

Agenda Item No 5

Planning and Development Board

18 January 2010

Report of the Head of Development Control

General Fund Fees and Charges 2010/2011

1 Summary

- 1.1 The report covers the fees and charges for 2009/10 and the proposed fees and charges for 2010/11.

Recommendation to the Board

That the schedule of fees and charges for 2010/11, set out in the report be accepted.

2 Introduction

- 2.1 At its meeting in September, the Executive Board agreed the budget strategy for 2010/13, which included an allowance for price increases of 1.5% on both Land Charges and Planning Control fees, equating to £5,200 additional income.

- ... 2.2 Attached for the Board's consideration at Appendix A are details of present and proposed fees and charges for the financial year 2010/11. The amounts shown have already been included in the revenue estimates for 2010/11.

- 2.3 The Resources Board agreed revised fees and charges for Local Land Charges on 14 December, which will commence from 1 January. A recent change in government legislation now allows Local Authorities to set charges on a full cost recovery basis and the charges have been amended to reflect this.

- 2.4 Although Planning Control is under the control of this Board, the fees and charges have not been included in this report as the Government have not announced the detailed rates for Planning Control. Therefore no increase is currently proposed. When the fees and charges are known, they will be the subject of a further report.

3 Report Implications

3.1 Financial Implications

- 3.1.1 The pricing structure contained in this report is expected to generate an additional £880 of income on Land Charges in 2010/11. No allowance for fee increases has been budgeted for on Planning Control. The revised Local Land Charges structure contained in this report will enable the element of the service to recover the full cost of provision after a period of subsidy. The revised fees are contained within the Director of Resources' report on the General Fund estimates 2010/11, presented elsewhere within the agenda for this meeting. A 1% change

in income generated by services reporting to this Board would result in an increase or decrease in income of £590.

3.2 Risk Management

- 3.2.1 Changes to fees and charges may impact on the level of demand. However, this has been considered in proposing the revised charges.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

**NORTH WARWICKSHIRE BOROUGH COUNCIL
PLANNING & DEVELOPMENT BOARD
PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

	2009/10 TOTAL CHARGE £	2010/11 TOTAL CHARGE £	VAT RATING
LAND CHARGES - Search Fees			
Part 1 Enquiries			
(a) One parcel of land	104.75 + 14.71	78.00+29.00	Outside Scope
	LLC1 search fee	LLC1 search fee	
(b) Several parcels of land	104.75 + 14.71	78.00+29.00	"
1st parcel		LLC1 search fee	
	LLC1 search fee	LLC1 search fee	
Each additional parcel	11.94 + 1.08	7.80+2.90	"
(if same ownership as first parcel)	LLC1 search fee	LLC1 search fee	
Part 2 Enquiries			
First Enquiry	7.25	16.50	Outside Scope
Every additional enquiry	10.60	1.00	"

	2009/10 TOTAL CHARGE £	2010/11 TOTAL CHARGE £	VAT RATING
PHOTOCOPYING AND PRINTING CHARGES			
Planning Decision Notice (Domestic)			Including VAT at standard rate
	0.12	0.12	
Planning Decision Notice (Commercial)	0.12	0.12	"
(Including Building Regulation Completion Certificate)			
Correspondence	0.12	0.12	"
Committee Report	0.12	0.12	"
Copies of Letters	0.12	0.12	"
A4 Plans	0.12	0.12	"
A3 Plans	0.12	0.12	"
A2 Plans	1.18	1.20	"
A1 Plans	1.18	1.20	"
A0 Plans	1.18	1.20	"
Tree Preservation Order	0.12	0.12	"
Section 106 ,52 & 38	0.12	0.12	"
Weekly List (copy charge) per list	0.12	0.12	"
Listed Building Extract	0.12	0.12	"
Planning Site History (Domestic)	0.12	0.12	"
Planning Site History (Commercial)	0.12	0.12	"
Detailed Information Requests/Research (Any other request not incorporated in above charges)	24.72	25.09	"

SCALE OF CHARGES FOR PLANNING AND ADVERTISEMENT APPLICATIONS

These charges are set by central government and are contained within the Town and Country Planning Regulations

Details of current charges can be obtained from the Council's Planning Division :

Telephone 01827 719434
 Fax 01827 719363
 e-mail planningcontrol@northwarks.gov.uk
 Web site www.northwarks.gov.uk

Agenda Item No 6

Planning and Development Board

18 January 2010

Report of the Director of Resources

General Fund Revenue Estimates 2010/11

1 Summary

- 1.1 This report covers the revised budget for 2009/10 and an estimate of expenditure for 2010/11, together with forward commitments for 2011/12 and 2012/13.

Recommendation to the Board

- a To accept the revised budget for 2009/10; and**
- b To accept or otherwise vary the Estimates of Expenditure for 2010/11, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 8 February 2010.**

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Both Councillors' Bowden and Butcher have been consulted regarding this report. Any comments received will be reported verbally to the Board.

3 Report

3.1 Introduction

- 3.1.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2010/11 and this, together with a revised budget for 2009/10, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service, the actual figures for 2008/09 are shown.

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- 3.1.2 At its meeting in September, the Executive Board agreed the budget strategy for 2010/2013. For 2010/2011, budget savings of £380,000 needed to be identified, of which £228,000 had already been found, with additional savings of £380,000 in both 2011/2012 and 2012/2013. The provision for growth in 2010/2011 was £75,000, with a further £125,000 in 2011/2012 and £75,000 in 2012/2013.

- 3.1.3 Assistant Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income. These

have now been incorporated into the estimates being considered, as detailed in section 5 of this report.

3.1.4 Board requirements have been prepared, taking into account the following assumptions:

- No increase in the level of service except where Council approval has already been given
- Pay awards provided on the basis of 1.5% settlement with effect from 1 April 2010 and 1% for both 2011/12 and 2012/13.
- A general provision for inflation of 1.5%, although where contractual obligations require a price increase in line with inflation, these have been provided.

3.1.5 An increase in income has been allowed to reflect the increases included in the Fees and Charges report elsewhere on this agenda.

3.1.6 A subjective analysis of the Board's requirement is shown below:

	Approved Budget 2009/10 £	Revised Budget 2009/10 £	Original Budget 2010/11 £
Employee Costs	519,210	464,950	478,860
Supplies and Services	125,000	143,370	109,660
Miscellaneous Items	215,590	158,860	160,680
Earmarked Reserves	(165,590)	(75,820)	(77,640)
Gross Expenditure	694,210	691,360	671,560
Income	(540,260)	(560,530)	(564,560)
Net Controllable Expenditure	153,950	130,830	107,000
Departmental Support	196,570	153,210	149,460
Central Support	164,470	215,700	218,470
Capital Charge	18,090	21,740	21,740
Net Expenditure	533,080	521,480	496,670

4 Capital Charges

4.1 The Council values all of its assets using a five year rolling programme, and this can affect the level of capital charges that are made to services and can therefore significantly affect the net service cost. Although few assets are used for the services within this board, changes in net service expenditure that are as a result of increases or decreases in capital charges are shown below net operating expenditure in the following pages.

5 Comments on the 2009/10 Revised Budget

5.1 The revised budget for 2009/10 is estimated to be £521,480; a decrease of £11,600 on the approved provision. The main reasons for variations are set out below, although only a minor variation, there are some large movements within certain budgets.

5.2 **Employee** costs have decreased mainly due to the move of the Technical Support Team to Central Services during the recent restructure.

(£54,260)

5.3 **Supplies and Services** have increased due to the costs associated with the Butchers Arms legal challenge of £20,890. There are also £4,000 additional advertising costs relating to planning applications. This has been partially offset by a reduction in software maintenance recharges of £2,000 and a reduction in Land Charge payments to Warwickshire County Council of £4,130.

£18,370

5.4 **Miscellaneous Items** have reduced within the Planning Delivery Grant holding budget due to a decrease in the grant used in the year for Planning Delivery Grant funded posts.

(£56,730)

5.5 The use of **Earmarked Reserves** has reduced in the revised budget. This reflects the variance between the grant income received in the year and the use of the reserve to fund posts.

£89,770

5.6 The main changes in **Income** relate to;

	£
Planning Control – lower use of Planning Delivery Grant to fund salary costs	19,470
Planning Delivery Grant – additional grant expected	(33,040)
Local Land Charges – increase in fees	(8,370)
	(21,940)

5.7 **Departmental and Central support recharges** have increased due to an increase in the Customer Contact recharge. This has been partially offset by the move of Technical Support from Development Control to Central services.

£7,870

5.8 **Capital Charges** have increased due to the costs being allocated directly to the Planning Control service budget instead of through departmental support recharges.

£3,650

6 **Comments on the 2010/11 Estimates**

6.1 The total estimated net expenditure for 2010/11 is £496,670; a decrease of £36,410 on the 2009/10 approved budget and a decrease of £24,810 on the revised 2009/10 budget. The main variations from the revised estimate are given below.

6.2 **Employee** costs have increased with the restatement of full year budget provision for the Site Investigation Officer post and the assumed 1.5% pay award and increments.

£13,910

6.3 **Supplies and services** have decreased due to the removal of the costs associated with the Butchers Arms legal challenge and Counsel's opinion in respect of the Heat of England Limited site in 2009/10 of £30,890

(£33,710)

6.4 **Miscellaneous Items** have increased by the amount of PDG funding required in 2009/10 to cover additional PDG funded expenditure.

£1,820

6.5 The original budget includes a higher usage of the **Earmarked Reserve** than the usage expected in the revised budget. This reflects the variance between the grant income received in the year and the use of the reserve to fund posts.

(£1,820)

6.6 **Income** across the board has increased in line with the 1.5% inflation target. In addition to fees and charges, an inflation increase has been added to the Conservation and Built Heritage salary recharge to Nuneaton and Bedworth Borough Council.

(£4,030)

7 **Growth Items**

7.1 The unavoidable growth included in the Council's Budget Strategy, approved in September 2009 by the Executive Board, was £75,000 for 2010/11, covering key growth areas at that time. There are no growth items relating to this Board.

8 **Income**

8.1 Changes to the levels of fees and charges for services under the responsibility of this Board are covered in another report on tonight's agenda. The main reasons for the changes are detailed in paragraph 6.6., but in general, income has been increased by 1.5% on fees and charges, with the exception of planning fees, which have remained static, as these charges are statutory and so not set by ourselves.

9 **Risks to Services**

9.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- The need to hold Public Inquiries into Planning Developments. Inquiries can cost the Council around £20,000 each.
- Increased costs arising from the Building Control partnership with Nuneaton and Bedworth Borough Council.
- Loss of income on the Planning Control service.

9.2 A risk analysis of the likelihood and impact of the risks identified above are included in Appendix C.

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10 **Future Year Forecasts**

10.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the two years following 2010/11. The following table provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2011/12 £	Forecast Budget 2012/13 £
Employee Costs	490,700	499,320
Supplies and Services	111,550	113,480

Miscellaneous	165,620	169,930
Earmarked Reserves	44,390	83,040
Gross Expenditure	812,260	865,770
Income	(569,450)	(573,840)
Net Controllable Expenditure	242,810	291,930
Departmental Support	149,710	151,120
Central Support	219,980	221,780
Capital Charge	24,740	21,980
Net Expenditure	637,240	686,810

- 10.2 The forecasts given above have used a number of assumptions, which include pay awards of 1% in both 2011/12 and 2012/13, increases in contracts of 2% and general increases in supplies and services of 2%. In total, net expenditure is expected to increase by 28.3% in 2011/2012 and by 7.8% in 2012/2013. These increases relate to the end of the income from the Planning Delivery Grant reserve to funding salary posts. The level of spending included in these two years may need to be reviewed in the light of the Council's financial position in 2011/12.
- 10.3 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

11 Report Implications

11.1 Financial Implications

11.1.1 As detailed in the body of the report.

11.2 Environment and Sustainability Implications

11.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

11.3 Risk Management Implications

11.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NORTH WARWICKSHIRE BOROUGH COUNCIL
PLANNING AND DEVELOPMENT BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES

Code	Description	Actual 2008/2009 £	Approved Budget 2009/2010 £	Revised Budget 2009/2010 £	Original Budget 2010/2011 £
4009	Planning Control	111,034	131,110	118,900	94,810
4010	Building Control (Non Fee Earning)	12,304	50,750	50,750	51,510
4012	Conservation and Built Heritage	5,816	8,110	9,940	10,190
4013	Planning Delivery Grant	15	-	-	-
4014	Local Land Charges	(53,584)	(36,020)	(48,550)	(49,300)
4015	Book Town Initiative	(1,350)	-	-	-
4016	Civic Awards	5,758	-	-	-
4018	Street Naming and Numbering	49	-	(210)	(210)
	Net Controllable Expenditure	80,042	153,950	130,830	107,000
	Departmental Support	201,460	196,570	153,210	149,460
	Central Support	143,919	164,470	215,700	218,470
	Capital Charges	18,094	18,090	21,740	21,740
	Planning and Development Board Total	443,514	533,080	521,480	496,670

4009 - PLANNING CONTROL

A statutory service which determines planning and listed building applications submitted to the Council and the enforcement of contraventions of the Planning Acts.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	458,392	474,840	419,990	432,820
Supplies and Services	46,412	54,920	78,090	43,370
Miscellaneous Expenditure	4,224	-	-	-
GROSS EXPENDITURE	509,028	529,760	498,080	476,190
GROSS INCOME	(397,994)	(398,650)	(379,180)	(381,380)
NET CONTROLLABLE EXPENDITURE	111,034	131,110	118,900	94,810
Departmental Support	135,966	132,730	102,960	100,260
Central Support	104,101	116,830	172,950	177,600
Capital Charge	13,884	13,880	17,040	17,040
NET EXPENDITURE	364,985	394,550	411,850	389,710

Contributes to corporate priorities :

- Protecting and improving our environment
- Defending and improving our countryside and rural heritage

KEY PERFORMANCE INDICATORS

Number of Planning Applications		666		570		670		650
Gross cost per application	£	1,124.77	£	1,367.23	£	1,155.21	£	1,160.08
Net cost per application	£	548.03	£	692.19	£	614.70	£	599.55
Caseload per officer		121		150		122		150

4010 - BUILDING CONTROL

A statutory service which ensures the health and safety of the occupants of buildings by achieving acceptable standards of building work through the enforcement of the Building Regulations. The Building Control service has been provided in Partnership with Nuneaton and Bedworth Borough Council since November 2007.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	271	-	-	-
Supplies and Services	12,270	50,750	50,750	51,510
GROSS EXPENDITURE	12,541	50,750	50,750	51,510
GROSS INCOME	(237)	-	-	-
NET CONTROLLABLE EXPENDITURE	12,304	50,750	50,750	51,510
Departmental Support	2,063	2,140	1,520	1,550
Central Support Services	13,619	14,560	14,060	14,070
NET EXPENDITURE	27,986	67,450	66,330	67,130

Contributes to corporate priorities :

- Protecting and improving our environment
- Defending and improving our countryside and rural heritage

4012 - CONSERVATION AND BUILT HERITAGE

This service looks to maintain the historical built heritage within the Borough

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	41,616	42,390	42,980	44,060
Supplies and Services	20	50	50	50
GROSS EXPENDITURE	41,636	42,440	43,030	44,110
GROSS INCOME	(35,820)	(34,330)	(33,090)	(33,920)
NET CONTROLLABLE EXPENDITURE	5,816	8,110	9,940	10,190
Departmental Support	15,282	14,650	17,130	15,750
Central Support	5,576	5,800	7,980	7,720
NET EXPENDITURE	26,674	28,560	35,050	33,660

Contributes to corporate priorities :

- Protecting and improving our environment
- Defending and improving our countryside and rural heritage

4013 - PLANNING DELIVERY GRANT

Government provided a grant to deal with Planning Delivery across the Country. From 2008/09 this is intended to assist the Planning Service deal with housing supply, plan making, joint working and strategic housing market assessments.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	15	-	-	-
Supplies and Services	3,498	-	-	-
Miscellaneous Items	176,119	215,590	158,860	160,680
Balance Sheet Items	(83,056)	(165,590)	(75,820)	(77,640)
GROSS EXPENDITURE	96,576	50,000	83,040	83,040
GROSS INCOME	(96,561)	(50,000)	(83,040)	(83,040)
NET CONTROLLABLE EXPENDITURE	15	-	-	-
Central Support	870	870	1,140	1,220
NET EXPENDITURE	885	870	1,140	1,220

Contributes to corporate priorities :

- Protecting and improving our environment
- Defending and improving our countryside and rural heritage

4014 - LOCAL LAND CHARGES

The Council is obliged to maintain a register relating to its area which includes any details of developments, road proposals, closing orders etc., which may affect properties and details of any charge (financial or otherwise) that is registered against each property. In addition the Council provides details on enquiries made by solicitors acting on behalf of prospective purchasers. The income received from search fees is based upon charges that the Council is free to set itself.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	1,065	1,980	1,980	1,980
Supplies and Services	14,783	19,280	14,480	14,730
GROSS EXPENDITURE	15,848	21,260	16,460	16,710
GROSS INCOME	(69,432)	(57,280)	(65,010)	(66,010)
NET CONTROLLABLE EXPENDITURE	(53,584)	(36,020)	(48,550)	(49,300)
Departmental Support	41,554	39,080	24,660	25,320
Central Support	16,963	17,180	15,500	17,000
Capital Expenditure	4,210	4,210	4,700	4,700
NET EXPENDITURE	9,142	24,450	(3,690)	(2,280)

Contributes to corporate priority :

- Protecting and improving our environment

KEY PERFORMANCE INDICATORS

Number of Local Land Charge Searches	1309	1600	1420	1490
Gross cost per search	£ 56.81	£ 48.45	£ 39.87	£ 39.62
Net cost per search	£ 6.98	£ 15.28	-£ 2.60	-£ 1.53

4015 - BOOK TOWN INITIATIVE

This service provides a contribution to the operation of the Book Town project partly financed through a contribution from Warwickshire County Council

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
GROSS INCOME	(1,350)	-	-	-
NET EXPENDITURE	(1,350)	-	-	-

Contributes to corporate priority :

-Defending and improving our countryside and rural heritage

4016 - CIVIC AWARDS

An award given by the Borough Council to developers/ landowners who have shown exemplary design in developments within the Borough.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	3,348	-	-	-
Supplies and Services	2,330	-	-	-
Transport	80	-	-	-
NET CONTROLLABLE EXPENDITURE	5,758	-	-	-
Departmental Support	1,622	2,650	-	-
Central Support	60	60	-	-
NET EXPENDITURE	7,440	2,710	-	-

Contributes to corporate priority :

-Protecting and improving our environment

4018 - STREET NAMING & NUMBERING

This function covers naming and numbering of new and existing properties and streets, to ensure consistency and reliability of addressing, which then feeds into the Council's Land and Property Gazetteer.

DESCRIPTION	ACTUALS 2008/2009	APPROVED BUDGET 2009/2010	REVISED BUDGET 2009/2010	ORIGINAL BUDGET 2010/2011
Employee Expenditure	494	-	-	-
GROSS EXPENDITURE	494	-	-	-
GROSS INCOME	(445)	-	(210)	(210)
NET CONTROLLABLE EXPENDITURE	49	-	(210)	(210)
Departmental Support	4,973	5,320	6,940	6,580
Central Support	2,730	9,170	4,070	860
NET EXPENDITURE	7,752	14,490	10,800	7,230

Contributes to corporate priority :
-Protecting and improving our environment

Risk Analysis

	Likelihood	Potential impact on Budget
Further loss of Planning fees and Local Land Charges	Medium	Medium
Need for public enquiries into planning developments	Low	Medium
Increased costs from the Building Control partnership with NBBC	Medium	Medium