.gov.uk/sites/default/files/the\\_london\\_plan\\_2021.pdf](https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf)**Policy SI 3 Energy infrastructure**.  
.  
.

*B Energy masterplans should be developed for large-scale development locations (...) which establish the most effective energy supply options. Energy masterplans should identify:*

- 1) major heat loads (including anchor heat loads, with particular reference to sites such as universities, hospitals and social housing)*
- 2) heat loads from existing buildings that can be connected to future phases of a heat network*
- 3) major heat supply plant including opportunities to utilise heat from energy from waste plants*
- 4) secondary heat sources, including both environmental and waste heat*
- 5) opportunities for low and ambient temperature heat networks*
- 6) possible land for energy centres and/or energy storage*
- 7) possible heating and cooling network routes*
- 8) opportunities for futureproofing utility infrastructure networks to minimise the impact from road works*
- 9) infrastructure and land requirements for electricity and gas supplies*
- 10) implementation options for delivering feasible projects, considering issues of procurement, funding and risk, and the role of the public sector*
- 11) opportunities to maximise renewable electricity generation and incorporate demand-side response measures.*

**Good practice**

It is recommended that local authorities set requirements for decentralised energy that:

- relate to identified development areas or specific sites;
- are consistent with giving priority to energy-efficiency measures; and
- focus on opportunities at a scale that developers would not be able to realise on their own in relation to specific developments.

Local planning authorities should consider requiring developers to submit energy masterplans for large-scale development, demonstrating that expectations for district heating have been considered in masterplanning and scheme design from the earliest stage (see Case study 12).

If a local requirement is set out as a target for the use of decentralised energy in new development, the target could be expressed as:

- the percentage reduction in carbon dioxide emissions to be achieved (in doing so, local planning authorities should set out how the target relates to standards for carbon dioxide emissions set by the Building Regulations); or
- an amount of expected energy generation, expressed in megawatt-hours per year.

**3.4.4 Binding net-zero standards for new development**

While the revisions to Part L of the Building Regulations promise to significantly reduce baseline emissions from new buildings (by 31% from 2021-2022, and 75% from 2025) the remaining emissions reductions to be assumed to come from the decarbonisation of electricity – yet the continued pace and ultimate extent of grid decarbonisation cannot be guaranteed.

Ultimately, we cannot escape the truth that we need to build genuinely net-zero (and in terms of climate science, carbon-negative) buildings as soon as possible. A significant role therefore remains for local planning authorities in setting binding net-zero policies, going beyond the Building Regulations.

The powers in the Planning and Energy Act 2008 that enable local authorities in England to set targets for on-site renewable energy generation and energy efficiency standards beyond the Building Regulations remain in place, and local authorities can require such measures, subject to the viability test. The problems of dealing with this test are set out in Section 3.2.1. The best example of the use of such requirements and a supporting methodology is contained in the London Plan (see Case study 13 on page 40). The abolition of the national zero-carbon regime creates an opportunity for local planning authorities to fill this space and achieve local ambitions for zero-carbon and energy-positive development.



**Case study 13****Greater London Authority – zero-carbon commitment and methodology**

London Plan 2021. Mar. 2021

[https://www.london.gov.uk/sites/default/files/the\\_london\\_plan\\_2021.pdf](https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf)**'Policy SI 2 Minimising greenhouse gas emissions**

A Major development should be net zero-carbon. This means reducing greenhouse gas emissions in operation and minimising both annual and peak energy demand in accordance with the following energy hierarchy:

- 1) *be lean: use less energy and manage demand during operation*
- 2) *be clean: exploit local energy resources (such as secondary heat) and supply energy efficiently and cleanly*
- 3) *be green: maximise opportunities for renewable energy by producing, storing and using renewable energy on-site*
- 4) *be seen: monitor, verify and report on energy performance.*

B Major development proposals should include a detailed energy strategy to demonstrate how the zero-carbon target will be met within the framework of the energy hierarchy.

C A minimum on-site reduction of at least 35 per cent beyond Building Regulations is required for major development. Residential development should achieve 10 per cent, and non-residential development should achieve 15 per cent through energy efficiency measures. Where it is clearly demonstrated that the zero-carbon target cannot be fully achieved on-site, any shortfall should be provided, in agreement with the borough, either:

- 1) *through a cash in lieu contribution to the borough's carbon offset fund, or*
- 2) *off-site provided that an alternative proposal is identified and delivery is certain.*

D Boroughs must establish and administer a carbon offset fund. Offset fund payments must be ring-fenced to implement projects that deliver carbon reductions. The operation of offset funds should be monitored and reported on annually.

**Principles**

- To deliver on the ambition of zero-carbon and energy-positive communities, local development plans should develop binding net-zero standards for new development, aligned with the energy hierarchy (i.e. prioritising carbon savings from optimal fabric efficiency standards, renewable heat supply, and on-site renewable energy).
- Policies should be based on a robust evidence base (covering technical feasibility and viability) and should be linked to the wider ambition of delivering radical cuts in carbon dioxide emissions.
- Policy should maximise the emissions reductions achieved on-site through fabric efficiency and renewable energy, with carbon offsetting seen as a last resort.

**Good practice**

It is recommended that local planning authorities:

- Encourage the integration of energy storage and smart energy technologies (which limit and move peak energy demands through time) within net-zero policies. However, it is unlikely that planning policy will be able to keep up with the pace of technological development. Any policies should therefore be outcome oriented, and should allow the resultant carbon emissions reductions to be counted towards net-zero standards, provided that a robust methodology is provided.
- See carbon offsetting regimes, where established, as the significant undertakings that they are, with care invested in their set-up and dedicated resource invested in administration to ensure they stimulate and can demonstrate genuinely *new, additional* carbon savings that would not otherwise have been achieved. Carbon offset funds must be deployed without delay. At their worst, carbon offsetting schemes can give false comfort that development is net zero, while obscuring the more fundamental changes needed in our development model.

**Case study 14****Cornwall Council – a new policy approach for net zero**

Cornwall Emergency Development Plan Document. Pre-Submission Consultation. Feb. 2021

<https://www.cornwall.gov.uk/media/ytsowko1/climate-emergency-dpd.pdf>**'Policy SEC1 – Sustainable Energy and Constructions**

Development proposals will be required to demonstrate how they have implemented the principles and requirements set out in the policy below

**1 The Energy Hierarchy**

All proposals should embed the Energy Hierarchy within the design of buildings by prioritising fabric first, orientation and landscaping in order to minimise energy demand for heating, lighting and cooling. All proposals should consider opportunities to provide solar PV and energy storage.

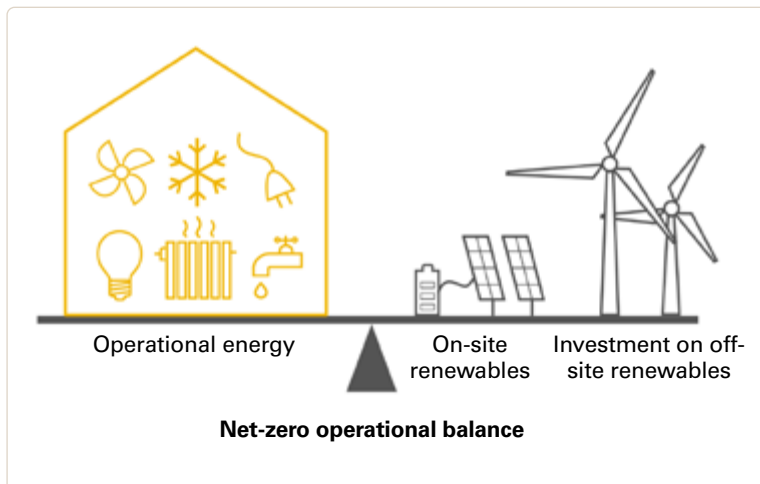
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**2b New Development – Residential**

Residential development proposals will be required to achieve Net Zero Carbon and submit an 'Energy and Carbon Statement' that demonstrates how the proposal will achieve:

- Space heating demand less than 30 kWh/m<sup>2</sup>/annum;
- Total energy use less than 40 kWh/m<sup>2</sup>/annum; and
- On site renewable generation to match the total energy use, with a preference for roof mounted solar PV.

Where the use of onsite renewables to match total energy consumption is demonstrated to be not technically feasible (for example with apartments) or economically viable, renewable energy generation should be maximised as much as possible; and/or connection to an existing or proposed district energy network; or where this is not possible the residual carbon offset by a contribution to Cornwall Council's offset fund.



**Fig. 5 Summary of the principle of the net-zero operational balance at the building scale**

Source: LETI Climate Emergency Design Guide: How New Buildings Can Meet UK Climate Change Targets. London Energy Transformation Initiative (LETI), Jan. 2020. [https://b80d7a04-1c28-45e2-b904-e0715cf93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cf93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

One new, alternative approach, highlighted in Case study 14 is largely based on the *LETI Climate Emergency Design Guide*.<sup>107</sup> The key to the new approach is that it is framed around energy rather than carbon, and sets direct objective standards for energy use intensity (measured in kilowatt-hours per square metre per year – kWh/m<sup>2</sup>/yr) for new development, as opposed to the indirect policy wording adopted in many local plans to date (such as 'a percentage improvement on the Building Regulations'), which should allow easier verification and in-use monitoring using meter readings. The approach forbids the use of fossil fuels in space and water heating, and requires any renewable energy not generated on-site to be met by investment into new renewable energy off-site. Thus a net-zero operational energy balance (see Fig. 5) is achieved within new development, and the development is made net zero. The policy approach has yet to be tested at examination, but it also has the potential to make offsetting more robust than current commonly used policy approaches.

**Note**

107 LETI Climate Emergency Design Guide: How New Buildings Can Meet UK Climate Change Targets. London Energy Transformation Initiative (LETI), Jan. 2020. [https://b80d7a04-1c28-45e2-b904-e0715cf93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cf93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

**Case study 15****Welsh Government – coal extraction policy****Coal Policy Statement. Mar. 2021**<https://gov.wales/coal-policy-statement.html>

*Coal is a non-renewable energy source. All proposals for the extraction of coal, including any secondary coal products produced during mining operations, which are destined for energy markets, must clearly demonstrate why they are needed in the context of climate change emission reduction targets. Energy markets include, but are not limited to, the domestic consumption of coal products and electricity generation.*

*Welsh Ministers therefore do not intend to authorise new Coal Authority mining operation licences or variations to existing licences.*

*However, in wholly exceptional circumstances, Welsh Government would consider the further extraction of coal. Each proposal would be considered on its individual merits, but must clearly demonstrate:*

- *Why the extraction is required to support industrial non-energy generating uses for coal.*
- *Why the extraction is needed in the context of decarbonisation and climate change emission reductions targets, or to ensure the safe winding-down of mining operations or site remediation.*
- *How the extraction contributes to Welsh prosperity and our role as a globally responsible Wales.*

*Decisions will be made on the specific circumstances of each case based on its climate impact, with the presumption being against extraction.*

*Welsh Ministers will consider approval for individual licences in the context of the Well-being of Future Generations (Wales) Act 2015, our climate targets and energy policy.*

*The principles set out in our coal policy will apply to coal extraction on land in Wales and in the seabed coalfields under the territorial seas around Wales.*

**3.4.5 Fossil fuel extraction**

There are significant differences in fossil fuel extraction policy across the four nations and regions of the UK. However, to meet the UK's net-zero ambitions, fossil fuel extraction can have no medium- or long-term role in energy generation or industrial processes. The Sixth Carbon Budget provides for a limited short-term role, but this does not normally require the consenting of any new mineral extraction.

**Principles**

- In planning for any form of fossil fuel extraction, local planning authorities must ensure that all greenhouse gas emissions from the extraction and consumption are aligned with the objectives and provisions of the Climate Change Act 2008 and any locally determined climate targets. If there is any uncertainty, a precautionary approach should be applied.
- When considering applications for fossil fuel extraction, local planning authorities should adopt a presumption against approval unless there are exceptional demonstrable reasons why the application should be approved.

**Good practice**

- Local planning authority policy should be to bring a managed end to the extraction and use of coal. The model set out in Case study 15 represents an example of a strategic policy on fossil fuel extraction, but the approach can be applied to all energy minerals.



### 3.4.6 Setting requirements for sustainable buildings

Local planning authorities have the power to set requirements regarding sustainable building standards for homes, non-domestic buildings, and the public realm. In this context there are a range of building standards and assessment frameworks that local authorities can adopt, subject to the viability test, including:

- BRE's Home Quality Mark;<sup>108</sup>
- BRE's BREEAM;<sup>109</sup>
- BRE's CEEQUAL (for public realm/ infrastructure);<sup>110</sup>
- BRE's BREEAM Communities;<sup>111</sup>
- Passivhaus standards (led in the UK by the Passivhaus Trust);<sup>112</sup> and
- the SHIFT standard.<sup>113</sup>

The BRE schemes are holistic in their scope and include criteria that address a wide range of climate change issues (including energy and carbon efficiency, water use, flooding, and mitigation of the risks of overheating). Other kinds of design advice are available on specific issues such as overheating (see Section 3.5.4).

#### Principles

- Any local requirement for a building's sustainability should be set out in a development plan document and applied appropriately to specific sites.

#### Good practice

It is recommended that local authorities:

- Ensure that any local standards for a building's performance, or for measuring a building's performance, on matters relating to construction techniques, building fabric, products, fittings and finishes do not duplicate the Building Regulations or enhanced national energy standards.
- Consider specifying a recognised assessment framework in policy, including the following approaches:
  - Consider the stages and timings of certification, so as to ensure that development is not impeded and that a specific performance level has been met – for example, a final certificate issued under a BRE scheme would have been assessed using as-built evidence, providing the highest level of rigour and confidence in performance.
  - Take account of the impact and size of the development. Some local planning authorities prefer to set higher performance levels based on floor area, cost and/or unit number, and this can enable higher standards to be met where viability is potentially stronger, while ensuring a minimum standard across the board.
  - Focus on policy resilience and long-term aspirations. The BRE schemes are updated regularly to ensure that the performance criteria remain relevant and challenging where appropriate. As such, a BREEAM 'Excellent' rating under a 2011 scheme version will be less onerous to achieve in comparison with that under the 2018 scheme. Local planning authorities should consider their long-term objectives, and may wish to set standards aligned to annual targets.
  - Consider the flexible application of ratings. The highest rating under the BRE schemes (i.e. 'Outstanding') has been gained by less than 2% of all projects assessed – it is designed to be challenging and, while the highest level of performance should be encouraged, it may not always be suitable for every project.



BRE

There are a range of building assessment frameworks that can be used

#### Notes

108 See BRE's Home Quality Mark website, at <https://www.homequalitymark.com/>

109 See BRE's BREEAM website, at <https://www.breeam.com/>

110 See BRE's CEEQUAL website, at <https://www.ceequal.com/>

111 See BRE's BREEAM Communities website, at <https://www.breeam.com/discover/technical-standards/communities/>

112 See the Passivhaus Trust website, at <https://www.passivhaustrust.org.uk/>

113 See the SHIFT website, at <https://shiftenvironment.co.uk/>

**Case study 16****Camden Council – making buildings resilient to climate change****Camden Local Plan. Jul. 2017**<https://www.camden.gov.uk/camden-local-plan1>**'Policy CC2: Adapting to climate change**

*The Council will require development to be resilient to climate change.*

*All development should adopt appropriate climate change adaptation measures such as:*

- a. the protection of existing green spaces and promoting new appropriate green infrastructure;*
- b. not increasing, and wherever possible reducing, surface water run-off through increasing permeable surfaces and use of Sustainable Drainage Systems;*
- c. incorporating bio-diverse roofs, combination green and blue roofs and green walls where appropriate; and*
- d. measures to reduce the impact of urban and dwelling overheating, including application of the cooling hierarchy.*

*Any development involving 5 or more residential units or 500 sqm or more of any additional floorspace is required to demonstrate the above in a Sustainability Statement.*

**Sustainable design and construction measures**

*The Council will promote and measure sustainable design and construction by:*

- e. ensuring development schemes demonstrate how adaptation measures and sustainable development principles have been incorporated into the design and proposed implementation;*
- f. encourage new build residential development to use the Home Quality Mark and Passivhaus design standards;*
- g. encouraging conversions and extensions of 500 sqm of residential floorspace or above or five or more dwellings to achieve 'excellent' in BREEAM domestic refurbishment; and*
- h. expecting non-domestic developments of 500 sqm of floorspace or above to achieve 'excellent' in BREEAM assessments and encouraging zero carbon in new development from 2019.*

**Case study 17****Watford Borough Council – sustainable construction****Final Draft Watford Local Plan 2018-2036. Consultation Version. 2021**<https://www.watfordlocalplan.co.uk/submission-documents>**'Policy CC8.2: Sustainable Construction Standards for Non-residential Development**

*Proposals should be designed to reduce their impact on the environment and create high quality internal and external space for people to use. Proposals will be supported where it is demonstrated that resources will be used efficiently as part of the construction and operation of a building. This includes appropriate use of technologies, building design and layout, while taking into consideration the effects of climate change. To achieve this, non-residential major developments should achieve BREEAM excellent standard.*

**Case study 18****Brighton & Hove City Council – promoting active travel**

Proposed Submission City Plan Part Two. Apr. 2020

<https://www.brighton-hove.gov.uk/planning/submission-documents>**'DM33 Safe, Sustainable and Active Travel**

*The council will promote and provide for the use of sustainable transport and active travel by prioritising walking, cycling and public transport in the city. This will support the objectives, projects and programmes set out in the Local Transport Plan and other strategy and policy documents. New developments should be designed in a way that is safe and accessible for all users, and encourages the greatest possible use of sustainable and active forms of travel.*

**Case study 19****Brighton & Hove City Council – expanding the cycle network**

South City Way expansion of Glasgow's cycle network

<https://www.glasgow.gov.uk/scw>

Glasgow's South City Way project will extend the city's cycle network, which aims to provide cycle infrastructure and safer, more comfortable and easier cycling routes for people with all levels of experience. The new route will redevelop Victoria Road to prioritise walking, cycling, and public transport.

**Case study 20****Watford Borough Council – cycle parking and storage**

Final Draft Watford Local Plan 2018-2036. Consultation Version. 2021

<https://www.watfordlocalplan.co.uk/submission-documents>**'Policy ST11.4: A Walking and Cycling Infrastructure Improvement Town****Cycle parking**

*All development proposals will be required to provide on-site cycle parking facilities in line with the cycle parking standards detailed in Appendix D. Secure cycle parking facilities should be designed at the outset of the scheme.*

**3.4.7 Sustainable transport**

Transport is now the largest contributor to greenhouse gas emissions, 27% of the UK total, and very little progress has been made to effect reductions. Emissions from private vehicles make up 56% of the transport total.<sup>114</sup> Well planned development can create opportunities for more sustainable transport choices to be made and healthy lifestyles to be adopted. Planning must consider the technological transformation of transport systems, too, with the rapid introduction of electric

vehicles, the use of autonomous vehicles, and radical changes in the nature of work and leisure, all of which may alter travel patterns. The Climate Change Committee advises that local development plans or transport plans should deliver a 33%-35% shift from cars to walking/cycling/public transport for shorter trips to meet net-zero targets, and cities can be even more ambitious than this.<sup>115</sup>

**Notes**

114 *Transport Statistics Great Britain: 2019*. Department for Transport, Dec. 2019.  
<https://www.gov.uk/government/statistics/transport-statistics-great-britain-2019>

115 *Local Authorities and the Sixth Carbon Budget*. Climate Change Committee, Dec. 2020.  
<https://www.theccc.org.uk/publication/local-authorities-and-the-sixth-carbon-budget/>

**Case study 21****Leeds City Council – setting requirements for charging electric vehicles**

**Core Strategy (as amended by the Core Strategy Selective Review 2019), Leeds Local Plan. Sept. 2019**

<https://www.leeds.gov.uk/Local%20Plans/Adopted%20Core%20Strategy/Consolidated%20Core%20Strategy%20with%20CSSR%20Policies%20Sept%202019.pdf>

**'Policy EN8: Electric Vehicle Charging Infrastructure**

*All applications for new development which include provision of parking spaces will be required to meet the minimum standard of provision of electric vehicle charging points. This requires:*

- i) *Residential: 1 charging point per parking space and 1 charging point per 10 visitor spaces*
- ii) *Office/Retail/Industrial/Education: charging points for 10% of parking spaces ensuring that electricity infrastructure is sufficient to enable further points to be added at a later stage*
- iii) *Motorway Service Stations: charging points for 10% of parking spaces ensuring that electricity infrastructure is sufficient to enable further points to be added at a later stage*
- iv) *Petrol Filling Stations: provision of fast charge facilities.*



BRE

**Local authorities should support the rapid deployment of electric and plug-in hybrid vehicles**

**Principles**

- A development's location has significant implications for its sustainable transport potential. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes.
- Sustainable transport needs to be considered in an integrated manner at the beginning of the plan-making process, so that development patterns are shaped by existing and planned sustainable transport infrastructure.
- Opportunities to walk and cycle and the convenience of public transport are essential factors in creating high-quality places (see Case study 18 on page 45). Planners should seek to 'tip the balance' by making the use of any route for a sustainable mode within a development quicker, easier and cheaper than the alternative offered by private car (see Case study 19 on page 45).
- Where there is a need for car use, zero-emission vehicles should be prioritised over petrol/diesel cars. Local planning authorities should consider how the rapid and large-scale deployment of electric vehicles will impact on their plan policies and how local development plan policy can support this transformation.



## Good practice

Local authorities are recommended to:

- Set planning policy which prioritises a move away from car dependency. Such policy could include:
  - Using the 20-minute neighbourhood concept<sup>116</sup> to design compact, walkable places. New shops and services, including pre-school and primary education facilities, should be located within walking distance of people's homes.
  - Securing better conditions for walking and cycling by lowering speed limits, managing motor traffic levels, increasing cycle storage provision (see Case study 20 on page 45) and widening route options, for example by improving rights of way networks.
  - Securing better public transport services, including new demand-responsive and community transport, as well as integration between existing services and opportunities to set up car clubs.
  - Prioritising development that focuses on improving local high streets and town centres and the prevention of both urban sprawl and the development of out-of-town centres.
  - Setting targets to ensure that all developments are air quality neutral and do not lead to further deterioration of existing poor air quality.
- Ensure that planning, transport and public health policies are joined up such that actions committed to and priorities outlined in the local transport plan are supported by planning approaches.
- Set appropriate targets on the proportion of trips made by walking, cycling or public transport within travel plans for new development, particularly for new neighbourhoods, and ensure that infrastructure delivery plans include investment in transport infrastructure, including public transport, that will contribute towards the achievement of these targets.
- Work in partnership with the regional or local transport authority and local transport providers (bus/train operators and community transport) to:
  - identify and establish within the local development plan a strategic and local transport network to serve the needs of the area throughout the plan period;
  - support the delivery of the associated infrastructure and services throughout the period of the plan; and
  - establish the extent and levels of service that should underpin the strategic and local networks for existing and new developments, ensuring that they are consistently underpinned by other relevant policies.
- Support the rapid deployment of electric and plug-in hybrid vehicles and set requirements on opportunities for charging such vehicles (see Case study 21 on page 46).
- Establish a car parking management strategy and maximum car parking standards that follow the principle that walking, cycling or public transport should be easier than using a private car.
- Monitor the numbers of trips and the proportions undertaken by different modes of transport.

Further guidance on how to integrate sustainable transport into plan-making is set out in Chapter 2 of the CIHT's *Better Planning, Better Transport, Better Places* report.<sup>117</sup> Other useful resources include the RTPI's *Net Zero Transport: The Role of Spatial Planning and Place-Based Solutions*,<sup>118</sup> the TCPA's *Sustainable Transport* practical guide for creating successful new communities,<sup>119</sup> and CIHT's *Buses in Urban Development*.<sup>120</sup>

## Notes

- 116 See *20-Minute Neighbourhoods – Creating Healthier, Active, Prosperous Communities. An Introduction for Council Planners in England*. TCPA, Mar. 2021. <https://www.tcpa.org.uk/the-20-minute-neighbourhood>
- 117 *Better Planning, Better Transport, Better Places*. Chartered Institution of Highways and Transportation, Aug. 2019. <https://www.ciht.org.uk/knowledge-resource-centre/resources/better-planning-better-transport-better-places/>
- 118 *Net Zero Transport: The Role of Spatial Planning and Place-Based Solutions*. RTPI, Jan. 2021. <https://www.rtpi.org.uk/research/2020/june/net-zero-transport-the-role-of-spatial-planning-and-place-based-solutions/>
- 119 *Sustainable Transport*. Guide 13. Practical Guides for Creating Successful New Communities. TCPA, Sept. 2020. <https://www.tcpa.org.uk/tcpa-practical-guides-guide-13-sustainable-transport>
- 120 T Pharoah: *Buses in Urban Developments*. Chartered Institution of Highways and Transportation, Jan. 2018. [https://www.ciht.org.uk/media/4459/buses\\_ua\\_tp\\_full\\_version\\_v5.pdf](https://www.ciht.org.uk/media/4459/buses_ua_tp_full_version_v5.pdf)

### 3.5 Adaptation policy

The scale of global ambition on reducing greenhouse gas emissions will affect the scale of the adaptation challenge that we face (see Fig. 4 on page 35). However, the impacts of climate change are already being felt severely around the world. Climate adaptation requires the radical re-making of places to respond to the complex and dynamic impacts of climate change.

There are four high-level factors to bear in mind in developing successful adaptation policy for local development plans:

- **Place:** Climate impacts play out very differently across the diverse physical and social geography of the UK. Urban and rural areas, upland and coastal places – all require different and fine-grained responses.
- **People:** Climate impacts affect different people in different ways, with consequences that are particularly significant for social groups least equipped for resilience. Adaptation solutions also have direct and lasting impacts on everyday lives, so taking action means working with communities and communicating an effective narrative for change.
- **Space:** Building resilience requires interlocking measures, from major spatial-scale coastal realignment to the detail of the way that buildings are wired. The interdependence of decisions on

such matters is vital in determining long-term solutions, and is often complicated by catchments and coastal systems which do not fit with local government boundaries.

- **Time:** Building resilience requires thinking about the very long term – and at least 100-year planning horizons. For some critical infrastructure longer periods will be appropriate. This implies new ways of thinking and working. Time is also running out for us to begin building resilience, so we need to act now and act radically.

Because of its visible impact, flood risk is often the top priority of any adaptation strategy; but planning for flood risk is not always carried out with sufficient grasp of the long-term risks, nor of the opportunities to design resilient places. However, successful adaptation policy involves much more than simply addressing flood risk and has to take account of a range of severe and complex climate impacts. Dealing with this reality requires holistic planning over the long term based on an understanding of how such changes will interact and affect people's health and wellbeing. Building climate resilience requires an inter-organisational, inter-departmental local response in which the local development plan can be an integrating aspect. Above all, climate adaptation must be understood as the main priority for long-term planning to secure climate resilience, and must be seen as being as important as meeting housing need.

#### Case study 22

#### Salford City Council – delivering multi-functional green infrastructure

Publication Salford Local Plan: Development Management Policies and Designations. Jan. 2020

<https://www.salford.gov.uk/planning-building-and-regeneration/planning-policies/local-planning-policy/salfords-development-plan/salford-local-plan/salford-local-plan-examination/submission-documents/>

#### *Policy G11 Development and green infrastructure*

*Development shall protect and enhance the green infrastructure network in Salford by helping to maximise its:*

- 1) *Extent, whilst having regard to the development needs of the city;*
- 2) *Interconnectedness, enabling individual pieces of green infrastructure to deliver greater benefits through links to the wider network;*
- 3) *Multi-functionality, whilst not detracting from the important primary functions of individual pieces of green infrastructure; and*
- 4) *Quality, ensuring that it can meet its various functions as effectively as possible.*

*In complying with the above points, developments shall:*

- 5) *Respond to the specific location, characteristics and surroundings of the site to take opportunities to incorporate green infrastructure that can most effectively benefit the wider area, for example providing sustainable urban drainage systems that address identified problems such as flood risk and water quality, and deliver environmental and quality of life benefits;*

### Principles

- Local development plans should set out how the local planning authority area will be planned over the long term (at least 100 years) to adapt to the opportunities and impacts arising from climate change.
- People – and particularly disadvantaged communities – should be front and centre of thinking about planning for climate change.
- The input of marginalised groups into decisions about climate change policy should be consciously sought.
- Identify and allocate land in the local development plan to be safeguarded for climate adaptation measures that will be needed in future, including land for new traditional flood defences, natural flood management schemes, and urban cooling measures such as green infrastructure.
- Tailor policy to meet the needs of those likely to be most vulnerable to climate change.
- Set requirements in policy for the implementation of climate change adaptation measures that

### Good practice

- Set out how new development should be planned to avoid significant vulnerability to impacts arising from climate change over at least the next 100 years.<sup>121</sup> Planning should be
- tailored to the local area and the lifetime of the proposed development.
- also address a range of other social issues. For example, the provision of green infrastructure in urban areas is effective at addressing overheating, flooding and soil erosion, but it also has a range of benefits for mental and physical wellbeing (see Case study 23).



iStock/PhotoEngland

Advantage must be taken of opportunities to implement active water management and sustainable drainage systems

### Case study 23

#### Cardiff Council and partners – strong policy on sustainable drainage system design

##### Greener Grangetown project

<https://greenergrangetown.wordpress.com/>

The Greener Grangetown project uses the latest sustainable drainage systems techniques to catch, clean and divert rainwater directly into the River Taff, instead of pumping it for eight miles to a treatment works and then discharging it out to sea. In addition, it has delivered a host of other benefits for the local community, including 1600 square metres of new green space, the creation of Wales' first 'bicycle street', increased biodiversity, and a community orchard. The project was set in motion by the 2018 update to Planning Policy Wales, but the collaborative approach between the local planning authority, Welsh Water, an engineering firm and the local community helped to progress and shape the final design.

#### Note

121 UKCP18 sea level rise figures include exploratory projections out to the year 2300, which could be useful in understanding the long-term sustainability of coastal communities or developments such as major infrastructure, new settlements, and major urban extensions





Pressures to develop in areas of flood risk must be resisted

### 3.5.1 Selecting sites for new development

Local planning authorities are under intense pressure to allocate sites for new housing in local development plans, but site selection is a foundational component of dealing with climate change. Reducing the need to travel, connecting to existing heat networks and avoiding areas of flood risk are obvious considerations that can sometimes be in tension with each other.

#### Principles

- In assessing sites for their suitability for new development, local authorities should consider their potential to support the move to a low-carbon future and to adapt to or mitigate the impacts of climate change holistically. Where sites perform poorly against any of the criteria identified below, local authorities should consider alternative site allocations, including opportunities for new communities.
- whether development of the site would offer opportunities to help the existing community to adapt to impacts arising from climate change, including through active water management (taking existing communities out of flood risk) and sustainable drainage systems;
- the potential to deliver multi-functional green infrastructure – well designed green infrastructure can reduce flood and overheating risks, provide space for species to adapt and become more resilient, and provide land for food growing as well as helping to increase carbon sequestration and storage;
- the effect of development of the site on the capacity of biodiversity to adapt to likely climate change;
- whether the development provides gardens and plots for allotments or other community areas to maximise opportunities for local food sourcing; and
- whether the development can improve sustainability through the creation of new jobs or by increasing the competitiveness of the area.

#### Good practice

It is recommended that local planning authorities assess the suitability of sites for new development, and for the type and intensity of development, against the following criteria:

- whether the site is appropriate for development, having regard to the long-term suitability of building in the location, as well as the intended lifetime of the proposed development and any increases in risk resulting from climate change to known physical and environmental elements such as sea level rise, flooding, increased



**Case study 24****Devon County Council – prioritising natural flood management approaches****Devon Local Flood Risk Management Strategy 2021-2027. Aug. 2020**<https://www.devon.gov.uk/floodriskmanagement/document/devon-local-flood-risk-management-strategy-2021-2027/?web=1&wdLOR=c28D48590-6FF8-40CF-B58E-204C6299DD57>

The Devon Local Flood Risk Management Strategy actively promotes the use of natural flood management approaches ahead of traditional, hard-engineering flood defences:

*‘The effects of climate change, with more intense rainfall events are a growing concern and are considered for all flood risk management activity. This is particularly relevant for the reviewing of development proposals to ensure flood risk is not increased as a result. The use of sustainable drainage and natural flood management measures will be encouraged for all development and flood improvement works. (...) Risk Management Authorities will promote natural flood management measures (where appropriate) in all flood investigations and improvement projects, either as sole measures or in combination with hard engineering solutions, including supporting NFM (natural flood management) initiatives throughout Devon.*

**3.5.2 Flood risk**

There are many planning tools that can be used to minimise or reduce flood risk in an area. It is important to consider not just where flooding is a risk factor now, but how this spatial pattern might change in the future. Each nation has policy and guidance from government and the environment agencies on how to plan for flood risk (see Sections 2 and 3.2.2) that should be followed closely.

**Principles**

- Development should be steered away from current and future flood risk areas.
- Development should be required to be safe and not increase risk elsewhere over its lifetime.
- Development should be designed to be flood resilient over its lifetime.
- Opportunities should be taken to reduce overall flood risk, for example through natural flood management (see Case study 24). Extensive data, case studies and evidence on the role of natural flood management in reducing flood risk are available.<sup>122</sup>
- Land needed for future flood risk management infrastructure should be safeguarded.
- Opportunities to relocate unsustainable development should be sought and taken.
- Developer contributions should be required for flood and coastal risk management infrastructure.

**Development needs to be flood-resistant over its lifetime**

**Note**

<sup>122</sup> See, for England, ‘Working with natural processes to reduce flood risk’. Webpage. Environment Agency/Flood and Coastal Erosion Risk Management Research and Development Programme. <https://www.gov.uk/flood-and-coastal-erosion-risk-management-research-reports/working-with-natural-processes-to-reduce-flood-risk>; for Scotland, *Natural Flood Management Handbook*. Scottish Environment Protection Agency (undated). <https://www.sepa.org.uk/media/163560/sepa-natural-flood-management-handbook1.pdf>; and, for Wales, ‘Maps for Natural Flood Management’. webpage. Natural Resources Wales. <https://naturalresources.wales/flooding/managing-flood-risk/maps-for-natural-flood-management/?lang=en&wdLOR=c9C5D6F27-CE1E-4566-BFDD-16C819B36395>

**Case study 25****Harrogate Borough Council – ensuring that all new development includes sustainable drainage****Harrogate District Local Plan 2014-2035. Mar. 2020**<https://www.harrogate.gov.uk/planning-policy-guidance/harrogate-district-local-plan-2014-2035>**Policy CC1: Flood Risk and Sustainable Drainage**

All development will be required to ensure that there is no increase in surface water flow rate run off. Priority should be given to incorporating sustainable drainage systems (SuDS) to manage surface water drainage, unless it is proven that SuDS are not appropriate. Where SuDS are provided arrangements must be put in place for their whole life management and maintenance. ...

**Good practice**

- Ensure that the relevant environment agency's advice on flood risk assessment and the local development plan is adhered to.
- Apply the sequential test<sup>123</sup> correctly and thoroughly in order to steer development away from flood risk areas. Where development is necessary in flood risk areas, the exception test should be applied to demonstrate that the wider sustainable benefits to the community that the development will bring outweigh the flood risk. To satisfy the exception test, the development also needs to be safe over its entire lifetime, not increase flood risk elsewhere and, wherever possible, reduce flood risk overall.
- Use property flood resilience measures to mitigate against the residual risk of flooding, particularly in existing buildings (change of use/conversions, etc.). CIRIA has produced a code of practice for property flood resilience and advice for planners on how it should be used as guidance.<sup>124</sup>
- Consider positive policy in local development plans and design codes to allow existing properties at risk of flooding to install kite-marked property flood resilience measures.
- Design new buildings and developments to incorporate the resilience standards necessary to deal with increased surface water flooding events. Anywhere can be affected by surface water flooding, although of course it is much more common in dense, concreted urban areas. Integrating green and blue infrastructure into new developments can also reduce surface water flood risk.<sup>125</sup>
- Ensure that multi-functional sustainable drainage systems (SuDS) are delivered as part of new development (see Case study 25). CIRIA (the Construction Industry Research and Information Association) has produced technical guidance for practitioners on the delivery of SuDS.<sup>126</sup> In Wales, it is a legal requirement for all new developments to include SuDS which comply with national statutory SuDS standards. Developers must gain approval for their drainage scheme from a SuDS approval body (SAB) before construction can begin.<sup>127</sup>
- When identifying opportunities for on- and off-site biodiversity net gain, seek approaches that also reduce flood risk.

**Notes**

123 *Flood Risk Assessment: The Sequential Test for Applicants*. Guidance. Environment Agency/Department for Environment, Food and Rural Affairs, Apr. 2012 (updated Feb. 2017). <https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants>

124 *Code of Practice for Property Flood Resilience*. C790F. CIRIA (Construction Industry Research and Information Association), Jan. 2021. [https://www.ciria.org/CIRIA/Item\\_Detail.aspx?WebsiteKey=3f18c87a-d62b-4eca-8ef4-9b09309c1c91&iProductCode=C790F&Category=FREEPUBS&OrderLineId=9812564b-73b6-45b6-bcb0-f250c041726b](https://www.ciria.org/CIRIA/Item_Detail.aspx?WebsiteKey=3f18c87a-d62b-4eca-8ef4-9b09309c1c91&iProductCode=C790F&Category=FREEPUBS&OrderLineId=9812564b-73b6-45b6-bcb0-f250c041726b)

125 *Sustainable Drainage Systems: Non-Statutory Technical Standards for Sustainable Drainage Systems*. Department for Environment, Food and Rural Affairs, Mar. 2015. <https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

126 *The SuDS Manual*. C753. CIRIA (Construction Industry Research and Information Association), Dec. 2015. <https://www.ciria.org/ItemDetail?iProductCode=C753&Category=BOOK&WebsiteKey=3f18c87a-d62b-4eca-8ef4-9b09309c1c91>

127 *Sustainable Drainage Systems (SuDS)*. Natural Resources Wales, May 2020. <https://naturalresources.wales/guidance-and-advice/business-sectors/planning-and-development/advice-for-developers/sustainable-drainage-systems-suds/?lang=en>





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Coastal erosion at Skipsea on the East Yorkshire coast

### 3.5.3 Relocation

It will not be possible to secure a long-term resilient future for every home and every community. In some cases, such as coastal change resulting from sea level rise, long-term flood defence will be unachievable, and planning authorities will need to

consider policy to deal with the relocation of householders. In some cases the longer-term strategic relocation of whole communities will need to be considered. This process requires early, open and honest dialogue with the community so that their needs are embedded in the decision-making process.

#### Case study 26

#### Dorset County Council – supporting the relocation of existing development at risk from flooding through the local development plan

Dorset Council Local Plan Consultation. Jan. 2021

<https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning-policy/dorset-council-local-plan/about-the-dorset-council-local-plan-january-2021-consultation>

##### <sup>1</sup>ENV13: Flood risk

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V. The council will support the relocation of existing highly vulnerable development and essential infrastructure on land at risk from flooding provided:

- the existing development is lawful;
- the site for relocation is at a lower flood risk;
- the size of any replacement buildings or the application site are not materially larger than the existing buildings or site;
- the type, scale and location of the replacement development is consistent with relevant planning policies; and
- the applicant provides for the suitable restoration of the existing site.

Policy ENV17, 'Replacement or relocation of existing development in Coastal Change Management Areas', outlines a set of criteria that must be met by proposals for the relocation of existing development from within a Coastal Change Management Area to an area of reduced flood risk.

**Case study 27****Greater London Authority – countering the urban heat island effect**

London Plan 2016. Mar. 2016

<https://www.london.gov.uk/what-we-do/planning/london-plan/past-versions-and-alterations-london-plan/london-plan-2016/london-plan-chapter-five-londons-response/poli-8>**'Policy 5.9 Overheating and cooling***Policy**Strategic*

A *The Mayor seeks to reduce the impact of the urban heat island effect in London and encourages the design of places and spaces to avoid overheating and excessive heat generation, and to reduce overheating due to the impacts of climate change and the urban heat island effect on an area wide basis.*

*Planning decisions*

B *Major development proposals should reduce potential overheating and reliance on air conditioning systems and demonstrate this in accordance with the following cooling hierarchy:*

- 1 *minimise internal heat generation through energy efficient design*
- 2 *reduce the amount of heat entering a building in summer through orientation, shading, albedo, fenestration, insulation and green roofs and walls*
- 3 *manage the heat within the building through exposed internal thermal mass and high ceilings*
- 4 *passive ventilation*
- 5 *mechanical ventilation*
- 6 *active cooling systems (ensuring they are the lowest carbon options).*

C *Major development proposals should demonstrate how the design, materials, construction and operation of the development would minimise overheating and also meet its cooling needs. New development in London should also be designed to avoid the need for energy intensive air conditioning systems as much as possible. Further details and guidance regarding overheating and cooling are outlined in the London Climate Change Adaptation Strategy.*

*LDF preparation*

D *Within LDFs boroughs should develop more detailed policies and proposals to support the avoidance of overheating and to support the cooling hierarchy.*

**3.5.4 Overheating**

Heatwaves are already by far the deadliest weather-related disasters now occurring in Europe; 140,000 deaths associated with 83 heatwaves have been recorded since the beginning of this century.<sup>128</sup>

Cooling is particularly important in cities that face rising temperatures exacerbated by the urban heat island effect, resulting from concrete, tarmac, roofs, etc. absorbing the sun's power and radiating it out as heat long after the sun has gone down. Often, poorer neighbourhoods are more affected as

residents have less access to air conditioning and breezy green spaces, putting vulnerable people at greater risk of heat-related health complications.

**Note**

128 'How cities are using nature to keep heatwaves at bay'. News Story. United Nations Environment Programme, 22 Jul. 2020. <https://www.unep.org/news-and-stories/story/how-cities-are-using-nature-keep-heatwaves-bay>

**Case study 28****Greater Cambridge – development design****Greater Cambridge Local Plan – First Proposals. Aug. 2021**<https://consultations.greatercambridgeplanning.org/greater-cambridge-local-plan-first-proposals/explore-theme/climate-change/policy-ccdc-designing>**'Policy CC/DC: Designing for a changing climate****What will this policy do?**

This policy will set out how the design of developments should take account of our changing climate, for example extreme weather events such as heat waves and flash flooding.

**Proposed policy direction**

All new dwellings must be designed to achieve a low overheating risk using the Good Homes Alliance Overheating in New Homes Tool and Guidance, with more detailed modelling required for schemes identified as being 'at risk', using future climate scenarios such as those provided by 2050 Prometheus weather data for Cambridge.

All non-domestic buildings must be designed to achieve a low overheating risk using the cooling hierarchy, with more detailed modelling required for major developments using future climate scenarios such as those provided by 2050 Prometheus weather data for Cambridge.

All developments should take a design led approach to climate change adaptation with approaches integrated into architectural design. ...

The policy also sets out a cooling hierarchy that proposals should follow.

**Principles**

- Urban areas will need significant redesign of the wider built environment to withstand rising temperatures.
- Policy should focus on those communities most at risk and seek design solutions that do not impose additional energy costs on those on low incomes.
- The design of new buildings should use energy efficient design along with orientation, shading, albedo, fenestration, insulation and green roofs and walls to reduce the effect of high temperatures.
- Street tree planting and green infrastructure can help to mitigate the urban heat island effect and can deliver multiple other benefits.

**Good practice**

- Ensure that guidance contained in design codes is consistent with the need to tackle overheating.
- Consider referencing assessment frameworks or guidance on avoiding overheating in local development plan policy. CIBSE (the Chartered Institution of Building Services Engineers) has published guidance on design methodology for the assessment of overheating risk in homes.<sup>129</sup>
- For instances where technical assessment regimes are not yet in place, make use of the Good Homes Alliance's non-technical guide and tool for assessing and mitigating overheating in new homes.<sup>130</sup>
- Plan green infrastructure as part of wider green infrastructure networks in order to deliver urban cooling and local access to shady outdoor space, as well its many other benefits. Forest Research has published research that includes a summary of design strategies to maximise the cooling potential of green infrastructure.<sup>131</sup>

**Notes**

129 *Design Methodology for the Assessment of Overheating Risk in Homes*. TM59. CIBSE (Chartered Institution of Building Services Engineers), May. 2017. <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q000000DVRtdQAL>

130 *Overheating in New Homes*. Good Homes Alliance, Jul. 2019. <https://goodhomes.org.uk/overheating-in-new-homes>

131 *The Role of Urban Trees and Greenspaces in Reducing Urban Air Temperatures*. Research Note. Forest Research, Jan. 2019. <https://www.forestresearch.gov.uk/research/role-urban-trees-and-greenspaces-reducing-urban-air-temperatures/>



# section 4

# development management

Development management decisions must be based on sound evidence, assessing likely climate impacts



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Under the plan-led system all planning decisions should be taken in line with the local development plan, which must contain detailed policy on climate mitigation and adaptation. It is vital that development management decisions made when a plan is absent or out of date reflect the principles identified in Section 3 of this guide. Decisions must be based on sound evidence, assessing and reflecting the likely climate impacts, including carbon dioxide emissions, of a scheme over the full lifetime of the development (at least 100 years). Just as with plan policy, changes in climate impacts on the new development itself over time must also be considered, including responses to

increased temperatures, river flows and sea level rise<sup>132</sup> over its full lifetime.

National policy and guidance contain well established advice on the application of the sequential and exemption tests for flood risk. There is much less guidance for other adaptation issues. In particular, more attention must be paid to overheating and the impacts it has on human health and wellbeing – a full understanding of how the design of green infrastructure can reduce summer temperatures and the impact of this on people's health and wellbeing is necessary. Local planning authorities must be aware of the extent of permitted development in their area,<sup>133</sup> and should keep track of the cumulative impacts that this type of development may have on the urban environment, particularly while other new policies on increasing housing densities are being promoted. High-density living can work well, but only when development meets the highest design standards and takes factors such as the urban heat island effect into account. The Climate Change Committee's 2021 progress report to Parliament<sup>134</sup> highlighted the need to improve understanding of, and support action, on overheating in residential buildings.

## Box 9

### Dealing with the presumption in favour of development in England

The general presumption in favour of development set out in paragraph 11 of the NPPF is qualified for where development would conflict with NPPF policy. Footnote 7 of the NPPF lists examples of development subject to this qualification, and identifies flood risk as an example.

#### Notes

132 Expressed in Environment Agency climate change (flood risk) allowances

133 Applications are submitted to local authorities under permitted development rights through the prior-approval process – but it is much harder to understand changes that have occurred through the deregulation of Class E, where changes in use require no form of planning application

134 *Progress in Reducing Emissions 2021: Report to Parliament*. Climate Change Committee, Jun. 2021. <https://www.theccc.org.uk/publication/2021-progress-report-to-parliament/>

## 4.1 Mitigating climate change

### 4.1.1 Delivering a low-carbon and climate-resilient future

#### Principles

- Local planning authorities should engage constructively with developers to deliver well designed sustainable buildings and high-quality local environments suitable for net-zero living. It is reasonable for local planning authorities to expect proposals for new development to demonstrate how the proposed development complies with the criteria set out as good practice below.
  - Local planning authorities are encouraged to support innovation which secures well designed sustainable developments. Some features that are essential for securing a zero-carbon or energy-positive building, or for adapting to impacts arising from climate change, may give rise to concerns about incompatibility with an existing townscape. Such concerns should not, in themselves, normally warrant planning applications being refused permission. Planning permission may be refused only where the concern relates to a designated heritage asset and the impact would cause material harm to, or the removal of significance in relation to, the asset or its setting, and this is not outweighed by the proposal's wider social, economic and environmental benefits.
- connecting to an existing decentralised energy supply system that has capacity to supply the proposed development or is being designed for a future connection where there are firm proposals for such a system;
  - not creating demand for bio-energy fuels known to result in net carbon dioxide emissions through production methods, transport requirements, and/or the loss of carbon sinks.
- Provide public or private open space so that an accessible choice of shade and shelter is offered, recognising the opportunities for people, biodiversity, flood storage and carbon management provided by multi-functional green spaces and green infrastructure networks.
  - Give priority to the use of sustainable drainage systems, paying attention both to the potential contribution to water harvesting to be gained from impermeable surfaces and to layouts that accommodate waste water recycling.
  - Support sustainable waste management by providing space for recycling and composting.
  - Increase the proportion of trips in the local area made by sustainable modes (particularly active travel modes), by:
    - giving comparative advantages to sustainable travel – for example by placing cycle parking closer to a main entrance than car parking (other than disabled parking);
    - implementing travel plans (unless the scale of the development is small) so as to reduce greenhouse gas emissions;
    - requiring safe and attractive walking and cycling opportunities for all new developments, including secure cycle parking and, where appropriate, showers and changing facilities;
    - managing the provision of car parking (including consideration of charging for use), so that it is consistent with cutting greenhouse gas emissions, including the provision of electric vehicle charging infrastructure; and
    - improving public transport and utilising a travel planning approach.
  - Reflect, in cases where the site has not been allocated for development in a development plan document, the site selection criteria set out in Section 3.5.1 of this guide.

#### Good practice

In determining planning applications, local planning authorities are advised to expect proposed new development to:

- Avoid adding to the vulnerability of existing or other proposed development to impacts arising from climate change.
  - Maximise the opportunities of new development to enhance resilience by, for example, reducing the causes of flooding.
  - Be consistent with national targets to reduce greenhouse gas emissions set out in the relevant Climate Change Acts and relevant carbon budgets by:
    - using landform, layout, building orientation, tree planting, massing and landscaping to reduce likely energy consumption and increase resilience to increased temperatures;
    - using the layout, density and mix of development to support identified opportunities for decentralised energy;
- Local planning authorities should ensure that climate mitigation and adaptation are included in any development management checklists.

#### 4.1.2 Greenhouse gas emissions as a material consideration

There is no doubt that carbon dioxide emissions are a material consideration in planning decision-making. A decision made by the Secretary of State for Housing, Communities and Local Government in 2018 provides useful clarification on how government might expect these issues to be considered, including the importance of the cumulative effect of greenhouse gas emissions:

*'The Secretary of State has given careful consideration to the Inspector's analysis at paras IRC112-C115. For the reasons given he agrees that greenhouse gas (GHG) emissions from the proposed development would adversely impact upon measures to limit climate change. He*

*further agrees that most of the GHG emissions would be emitted in the short term, resulting in an adverse effect of substantial significance reducing to minor significance in the medium term; and that greenhouse emissions in the long term would be negligible, but that the effects of carbon in the atmosphere would have a cumulative effect in the long term (para. IRC115). Given that cumulative effect, and the importance to which the Government affords combating climate change, he concludes that overall the scheme would have an adverse effect on greenhouse gas emissions and climate change of very substantial significance, which he gives very considerable weight in the planning balance.'*<sup>135</sup>



Batuhan Toker/Thinkstock

**Carbon dioxide emissions are a material consideration in planning decision-making**

#### Note

135 See *HJ Banks & Co Ltd v Secretary of State for Housing Communities and Local Government* [2018] EWHC 3141 (Admin). Available at [https://unece.org/fileadmin/DAM/env/pp/compliance/C2018-156/Correspondence\\_with\\_the\\_Party\\_concerned/frPartyC156\\_22.10.2019/9\\_HJ\\_Banks.pdf](https://unece.org/fileadmin/DAM/env/pp/compliance/C2018-156/Correspondence_with_the_Party_concerned/frPartyC156_22.10.2019/9_HJ_Banks.pdf)



### 4.1.3 Assessing renewable energy generation, storage, and distribution

#### Principles

- Development management should support and not prevent, delay or inhibit proposals for renewable and low-carbon energy and associated infrastructure which could be permitted having regard to the objectives and advice set out in this guide.
- Decision-makers should recognise that energy technologies are rapidly improving, and they should be prepared to deal positively with the implications of new transport and energy technologies, such as battery storage at scale, infrastructure for electric vehicles, and the deployment of hydrogen technology.<sup>136</sup>

#### Good practice

In determining planning applications for the development of renewable or low-carbon energy and associated infrastructure, local planning authorities are recommended to:

- Expect applicants to have taken appropriate steps to avoid and then mitigate any adverse impacts through careful consideration of location, scale, design and other measures, including ensuring that all reasonable steps have been taken, and will be taken, to minimise any negative impacts.
- Give significant weight to the wider environmental, social and economic benefits of renewable or low-carbon energy projects and fuel sources, whatever their scale, recognising that small-scale projects provide a valuable contribution to the local area and contribute to security of supply and to cutting greenhouse gas emissions – do not reject planning applications simply because the level of output, or the number of buildings involved, is small.
- Not require applicants for renewable energy development to demonstrate the overall need for renewable or low-carbon energy.
- Expect developers of decentralised energy to support the local planning approach for renewable and low-carbon energy set out in the local development plan, and, if not, to provide compelling reasons to justify the departure – but, otherwise, not question the energy justification for why a proposal for renewable and low-carbon energy must be sited in a particular location.
- Require all major new development to set a robust net-zero energy strategy as a core part of the overall corporate strategy and infrastructure delivery plan. This should cover all aspects of energy consumption, generation, distribution, management, and ownership. Further information on net-zero energy strategies is available in the *Masterplanning for Net-Zero Energy* guide.<sup>137</sup>
- Recognise that, when located in the Green Belt, elements of renewable energy projects may be classed as ‘inappropriate development’. Careful consideration should be given to projects’ visual impact, and developers will need to demonstrate very special circumstances that clearly outweigh any harm. Such very special circumstances may include the wider environmental benefits associated with increased production of energy from renewable sources.



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Development management should support proposals for renewable and low-carbon energy

#### Notes

<sup>136</sup> The UK Hydrogen Strategy makes clear that low-carbon hydrogen will be crucial in meeting the UK’s legally binding commitment to achieve net zero by 2050. Hydrogen can be manufactured through a carbon-intensive process or a low-carbon process. Today, most hydrogen produced in the UK is high carbon, but to reach the net-zero targets all current and future production will need to be low carbon

<sup>137</sup> *Masterplanning for Net-Zero Energy*. Guide 4. Practical Guides for Creating Successful New Communities. TCPA, Nov. 2020. <https://www.tcpa.org.uk/tcpa-practical-guides-guide-4-masterplanning-for-net-zero-energy>

**Case study 29****Eastleigh Borough Council – ensuring that homes are designed with overheating in mind**

Eastleigh Borough Local Plan 2016-2036, Dec. 2017

<https://www.eastleigh.gov.uk/media/2053/appendix-1-eastleigh-borough-local-plan-2016-2036.pdf>**Policy DM3: Adaptation to climate change**

All development should be designed to adapt to the predicted climate change impacts for the Borough.

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b) To reduce the urban heat island effect new development should have a cooling strategy which can include:

- i. cooling through generous green infrastructure
- ii. areas of shade
- iii. water cooling
- iv. building design and orientation to reduce overheating
- v. 'cool roofs' or green roofs and green walls
- vi. porous cool pavements

**4.2 Adapting to climate change**

An effective and up-to-date plan is vital in ensuring that decisions fully reflect the need to manage the climate crisis. The effectiveness and efficiency of development management depends on the quality and precision of development management policy. Such policy should always set out precise requirements for action on climate mitigation and adaptation.

'Good' development management<sup>138</sup> is a balance between efficient process, policy-compliant outcomes, and effective delivery. Since climate change action is a key legal and policy outcome, it is important that there is an organisational culture that places the climate emergency as a significant material consideration in all decision-making. Where applications are made for development contrary to the development plan, or where a plan is absent or out of date, it is vital that the principles set out in Section 3 of this guide in relation climate impacts are fully applied to development management decisions.

**Principles**

- Climate change adaptation should be fully considered in all development decisions.
- Local planning authorities should set out clear expectations for the information they require from applicants on climate impacts and ensure that this information is accessible to applicants and the community. These requirements should be made clear in the pre-application process.
- In determining planning applications, the scale, vulnerability and risks generated by a development should be dealt with in proportionate way, depending on nature of the application. Climate impacts must always be considered over the whole lifetime of the development.
- Local planning authorities should ensure that new development does not increase the climate impact risks to existing development or constrain future adaptive pathways designed to deal with overheating or flooding.
- The cumulative impact of minor decisions, for example in relation to paving over gardens, must be fully considered in relation to issues such as surface water flooding.
- Local planning authorities should recognise the growing needs of those seeking to relocate development from vulnerable areas and ensure that such needs are fully considered in decision-making.

**Note**

138 *Good Development Management*. Planning Advisory Service, Jun. 2019.

[https://www.pas.gov.uk/sites/default/files/documents/260619%20DM%20Research%20Final%20Draft\\_1.pdf](https://www.pas.gov.uk/sites/default/files/documents/260619%20DM%20Research%20Final%20Draft_1.pdf)

**Good practice**

Local planning authorities are recommended to:

- Consider and prioritise the use of nature-based solutions and natural capital approaches in the design of a new design of development. Guidance issued by the Environment Agency<sup>139</sup> details how nature-based solutions can be used to reduce flood risk.
- Build in resilience to future risks (using climate change allowances to identify these risk) in the design of new development (for example flood defences or finished floor levels that mitigate risk to future flood levels based on the climate change allowances).
- In flood risk areas promote design of development that includes property level flood resilience to manage residual risks (as well as built-in resilience, outlined above).
- Use multi-functional approaches to policy delivery in development to maximise outputs for climate resilience and wider objectives. For example, use biodiversity and environmental net gain targets as opportunities to adapt to climate change through multi-functional green infrastructure; and also use multi-functional sustainable urban drainage systems (rather than 'grey' drainage – for example underground tanks) that also deliver wider gains for climate change adaptation, biodiversity and the community).
- The design of sustainable drainage systems and long-term canopy cover should be considered from the outset, and local planning authorities should work closely with landowners, engineers, designers, and contractors. GreenBlue Urban's *Trees and Water Sensitive Urban Design*<sup>140</sup> offers more detailed guidance on this.
- Ensure that water efficiency policies in the local development plan (i.e. higher levels of water efficiency) are delivered in new residential development. Seek voluntary additional measures to further improve domestic water efficiency where there is evidence of local needs.
- Ensure that water efficiency policies in the local development plan for commercial development are met. Seek additional water efficiency measures to further improve commercial water efficiency where there is evidence of local needs.
- Ensure that homes are designed and built with overheating in mind (see Case study 29 on page 60). Consider using assessment frameworks to ensure that criteria are met.
- Monitor the outcomes of adaptation measures to build the case for further projects in future.

**Note**

139 *Use Nature-Based Solutions to Reduce Flooding in Your Area*. Guidance. Environment Agency, Jun. 2021. <https://www.gov.uk/guidance/use-nature-based-solutions-to-reduce-flooding-in-your-area>; and *Working with Natural Processes to Reduce Flood Risk*. Flood and Coastal Erosion Risk Management Research and Development Programme and Environment Agency, Feb. 2021. <https://www.gov.uk/flood-and-coastal-erosion-risk-management-research-reports/working-with-natural-processes-to-reduce-flood-risk>

140 *Trees and Water Sensitive Urban Design: Volume 2*. GreenBlue Urban, Jun. 2019. <https://greenblue.com/gb/resource-centre/trees-and-water-sensitive-urban-design-volume-2/>

# section 5

# conclusion

Addressing climate change must be a central priority of the planning system if we are to ensure our future economic, environmental and social wellbeing. This guide sets out some of the ways that local authorities and communities can make a real difference in tackling the climate crisis. ***The threat of climate change is real, and time is running dangerously short. A resilient and sustainable future is achievable, but only if we act now.***

# section 6

## sources of further information

The key legal and policy documents relating to planning for climate change are set out in Section 2 of this guide. This Section provides a list of useful documents related to various aspects of tackling the climate challenge through planning.

### 6.1 Climate change mitigation

#### Energy

*Masterplanning for Net-Zero Energy*. Guide 4. Practical Guides for Creating Successful New Communities. TCPA, Nov. 2020

<https://www.tcpa.org.uk/tcpa-practical-guides-guide-4-masterplanning-for-net-zero-energy>

*Local Area Energy Planning: The Method*. Final Review Draft. Centre for Sustainable Energy and Energy Systems Catapult, for Ofgem, Jul. 2020

<https://es.catapult.org.uk/reports/local-area-energy-planning-the-metho>

*Planning for Renewable and Low Carbon Energy – A Toolkit for Planners*. Practice Guidance. Welsh Government, Sept. 2015

<https://gov.wales/sites/default/files/publications/2018-09/renewable-energy-toolkit.pdf>

#### Building Fabric

Interactive Policy Map. UK Green Building Council

<https://www.ukgbc.org/interactive-policy-map/>

*The New Homes Policy Playbook. Driving Sustainability in New Homes – A Resource for Local Authorities*. UK Green Building Council, Feb. 2021

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*Energy Efficiency and Historic Buildings: How to Improve Energy Efficiency*. Historic England, Jun. 2018

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*UK Housing: Fit for the Future?* Climate Change Committee, Feb. 2019  
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*Assured Performance Process (APP)*. Good Homes Alliance  
<https://kb.goodhomes.org.uk/tool/assured-performance-process/>

*Environmental Reporting Guidelines: Including Streamlined Energy and Carbon Reporting Guidance*. Department for Environment, Food and Rural Affairs and Department for Business, Energy and Industrial Strategy, June. 2013 (updated Mar. 2019)  
<https://www.gov.uk/government/publications/environmental-reporting-guidelines-including-mandatory-greenhouse-gas-emissions-reporting-guidance>

*The Ten Point Plan for a Green Industrial Revolution*. HM Government, Nov. 2020  
<https://www.gov.uk/government/publications/the-ten-point-plan-for-a-green-industrial-revolution>

*LETI Climate Emergency Design Guide: How New Buildings Can Meet UK Climate Change Targets*. London Energy Transformation Initiative (LETI), Jan. 2020  
[https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

*LETI Embodied Carbon Primer: Supplementary Guidance to the Climate Emergency*. London Energy Transformation Initiative (LETI), Jan. 2020  
<https://www.leti.london/ecp>

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2030 Climate Challenge. Royal Institute of British Architects  
<https://www.architecture.com/about/policy/climate%20action/2030-climate-challenge>

*Sustainable Outcomes Guide*. Royal Institute of British Architects, Dec. 2019  
<https://www.architecture.com/knowledge-and-resources/resources-landing-page/sustainable-outcomes-guide>

*Whole Life Carbon Assessment for the Built Environment*. Royal Institution of Chartered Surveyors, Nov. 2017  
<https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

*Embodied Carbon: Status Quo and Suggested Roadmap*. Scottish Government, 2020  
[https://zerowastescotland.org.uk/sites/default/files/Embodied\\_carbon\\_spreads%20final.pdf](https://zerowastescotland.org.uk/sites/default/files/Embodied_carbon_spreads%20final.pdf)

Advancing Net Zero Programme. UK Green Building Council  
<https://www.ukgbc.org/ukgbc-work/advancing-net-zero/#net-zero-carbon-buildings-framework>

## Sustainable transport and active travel

'Re-allocating road space to make walking and cycling safer'. Webpage. Sustrans  
<https://www.sustrans.org.uk/for-professionals/urban-design-and-planning/re-allocating-road-space-to-make-walking-and-cycling-safer-during-covid-19-and-beyond>

*An Introductory Guide to Low Traffic Neighbourhood Design*. Sustrans, Jul. 2020  
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*Masterplanning Checklist for Sustainable Transport in New Developments*. Campaign for Better Transport, Sept. 2008,  
[https://bettertransport.org.uk/sites/default/files/research-files/Masterplanning\\_Checklist\\_2008.pdf](https://bettertransport.org.uk/sites/default/files/research-files/Masterplanning_Checklist_2008.pdf)

*Getting There: How Sustainable Transport Can Support New Development*. Campaign for Better Transport, 2015  
[https://bettertransport.org.uk/sites/default/files/research-files/Getting\\_there\\_final\\_web\\_0.pdf](https://bettertransport.org.uk/sites/default/files/research-files/Getting_there_final_web_0.pdf)

*Buses in Urban Developments*. Chartered Institution of Highways and Transportation, Jan. 2018,  
[https://www.ciht.org.uk/media/4459/buses\\_ua\\_tp\\_full\\_version\\_v5.pdf](https://www.ciht.org.uk/media/4459/buses_ua_tp_full_version_v5.pdf)

*Designing for Walking*. Chartered Institution of Highways and Transportation, Mar. 2015  
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[https://www.ciht.org.uk/media/4465/planning\\_for\\_walking\\_-\\_long\\_-\\_april\\_2015.pdf](https://www.ciht.org.uk/media/4465/planning_for_walking_-_long_-_april_2015.pdf)

*Planning for Cycling*. Chartered Institution of Highways and Transportation, Oct. 2014  
[https://www.ciht.org.uk/media/4461/ciht\\_-\\_planning\\_for\\_cycling\\_proof\\_v2\\_singles.pdf](https://www.ciht.org.uk/media/4461/ciht_-_planning_for_cycling_proof_v2_singles.pdf)

*Sustainable Transport*. Guide 13. Practical Guides for Creating Successful New Communities. TCPA, Sept. 2020  
<https://www.tcpa.org.uk/tcpa-practical-guides-guide-13-sustainable-transport>

*20-Minute Neighbourhoods – Creating Healthier, Active, Prosperous Communities. An Introduction for Council Planners in England*. TCPA, Mar. 2021  
<https://www.tcpa.org.uk/the-20-minute-neighbourhood>

## 6.2 Climate change adaptation

### Flood risk

'Managing flood risk: roles and responsibilities'. Webpage. Local Government Association  
<https://www.local.gov.uk/topics/severe-weather/flooding/local-flood-risk-management/managing-flood-risk-roles-and>

'Flood map for planning'. Webtool. Environment Agency  
<https://flood-map-for-planning.service.gov.uk/>

'Check your flood risk by postcode'. Webtool. Natural Resources Wales  
<https://naturalresources.wales/flooding/check-your-flood-risk-by-postcode/?lang=en&wdLOR=c0C7AD471-CEF3-4CB2-9E8B-D6EBDCD7C435>

'Flooding'. Webpages. Natural Resources Wales  
<https://naturalresources.wales/flooding/?lang=en&wdLOR=c6DC70424-C753-4131-B0A3-E7D396DFBFEA>

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<https://www.sepa.org.uk/environment/water/flooding/>

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'Check the risk of flooding in your area'. Department for Infrastructure (Northern Ireland),  
<https://www.nidirect.gov.uk/articles/check-risk-flooding-your-area>

### Natural flood management

*Use Nature-Based Solutions to Reduce Flooding in Your Area*. Guidance. Environment Agency, Jun. 2021.  
<https://www.gov.uk/guidance/use-nature-based-solutions-to-reduce-flooding-in-your-area>

*Working with Natural Processes to Reduce Flood Risk*. Flood and Coastal Erosion Risk Management Research and Development Programme and Environment Agency, Feb. 2021.  
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*The SuDS Manual*. C753. CIRIA (Construction Industry Research and Information Association), Dec. 2015.  
<https://www.ciria.org/ItemDetail?iProductCode=C753&Category=BOOK&WebsiteKey=3f18c87a-d62b-4eca-8ef4-9b09309c1c91>

*Nature-Based Solutions for Flood Mitigation and Coastal Resilience: Analysis of EU-Funded Projects*. Directorate-General for Research and Innovation, European Commission, 2020  
<https://op.europa.eu/en/publication-detail/-/publication/d6e80dca-d530-11ea-adf7-01aa75ed71a1/language-en>

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<https://greenblue.com/gb/resource-centre/trees-and-water-sensitive-urban-design-volume-2/>

*StreetTree Cost Benefit Analysis*. GreenBlue Urban, 2018  
<https://greenblue.com/gb/resource-centre/street-tree-cost-benefit-analysis/>

## Overheating

*Design Methodology for the Assessment of Overheating Risk in Homes*. TM59. CIBSE (Chartered Institution of Building Services Engineers), May. 2017

<https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q000000DvrTdQAL>

*Housing Health and Safety Rating System (HHSRS): Guidance for Landlords and Property-Related Professionals*. Department for Communities and Local Government, May 2006

<https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>

*The National Adaptation Programme and the Third Strategy for Climate Adaptation Reporting*. Department of Environment, Food and Rural Affairs, Jul. 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/727252/national-adaptation-programme-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/727252/national-adaptation-programme-2018.pdf)

'Design support and PHPP tools'. Webpage. Passivhaus Trust

[https://passivhaustrust.org.uk/design\\_support.php](https://passivhaustrust.org.uk/design_support.php)

*Overheating in New Homes*. Good Homes Alliance, Jul. 2019

<https://goodhomes.org.uk/overheating-in-new-homes>

*Heatwave Plan for England*. Public Health England, May 2014

<https://www.gov.uk/government/publications/heatwave-plan-for-england>

*London City Resilience Strategy 2020*. Mayor of London. Greater London Authority, Feb. 2020

[https://www.london.gov.uk/sites/default/files/london\\_city\\_resilience\\_strategy\\_2020\\_digital.pdf](https://www.london.gov.uk/sites/default/files/london_city_resilience_strategy_2020_digital.pdf)

*Research into Overheating in New Homes*. Ministry of Housing, Communities and Local Government, Oct. 2019,

<https://www.gov.uk/government/publications/research-into-overheating-in-new-homes>



Part A

**Report to:** Cabinet

**Date of meeting:** Monday, 17 January 2022

**Report author:** Head of Finance

**Title:** Financial Planning

## 1.0 Summary

1.1 The purpose of this report is to enable the Cabinet to consider service level expenditure, funding and council tax levels for the medium term 2022/23 to 2024/25, including the use of reserves. This budget is a component part of the 2022/23 Council Tax calculations.

1.2 The report sets out:

- the revenue budgets for the period 2022/23 to 2024/25 and a revised budget for 2021/22
- the capital programme for the period 2021/22 to 2024/25
- the Council's income charging policy (including the individual Service fees and charges)
- the Capital Strategy 2022/23

1.3 The Cabinet is recommended to agree the Council Tax Base to apply for 2022/23

1.4 The report includes advice from the Director of Finance on the adequacy of general reserves and balances in the context of the three year planning horizon 2022/23 to 2024/25.

## 2.0 Risks

### 2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
That Council does not agree the council tax base before the statutory date	The Council Tax Charge is not set	Revert to prior year's budget	Treat	1

That Cabinet does not recommend revenue and capital estimates for 2022/23 to Council	The Council does not legally set a budget	Revert to previous MTFS	Treat	1
That the Council will exceed its borrowing parameters	Breach of Treasury Management Policy (TMP)	Revision of TMP Prudential indicators	Treat	1
That the Council will be unable to service its annual borrowing costs	Budget Pressure	Provision in MTFS for anticipated borrowing	Tolerate	1
Investment with a counterparty that subsequently defaults	Recovery of principal will take longer	Invest in accordance with TMP	Tolerate	2
That the estimates used in the preparation of the report will not be sufficiently accurate.	Budget not correct	Mitigate through in year budget monitoring. Reset Budget at period 8	Treat	3
That the Council will not have adequate reserves to manage emerging risks.	Reserves diminish	General Fund Balance is £2.0m	Treat	3

### 3.0 Recommendations

#### **That Cabinet:**

- 3.1 Delegates to the Director of Finance in consultation with the Portfolio Holder for Resources the ability to amend the budget figures in accordance with decisions taken at the Cabinet meeting on 17 January 2022 and any minor variations that may occur before the Council meeting on 24 January 2022.

#### **Recommends to Council that:**

- 3.2 Council resolves in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by Watford Borough Council as its Council Tax Base for the year 2022/23 is 33,891.3 as outlined in the report.
- 3.3 Approves the continuation of the Local Council Tax Reduction Scheme for 2022/23.
- 3.4 Approves the budget (**Attachment 1**) as laid out in the report, including:
- the budget for 2022/23
  - the Capital Investment Programme 2021/22 to 2024/25
- 3.5 Approves the schedule of fees and charges and income charging policy (**Attachment 2**).

- 3.6 Approves the Capital Strategy for 2022/23, , and delegates to the Director of Finance in consultation with the Portfolio Holder Resources responsibility for agreeing and maintaining the Treasury Management policy. (**Attachment 3**)
- 3.7 Agrees to increase the annual Council Tax for a Band D property 2022/23 by 1.5%. This will apply to all other bands.
- 3.8 Notes the key risks identified and approves their proposed mitigations.
- 3.9 Notes the advice provided by the Director of Finance on the robustness of estimates and the adequacy of reserves.
- 3.10 Notes the indicative budgets for 2023/24 and 2024/25.

**Further information:**

Hannah Doney – Head of Finance  
Hannah.Doney@threerivers.gov.uk

**Report approved by:** Alison Scott, Shared Director of Finance

**4.0 Consultation**

- 4.1 The Finance Scrutiny Committee have been fully engaged through this process and feedback from its meeting will be circulated prior to the Cabinet meeting.
- 4.2 As part of the statutory consultation with business ratepayers, copies of this report have been sent to the Watford BID, the Watford Chamber of Commerce and the borough's Local Strategic Partnership-One Watford. Any feedback will be reported at the meeting.

**Implications**

**5.1 Financial**

- 5.1.1 These are covered within the main body of the Budget Setting Report (**Attachment 1**).
- 5.1.2 The budget set out in Attachment 1 does not incorporate any assumptions about future savings arising from potential shared service arrangements considered elsewhere on the Cabinet agenda.

**5.2 Legal Issues (Monitoring Officer)**

- 5.2.1 In the Constitution it is Council who is required to set the budget, which includes the Council Tax Base and setting the level of Council Tax. Cabinet therefore must forward

its recommendations on the budget to Council. The Constitution also requires that any recommendation from Cabinet to Council regarding the budget must be submitted before the 8 February in the preceding financial year to enable the Mayor to have the opportunity to call in any decision of Council on the budget. The Council is required by the Local Government Finance Act 1992 to set its council tax requirement by 11 March 2022. The Local Council Tax Reduction Scheme has to be approved by Council by 31 January each year for the next financial year.

5.2.2 It is a statutory requirement that the Capital Strategy and the Treasury Management Policy are reviewed annually. The report meets the requirement of CIPFA's Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities and complies with the Local Government Act 2003.

5.2.3 It is a statutory requirement that the Chief Financial Officers provides a report under Section 25 of the Local Government Act 2003 on the robustness of estimates used in the budget and the sufficiency of the Council's reserves. This is included in the report.

### 5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Under s149 (1) of the Equality Act the council must have due regard, in the exercise of its functions, to the need to –

- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share them
- foster good relations between persons who share relevant protected characteristics and persons who do not share them.

5.3.2 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.3.3 This report provides an over view of Budget proposals and equalities issues will need to be specifically considered before any changes to existing service levels are introduced.

### 5.4 **Staffing**

5.4.1 There are no staffing implications arising from this report.

### 5.5 **Accommodation**

5.5.1 There are no accommodation implications arising from this report.

## 5.6 **Community Safety/Crime and Disorder**

5.6.1 There are no Community Safety/Crime and Disorder implications arising from this report.

## 5.7 **Sustainability**

5.7.1 There are no sustainability implications arising from this report.

- Attachments:**
1. Budget Setting Report
  2. Income Charging Policy and Schedule of Fees and Charges
  3. Capital Strategy (Including the Treasury Management Policy, Minimum Revenue Provision Policy and Prudential Indicators)

## **Background papers**

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

Financial Planning (MTFS 2021/22 to 2024/25) Council 26 January 2021  
Financial Outturn 2020/21 (July 2021)  
Finance Digest 2021/22 (Q1, Q2 & Period 8)

# **BUDGET SETTING**

**2022/23 to 2024/25**

## **Medium Term Financial Strategy**



Watford Borough Council · TOWN HALL · WATFORD, HERTS WD17 3EX

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## Executive Summary

The Medium Term Financial Strategy (MTFS) provides Members with information on the overall financial position of the Council over the next three years, and brings together the previous budget set by Council in January 2021, the budget monitoring activities carried out during the current year and the latest developments in funding, legislation and service delivery.

Regular budget monitoring reports are presented to both the Council's Leadership Board, Finance Scrutiny Committee and Cabinet throughout the year. The latest budget monitoring report (Finance Digest) is available as at the end of November (Period 8).

Each year the Council is required to set a realistic, achievable and balanced budget for the forthcoming year and indicative budgets for the following two years.

The reductions in central government funding over the last decade, including the removal of revenue support grant, against a backdrop of increasing demand for services has created a challenging financial environment for local authorities. The Council has a good track record of delivering services to budget, achieving efficiency savings, generating additional income and minimising service growth in order to continue to provide value for money services to the public.

The proposed MTFS for 2022/23 to 2024/25 is set out below and in detail at Appendix 1.

	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
<b>Net Expenditure</b>	<b>15,050</b>	<b>13,734</b>	<b>13,018</b>	<b>13,293</b>
Funded by:				
Planned Contribution to / (from) Reserves	(2,057)	40	346	346
Business Rates	(3,002)	(3,073)	(3,002)	(3,002)
Government Grants	(668)	(1,041)	(450)	(450)
Surplus on Collection Fund	(122)	0	0	0
Budget Deficit funded from Reserve	(78)	(89)	(149)	(228)
<b>Council Tax Requirement</b>	<b>9,122</b>	<b>9,571</b>	<b>9,764</b>	<b>9,960</b>

<b>Council Tax Calculation:</b>				
Council Tax Base	32,786.1	33,891	34,060.8	34,231.1
Council Tax Charge for Band D	£278.24	£282.41	£286.65	£290.95
Council Tax Band D increase		1.5%	1.5%	1.5%

The proposed MTFS has been updated to include the latest information on government funding as set out in the Provisional Local Government Settlement, published by the Department for Levelling Up, Communities and Housing (DLUCH) on 16 December 2021. It also incorporates proposals for investment in services, service efficiencies and income generation and sets aside funding to meet anticipated pay awards over the MTFS period.

Table 1 (on the next page) summarises the changes from the current MTFS set in January 2021. Explanations of the changes are set out in the main body of the report and in the detailed appendices.

As set out in the MTFS, there is a budget deficit of £0.089 million in 2022/23 which increases to £0.228m over the MTFS period. This budget gap will be managed through planned use of the Economic Impact Reserve in 2022/23. Plans will be brought forward to address the gap from 2023/24 onwards as part of the budget setting process for 2023/24.



## 1. Revenue

1.1. The table below sets out the changes between the MTFS agreed in January 2021 and the proposed MTFS at Appendix 1 and the resulting budget gap. Explanations of the changes are set out in the paragraphs below.

**Table 1 Budget Gap**

Revenue Account - MTFS	2021/22	2022/23	2023/24	2024/25	Total Gap Over MTFS 3 Years
	£000	£000	£000	£000	£000
<b>Gap in MTFS at 1 April (approved in January 2021)</b>	<b>513</b>	<b>485</b>	<b>(521)</b>	<b>(521)</b>	<b>(557)</b>
In year changes through budget monitoring	1,434	171	171	171	<b>513</b>
Budget carry Forward	(342)	342			<b>342</b>
<b>Other Changes</b>					
Changes to fees & charges		19	19	19	<b>57</b>
Changes to Staff Costs		91	108	139	<b>338</b>
Growth and Efficiencies		(405)	(424)	(425)	<b>(1,253)</b>
Use of Renewal Recovery Fund		631			<b>631</b>
Contingency - Inflationary costs		394	1,007	1,253	<b>2,655</b>
<b>Net changes</b>	<b>1,092</b>	<b>1,244</b>	<b>882</b>	<b>1,157</b>	<b>3,283</b>
<b>Revised gap</b>	<b>1,605</b>	<b>1,729</b>	<b>361</b>	<b>636</b>	<b>2,726</b>
<b>Funding Changes</b>					
New Homes Bonus	0	(141)	127	127	<b>113</b>
Business rates	0	(71)	0	0	<b>(71)</b>
Council tax	0	(179)	(386)	(582)	<b>(1,147)</b>
Additional Government Funding	0	(201)	122	122	<b>43</b>
<b>Sub Total</b>	<b>0</b>	<b>(592)</b>	<b>(137)</b>	<b>(333)</b>	<b>(1,062)</b>
<b>Change in planned use of reserves</b>	<b>(1,527)</b>	<b>(1,048)</b>	<b>(75)</b>	<b>(75)</b>	<b>(1,198)</b>
					0
<b>Revised gap</b>	<b>78</b>	<b>89</b>	<b>149</b>	<b>228</b>	<b>466</b>

1.2. Base budget changes. These are adjustments to the base budget through:

- In year changes. These are changes to the base budgets that have been identified and reported in the Finance Digest throughout the 2021/22 financial year. These changes amount to a pressure of **£0.792 million** in 2021/22. These are shown at **Appendix 2**
- Pay & Salary changes. The net result is a total increase of **£0.338 million** over the three year period. The pay budgets do not include an allowance for a pay award as this is yet to be agreed for 2021/22 or future years. However, as set out below, the contingency budget includes a provision for a pay award in each year of the MTFS and this can be allocated to individual budgets once a pay award is confirmed.

### 1.3. Fees and charges

Each year the Council reviews its fees and charges in conjunction with its agreed income charging policy and adjusts the anticipated income accordingly. The individual fees and charges are listed in the annual budget setting report, variations to projected fees and charges amount to £0.057 million decrease over the MTFS. **Appendix 3** shows a summary of the implications of the 2022/23 fees & charges proposals. The Council's income charging policy is at Attachment 2 with individual charges listed by service area. The charges for leisure centres managed within the leisure services contract by SLM are still subject to review. Any changes arising from the review will be reported separately.

### 1.4. Sustainable Transport Schemes

The Demand Responsive Transport (DRT) scheme experienced lower numbers of rides than predicted due to COVID-19 and therefore did not expand the service as projected during 2021/22. As a result £0.313 million of the agreed subsidy has been carried forward from 2021/22 to 2022/23, the total subsidy available over the life of the contract is unchanged.

### 1.5. Contingency

A contingency budget has been set aside to provide for likely additional expenditure over the MTFS period. As noted above, a formal pay award has not been agreed for the current year (2021/22) or future years. However, it is prudent to assume that there will be pay awards in light of current inflation rates of 5.1% (CPI - December 2021). A budget equating to 1.75% for a backdated pay award for 2021/22 and a further 2% annual increase over the MTFS has been set aside. A further allowance has also been made for additional costs in relation to capital financing in 2023/24 and 2024/25 which includes the risk of increased interest rates for external borrowing.

### 1.6. Growth and Efficiencies

**Appendix 4** contains detail of the details to reflect current priorities and pressures offset by matching efficiency savings and additional income generation.

### 1.7. COVID -19

The outlook in relation to COVID-19 remains uncertain as recovery continues to be hindered by the need to respond to new variants and a resurgence in case numbers. The Provisional Local Government Settlement did not provide any additional resources to Councils specifically to address COVID-19.

1.8. During 2020/21 a Renewal Fund was established to help Watford recover from the impacts of COVID-19. Based on the latest monitoring report, the balance on the reserve is forecast to be £0.631 million at 31 March 2022. It is anticipated that the balance of the fund will be utilised in full during 2022/23. However, there may be further calls on this funding before the end of the current financial year.

### 1.9. Impact of funding changes

The Council receives its income from various sources to fund its revenue expenditure on the services it provides. These are subject to fluctuation. The table below shows the adjustments to the budgets for the funding streams over the MTFS. These adjustments amount to a total increase in resources of **(£1.062 million)** over the MTFS.

**Table 2 Changes in Funding Against Budget**

Funding Changes	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Over MTFS 2022-25
New Homes Bonus	0	(141)	127	127	113
Business rates	0	(71)	0	0	(71)
Council tax	0	(179)	(386)	(582)	(1,147)
Additional Government Funding	0	(201)	122	122	43
<b>Total</b>	<b>0</b>	<b>(592)</b>	<b>(137)</b>	<b>(333)</b>	<b>(1,062)</b>

1.10. The Government has once again postponed the implementation of changes to local government funding originally planned to be introduced from April 2019. The Provisional Local Government Settlement is a one year settlement that broadly rolls forward funding arrangement from 2021/21 into 2022/23.

1.11. As part of the roll forward, further one off allocations for the New Homes Bonus (NHB) have been announced for 2022/23 in addition to the final legacy payment due from 2019/20 allocations. This is £0.141 million higher than the estimate included in the previous MTFS. Allocations for 2023/24 onwards have been reduced by £0.127 million reflecting the fact that the future distribution of NHB is uncertain following a consultation on the future of NHB during 2021/22.

1.12. The Lower Tier Support Grant has also been rolled forward into 2022/23. This is also on a one-off basis. The allocation for 2022/23 is £0.127 million and is £0.005 million higher than the amount assumed in the previous MTFS.

1.13. For 2022/23 the government has announced a new one-off Services Grant of £822 million. Of this, £0.196 million will be received by Watford.

1.14. The outlook for funding from 2023/24 onwards remains uncertain. The government has indicated that they will continue to work with the sector to look at the challenges and opportunities facing the sector before consulting on any potential changes to funding allocations.

1.15. The MTFS shown in Appendix 1 indicates that the total Net Expenditure of the Council in 2022/23 is **£13.103 million**. The Council needs to set a budget that gives an acceptable level of council tax, and is sustainable in the medium term using the balances it has at its disposal.

1.16. The number of properties (known as the Council Tax Base) is calculated by adjusting for banding (so that a total number of Band D properties are known) and the effects of the Local Council Tax Reduction Scheme. The analysis of dwellings in **Appendix 5** for the 2022/23 Council Tax Base results in a figure of **33,891.3** after allowing for the Council Tax Reduction Scheme and a collection rate of 97%. This is an increase of 3.4% which is primarily due to growth in housing development. It is currently assumed that the tax base will continue to grow in 2023/24 and 2024/25 by a further 0.5% annually.

1.17. The average Band D Council Tax charge for 2022/23 is proposed to be **£282.41**, a 1.5% increase from 2021/22. The MTFS includes an assumption that Council Tax will increase by

1.5% in both 2023/24 and 2024/25 although this is indicative and subject to review through the budget setting process for 2023/24.

1.18. This Council's Council Tax Requirement for 2022/23 is **£9.571 million**.

## 2. Capital Investment Programme

2.1. The Capital Investment Strategy is set out in Attachment 3. The purpose of the capital strategy is to tell a story that gives a clear and concise view of how the council determines its priorities for capital investment, decides how much it can afford to borrow and sets its risk appetite. The Capital Investment Programme details the schemes that will be delivered to achieve the capital investment priorities.

2.2. The Capital Investment Programme includes three different types of scheme – business as usual (regular improvements and replacement of key Council assets such as buildings, vehicles and ICT), major projects, and loans to subsidiaries and joint ventures. Much of the capital expenditure which relates to major projects and loans will be returned to the Council in future years as capital receipts. **Appendix 6** sets out the proposed Capital Programme. **Appendix 7** provides detail on new growth bids.

**Table 3 MTFS - Capital Investment Programme**

MTFS - Capital	Revised Budget 2021/22 £000's	Draft Budget 2022/23 £000's	Draft Budget 2023/24 £000's	Draft Budget 2024/25 £000's	Draft Budget Total £000's
Original Capital Programme as Approved at Council (January 2021)	87,710	20,295	5,680	0	113,685
Approved rephasings and budget approvals	29,804	0	0	0	29,804
<b>Latest Budget</b>	<b>117,514</b>	<b>20,295</b>	<b>5,680</b>	<b>0</b>	<b>143,489</b>
Changes to Town Hall Quarter approved budget - Cabinet 6 December	-2,678	10,638	7,960	0	15,920
Changes through budget monitoring to November	-48,530	43,624	5,262	1,773	2,129
<b>Latest Forecast</b>	<b>66,306</b>	<b>74,557</b>	<b>18,902</b>	<b>1,773</b>	<b>161,538</b>
<b>Growth Items</b>					
Service Transformation		0	780	780	1,560
Community & Environmental		362	1,331	1,667	3,360
Place Shaping		4,291	50	50	4,391
Strategic Finance		0	677	677	1,354
<b>Total Growth Items</b>		<b>4,653</b>	<b>2,838</b>	<b>3,174</b>	<b>10,665</b>
<b>Total Proposed Capital Programme</b>	<b>66,306</b>	<b>79,210</b>	<b>21,740</b>	<b>4,947</b>	<b>172,203</b>

2.3. The approved capital programme includes investment in the Town Hall Quarter and includes the latest financial position as set out in the report to Cabinet on 6 December 2021.

### Funding the Capital Investment Programme

2.4. The Council funds its capital programme from its reserves, capital receipts, and capital grants and contributions. Subject to prudential and affordable limits, the Council may also borrow to support capital investment.

- 2.5. It is anticipated that over time the capital outlay from projects such as the Watford Riverwell development will be recouped from the receipts received in terms of return of equity investment and the disposal of land and property.
- 2.6. Where the Council does not have sufficient contributions, receipts, reserves or revenue available to finance long term investment, it may use prudential borrowing to do so. This is subject to the affordability and prudential limits set out at a high level by the Government and in detail by the Council in its strategies. This borrowing requirement may be raised from external providers, or temporarily met internally from cash the Council holds day to day.

**Table 4 Funding the Capital Programme**

FUNDING TYPE	Revised Budget 2021/22 £000's	Draft Budget 2022/23 £000's	Draft Budget 2023/24 £000's	Draft Budget 2024/25 £000's
Grants & Contributions	7,541	3,805	0	0
Reserves	244	0	0	0
Capital Receipts (PIB & non PIB)	7,875	9,773	0	0
Section 106 & CIL Contributions	22	0	0	0
Local Enterprise Partnership Loan	0	1,250	0	0
Town Hall Quarter Capital Receipts	0		7,845	6,300
Borrowing (Internal & External)	50,626	64,382	13,895	(1,353)
<b>TOTAL CAPITAL FUNDING APPLIED</b>	<b>66,307</b>	<b>79,210</b>	<b>21,740</b>	<b>4,947</b>

- 2.7. The cost of borrowing associated with the delivery of the capital investment programme is included within the revenue budget.
- 2.8. The capital receipts relating to the Town Hall Quarter will be received at the end of the project. This means that in order to fund the project a temporary borrowing requirement is created that will be paid back when the capital receipts are received. The funding profile currently indicates that this results in a negative borrowing requirement in 2024/25 which will result in a reduction in the Council's indebtedness.
- 2.9. The Council's proposed Prudential Indicators for Capital Finance are set out in Attachment 3, appendix 4. The Prudential Indicators provide a framework to ensure that the Council's capital investment plans are prudent and affordable.

### 3. Reserves

- 3.1. The Council has set aside specific amounts as reserves for future policy purposes and to cover contingencies. The table below provides a summary of reserve movements over the MTFS.

**Table 5 Reserves Summary**

	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Opening Balances	(39,511)	(17,935)	(17,886)	(18,083)
Planned Contributions (to) / from reserves	21,498	(40)	(346)	(346)
Budget deficit funded from reserves	78	89	149	228
<b>Closing Balances</b>	<b>(17,935)</b>	<b>(17,886)</b>	<b>(18,083)</b>	<b>(18,201)</b>

3.2. The full schedule of reserves and the anticipated position is attached at **Appendix 8**. The proposed use of reserves for revenue in 2022-25 is as follows:

- The Council has set aside funds to cover the costs of future pension payments. Some of these funds are to be applied to the additional payments required by the scheme actuary for 2022/23 and 2024/25 totalling £0.600 million.
- There is a sufficient balance within the Economic Impact Reserve to fund the budget deficit across the MTFs although it is anticipated that the budget gap for 2023/24 onwards will be addressed through the budget setting process for 2023/24.
- The general fund working balance has been maintained at a prudent and risk assessed level of **£2.0 million**.
- The balance of £0.631 million relating to the renewal recovery fund will be allocated in full to projects and schemes during 2022/23.

3.3 The Council's Croxley Park investment outperformed the original model during 2019/20 and 2021/22, with rising inflation levels and the COVID pandemic, it is not considered prudent to adjust the longer performance at this early stage but an additional £0.500 million contribution from the project in 2021/22 will be used to create a pump-priming reserve to support the Council's Sustainability Strategy. Ultimately sustainability will be at the heart of all the council's services so the ongoing impact will be built into ongoing budgets as changes are embedded.

#### 4. Key Risk Areas

4.1. The Council's budget is exposed to risks that can potentially impact on service level provision and financial stability. Officers have identified some key risks pertinent to the information and forecasts in this paper. These are:

- **Croxley Park**  
The report to Council outlined the risks the Council was taking on as part of the lease arrangement. There is a substantial cash pot that the Council has received to mitigate risks around rental shortfalls and planned programmed maintenance. The retention of this pot against these risks was taken into account in the Council decision.
- **Rental Income (voids etc.)**  
With all rental properties, there is risk of the property becoming empty and a void period occurring. The rental incomes work on a 5% void (i.e. 95% occupancy), but if there is a downturn in the economy this may be more. Similarly with a change of tenant there is usually a 'rent-free' incentive period agreed. Rentals have generally held up well during 2021/22 despite Covid-19.
- **Development risk (changes in the market)**  
If the market changes, then some of the development projects may not materialise and offer the benefits envisaged and would also impact adversely on some the Council's partners.
- **COVID-19**  
The ongoing impact on demand for services and income streams relating to parking and the leisure management contract is difficult to predict and remains highly reactive to changes in government guidance and restrictions. At this stage there is no extension to the Government's Sales, Fees and Charges Income Guarantee Scheme which ended on 30 June 2021.



- 4.2. The matrix shows that there is an element of risk in setting the budget, and in particular for undertaking the large scale capital projects. The Council has a risk management framework and strong governance arrangements in place e.g. Property Investment Board, Major Projects Board, Audit Committee and Finance Scrutiny Committee to monitor these risks. Each project will have its own detailed risk matrix and risk management strategy.
- 4.3. The consequences of the key risks are shown at **Appendix 9** together with a risk matrix that shows the likelihood and impact of each consequence if they were to materialise.

## 5. Chief Finance Officer's Statutory Report

- 5.1. Under section 25 of the Local Government Act 2003 there is a duty on the Chief Finance Officer to report on the robustness of the estimates and the adequacy of reserves when considering the budget requirement and for Members to have regard to this advice. **The Director of Finance confirms the estimates have been correctly calculated under the assumptions used and that balances and reserves are adequate.**
- 5.2. The General Fund balance is a general reserve providing a working balance to cushion the impact of uneven cash flows, avoid unnecessary temporary borrowing and provide a contingency to meet unexpected events and emergencies.
- 5.3. The external auditors, as part of their wider responsibilities, consider whether the Council has adequate arrangements with regard to balances and reserves. The Council's Director of Finance considers that a prudent minimum balance on the general fund should be £2.0 million.

**REPORT PREPARED BY:** Pritesh Shah - Finance Manager  
 Hannah Doney – Head of Finance  
 Alison Scott – Director of Finance


### BACKGROUND PAPERS:

2021/22 Finance Digests  
 Cabinet Reports  
 2021-25 Financial Planning Report

**APPENDICES:**

Appendix 1	Medium Term Financial Strategy 2022/25
Appendix 2	In Year Base budget changes
Appendix 3	Summary Fees & Charges 2022/23
Appendix 4	Growth, Savings and Efficiencies
Appendix 5	Council Tax base and calculation 2022/23
Appendix 6	Capital programme 2022/25
Appendix 7	New Capital Schemes
Appendix 8	Reserves and balances
Appendix 9	Risk Matrix

## Medium Term Financial Strategy (MTFS) 2022-2025

 <b>WATFORD BOROUGH COUNCIL</b> BE BOLD	2021/22	2021/22	2022/23	2023/24	2024/25
	Original £000s	Revised £000s At November	Draft £000s	Draft £000s	Draft £000s
Service Transformation	2,989	3,718	3,648	3,614	3,614
Community & Environmental	9,412	11,062	8,706	8,351	8,351
Democracy & Governance	2,085	2,307	1,933	1,936	1,936
Place Shaping	(6,238)	(6,155)	(6,961)	(6,945)	(6,945)
Corporate Strategy & Comms	757	(44)	1,303	1,309	1,309
Human Resources	619	618	597	598	598
Strategic Finance	4,059	3,586	3,265	3,273	3,273
<b>Net cost of services</b>	<b>13,684</b>	<b>15,092</b>	<b>12,490</b>	<b>12,136</b>	<b>12,136</b>
<b>Financial Planning</b>					
Salary Changes (Including Employers Lump Sum)	0	0	91	108	139
Growth	0	0	115	163	191
Income & Efficiencies	0	0	(520)	(586)	(616)
In year Monitoring Changes	0	300	171	171	171
Net effect of Fees & Charges	0	0	19	19	19
Use of Renewal Recovery Fund	0		631	0	0
Budget Carry Forward	0	(342)	342	0	0
Contingency - Inflationary costs	0	0	394	1,007	1,253
<b>Sub-Total</b>	<b>0</b>	<b>(42)</b>	<b>1,244</b>	<b>882</b>	<b>1,157</b>
<b>Total Net Expenditure</b>	<b>13,684</b>	<b>15,050</b>	<b>13,734</b>	<b>13,018</b>	<b>13,293</b>
<b>Planned Use of Reserves</b>					
Contributions to reserves	628	342	1,288	621	621
Contributions from reserves- including Carry forward Reserve	(885)	(2,399)	(1,248)	(275)	(275)
<b>Sub-Total</b>	<b>(257)</b>	<b>(2,057)</b>	<b>40</b>	<b>346</b>	<b>346</b>
<b>Funding</b>					
Council Tax	(9,122)	(9,122)	(9,571)	(9,764)	(9,960)
Business Rates	(3,002)	(3,002)	(3,073)	(3,002)	(3,002)
New Homes Bonus	(480)	(480)	(718)	(450)	(450)
(Surplus)/Deficit on collection fund	(122)	(122)	0	0	0
Additional Government Funding	(188)	(188)	(323)		0
<b>Sub-Total</b>	<b>(12,914)</b>	<b>(12,914)</b>	<b>(13,685)</b>	<b>(13,215)</b>	<b>(13,411)</b>
<b>Total Funding &amp; Use of Reserves</b>	<b>(13,171)</b>	<b>(14,971)</b>	<b>(13,645)</b>	<b>(12,869)</b>	<b>(13,065)</b>
<b>Gap</b>	<b>513</b>	<b>78</b>	<b>89</b>	<b>149</b>	<b>228</b>
<b>Reserves - opening balances</b>	<b>(16,036)</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>(148)</b>
Planned use of reserves	257	2,057	(40)	(346)	(346)
Gap funded from reserves	513	78	89	149	228
<b>Reserves - closing balances</b>	<b>(15,266)</b>	<b>2,135</b>	<b>49</b>	<b>(148)</b>	<b>(266)</b>
<b>Council Tax Rate Calculation</b>					
<i>Council tax base</i>	32,786.1	32,786.1	33,891.3	34,060.8	34,231.1
<i>Council tax charge for band D</i>	£ 278.24	£ 278.24	£ 282.41	£ 286.65	£ 290.95
<i>£'000</i>	9,122.40	9,122.40	9,571.36	9,763.51	9,959.51

In Year Base Budget Changes

Service Area	Description	Details of Variances	£
<b>Service Transformation</b>	Facilities	Budget transfer for Atrium from Place shaping*	20,000
	Community Asset Management	Pressure has arisen from combination of factors, including leases coming to an end, rent reviews which have reduced the level of rental income and increased repairs & maintenance costs.	56,254
	Town Hall Offices	Additional rental income from the letting of the terrapin section	(120,000)
	Various	Centralisation of stationery, print and insurance budgets for improved control and reporting. These changes have no overall effect on the overall budget***	148,570
	Projects	Budget carry forward into 2022/23 to fund the Qlik development project	(29,000)
		Budget alignment with Strategic Finance to manage in year changes to services without any additional pressures*****	550,548
		Other Variances	(36,927)
		<b>TOTAL</b>	<b>589,445</b>
<b>Community &amp; Environmental</b>	Climate Change	Budget transfer from Corporate Strategy & Comms**	50,000
	Town Centre Special Events	Renewal budget funding for Watford outdoor theatre & Market Late evets	29,500
	Recycling - Kerbside	Increase in gate fees due to variations in market conditions	100,000
	Commissioning Parks & Services	Additional resources required to manage unprecedented workload on parks	90,000
	SLM	Loss from management income fee of £1,065K and additional support costs for the year 21/22 of £350K	1,415,000
	Colosseum	Net position after taking costs of £120k and income from occupation of £190k	(70,000)
	Watford Market	New lighting and market lates costs funded from the renewal budget	40,000
	Cassiobury Park Hub	Net increase in costs, includes loss of £25k form car parking income, £36k increase in cleaning and refuse collection and £37k additional property maintenance costs. Savings of 16k on staff and electricity costs.	81,727
	Cemeteries	Additional income from the sale of grave spaces, burial fees and memorial fees	(235,000)
	Parking	Budget alignment with Place shaping (part of CPZ) to manage in year changes to services without any additional pressures*****	163,177
	Sustainable Transport Programme	Budget C/F to 2022/23 to align with the transport programme	(312,947)
	Various	Centralisation of stationery, print and insurance budgets for improved control and reporting. These changes have no overall effect on the overall budget***	(100,120)
	Various	Increase in environmental maintenance costs across parks and open spaces	334,201
	Other Variances	(28,332)	
		<b>TOTAL</b>	<b>1,557,206</b>

Service Area	Description	Details of Variances	£
Democracy & Governance	Legal Services	Document sign off licences for remote working and room setup costs for hybrid meetings	46,370
		Net change in legal services, which includes £13k of additional income expected from S106 work	(14,950)
	Democratic Services	Members remuneration variations as agreed by committee	11,504
	Committee Services	Transfer of three posts to Corporate Strategy & Comms****	(88,683)
	Various	Centralisation of stationery, print and insurance budgets for improved control and reporting. These changes have no overall effect on the overall budget***	(23,870)
		Other Variances	(22,632)
<b>TOTAL</b>			<b>(92,261)</b>
Place Shaping	Valuations & Estates	Profession fees - consultancy - charges for outsourced services on Rental Investment properties	188,000
		Increase in Agency costs to cover additional workload	95,000
		Budget transfer for Atrium to Service Transformation*	(20,000)
	Infrastructure Team	Budget alignment with community & Environmental (part of CPZ) to manage in year changes to services without any additional pressures*****	(163,177)
		Works at Callowland funded from the CPZ reserve	55,500
	Building Control	Net loss of income, £23k of which relates to inspection fees	27,800
	Development Control	Increase in pre-application advice income	(30,000)
	Town Hall Car park	Loss of income from parking charges	10,000
	Investment Assets Outsourced	Net change in income from investment properties due to new rent free lettings	33,106
	CCTV	CCTV review across the town, funded from the PMB reserve	20,000
	Employee Costs	Project saving on employee costs across the service, mainly due to vacant posts	(137,270)
	Various	Centralisation of stationery, print and insurance budgets for improved control and reporting. These changes have no overall effect on the overall budget***	(72,920)
	Other Variances	33,517	
<b>TOTAL</b>			<b>39,556</b>
Corporate Strategy & Comms	Commercial	Budget transfer to Community & Environmental**	(50,000)
	Special Emergency - Covid19	Income recovery from Governments Income Guarantee Scheme	(752,500)
	Project Resource	Project managers costs to be recharged to various capital projects	(157,334)
	Elected Mayors Team	Transfer of three posts from Committee services****	88,683
	Partnership & Performance	Christmas lighting across the town, funded from the renewal budget	35,306
		Funding of Executive support officer role from PMB budget	29,720
Various	Centralisation of stationery, print and insurance budgets for improved control and reporting. These changes have no overall effect on the overall budget***	(15,677)	
<b>TOTAL</b>			<b>(821,802)</b>

Service Area	Description	Details of Variances	£
Human Resources	Shared Services	Increase in agency fees	5,250
	Various	Centralisation of stationery, print and insurance budgets for improved control and reporting. These changes have no overall effect on the overall budget***	(12,780)
		<b>TOTAL</b>	<b>(7,530)</b>
Strategic Finance	Insurance Services	Centralisation of stationery, print and insurance budgets for improved control and reporting. These changes have no overall effect on the overall budget***	77,950
		Budget alignment with Service transformation to manage in year changes to services without any additional pressures*****	(550,548)
		<b>TOTAL</b>	<b>(472,598)</b>
		<b>GRAND TOTAL</b>	<b>792,016</b>

**Summary Fees & Charges**

Service	(A) 2021/22 Original Budget £	(B) 2022/23 Draft Budget already included in MTFS £	(B) - (A) Variance Year on Year 2021/22 to 2022/23 £	(C) 2022/23 Proposed Budget £	(C) - (B) Variance Draft to Proposed £	Comments
<b>COMMUNITY &amp; ENVIRONMENTAL</b>						
Parks, Pitches & Woods	(15,600)	(15,600)	0	(15,600)	0	
Cemeteries	(368,500)	(368,500)	0	(388,500)	(20,000)	Increase from sale of grave spaces, burial and memorial fees
Cheslyn	(205,000)	(205,000)	0	(205,000)	0	
SLM	(1,065,877)	(1,065,877)	0	(1,065,877)	0	
Waste	(504,460)	(504,460)	0	(619,160)	(114,700)	Increase in garden waste income
Specials & Street Cleansing	(51,130)	(51,130)	0	(51,130)	0	
Arts, Events and Heritage	(25,000)	(25,000)	0	(25,000)	0	
Licenses	(160,300)	(160,300)	0	(125,300)	35,000	Based on 3 Year renewal cycle
Other Licenses	(33,470)	(33,470)	0	(38,584)	(5,114)	
Gaming Licenses	(86,052)	(86,052)	0	(99,252)	(13,200)	Increase in new venues
Stray Dogs	(1,100)	(1,100)	0	(700)	400	
Pests	(39,350)	(39,350)	0	(39,350)	0	
Environmental Abandoned Vehicles	(250)	(250)	0	(500)	(250)	
Environmental Miscellaneous	(52,000)	(52,000)	0	(54,000)	(2,000)	
	<b>(2,608,089)</b>	<b>(2,608,089)</b>	<b>0</b>	<b>(2,727,953)</b>	<b>(119,864)</b>	
<b>SERVICE TRANSFORMATION</b>						
Customer Services (including Information Unit)	(12,500)	(12,500)	0	(12,500)	0	
	<b>(12,500)</b>	<b>(12,500)</b>	<b>0</b>	<b>(12,500)</b>	<b>0</b>	
<b>PLACE SHAPING</b>						
Housing	(455,829)	(455,829)	0	(316,907)	138,922	Adjusted stock profile and have reduced overall numbers. 40% reduction in units. Equivalent savings on fees will be reviewed as part of efficiency savings.
Parking - Controlled Parking Zones (see below)	(1,420,900)	(1,420,900)	0	(1,420,900)	0	
Parking - Other (incl. Avenue, Longspring & Town Hall)	(243,780)	(243,780)	0	(243,780)	0	
Building Control	(292,000)	(292,000)	0	(292,000)	0	
Development Control (including Policy Team)	(785,000)	(785,000)	0	(785,000)	0	
Land Searches	(120,000)	(120,000)	0	(120,000)	0	
	<b>(3,317,509)</b>	<b>(3,317,509)</b>	<b>0</b>	<b>(3,178,587)</b>	<b>138,922</b>	
<b>DEMOCRACY &amp; GOVERNANCE</b>						
Elections Unit	(4,000)	(4,000)	0	(4,000)	0	
	<b>(4,000)</b>	<b>(4,000)</b>	<b>0</b>	<b>(4,000)</b>	<b>0</b>	
<b>STRATEGIC FINANCE</b>						
Council Tax (Single Person Discount)	(2,000)	(2,000)	0	(2,000)	0	
	<b>(2,000)</b>	<b>(2,000)</b>	<b>0</b>	<b>(2,000)</b>	<b>0</b>	
Sub Total	<b>(5,944,098)</b>	<b>(5,944,098)</b>	<b>0</b>	<b>(5,925,040)</b>	<b>19,058</b>	
Less :						
Parking - Controlled Parking Zones (v see above)	1,420,900	1,420,900	0	1,420,900	0	
Total	<b>(4,523,198)</b>	<b>(4,523,198)</b>	<b>0</b>	<b>(4,504,140)</b>	<b>19,058</b>	

Growth, Savings and Efficiencies

Service	Description	2022/23 £	2023/24 £	2024/25 £
<b>Growth Bids</b>				
Envirocrime (Fly Tipping etc)	Project resource to implement measures to reduce envirocrime.	25,000	-	-
Parks & Open Spaces	The council has invested significant capital funding into Woodside Playing Fields and in particular cricket facilities where WTCC play. The main No1 pitch has been improved to minor counties standards with new drainage, surfacing costing over £200,000. To ensure the pitch area is now maintained to this standard, the specification has been enhanced to include autumn/winter and summer/spring maintenance. In year 3, costs are higher due to a need to maintain the secondary drainage which is undertaken every 3 to 4 years.	35,000	38,000	65,000
Property Investments & regeneration	Permant senior regeneration manager to implement and deliverTown Hall Q JV and surplus sites programme and the Watford Junction work. Work with Planning colleagues on similar projects such as the Planning Framework. Replace two costly senior interim consultants therefore reducing the spend within the service area. Will add more resilience into the team and establish clear relationships with stakeholders.	62,811	63,561	64,061
Economic Development	Permant support to deliver on the emerging projects for the continual success of the Town Centre renewal and provide conitined support for the economic growth strategy.	-	55,158	55,658
Economic Development	Economic Development Manager - Currently resourced by renewal funding which is due to end in 22/23. Watford is bold and ambitious and wants to engage with bigger businesses, support economic growth and support our residents into jobs. Having a proactive Economic Development service is essential to achieving this ambition.	-	68,400	69,150
Safeguarding	Increase in corporate safeguarding Manager role from 2 days/week to fulltime. The role was created around 2 years ago and at the time it was felt the capacity would be insufficient. The work over the past two years ( covered by an experienced contractor ) have demonstrated that a fulltime post is required if we are to succesfully manage the risks already present and emerging. There is ongoing work strategically and operationally to embed safeguarding within the organisation and partners work.	30,000	30,000	30,000
Mayoral Elections	The Council has a Mayoral election in May 2022. The budgets have been allocated evenly over the 3 yeras. This is to realign the budgets for the election year and relects no Mayoral elections in 2023/25	20,000	(10,000)	(10,000)
Transport & Infrastructure	WBC are the riperian owner of land adjacent to the rivers that run through Watford eg cassiobury park, Water Lane, radlett road playing fields and after recent flooding ongoing improvement works are required. Additional funding will support cyclic maintenance of the riverbeds to help avoid flooding	17,500	17,500	17,500
<b>Total Growth Bids</b>		<b>190,311</b>	<b>262,619</b>	<b>291,369</b>



Service	Description	2022/23 £	2023/24 £	2024/25 £
<b>Use of Reserves</b>				
Place Shaping	Additional draw down from Parking Reserve	(75,000)	(75,000)	(75,000)
<b>Total Use of Reserves</b>		(75,000)	(75,000)	(75,000)
<b>Income Generation</b>				
Watford Colosseum	Income expected from new operations	(75,000)	(100,000)	(100,000)
Human Resources	HR Client Income	(52,200)	(52,200)	(52,200)
Place Shaping	Planning Income generation	(25,000)	(25,000)	(25,000)
Service Transformation	Garage and parking space rents - increase across the period to £20 / week / space with capital investment (from existing capital provision) to bring more garages back into use, or convert garages into parking space where beyond economic repair. All new lettings to be granted at £20 / week	(12,000)	(34,000)	(64,000)
<b>Total Income Generation</b>		(164,200)	(211,200)	(241,200)
<b>Efficiency Savings</b>				
Democracy & Governance	Reducing Committee Services Print Budget	(3,000)	0	0
Finance and Revs and Bens	General Efficiencies	(12,000)	(22,000)	(22,000)
Service Transformation	Reduction in projects budget	(22,000)	(22,000)	(22,000)
Service Transformation	General Efficiencies	(9,000)	(46,000)	(46,000)
Service Transformation	Stripping out contingency budgets held within service - risk to be managed corporately	(50,000)	(50,000)	(50,000)
ICT	General Efficiencies - Services not previously reviewed as part of Watford2020	(60,000)	(60,000)	(60,000)
Housing		(70,000)	(70,000)	(70,000)
Environmental Health		(50,000)	(50,000)	(50,000)
Council wide	Reduction to supplies and services budgets	(155,000)	(155,000)	(155,000)
<b>Total Efficiency Savings</b>		(431,000)	(475,000)	(475,000)
<b>Total Growth</b>		190,311	262,619	291,369
<b>Total Use of Reserves</b>		75,000	75,000	75,000
<b>Total Income generation and Efficiencies</b>		(670,200)	(761,200)	(791,200)
<b>Total</b>		(404,889)	(423,581)	(424,831)

**Council Tax Base and Calculation 2022/23**

<b>WATFORD</b>	<b>Properties by Band</b>									
<b>2022/23</b>	<b>Band A Disabled</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>	<b>Total</b>
1. Dwellings	0.0	510.0	4,424.0	14,947.0	13,023.0	3,663.0	2,185.0	1,908.0	84.0	40,744.0
2. Demolished	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0
3. Exemptions	0.0	41.0	123.0	228.0	158.0	47.0	25.0	10.0	1.0	633.0
4. Long Term Empty Premium	0.0	1.0	10.0	19.0	8.0	4.0	1.0	1.0	1.0	45.0
5. Disabled Relief	0.0	3.0	21.0	25.0	-14.0	-15.0	5.0	-19.0	0.0	6.0
<b>6. Chargeable Dwellings (H)</b>	<b>0.0</b>	<b>472.5</b>	<b>4,325.0</b>	<b>14,753.5</b>	<b>12,855.0</b>	<b>3,603.0</b>	<b>2,165.5</b>	<b>1,879.5</b>	<b>83.5</b>	<b>40,137.5</b>
7. Discounts x 25% SPD	0.0	280.0	2,388.0	5,136.0	3,135.0	706.0	332.0	231.0	5.0	12,213.0
8. Discounts x 25%	0.0	2.0	37.0	153.0	103.0	29.0	18.0	16.0	33.0	391.0
9. Discounts x 50%	0.0	0.0	0.0	3.0	12.0	7.0	4.0	9.0	8.0	43.0
<b>10. Discount Deduction (Q)</b>	<b>0.0</b>	<b>70.5</b>	<b>606.3</b>	<b>1,323.8</b>	<b>815.5</b>	<b>187.3</b>	<b>89.5</b>	<b>66.3</b>	<b>13.5</b>	<b>3,172.5</b>
11. Additions/ Reductions	0.0	0.0	633.0	642.0	95.0	5.0	3.0	2.0	0.0	1,380.0
<b>12. Total Adjustments (J)</b>	<b>0.0</b>	<b>0.0</b>	<b>633.0</b>	<b>642.0</b>	<b>95.0</b>	<b>5.0</b>	<b>3.0</b>	<b>2.0</b>	<b>0.0</b>	<b>1,380.0</b>
<b>13. Sub-Total (H-Q+J)</b>	<b>0.0</b>	<b>402.0</b>	<b>4,351.8</b>	<b>14,071.8</b>	<b>12,134.5</b>	<b>3,420.8</b>	<b>2,079.0</b>	<b>1,815.3</b>	<b>70.0</b>	<b>38,345.0</b>
<b>14. Reduction Scheme (Z)</b>	0.0	72.3	911.2	1,750.9	1,069.6	186.7	47.0	15.9	0.0	4,053.5
<b>15. Net Dwellings ((H-Q+J)-Z)</b>	<b>0.0</b>	<b>329.7</b>	<b>3,440.6</b>	<b>12,320.9</b>	<b>11,064.9</b>	<b>3,234.1</b>	<b>2,032.0</b>	<b>1,799.4</b>	<b>70.0</b>	<b>34,291.5</b>
<b>16. Band Proportion (F)</b>	<b>5.0</b>	<b>6.0</b>	<b>7.0</b>	<b>8.0</b>	<b>9.0</b>	<b>11.0</b>	<b>13.0</b>	<b>15.0</b>	<b>18.0</b>	
<b>17. Band D Proportion (G)</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	
<b>18. Band D Equivalentents</b>	<b>0.0</b>	<b>219.8</b>	<b>2,676.0</b>	<b>10,951.9</b>	<b>11,064.9</b>	<b>3,952.7</b>	<b>2,935.2</b>	<b>2,998.9</b>	<b>140.0</b>	<b>34,939.4</b>

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<b>TAX BASE CALCULATION</b>	
Total Band D Equivalentents	34,939.4
Collection Rate	97.00%
<b>Adjusted Band D</b>	<b>33,891.3</b>

**Capital Programme 2021 - 2025**

Capital Scheme	Revised Budget 2021/22 £	Draft Budget 2022/23 (incl rephasings & growth) £	Draft Budget 2023/24 (incl rephasings & growth) £	Draft Budget 2024/25 (incl rephasings & growth) £
<b>LATEST FORECAST</b>				
<b>SERVICE TRANSFORMATION</b>				
<b>ICT Shared Services</b>				
ShS-Migration To The Cloud	0	156,000	0	0
ShS-Hardware Replacement Programme	407,367	45,000	0	0
<b>ICT Client Services</b>				
ICT-Hardware Replacement Programme	15,112	600,000	180,000	0
ICT-Business Application Upgrade	21,270	365,000	150,000	0
ICT-Project Management Provision	0	120,000	0	0
<b>Corporate Asset Management</b>				
Community Asset Review	500,000	950,000	0	0
Building Investment Programme	200,000	645,252	0	0
<b>Town Hall Quarter</b>				
Town Hall & Colosseum Refurbishment	0	12,537,178	12,190,000	0
Town Hall & Colosseum Projects	707,992	0	0	0
Decarbonisation Project Salix	5,060,484	0	0	0
<b>COMMUNITY &amp; ENVIRONMENTAL</b>				
<b>Waste &amp; Recycling (inc Veolia)</b>				
Veolia Contract Fleet Requirements	2,264,777	0	0	0
Veolia Capital Improvements	69,600	100,230	0	0
<b>Parks &amp; Open Spaces</b>				
Callowland Allotment Enhancement	23,696	0	0	0
Whippendell Woods SSSI Enhancement	39,647	0	0	0
Green Spaces Strategy	154,406	220,000	0	0
Oxhey Park North	341,530	0	0	0
Tree Planting Programme	30,000	65,000	50,000	0
River Colne Restoration	247,382	250,000	250,000	0
Garston Park Improvements	14,705	0	0	0
Oxhey Park North Project Management	43,105	0	0	0
Nascot Grange Open Space	0	0	0	0
Cassiobury Park Performance Space	0	40,000	0	0
Parks Litter Bin Replacements	7,780	10,000	0	0
Meriden Park Improvements	100,000	50,000	0	0
Oxhey Activity Park - Car Park Extension	54,153	0	0	0
Cassiobury Park Wetlands	75,000	75,000	75,000	0
Biodiversity - Parks & Open Spaces	0	50,000	0	0
Cassiobury Park Ad Hoc Works	25,000	25,000	25,000	0
Meriden Park Barrier	0	55,000	0	0
Parks Litter Bins	27,220	0	0	0

Capital Scheme	Revised Budget 2021/22 £	Draft Budget 2022/23 (incl rephasings & growth) £	Draft Budget 2023/24 (incl rephasings & growth) £	Draft Budget 2024/25 (incl rephasings & growth) £
<b>Cemeteries</b>				
Cemetery Reprovision	141,000	0	0	0
North Watford Cemetery Improvements	103,624	0	0	0
New Cemetery Provision	607,794	0	0	0
Vicarage Road Cemetery Feasibility Study	7,072	0	0	0
<b>Leisure &amp; Play</b>				
Gaelic Football Relocation	38,558	0	0	0
Leisure & Cultural Venues	60,521	0	0	0
Watford Tennis Partnership	25,000	0	0	0
Woodside Sports Village	8,418,696	0	0	0
Play Area Improvements	214,058	100,000	0	0
Lea Farm Recreation Improvements	60,600	0	0	0
<b>Culture &amp; Heritage</b>				
Watford Museum HLF Matchfunding	156,224	0	0	0
Improvements Community Centres	13,980	0	0	0
Cultural Quarter Phase 1	10,000	0	0	0
Heritage Trail	110,000	0	0	0
Watford Market	252,565	0	0	0
Delivery of Cultural Plan	700,000	0	0	0
<b>Environmental Health</b>				
Decent Homes Assistance	1,713,223	100,000	0	0
Private Sector Housing Renewal	91,111	200,000	0	0
Street Improvement Programme	58,552	200,000	0	0
<b>Community Projects</b>				
Cycle Hub	122,216	0	0	0
All Saints Churchyard Improvements	1,129	0	0	0
Paddock Road Depot Enhancements	1,218,181	0	0	0
Derby Rd Skate Park Blockade	25,000	0	0	0
<b>Commissioning</b>				
Transport App	25,550	0	0	0
Departmental Vehicle Renewal	11,600	0	0	0
Watford Cycle Hire Study	4,460	0	0	0
Cycle Hire Scheme	10,511	0	0	0
Cycle & Road Infrastructure Improvements	728,643	300,000	0	0
<b>Town Hall Quarter</b>				
Heritage Project	100,404	0	0	0
<b>PLACE SHAPING</b>				
<b>Watford Business Park</b>				
Watford Business Park Phase 2	920,494	13,502,334	0	0
<b>Watford Riverwell</b>				
Watford Riverwell Project	5,016,178	10,699,000	4,932,000	1,773,000
<b>Housing</b>				
Private Sector Stock Condition	36,850	0	0	0
Retained Housing Stock	133,983	50,000	0	0
York House Boiler Replacement	75,000	0	0	0

Capital Scheme	Revised Budget 2021/22	Draft Budget 2022/23 (incl rephasings & growth)	Draft Budget 2023/24 (incl rephasings & growth)	Draft Budget 2024/25 (incl rephasings & growth)
	£	£	£	£
<b>Transport &amp; Infrastructure</b>				
Public Realm (High Street)	4,479	0	0	0
Public Realm (Clarendon Rd Phase III)	1,702,820	1,000,000	0	0
St Albans Rd Improvement Works	12,707	0	0	0
CCTV Site Equipment	16,230	0	0	0
Public Realm - Market St South	450,000	0	0	0
Camera Enforcement - High St	200,000	0	0	0
Public Realm - Queens Rd, The Broadway	0	100,000	200,000	0
Public Realm - Market St North	0	250,000	250,000	0
Sustainable Transport Programme	250,000	500,000	500,000	0
St Albans Rd Imp Works (Ph 2)	0	300,000	0	0
Wayfinding & Public Realm Strategy	80,000	150,000	100,000	0
Watford Junction Masterplan	13,548	0	0	0
Watford 3D Planning Model	18,409	0	0	0
Public Realm (Watford Junction)	3,761	0	0	0
High St Phase 2 (St Mary's)	592,478	0	0	0
Watford Junction Cycle Park Hub	7,110	0	0	0
<b>Development Control</b>				
CIL Review	17,235	0	0	0
<b>Property Investment Board</b>				
PIB Investment Strategy	132,931	0	0	0
<b>Property Management</b>				
New Market	0	0	0	0
Non PIB-Strategy & Programme Disposal	0	0	0	0
Cultural Hub Phase 1 Works	0	0	0	0
120-122 Exchange Road	0	0	0	0
Charter Place	0	0	0	0
Modular Housing Accommodation	0	0	0	0
Loan to HHW	0	0	0	0
Temp Housing Accommodation	1,367,989	0	0	0
Social Rented Housing	1,000,000	0	0	0
Surplus Sites	234,810	850,000	0	0
Places For People Scheme	1,000,000	0	0	0
Pyramid Site	15,000	4,985,000	0	0
Scenery Store Redevelopment	0	1,500,000	0	0
Infill Sites (LEP funded)	840,675	0	0	0
<b>Town Hall Quarter</b>				
Regeneration Project	602,088	0	0	0
<b>Hart Homes JV</b>				
Land Transfer - Croxley View Phase 2	3,000,000	0	0	0
Land Transfer - Croxley View Phase 3	0	3,130,000	0	0
Land Transfer - Rear Of High St	760,000	0	0	0
Land Transfer - Scheme A	605,000	0	0	0
Land Transfer - Scheme B	530,000	0	0	0
Loan to Hart Homes WDLLP	20,000,000	4,700,000	0	0
Loan to Hart Homes WDLTD	0	14,900,000	0	0
<b>CORPORATE STRATEGY &amp; COMMUNICATIONS</b>				
<b>Town Hall Quarter</b>				
Town Hall Quarter Cultural Programme	372,499	0	0	0
Transformational Change	42,978	0	0	0
Innovation & Incubation Hub	85,596	0	0	0
<b>Corporate Communications</b>				
Town Boundary Signage	25,000	0	0	0
<b>STRATEGIC FINANCE</b>				
<b>Capital Support Services</b>				
Support Services	552,470	552,470	0	0
Major Projects - FBP and QS	128,271	129,550	0	0
<b>TOTAL CURRENT CAPITAL PROGRAMME</b>	<b>66,307,086</b>	<b>74,557,014</b>	<b>18,902,000</b>	<b>1,773,000</b>

Capital Scheme	Revised Budget 2021/22	Draft Budget 2022/23	Draft Budget 2023/24	Draft Budget 2024/25
	£	£	£	£
<b>GROWTH ITEMS</b>				
<b>COMMUNITY &amp; ENVIRONMENTAL</b>				
Footpath Renewals to Cassiobury Pk Local Nat F	0	0	0	165,000
Footpath Repair and Renewals to Cassiobury Pa	0	0	0	120,000
Green Spaces Strategy	0	0	250,000	250,000
Allotment Provision	0	50,000	250,000	250,000
Play Area Improvements	0	250,000	250,000	250,000
Shrub Replacement (Open Spaces)	0	50,000	50,000	50,000
Vicarage Road Cemetery - Watford FC Memoria	0	42,000	0	0
Veolia Capital Recharge	0	(30,230)	71,000	72,400
Parks Litter Bin Replacements	0	0	10,000	10,000
Decent Homes Assistance	0	0	100,000	100,000
Private Sector Housing Renewal	0	0	100,000	100,000
Street Improvement Programme	0	0	100,000	100,000
Tree Planting Programme	0	0	0	50,000
Building Investment Programme - Parks	0	0	150,000	150,000
<b>PLACE SHAPING</b>				
Watford Business Park	0	1,000,000	0	0
Surplus Sites - Land Acq'n For Development (Sit	0	1,670,000	0	0
Surplus Sites - Land Acq'n For Development (Sit	0	1,021,439	0	0
Electric Vehicle Rapid Charging Points Program	0	100,000	0	0
CCTV Control Room Relocation and Review	0	500,000	0	0
Retained Housing Stock	0	0	50,000	50,000
<b>SERVICE TRANSFORMATION</b>				
ICT Hardware Replacement Programme	0	0	200,000	200,000
ICT Business Application Upgrade	0	0	165,000	165,000
ICT Project Management Provision	0	0	120,000	120,000
ICT Shared Service Hardware Replacement Prog	0	0	45,000	45,000
Building Investment Programme - CAM	0	0	250,000	250,000
<b>STRATEGIC FINANCE</b>				
Capitalisation of Support Services	0	0	552,470	552,470
Capitalisation of Finance Project Support & QS	0	0	124,390	124,390
<b>TOTAL CAPITAL GROWTH ITEMS</b>	<b>0</b>	<b>4,653,209</b>	<b>2,837,860</b>	<b>3,174,260</b>
<b>TOTAL POTENTIAL CAPITAL PROGRAMME</b>	<b>66,307,086</b>	<b>79,210,223</b>	<b>21,739,860</b>	<b>4,947,260</b>

New Capital Projects

Item No		Capital Growth			Annual Revenue Growth Costs /		
		Budget 2022/23 £	Budget 2023/24 £	Budget 2024/25 £	Budget 2022/23 £	Budget 2023/24 £	Budget 2024/25 £
1	<b>Footpath Repair and Renewals to Cassiobury Park Local Nature Reserve</b>						
	The footpaths within Cassiobury Park Local Nature Reserve are falling into various states of disrepair. Some are an imminent health and safety risk and others will need repair in future years. The Council under the Occupiers Liability Act has a duty of care to ensure its infrastructure is inspected and in safe state of repair. The works are also required to mitigate against insurance claims and losses for injuries sustained through inadequate inspection and maintenance.	0	0	165,000	0	0	0
2	<b>Footpath Repair and Renewals to Cassiobury Park</b>						
	The footpaths and cycle ways within Cassiobury Park are falling into various states of disrepair. Some are an imminent health and safety risk and others will need repair in future years. This also includes the lime avenue through the golf course to Whippendell Woods. In addition the development of cycle ways and shared used paths to support sustainable and active travel has created the requirement for additional works such as line marking and surfacing repairs. The Council under the Occupiers Liability Act has a duty of care to ensure its infrastructure is inspected and in safe state of repair. The works are also required to mitigate against insurance claims and losses for injuries sustained through inadequate inspection and maintenance.	0	0	120,000	0	0	0
3	<b>Green Spaces Strategy</b>						
	Watford has invested heavily in its Parks and Open Spaces over the last 10 years, prioritising improvements based on its Green Spaces Strategy. This strategy will be updated in 2022 for a further 10 years. The council now has 17 parks at Green Flag standard and this has placed demands on ensuring quality standards remain high. £250,000 has been already allocated for 2022/23, but to ensure continued improvements, this capital project needs to continue to ensure continued investment in our open spaces.	0	250,000	250,000	0	0	0
4	<b>Allotment Provision</b>						
	The demand for allotments in Watford currently outstrips supply with most of our sites now having substantial waiting lists - (233 as of 13/10/2021), and an average waiting time of 12 months - this varies from site to site. Vacancies are now very limited and where they exist, are usually where a plot is not able to be cultivated. Occupancy rates are at 96%. There is some land available adjacent to existing allotment sites, which can be brought up to a standard for cultivation but at a significant capital cost. A capital cost is required for 2022/23 to assess the sites, carry out consultation on the likely uptake of allotments, and then develop a masterplan, which would likely deliver a phased approach to these works.	50,000	250,000	250,000	0	0	0
5	<b>Play Area Improvements</b>						
	Over the last 10 years, Watford has invested heavily in its play areas with standards high. However, there is a requirement for a continued capital budget for ongoing improvements to play facilities as items fail and require capital replacements. Equipment is expensive illustrated by a recent replacement of a large item in Waterfields Park that cost over £90,000. Further improvements are needed to improve accessibility to a number of our play areas. Priorities are Lea Farm Rec, Meriden Park and Leavesden Green Rec .	250,000	250,000	250,000	0	0	0



Item No		Capital Growth			Annual Revenue Growth Costs /		
		Budget 2022/23 £	Budget 2023/24 £	Budget 2024/25 £	Budget 2022/23 £	Budget 2023/24 £	Budget 2024/25 £
6	<p><b><u>Shrub Replacement (Open Spaces)</u></b></p> <p>Across the whole of the town are large landscaped areas and many of these are in key locations eg Town Hall roundabout, Hempstead Road, Dome roundabout. These are challenging to maintain and in most cases they are in very poor condition, with planting well past their best condition. They need replacing with a) new planting b) grassing over c) wildflowers. WBC officers have discussed this with HCC officers and there is the potential to work together to improve these areas that will add value to the look and feel of the town. This is intended to be a rolling programme of improvements starting with those in locations that are of the most visible. This also offers an opportunity to enhance the local biodiversity of the town by specifying more appropriate bee friendly planting.</p>	50,000	50,000	50,000	0	0	0
7	<p><b><u>Vicarage Road Cemetery - Watford FC Memorial Area</u></b></p> <p>This project was derived through discussions between the Mayor and Watford FC as the club are no longer able to scatter ashes within the football ground. The Vicarage Road Cemetery overlooks the football ground and statue of Graham Taylor and it's the next best place to meet the wishes of the deceased in regard of scattering/interment of ashes. The council has worked with Watford FC's chaplain, a local memorial company and funeral director to develop the proposals. The memorial includes plinths where plaques part made with ashes are fixed. The project requires construction of plinths and some landscaping to provide an appropriate setting. The administration of the plaques will be managed by a local funeral director, where the council will derive a commission for each plaque.</p>	42,000	0	0	(1,250)	(1,250)	(1,250)
8	<p><b><u>Veolia Capital Recharge</u></b></p> <p>Capital works carried out by Veolia at council owned buildings which they occupy for service delivery.</p>	(30,230)	71,000	72,400	0	0	0
9	<p><b><u>Parks Litter Bin Replacements</u></b></p> <p>Litter bin replacements in parks.</p>	0	10,000	10,000	0	0	0
10	<p><b><u>Decent Homes Assistance</u></b></p> <p>To support decent homes strategy in Watford.</p>	0	100,000	100,000	0	0	0
11	<p><b><u>Private Sector Housing Renewal</u></b></p> <p>To support private sector housing initiatives in Watford including energy conservation.</p>	0	100,000	100,000	0	0	0
12	<p><b><u>Street Improvement Programme</u></b></p> <p>Street improvement initiatives.</p>	0	100,000	100,000	0	0	0
13	<p><b><u>Tree Planting Programme</u></b></p> <p>Tree replacement to support climate change initiatives.</p>	0	0	50,000	0	0	0
14	<p><b><u>Building Investment Programme - Parks</u></b></p> <p>Annual building investment expenditure.</p>	0	150,000	150,000	0	0	0
15	<p><b><u>Watford Business Park</u></b></p> <p>Construction market risk causing increase volatility and may impact on tender returns and cost estimate for the project. Furthermore, the buoyancy in the industrial rental market and the strong rental performance allows additional investment to maintain a commercially viable scheme for the council. The scheme is projected to deliver a revenue income of £1,132,002 per annum once fully let.</p>	1,000,000	0	0	0	0	0

Item No		Capital Growth			Annual Revenue Growth Costs /		
		Budget 2022/23 £	Budget 2023/24 £	Budget 2024/25 £	Budget 2022/23 £	Budget 2023/24 £	Budget 2024/25 £
16	<b><u>Surplus Sites - Land Acquisition For Development (Site A)</u></b>						
	To assemble a strategic parcel of land in combination with WBC own land to deliver c100+ homes, assembling the complete site will enable the council to deliver a better designed building for this plot. It is expected that this proposal will generate disposal opportunities in 2 to 3 years thereby negating capital costs incurred. This is subject to the approval of the individual business case.	1,670,000	0	0	0	0	0
17	<b><u>Surplus Sites - Land Acquisition For Development (Site B)</u></b>						
	To assemble a strategic parcel of land in combination with WBC own land - JV route and WBC's share of costs for pre-planning work and CIL as well as land purchase borne by WBC alone. It is expected that this proposal will generate disposal opportunities in 2 to 3 years thereby negating capital costs incurred. This is subject to the approval of the individual business case.	1,021,439	0	0	0	0	0
18	<b><u>Electric Vehicle Rapid Charging Points Programme</u></b>						
	Give residents the choice for a quick charge (22Kw) which can take as little as 20 minutes as opposed to the 7kw charge points that could take 3 to 4 hours (overnight charging). Our current provider contributes 25% towards the supply and installation of electric vehicle charging points E.G. if a rapid unit charge points costs £40k our provider pays £10k and WBC can bid for a percentage of remaining monies to Office for Low Emission Vehicles (OLEV).	100,000	0	0	0	0	0
19	<b><u>CCTV Control Room Relocation and Review</u></b>						
	Due to police station relocation and the need to maintain a quality asset that is in line with current and emerging technologies.	500,000	0	0	0	0	0
20	<b><u>Retained Housing Stock</u></b>	0	50,000	50,000	0	0	0
21	<b><u>ICT Hardware Replacement Programme</u></b>						
	Annual ICT capital expenditure.	0	200,000	200,000	0	0	0
22	<b><u>ICT Business Application Upgrade</u></b>						
	Annual ICT capital expenditure.	0	165,000	165,000	0	0	0
23	<b><u>ICT Project Management Provision</u></b>						
	Annual ICT capital expenditure.	0	120,000	120,000	0	0	0
24	<b><u>ICT Shared Service Hardware Replacement Programme</u></b>						
	Annual ICT capital expenditure.	0	45,000	45,000	0	0	0
25	<b><u>Building Investment Programme - Corporate Asset Management</u></b>						
	Annual building investment expenditure.	0	250,000	250,000	0	0	0
26	<b><u>Capitalisation of Support Services</u></b>						
	Officer time spent on capital projects.	0	552,470	552,470	0	0	0
27	<b><u>Capitalisation of Finance Project Support &amp; Quantity Surveyor</u></b>						
	Officer time spent on capital projects.	0	124,390	124,390	0	0	0

**Reserves and Balances**

Description	Balance at 1 April £000	Movement 2021/22 £000	Balance at 31 March £000	Movement 2022/23 £000	Balance at 31 March £000	Movement 2023/24 £000	Balance at 31 March £000	Movement 2024/25 £000	Balance at 31 March £000	Purpose
<b>Revenue Reserves</b>										
Budget Carry Forward	(826)	484	(342)	0	(342)	0	(342)	0	(342)	Budgets carried forward from prior years
Car Parking Zones	(46)	(460)	(506)	75	(431)	75	(356)	75	(281)	Ring fenced for parking projects
Collection Fund	(19,863)	19,863	0	0	0	0	0	0	0	Equalisation fund to smooth impact of surplus / deficit, allocation end of 2021/22
Crematorium	(150)	0	(150)	0	(150)	0	(150)	0	(150)	Funding repairs and maintenance
Economic Impact Reserve	(3,004)	1,656	(1,348)	54	(1,294)	(621)	(1,915)	(621)	(2,536)	Provide resources to offset economic downturn
Housing Benefit Subsidy	(1,693)	0	(1,693)	0	(1,693)	0	(1,693)	0	(1,693)	Provision if Dept for Work & Pensions claw back funds
Housing Planning Delivery Grant	(266)	0	(266)	0	(266)	0	(266)	0	(266)	Improve planning outcomes and delivery of housing
Leisure Structured Maintenance	(57)	0	(57)	0	(57)	0	(57)	0	(57)	Funding unforeseen maintenance not covered in contract
Local Development Framework	(178)	0	(178)	0	(178)	0	(178)	0	(178)	Support local plan production and inspection
Multi-Storey Car Park Repair	(181)	0	(181)	0	(181)	0	(181)	0	(181)	Funding major structural works
Pension Funding	(2,248)	0	(2,248)	200	(2,048)	200	(1,848)	200	(1,648)	Reduction of pension deficit
Project and Programme Management	(65)	50	(15)	0	(15)	0	(15)	0	(15)	Support major project work
Rent Deposit Guarantee Scheme	(100)	0	(100)	0	(100)	0	(100)	0	(100)	Assist in providing homelessness accommodation
Riverwell Project	(7,768)	0	(7,768)	(1,000)	(8,768)	0	(8,768)	0	(8,768)	To cover any guarantees, repayments of outstanding loans and fund future investment.
Sustainability Reserve	0	(500)	(500)	0	(500)	0	(500)	0	(500)	To pump prime sustainability projects
Weekly Collection Support Grant	(30)	0	(30)	0	(30)	0	(30)	0	(30)	Supporting weekly collection of waste
Renewal Recovery Fund	(1,036)	405	(631)	631	0	0	0	0	0	To support the recovery process for additional costs due to COVID19
	(37,511)	21,498	(16,013)	(40)	(16,053)	(346)	(16,399)	(346)	(16,745)	
<b>General Fund Working Balance</b>	(2,000)	0	(2,000)	0	(2,000)	0	(2,000)	0	(2,000)	Prudent balance
<b>Total Revenue Reserves</b>	(39,511)	21,498	(18,013)	(40)	(18,053)	(346)	(18,399)	(346)	(18,745)	

**Risk Matrix**

No.	Type of Consequence	Comment	Likelihood	Impact	Overall Score
1	Project overruns	Most projects tend to lean towards 'optimism bias (over estimating that the project will be delivered on time and on budget). To avoid this it is important that the technical specification and outcome of each project is carefully considered at the project design stage.	3	3	9
2	Cost overruns	Cost overrun in a project could be as a result of a change in its scope. Any change in the project scope during execution will mean that the entire initial project plan will have to be reviewed such that a reviewed budget, schedule and quality will have to be developed.	3	3	9
3	Delays in project completion	The complexity of a project could also be a contributing factor to delays and cost overruns. This may cause a cash flow problem, but could be merely a timing difference. Delays can be affected by unforeseen works, extreme weather conditions, resource availability and changes in material prices.	3	3	9
4	Capital receipts and Interest/dividends are deferred	This may result in a cash flow issue and short term borrowing may be necessary to support the funding of projects that are in progress	3	3	9
5	Returns are lower than expected	This is a key risk as failure to achieve the returns will increase the pressure on the budget gap and the Council's financial stability. Due diligence prior to the project starting can reduce the likelihood of this happening.	2	4	8
6	Partners cease to collaborate	This is very unlikely, however it should not be discounted. If this were to happen it will have a detrimental effect on the Council's financial position and its reputation. Due diligence prior to the project starting can reduce the likelihood of this happening.	2	4	8
7	Revenue balances insufficient to meet estimated pay award increases	The medium term planning period includes an estimate for the likely pay increases for the period which is based on the information available at the time of preparing the MTFS.	2	2	4
8	Revenue balances insufficient to meet estimate of Employers' pension contributions	Employee revenue contributions have been included in the budgets.	2	2	4
9	Revenue balances insufficient to meet other inflationary increases	Other than contractual agreements, budgets have been cash limited where possible. The UK leaving the EU without a 'deal' at the end of 2020 may also have an impact on the UK economy. The cost of goods is anticipated to increase by up to 5% if this happens. This will place greater pressure on expenditure budgets.	3	3	9
10	Interest rates resulting in significant variations in estimated interest income	The interest rate has a significant impact on the interest earned on the proceeds from capital receipts that are invested in the money market. The interest rates have been running at an historic low as a result of the impact of COVID-19 on the global economy. The UK leaving the EU without a 'deal' at the end of 2020 may also have an impact on the UK economy. However as interest rates are already at near zero or negative the additional impact of this is likely to be minimal. There is significant uncertainty in the investment strategy.	3	3	9
11	Inaccurate estimates of fees and charges income	See Key Income Streams are shown in the latest Finance Digest	2	3	6
12	Revenue balances insufficient to meet loss of partial exemption for VAT	If the council's expenditure on functions for which it receives income that is exempt for VAT purposes exceeds 5% of its total vat able expenditure, then the Council may lose its ability to recover VAT on all of its exempt inputs.	2	3	6
13	Major emergency	Major Emergency requires funds beyond Bellwin scheme and causes serious drain on balances. Whilst this had previously thought to be highly unlikely the impact that COVID-19 has had on the Council's income and expenditure has been significant. However the impact has been significantly reduced with central government support. Continued support is not guaranteed.	1	3	3

No.	Type of Consequence	Comment	Likelihood	Impact	Overall Score
14	The estimated cost reductions and additional income gains are not achieved	Savings identified are monitored as part of the monthly budget monitoring process.	2	3	6
15	The income received from Commercial rents decreases	The rental income received from the Councils property portfolio is a significant proportion of the total income the Council receives. Any shortfall will have a significant impact. Therefore the budgets are set assuming a 5% void rate.	2	4	8
16	The Council is faced with potential litigation and other employment related risks	The Council has one outstanding litigation case.	2	3	6
17	The amount of government grant is adversely affected	The provisional grant settlement has been factored into the MTFS.	2	3	6
18	The amount of New Homes Bonus grant is adversely affected	The grant has been factored into the MTFS in line with information provided in the Provisional Finance Settlement.	3	3	9
19	Fluctuations in Business Rates Retention	The Council is legally obliged to cover the first 7.5% loss on its pre determined baseline level. The Council is currently in a safety net position	2	2	4
20	Right to Buy Receipts & VAT Shelter Receipts	Under the Housing stock transfer with Watford Community Housing (WCH) the Council is entitled to use its share of the proceeds to fund the capital programme. The level of activity on both these income streams are outside the Council's control.	2	2	4
1= VERY LOW RISK 4 = VERY HIGH RISK					
			<b>Likelihood</b>	<b>Impact</b>	<b>Overall Score</b>
			very low risk	1	1
			low risk	2	2
			high risk	3	3
			very high risk	4	4
					<b>16</b>

**Fees and Charges 2022/23**

Service	(A)	(B)	(B) - (A)	(C)	(C) - (B)	Comments
	2021/22 Original Budget	2022/23 Draft Budget already included in MTFS	Variance Year on Year 2021/22 to 2022/23	2022/23 Proposed Budget	Variance Draft to Proposed	
	£	£	£	£	£	
<b>COMMUNITY &amp; ENVIRONMENTAL</b>						
Parks, Pitches & Woods	(15,600)	(15,600)	0	(15,600)	0	
Cemeteries	(368,500)	(368,500)	0	(388,500)	(20,000)	Increase from sale of grave spaces, burial and memorial fees
Cheslyn	(205,000)	(205,000)	0	(205,000)	0	
SLM	(1,065,877)	(1,065,877)	0	(1,065,877)	0	
Waste	(504,460)	(504,460)	0	(619,160)	(114,700)	Increase in garden waste income
Specials & Street Cleansing	(51,130)	(51,130)	0	(51,130)	0	
Arts, Events and Heritage	(25,000)	(25,000)	0	(25,000)	0	
Licenses	(160,300)	(160,300)	0	(125,300)	35,000	Based on 3 Year renewal cycle
Other Licenses	(33,470)	(33,470)	0	(38,584)	(5,114)	
Gaming Licenses	(86,052)	(86,052)	0	(99,252)	(13,200)	Increase in new venues
Stray Dogs	(1,100)	(1,100)	0	(700)	400	
Pests	(39,350)	(39,350)	0	(39,350)	0	
Environmental Abandoned Vehicles	(250)	(250)	0	(500)	(250)	
Environmental Miscellaneous	(52,000)	(52,000)	0	(54,000)	(2,000)	
	<b>(2,608,089)</b>	<b>(2,608,089)</b>	<b>0</b>	<b>(2,727,953)</b>	<b>(119,864)</b>	
<b>SERVICE TRANSFORMATION</b>						
Customer Services (including Information Unit)	(12,500)	(12,500)	0	(12,500)	0	
	<b>(12,500)</b>	<b>(12,500)</b>	<b>0</b>	<b>(12,500)</b>	<b>0</b>	
<b>PLACE SHAPING</b>						
Housing	(455,829)	(455,829)	0	(316,907)	138,922	Adjusted stock profile and have reduced overall numbers. 40% reduction in units. Equivalent savings on fees will be reviewed as part of efficiency savings.
Parking - Controlled Parking Zones (see below)	(1,420,900)	(1,420,900)	0	(1,420,900)	0	
Parking - Other (incl. Avenue, Longspring & Town Hall)	(243,780)	(243,780)	0	(243,780)	0	
Building Control	(292,000)	(292,000)	0	(292,000)	0	
Development Control (including Policy Team)	(785,000)	(785,000)	0	(785,000)	0	
Land Searches	(120,000)	(120,000)	0	(120,000)	0	
	<b>(3,317,509)</b>	<b>(3,317,509)</b>	<b>0</b>	<b>(3,178,587)</b>	<b>138,922</b>	
<b>DEMOCRACY &amp; GOVERNANCE</b>						
Elections Unit	(4,000)	(4,000)	0	(4,000)	0	
	<b>(4,000)</b>	<b>(4,000)</b>	<b>0</b>	<b>(4,000)</b>	<b>0</b>	
<b>STRATEGIC FINANCE</b>						
Council Tax (Single Person Discount)	(2,000)	(2,000)	0	(2,000)	0	
	<b>(2,000)</b>	<b>(2,000)</b>	<b>0</b>	<b>(2,000)</b>	<b>0</b>	
Sub Total	<b>(5,944,098)</b>	<b>(5,944,098)</b>	<b>0</b>	<b>(5,925,040)</b>	<b>19,058</b>	
Less :						
Parking - Controlled Parking Zones (v see above)	1,420,900	1,420,900	0	1,420,900	0	
Total	<b>(4,523,198)</b>	<b>(4,523,198)</b>	<b>0</b>	<b>(4,504,140)</b>	<b>19,058</b>	

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ALLOTMENTS**

Description	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
	2021/22 Charge	COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			
<b>Outside Scope for VAT purposes</b>								
<b>Allotments</b>								
Per pole per annum	£7.11	*	*	✓	*	*	2.67 %	
50% reduction for the disabled and those in receipt of income related benefit						£7.30		



## COMMUNITY SERVICES

### 2022/23 FEES & CHARGES PROPOSED FOR :- PARKS / SPORTS PITCHES & WOODS

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Standard rated &amp; inclusive of VAT</b>									
<b>PARKS &amp; SPORTS PITCHES</b>									
<b>CRICKET</b>									
Other wickets - per match (adults)	£57.00	*	*	✓	*	*	£59.00	3.51 %	
Other wickets - per match (Juniors)	£30.00	*	*	✓	*	*	£31.00	3.33 %	
<b>FOOTBALL</b>									
Seniors with changing facilities & showers	£63.00	*	*	✓	*	*	£65.00	3.17 %	
Juniors with changing facilities & showers	£29.00	*	*	✓	*	*	£30.00	3.45 %	
<b>HURLING/RUGBY</b>									
Per match including corner flags	£57.00	*	*	✓	*	*	£59.00	3.51 %	
<b>Exempt from VAT</b>									
<b>FOOTBALL</b>									
Seniors with changing facilities & showers (15 games)	£825.00	*	*	✓	*	*	£850.00	3.03 %	
Juniors with changing facilities & showers (12 games)	£265.00	*	*	✓	*	*	£273.00	3.02 %	
Seniors with no changing facilities & showers (15 games)	£490.00	*	*	✓	*	*	£505.00	3.06 %	
Juniors with no changing facilities & showers (12 games)	£200.00	*	*	✓	*	*	£206.00	3.00 %	
Under 11s (small size pitch per season)	£112.00	*	*	✓	*	*	£115.00	2.68 %	
<b>FOOTBALL TRAINING</b>									
KGVPF, Oxhey Park (per hour)	£17.00	*	*	✓	*	*	£17.50	2.94 %	
Changing accommodation / showers (per event)	£23.00	*	*	✓	*	*	£24.00	4.35 %	
<b>PARKS &amp; SPORTS PITCHES</b>									
<b>BOWLS</b>									
Club hire of rinks (per season)	£1,250.00	*	*	✓	*	*	£1,290.00	3.20 %	
<b>CRICKET</b>									
Enclosed wicket (per season)	£3,375.00	*	*	✓	*	*	£3,475.00	2.96 %	
<b>CROQUET</b>									
Seasonal charges :-									
Adults	£57.00	*	*	✓	*	*	£59.00	3.51 %	
OAPs	£28.50	*	*	✓	*	*	£29.50	3.51 %	
<b>TENNIS - club charges</b>									
Hire of court per season (May-Sept inc)	£1,300.00	*	*	✓	*	*	£1,340.00	3.08 %	
Individual on-court Coaching Session (hourly rate)	£4.00						£4.00	NO CHANGE	
<b>Zero Rated</b>									
Orienteering maps up to 5 copies	free	*	*	*	✓	*	free	NO CHANGE	
Subsequent copies each	£2.50	*	*	*	*	*	£2.50	NO CHANGE	

### BUDGET POSITION SUMMARY - PARKS, PITCHES & WOODS

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>SALES</b>					
<b>FEES &amp; CHARGES</b>					
<b>LAND &amp; PROPERTY BASED CHARGES</b>					
KPS000-I0901 - Rent	(8,400)	(8,400)	(8,400)		NO CHANGE
KPS000-I0902 - Rent - Advertising Site	(7,200)	(7,200)	(7,200)		NO CHANGE
	(15,600)	(15,600)	(15,600)		NO CHANGE

## COMMUNITY SERVICES

### 2022/23 FEES & CHARGES PROPOSED FOR :- EVENTS AND HIRE OF CHESLYN GARDENS

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Standard rated &amp; inclusive of VAT</b>									
<b>CHESLYN GARDENS</b>									
Hire of garden for wedding photos	£50.00	*	*	✓	*	*	£50.00	NO CHANGE	
<b>Exempt from VAT</b>									
<b>CHESLYN HOUSE</b>									
Hire of 2 meeting rooms & kitchen per hour	£40.00	*	*	✓	*	*	£40.00	NO CHANGE	
Reduced charge for recognised voluntary groups per hour	£20.00	*	*	✓	*	*	£20.00	NO CHANGE	
<b>PARKS - GENERAL</b>									
<b>HIRE OF FACILITIES</b>									
Commercial rate per day up to 1500 people	£1,700.00	*	*	*	*	*	£1,750.00	2.94 %	
Commercial rate per day up to 1500-5000 people	£5,750.00	*	*	*	*	*	£5,950.00	3.48 %	
Commercial rate per day 5000 +	TBC	*	*	*	*	*	Price on application	NO CHANGE	
Non commercial rate per day	£750.00	*	*	*	*	*	£775.00	3.33 %	
Local charities and community groups	£83.00	*	*	*	✓	*	£83.00	NO CHANGE	
*Bandstand Hire (community organisations)	Free						Free	NO CHANGE	
*Bandstand Hire (private party)	£100.00						£100.00	NO CHANGE	
*Cassiobury Hub Education Room Hire per hour	£20.00						£20.00	NO CHANGE	
*Cassiobury Hub Education Room Hire per hour	£40.00						£40.00	NO CHANGE	
*Events and activities	depends on event						depends on event	NO CHANGE	

\*New lines added

### BUDGET POSITION SUMMARY - CHESLYN GARDENS

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
KRA000-I0676 - Use of Facilities	(1,000)	(1,000)	(1,000)	NO CHANGE	
KLF000-I0126 - Feed in Tariff	(2,000)	(2,000)	(2,000)	NO CHANGE	
KLF000-I0537 - Miscellaneous Fees and Charges	(13,000)	(13,000)	(13,000)	NO CHANGE	
KLF000-I0623 - Other Parking Charges	(100,000)	(100,000)	(100,000)	NO CHANGE	
KLF000-I0662 - Income Activities	(10,000)	(10,000)	(10,000)	NO CHANGE	
KLF000-I0676 - Income Use of Facilities	(2,000)	(2,000)	(2,000)	NO CHANGE	
KLF000-I0901 - Rent	(60,000)	(60,000)	(60,000)	NO CHANGE	
KLF000-I0908 - Service Charges	(7,000)	(7,000)	(7,000)	NO CHANGE	
KLF000-J0202 - Other LA / Local body contributions	0	0	0	0	
KLF000-J0203 - Third Party Contributions	(10,000)	(10,000)	(10,000)	NO CHANGE	
	(205,000)	(205,000)	(205,000)	NO CHANGE	

## COMMUNITY SERVICES

### 2022/23 FEES & CHARGES PROPOSED FOR :- CEMETERIES

#### RESIDENT

Description	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
	2021/22 Charge	2022/23 Charge	2023/24 Charge	2024/25 Charge	2025/26 Charge			
<b>Outside Scope for VAT purposes</b>								
If the deceased has lived away from the Watford area for less than 60 months the Resident charge will be made								
<b>TABLE OF FEES</b>								
<b>PART 1</b>								
<b>Exclusive rights of burial in earthen grave</b>								
Exclusive right of burial for 50 yrs in an earthen grave on all sections including Muslim section	£1,470.00	*	*	✓	*	*	£1,515.00	3.06 %
<b>Walled graves &amp; vaults:</b>								
For the right to construct & build a walled grave or vault & for the exclusive right of burial for 50 yrs on all sections 8ftx4ft	£2,725.00	*	*	✓	*	*	£2,810.00	3.12 %
<b>The Garden of Rest</b>								
For the exclusive right of burial for 50 yrs of cremated remains in the Garden of Rest at North Watford 4ft X 2ft	£710.00	*	*	✓	*	*	£730.00	2.82 %
<b>The Garden of Remembrance</b>								
For the exclusive rights of burial for 50 yrs of cremated remains in the Garden of Remembrance at North Watford Cemetery size 2ft X 1ft	£630.00	*	*	✓	*	*	£650.00	3.17 %
<b>CHILDREN'S SECTION</b>								
For the exclusive right of burial for 50 years 4ft x 2ft	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
For the exclusive right of burial for 50 years of a single depth grave for a child aged 5 years or over but not an adult	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
<b>PART 2</b>								
<b>Interments - the fees indicated for various heads :-</b>								
a) include the digging of the grave and								
b) Apply only where the interment is made between the hours of 9.30 am & 3.30 pm, or on the Certificate of a Coroner or Registered Medical Practitioner that immediate interment necessary. In any other case, an additional sum is payable	£273.00	*	*	✓	*	*	£281.00	2.93 %
<b>For an interment in a grave in respect of which an exclusive right of burial HAS been granted :-</b>								
a) All sections	£765.00	*	*	✓	*	*	£790.00	3.27 %
b) The children's section. All graves for 1 interment at a depth of 4ft size of grave spaces 4ft x 2ft	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
c) Casket	£995.00							
d) For the interment / scattering of cremated remains in / on any grave on any section including Garden of Rest/Remembrance	£258.00	*	*	✓	*	*	£265.00	2.71 %
e) For a stillborn child, or child whose age at the time of death did not exceed 1 month	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
f) Non viable foetus burial	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
g) Shrouded burial fee	£111.00	*	*	✓	*	*	£115.00	3.60 %
<b>For an interment in a grave in respect of which an exclusive right of burial HAS NOT been granted :-</b>								
a) For a stillborn child, or child whose age at the time of death did not exceed 1 month	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
b) For a child whose age at the time of death exceeded 1 month but did not exceed 5 years	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
c) For a child over 5 years or an adult	£0.00	*	*	✓	*	*	£0.00	NO CHANGE
<b>PART 3</b>								
<b>Fees for memorial work and monumental work for the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted</b>								
<b>Headstones, or any other type of monument</b>								
a) Not exceeding 3ft 6ins in height	£225.00	*	*	✓	*	*	£232.00	3.11 %
b) Not exceeding 2ft 6inc in the Garden of Rest and in the children's section	£111.00	*	*	✓	*	*	£115.00	3.60 %
c) Garden of Remembrance-as approved-sole design allowed	£103.00	*	*	✓	*	*	£106.00	2.91 %

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
CEMETERIES (continued)**

**RESIDENT.....continued**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		2021/22	2022/23	2023/24	2024/25	2025/26			
<b>Outside Scope for VAT purposes</b>									
<b>Kerbs</b>									
* a) Enclosing a space not exceeding 7ft x 3ft	£115.00	*	*	✓	*	*	£118.00	2.61 %	
* b) Enclosing a space not exceeding 4ft x 2ft in the Garden of Rest and Children's Section	£55.00	*	*	✓	*	*	£57.00	3.64 %	
<b>Vases</b>									
* For each vase, maximum size 12"x12"x12"	£38.00	*	*	✓	*	*	£39.00	2.63 %	
a) Separate, or as an addition to a headstone, not exceeding 18" x 12"	£60.00	*	*	✓	*	*	£62.00	3.33 %	
b) Where an inscription table or plate takes the place of a memorial	£115.00	*	*	✓	*	*	£118.00	2.61 %	
* Complete memorial, consisting of headstone & Kerbs	£390.00	*	*	✓	*	*	£400.00	2.56 %	
<b>THE FEES INDICATED FOR THE VARIOUS HEADS OF THIS PART INCLUDE THE ORIGINAL INSCRIPTION(S) WHEN THE MEMORIAL IS APPROVED</b>									
Fees for each subsequent inscription to an existing memorial	£71.00	*	*	✓	*	*	£73.00	2.82 %	
* Any other replacement works not covered by above									
<b>Standard rated &amp; exclusive of VAT</b>									
<b>PART 4</b>									
<b>Miscellaneous</b>									
The Burial Register - fee for transfer of grave grant for the exclusive right of burial	£46.00	*	*	✓	*	*	£47.00	2.17 %	
Fee for the searches of Burial Register and for copies of extract to be taken there from	£64.00	*	*	✓	*	*	£66.00	3.13 %	
Fee for the use of the Chapel	£146.00	*	*	✓	*	*	£150.00	2.74 %	
<b>Outside Scope for VAT purposes</b>									
<b>PART 5</b>									
<b>Maintenance of Grave spaces</b>									
Turfing a grave	£115.00	*	*	✓	*	*	£118.00	2.61 %	
Partial burying of headstone following failure of safety test	£141.00	*	*	✓	*	*	£145.00	2.84 %	
Supply soil for memorial inset	£115.00	*	*	✓	*	*	£118.00	2.61 %	
* Any other replacement works not covered by above									
<b>NOTE:</b>									
<b>Memorials can now be placed on graves of stillborn children FREE of CHARGE Size: 12" x 12" x 2". To be laid flat on grave surface</b>									

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
CEMETERIES (continued)**

**NON RESIDENT**

Description	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (%)	Comments
	2021/22 Charge							
<b>Outside Scope for VAT purposes</b>								
If the deceased has lived away from the Watford area for less than 60 months the Resident charge will be made								
<b>PART 1</b>								
<b>Exclusive rights of burial in earthen grave</b>								
Exclusive right of burial for 50 yrs in an earthen grave on all sections including Muslim section	£4,480.00	*	*	✓	*	£4,610.00	2.90 %	
<b>Walled graves &amp; vaults:</b>								
For the right to construct & build a walled grave or vault & for the exclusive right of burial for 50 yrs on all sections 8ftx4ft	£8,200.00	*	*	✓	*	£8,450.00	3.05 %	
<b>The Garden of Rest</b>								
For the exclusive right of burial for 50 yrs of cremated remains in the Garden of Rest at North Watford 4ft X 2ft	£2,135.00	*	*	✓	*	£2,200.00	3.04 %	
<b>The Garden of Remembrance</b>								
For the exclusive rights of burial for 50 yrs of cremated remains in the Garden of Remembrance at North Watford Cemetery size 2ft X 1ft	£1,885.00	*	*	✓	*	£1,940.00	2.92 %	
<b>CHILDREN'S SECTION</b>								
For the exclusive right of burial for 50 years 4ft x 2ft	£0.00	*	*	✓	*	£0.00	NO CHANGE	
For the exclusive right of burial for 50 years of a single depth grave for a child aged 5 years or over but not an adult	£0.00	*	*	✓	*	£0.00	NO CHANGE	
<b>PART 2</b>								
<b>Interments - the fees indicated for various heads :-</b>								
a) Include the digging of the grave and								
b) Apply only where the interment is made between the hours of 9.30 am & 3.30 pm, or on the Certificate of a Coroner or Registered Medical Practitioner that immediate interment necessary. In any other case, an additional sum is payable and								
c) Apply provided that the interment is made within 15 minutes of the time arranged with the "superintendent". If not an additional sum is payable	£273.00	*	*	✓	*	£281.00	2.93 %	
<b>For an interment in a grave in respect of which an exclusive right of burial HAS been granted :-</b>								
a) All sections	£2,290.00	*	*	✓	*	£2,360.00	3.06 %	
b) The children's section. All graves for 1 interment at a depth of 4ft size of grave spaces 4ft X2ft	£0.00	*	*	✓	*	£0.00	NO CHANGE	
c) caskets including extra digging required	£2,990.00	*	*	✓	*	£3,080.00	3.01 %	
d) For the interment / scattering of cremated remains in / on any grave on any section including Garden in/on any grave on any section including Garden of Rest/Remembrance	£775.00	*	*	✓	*	£798.00	2.97 %	
e) For a stillborn child, or child whose age at the time of death did not exceed 1 month of death did not exceed 1 month	£0.00	*	*	✓	*	£0.00	NO CHANGE	
f) Non viable foetus burial	£0.00	*	*	✓	*	£0.00	NO CHANGE	
g) Shrouded burial fee	£111.00	*	*	✓	*	£115.00	3.60 %	
<b>For an interment in a grave in respect of which an exclusive right of burial HAS NOT been granted :-</b>								
a) For a stillborn child, or child whose age at the time of death did not exceed 1 month	£0.00	*	*	✓	*	£0.00	NO CHANGE	
b) For a child whose age at the time of death exceeded 1 month but did not exceed 5 yrs.	£0.00	*	*	✓	*	£0.00	NO CHANGE	
c) For a child over 5 years or an adult	£0.00	*	*	✓	*	£0.00	NO CHANGE	
<b>PART 3</b>								
<b>Fees for memorial work &amp; monumental work for the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted</b>								
<b>Outside Scope for VAT purposes</b>								
<b>PART 3</b>								
<b>Fees for memorial work &amp; monumental work for the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted</b>								
<b>Headstone, or any other type of monument</b>								
a) Not exceeding 3ft 6inc in height	£675.00	*	*	✓	*	£695.00	2.96 %	
b) Not exceeding 2ft 6inc in the Garden of rest and in the children's section	£345.00	*	*	✓	*	£355.00	2.90 %	
c) Garden of Remembrance - as approved-sole design allowed	£305.00	*	*	✓	*	£314.00	2.95 %	
<b>LEDGERS</b>								
* A ledger not exceeding 7ft x 3ft	£340.00	*	*	✓	*	£350.00	2.94 %	
<b>KERBS</b>								
* a) Enclosing a space not exceeding 7ft x 3ft	£340.00	*	*	✓	*	£350.00	2.94 %	
* b) Enclosing a space not exceeding 4ft x 2ft in the Garden of Rest and children's Section	£170.00	*	*	✓	*	£175.00	2.94 %	
<b>Vases</b>								
* For each vase, maximum size 12" x 12" x 12"	£108.00	*	*	✓	*	£111.00	2.78 %	
a) separate, or as an addition to a headstone, not exceeding 18" x 12"	£174.00	*	*	✓	*	£179.00	2.87 %	
b) Where an inscription table or plate takes the place of a headstone, either at the foot or head of a memorial	£340.00	*	*	✓	*	£350.00	2.94 %	
* Complete memorial, consisting of headstone and kerbs	£1,195.00	*	*	✓	*	£1,230.00	2.93 %	
<b>MEMORIAL BENCHES</b>								
David Ogilvie Steel bench - supply and install with plaque	£2,165.00	✓	*	*	*	£2,230.00	3.00 %	
Plaque on existing bench - supply and install with maintenance	£273.00	✓	*	*	*	£281.00	2.93 %	
<b>MEMORIAL TREES</b>								
Supply and plant Standard tree with 5 years maintenance	£1,087.00	✓	*	*	*	£1,120.00	3.04 %	
<b>THE FEES INDICATED FOR THE VARIOUS HEADS OF THIS PART INCLUDED THE ORIGINAL INSCRIPTION(S) WHEN THE MEMORIAL IS APPROVED</b>								
Fees for each subsequent inscription to an existing memorial	£71.00	*	*	✓	*	£73.00	2.82 %	
* Any other replacement works not covered by above								
* GRAVE SPACES PURCHASED PRIOR TO 1ST APRIL 1981 ONLY								

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
CEMETERIES (continued)**

**NON RESIDENT.....continued**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Standard rated &amp; exclusive of VAT</b>									
* Any other replacement works not covered by above									
<b>* GRAVE SPACES PURCHASED PRIOR TO 1ST APRIL 1981 ONLY</b>									
<b>PART 4</b>									
<b>Miscellaneous</b>									
The Burial Register - fee for transfer of grave grant for the exclusive right of burial	£46.00	*	*	✓	*	*	£47.00	2.17 %	
Fee for the searches of Burial Register and for copies of extract to be taken there from	£71.00	*	*	✓	*	*	£73.00	2.82 %	
Fee for the use of the Chapel	£438.00	*	*	✓	*	*	£451.00	2.97 %	
<b>PART 5</b>									
<b>Outside Scope for VAT purposes</b>									
<b>Maintenance of Grave spaces</b>									
Turfing a grave	£120.00	*	*	✓	*	*	£124.00	3.33 %	
Partial burying of headstone following failure of safety test	£142.00	*	*	✓	*	*	£146.00	2.82 %	
Supply soil for memorial inset	£120.00	*	*	✓	*	*	£123.00	2.50 %	
* Any other replacement works not covered by above									
<b>NOTE:</b>									
<b>Memorials can now be placed on graves of stillborn children</b>									
<b>FREE of CHARGE Size: 12" x 12" x 2". To be laid flat on grave surface</b>									
<b>PART 6</b>									
<b>Weekend Burials</b>									
Metal liner requirement	£550.00		✓				£570.00	3.64 %	
Weekend Contractor charge	£500.00		✓				£500.00	NO CHANGE	

**BUDGET POSITION SUMMARY - CEMETERIES**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
KNA000-I0520 - Sale of Grave Spaces	(175,000)	(175,000)	(180,000)	2.86 %	
KNA000-I0522 - Burial Fees	(150,000)	(150,000)	(160,000)	6.67 %	
KNA000-I0524 - Memorial Fees	(30,000)	(30,000)	(35,000)	16.67 %	
KNA000-I0526 - Use of Chapel	(5,000)	(5,000)	(5,000)	NO CHANGE	
KNA000-I0527 - Transfer Fees	(2,500)	(2,500)	(2,500)	NO CHANGE	
<b>LAND &amp; PROPERTY BASED CHARGES</b>					
KNA000-I0901 - Rent	(6,000)	(6,000)	(6,000)	NO CHANGE	
	<b>(368,500)</b>	<b>(368,500)</b>	<b>(388,500)</b>		

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-**

**LEISURE CENTRES - OPERATED BY SLM**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments	
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY				
<b>Standard rated &amp; incl of VAT if applicable</b>										
<b>Main Hall / Dry Side Activities :-</b>										
Half hall hire - Woodside - Adult	£67.02	✓	*	*	*	*	£67.02	NO CHANGE	The current charges are under review and will be reported separately	
- Junior	£33.51	✓	*	*	*	*	£33.51	NO CHANGE		
Whole Hall hire - Woodside - Adult	£135.09	✓	*	*	*	*	£135.09	NO CHANGE		
- Junior	£67.02	✓	*	*	*	*	£67.02	NO CHANGE		
Whole Hall hire - Central - Adult	£67.02	✓	*	*	*	*	£67.02	NO CHANGE		
- Junior	£33.51	✓	*	*	*	*	£33.51	NO CHANGE		
Cricket	£66.80	✓	*	*	*	*	£66.80	NO CHANGE		
<b>Parties with food, party leader up to 16 kids</b>										
Dry side (football / allsportz, bouncy castle)	£208.49	✓	*	*	*	*	£208.49	NO CHANGE		
Wetside (mini, mega wet and wild)	£234.02	✓	*	*	*	*	£234.02	NO CHANGE		
Wetside (inflatable)	£239.34	✓	*	*	*	*	£239.34	NO CHANGE		
Trampoline and Dance Party	£228.70	✓	*	*	*	*	£228.70	NO CHANGE		
Additional children	£10.42	✓	*	*	*	*	£10.42	NO CHANGE		
Additional party leader	£18.93	✓	*	*	*	*	£18.93	NO CHANGE		
Cost per head for food	£3.83	✓	*	*	*	*	£3.83	NO CHANGE		
<b>Parties (self catering, party leader, up to 16 kids)</b>										
Dry side (football/allsportz,bouncy castle)	£208.49	✓	*	*	*	*	£208.49	NO CHANGE		
Wetside (mini, mega wet and wild)	£234.02	✓	*	*	*	*	£234.02	NO CHANGE		
Wetside (inflatable)	£239.34	✓	*	*	*	*	£239.34	NO CHANGE		
Trampoline and Dance Party	£228.70	✓	*	*	*	*	£228.70	NO CHANGE		
Additional children	£10.33	✓	*	*	*	*	£10.33	NO CHANGE		
Additional party leader	£18.93	✓	*	*	*	*	£18.93	NO CHANGE		
<b>Junior Activities</b>										
Active antz	£6.14	✓	*	*	*	*	£6.14	NO CHANGE		
Mini gym	£6.14	✓	*	*	*	*	£6.14	NO CHANGE		
Mini dribblers	£6.14	✓	*	*	*	*	£6.14	NO CHANGE		
Mini bouncers	£6.14	✓	*	*	*	*	£6.14	NO CHANGE		
Sports Course - Adult - Dry	£7.59	✓	*	*	*	*	£7.59	NO CHANGE		
Trampolining (drop-in adults)	£7.59	✓	*	*	*	*	£7.59	NO CHANGE		
Pilates (3 wks - 45mins)	£20.66	✓	*	*	*	*	£20.66	NO CHANGE		
Pilates (members)	£0.00	✓	*	*	*	*	£0.00	NO CHANGE		
Swimming Course - Adult	£8.61	✓	*	*	*	*	£8.61	NO CHANGE		
Swimming Coaching 1 hour (Sat am only)	£7.75	✓	*	*	*	*	£7.75	NO CHANGE		
Everyone Active card - Watford & Three Rivers	£0.00	*	*	*	✓	*	£0.00	NO CHANGE		
Everyone Active card - Non resident adult	£27.13	✓	*	*	*	*	£27.13	NO CHANGE		
Everyone Active card - Non resident junior	£16.70	✓	*	*	*	*	£16.70	NO CHANGE		
Everyone Active card - Non resident - family (2 adults and up to 3 children)	£66.22	✓	*	*	*	*	£66.22	NO CHANGE		
Lost card/replacement	£5.16	✓	*	*	*	*	£5.16	NO CHANGE		
50+ Short Mat Bowls	£2.99	✓	*	*	*	*	£2.99	NO CHANGE		
50+ Keep Fit	£3.67	✓	*	*	*	*	£3.67	NO CHANGE		
50+ Line Dancing	£3.87	✓	*	*	*	*	£3.87	NO CHANGE		
50+ Tap	£3.67	✓	*	*	*	*	£3.67	NO CHANGE		
50+ Water Workout	£4.91	✓	*	*	*	*	£4.91	NO CHANGE		
50+ Swimming	£2.43	✓	*	*	*	*	£2.43	NO CHANGE		
50+ Badminton	£3.61	✓	*	*	*	*	£3.61	NO CHANGE		
Back to Netbal	£4.03	✓	*	*	*	*	£4.03	NO CHANGE		



**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-**

**LEISURE CENTRES - OPERATED BY SLM (Continued)**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Standard rated &amp; incl of VAT if applicable</b>									
Hire Prices (A refundable deposit of £5.00 is required per each item hired)									
Badminton Racquets	£2.72	✓	✗	✗	✗	✗	£2.72	NO CHANGE	
Table Tennis Bats	£2.72	✓	✗	✗	✗	✗	£2.72	NO CHANGE	
Squash racquets	£2.72	✓	✗	✗	✗	✗	£2.72	NO CHANGE	
Trampoline per hour	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
<b>Equipment purchase :-</b>									
Squash balls	£2.72	✓	✗	✗	✗	✗	£2.72	NO CHANGE	
Shuttlecocks	£2.44	✓	✗	✗	✗	✗	£2.44	NO CHANGE	
<b>Meetings :-</b>									
Conference Room & Executive Suite (WLC)	£25.82	✓	✗	✗	✗	✗	£25.82	NO CHANGE	
<b>Studios :-</b>									
Studio 1 (14.7 x 11.7)	£35.10	✓	✗	✗	✗	✗	£35.10	NO CHANGE	
Studio 2 (12.5 x 9.8)	£30.42	✓	✗	✗	✗	✗	£30.42	NO CHANGE	
Studio 3 - (8.9 x 9.9)	£24.47	✓	✗	✗	✗	✗	£24.47	NO CHANGE	
Studio 1 (Central)	£30.00	✓	✗	✗	✗	✗	£30.00	NO CHANGE	
Creche	£24.25	✓	✗	✗	✗	✗	£24.25	NO CHANGE	
Schools per half hour per teacher	£34.46	✓	✗	✗	✗	✗	£34.46	NO CHANGE	
Second teacher per pool	£23.08	✓	✗	✗	✗	✗	£23.08	NO CHANGE	
Gym, per student	£3.25	✓	✗	✗	✗	✗	£3.25	NO CHANGE	
<b>Woodside Stadium :-</b>									
Public Training - Adult	£5.21	✓	✗	✗	✗	✗	£5.21	NO CHANGE	
- Junior	£2.89	✓	✗	✗	✗	✗	£2.89	NO CHANGE	
Adult (Watford Harriers Club Members)	£4.54	✓	✗	✗	✗	✗	£4.54	NO CHANGE	
Junior (Watford Harriers Club Members)	£1.86	✓	✗	✗	✗	✗	£1.86	NO CHANGE	
Direct Debit - Harriers Member	£18.59	✓	✗	✗	✗	✗	£18.59	NO CHANGE	
Season Tickets adults - Summer	£94.67	✓	✗	✗	✗	✗	£94.67	NO CHANGE	
- Winter	£71.80	✓	✗	✗	✗	✗	£71.80	NO CHANGE	
- Yearly	£137.22	✓	✗	✗	✗	✗	£137.22	NO CHANGE	
Season Tickets junior - Summer	£44.14	✓	✗	✗	✗	✗	£44.14	NO CHANGE	
- Winter	£33.24	✓	✗	✗	✗	✗	£33.24	NO CHANGE	
- Yearly	£65.95	✓	✗	✗	✗	✗	£65.95	NO CHANGE	
	£0.00						£0.00		
Athletics Meet (Up to 8 hours Mon - Fri up to 5pm)	£170.20	✓	✗	✗	✗	✗	£170.20	NO CHANGE	
Athletics Meet (Up to 8 hours Weekend or Bank Holiday)	£265.93	✓	✗	✗	✗	✗	£265.93	NO CHANGE	
Athletics Meet (Up to 4 hours Midweek evening from 6pm)	£104.78	✓	✗	✗	✗	✗	£104.78	NO CHANGE	
Athletics Meet - Additional hours	£57.97	✓	✗	✗	✗	✗	£57.97	NO CHANGE	
School Athletic Meet/Sports Day (Up to 5pm weekdays)	£104.78	✓	✗	✗	✗	✗	£104.78	NO CHANGE	
Member of staff	£18.88	✓	✗	✗	✗	✗	£18.88	NO CHANGE	
Additional colleagues / person	£18.88	✓	✗	✗	✗	✗	£18.88	NO CHANGE	
Car Park Steward for large events	£13.40	✓	✗	✗	✗	✗	£13.40	NO CHANGE	
Athletic Meet - Set up time per hr	£23.24	✓	✗	✗	✗	✗	£23.24	NO CHANGE	
Athletic Meet - Clean Up time per hr	£23.24	✓	✗	✗	✗	✗	£23.24	NO CHANGE	
<b>Harriers Charges</b>	£0.00						£0.00		
Hire for training/coaching purposes, day time inc As Above including Flood Lights in Evening, plus a colleague	£27.92	✓	✗	✗	✗	✗	£27.92	NO CHANGE	
£44.14	✓	✗	✗	✗	✗	£44.14	NO CHANGE		
<b>Block Booking (standard price less VAT where bookings are 10 consecutive weeks or more)</b>									
ATP 1x5v5 - Adult	£37.70	✓	✗	✗	✗	✗	£37.70	NO CHANGE	
ATP 1x5v5 - Junior	£20.14	✓	✗	✗	✗	✗	£20.14	NO CHANGE	
Badminton Clubs - Adult	£13.46	✓	✗	✗	✗	✗	£13.46	NO CHANGE	
Sports Activity - Adult	£51.86	✓	✗	✗	✗	✗	£51.86	NO CHANGE	
- Junior	£26.27	✓	✗	✗	✗	✗	£26.27	NO CHANGE	
Cricket (Nets only) - Adult	£53.98	✓	✗	✗	✗	✗	£53.98	NO CHANGE	
- Junior	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
Treatment room 1 (per month)	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
Treatment room 2 (per month)	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
Learner pool (1 hour) - Central	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
Learner pool (1 hour) - woodside	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
<b>Gala Prices</b>									
Swim Clubs (general) incl timing equip	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
Watford Swim Club / voluntary organisations	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	
Waterpolo	£0.00	✓	✗	✗	✗	✗	£0.00	NO CHANGE	

The current charges are under review and will be reported separately

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
LEISURE CENTRES - OPERATED BY SLM (Continued)**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments	
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY				
<b>Standard rated &amp; incl of VAT if applicable</b>										
<b>Main Hall / Dry Side Activities :-</b>										
Badminton - Adult	£15.59	✓	*	*	*	*	£15.59	NO CHANGE	The current charges are under review and will be reported separately	
- Junior	£8.00	✓	*	*	*	*	£8.00	NO CHANGE		
(8-4 weekdays and 8 - close weekends)	£12.45	✓	*	*	*	*	£12.45	NO CHANGE		
Drop-in Adult (Friday night)	£7.33	✓	*	*	*	*	£7.33	NO CHANGE		
Drop-in Junior	£4.70	✓	*	*	*	*	£4.70	NO CHANGE		
Table Tennis - Adult	£13.14	✓	*	*	*	*	£13.14	NO CHANGE		
Table Tennis - Junior	£6.65	✓	*	*	*	*	£6.65	NO CHANGE		
ATP 5 V 5 a side - Adult	£45.96	✓	*	*	*	*	£45.96	NO CHANGE		
- Junior	£24.15	✓	*	*	*	*	£24.15	NO CHANGE		
Squash - Adult	£13.16	✓	*	*	*	*	£13.16	NO CHANGE		
- Junior	£6.58	✓	*	*	*	*	£6.58	NO CHANGE		
Squash (off peak) - Adult	£6.65	✓	*	*	*	*	£6.65	NO CHANGE		
Squash (off peak) - Junior	£3.83	✓	*	*	*	*	£3.83	NO CHANGE		
Squash League ( Monday nights off peak ) - Adults	£6.20	✓	*	*	*	*	£6.20	NO CHANGE		
Climbing Wall - Adult	£5.85	✓	*	*	*	*	£5.85	NO CHANGE		
Climbing Wall - Junior	£4.57	✓	*	*	*	*	£4.57	NO CHANGE		
Climbing Wall - registration	£5.64	✓	*	*	*	*	£5.64	NO CHANGE		
<b>Parties :-</b>										
Children's Activities										
Creche - 1 hour	£3.51	✓	*	*	*	*	£3.51	NO CHANGE		
- 2 hours	£5.96	✓	*	*	*	*	£5.96	NO CHANGE		
<b>Courses :-</b>										
Sports Course Junior - Dry	£7.59	✓	*	*	*	*	£7.59	NO CHANGE		
Swimming Lessons Junior - Wet	£8.61	✓	*	*	*	*	£8.61	NO CHANGE		
<b>Fitness Activities :-</b>										
Group Exercise (45min and 1 hr)	£7.07	✓	*	*	*	*	£7.07	NO CHANGE		
Group Exercise (30min)	£3.46	✓	*	*	*	*	£3.46	NO CHANGE		
Induction (1:1) - Adult	£27.34	✓	*	*	*	*	£27.34	NO CHANGE		
- Junior	£13.62	✓	*	*	*	*	£13.62	NO CHANGE		
Gym Casual use	£9.21	✓	*	*	*	*	£9.21	NO CHANGE		
60+ Gym	£3.34	✓	*	*	*	*	£3.34	NO CHANGE		
Gym Active teen (11 - 16yrs)	£3.34	✓	*	*	*	*	£3.34	NO CHANGE		
Three Rivers junior gym	£3.29	✓	*	*	*	*	£3.29	NO CHANGE		
GP Referral	£3.54	✓	*	*	*	*	£3.54	NO CHANGE		
Special w/out Groups (eg Parkinsons)	£2.27	✓	*	*	*	*	£2.27	NO CHANGE		
<b>Toning Chairs :-</b>										
1 session	£9.36	✓	*	*	*	*	£9.36	NO CHANGE		
6 sessions	£54.25	✓	*	*	*	*	£54.25	NO CHANGE		
12 sessions	£93.08	✓	*	*	*	*	£93.08	NO CHANGE		
Toning Chairs + special work out	£0.00	✓	*	*	*	*	£0.00	NO CHANGE		
Toning Chairs Induction	£10.42	✓	*	*	*	*	£10.42	NO CHANGE		
<b>Swimming :-</b>										
Adult	£5.06	✓	*	*	*	*	£5.06	NO CHANGE		
Junior	£3.24	✓	*	*	*	*	£3.24	NO CHANGE		
60+	£2.43	✓	*	*	*	*	£2.43	NO CHANGE		
50+	£5.06	✓	*	*	*	*	£5.06	NO CHANGE		
Under 3 (free)	£0.00	*	*	*	✓	*	£0.00	NO CHANGE		
Fun Session - Jr	£4.13	✓	*	*	*	*	£4.13	NO CHANGE		
Three Rivers Junior U19's	£3.35	✓	*	*	*	*	£3.35	NO CHANGE		
Three Rivers 60+	£2.43	✓	*	*	*	*	£2.43	NO CHANGE		
Shower /Admission - Adult	£2.40	✓	*	*	*	*	£2.40	NO CHANGE		
- Junior	£1.60	✓	*	*	*	*	£1.60	NO CHANGE		
Spectator	£0.00	✓	*	*	*	*	£0.00	NO CHANGE		
<b>Memberships (direct debits) :-</b>										
GP Ref DD	£27.00	✓	*	*	*	*	£27.00	NO CHANGE		
Toning Suite DD	£27.00	✓	*	*	*	*	£27.00	NO CHANGE		
Toning Suite add-on DD	£13.50	✓	*	*	*	*	£13.50	NO CHANGE		
Toning Suite Annual	£270.00	✓	*	*	*	*	£270.00	NO CHANGE		
Toning Suite Annual add on -	£135.00	✓	*	*	*	*	£135.00	NO CHANGE		
Total Fitness - Single	£42.95	✓	*	*	*	*	£42.95	NO CHANGE		
- Couple	£74.00	✓	*	*	*	*	£74.00	NO CHANGE		
- Annual (single)	£429.50	✓	*	*	*	*	£429.50	NO CHANGE		
- Annual (Joint)	£740.00	✓	*	*	*	*	£740.00	NO CHANGE		
Corporate Single Only - Monthly	£35.43	✓	*	*	*	*	£35.43	NO CHANGE		
- Annual	£354.30	✓	*	*	*	*	£354.30	NO CHANGE		
Junior Active - Monthly	£16.99	✓	*	*	*	*	£16.99	NO CHANGE		
- Annual	£169.90	✓	*	*	*	*	£169.90	NO CHANGE		
Total Fit 60+ - Monthly	£32.00	✓	*	*	*	*	£32.00	NO CHANGE		
- Annual	£320.00	✓	*	*	*	*	£320.00	NO CHANGE		
Total Fitness Joining Fee - Single	£40.00	✓	*	*	*	*	£40.00	NO CHANGE		
Splash Fitness (swim) - Monthly	£27.50	✓	*	*	*	*	£27.50	NO CHANGE		
- Annual	£275.00	✓	*	*	*	*	£275.00	NO CHANGE		
Gym 16-18 - Monthly	£19.99	✓	*	*	*	*	£19.99	NO CHANGE		
- Annual	£199.90	✓	*	*	*	*	£199.90	NO CHANGE		
Student and Concessions - Monthly	£32.00	✓	*	*	*	*	£32.00	NO CHANGE		
- Annual	£320	✓	*	*	*	*	£320	NO CHANGE		

## COMMUNITY SERVICES

### 2022/23 FEES & CHARGES PROPOSED FOR :-

#### LEISURE CENTRES - OPERATED BY SLM (Continued)

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments	
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY				
<b>Standard rated &amp; incl of VAT if applicable</b>										
Watford Borough Council - Monthly	£27.34	✓	✗	✗	✗	✗	£27.34	NO CHANGE	The current charges are under review and will be reported separately	
- Annual	£273.38	✓	✗	✗	✗	✗	£273.38	NO CHANGE		
Watford Harriers - Monthly	£32.39	✓	✗	✗	✗	✗	£32.39	NO CHANGE		
- Annual	£313.88	✓	✗	✗	✗	✗	£313.88	NO CHANGE		
<b>Pool hire - standard charge :-</b>										
Watford Woodside - Main pool (4 lanes)	£63.79	✓	✗	✗	✗	✗	£63.79	NO CHANGE		
Watford Woodside - Main pool (whole)	£126.56	✓	✗	✗	✗	✗	£126.56	NO CHANGE		
Watford Central - Main pool (3 lanes)	£54.88	✓	✗	✗	✗	✗	£54.88	NO CHANGE		
Watford Central - Main pool (whole)	£109.86	✓	✗	✗	✗	✗	£109.86	NO CHANGE		
<b>Pool hire - Club / School rate :-</b>										
We have agreed to hold Club rates for 2 years										
Watford Woodside - Main pool (4 lanes)	£54.68	✓	✗	✗	✗	✗	£54.68	NO CHANGE		
Watford Woodside - Main pool (whole)	£109.56	✓	✗	✗	✗	✗	£109.56	NO CHANGE		
Watford Central - Main pool (3 lanes)	£48.25	✓	✗	✗	✗	✗	£48.25	NO CHANGE		
Watford Central - Main pool (whole)	£95.36	✓	✗	✗	✗	✗	£95.36	NO CHANGE		

#### BUDGET POSITION SUMMARY - LEISURE CENTRES

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
DLM000-I0630 - Service Provider	(1,065,227)	(1,065,227)	(1,065,227)	NO CHANGE	
DLM000-I0630-WJ0079 - Service Provider West Herts College	(650)	(650)	(650)	NO CHANGE	
	(1,065,877)	(1,065,877)	(1,065,877)	NO CHANGE	

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
WASTE SERVICES INCLUDING TRADE WASTE**

Description	2021/22 Charge	PRICING STRATEGY				Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			
<b>Outside Scope &amp; exclusive of VAT</b>								
<b>TRADE WASTE</b>								
1100L Euro bin								
Container per empty (Schools/Charities)	£11.85	*	✓	✓	*	£12.20	3.00 %	
1100L Euro bin hire	£2.30	*	✓	✓	*	£2.40	4.35 %	
Container per empty (recycling) (schools)	£10.65	*	✓	✓	*	£11.00	3.29 %	
940L Chamberlain bin Container								
Container per empty (Schools/Charities)	£10.65	*	✓	✓	*	£11.00	3.29 %	
660L Euro bin container								
Container per empty (Schools/Charities)	£9.60	*	✓	✓	*	£9.90	3.13 %	
360L wheeled bins								
Container per empty (Schools/Charities)	£8.10	*	✓	✓	*	£8.35	3.09 %	
240L Wheeled bins								
Container per empty (Schools/Charities)	£6.75	*	✓	✓	*	£6.95	3.02 %	
240L / 140 L wheeled bin (Schools/Charities)								
Standard charge per garden waste bin	£45.00	*	✓	✓	*	£46.35	3.00 %	
240L / 140 L wheeled bin (Schools/Charities)								
Charge per garden waste bin for customers paying by Direct Debit (DD)	£40.00	*	✓	✓	*	£41.20	3.00 %	
140L wheeled bin								
Container per empty (food waste) (Schools/Charities)	FREE	*	*	*	✓	£0.00		
23L food caddy								
Container per empty (food waste) (Schools/Charities)	FREE	*	*	*	✓	£0.00		
<b>ADDITIONAL DOMESTIC COLLECTION SCENARIO</b>								
1100L Euro bin								
Container per empty	£14.25	*	✓	✓	*	£14.70	3.16 %	
660L Euro bin container								
Container per empty	£11.63	*	✓	✓	*	£12.00	3.23 %	
240L Wheeled bins								
Container per empty	£8.19	*	✓	✓	*	£8.45	3.21 %	
<b>DOMESTIC WASTE</b>								
Delivery of recycling boxes and wheeled bins	£6.20	*	*	✓	*	£6.40	3.23 %	
Collection of recycling boxes, wheeled bins, food caddy, kitchen caddy	£6.20	*	*	✓	*	£6.40	3.23 %	
Delivery of container bin (660's and 1100's)						£20.00		NEW
<b>DOMESTIC SACKS</b>								
Excess Waste Sack	£2.75	*	✓	*	*	£2.85	3.64 %	
Nappy Sack	£0.55	*	✓	*	*	£0.55	NO CHANGE	
Postage of 5 sacks	£0.70	*	✓	*	*	£0.75	7.14 %	
<b>GARDEN WASTE BIN CHARGE - NEW CHARGE FROM 2021</b>								
240L / 140 L wheeled bin								
Standard charge per garden waste bin	£45.00	*	✓	✓	*	£40.00	-11.11 %	Debit/credit card the same price
240L / 140 L wheeled bin								
Charge per garden waste bin for customers paying by Direct Debit (DD)	£40.00	*	✓	✓	*	£40.00	NO CHANGE	
240L / 140 L wheeled bin								
Concessionary rate per garden waste bin	£35.00	*	✓	✓	*	£35.00	NO CHANGE	
Compostable liners (roll of 52)	£2.60					£2.70	3.85 %	
Delivery of roll of liners	£1.50					£1.55	3.00 %	
<b>CHARGES TO DEVELOPERS FOR WASTE CONTAINERS</b>								

Description	2021/22 Charge	PRICING STRATEGY				Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	COMMENTS
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			
<b>WASTE BINS FOR NEW DEVELOPMENTS</b>								
Euro 660 litre residual bin	£290.00					£319.00	10.00 %	Overall prices for bins increasing higher than inflation
Euro 1100 litre residual bin	£315.00					£350.00	11.11 %	
Euro 1100 litre recycling bin	£315.00					£400.00	26.98 %	
240 litre bins	£30.90					£34.00	10.03 %	
140 litre bins	£30.90					£34.00	10.03 %	
Food bins (external) 23 litre	£10.30					£11.30	9.71 %	
Food caddies (internal)	£8.25					£9.00	9.09 %	
Delivery of container bin (660's and 1100's)						£20.00		new
<b>CHARGES TO EMPTY CONTAMINATED BINS</b>								
Euro 660 and 1100 litre bins	£92.70					£95.50	3.02 %	
240 litre bin	£70.00					£72.10	3.00 %	
*New lines for charging								
<b>BIN STORE CLEARANCES</b>								
Minimum charge						£150.00		NEW

**BUDGET POSITION SUMMARY - WASTE SERVICES INCLUDING TRADE WASTE**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>SALES</b>					
KMG000-10113 - Sales of Paper	0	0			
KMH000-10706 - Green Bin Charges	(484,000)	(484,000)	(600,000)	NO CHANGE	
<b>FEES &amp; CHARGES</b>					
KMD000-10531 WJ0371 - Fees - Trade Refuse	0	0			
KMD000-10531 WJ0505 - Veolia Unspecified	(4,160)	(4,160)	(4,160)	NO CHANGE	
KME000-10537 WJ0082 - Misc Fees & Charges (TRDC)	(2,400)	(2,400)	(6,000)	150	
KMG000-10538 - Recycling Textiles	(5,500)	(5,500)	(600)	(89)	
KMH000-10537 WJ0082 - Misc Fees & Charges (TRDC)	(8,400)	(8,400)	(8,400)	NO CHANGE	
	(604,460)	(604,460)	(619,160)	23	

**COMMUNITY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
SPECIAL COLLECTIONS & STREET CLEANSING**

*Prices quoted below are exclusive of VAT*

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Where Commercial Special Collections are made, the charge would be subject to VAT at the Standard rate</b> <b>Where Household Special Collections are made, the charge would be Outside Scope for VAT purposes</b>									
<b>SPECIAL COLLECTIONS</b>									
Up to four bulky Items *									
Up to 3 bulky items	£32.00	*	*	✓	*	*	£33.00	3.13 %	
Each additional bulky item :-									
White Goods	£32.00	*	*	✓	*	*	£33.00	3.13 %	
Other bulky/garden clearance collections and disposal minimum charge	£80.00	*	*	✓	*	*	£82.40	3.00 %	
Hazardous Waste* (TV/Electrical)	£34.00	*	*	✓	*	*	£35.00	2.94 %	
American fridge freezer	£58.70	*	*	✓	*	*	£60.45	2.98 %	
<b>ABANDONED SHOPPING TROLLEY (Non prescribed statutory charges) (Outside Scope for VAT)</b>									
<b>Seizure</b>									
From highway & open spaces - per trolley	£37.20	✓	✓	*	*	✓	£38.35	3.09 %	
From river/riverside areas - per trolley	£51.00	✓	✓	*	*	✓	£52.55	3.04 %	
From private land - per trolley	£58.50	✓	✓	*	*	✓	£60.25	2.99 %	
<b>Storage</b>									
Trolleys not collected within the statutory 6 week disposal notice period - per trolley	£8.10	✓	✓	*	*	✓	£8.35	3.09 %	
<b>ABANDONED SHOPPING TROLLEY (Non statutory charges) (Standard Rated for VAT)</b>									
Requested return delivery charge - per trolley	Quotation	✓	✓	*	*	*	Quotation	NO CHANGE	
<b>GRAFFITI &amp; FLY POSTER REMOVAL (Statutory Duty - Outside Scope for VAT) (Non Statutory Duty - Standard Rated for VAT)</b>									
<b>GRAFFITI REMOVAL</b>									
Removal from private Property up to 2 sqm	£38.50	✓	✓	*	✓	*	£39.65	2.99 %	
Removal from private Property additional sqm's	£19.10	✓	✓	*	✓	*	£19.70	3.14 %	
Removal - any type affixed 2.4 m above ground level	Quotation	✓	✓	*	✓	*	Quotation	NO CHANGE	
<b>FLYPOSTER REMOVAL</b>									
Removal - minimum each - tied or clamped on	£24.80	✓	✓	*	✓	*	£25.55	3.02 %	
Removal - minimum each - glued on/self adhering	£44.20	✓	✓	*	✓	*	£45.55	3.05 %	
Removal - any type affixed 2.4 m above ground level	Quotation	✓	✓	*	✓	*	Quotation	NO CHANGE	

**BUDGET POSITION SUMMARY - SPECIAL COLLECTIONS & STREET CLEANSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
KMF000-I0532 - WJ0327 Fees - Bulky Domestic	(43,930)	(43,930)	(43,930)	NO CHANGE	
KSC000-I0537 - Miscellaneous Fees & Charges - WJ0082 (TRDC)	(7,200)	(7,200)	(7,200)	NO CHANGE	
	(51,130)	(51,130)	(51,130)	NO CHANGE	

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ARTS, EVENTS & HERITAGE**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Exempt from VAT</b>									
Workshops	£8.80	*	✓	*	*	*	£9.10	3.41 %	
Ghost walks	£8.80	*	✓	*	*	*	£9.10	3.41 %	
High street trail	£5.00	*	✓	*	*	*	£5.00	NO CHANGE	
Study day	£21.00	*	✓	*	*	*	£21.60	2.86 %	
Group talk or trail	£5.00	*	✓	*	*	*	£5.00	NO CHANGE	
Community use of one space (per hour) days	£20.00	*	✓	*	*	*	£20.00	NO CHANGE	
Community use of one space (per hour) eve *	£36.00	*	✓	*	*	*	£37.00	2.78 %	
Community use of one space (per hour) Sun *	£47.00	*	✓	*	*	*	£49.00	4.26 %	
Private/commercial (per hour) days	£47.00	✓	*	*	*	*	£49.00	4.26 %	
Private/commercial (per hour) eve *	£57.00	✓	*	*	*	*	£59.00	3.51 %	
Private/commercial (per hour) Sun *	£88.00	✓	*	*	*	*	£91.00	3.41 %	
* Additional charge for staff time applicable (charged @ £30 per hour x 2 staff)									
<b>Standard rated &amp; inclusive of VAT</b>									
Percentage share to Museum on artist sales	33%	✓	*	*	*	*	33%	NO CHANGE	
Percentage share to Museum on foyer sales	12%	✓	*	*	*	*	12%	NO CHANGE	
Photocopying per sheet	£0.20	*	✓	*	*	*	£0.20	NO CHANGE	
Museum digitised images (per image)	£7.00	*	✓	*	*	*	£7.00	NO CHANGE	
Museum digitised images CD charge	£6.00	*	✓	*	*	*	£6.00	NO CHANGE	
Museum un digitised images incurring an hourly scanning rate	£20.00	*	✓	*	*	*	£20.50	2.50 %	
Reproduction image one country one language (non commercial)	£40.00	✓	*	*	*	*	£41.00	2.50 %	
Reproduction Image world right inc web (non commercial)	£50.00	✓	*	*	*	*	£51.50	3.00 %	
Reproduction image one country one language (commercial)	£70.00	✓	*	*	*	*	£72.00	2.86 %	
Reproduction image world right inc web (commercial)	£100.00	✓	*	*	*	*	£103.00	3.00 %	
<b>Where the filming company is given exclusive rights to a defined area and they can exclude others from access, the income is 'Exempt' from VAT. This is subject to an 'option to tax' not being in force. Admin fees for VAT purposes would follow the same treatment as the main</b>									
<b>Where the filming company is given no exclusivity and cannot exclude others from access, the income is treated as 'Standard rated'. Admin fees for VAT purposes would follow the same treatment as the main supply</b>									
On street and non-council land	£185.00	✓	*	*	*	*	£191.00	3.24 %	
Town Hall (per hour)	£235.00	✓	*	*	*	*	£242.00	2.98 %	
Town Hall over (7+hrs)	£1,650.00	✓	*	*	*	*	£1,700.00	3.03 %	
Parks and other council land/property (per hour)	£180.00	✓	*	*	*	*	£186.00	3.33 %	
Parks and other council land/property (7+hrs)	£1,650.00	✓	*	*	*	*	£1,700.00	3.03 %	
Students	£0.00	*	*	*	✓	*	£0.00	NO CHANGE	
Use of KGV Car Park	£525.00	✓	*	*	*	*	£540.00	2.86 %	

**BUDGET POSITION SUMMARY - ARTS, EVENTS & HERITAGE**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>SALES</b>					
DEA000-I0101 - Miscellaneous Sales	(3,000)	(3,000)	(3,000)	NO CHANGE	
DEA000-I0118 - Sales Exhibitions	(2,500)	(2,500)	(2,500)	NO CHANGE	
DEA000-I0118 WJ0146 - Exhibition Donations	(1,000)	(1,000)	(1,000)	NO CHANGE	
<b>FEES &amp; CHARGES</b>					
DDI000-I0661- WJ0332 - Catering & Food Vendors	(3,500)	(3,500)	(3,500)	NO CHANGE	
DDI000-I0697 - Filming Income	(15,000)	(15,000)	(15,000)	NO CHANGE	
	(25,000)	(25,000)	(25,000)		

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ENVIRONMENTAL HEALTH & LICENSING**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
<b>Taxi &amp; Private Hire Vehicle Licences</b>									
Annual Vehicle Licence - Initial Application	£235.00	*	✓	*	*	*	£235.00	NO CHANGE	
Annual Vehicle Licence - Initial Application(wholly	£117.50	*	*	✓	*	*	£117.50	NO CHANGE	
Annual Vehicle Licence - Initial Application (Limod	£235.00	*	✓	*	*	*	£235.00	NO CHANGE	
Annual Vehicle Licence - Initial Application (Cour	£235.00	*	✓	*	*	*	£235.00	NO CHANGE	
Annual Vehicle Licence - Renewal	£225.00	*	✓	*	*	*	£225.00	NO CHANGE	
Annual Vehicle Licence - Renewal (wholly electic	£112.50	*	*	✓	*	*	£112.50	NO CHANGE	
Transfer of vehicle ownership (payable by buyer	£18.00	*	✓	*	*	*	£18.50	2.78 %	
Taximeter tests	£18.00	*	✓	*	*	*	£18.50	2.78 %	
Replacement vehicle plates	£21.00	*	✓	*	*	*	£21.00	NO CHANGE	
Optional plate fitting brackets	£21.00	*	✓	*	*	*	£21.00	NO CHANGE	
Compulsory door signs for hackney carriages (v	£10.50	*	✓	*	*	*	£10.50	NO CHANGE	
Compulsory door signs for hackney carriages (m	£20.50	*	✓	*	*	*	£20.50	NO CHANGE	
Advertising approval on hackney carriages (age	£154.50	*	✓	*	*	*	£159.00	2.91 %	
Advertising approval per hackney carriage	£51.50	*	✓	*	*	*	£53.00	2.91 %	
Advertising approval (Licensing Committee refer	£257.50	*	✓	*	*	*	£265.00	2.91 %	
Private Hire Operators - initial application (5 yrs)	£771.00	*	✓	*	*	*	£771.00	NO CHANGE	
Private Hire Operators - renewal (5 yrs)	£769.00	*	✓	*	*	*	£769.00	NO CHANGE	
Driver Licences - initial application (3 yrs)	£329.00	*	✓	*	*	*	£329.00	NO CHANGE	
Driver Licences - renewal application (3 yrs)	325	*	✓	*	*	*	£325.00	NO CHANGE	
Theory Knowledge Test	£105.00	*	✓	*	*	*	£108.00	2.86 %	
Repeat Knowledge Test with Training	£72.00	*	✓	*	*	*	£74.00	2.78 %	
Repeat Knowledge Test (Test Only)	£32.50	*	✓	*	*	*	£33.50	3.08 %	
Replacement drivers badges	£18.50	*	✓	*	*	*	£19.00	2.70 %	
Duplicate documents	£18.50	*	✓	*	*	*	£19.00	2.70 %	
Driver change of address	£7.20	*	✓	*	*	*	£7.40	2.78 %	
<b>Street Trading</b>									
Street Trading Consent (per annum)	£515.00	*	✓	*	*	*	£530.00	2.91 %	
Street Trading Consent (per annum) - Vicarage	£515.00	*	✓	*	*	*	£530.00	2.91 %	
Street Trading Consent daily rate (if less than one year)	£23.30	*	✓	*	*	*	£24.00	3.00 %	
Street Trading Consent (Town Centre Markets per stall per day, waived for charitable etc stalls)	£23.30	*	✓	*	*	*	£24.00	3.00 %	
<b>Permit for Tables &amp; Chairs on the Highway</b>									
Initial application (1 year permit)	£409.00	*	✓	*	*	*	£421.00	2.93 %	
Renewal of annual permit	£111.00	*	✓	*	*	*	£114.00	2.70 %	
Limited duration pavement licence	£100.00	*	*	*	*	✓	£100.00	NO CHANGE	
<b>Free Printed Matter Distribution</b>									
First distributor	£55.50	*	✓	*	*	*	£57.00	2.70 %	
Each additional distributor	£33.50	*	✓	*	*	*	£34.50	2.99 %	
Additional fee for each distributor between 1700 and 0900	£22.00	*	✓	*	*	*	£22.50	2.27 %	

**BUDGET POSITION SUMMARY - ENVIRONMENTAL HEALTH & LICENSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>SALES</b>					
EGA000-I0101 - Miscellaneous Sales	(2,500)	(2,500)	(2,500)	NO CHANGE	
<b>FEES &amp; CHARGES</b>					
EGA000-I0541 - Drivers' Licences (Private Hire)	(12,000)	(12,000)	(12,000)	NO CHANGE	
EGA000-I0542 - Vehicle Licences (Private Hire)	(28,000)	(28,000)	(25,000)	-10.71 %	
EGA000-I0543 - Operator Licences (Private Hire)	(2,300)	(2,300)	(2,300)	NO CHANGE	
EGA000-I0545 - Drivers' Licences (Hackney Carriage)	(55,000)	(55,000)	(28,000)	-49.09 %	3 year licensing cycle - this is actual renewals due
EGA000-I0546 - Vehicle Licences (Hackney Carriage)	(56,000)	(56,000)	(51,000)	-8.93 %	
EGA000-I0548 - Fees - Drivers' Tests	(4,000)	(4,000)	(4,000)	NO CHANGE	directly correlates with expenditure
EGA000-I0549 - Fees - Record Transfers	(500)	(500)	(500)	NO CHANGE	
	(160,300)	(160,300)	(125,300)		



**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :- ENVIRONMENTAL HEALTH & LICENSING (continued)**

*Prices quoted below are exclusive of VAT*

Description	2021/22 Charge	PRICING STRATEGY				Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			
<b>Outside Scope for VAT purposes</b>								
<b>Sex Establishment Licence</b>								
Grant of Licence	£561.00	*	✓	*	*	£577.50	2.94 %	
Annual renewal fee	£140.00	*	✓	*	*	£144.00	2.86 %	
<b>Sexual Entertainment Venue Licence</b>								
Application for grant of licence	£667.00	*	✓	*	*	£687.00	3.00 %	
Renewal of licence	£246.00	*	✓	*	*	£253.00	2.85 %	
Major variations (at officer's discretion)	£539.00	*	✓	*	*	£555.00	2.97 %	
Minor variations (at officer's discretion)	£119.00	*	✓	*	*	£122.50	2.94 %	
<b>Skin Piercing</b>								
Operator (each)	£55.50	*	✓	*	*	£57.50	3.60 %	
Premises	£178.00	*	✓	*	*	£183.00	2.81 %	
<b>Animal Welfare Licensing (New applications excl. veterinary fees)</b>								
Day care residential	£171.00	*	✓	*	*	£176.00	2.92 %	
Day care commercial	£220.00	*	✓	*	*	£227.00	3.18 %	
Breeding residential	£191.00	*	✓	*	*	£197.00	3.14 %	
Breeding commercial	£220.00	*	✓	*	*	£227.00	3.18 %	
Home boarding	£171.00	*	✓	*	*	£176.00	2.92 %	
Kennels	£235.00	*	✓	*	*	£242.00	2.98 %	
Cattery	£235.00	*	✓	*	*	£242.00	2.98 %	
Hiring Horses	£255.00	*	✓	*	*	£263.00	3.14 %	
Pet Vending Commercial	£235.00	*	✓	*	*	£242.00	2.98 %	
Pet Vending Small / domestic	£171.00	*	✓	*	*	£176.00	2.92 %	
Exhibiting of Animals Commercial	£235.00	*	✓	*	*	£242.00	2.98 %	
Exhibiting of Animals Domestic	£171.00	*	✓	*	*	£176.00	2.92 %	
Dangerous Wild Animal			✓			£206.00	new	
Dangerous Wild Animal licence amendment			✓			£75.00	new	
<b>Animal Welfare Licensing (renewals excl. veterinary fees)</b>								
Day care residential	£131.50	*	✓	*	*	£135.50	3.04 %	
Day care commercial	£181.00	*	✓	*	*	£186.50	3.04 %	
Breeding residential	£153.00	*	✓	*	*	£157.50	2.94 %	
Breeding commercial	£181.00	*	✓	*	*	£186.50	3.04 %	
Home boarding	£131.50	*	✓	*	*	£135.50	3.04 %	
Kennels	£195.00	*	✓	*	*	£201.00	3.08 %	
Cattery	£195.00	*	✓	*	*	£201.00	3.08 %	
Hiring Horses	£216.00	*	✓	*	*	£223.00	3.24 %	
Pet Vending Commercial	£195.00	*	✓	*	*	£201.00	3.08 %	
Pet Vending Small / domestic	£131.50	*	✓	*	*	£135.50	3.04 %	
Exhibiting of Animals Commercial	£195.00	*	✓	*	*	£201.00	3.08 %	
Exhibiting of Animals Domestic	£131.50	*	✓	*	*	£135.50	3.04 %	
Dangerous Wild Animal			✓			£155.00	new	
<b>Scrap metal Dealers</b>								
Grant of Licence	£268.00	*	✓	*	*	£276.00	2.99 %	
Renewal of Licence	£208.00	*	✓	*	*	£214.00	2.88 %	
Variation of Licence	£55.00	*	✓	*	*	£56.50	2.73 %	
Change of Name	£55.00	*	✓	*	*	£56.50	2.73 %	
Change of Site	£55.00	*	✓	*	*	£56.50	2.73 %	
<b>A request for a DBS check would be subject to VAT at the Standard rate.</b>								
<b>A request for a DBS check which forms part of a Licence application would be Outside Scope for VAT purposes.</b>								
<b>DBS checks</b>								
Disclosure & Barring Service check for selected licences	£40.00	*	*	*	✓	£40.00	NO CHANGE	
Fee charged by processing company.	£11.34	*	✓	*	*	£11.34	NO CHANGE	

**BUDGET POSITION SUMMARY - ENVIRONMENTAL HEALTH & LICENSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
EBL000-I0559 - Motor Salvage Operator	0	0	(214)		3 year renewal
ECE000-I0578 - Skin Piercing / Tattooing	(4,000)	(4,000)	(6,000)	50.00 %	in person training to restrat and trying on line development
ECJ000-I0502 - Training Course Fees	(2,500)	(2,500)	(2,500)	NO CHANGE	
ECJ000-I0689 - Food Certificates	(15,000)	(15,000)	(17,500)	16.67 %	
EGA000-I0551 - Fees-Criminal Records Bureau	(10,000)	(10,000)	(10,000)	NO CHANGE	may be less due to covid impact on process but directly correlates with expenditure so balances out
EGD000-I0558-WJ0108 - Fees - Street Trading - Pavement Licences	(1,600)	(1,600)	(2,000)	25.00 %	
EGE000-I0556 - Other Licences (incl Sex Establishment)	(370)	(370)	(370)	NO CHANGE	
	(33,470)	(33,470)	(38,584)		

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ENVIRONMENTAL HEALTH & LICENSING (continued)**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
<b>GAMBLING ACT 2005</b>									
<b><u>New applications</u></b>									
Bingo	£940.00	*	✓	*	*	*	£968.00	2.98 %	
Betting (off-course)	£940.00	*	✓	*	*	*	£968.00	2.98 %	
Betting (track)	£940.00	*	✓	*	*	*	£968.00	2.98 %	
Adult Gaming Centre	£940.00	*	✓	*	*	*	£968.00	2.98 %	
Family Entertainment Centre	£940.00	*	✓	*	*	*	£968.00	2.98 %	
Family Entertainment Centre with permit	£300.00	*	✓	*	*	*	£300.00	NO CHANGE	
Licensed Premises Gaming Machine Notification	£50.00	*	*	*	*	✓	£50.00	NO CHANGE	
Licensed Premises Gaming Machine Notification permit	£100.00	*	*	*	*	✓	£100.00	NO CHANGE	
Club Gaming Permit	£100.00	*	*	*	*	✓	£100.00	NO CHANGE	
Club Gaming Machine Permit	£100.00	*	*	*	*	✓	£100.00	NO CHANGE	
Small society lottery	£40.00	*	*	*	*	✓	£40.00	NO CHANGE	
Prize Gaming Permit	£100.00	*	*	*	*	✓	£100.00	NO CHANGE	
<b><u>Miscellaneous fees</u></b>									
Duplicate licences	£25.00	*	✓	*	*	*	£25.00	NO CHANGE	At statutory maximum
Change of circumstances	£50.00	*	✓	*	*	*	£50.00	NO CHANGE	At statutory maximum
Provisional statements	£875.00	*	✓	*	*	*	£900.00	2.86 %	
Transfer of licence re-instatement of licence	£940.00	*	✓	*	*	*	£950.00	1.06 %	Statutory maximum
Variation of licence	£940.00	*	✓	*	*	*	£968.00	2.98 %	
Change of name of prize gaming or entertainment centre permit	£25.00	*	*	*	*	✓	£25.00	NO CHANGE	
copy of prize gaming or family	£25.00	*	*	*	*	✓	£25.00	NO CHANGE	
copy of family entertainment centre permit	£15.00	*	*	*	*	✓	£15.00	NO CHANGE	

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ENVIRONMENTAL HEALTH & LICENSING (continued)**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
<b>GAMBLING ACT 2005</b>									
<b>Annual Fee</b>									
Bingo	£1,000.00	*	✓	*	*	*	£1,000.00	NO CHANGE	
Betting (off-course)	£489.00	*	✓	*	*	*	£503.00	2.86 %	
Betting (track)	£1,000.00	*	✓	*	*	*	£1,000.00	NO CHANGE	
Adult Gaming Centre	£1,000.00	*	✓	*	*	*	£1,000.00	NO CHANGE	
Family Entertainment Centre	£750.00	*	✓	*	*	*	£750.00	NO CHANGE	
Family Entertainment Centre with permit	£300.00	*	*	*	*	✓	£300.00	NO CHANGE	
Licensed Premises Gaming Machine Notifica	£50.00	*	*	*	*	✓	£50.00	NO CHANGE	
Licensed Premises Gaming Machine permit	£50.00	*	*	*	*	✓	£50.00	NO CHANGE	
Club Gaming Permit	£50.00	*	*	*	*	✓	£50.00	NO CHANGE	
Club Gaming Machine Permit	£50.00	*	*	*	*	✓	£50.00	NO CHANGE	
Small society lottery	£20.00	*	*	*	*	✓	£20.00	NO CHANGE	
Prize Gaming Permit	£300.00	*	*	*	*	✓	£300.00	NO CHANGE	
<b>Licensing Act 2003</b>									
<b>(Statutory fees)</b>									
<b>Premises Licence/Club Premises Application fees</b>									
Rateable value £0-4300	£100.00	*	*	*	*	✓	£100.00	NO CHANGE	
Rateable value £ 4301 - £33,000	£190.00	*	*	*	*	✓	£190.00	NO CHANGE	
Rateable value £ 33,001 - £ 87,000	£315.00	*	*	*	*	✓	£315.00	NO CHANGE	
Rateable value £87001 - £125,000	£450.00	*	*	*	*	✓	£450.00	NO CHANGE	
Rateable value £125,001 and above	£635.00	*	*	*	*	✓	£635.00	NO CHANGE	
<b>Premises Licence/Club Premises Annual Fees</b>									
Rateable value £0- £4300	£70.00	*	*	*	*	✓	£70.00	NO CHANGE	
Rateable value £ 4301 - £33,000	£180.00	*	*	*	*	✓	£180.00	NO CHANGE	
Rateable value £ 33,001 - £ 87,000	£295.00	*	*	*	*	✓	£295.00	NO CHANGE	
Rateable value £87001 - £125,000	£320.00	*	*	*	*	✓	£320.00	NO CHANGE	
Rateable value £125,001 and above	£350.00	*	*	*	*	✓	£350.00	NO CHANGE	
Replacement licence	£10.50	*	*	*	*	✓	£10.50	NO CHANGE	
Application for provisional licence	£315.00	*	*	*	*	✓	£315.00	NO CHANGE	
Change of licence details (name or address)	£10.50	*	*	*	*	✓	£10.50	NO CHANGE	
Variation of designated premises supervisor	£23.00	*	*	*	*	✓	£23.00	NO CHANGE	
Transfer of premises licence	£23.00	*	*	*	*	✓	£23.00	NO CHANGE	
Interim authority notice	£23.00	*	*	*	*	✓	£23.00	NO CHANGE	
Variation of designated premises supervisor	£23.00	*	*	*	*	✓	£23.00	NO CHANGE	
Variation of premises	£315.00	*	*	*	*	✓	£315.00	NO CHANGE	
Minor variation of premises	£89.00	*	*	*	*	✓	£89.00	NO CHANGE	
Notification of change of name or club rules	£10.50	*	*	*	*	✓	£10.50	NO CHANGE	
Change of relevant registered address of club	£10.50	*	*	*	*	✓	£10.50	NO CHANGE	
Temporary event notice	£21.00	*	*	*	*	✓	£21.00	NO CHANGE	
Replacement temporary event notice	£10.50	*	*	*	*	✓	£10.50	NO CHANGE	
Application for personal licence	£37.00	*	*	*	*	✓	£37.00	NO CHANGE	
Replacement personal licence	£10.50	*	*	*	*	✓	£10.50	NO CHANGE	
Notification of change of name etc for person	£10.50	*	*	*	*	✓	£10.50	NO CHANGE	
Entry on freeholder register	£21.00	*	*	*	*	✓	£21.00	NO CHANGE	

**BUDGET POSITION SUMMARY - ENVIRONMENTAL HEALTH & LICENSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
EGB000-I0553 WJ0090 - LA 2003 Prem Lic	(1,000)	(1,000)	(1,000)	NO CHANGE	
EGB000-I0553 WJ0091 - LA 2003 Prem Lic	(65,000)	(65,000)	(77,000)	18.46 %	Increased venues
EGB000-I0553 WJ0092 - LA 2003 Prem Lic	(1,000)	(1,000)	(1,000)	NO CHANGE	
EGB000-I0553 WJ0093 - LA 2003 Prem Lic	(500)	(500)	(500)	NO CHANGE	
EGB000-I0553 WJ0095 - LA 2003 Club Cert Annual Fee	(2,670)	(2,670)	(2,870)	7.49 %	Increased venues
EGB000-I0553 WJ0098 - LA 2003 Personal Licences App Fee	(1,500)	(1,500)	(1,500)	NO CHANGE	
EGB000-I0553 WJ0099 - LA 2003 Personal Licences Misc Fee	(300)	(300)	(300)	NO CHANGE	
EGB000-I0553 WJ0100 - LA 2003 Temp Event Notices App Fee	(1,000)	(1,000)	(2,000)	100.00 %	Covid recovery
EGC000-I0552 - GA 2005 Registration Fees	(1,600)	(1,600)	(1,300)	-18.75 %	
EGC000-I0554 - Fees - Amusement Machines	(750)	(750)	(750)	NO CHANGE	
EGC000-I0557 WJ0102 - GA 2005 Adult Gaming Centres	(1,082)	(1,082)	(1,082)	NO CHANGE	
EGC000-I0557 WJ0103 - GA 2005 Betting Shops	(8,300)	(8,300)	(8,600)	3.61 %	
EGC000-I0557 WJ0104 - GA 2005 Clubs	(350)	(350)	(350)	NO CHANGE	
EGC000-I0557 WJ0106 - GA 2005 Bingo	(1,000)	(1,000)	(1,000)	NO CHANGE	
	(86,052)	(86,052)	(99,252)		

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ENVIRONMENTAL HEALTH & LICENSING (continued)**

Description	2021/22 Charge	PRICING STRATEGY				Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			
<b>Standard rated &amp; inclusive of VAT</b>								
<b>Pest Control</b> Note commercial treatments quoted individually on request								
<b>Pest control treatment for residential properties :- NOTE : Fees are inclusive of VAT</b>								
<b>Rats &amp; Mice</b>								
NOTE : Fees are inclusive of VAT								
Rats (max 3 visits)	£67.00	*	*	✓	*	*	£69.00	2.99 %
Rats Concession (max 3 visits)	£17.00	*	*	✓	*	*	£17.50	2.94 %
Rats (repeat visits - not following advice) (max 3 visits)	£111.00	*	*	✓	*	*	£114.00	2.70 %
Rats (repeat visits, not following advice)(Concession) (max 3 visits)	£34.00	*	*	✓	*	*	£35.00	2.94 %
Rats HMO (max 3 visits)	£168.00	*	*	✓	*	*	£173.00	2.98 %
Mice(inside) (max 3 visits)	£67.00	*	*	✓	*	*	£69.00	2.99 %
Mice(inside) Concession (max 3 visits)	£17.00	*	*	✓	*	*	£17.50	2.94 %
Mice(inside) (repeat visits - not following advice) (max 3 visits)	£111.00	*	*	✓	*	*	£114.00	2.70 %
Mice(inside) (repeat visits, not following advice)(Concession) (max 3 visits)	£34.00	*	*	✓	*	*	£35.00	2.94 %
Mice(inside) HMO (max 3 visits)	£168.00	*	*	✓	*	*	£173.00	2.98 %
<b>Wasps/Honets Nests</b>								
Single nest	£50.00	*	✓	*	*	*	£51.50	3.00 %
Single nest concession	£25.00	*	*	✓	*	*	£25.75	3.00 %
Each additional nest treated at the same time	£16.00	*	✓	*	*	*	£16.50	3.13 %
Each additional nest treated at the same time concession	£8.00	*	*	✓	*	*	£8.25	3.13 %
<b>Fleas</b>								
<b>Fleas - Upto and inc 3 bed house (per visit)</b>	£95.00	*	*	✓	*	*	£98.00	3.16 %
>3 bed house	£106.00	*	*	✓	*	*	£109.00	2.83 %
Concessionary Rate	£24.50	*	*	✓	*	*	£25.25	3.06 %
>3 bed house	£37.00	*	*	✓	*	*	£38.50	4.05 %
Fleas - per visit HMO	£222.00	*	✓	*	*	*	£229.00	3.15 %
<b>Cockroaches</b>								
Cockroaches	£88.50	*	✓	*	*	*	£91.00	2.82 %
Cockroaches Concession	£44.25	*	*	✓	*	*	£45.50	2.82 %
Cockroaches HMO	£201.00	*	✓	*	*	*	£207.00	2.99 %
<b>Bedbugs</b>								
Bed bugs- - Upto and inc 3 bed house (per visit)	£123.50	*	✓	*	*	*	£127.00	2.83 %
>3 beds	£149.00	*	*	✓	*	*	£153.50	3.02 %
Bed Bugs Concession	£48.00	*	*	✓	*	*	£49.50	3.13 %
>3 beds	£60.00	*	*	✓	*	*	£62.00	3.33 %
Bed bugs HMO	£247.00	*	✓	*	*	*	£254.00	2.83 %
Squirrels(internal only, 3 visits )	£165	*	✓	*	*	*	£170.00	3.03 %
Glis Glis								
Annual charge	£435			✓			£448.00	2.99 %
Annual charge concession	£82			✓			£85.00	3.66 %
Weekly treatment - Daily (mon- Fri)	138						£142.00	2.90 %
<b>Ants (pharaoh only)</b>								
Ants	£105.00	*	✓	*	*	*	£108.00	2.86 %
Ants concession	£52.50	*	✓	*	*	*	£54.00	2.86 %
<b>Other insects (Inside)</b>								
Other insects (Inside)	£105.00	*	✓	*	*	*	£108.00	2.86 %
Other insects (Inside) Concession	£52.50	*	✓	*	*	*	£54.00	2.86 %
Advice visit to identify pest.	£30.00	*	✓	*	*	*	£31.00	3.33 %
Advice visit to identify pest (Concession).	£15.00	*	✓	*	*	*	£15.50	3.33 %

**BUDGET POSITION SUMMARY - ENVIRONMENTAL HEALTH & LICENSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
EFG000-10562 - Wasps Nests	(6,500)	(6,500)	(6,500)	NO CHANGE	very wather dependent covid impact still being seen
EFG000-10563 - Pest Control Contracts	(15,000)	(15,000)	(15,000)	NO CHANGE	
EFG000-10565 - Other Pests	(4,000)	(4,000)	(4,000)	NO CHANGE	
EFG000-10566 - Animal Fleas	(350)	(350)	(350)	NO CHANGE	
EFG000-10567 - Rats & Mice	(13,500)	(13,500)	(13,500)	NO CHANGE	
	(39,350)	(39,350)	(39,350)		

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ENVIRONMENTAL HEALTH & LICENSING (continued)**

*Prices quoted below are exclusive of VAT*

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
Where an <b>agreement is in place</b> , the charge would be subject to VAT at the Standard rate.									
Where an <b>agreement is NOT in place</b> , the charge would be Outside Scope for VAT purposes.									
<b>STRAY DOGS</b> Stray dogs fine (set by statute)	£25.00	*	*	*	*	£25.00	NO CHANGE		
<b>1st Day Kennelling charge &amp; administration</b>	£85.00	*	*	✓	*	£87.50	2.94 %		
Concessionary rate	£42.50	*	*	✓	*	£43.75	2.94 %		
<b>Additional daily Kennel Charges</b>	£12.85	*	*	✓	*	£13.25	3.11 %		
Concessionary rate	£6.42	*	*	✓	*	£6.75	5.14 %		

**BUDGET POSITION SUMMARY - ENVIRONMENTAL HEALTH & LICENSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
EFC000-10555 - Pet/Dog Breeding/Game Dealers	(300)	(300)	(300)	NO CHANGE	reduced stray kennelling due to microchipping
EFC000-10568 - Income from Kennelling	(800)	(800)	(400)	-50.00 %	
	(1,100)	(1,100)	(700)		

**COMMUNITY & CUSTOMER SERVICES**

**2022/23  
ENVIRONMENTAL ABANDONED VEHICLES**

*Prices quoted below are exclusive of VAT*

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
<b>ABANDONED VEHICLES (Statutory Charges) (On Road - Outside Scope for VAT) (Off Road E.G. Private Land - Standard Rated)</b>									
<b>Removal of vehicle on road not substantially damaged, or 2 wheeled vehicle on or off road</b>									
equal to or less than 3.5 tonnes	£150.00	*	*	*	*	✓	£150.00	NO CHANGE	
exceeding 3.5 tonne but less than 7.5 tonnes	£200.00	*	*	*	*	✓	£200.00	NO CHANGE	
exceeding 7.5 tonnes	£350.00	*	*	*	*	✓	£350.00	NO CHANGE	
<b>Removal of vehicle on road substantially damaged excluding 2 wheeled vehicle</b>									
equal to or less than 3.5 tonnes	£250.00	*	*	*	*	✓	£250.00	NO CHANGE	
exceeding 3.5 tonnes but less than 7.5 tonnes	£650.00	*	*	*	*	✓	£650.00	NO CHANGE	
exceeding 7.5 tonnes *	£2,000.00	*	*	*	*	✓	£2,000.00	NO CHANGE	
<b>Removal of vehicle off road not substantially damaged excluding 2 wheeled vehicle</b>									
equal to or less than 3.5 tonnes	£200.00	*	*	*	*	✓	£200.00	NO CHANGE	
exceeding 3.5 tonnes but less than 7.5 tonnes	£400.00	*	*	*	*	✓	£400.00	NO CHANGE	
exceeding 7.5 tonnes*	£1,000.00	*	*	*	*	✓	£1,000.00	NO CHANGE	
<b>Removal of vehicle off road substantially damaged excluding 2 wheeled vehicle</b>									
equal to or less than 3.5 tonnes	£300.00	*	*	*	*	✓	£300.00	NO CHANGE	
exceeding 3.5 tonnes but less than 7.5 tonnes	£850.00	*	*	*	*	✓	£850.00	NO CHANGE	
exceeding 7.5 tonnes *	£3,000.00	*	*	*	*	✓	£3,000.00	NO CHANGE	
<b>Storage charge per day</b>									
equal to or less than 3.5 tonnes	£20.00	*	*	*	*	✓	£20.00	NO CHANGE	
exceeding 3.5 tonnes but less than 7.5 tonnes	£25.00	*	*	*	*	✓	£25.00	NO CHANGE	
exceeding 7.5 tonnes	£30.00	*	*	*	*	✓	£30.00	NO CHANGE	
<b>Destruction / disposal</b>									
equal to or less than 3.5 tonnes	£75.00	*	*	*	*	✓	£75.00	NO CHANGE	
exceeding 3.5 tonnes but less than 7.5 tonnes	£100.00	*	*	*	*	✓	£100.00	NO CHANGE	
exceeding 7.5 tonnes unladen	£125.00	*	*	*	*	✓	£125.00	NO CHANGE	
<b>Note: Additional removal charges apply where non standard measures are required to seize and transport vehicles from and across private land to the nearest highway</b>									
*unladen weight only									
<b>ABANDONED VEHICLES (Non Statutory Charges) (On Road - Outside Scope for VAT) (Off Road E.G. Private Land - Standard Rated)</b>									
<b>Return of seized vehicle - cost per mile</b>									
equal to or less than 3.5 tonnes	£2.40	✓	*	*	*	*	£2.40	NO CHANGE	within external contract
exceeding 3.5 tonnes less than 7.5 tonnes	£4.45	✓	*	*	*	*	£4.45	NO CHANGE	within external contract
equal to or exceeding 7.5 tonnes	£4.45	✓	*	*	*	*	£4.45		
<b>Private Land</b>									
Administration Cost to organise AV removal on Private Land.	£108.00	*	✓	*	*	*	£110.00	1.85 %	
Per additional vehicle on same land	£33	*	✓	*	*	*	£34.00	3.03 %	

**BUDGET POSITION SUMMARY - ENVIRONMENTAL ABANDONED VEHICLES**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23				Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>SALES</b>								
KKB004-I0112 - Sales of Abandoned Vehicles	(250)	(250)				(500)	100.00 %	
	(250)	(250)				(500)		

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ENVIRONMENTAL HEALTH & LICENSING (continued)**

Prices quoted below are exclusive of VAT

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		1	2	3	4	5			
<b>Standard rated &amp; exclusive of VAT</b>									
<b>All commercial, non statutory work not listed will be undertaken after provision of a quote and agreeing of a contract.</b>									
<b>Officer charges per hour for carrying out Works in default (no VAT)</b>									
Business Compliance Officer	£54.61	*	✓	*	*	*	£56.25	3.00 %	
Business development Officer	£54.61	*	✓	*	*	*	£56.25	3.00 %	
Strategic Project Manager	£54.61	*	✓	*	*	*	£56.25	3.00 %	
Energy and Renewal Officer	£54.61	*	✓	*	*	*	£56.25	3.00 %	
Community Safety Coordinator	£54.61	*	✓	*	*	*	£56.25	3.00 %	
Assistant Licensing Officer	£45.22	*	✓	*	*	*	£46.58	3.01 %	
Licensing Officer	£49.80	*	✓	*	*	*	£51.29	2.99 %	
Support Officer	£45.22	*	✓	*	*	*	£46.58	3.01 %	
Support Team Co-ordinator	£45.22	*	✓	*	*	*	£46.58	3.01 %	
Environmental Health Technical Officer	£45.22	*	✓	*	*	*	£46.58	3.01 %	
Senior Environmental Crime Officer	£54.61	*	✓	*	*	*	£56.25	3.00 %	
Environmental Crime Officer	£49.80	*	✓	*	*	*	£51.29	2.99 %	
Town Enforcement Officer	£45.22	*	✓	*	*	*	£46.58	3.01 %	
Environmental Health Officer	£54.61	*	✓	*	*	*	£56.25	3.00 %	
Environmental Health Manager	£64.39	*	✓	*	*	*	£66.32	3.00 %	
Section Head	£69.46	*	✓	*	*	*	£71.54	2.99 %	
<b>Report for solicitor / victim for use in legal action / claim (such as health &amp; safety reports, noise nuisance, reports etc).</b>									
Work as above Amount to be submitted with request									
<b>List of authorised processes and other pollution registers</b>	£0.10	*	✓	*	*	*	£0.10	NO CHANGE	
Hard copy of Food Premises Register	£0.10	*	✓	*	*	*	£0.10	NO CHANGE	
Hard copy of Licensed HMO Public Register	£0.10	*	✓	*	*	*	£0.10	NO CHANGE	
(Where allowed by law) per single sheet of A4 paper	£0.10	*	✓	*	*	*	£0.10	NO CHANGE	
<b>More complex work</b>	£0.10	*	✓	*	*	*	upon request		
Probably including active date gathering, site visits, interviews etc. Minimum charge first two hours where additional time charged in 15 minute blocks - only where not covered by FOI Act. Amount to be submitted with request									
<b>Environmental Information Requests</b>									
EIR Request (Per hour)	£70.00	*	✓	*	*	*	£72.00	2.86 %	
<b>Housing standards inspection for immigration purposes</b> (customer has the choice to use either the local authority or the private sector)									
Standard Service (within 10 days)	£162.00	*	✓	*	*	*	£167.00	3.09 %	
Priority Service (within 3 days)	£263.00	✓	*	*	*	*	£270.00	2.66 %	
<b>Exempt for VAT purposes</b>									
Level 2 Award in Food Safety in Catering Candidate Fee	£50.00	✓	*	*	*	*	£50.00	NO CHANGE	Note: service is considering the introduction of on line food hygiene training. Costs and fees are yet to be established. Increasing this fee would make the course uncompetitive.
<b>Outside Scope for VAT purposes</b>									
Food Export Certificate Electronic	£47.00	*	✓	*	*	*	£48.50	3.19 %	
Food Export Certificate Hard Copy	N/A	*	✓	*	*	*	£60.00		
Food Hygiene Rating Scheme re-assessment charge	£170.00	*	✓	*	*	*	£170.00	NO CHANGE	Not currently in use, to present proposal for implementation as we recover from Covid.
<b>Houses in Multiple Occupation (HMO)</b>									
Fast track process licensing application for new or renewals. ( within 5 days )	£320.00	✓	*	*	*	*	£330.00	3.13 %	
<b>HMO Licensing New Application Fee</b>	£1,242.00	*	✓	*	*	*	£1,280.00	3.06 %	
Concessionary rate for Charities (20% discount)	£993.00		✓				£1,020.00	2.72 %	
<b>HMO Licensing Renewal Application Fee</b>	£1,035.00	*	✓	*	*	*	£1,065.00	2.90 %	
Concessionary rate for Charities (20% discount)	£828.00		✓				£852.00	2.90 %	
<b>HMO Assisted Licence Application Fee</b>	£288.00	*	✓	*	*	*	£297.00	3.13 %	
(where release agreed/requested by landlord)	£28.00	*	✓	*	*	*	£29.00	3.57 %	
<b>HMO Survey - 2 storey or less</b>	£393.00	✓	*	*	*	*	£405.00	3.05 %	
<b>HMO Survey - 3 storey</b>	£580.00	✓	*	*	*	*	£600.00	3.45 %	
	£341.00	✓	*	*	*	*	£350.00	2.64 %	
<b>Housing Enforcement Charges</b>									
Charge to cover expenses if an enforcement notice is served under the Housing Act 2004	£278.00	*	✓	*	*	*	£286.00	2.88 %	

**BUDGET POSITION SUMMARY - ENVIRONMENTAL HEALTH & LICENSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	1	2	3	4	5	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>										
ECE000-10537 - Health & Safety - Miscellaneous Fees	(11,000)	(11,000)						(11,000)	NO CHANGE	
EDC000-10504 - Inspection Fees	(2,000)	(2,000)						(2,000)	NO CHANGE	
EDC000-10631 - Income HMO Registration Fees	(16,000)	(16,000)						(20,000)	25.00 %	5 year licence so different income levels each year
EDD000-10572 - Fees-EPA 1990	(18,000)	(18,000)						(16,000)	-11.11 %	reduced permitted premises due to business closures.
EDH000-10501 - Envirocrime - Fixed Penalty Notice	(5,000)	(5,000)						(5,000)	NO CHANGE	
	(52,000)							(54,000)		



**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
INFORMATION UNIT & CUSTOMER SERVICES**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
Street Naming and Numbering :- Change to existing property	£125.00	✓	✗	✗	✗	✗	£125.00	NO CHANGE	
<u>New Build</u>									
1 Plot	£125.00	✓	✗	✗	✗	✗	£125.00	NO CHANGE	
For each additional plot/unit	£40.00						£40.00	NO CHANGE	
New street name and postal numbers for a new development	£550.00 fee for street name plus postal nos based on nos of plots shown above	✓	✗	✗	✗	✗	£550.00 street name plus postal nos based on nos of plots shown above	NO CHANGE	
Existing property - registration of property details with Royal Mail and / or utility companies	£125.00 per	✓	✗	✗	✗	✗	£125.00	NO CHANGE	
Renaming a street at the request of residents	£1,000.00 plus £40 per property	✓	✗	✗	✗	✗	£1,000.00 £40 per property	NO CHANGE	
<b>GIS system search</b> (when operational) with letter amount to be submitted with request	£200.00	✗	✓	✗	✗	✗	£200.00	NO CHANGE	

**BUDGET POSITION SUMMARY - INFORMATION UNIT & CUSTOMER SERVICES**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
ADW000-I0536 - Miscellaneous Charges	(12,500)	(12,500)	(12,500)	NO CHANGE	
	(12,500)	(12,500)	(12,500)		

**LEGAL AND PROPERTY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
TOWN HALL FACILITIES**

Description	PMO	NPMO	PRICING STRATEGY				PROFIT MAKING ORGS (PMO)		Comments
	2021/22		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY	Proposed 2022/23 Charge	
<b>Exempt from VAT</b>									
<b>COMMITTEE ROOM 1 (16 seats)</b>									
1-3 Hours	£108.00	£0.00	*	*	✓	✓	*	£108.00	NO CHANGE
Each additional hour (Weekend bookings will incur an additional charge)	£36.00	£0.00	*	*	✓	✓	*	£36.00	NO CHANGE
<b>COMMITTEE ROOM 2 (24 seats)</b>									
1-3 Hours	£138.50	£0.00	*	*	✓	✓	*	£138.50	NO CHANGE
Each additional hour (Weekend bookings will incur an additional charge)	£46.50	£0.00	*	*	✓	✓	*	£46.50	NO CHANGE
<b>COUNCIL CHAMBER (44 seats)</b> (Refreshments are not permitted in the Council Chamber)									
1-3 Hours	£169.00	£0.00	*	*	✓	✓	*	£169.00	NO CHANGE
Each additional hour (Weekend bookings will incur an additional charge)	£56.50	£0.00	*	*	✓	✓	*	£56.50	NO CHANGE
<b>Committee Room 3 (20 seats)</b>									
1-3 Hours	£138.50	£0.00	*	*	✓	✓	*	£138.50	NO CHANGE
Each Additional Hour (weekend bookings will incur and additional charge)	£46.50	£0.00	*	*	✓	✓	*	£46.50	NO CHANGE
<b>Standard rated &amp; exclusive of VAT</b>									
<b>OTHER CHARGES</b>									
Flipchart pad (each) incl of pens (conditions apply)	£5.50	£0.00	*	*	✓	*	*	£5.50	NO CHANGE
Weekend hire per hour on Saturdays (Staffing Costs)	£53.00	£53.00	*	*	✓	*	*	£55.65	5
Weekend hire per hour on Sundays (Staffing Costs)	£71.00	£71.00	*	*	✓	*	*	£74.55	5

**COMMUNITY & CUSTOMER SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :- HOUSING**

Description	2021/22 Charge	PRICING STRATEGY				Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			
<b>Outside Scope for VAT purposes</b>								
Average weekly hostel rents and service charges	£167.50	*	✓	*	*	£167.50	NO CHANGE	Can not increase already at the maximum that HB
Managed dwelling rents	£207.40	*	✓	*	*	£210.07	1.29 %	We charge a set £176.54 for a 2 bed and £218.08 for a 3 bed.
Bed & Breakfast/Nightly let weekly Charge	£167.50	*	✓	*	*	£150.00	-10.45 %	Housing Benefit will pay £150 per week.

**BUDGET POSITION SUMMARY - HOUSING**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23		Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>LAND &amp; PROPERTY BASED CHARGES</b>						
JWP000-I0901- Rent - WJ0316 - Hostels & Dwellings	(455,829)	(455,829)		(316,907)	-30.48 %	Adjusted stock profile and have reduced overall numbers.
	(455,829)	(455,829)		(316,907)		

**PLANNING SERVICES**

<b>2022/23 FEES &amp; CHARGES PROPOSED FOR :-</b>								
<b>PARKING SERVICES</b>								
<i>Prices quoted below are exclusive of VAT except for car parking at The Avenue, Town Hall and Longspring</i>								
Description	2021/22 Charge	PRICING STRATEGY				Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE			
<b>Outside Scope for VAT purposes</b>								
<b>On Street pay and display</b>								
Inner CPZ P&D charge per hour	£1.60	*	✓	*	*	£1.60	NO CHANGE	
Outer CPZ P&D charge per hour	£1.10	*	✓	*	*	£1.10	NO CHANGE	
<b>Standard rated &amp; inclusive of VAT</b>								
<b>The Avenue Car Park</b>								
7 a.m. to 5 p.m. - 60p per hour								
1 Hour	£0.80	✓	*	✓	*	£0.80	NO CHANGE	
2 Hours	£1.60	✓	*	✓	*	£1.60	NO CHANGE	
3 Hours	£2.40	✓	*	✓	*	£2.40	NO CHANGE	
4 Hours	£3.20	✓	*	✓	*	£3.20	NO CHANGE	
All day till midnight	£5.50	✓	*	✓	*	£5.50	NO CHANGE	
5 p.m. to midnight	£2.50	✓	*	✓	*	£2.50	NO CHANGE	
Season tickets per annum	£800.00	✓	*	✓	*	£800.00	NO CHANGE	
<b>Town Hall Car Park</b>								
Monday - Friday 5 p.m. to midnight	£2.50	✓	*	✓	*	£2.50	NO CHANGE	
Saturday & Sunday 5 p.m. to midnight								
1 Hour	£0.80	✓	*	✓	*	£0.80	NO CHANGE	
2 Hours	£1.60	✓	*	✓	*	£1.60	NO CHANGE	
3 Hours	£2.40	✓	*	✓	*	£2.40	NO CHANGE	
4 Hours	£3.20	✓	*	✓	*	£3.20	NO CHANGE	
All day till midnight	£5.50	✓	*	✓	*	£5.50	NO CHANGE	
5 p.m. to midnight	£2.50	✓	*	✓	*	£2.50	NO CHANGE	
<b>Longspring Charges</b>								
Monday - Saturday								
1 hour	£0.60	✓	*	✓	*	£0.60	NO CHANGE	
Up to 4 hours	£1.20	✓	*	✓	*	£1.20	NO CHANGE	
All day	£2.40	✓	*	✓	*	£2.40	NO CHANGE	
<b>Harebreaks Car park</b>								
Monday - Saturday								
1 hour	£0.50	✓	*	✓	*	£0.50	NO CHANGE	
4 hours (maximum stay)	£1.00	✓	*	✓	*	£1.00	NO CHANGE	
<b>Outside Scope for VAT purposes</b>								
<b>Parking Penalties</b>								
Serious Contravention	£50.00	*	✓	*	*	£50.00	NO CHANGE	
More Serious Contravention	£70.00	*	✓	*	*	£70.00	NO CHANGE	
<b>Permit Charges</b>								
full cpz 1st permit	£26.00	*	✓	*	*	£26.00	NO CHANGE	
full cpz 2nd permit	£57.00	*	✓	*	*	£57.00	NO CHANGE	
fullcpz V Vouchers 40 1hour	£4.50	✓	*	✓	*	£4.50	NO CHANGE	
fullcpz V Vouchers 20 4hour	£7.00	✓	*	✓	*	£7.00	NO CHANGE	
fullcpz 1 day vouchers 5	£4.50	✓	*	✓	*	£4.50	NO CHANGE	
fullcpz 1 week v voucher	£4.50	✓	*	✓	*	£4.50	NO CHANGE	
fullcpz Business permit inner zone	£300.00	✓	*	✓	*	£300.00	NO CHANGE	
fullcpz Business permit outer zone	£150.00	✓	*	✓	*	£150.00	NO CHANGE	
Match Day 1st permit	£6.00	✓	*	✓	*	£6.00	NO CHANGE	
Match Day 2nd permit	£12.00	✓	*	✓	*	£12.00	NO CHANGE	
MD V Vouchers 1 Day for 5	£4.50	✓	*	✓	*	£4.50	NO CHANGE	
MD Business permit	£60.00	✓	*	✓	*	£60.00	NO CHANGE	
Medical Permits (DHV) subsequent	£25.00	✓	*	✓	*	£25.00	NO CHANGE	
	£55.00	✓	*	✓	*	£55.00	NO CHANGE	
Car Park pass cards for disabled	£10.00	✓	*	✓	*	£10.00	NO CHANGE	
<b>Parking Dispensations/bay suspensions :-</b>								
Per bay per day	£20.00	*	✓	*	*	£20.00	NO CHANGE	
Per bay per week first 2 weeks	£120.00	*	✓	*	*	£120.00	NO CHANGE	
Per bay per week 3 weeks or more	£100.00	*	✓	*	*	£100.00	NO CHANGE	

**BUDGET POSITION SUMMARY - PARKING SERVICES**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
<b>Crown Passage</b>					
KFE002-10901 - Rent	(12,780)	(12,780)	(12,780)	NO CHANGE	
<b>Longspring</b>					
KFB000-10623 - Income-Parking Fees	(34,000)	(34,000)	(34,000)	NO CHANGE	
<b>The Avenue</b>					
KFC000-10623 - Income-Parking Fees	(127,000)	(127,000)	(127,000)	NO CHANGE	
KFC000-10624 - Income-Season Tickets	(10,000)	(10,000)	(10,000)	NO CHANGE	
<b>Town Hall</b>					
BEA001-10623 - Income-Parking Fees (Staff)	(20,000)	(20,000)	(20,000)	NO CHANGE	
KFD000-10623 - Income-Parking Fees	(40,000)	(40,000)	(40,000)	NO CHANGE	
<b>Controlled Parking Zone</b>					
HDR000-10620 - Permit Charges	(265,000)	(265,000)	(265,000)	NO CHANGE	
HDR000-10621 - Pay & Display Receipts	(475,000)	(475,000)	(475,000)	NO CHANGE	
HDR000-10623 - Income - Parking Fees	(50,000)	(50,000)	(50,000)	NO CHANGE	
HDR000-10683 - Penalty Charges	(550,000)	(550,000)	(550,000)	NO CHANGE	
HDR001-10622 WJ0134 - Dacorum Borough Council (Net)	(15,200)	(15,200)	(15,200)	NO CHANGE	
HDR002-10622 WJ0082 - TRDC (Net)	(65,700)	(65,700)	(65,700)	NO CHANGE	
	(1,664,680)	(1,664,680)	(1,664,680)		

PLANNING SERVICES							
2022/23 FEES & CHARGES PROPOSED FOR :-							
BUILDING CONTROL							
Description	2021/22 Charge	PRICING STRATEGY			Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST RECOVERED	FAIR			
<b>Standard rated &amp; exclusive of VAT</b>							
<b>BUILDING CONTROL FEES (TABLE 1)</b>							
<b>FULL PLANS</b>							
<b>New Dwellings</b>							
<b>1 new dwelling</b>							
Plan Fee	£390.00	*	✓	*	£390.00	NO CHANGE	
Inspection Fee	£545.00	*	✓	*	£545.00	NO CHANGE	
<b>2 new dwellings</b>							
Plan Fee	£440.00	*	✓	*	£440.00	NO CHANGE	
Inspection Fee	£700.00	*	✓	*	£700.00	NO CHANGE	
<b>3 new dwellings</b>							
Plan Fee	£490.00	*	✓	*	£490.00	NO CHANGE	
Inspection Fee	£780.00	*	✓	*	£780.00	NO CHANGE	
<b>4 new dwellings</b>							
Plan Fee	£650.00	*	✓	*	£650.00	NO CHANGE	
Inspection Fee	£1,135.00	*	✓	*	£1,135.00	NO CHANGE	
<b>Conversion of dwelling into 3 flats</b>							
Plan Fee	£390.00	*	✓	*	£390.00	NO CHANGE	
Inspection Fee	£545.00	*	✓	*	£545.00	NO CHANGE	
<b>Conversion of dwelling into 3 flats</b>							
Plan Fee	£490.00	*	✓	*	£490.00	NO CHANGE	
Inspection Fee	£675.00	*	✓	*	£675.00	NO CHANGE	
<b>Conversion of dwelling into 4 flats</b>							
Plan Fee	£650.00	*	✓	*	£650.00	NO CHANGE	
Inspection Fee	£845.00	*	✓	*	£845.00	NO CHANGE	
Fees for additional dwellings are based on volumes built							
<b>BUILDING CONTROL FEES (TABLE 2)</b>							
<b>FULL PLANS</b>							
<b>Domestic Extensions</b>							
<b>Extension - Internal floor area under 10m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£390.00	*	✓	*	£390.00	NO CHANGE	
<b>Extension - Over 10m<sup>2</sup> and under 40m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£535.00	*	✓	*	£535.00	NO CHANGE	
<b>Extension - Over 40m<sup>2</sup> and under 100m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£650.00	*	✓	*	£650.00	NO CHANGE	
<b>Loft Conversion under 40m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£460.00	*	✓	*	£460.00	NO CHANGE	
<b>Loft Conversion over 40m<sup>2</sup> under 100m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£535.00	*	✓	*	£535.00	NO CHANGE	
<b>DETACHED GARAGE OR CAR PORT</b>							
<b>Internal floor area below 40m<sup>2</sup></b>							
Plan Fee	£230.00	*	✓	*	£230.00	NO CHANGE	
<b>Internal floor area over 40m<sup>2</sup> and under 100m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£275.00	*	✓	*	£275.00	NO CHANGE	
<b>Garage Conversion</b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£220.00	*	✓	*	£220.00	NO CHANGE	
<b>Upgrading thermal elements</b>							
Plan Fee	£90.00	*	✓	*	£90.00	NO CHANGE	
Inspection Fee	£140.00	*	✓	*	£140.00	NO CHANGE	
<b>Alterations up to £5000</b>							
Plan Fee	£110.00	*	✓	*	£110.00	NO CHANGE	
Inspection Fee	£140.00	*	✓	*	£140.00	NO CHANGE	
<b>Alterations over £5000 up to 20,000</b>							
Plan Fee	£110.00	*	✓	*	£110.00	NO CHANGE	
Inspection Fee	£300.00	*	✓	*	£300.00	NO CHANGE	
<b>Installation of replacement windows</b>							
Plan Fee	£90.00	*	✓	*	£90.00	NO CHANGE	
Inspection Fee	£120.00	*	✓	*	£120.00	NO CHANGE	
<b>Electrical works (test by consultant)</b>							
Plan Fee	£340.00	*	✓	*	£340.00	NO CHANGE	
<b>BUILDING CONTROL FEES (TABLE 3)</b>							
<b>Non-domestic extensions (institutional)</b>							
<b>Extension - Internal floor area under 10m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£390.00	*	✓	*	£390.00	NO CHANGE	
<b>Extension - Over 10m<sup>2</sup> and under 40m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£620.00	*	✓	*	£620.00	NO CHANGE	
<b>Extension - Over 40m<sup>2</sup> and under 100m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£720.00	*	✓	*	£720.00	NO CHANGE	
<b>Upgrading thermal elements</b>							
Plan Fee	£235.00	*	✓	*	£235.00	NO CHANGE	
Inspection Fee	£230.00	*	✓	*	£230.00	NO CHANGE	
<b>Internal alterations under £5000</b>							
Plan Fee	£235.00	*	✓	*	£235.00	NO CHANGE	
Inspection Fee	£210.00	*	✓	*	£210.00	NO CHANGE	
<b>Internal alterations over £5000 up to £10,000</b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£240.00	*	✓	*	£240.00	NO CHANGE	
<b>BUILDING CONTROL FEES (TABLE 3)</b>							
<b>Non-domestic extensions (industrial)</b>							
<b>Extension - Internal floor area under 10m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£360.00	*	✓	*	£360.00	NO CHANGE	
<b>Extension - Over 10m<sup>2</sup> and under 40m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£475.00	*	✓	*	£475.00	NO CHANGE	
<b>Extension - Over 40m<sup>2</sup> and under 100m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£655.00	*	✓	*	£655.00	NO CHANGE	
<b>Upgrading thermal elements</b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£240.00	*	✓	*	£240.00	NO CHANGE	
<b>Internal alterations under £5000</b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£220.00	*	✓	*	£220.00	NO CHANGE	
<b>Internal alterations over £5000 up to £10,000</b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£240.00	*	✓	*	£240.00	NO CHANGE	
<b>Window, door, shopfront replacement</b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£125.00	*	✓	*	£125.00	NO CHANGE	
<b>Installation of a mezzanine floor up 100m<sup>2</sup></b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£400.00	*	✓	*	£400.00	NO CHANGE	
<b>Shop refurbishment under £15000</b>							
Plan Fee	£245.00	*	✓	*	£245.00	NO CHANGE	
Inspection Fee	£290.00	*	✓	*	£290.00	NO CHANGE	
Fees for domestic alterations are subject to floor area and type of construction							
Administrative fees associated with S106 agreements :-							
Minor Works	£370.00	*	✓	*	£370.00	NO CHANGE	
Major Works	£525.00	*	✓	*	£525.00	NO CHANGE	
With contribution to healthcare	£105.00	*	✓	*	£105.00	NO CHANGE	
<b>BUDGET POSITION SUMMARY - BUILDING CONTROL</b>							
Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments		
GCA000-0104 - Publications / Copy Documents	(1,000)	(1,000)	(1,000)	NO CHANGE			
<b>FEES &amp; CHARGES</b>							
GCA000-00503 - Building Regulation-Application Fees	(160,000)	(160,000)	(160,000)	NO CHANGE			
GCA000-00504 - Inspection Fees	(120,000)	(120,000)	(120,000)	NO CHANGE			
GCA000-00518 - Building Regs - Regularisation	(7,000)	(7,000)	(7,000)	NO CHANGE			
GCA000-00519 - Building Control Partnership	(4,000)	(4,000)	(4,000)	NO CHANGE			
<b>Building Control</b>	<b>(292,000)</b>	<b>(292,000)</b>	<b>(292,000)</b>	<b>NO CHANGE</b>			

**PLANNING SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
DEVELOPMENT CONTROL**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
<b>DEVELOPMENT CONTROL FEES</b>									
<b>OPERATIONS</b>									
<b>Outline applications</b> for development in Categories 1,2 & 3									
a) where the site area does not exceed 2.5 hectares	£462 per 0.1 hectare	*	*	*	*	*	£462 per 0.1 hectare	NO CHANGE	
b) where the site area exceeds 2.5 hectares - □ see below	£11,432.40	*	*	*	*	*	£11,432.40	NO CHANGE	
□ - Indicates a further charge for each additional 0.1 hectare in excess of 2.5 hectares	£138.00	*	*	*	*	*	£138.00	NO CHANGE	
<b>Category 1 - New dwellings</b>									
a) where the no of dwellings created is 50 or fewer	462 per dwelling	*	*	*	*	*	462 per dwelling	NO CHANGE	
a) where the no of dwellings created is more than 50 - ● see below	£22,858.80	*	*	*	*	*	£22,858.80	NO CHANGE	
● - Indicates a further charge for each dwelling in excess of 50	£138.00	*	*	*	*	*	£138.00	NO CHANGE	
<b>Category 2 - Erection of buildings</b> except those in Categories 1,3,4,5 or 7									
a) where no floorspace is to be created	£234.00	*	*	*	*	*	£234.00	NO CHANGE	
b) where the gross floorspace does not exceed 40m <sup>2</sup>	£234.00	*	*	*	*	*	£234.00	NO CHANGE	
c) where the gross floorspace exceeds 40m <sup>2</sup> but not 75m <sup>2</sup>	£462.00	*	*	*	*	*	£462.00	NO CHANGE	
d) where the gross floorspace exceeds 75m <sup>2</sup> but not 3750m <sup>2</sup>	£462 per 75 sqm	*	*	*	*	*	£462 per 75 sqm	NO CHANGE	
e) where the gross floorspace exceeds 3750m <sup>2</sup> - ❖ see below	£22,858.80	*	*	*	*	*	£22,858.80	NO CHANGE	
❖ - Indicates a further charge for each 75m <sup>2</sup> in excess of 3750m <sup>2</sup>	£138.00	*	*	*	*	*	£138.00	NO CHANGE	
<b>Category 3 - Agricultural buildings</b> except glasshouses									
a) where gross floorspace does not exceed 465 m <sup>2</sup>	£96.00	*	*	*	*	*	£96.00	NO CHANGE	
b) where gross floorspace exceeds 465m <sup>2</sup> but < 540m <sup>2</sup>	£462.00	*	*	*	*	*	£462.00	NO CHANGE	
c) where gross floorspace exceeds 540m <sup>2</sup> but < 4215m <sup>2</sup>	£462 for first 520 sqm plus	*	*	*	*	*	£462 for first 520 sqm plus	NO CHANGE	
	£462.00 each extra 75 sq m	*	*	*	*	*	£462.00 each extra 75 sq m	NO CHANGE	
d) where gross floorspace exceeds 4215m <sup>2</sup> ▶ see below	£22,858.80	*	*	*	*	*	£22,858.80	NO CHANGE	
▶ - Indicates a further charge for each 75m <sup>2</sup> in excess of 4215m <sup>2</sup>	£138.00	*	*	*	*	*	£138.00	NO CHANGE	
<b>Category 4 - Glasshouses</b>									
a) where gross floorspace does not exceed 465 m <sup>2</sup>	£96.00	*	*	*	*	*	£96.00	NO CHANGE	
b) where gross floorspace exceeds 465m <sup>2</sup>	£2,580.00	*	*	*	*	*	£2,580.00	NO CHANGE	
<b>Category 5 - Erection, alteration or replacement of plant or machinery</b>									
a) where the site area does not exceed 5 hectares	£462.00 per 0.1 hectare	*	*	*	*	*	£462.00 per 0.1 hectare	NO CHANGE	
b) where the site area exceeds 5 hectares - ▲ see below	£22,858.80	*	*	*	*	*	£22,858.80	NO CHANGE	
▲ - Indicates a further charge for each 0.1 hectare in excess of 5 hectares	£138.00	*	*	*	*	*	£138.00	NO CHANGE	
<b>Category 6 - Enlargement, improvement or other alteration of existing dwellings</b>									
a) where the application relates to 1 dwelling	£206.40	*	*	*	*	*	£206.40	NO CHANGE	
b) where the application relates to 2 or more dwellings	£406.80	*	*	*	*	*	£406.80	NO CHANGE	
<b>Category 7 - Operations within the curtilage of an existing dwelling</b> for purposes ancillary to the enjoyment of the dwelling, including the erection or construction of gates, fences, walls or other means of enclosure along the boundary of the curtilage									
	£206.40	*	*	*	*	*	£206.40	NO CHANGE	
<b>Category 8 - Construction of car parks, service roads and other means of access</b> on land used for the purpose of a single undertaking, where the development is required for a purpose incidental to the existing use of land									
	£234.00	*	*	*	*	*	£234.00	NO CHANGE	
<b>Category 9 - Operations connected with exploratory drilling</b> for oil or natural gas									
a) where the site area does not exceed 7.5 hectares	£462.00 per 0.1 hectare	*	*	*	*	*	£462.00 per 0.1 hectare	NO CHANGE	
b) where the site area exceeds 7.5 hectares - ◀ see below	£34,500.00	*	*	*	*	*	£34,500.00	NO CHANGE	
◀ - Indicates a further charge for each 0.1 hectare in excess of 7.5 hectares	£138.00	*	*	*	*	*	£138.00	NO CHANGE	
<b>Category 10 - Other operations</b> not within Categories 1-9									
a) in cases of mining extraction									
i) where the site area does not exceed 15 hectares	£234.00 per 0.1 hectare	*	*	*	*	*	£234.00 per 0.1 hectare	NO CHANGE	
ii) where the site area exceeds 15 hectares - ▼ see below	£34,934.40	*	*	*	*	*	£34,934.40	NO CHANGE	
▼ - Indicates a further charge for each 0.1 hectare in excess of 15 hectares	£138.00	*	*	*	*	*	£138.00	NO CHANGE	
b) in any other case	£234.00 per hectare	*	*	*	*	*	£234.00 per hectare	NO CHANGE	

**PLANNING SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
DEVELOPMENT CONTROL (continued)**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
<b>DEVELOPMENT CONTROL FEES</b>									
<b>OPERATIONS (Continued)</b>									
<b>Category 11 - Change of use of a building to residential</b>									
a) from an existing dwelling	£492.00 for each additional dwelling	*	*	*	*	✓	£492.00 for each additional dwelling	NO CHANGE	
i) to 2 to 50 dwellings									
ii) to more than 50 dwellings - ♣ see below	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE	
♣ - Indicates a further charge for each dwelling in excess of 50	£138.00	*	*	*	*	✓	£138.00		
b) from a building other than a dwelling									
i) up to 50 dwellings	£462.00 per dwelling	*	*	*	*	✓	£462.00 per dwelling	NO CHANGE	
ii) to more than 50 dwellings - • see below	£22,858.80	*	*	*	*	✓	£22,858.80	NO CHANGE	
• - Indicates a further charge for each dwelling in excess of 50	£138.00	*	*	*	*	✓	£138.00	NO CHANGE	
<b>Category 12 - Use of land for disposal of refuse or waste materials or as open mineral storage</b>									
a) where the site area does not exceed 15 hectares	£234.00 per 0.1 hectare	*	*	*	*	✓	£234.00 per 0.1 hectare	NO CHANGE	
b) where the site area exceeds 15 hectares - — see below	£34,934.40	*	*	*	*	✓	£34,934.40	NO CHANGE	
— - Indicates a further charge for each 0.1 hectare in excess of 15 hectares	£138.00	*	*	*	*	✓	£138.00	NO CHANGE	
<b>Category 13 - Material change of use except one falling within Categories 11 and 12</b>									
	£462.00	*	*	*	*	✓	£462.00	NO CHANGE	
<b>ADVERTISEMENTS</b>									
<b>Category 14 - Advertisement relating to business on the premises</b>									
	£132.00	*	*	*	*	✓	£132.00	NO CHANGE	
<b>Category 15 - Advance directional sign</b>									
	£132.00	*	*	*	*	✓	£132.00	NO CHANGE	
<b>Category 16 - All other advertisements</b>									
	£462.00	*	*	*	*	✓	£462.00	NO CHANGE	
<b>DETERMINATIONS</b>									
<b>Category 17 - Prior approval</b>									
a) agricultural or forestry buildings	£96.00	*	*	*	*	✓	£96.00	NO CHANGE	
b) demolition of buildings	£96.00	*	*	*	*	✓	£96.00	NO CHANGE	
c) telecommunications installations	£462.00	*	*	*	*	✓	£462.00	NO CHANGE	
d) development involving a material change of use	£96.00	*	*	*	*	✓	£96.00	NO CHANGE	
e) development involving a material change of use and building operations in connection with that change of use	£206.40	*	*	*	*	✓	£206.40	NO CHANGE	
<b>ALTERATION OF PERMISSION</b>									
<b>Category 18 - Variation of condition</b>									
	£234.00	*	*	*	*	✓	£234.00	NO CHANGE	
<b>Category 19 - Non material amendment</b>									
a) householder development	£33.60	*	*	*	*	✓	£33.60	NO CHANGE	
b) other development	£234.00	*	*	*	*	✓	£234.00	NO CHANGE	
<b>COMPLIANCE WITH CONDITIONS</b>									
<b>Category 20 - Confirmation of compliance with conditions</b>									
a) relating to development within Categories 6 and 7	£33.60 per request	*	*	*	*	✓	£33.60 per request	NO CHANGE	
b) relating to any other development	£116.40 per request	*	*	*	*	✓	£116.40 per request	NO CHANGE	
<b>RENEWAL OF PLANNING PERMISSION</b>									
<b>Category 21 - Renewal of planning permission where the development has not commenced</b>									
a) householder development	£68.40	*	*	*	*	✓	£68.40	NO CHANGE	
b) major development	£690.00	*	*	*	*	✓	£690.00	NO CHANGE	
c) other development	£234.00	*	*	*	*	✓	£234.00	NO CHANGE	
<b>LAWFUL DEVELOPMENT</b>									
<b>Category 22 - Lawful Development Certificate</b>									
a) for an existing use of land or operational development	Same fee for an equivalent planning application	*	*	*	*	✓	Same fee for an equivalent planning application	NO CHANGE	
b) for non compliance with a condition	£234.00	*	*	*	*	✓	£234.00	NO CHANGE	
c) for a proposed use of land or operational development	Half fee of an equivalent planning application	*	*	*	*	✓	Half fee of an equivalent planning application	NO CHANGE	
<b>APPROPRIATE ALTERNATIVE DEVELOPMENT</b>									
<b>Category 23 - Certificate of appropriate alternative development</b>									
	£234.00	*	*	*	*	✓	£234.00	NO CHANGE	
<b>CONCESSION FEES AND EXEMPTIONS</b>									
a) reserved matters application where the applicant's earlier reserved matters applications have incurred total fees at least equal to the fee payable for a reserved matters application for the entire scheme	£462.00	*	*	✓	*	✓	£462.00	NO CHANGE	
b) extensions and alterations to a dwelling or works within its curtilage for the benefit of people with disabilities	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	
c) alterations to public buildings in order to provide access for people with disabilities	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	
d) applications required by reason of the removal of 'permitted development' rights either by a planning condition or by an Article 4 Direction	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	



**PLANNING SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
DEVELOPMENT CONTROL (continued)**

Description	2021/22 Charge	PRICING STRATEGY				Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments	
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE				STATUTORY
<b>Outside Scope for VAT purposes</b>									
<b>DEVELOPMENT CONTROL FEES CONCESSION FEES AND EXEMPTIONS (Continued)</b>									
e) a revised or new application for development of the same character or description submitted within 12 months of the refusal or withdrawal of an earlier application or within 12 months of the expiry of the statutory 8 week period where the applicant has appealed on grounds of 'non determination'	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	
f) a revised or new application for development of the same character or description submitted within 12 months of the grant of permission on an earlier application	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	
g) application for listed building consent or conservation area consent	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	
h) application made by or on behalf of a club, society or other organisation which is not established or conducted for profit and whose objects are the provision of facilities for sport or recreation which relates to the change of use of land to playing fields or the carrying out of operations (other than the erection of a building) for purposes ancillary to the use of the land as a playing field	£462.00	*	*	✓	*	✓	£462.00	NO CHANGE	
i) a prior approval application for a material change of use made on the same date and by or on behalf of the same applicant as an application for planning permission for the same development	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	
j) a planning application which is only for the demolition of an unlisted building in a conservation area	Free of charge	*	*	*	✓	✓	Free of charge	NO CHANGE	
<b>Standard rated &amp; inclusive of VAT</b>									
<b>DEVELOPMENT CONTROL FEES PRE APPLICATION ADVICE</b>									
<b>CATEGORY 1 covers -</b>									
a) householder proposals									
b) proposals involving less than 100 sq m of commercial floorspace	£100.00	*	*	*	✓	*	£100.00	NO CHANGE	
c) lawful development certificates									
d) listed building consent									
e) conservation area consent									
<b>CATEGORY 2 covers -</b>									
a) 1 new residential unit (conversion of house into 2 flats)	£200.00	*	*	*	✓	*	£200.00	NO CHANGE	
B) 2-5 residential units	£500.00	*	*	*	✓	*	£500.00	NO CHANGE	
100sqm to 499sqm of non residential floor space							£500.00		New category
C) 6-10 residential units	£1,000.00	*	*	*	✓	*	£1,000.00	NO CHANGE	
500sqm to 999sqm of non residential floor space							£1,500.00		New category
<b>CATEGORY 3 covers -</b>									
a) from 10 to 24 residential units or where the site area is 0.5 hectare to 1 hectare									
b) from 1000 sq m to 1999 sq m of commercial floorspace									
c) mixed use developments on a site between 0.5 hectare and 1 hectare	£3,000.00	*	✓	*	*	*	£3,000.00	NO CHANGE	
d) change of use of land or buildings involving 500 sq m or more									
<b>CATEGORY 3 follow up meeting</b> In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£1,500.00						£1,500.00	NO CHANGE	
<b>CATEGORY 4 covers -</b>									
a) 25-49 or residential units	£5,000.00	*	✓	*	*	*	£5,000.00	NO CHANGE	
b) 2,000sqm to 4999sqm of non-residential floorspace	£5,000.00	*	✓	*	*	*	£5,000.00	NO CHANGE	
<b>CATEGORY 4 follow up meeting</b> In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£2,500.00						£2,500.00	NO CHANGE	
<b>CATEGORY 5 covers -</b>									
a) 50-74 residential units	£7,000.00	*	✓	*	*	*	£7,000.00	NO CHANGE	
b) 5000sqm or more of non-residential floorspace	£7,000.00	*	✓	*	*	*	£7,000.00	NO CHANGE	
<b>CATEGORY 5 follow up meeting</b> In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£3,500.00						£3,500.00	NO CHANGE	
<b>CATEGORY 6 covers -</b>									
a) 75 or more residential units	£10,000.00	*	*	*	✓	*	£10,000.00	NO CHANGE	
<b>CATEGORY 6 follow up meeting</b> In order benefit from the reduced fee for a follow-up meeting, the proposal must be (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and be within three months of the initial pre-application meeting date.	£5,000.00						£5,000.00	NO CHANGE	

**PLANNING SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
DEVELOPMENT CONTROL (continued)**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Standard rated &amp; inclusive of VAT</b>									
<b>DEVELOPMENT CONTROL FEES PRE APPLICATION ADVICE (Continued)</b>									
N.B. If a pre-application advice request is withdrawn prior to the preparation of a written response, half of the charge that has been paid will be refunded.									

**BUDGET POSITION SUMMARY - DEVELOPMENT CONTROL**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
GBA000-I0505 - Pre-Application Advice	(60,000)	(60,000)	(60,000)	NO CHANGE	
GBA000-I0508 - Planning Application Fees	(720,000)	(720,000)	(720,000)	NO CHANGE	
GBA000-I0517 - UU Drafting Fees	(5,000)	(5,000)	(5,000)	NO CHANGE	
<b>Development Control</b>	<b>(785,000)</b>	<b>(785,000)</b>	<b>(785,000)</b>	<b>NO CHANGE</b>	
<b>Total</b>	<b>(785,000)</b>	<b>(785,000)</b>	<b>(785,000)</b>	<b>NO CHANGE</b>	

**PLANNING SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-**

**LAND CHARGES**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
Residential Search	£70.00	*	✓	*	*	*	£70.00	NO CHANGE	
Commercial Search	£142.00	*	✓	*	*	*	£142.00	NO CHANGE	
Con 29 optional enquiry	£9.00	*	✓	*	*	*	£9.00	NO CHANGE	
Additional enquiry (E.G. Solicitor)	£10.00	*	✓	*	*	*	£10.00	NO CHANGE	
Enquiry by letter	£15.00	*	✓	*	*	*	£15.00	NO CHANGE	
Additional parcel of land	£13.50	*	✓	*	*	*	£13.50	NO CHANGE	
Question 22 enquiry	£20.50	*	✓	*	*	*	£20.50	NO CHANGE	
Question 21 enquiry	£4.00						£4.00	NO CHANGE	
Question 16 enquiry	£4.00						£4.00	NO CHANGE	
Question 4 enquiry	£4.00						£4.00	NO CHANGE	

**BUDGET POSITION SUMMARY - LAND CHARGES**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
AHC000-10506 - Search Fees	(120,000)	(120,000)	(120,000)		
	(120,000)	(120,000)	(120,000)		

**LEGAL AND PROPERTY SERVICES**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
ELECTIONS UNIT**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope for VAT purposes</b>									
<u>Register of Electors</u>									
Electronic version - * (see below)	£20.00	*	*	*	*	✓	£20.00	NO CHANGE	
Hardcopy version - ** (see below)	£10.00	*	*	*	*	✓	£10.00	NO CHANGE	
* - Indicates that per 1000 electorate (and part thereof), an additional levy of £1.50 is chargeable ** - Indicates that per 1000 electorate (and part thereof), an additional levy of £5.00 is chargeable									
<u>Marked Register of Electors</u>									
Electronic version - ○ (see below)	£10.00	*	*	*	*	✓	£10.00	NO CHANGE	
Hardcopy version - ○○ (see below)	£10.00	*	*	*	*	✓	£10.00	NO CHANGE	
○ - Indicates that per 1000 electorate (and part thereof), an additional levy of £1.00 is chargeable ○○ - Indicates that per 1000 electorate (and part thereof), an additional levy of £2.00 is chargeable									
<u>Confirmation Letter Fees</u>									
Single name - single address (current year)	£18.55	*	✓	*	*	*	£19.15	3.23 %	
Multiple name - single address (current year)	£23.20	*	✓	*	*	*	£23.90	3.00 %	
Single name - single address (up to 3 yrs)	£23.20	*	✓	*	*	*	£23.90	3.00 %	
Single name - single address (4-10 yrs) - ◆ (see below)	£23.20	*	✓	*	*	*	£23.90	3.00 %	
◆ - An additional levy of £2.00 is chargeable for each extra year	£2.70								
More than one name - single address (up to 3 yrs)	£28.45	*	✓	*	*	*	£29.30	3.00 %	
More than one name - single address (4-10 yrs) - ◆◆ (see below)	£28.45	*	✓	*	*	*	£29.30	3.00 %	
◆◆ - An additional levy of £2.00 is chargeable for each extra year	£2.70	*	✓	*	*	*	£2.80	3.70 %	
Where confirmation required for an individual / household at more than one address :-									
Single name - multiple addresses (up to 3 & current year)	£23.20	*	✓	*	*	*	£23.90	3.00 %	
Multiple name - multiple but same addresses (up to 3 & current year)	£28.45	*	✓	*	*	*	£29.30	3.00 %	
Certification of overseas pension forms	£11.10	*	✓	*	*	*	£11.45	3.15 %	

**BUDGET POSITION SUMMARY - ELECTIONS UNIT**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>SALES</b>					
AGB000-I0103 - Register of Electors (Publications-Minutes)	(4,000)	(4,000)	(4,000)	NO CHANGE	2022/23 budget forecast re. income is difficult to predict at this stage of the year, total income will be more accurate January 2023 after publication of 2022-23 register on 1/12/22 and receipt of orders/income for sales to Credit Agencies.
	(4,000)	(4,000)	(4,000)	NO CHANGE	

**REVENUES & BENEFITS**

**2022/23 FEES & CHARGES PROPOSED FOR :-  
COUNCIL TAX**

Description	2021/22 Charge	PRICING STRATEGY					Proposed 2022/23 Charge	Annual Increase / Decrease (-) %	Comments
		COMMERCIAL	FULL COST REC	SUBSIDISED	FREE	STATUTORY			
<b>Outside Scope &amp; exclusive of VAT</b>									
Penalty Charge (Re : Single Person Discount)	£70.00	*	*	*	*	✓	£70.00	NO CHANGE	

**BUDGET POSITION SUMMARY - COUNCIL TAX**

Income Code & Description	Original Budget 2021/22	Latest Budget 2022/23	Proposed Budget 2022/23	Annual Increase / Decrease (-) %	Comments
<b>FEES &amp; CHARGES</b>					
BAD900-I0683 - Income - Penalty Charges	(2,000)	(2,000)	(2,000)	NO CHANGE	
	(2,000)	(2,000)	(2,000)		

# **Income (Charging Policy)**

## **2022/23**

### **Medium Term Financial Strategy**



Watford Borough Council · TOWN HALL · WATFORD, HERTS WD17 3EX

## **Summary**

This policy is set against four best practice points of charging in the public sector;

- Councils should undertake regular reviews of their approaches to charging, both within service areas and across the council;
- Managers should ensure that income from charges, and the level of subsidy this provides, are transparent and inform the decision-making process;
- Councillors and managers should better understand the non-financial contribution charging has to strategic and service objectives.
- Councils do not make an effective use of their charging powers, and authorities need to change their approach to charging if they are to achieve their financial and strategic objectives. At a time when pressure on services is increasing in the public sector and revenues decreasing, councils need to understand, address and improve the way they charge for services.

## **Key Principles for a Charging Policy**

In general a charge will be levied for all discretionary services on the principle “the user pays”. Charges should seek to optimise potential income. The decision of whether to charge for a specific service will be subject to an assessment of the impact of charging on the delivery of the Councils corporate priorities and priority outcomes.

- In undertaking an ‘impact assessment’ the following questions will be asked:
- Why are we providing the service?
- Which of the Council’s corporate priorities and priority outcomes are achieved by the service?
- What impact will charging have on the achievement of the Council’s corporate priorities and priority outcomes?
- Do other similar or neighbouring Councils charge for the service and what is the impact of any such change?
- Are alternate service providers operating in the market and if so what is their level of charging?
- What is the estimated net additional income that is likely to be generated by the charge (i.e. impact on our financial position)?
- There are different levels, or basis, for the charging of service. The actual level, or basis of the charge, will be influenced by the impact assessments.



The objectives for differing charging strategies are shown in the table below.

<b>Charging Strategy</b>	<b>Objective</b>
Commercial Charges	The Council aims to cover the cost of providing the service and make a surplus used to fund other priority services. Full cost recovery will be the starting point for calculating charges.
Full Cost Recovery	The council aims to recover the costs of providing this service from those who use it. The full cost of the service, including an element for capital financing costs, support services and corporate overheads, will be the starting point for calculating charges.
Subsidised	Users of the service to make a contribution to the costs of providing it. This might be to meet a service objective or allow competition with other providers.
Free	The Council chooses to make the service available at no charge to meet a service objective - cost of service met by all Council Tax payers.
Statutory	Charges are determined in line with legal requirements.

### **Service Responsibilities**

Service Managers should initially assess current chargeable services and allocate these to one of the categories above.

To maximise income from fees and charges in accordance with an Income policy, Service Managers are responsible for –

- Annually reviewing their services to identify any aspects that could be charged for and to introduce such charges unless Cabinet considers it would be inappropriate.
- Reviewing and varying fees and charges at least annually for services under their control, after consultation with the relevant Portfolio Holder and, in doing so, they shall –
  - ensure that relevant legislation is complied with,
  - have regard to the charges of any alternative service providers with whom the Council is competing, seek to maximise income, net of applicable costs, unless it will have a clearly detrimental impact on the achievement of the Council objectives.
  - introduce differential pricing to particular client groups where these are expected to stimulate demand and generate additional net income which would otherwise not be obtained.
  - set prices lower than could be reasonably achieved if this is the most cost effective way of achieving Council objectives and the necessary funding is available. Use of this option requires approval of Cabinet,
  - set fees and charges that allow an element of discretion if it can be demonstrated that this will lead to an overall benefit to the Council. It is

important that any use of discretion is recorded so that it can be clearly shown that decisions have been made fairly and consistently.

### **Concessions**

Concessions will be available to residents on identified income related benefits and discounts. These benefits and discounts include;

- Housing Benefit, in the form of Rent Allowance or Local Housing Allowance for people living in rented accommodation.
- Local Council Tax Reduction Scheme discount
- Income Support
- Job Seekers Allowance (income based)
- Working Tax credit
- Child Tax Credit
- Guaranteed Pension Credit (not Savings Pension Credit)
- Employment and Support Allowance (income based)
- Universal Credit

This list will change as changes are made to the names of the benefits or benefits themselves.

No concession is applied on the grounds of age (except Under 18 teams hiring football pitches) or disability unless the resident is in receipt of benefits.

### **Proof of Benefits and Discounts**

Residents will need to confirm the type of the benefit or discount they are claiming and to give permission for a check to be made with the Councils' Revenues & Benefits section that this is the case.

### **Amount of Concessions**

The amount of concession will be to apply a 50% reduction for all fees and charges, with the exception of green waste collection.

### **Variations**

For use of the Council's sports pitches the existing arrangements that provide for subsidised fees for junior (under 18) sports teams to use pitches is to continue so as to encourage usage and participation.

The Council's externally managed Leisure Centres operate specific concessions for particular activities.

# **Watford Borough Council**

## **Capital Strategy**

**2022/23**



## 1. Introduction

- 1.1 The purpose of the capital strategy (the Strategy) is to tell a story that gives a clear and concise view of how the council determines its priorities for capital investment, decides how much it can afford to borrow and sets its risk appetite. It is intended to give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability.
- 1.2 The framework the government uses to control how much councils can afford to spend on capital investment is known as the Prudential Framework. The objectives of the Prudential Code, which sets out how this framework is to be applied, are to ensure that local authorities' capital investment plans are:
- affordable, prudent and sustainable;
  - that treasury management decisions are taken in accordance with good professional practice; and
  - that local strategic planning, asset management planning and proper option appraisal are supported.
- 1.3 This capital strategy sets out how Watford Borough Council will achieve the objectives set out above. It is supported by the following policies which are included as appendices to the strategy:

Appendix 1: Treasury Management Policy

Appendix 2: Property Investment Strategy

Appendix 3: Minimum Revenue Provision Policy

## 2. CAPITAL INVESTMENT PROGRAMME

### Capital Investment Programme - Expenditure

- 2.1 Capital Investment is the term used to cover all expenditure by the council that can be classified as capital under legislation and proper accounting practice. This includes expenditure on:
- property, plant and equipment
  - heritage assets,
  - investment properties, and
  - loans to subsidiaries and joint ventures.
- 2.2 Property plant and equipment includes assets that have physical substance and are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes. They are expected to be used during more than one financial year. Expenditure on the acquisition, creation or enhancement of these assets is capitalised on an accruals basis, provided that the Council is likely to benefit from the future economic benefits or service potential and the cost of the item can be measured reliably. Expenditure on repairs and maintenance is charged to the revenue account when it is incurred.

- 2.3 Heritage Assets are held with the objective of increasing knowledge, understanding and the appreciation of the Council's history and local area.
- 2.4 Investment properties are those that are used solely to earn rentals and/or for increases in value. The definition is not met if the property is used in any way for the delivery of services or production of goods or is held for sale.
- 2.5 The Council does not capitalise borrowing costs for assets under construction with the exception of development in relation to its commercial portfolio. The council has a number of joint ventures for development where borrowing costs in relation to assets under construction are routinely capitalised and repaid from the proceeds of sale.
- 2.6 Detailed accounting policies in relation to assets and capital expenditure may be found in the annual statement of accounts.
- 2.7 A summary of the proposed capital programme is set in the table below. New major schemes will be subject to individual business cases, including identification of resources and an assessment of affordability. A detailed breakdown of the Capital Programme is set out in Appendix 6 of Attachment 1 to the Budget Report and reported on a quarterly basis to Cabinet.

<b>Service Area</b>	<b>Revised Budget 2021/22 £000</b>	<b>Draft Budget 2022/23 £000</b>	<b>Draft Budget 2023/24 £000</b>	<b>Draft Budget 2024/25 £000</b>	<b>Total Investment £000</b>
Service Transformation	9,128	2,881	1,110	780	13,899
Community & Environmental	18,548	2,202	1,731	1,667	24,149
Place Shaping	40,102	62,808	10,262	1,823	17
Strategic Finance	681	682	677	677	2,716
Corporate Strategy and Comms	526	-	-	-	526
<b>Total Capital Investment Programme</b>	<b>68,984</b>	<b>68,573</b>	<b>13,780</b>	<b>4,947</b>	<b>156,284</b>

### **Capital Investment Programme - Funding**

- 2.8 The Capital Investment Programme can be funded from the following sources:
- 2.9 Government Grants & Other Contributions: These are grants for specific purposes which may be available from the Government, e.g. Disabled Facility Grants. The Council can also attract partnership funding from other local authorities and agencies e.g. Local Enterprise Partnership (LEP). The Council has also benefited in the past from other funding such as lottery grants.
- 2.10 Section 106 Contributions: These are contributions from developers to the public services and amenities required for the development. These have been in part replaced by the Community Infrastructure Levy.
- 2.11 Capital Receipts: Capital receipts are derived when selling assets such as land. The main receipt relates to the arrangements made when the Council sold its housing stock to Watford Community Housing; the Transfer Agreement included a Right to Buy (RTB) Sharing Agreement whereby the Council is entitled to a share of the post-transfer receipts

from RTB sales and a 'VAT Shelter Agreement' whereby the Council benefits from the recovery of VAT on continuing works carried out by Watford Community Housing.

- 2.12 Revenue Contributions: Revenue balances from the General Fund may be used to support capital expenditure.
- 2.13 Capital Expenditure Reserves: The Council has reserves which it has put aside for capital expenditure.
- 2.14 Borrowing: The Council is allowed to borrow to support its capital expenditure as long as this is prudent, sustainable, and affordable.
- 2.15 The capital programme includes an assessment of likely available resources to finance capital expenditure. The funding for the latest capital programme is set out in the table below:

FUNDING TYPE	Revised Budget 2021/22 £000's	Draft Budget 2022/23 £000's	Draft Budget 2023/24 £000's	Draft Budget 2024/25 £000's
Grants & Contributions	7,541	3,805	0	0
Reserves	244	0	0	0
Capital Receipts (PIB & non PIB)	7,875	9,773	0	0
Section 106 & CIL Contributions	22	0	0	0
Local Enterprise Partnership Loan	0	1,250	0	0
Town Hall Quarter Capital Receipts	0		7,845	6,300
Borrowing (Internal & External)	50,626	64,382	13,895	(1,353)
<b>TOTAL CAPITAL FUNDING APPLIED</b>	<b>66,307</b>	<b>79,210</b>	<b>21,740</b>	<b>4,947</b>

### Property investment

- 2.16 Lambert Smith Hampton (LSH) were commissioned by the Council in 2014 to undertake a strategic property review. The outcome of this process was reported to the March 2015 Cabinet which resulted in a number of decisions on the general aims of the Council, including establishing a Property Investment Board.
- 2.17 The overarching Property Investment Strategy is included at Appendix 2. The strategy objectives have been updated to reflect the latest PWLB lending terms and conditions (revised November 2020) and PWLB Guidance (issued August 2021). The primary aim of the revision to the terms and conditions was to prevent the use of PWLB borrowing to finance investments made on a debt for yield basis; specifically the purchase of investment assets. Access to the PWLB will be restricted for authorities planning to acquire investment assets in the current or following three years, including active portfolio management where the acquisition of a new asset is funded by the sale of an existing asset. However, the Prudential Code for Capital Finance confirms that authorities with commercial property may continue to invest in the repair, renewal and updating of their existing commercial properties. Authorities can also continue to invest in regeneration projects within their local area.
- 2.18 The Portfolio Holder for Property and Housing has delegated powers to agree to acquisitions and disposals up to £5,000,000 and the Head of Place Shaping/ Property Section Head have delegated powers to agree to acquisitions and disposals up to £3,000,000. Both of these subject to a full written business case being prepared and

signed off by Finance and Legal and the acquisition/disposal being in line with the Property Investment Board Investment Strategy.

### **Other investments**

- 2.19 Watford Borough has established a commercial trading company Watford Commercial Services Ltd, of which it has 100% ownership. At present the only activity carried out through the company is Watford's investment in Hart Homes Development LLP, of which it has a 50% share. This is a joint venture with Watford Community Housing set up to deliver housing development within the area. In addition Watford Borough Council has a direct 50% share in Hart Homes (Watford) Ltd which was set up for the ongoing management of rental properties developed by Hart Homes Development LLP.
- 2.20 Watford Borough Council has set up a Local Asset Backed Vehicle (LABV) (the Watford Health Campus Partnership LLP) with Kier to develop Watford Health Campus. Under the LABV model, the public sector transfers land into to the partnership and the private sector matches the value of the asset to deliver the joint venture's objectives. Empowering the joint venture (by way of land and money) to deliver the regeneration and transformation activities agreed between the parties.
- 2.21 In July 2019, the Council acquired Croxley Park (a local business park) by way of a finance lease. Both the asset and lease liability are recognised on the Council's balance sheet. Because of the size of the finance lease, this is shown separately within the Council's authorised limit and operational boundary for borrowing.
- 2.22 All investment activity in relation to other investments is managed through the capital programme and revenue budget process. The activity of the joint venture and investments in partnerships and companies is included within the Group Accounts which are prepared as part of the Annual Statement of Accounts.

### **Future Investment**

- 2.23 Future Investment Schemes will be assessed on the basis of a full business case which will include full resourcing for the project and an assessment of affordability. Priority areas for future capital investment are:
- ***Schemes through the joint ventures that generate a surplus and increase the supply of housing locally.***
  - ***Schemes that generate revenue budget savings or income.***
  - ***Schemes that allow the council to benefit from future economic regeneration potential within the local area.***

## **3. TREASURY MANAGEMENT**

- 3.1 The Council is required to operate a balanced budget over the medium term which, after allowing for contributions to and from reserves, broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing the requisite liquidity before considering investment return. The Council has purchased investment properties to improve the yield on its longer term surplus cash.

3.2 The Treasury Management Policy Statement, details the policies, practices, objectives and approaches to risk management of its treasury management activities, which is to be monitored by the Audit Committee. The Council's investment strategy's primary objectives are safeguarding the repayment of the principal and interest of its investments on time, and then ensuring adequate liquidity, with the investment return being the final objective. The strategy allows the Director of Finance, in consultation with the Portfolio Holder for Resources, the delegated authority to approve any variation to the Treasury Management Strategy during the year which may be brought about by investigating the opportunity to invest for greater than one year and also to invest in other investment instruments i.e Government bonds, Gilts and investment property with a view of maximising the Council's returns without significantly increasing risk.

### The Council's Borrowing Need - The Capital Financing Requirement (CFR)

3.3 The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure, which has not immediately been paid for, will increase the CFR. An increase in the CFR does not necessarily mean that the council will borrow externally to fund the increase. The Council manages its cash balances as a whole and may choose to use internal cash (generated by holding reserves and through timing differences between income and expenditure).

3.4 The table below shows the actual CFR for 2020/21 (subject to conclusion of audit of Statement of Accounts for 2020/21) and estimate for 2021/22 along with an analysis of forecast resources for 2022/23 and across the MTFs. The Council is asked to approve the CFR projections below:

	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Forecast	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m
<b>CFR relating to Capital programme</b>					
Opening CFR		50.525	98.97	162.423	173.788
Proposed Capital Expenditure		66.306	79.210	21.740	4.947
Capital Financing:					
Grants		(7.541)	(3.805)	0.000	0.000
Reserves		(0.244)	0.000	0.000	0.000
Capital Receipts		(7.875)	(9.773)	(7.845)	(6.300)
Section 106 and CIL		(0.022)	0.000	0.000	0.000
Total Financing		(15.682)	(13.578)	(7.845)	(6.300)
MRP		(0.179)	(0.179)	(0.530)	(0.530)
Repayment of loans from JVs		(2.000)	(2.000)	(2.000)	(2.000)
<b>Closing CFR relating to Capital programme</b>	<b>50.525</b>	<b>98.970</b>	<b>162.423</b>	<b>173.788</b>	<b>169.905</b>
<b>CFR relating to Croxley Park Finance Lease</b>					
Opening CFR		232.942	228.994	225.046	221.098
MRP on Finance Lease		(3.948)	(3.948)	(3.948)	(3.948)
<b>Closing CFR relating to Finance Lease</b>	<b>232.942</b>	<b>228.994</b>	<b>225.046</b>	<b>221.098</b>	<b>217.150</b>
<b>Total Opening CFR</b>		<b>283.467</b>	<b>327.964</b>	<b>387.469</b>	<b>394.886</b>
<b>Total Closing CFR</b>	<b>283.467</b>	<b>327.964</b>	<b>387.469</b>	<b>394.886</b>	<b>387.055</b>
Movement in the CFR		44.497	59.505	7.417	(7.831)



### **Minimum Revenue Provision (MRP) Strategy and Policy Statement**

- 3.5 The Minimum Revenue Provision (MRP) is designed to pay off an element of the capital spend which has not already been financed from existing revenue or capital resources. The Council is required to make prudent provision, by way of a charge to the revenue account, which means that the repayment of debt is enabled over a period that is reasonably commensurate with that over which the capital expenditure provides benefits.
- 3.6 The Council is also able to increase the rate it reduces its CFR by undertaking additional voluntary payments (voluntary revenue provision - VRP) in addition to any MRP; this is not currently the Council's policy.
- 3.7 Government Regulations require the Council to approve a MRP Statement in advance of each year. Watford's MRP policy statement is at Appendix 3.
- 3.8 Watford Borough Council's process is to produce for approval by the Director of Finance, in consultation with the Portfolio Holder, a business case for each scheme intended to be unfunded from other resources. This will clearly show the level of MRP which is proposed to ensure that the repayment of any debt can be made in a period commensurate with the period over which the expenditure provides benefits or makes returns.
- 3.9 Where the Council decides to borrow to fund capital expenditure the annual cost of borrowing is included within the revenue budget.

### **Prudential Indicators**

- 3.10 There are two limits on external debt: the 'Operational Boundary' and the 'Authorised Limit'. Both are consistent with existing plans and the proposals in the budget report for capital expenditure and financing, and with approved treasury management policy statement and practices.
- 3.11 These prudential indicators ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and next two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

### **Treasury Management Indicator - The Operational Boundary**

- 3.12 This is the limit beyond which external borrowing is not normally expected to exceed. In most cases this would link directly to the authority's plans for capital expenditure, its estimates for CFR and its estimate of cashflow requirements for the year for all purposes. The Council may need to borrow, this limit represents a contingency should the need arise.

<b>Operational Boundary</b>	<b>2021/22 £m</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>
Borrowing - Capital Programme	135.000	165.000	175.000	175.000
Finance Lease – Croxley Park	230.000	226.000	222.000	218.000
Total	365.000	391.000	397.000	393.000

### **Treasury Management Indicator - The Authorised Limit for External Borrowing**

- 3.13 This PI, which is required to be set and revised by Members, controls the overall level of borrowing and represents the limit beyond which external long and short term borrowing is prohibited, and this limit needs to be set or revised by the Council. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (2) of the Local Government Act 2003.

<b>Authorised Limit</b>	<b>2021/22 £m</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>
Borrowing	150.000	170.000	180.000	180.000
Finance Lease – Croxley Park	235.000	231.000	227.000	223.000
Total	377.000	401.000	407.000	403.000

#### **4. Future Investments**

- 4.1 The Council will continue to seek opportunities to work in partnership with others to promote economic development and the provision of housing within Watford's wider economic area. Current partners include Kier for the Riverwell project, along with Watford Community Housing as the main local registered social provider.
- 4.2 The council has established Watford Commercial Services to allow it to work more closely with providers and exploit future commercial opportunities. The Council currently has a joint venture with Watford Community Housing through Hart Homes Development LLP.

#### **5. Skills and Knowledge and Professional Advice**

- 5.1 The Council has a shared service with Three Rivers District Council for the provision of the finance function allowing access to a greater range of professional skills than would otherwise be available if each council had a separate team.
- 5.2 Watford Borough Council uses Lambert Smith Hampton (LSH) to provide advice on and management of its investment property portfolio. LSH also provide ad-hoc advice where required on other projects. It also uses CTI as adviser on Croxley Park. The Council has a framework agreement in place with Grant Thornton to provide finance and accountancy advice and has used Trowers for legal advice on the acquisition of Croxley Park. The council uses external advisers on all major projects.
- 5.3 The Council contracts with Link Asset Services for the provision of Treasury advice. Link Asset Services provide non-regulated advice on the management of the council's cash flows, investments and borrowings and a markets information service. The Councils VAT advisers are PSTax.

## **6. Risk**

- 6.1 Financial risks are closely monitored as a separately identifiable part of the corporate risk management framework. The Council's risk appetite is evolving as it becomes involved in a wider range of major property lead investments both within its economic area linked to regeneration and more widely for income generation purposes.
- 6.2 The Council takes advice from its professional advisers to both identify and mitigate the key risks it faces and ensures that all decisions are made with an understanding of the risks involved. The ongoing management of risk is a key function of the Council's Property Investment Board which routinely takes advice from LSH.
- 6.3 The council currently has an income target of £12.668 million pa from its commercial investment activities, including £1.500 million net income from Croxley Park (all other monies are ring-fenced within the scheme). This is equivalent to 34% of its total gross income (excluding housing benefit reimbursements from government). The Council does not receive RSG and is entirely dependent upon locally raised taxes and locally generated income to fund services. The general fund balance as at 1 April 2021 was £2.000 million.
- 6.4 Whilst recognising the importance of generating income to support services, the Council will ensure that its external income is actively managed to safeguard the future financial sustainability of the council. In this respect it will continue to seek to balance income from its commercial investment activities against its overall level of risk and the amount of reserves available to mitigate this risk.
- 6.5 In assessing the risk of its commercial investments the Council will consider the level of risk inherent in the income stream, the security held, its ability to realise assets or other security should the need arise and the level of income received from commercial investments compared to the total income of the council.

# Treasury Management Policy

## 2022/23



## 1. Overview

- 1.1 This document sets out the Council's Treasury Management Policy
- 1.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as: "the management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks".
- 1.3 The Treasury Management Policy supports the delivery of the Council's Capital Strategy and provides additional detail on how the Council manages its Treasury Management Activity.
- 1.4 The Treasury Management Policy details the policies, practices, objectives and approaches to risk management of its treasury management activities, which is to be monitored by the Audit Committee. The primary objectives are of the Treasury Management Policy are:
- Security - Safeguard the repayment of the principal and interest of its investments on time
  - Liquidity - Ensure adequate liquidity to meet obligations as they fall due
  - Yield - Investment return is the final objective and is considered after security and liquidity requirement have been satisfied.
- 1.5 This policy is reviewed and approved annually by Council alongside the Council's budget, Medium Term Financial Strategy (MTFS) and Capital Strategy.
- 1.6 The Director of Finance in consultation with the Portfolio Holder Resources has delegated authority to approve any variation to the Treasury Management Policy during the year with the objective of maximising the Council's returns without significantly increasing risk.

## 2. Risks

- 2.1 The key Treasury Management risks are set out in the CIPFA Treasury Management Code of Practice ("the TM Code"). The following paragraphs set out these risks and how they are managed:

**Liquidity Risk** - the Council may not have the cash it needs on a day to day basis to pay its bills.

This risk is managed through forecasting and the retention by the Council of an adequate working capital balance. In addition, through the Public Works Loan Board and other organisations, the Council is able to access short term borrowing, usually within 24 hours.

**Interest Rate Risk** - the costs and benefits expected do not materialise due to changes in interest rates.

This risk is managed through the placing of different types and maturities of investments, within limits set for the amount of borrowing which may mature in a given time-period, the forecasting and monitoring of the interest budget (with assistance from the Council's retained advisors).

**Exchange Rate Risk** - losses or gains are made due to fluctuations in the prices of currency.

The Council does not engage in any significant non-sterling transactions.

**Credit and Counterparty Risk** - the entity holding Council funds is unable to repay them when due.

This risk is managed through the maintenance of a list of authorised counterparties, with separate limits to ensure that the exposure to this risk is limited

**Refinancing Risk** - the loans taken by the Council will become due for repayment and need replacing at a time when there is limited finance available or interest rates are significantly higher.

The timing of loan maturities is monitored along with interest rate forecasts. Officers ensure that due dates are monitored and seek advice from the Council's advisors about when to raise any finance needed.

**Legal and Regulatory Risk** - the Council operates outside its legal powers.

This risk is managed through the Council's training and development of Officers involved in Treasury Management, the independent oversight of Internal and External Audit, and the advice (for example on the contents of this strategy) taken from the Council's Treasury advisors.

**Fraud, Error and Corruption** - the risk that losses will be caused by impropriety or incompetence.

This is managed through the controls in the Council's financial procedures. For example, the segregation of duties between those making investment decisions and those transferring funds

**Market Risk** - the price of investments held fluctuates, principally in secondary markets.

The majority of the Council's investments are not traded, but where they are (e.g. Property investment portfolio) the main investments' value comes from the income they generate which is generally long term and secure.

### **3. Treasury Indicators: Limits to Borrowing Activity**

- 3.1 There are two limits on external debt: the 'Operational Boundary' and the 'Authorised Limit'. Both are consistent with existing plans and the proposals in the budget report for capital expenditure and financing, and with approved treasury management policy statement and practices. These indicators are set out in the Capital Strategy.
- 3.2 The key difference is that the Authorised Limit cannot be breached without prior approval of the Council. The Operational Boundary is a more realistic indicator of the likely position. The difference between the authorised limit and operational boundary for borrowing is that the authorised limit includes a head room for borrowing for future known capital needs now. The Authorised Limit represents the limit beyond which borrowing is prohibited, and needs to be revised if necessary by members.
- 3.3 In addition to the limits controlling the total amount of borrowing, further limits are in place to control the Council's exposure to interest rate risk on refinancing. These limits are set out in the following table:

<b>Maturity Structure of Borrowing</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	100%
12 months to 2 years	0%	100%
2 years to 5 years	0%	100%
5 years to 10 years	0%	50%
10 years to 20 years	0%	50%
20 years to 30 years	0%	50%
30 years to 40 years	0%	50%
40 years to 50 years	0%	50%

3.4 These limits range between 0% and 100% for loans out to 5 years where there is some degree of accuracy with the forecasts for interest rates. Then for the longer term, loans are limited to 50% of the overall borrowing portfolio maturing in each of the given timeframes. The 50% maximum limit protects the Council from being exposed to high levels of refinancing when interest rates may be substantially higher than they are now. Borrowing is expected to increase in following the strategy set out in the following paragraphs

#### **4. Borrowing Strategy**

4.1 The Council's treasury team maintains a cashflow forecast and works its liquidity requirements within this forecast; it may, on rare occasions, be necessary to borrow short-term for cashflow purposes. This will be in the form of short term debt or overdraft facilities and is normally for small amounts for minimum durations. As this is based on need and has a defined repayment period it is not normally included within the limits set above.

4.2 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated (i.e. the cost of holding does not outweigh the benefits of early borrowing) and that the Council can ensure the security of such funds. Any associated risks will be approved and reported through the standard reporting method.

4.3 The Council's level of external borrowing is expected to increase across the period of the MTF5. In recent years the Council has followed a policy of using internal borrowing – which is the use of the Council's own short-term cash surpluses (which back the Council's reserves and provisions) – to limit the interest cost of financing borrowing-funded elements of the Capital Programme. The Council's capacity to use internal borrowing is now diminished and external borrowing will be required to finance future spend. In the longer-term it will also be necessary to refinance internal borrowing with external debt.

4.4 Interest rates on short-duration loans are significantly lower than on longer term debt. Interest rates are expected to remain at these very low levels for some time to come. In order to benefit from these lower short-term rates, it is proposed that the Council will manage long-term financing by building a portfolio of short-term (0-5 year duration) loans, the timing of which will be determined by the cash need to borrow.

4.5 Short-term debt will be replaced by longer term (10+ year duration) loans, based on projections for CFR, ensuring that financing cost will be spread over the useful life of the assets being financed.

4.6 Officers will monitor interest rate forecasts, and in conjunction with Treasury Management advisors determine the optimum timing and amount of future borrowing.

## **5. Investment Policy**

5.1 The Council's investment policy has regard to the Statutory Guidance on Local Government Investments and the TM Code. The Council's investment priorities are security first, liquidity second, then yield.

5.2 Investment instruments identified for use in the financial year and counter-party limits are listed in Annex A under the 'Specified' and 'Non-Specified' Investments categories.

5.3 As part of its diversification of investments, the Council has invested some of its core funds (i.e. funds not immediately required for cashflow reasons) in longer-term investment property instruments. These are in the form of individual assets directly owned by the council. All property investments are controlled through the Property Investment Board (PIB) and each investment is subject to its own business case and appraisal before a decision to invest is taken and before any Council funds are committed.

5.4 Although the Council has no current investments or plans to invest in pooled property funds, these are permitted under the policy and are an option that could be considered in the future

5.5 The Council received a £92m reserve as a result of its acquisition of Croxley Park. These funds will be required over the life of the asset to cover any shortfalls in rental income (voids) and to cover the cost of planned programmed maintenance and refurbishment.

5.6 Following a competitive appointment process supported by the Councils Treasury Advisers, this cash has now been invested in three funds managed by Royal London Asset Management.

5.7 These investments are governed by the Councils Treasury Management policy, but are to be considered separately from the Council's operational cash. The performance of these investments will be reported separately to the Commercial Income Board.

## **6. Creditworthiness policy**

6.1 The Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in and the criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment schedule at Annex A.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently



be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

6.2 The Director of Finance will maintain a counterparty list in compliance with the following criteria in section 7. The criteria will be reviewed regularly and proposed changes will be submitted to Council for approval as necessary in order to provide an overall pool of counterparties considered high quality.

6.3 Credit rating information is supplied by our treasury consultants on all active counterparties that comply with the Council's criteria. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing.

## **7. Counterparty Categories**

7.1 The Council uses the following criteria in choosing the categories of institutions in which to invest:

- **Banks 1 - Good Credit Quality**

The Council will only use UK banks or foreign banks trading in the UK in sterling denomination and which meet the Rating criteria.

- **Banks 2 – The Council's Own Banker**

For transactional purposes, if the bank falls below the above criteria, it will be included, although in this case balances will be minimised as far as possible in both monetary size and time within operational constraints.

- **Bank Subsidiary and Treasury Operations**

The Council will use these where the parent bank has the necessary ratings outlined above and the parent has provided an indemnity guarantee.

- **Building Societies**

The Council will use all Societies which meet the ratings for banks outlined above.

- **Specific Public Bodies**

The Council may lend to Public Bodies other than Local Authorities. The criterion for lending to these bodies is that the loan has been approved by Council.

- **Money Market Funds AAA Rated**

The Council may lend to Money Market Funds in order to spread its investment risk.

- **Local Authorities**

A limit of £5m per authority will be applied.

- **Debt Management Deposit Account Facility**

A Government body which accepts local authority deposits.

- **Council Subsidiaries (non-specified)**

The Council will lend to its subsidiaries subject to approval of a business case by the Director of Finance in consultation with the Portfolio Holder for Resources. Business cases must be accompanied by an independent assessment of viability, and be subjected to regular monitoring by the Director of Finance.

7.2 For details of Specified and Non-Specified Investments see Annex A.

## **8. Use of Additional Information Other Than Credit Ratings**

8.1 Additional requirements under the TM Code require the Council to supplement credit rating information. Whilst the above criteria rely primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, negative rating watches/outlooks) will be applied to compare the relative security of differing investment counterparties.

## **9. Time and Monetary Limits Applying to Investments**

9.1 The time and monetary limits for institutions on the Council's Counterparty List summarised in the table below at paragraph 11.2, are driven by the criteria set out in sections 7 and 8. These limits will cover both Specified and Non-Specified Investments.

## **10. Exceptional Circumstances**

10.1 The criteria for choosing counterparties set out above provide a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions Director of Finance may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly, the time periods for investments will be restricted.

10.2 Examples of these restrictions would be the greater use of the Debt Management Office Account Deposit Facility (DMADF) – a Government body which accepts local authority deposits - money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

## **11. Negative Interest Rates**

11.1 In March 2020, the Bank of England (BoE) lowered the base rate to an historic low level of 0.10%. The low base-rate has resulted in very low returns on short-term investments including negative interest rates on high credit quality deposits such as the DMADF. Inflation is above the BoE target of 2% making the possibility of an interest rate increase more likely. However, there remains a possibility that the bank could still move to set an interest rate below 0% as a measure to provide further economic stimulus to manage the long-term economic impact of the COVID-19 pandemic, which would likely feed through to negative rates on all low-risk short-term investment options.

11.2 In the event of negative interest rates, security would be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

## **12. Investment Strategy**

12.1 In-House Funds - investments will be made with reference to the core balance and cashflow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

- 12.2 Investment Treasury Indicator and Limit - total principal funds invested for greater than one year. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end. The table below provides details of these limits.

Treasury Indicator & Limit	2022/23 £000	2023/24 £000	2024/25 £000
Maximum amount invested for periods over one year (Excludes Croxley Park Reserve, property investment and loans to Council subsidiaries).	£5m	£5m	£5m
Maximum amount invested for periods over one year. (Money Market Funds – Croxley Park Reserve)	£120m	£120m	£120m

### 13. Investment Risk & Security Benchmarking

- 13.1 The Council sets benchmarks for security, liquidity and yield. These benchmarks are simple guides to maximum risk and so may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmarks is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the Mid-Year or Annual Report. The benchmarks are as follows:

#### Security:

Security of the investments is measured by credit ratings, which is supplied by the three main credit rating agencies (Fitch, Moodys and Standard & Poors). Where investments are made to Council subsidiaries (non-listed), the security is measured through a business case with independent viability assessment.

#### Liquidity:

The Council sets the following liquidity facilities/benchmarks to maintain:

- Authorised bank overdraft - nil.
- Liquid short term deposits of at least £1.0m available with a week's notice.

The Council has the benefit of instant access to its funds on the general account with Lloyds.

#### Yield:

The Council benchmarks the yield on its operational cash against SONIA (the Sterling Overnight Index Average). This is a measure of market rates for actual returns on overnight cash deposits. Performance against this indicator is monitored throughout the year.

### 14. Reporting Requirements

- 14.1 The Audit Committee has the responsibility for the scrutiny of Treasury Management policies and practices and receives the Treasury Management Policy for review prior to approval by Council.

An annual report on the performance of the Treasury Management function, including the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the organisation's treasury management policy is considered by Council following the end of the financial year.

14.2 Council also receives a Mid-Year Treasury Management Report setting out activity to 30 September.

## **15. Policy on the Use of External Service Providers**

15.1 The contract for external treasury management advisors is carried out by Link Asset Services. The Council recognises that responsibility for treasury management decisions remains with the Council at all times and will ensure that undue reliance is not placed upon our external service providers. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

15.2 The Council will also, from time to time, procure specialist advice for ad-hoc pieces of work; this will be procured in accordance with the Council's normal procedure rules.

## **16. Member and Officer Training**

16.1 In order to ensure that Members and Officers are sufficiently trained and qualified to monitor and manage the Council's Treasury Management activity, the following measures are in place:

- Ensuring that officers attend suitable courses and seminars to keep their technical knowledge up to date;
- Keeping up to date with CIPFA publications on Treasury Management.
- Regular briefings both by email and face to face with the Council's Treasury advisors;
- Reports and briefing sessions to Members on major changes to Treasury policies and strategies.

**Schedule of Specified and Non-Specified Investments****Specified Investments**

These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments with:

- The UK Government (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity).
- A local authority, parish council or community council.
- A body that is considered of a high credit quality (such as a bank or building society) with a minimum short term rating of F-1 (or the equivalent) as rated by Standard and Poor's, Moody's or Fitch rating agencies or a Building Society with assets over £1,000m. Non rated Building Societies are non-specified investments.
- Money Market Funds (triple AAA rated only).

Within these bodies, and in accordance with the Code, the Council has set additional criteria to set the time and amount of monies which will be invested in these bodies. These criteria are defined in the Treasury Management Strategy.

The ratings criteria and exposure limits are detailed at Schedule 1.

**Non-Specified Investments**

Non-specified investments are any other type of investment (i.e. not defined as Specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out on the following page.

Non Specified Investment Category	Limit (£ or %)
<p><b>Any bank or building society</b> that has a minimum long term credit rating of A (or equivalent), for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).</p>	£5m
<p><b>The Council's own banker</b> if it fails to meet the basic credit criteria.</p>	In this instance balances will be minimised as much as possible
<p><b>Building Societies not meeting the basic security requirements</b> under the specified investments.</p> <p>The operation of some building societies does not require a credit rating, although in every other respect the security of the society would match similarly sized societies with ratings. The Council may use such building societies which were originally considered Eligible Institutions and have a minimum asset size of £5,000m, but will restrict these types of investments to £2m for up to six months.</p>	£2m
<p><b>Specific Public Bodies</b></p> <p>The Council can seek Member approval to make loans to other public bodies for periods of more than one year.</p>	£10m
<p><b>Loans to Council Subsidiaries</b></p> <p>The Council will lend to its subsidiaries subject to approval of a business case by the Director of Finance in consultation with the Portfolio Holder (Resources). Business cases must be accompanied by an independent assessment of viability, and be subjected to regular monitoring by the Director of Finance.</p>	£10m limit for any single loan
<p><b>Money Market Funds</b></p> <p>Appointed through competitive process for the investment of the Croxley Park Reserve</p>	£100m
<p><b>Other unspecified investments</b></p> <p>The strategy allows the Director of Finance, in consultation with the Portfolio Holder (Resources), the delegated authority to approve any variation to the Treasury Management Strategy during the year which may be brought about by investigating the opportunity to invest for greater than one year and also to invest in other investment instruments i.e Government bonds, Gilts and investment property with a view of to maximising the Council's returns without significantly increasing risk. This allows the addition of further unspecified investments, subject to conditions which will be generally similar to (e).</p>	£10m

The Council will also consider investment in property in accordance with its Property Investment Strategy. All property investments will be dependent on a standalone business case being proven.

### **The Monitoring of Investment Counterparties**

The credit rating of counterparties is monitored regularly. The main rating agencies (Fitch, Moody's and Standard & Poor's) provide credit ratings for financial institutions. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly. The Council considers minimum short term ratings as key criteria in the choice of creditworthy investment counterparties; F1+, P-1 and A-1+ are the highest short term credit ratings of Fitch, Moody's and Standard & Poor's respectively. Minimum Short Term Ratings, where given, must be met for all categories. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Finance, and if required new counterparties which meet the criteria will be added to the list.

For non-specified investments (e.g. e-f above) the progress of the entity against the approved, independently verified business case will be monitored by the Director of Finance.

		Minimum Short Term Ratings			<b>Schedule 1 (A) – UK BANKS</b>			
Institution	Fitch	Moody's	S&P					
The Council's own Bankers	F1m	P-1	A-1	If Council's own bankers fall below the minimum long term criteria for UK banks, cash balances will be managed within operational liquidity constraints and balances will be minimised as much as possible.				
Wholly Owned Subsidiaries of UK Clearing Banks Parent Ratings	F1	P-1	A-1	Long Term Credit Rating: AA(F), Aa2(M), AA(S&P)	Long Term Credit Rating: Single A (All agencies)	Long Term Crediting Rating: Lower than A (All Agencies)	Long Term Crediting Rating: Lower than A	
Partially Owned Subsidiaries of UK Clearing Banks Parent Ratings	F1	P-1	A-1	Long Term credit Rating: AA(F), Aa2(M), AA(S&P)	Long Term Crediting Rating: Single A (All agencies)	Long Term Credit Rating: Lower than A (All Agencies)	Long Term Credit Rating: Lower than A	
		<b>Max Amount / Length:</b>			<b>£10m 364 Days</b>	<b>£10m 6 Months</b>	<b>£10m 3 Months</b>	<b>£10m 1 Month</b>



				<b>Schedule 1 (B) – Building Societies</b>			
				Minimum Short Term Ratings			
Institution	Fitch	Moody's	S&P				
Building Societies – By Credit Rating	F1	P-1	A-1	Long Term Credit Rating: AA(F), Aa2(M), AA(S&P)	Long Term Credit Rating: Single A (all agencies)	Long Term CreditRating: Lower than A (All Agencies)	Long Term Crediting Rating: Lower than A
Building Societies – by Total Assets				Assets over £15bn	Assets over £5bn	Assets of £2.5bn	Assets of £1bn
				<b>£10m</b> <b>364 Days</b>	<b>£10m</b> <b>6 Months</b>	<b>£10m</b> <b>3 Months</b>	<b>£10m</b> <b>1 Month</b>
				<b>Max Amount / Length:</b>			

## Schedule 1 (C) – Other Entities

1. Specific Public Bodies	As approved by Members – up to £10m for up to 10 years
2. Debt Management Deposit Facility (UK Government)	Unlimited – this is the Council’s Safe-Haven Deposit facility with the UK Government
3. Money Market Funds (AAA Rated) – excluding Croxley Park Reserve	£5m per fund
4. Municipal Bond Agency	As approved by Members
5. UK Local Authorities	<p>A Maximum of £5m Applies per Authority.</p> <p>The Council can invest in all UK Local Authorities whether rated or not.</p> <p>The Council will not lend to an authority which is subject to a s.114 notice <i>without member approval</i>.</p>

Notes:-

1. F1+, P-1 and A-1+ are the highest short term credit ratings of Fitch, Moody's and Standard and Poor's respectively.
2. Minimum Short Term Ratings - Where given, these must be met, for all categories (except RBS Group).
3. Building Societies - A Building Society has to meet either the ratings criteria or the assets criterion to be included in the category, not both.
4. Maximum amount is the maximum, in total, over all investments, with any one institution (with the exception of RBS Group).

### PROPERTY INVESTMENT STRATEGY

#### Property Investment Policy

The council is restricted in the different investment vehicles it is legally allowed to invest in notwithstanding the over-riding need for prudence. Of the few options open one is Property and the returns from investing in property have generally been, and currently are, greater than the limited opportunities in the money markets. This should be read in conjunction with the Asset Management Policy.

In broad terms the returns can be higher because the risks are greater. Factors to be taken into account when deciding the principle of investing in property include:

- investment will be for the long term since it may not be possible, or wise, to sell quickly
- the costs of acquisition and disposal
- there are management costs, risk of rent default and failure to honour maintenance agreements
- generally property tends to appreciate in value, although this will vary by type and area; however, in some cases the value may go down
- property can become functionally obsolete necessitating major refurbishment
- without regular repair and maintenance the condition will deteriorate and the responsibility for repairs/maintenance may not always rest with the tenant
- certain types of property may become less desirable as time goes by; this can make re-letting difficult or attract a lower calibre of tenant.

#### How much is invested?

Approximately £200 million is currently held in the property portfolio.

#### What type of property?

There are different types of property investment as follows:

- Retail
- Office
- Industrial
- Residential
- Alternatives including Leisure

For risk management purposes it is recommended that no single asset should comprise more than 10% of the whole portfolio and locations should be diverse as should property

types. The mix helps to protect the fund against movements that might adversely affect one specific sector which would otherwise have a disproportionate impact.

The current target mix for the portfolio is as follows:

- |                                  |     |
|----------------------------------|-----|
| • Retail                         | 25% |
| • Office                         | 25% |
| • Industrial                     | 35% |
| • Residential                    | 10% |
| • Alternatives including Leisure | 5%  |

### **Objectives**

- Maintain income levels within the core portfolio, enhancing where possible without impacting on future income potential.
- Preserve, and where possible increase, the capital value of the portfolio but not at the expense of losing income
- Maintain, and where possible improve the net rental position for Croxley Park as detailed in line with the original purchase objectives
- Rebalance the portfolio by reducing the historic weighting towards Retail and Indirect investments
- Continue to match performance statistics provided by MSCI.
- Implement a capital expenditure programme and work with tenants to ensure that all assets meet the new Minimum Energy Efficiency Standards (MEES) regulations.
- Target and identify opportunities that meet the Councils sustainability and regeneration objectives
- Consider investment in the residential / PRS sectors through existing land holdings using an appropriate vehicle

### **What level of financial return?**

In general, property can be categorised as prime, secondary or tertiary in terms of its desirability. 'Rack-rented' means that the maximum market rental achievable is being received. Yield derives from both capital and rent. Lower yields can indicate that the investment attracts a lower degree of risk due to the ratio of rent to capital and other factors such as location, security and regularity of income.

Property investment returns will differ depending upon the market and the nature of the asset.

## INVESTMENT PORTFOLIO ASSESSMENT MATRIX

A scoring matrix allows the relative merits of an investment opportunity to be measured. The resultant score can then be assessed against a target measure or used for comparison against other opportunities. The key financial elements are covered in the following table:

SCORING CRITERIA	Score	4	3	2	1
Score	Weighting Factor	Excellent / Very Good	Good	Acceptable	Not Acceptable
5	Location	Major prime	Micro prime	Secondary	Tertiary
5	Tenant Covenant	Single tenant with strong financial covenant	Multiple tenants with strong financial covenant	Single or Multiple tenants with good financial covenant	Tenants with poor financial covenant strength
4	Building Quality	Modern or recently refurbished with nominal capex required	Good quality with capex likely to be required within the next 20 years	Good quality with capex likely to be required within the next 10 years	Older style or non-compliant with capex required within the next 5 years
4	Occupier's Lease Length	Greater than 10 years	Between 6 and 10 years	Between 3 and 6 years	Less than 3 years or vacant
3	Tenure	Freehold	Lease 125 years plus	Lease between 100 and 125 years	Lease between 60 and 100 years
3	Lot Size	Between £3m & £5m	Between £2m & £3m or £5m & £7m	Between £1m & £2m or £7m & £10m	Greater than £15m
Max Score		96	72	48	24

The threshold score should be set at 60.

### Minimum revenue provision (MRP) policy statement for 2022/23

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

DLUHC regulations have been issued which require the full Council to approve an **MRP Statement** in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP:

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

- **Asset life method** – MRP will be based on the estimated life of the assets, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction) (option 3);

This option provides for a reduction in the borrowing need over approximately the asset's life.

No MRP provision is made in respect of investments or payments in to Watford Commercial Services or the joint ventures as such investments are intended to be time-limited and allow for the repayment of debt.

For finance leases the council will charge MRP to its General Fund each year dependant on the life of the underlying asset.

**Report to:** Cabinet

**Date of meeting:** 17 January 2021

**Report author:** Head of Enterprise Programme Management Office (WBC) /  
Executive Head of Commercial Finance and Innovation (WBC)

**Title:** Shared Services

## **1.0 Summary**

- 1.1 This paper has been developed in the context of the Council's existing shared service initiatives, and the ambition across all Hertfordshire councils to build upon our collaborative foundations by exploring opportunities for greater sharing of services. This has led Watford Borough Council (WBC), Three Rivers District Council (TRDC) and St Albans City and District Council (SADC) to start to explore how we might work together on a number of shared services ideas with the purpose of providing efficient, resilient and high quality services to our residents.
- 1.2 WBC and TRDC already share a number of services and wish to build on this success, and widen the scope, improve resilience and increase capacity to meet the challenges ahead. SADC is also open to exploring a number of opportunities for collaboration, benefiting from this greater ability to deliver efficiencies.
- 1.3 This report recommends the continuation of these investigations relating to shared services and that specific proposals be developed to allow more resilient and financially sustainable services whilst seeking to improve the service for customers and to embrace further opportunities for commercialisation.
- 1.4 This builds upon the existing shared services model between WBC and TRDC which includes Human Resources, IT, Finance, Procurement, Environmental Health and Revenues and Benefits services.

## **2.0 Recommendations**

Cabinet is asked to approve the following recommendations:

- To agree that officers should continue to develop business cases for the initial range of shared services comprising Building Control, Planning Enforcement Legal, Procurement and Emergency Planning with the intention that these are implemented between April and September 2022

- To agree that specific proposals supported by business cases and associated staff communications plans, are to be brought to Cabinet for agreement when discussions with neighbouring authorities have concluded.

**Further information:**

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### **3.0 Shared Services – Background and Principles**

Shared services involves joint provision of either front or back office services between local authorities. They are underpinned by a Shared Services Agreement rather than the procurement of contracted services. The use of shared services is common amongst district councils and is often used to deliver services to facilitate resilience as it provides strength in scale with flexibility to adapt. The principles of sharing have been agreed between the three councils and will underpin the development of the shared services business cases. The principles of sharing that would underpin the development of any shared services business cases include:

- Seeing each other as natural neighbours with common interests geographically, economically and environmentally. By working together we will create a culture of collaboration and become stronger, and more influential, locally, regionally, and nationally
- Taking an approach which is strategic in intent and will position the councils collectively in the best way to support and consolidate our intent
- Retaining each council's own constitution and identities
- Ensuring no one council will be more influential than the other
- Seeking new collective opportunities but with no obligation to participate
- Agreeing principles for levelling up and devolution in a joined-up way
- Building resilience into existing services through scale efficiencies driven by further service sharing, contract consolidation and sharing of staff
- Strengthening finances more widely through income generating opportunities
- Sharing an ambition to extend collaboration and horizon scan for new opportunities



The objectives for the recommended shared services are set out below:

- Transform services – to develop transformed, digitally enabled, proactive, solution focused and cost effective services which will deliver a better customer experience for all customers and better value for money for all three councils
- Best practice service improvements - to allow for the sharing of best practice in service processes to improve the service for residents, customers and businesses and have a consistent approach across the geographical area
- Build resilience – to develop services which have a greater depth and breadth of resource to maintain high quality service delivery as workloads peak and during periods of staff absence, including annual leave and sickness
- Provide staff development opportunities – to provide greater opportunity for staff progression, skills transfer and job satisfaction, allowing the councils to attract and retain experienced staff in a challenging recruitment market
- Achieve financial savings – although not a primary driver, to reduce the overall revenue cost of services or drive more commercial opportunities.

#### 4.0 Options

Delivery model	Key features	Key advantages	Key disadvantages
Option 1 – Do Nothing	Continue to provide in-house	<ul style="list-style-type: none"> <li>• Minimal disruption</li> <li>• Existing management approach and structures can be maintained</li> </ul>	<ul style="list-style-type: none"> <li>• No opportunity for scale improvements</li> <li>• Service more at risk from external factors</li> </ul>
Option 2 - Shared Service	Shared Services Agreement, with services either shared across each council or with one lead council as host	<ul style="list-style-type: none"> <li>• Services remain in direct/close control of the councils</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for savings more limited than more arm's length models as the services remain within direct control</li> </ul>
Option 3 - Local Authority	Commercial company (Building Control and Planning	<ul style="list-style-type: none"> <li>• Councils retain strategic control</li> </ul>	<ul style="list-style-type: none"> <li>• Entails significant resource to set up and once set up is</li> </ul>

Trading Company (LATC)	Enforcement only) set up with both councils as shareholders. Staff would transfer to the company which would contract with the councils to deliver services	<ul style="list-style-type: none"> <li>Company has freedoms to act in a commercial setting to generate revenues</li> <li>Company has freedoms to set its own staff terms and conditions</li> </ul>	liable to tax therefore only suitable if a strong revenue generating opportunity exists <ul style="list-style-type: none"> <li>Regulatory issues setting up such a company for Legal Services</li> </ul>
Option 4 - Outsource	The councils let a contract to a third party (public or private sector) provider to run the service	<ul style="list-style-type: none"> <li>More opportunity to reduce costs</li> <li>Risk transferred to a third party</li> </ul>	<ul style="list-style-type: none"> <li>Councils do not have direct control</li> <li>Contract management may be challenging</li> </ul>

**5.0** The councils are considering Option 2 (shared service delivery models) for all the services under consideration as it creates the greatest opportunity to move to a more collaborative way of working and to realise both financial and non-financial benefits.

## 6.0 Risks

Nature of risk	Consequence	Suggested Control Measures	Response <small>(treat, tolerate, terminate or transfer)</small>	Risk Rating <small>(combination of severity and likelihood)</small>
Staff unease, leading to loss of key staff members and loss of resilience /corporate memory	This may impact on the quality of the service	Continue to communicate with staff and emphasise the benefits to all councils and them of the new shared service	Treat	Likelihood = 3 Severity = 3 <b>Total risk = 9</b>
Transformational change does not happen	Efficiencies and wider benefits are not realised	Bring in a new Shared Services Managers / Leads to each service instigate change combined with a programme of	Treat	Likelihood = 2 Severity = 4 <b>Total risk = 8</b>

		activity to move towards new ways of working		
IT issues with data migration	<p>This may impact on the quality of service if historical data records from the councils cannot be loaded or easily accessed by all staff in the service when shared service starts</p> <p>It may also increase the cost of the shared service if there are issues with the data migration which require additional support</p>	<p>Ensure there is a plan in place as a back up</p> <p>Regular communication with the IT consultants to monitor the costs and issues relating to the data migration</p>	Treat	<p>Likelihood = 3 Severity = 4 <b>Total risk = 12</b></p>
Political risk of a change of direction for shared services due to members dissatisfaction with proposals	This will mean the service will not be able to progress as a shared service	<p>Regular updating of leaders and members and temperature checks of their views.</p> <p>Member reporting to emphasise the benefits of the shared service</p>	Treat	<p>Likelihood = 3 Severity = 4 <b>Total risk = 12</b></p>
One of councils decides to withdraw from the shared service	For two of the recommended services this would mean the shared service ceased. For the other the benefits of the shared service will be significantly	Regular review through the governance arrangements.	Treat	<p>Likelihood = 2 Severity = 4 <b>Total risk = 8</b></p>

	lessened and could make it unviable			
Financial and non financial benefits not realised	This will mean that the service will cost more than was originally planned in the business case	Constantly review the emerging financial benefits from the shared service and raise with senior management if these are not going to be delivered.	Tolerate and keep under review	Likelihood = 2 Severity = 3 <b>Total risk = 6</b>
Dependent projects do not happen or are slower than planned to happen	This will mean that the project may miss its deadlines or not achieve the benefits that it had originally planned	Liaise regularly with the associated projects	Treat	Likelihood = 2 Severity = 4 <b>Total risk = 8</b>

## 7.0 Services being considered for inclusion in a shared service

The following services are being considered for sharing:

- Building control
- Planning enforcement
- Legal services
- Procurement
- Emergency planning

Officers are working to develop business cases to establish the viability of each of the recommended services. Further investigation and consultation is required with, and by, each of the councils before firm recommendations can be made.

## 8.0 Next steps

9.0 For officers to continue to develop the proposals outlined above to enable a detailed report to come back to cabinet and then to council with the intention that an initial phase of implementation takes place between April and

September 2022 as noted above. Further collaboration may take place in due course.

## **10.0 Implications**

### **Financial**

The Shared Director of Finance comments that at present there are no completed business cases so the impact on WBC's finances is yet to be established, but efficiencies are anticipated. The detail of the efficiencies will form part of the business cases. The work to complete the business cases is expected to be resourced internally, therefore no additional funds are requested. If a need arises, appropriate approvals will be sought. Therefore there is no impact on the Medium Term Financial Strategy at this stage.

### **Legal**

The Head of Democracy and Governance comments that whilst Building Control, Legal and Procurement Services and Emergency Planning are executive functions Planning Enforcement is a non-executive function. It is therefore recommended that once detailed business cases are developed, any final proposals to proceed with the proposed services are recommended to council for approval. Both TRDC and SADC now operate a committee model of governance so will also need to have the proposals agreed by their councils. The arrangements will be documented in a shared services agreement between the respective councils.

### **Equalities, Human Rights and Data Protection**

Under s149 (1) of the Equality Act the council must have due regard, in the exercise of its functions, to the need to –

- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share them
- foster good relations between persons who share relevant protected characteristics and persons who do not share them.

In order to fulfil our duties under the Equality Act 2010 and the Council's commitment to equality and diversity, each business case will have an EIA. In the

preparation of this report an EIA has been completed and the main conclusions of that analysis are that each shared service would provide an enhanced and more resilient service for the residents of Watford and St Albans (and Three Rivers in respect of Legal) with no indication of negative impacts on those with protected characteristics.

As this is a new policy / change to an existing policy / change in service delivery involving processing it is likely to result in a high risk to the rights and freedoms of individuals, a Data Protection Impact Assessment (DPIA) will be undertaken as part of the next stage of work to review the IT requirements for each service.

### **Staffing and Accommodation**

10.4.1 There will be an impact on some staff as a result of these proposals should they proceed. TUPE provisions will apply when staff are moved from their current council to whichever council is determined to be the lead authority. However, the intention is to minimise any potential redundancies. A joint HR Plan will be required between the relevant councils in respect of formal consultation with staff and Union representatives.

10.4.2 Staff impacted by the proposals outlined within this paper are aware of the context for shared services working and investigation, as are our Union representatives. Formal consultation will follow in due course at the appropriate time.

### **Environmental Considerations**

The Councils all have or are moving towards flexible working environments which will help to minimise travel and will help contribute towards the Climate Change agenda.