

AGENDA

CABINET

MONDAY, 27 JANUARY 2025

4.00 PM

**COUNCIL CHAMBER, FENLAND HALL,
COUNTY ROAD, MARCH**

Committee Officer: Linda Albon
Tel: 01354 622424
e-mail: memberservices@fenland.gov.uk

- 1 To receive apologies for absence
- 2 Previous Minutes (Pages 5 - 10)

To confirm and sign the public minutes of the meeting held 16 December 2024.
- 3 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified
- 4 To receive members' declaration of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in respect of any item to be discussed at the meeting
- 5 Fees and Charges 2025/26 (Pages 11 - 42)

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2025/26.

Appendix B to this report comprises exempt information - to exclude the public (including the press) from a meeting of a committee it is necessary for the following proposition to be moved and adopted: "that the public be excluded from the meeting for Items which would involve the likely disclosure of exempt information as defined in the paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972 (as

amended) as indicated.”

6 Wisbech High Street Update (Pages 43 - 48)

To provide Cabinet with a monthly update regarding ongoing construction work at 24 High Street and progress regarding the options for 11-12 High Street, Wisbech, and to highlight additional costs incurred for the construction of 24 High Street.

7 Leisure Centre Conditions Survey Update (Pages 49 - 54)

To provide Cabinet with an update regarding ongoing condition survey works at the leisure centres and a brief update regarding the Leisure Facility Strategy - Initial Assessment Phase project.

8 Draft 6 Month Cabinet Forward Plan (Pages 55 - 56)

For information purposes.

9 Items which the Chairman has under item 3 deemed urgent

10 Grounds Maintenance Contract - Procurement option decision and revised specification (with Confidential Appendices) (Pages 57 - 106)

To assess the Council's options regarding its Grounds Maintenance Contract in advance of the current contract expiring on 31 October 2025 and to assess approaches to potential cost reduction.

The Appendices to this report comprise exempt information – to exclude the public (including the press) from a meeting of a committee it is necessary for the following proposition to be moved and adopted: “that the public be excluded from the meeting for Items which would involve the likely disclosure of exempt information as defined in the paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as indicated.”

CONFIDENTIAL - ITEMS COMPRISING EXEMPT INFORMATION

To exclude the public (including the press) from a meeting of a committee it is necessary for the following proposition to be moved and adopted: "that the public be excluded from the meeting for Items which involve the likely disclosure of exempt information as defined in the paragraphs 3 and 5 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) as indicated."

11 Confidential Minutes (Pages 107 - 110)

To approve and sign the confidential minutes of the meeting held 16 December 2024.

Friday, 17 January 2025

Members: Councillor C Boden (Chairman), Councillor Mrs J French (Vice-Chairman), Councillor I Benney,

Councillor Miss S Hoy, Councillor Mrs D Laws, Councillor A Miscandlon, Councillor P Murphy, Councillor C Seaton, Councillor S Tierney and Councillor S Wallwork

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CABINET

MONDAY, 16 DECEMBER 2024 - 2.00 PM



PRESENT: Councillor C Boden (Chairman), Councillor Mrs J French (Vice-Chairman), Councillor I Benney, Councillor Miss S Hoy, Councillor Mrs D Laws, Councillor A Miscandlon, Councillor P Murphy, Councillor C Seaton, Councillor S Tierney and Councillor S Wallwork

CAB32/24 PREVIOUS MINUTES

The minutes of the meeting held 15 November 2024 were approved and signed.

CAB33/24 REVISED GENERAL FUND BUDGET AND CAPITAL PROGRAMME 2024/25, DRAFT GENERAL FUND BUDGET ESTIMATES 2025/26 AND DRAFT MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2025/26 TO 2029/30 AND CAPITAL PROGRAMME 2025/26 TO 2027/28

Members considered the Revised General Fund Budget and Capital Programme 2024/25; the Draft General Fund Budget Estimates for 2025/26 and Draft Medium-Term Financial Strategy 2025/26 to 2029/30 and Capital Programme for 2025-2028 report presented by Councillor Boden.

- Councillor Boden commented that there is a lot of uncertainty around council finances particularly given that central government have not yet indicated what Fenland will receive, and the Chief Accountant had said this is the most difficult budget he has ever had to put forward as a result. There are specific issues that need to be addressed, for instance the cost of the Internal Drainage Board levies and homelessness, which continues to be a significant drain on resources and is above the budgeted figure for the current year. However, the transformation programme continues to look at all services with a view to how they can be reformed and made more efficient whilst providing the same outcomes.
- Councillor Mrs French congratulated Councillor Boden and officers for producing this budget at such a difficult time.
- Councillor Tierney said some councils would simply raise council tax to address the challenges and so it is admirable that this council's approach is always to aim to keep the strain off local people by making difficult choices until it is impossible to do otherwise.
- Councillor Boden stated that members may find themselves having to make the choice between unpalatable changes or increasing council tax but will always look first at ways to save money and reduce costs before even considering raising council tax.
- Councillor Miscandlon said with reference to internal drainage boards and their costings, this was raised by himself and the Section 151 Officer at a recent Special Interest Group (SIG) meeting. Given that 41 councils have signed up to the SIG relating to IDBs and the worsening funding gap, central government are going to have to take notice and help find a solution to the problem.

Proposed by Councillor Boden, seconded by Councillor Tierney and AGREED that:

- the revised General Fund Budget and revised Capital Programme for 2024/25 be approved**
- the draft budget proposals for 2025/26 outlined in this report be approved for consultation**

(iii) the proposed Capital Programme for 2025/26 – 2027/28 be approved.

CAB34/24 DRAFT BUSINESS PLAN 2025/26

Members considered the Draft Business Plan 2025/28 presented by Councillor Tierney.

Proposed by Councillor Tierney, seconded by Councillor Boden and AGREED to approve the Draft Business Plan 2025-26 for public consultation.

CAB35/24 PROPOSED DISPOSAL OF PROPERTY ASSETS

Members considered the Proposed Disposal of Property Assets report presented by Councillor Benney.

- Councillor Boden pointed out that auction is not the only way in which the Council may necessarily be disposing of one or two of these assets. It may be that there are special prices which could be obtained from interested parties which would allow officers, in consultation with the Section 151 Officer, to get best value by means other than auction but it is key to always get best value.
- Councillor Hoy said she slightly disagrees with Councillor Boden's comment regarding best value having noted that the Chapel in Wisbech Cemetery is on the list for disposal. She would be very unhappy for it to be disposed of, and the building then potentially used negatively that would be inappropriate for the setting for example as a nightclub or youth club. She agreed that whilst best value is important, there should be caveats that in certain places thought needs to be given to who is potentially buying it rather than selling it to the highest bidder regardless of what they are going to do. Councillor Boden thanked Councillor Hoy for her helpful comment but said it is worth pointing out that best value does not necessarily mean the greatest amount of money; best value also looks at the context within which a particular decision is made, and her comments will have been noted about the sensitive nature of the site. He is sure that officers and members understand a site such as that is hardly going to be suitable for something like a nightclub.
- Councillor Benney emphasised that as councillors, they are expected to get best value for money. That rationale could be applied to every site in the report because every person that lives next door does not want it.
- Councillor Laws agreed that auction is not necessarily the best place to sell land. The Council has a list of developers, and it would be appropriate to advertise these assets on the Council's website first, again with sensitivity. Planning can be a very emotive subject for the people who live nearby and if any items go to auction there should be something that ties it to a development rather than anything like a youth club or nightclub that is going to cause problems for people.
- Councillor Boden stated that it is important to look at each asset individually. Generally public auction is the best way for the Council to obtain, and be seen to obtain, a fair price, however when restrictions are placed on the number of individuals who might see something, there is the risk that someone else may miss it and say they would have put in a better offer if only they had known about it. Therefore, public auction should be seen as the default position but is not a guaranteed position on any asset.
- Councillor Tierney said there is at least one site where there has been a genuine suggestion by an elected member for a nightclub in a graveyard. It was a long time ago but the point being made is that best value does not always mean the most money, but it has been said that just because someone next door does not like it, that is not a reason to. It is more complicated than that; there are certainly places where there are things that should not be done and if the Council sells a property to someone who then does that, then it is partially culpable. Councillor Hoy is merely saying that we should try and avoid doing anything silly with sensitive places and he thinks most people would broadly agree with that.
- Councillor Boden said what most of these sites, and those previously disposed of, are used for,

subject to all normal planning rules, is not something which the Council would want to be restrictive on because the aim is to get the greatest amount of money. However, there will be some exceptions and possibly the chapel cemetery may be one of those rare exceptions where we may wish not to just go for the highest bidder. Even with the changes being made by central government about planning, he has concerns about how easy it would be to get planning permission to get a nightclub in the middle of a cemetery, closed or otherwise.

- Councillor Benney said for clarity he did say that disposals would be by public auction or private treaty. Everything has been looked at in a sympathetic light and members' views have always been taken on board when looking at this.

Proposed by Councillor Benney, seconded by Councillor Boden and AGREED to:

- (i) **Approve the list of sites listed at Appendix 1 as surplus and recommended for disposal**
- (ii) **Determine:**
 - a. **The method and terms of sale either by way of auction, openly marketed private treaty or by special purchaser private treaty, and**
 - b. **The acceptance of an offer to purchase by private treaty or via auction is delegated to the Head of Property, Assets and Major Projects and the Corporate Director (Finance). Where the likely and actual sale price exceeds the existing delegated authority of the officers then the decision will be made in consultation with the Leader of the Council and/or Portfolio Holder for Economic Growth in respect of properties.**

CAB36/24 WISBECH HIGH STREET UPDATE

Members considered the Wisbech High Street update report presented by Councillor Seaton.

Councillor Tierney commented that he was pleased to see the project taking shape and that there is a building at last. He praised the good work being done, great progress has been made and it is good news for Wisbech.

AGREED to note the monthly update relating to the works at 24 and 11-12 High Street, Wisbech.

CAB37/24 DRAFT 6 MONTH CABINET FORWARD PLAN

Noted for information.

CAB38/24 PURCHASE OF A PROPERTY PORTFOLIO IN FENLAND - UPDATE ON DUE DILIGENCE (WITH CONFIDENTIAL APPENDICES)

Members considered the Purchase of a Property Portfolio in Fenland – update on Due Diligence report presented by Councillor Hoy.

Councillor Boden said the rationale at the meeting of Cabinet on 30th September remains the same. This property is not a business acquisition to generate an income, it is to assist with homelessness and will reduce the Council's costs for homelessness and housing benefit subsidy.

Councillor Hoy said that when this came to Cabinet in September, some people asked why there had been what they felt was secrecy over the matter and wondered whether it was because the property was to be used for asylum seekers. She explained at the time and would like again now to confirm that the property is not being used for asylum seekers. The reason that the appendices are confidential are purely financial; the Council is bidding for the property and wants to prevent

someone else offering the same or a higher bid. She reiterated that the property is not for asylum seekers and will not be while she is the portfolio holder for housing.

Proposed by Councillor Hoy, seconded by Mrs French and AGREED to consider new information presented in this report, in particular the financial and legal implications as set out in Schedule 1, and:

a) To reaffirm its decision of 30th September 2024, which was to:

- **Authorise officers to purchase, through the Council's Section 151 Officer, the portfolio of property available at Meadowcourt Elm in consultation with the Portfolio Holder for Finance (The Leader) and Housing and following satisfactory due diligence procedures.**
- **Authorise officers to proceed with a planning application for the conversion of the main house to provide additional accommodation as detailed herein with costs to be approved in advance, in consultation with the S151 Officer and Portfolio Holder for Finance; and**

b) Authorise officers to undertake the actions proposed as set out at Schedule 1 as part of the ongoing due diligence.

CAB39/24 FORMER BARCLAYS BANK, MARCH - UPDATE (WITH CONFIDENTIAL APPENDIX)

Members considered the Former Barclays Bank, March update report presented by Councillor Boden.

Proposed by Councillor Boden, seconded by Councillor Benney and AGREED to:

- **note the update provided**
- **approve the revised disposal strategy detailed in the report**
- **give delegated authority to the Leader of the Council, in conjunction with the Portfolio Holder for Economic Development and S151 Officer to approve the disposal of the property on terms to be agreed.**

CAB40/24 DISPOSAL OF SURPLUS LAND IN DODDINGTON (CONFIDENTIAL)

Members considered the confidential Disposal of Surplus Land in Doddington report presented by Councillor Benney.

Proposed by Councillor Benney, seconded by Councillor Boden and AGREED to:

- **note the contents of the report**
- **authorise the Head of Property, Assets and Major Projects, in consultation with the S151 Officer and Portfolio Holder for Economic Development, to agree the sale documents on the terms reported.**

(Members resolved to exclude the public from the meeting for this item of business on the grounds that the report involved the disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972 of the Local Government Act 1972 (as amended) as indicated).

CAB41/24 PORT OPERATIONS (CONFIDENTIAL)

Members considered the confidential Port Operations report presented by Councillor Benney.

Members carefully considered the report recommendations and reviewed the options.

Proposed by Councillor Benney, seconded by Councillor Boden and AGREED to the report recommendations.


(Members resolved to exclude the public from the meeting for this item of business on the grounds that the report involved the disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972 of the Local Government Act 1972 (as amended) as indicated).

2.55 pm

Chairman

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Agenda Item 5

Agenda Item No:	5	
Committee:	Cabinet	
Date:	27 January 2025	
Report Title:	Fees and Charges 2025/26	

Cover sheet:

1 Purpose / Summary

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2025/26.


2 Key issues

- The Panel met on the 20 January 2025 to review the Council's Fees and Charges for 2025/26, in line with the Budget Strategy considered by Cabinet on 16 December 2024.
- The report detailing the proposals considered by the Overview and Scrutiny Panel is attached.
- The fees and charges for 2025/26 considered by the Overview and Scrutiny Panel are at Appendix A of the attached report.
- Members of the Overview & Scrutiny Panel after careful consideration, recommended to Cabinet that the proposed Fees and Charges detailed at Appendix A be approved for inclusion in the final budget proposals for 2025/26.

3 Recommendations

- Members consider the recommendations of the Overview and Scrutiny Panel and approve the Fees and Charges for 2025/26.

Wards Affected	All
Forward Plan Reference	
Portfolio Holder(s)	Cllr Chris Boden, Leader and Portfolio Holder, Finance
Report Originator(s)	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
Contact Officer(s)	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
Background Paper(s)	Draft Medium Term Financial Strategy and General Fund Budget 2025/26.

Agenda Item No:	6	
Committee:	Overview & Scrutiny Panel	
Date:	20 January 2025	
Report Title:	Review of Fees and Charges 2025/26	

Cover sheet:

1 Purpose / Summary

To review the Council's Fees and Charges for 2025/26, in line with the Budget Strategy considered by Cabinet on 16 December 2024.

2 Key issues

- At a separate agenda item, the draft Budget report for 2025/26 highlights the significant financial challenges the Council faces over the medium term and the scale of savings required.
- The current and forecast economic climate dictates that the Council's charges have to remain sympathetic to local people's ability to pay, whilst at the same time maximising income to the Council.
- Consumer Price Index (CPI) inflation at September 2024 was 1.7% and currently stands at 2.6% (November 2024), reducing slightly over the last twelve months from a rate of 3.9% (November 2023). As many of the Council's contractual arrangements use the September CPI for increases, this has been reflected, where appropriate in the proposals for increases in 2025/26.
- The Council is experiencing significant inflationary pressures relating to staff costs, energy and fuel costs, contract costs and supplies which are increasing at a higher rate than the prevailing CPI rate. Consequently, the majority of charges where we have discretion to amend are proposed to increase by between 2% - 10% depending on the type of charge.
- The proposed fees and charges for 2025/26 are attached at Appendix A.
- The proposals would, at current usage levels, generate further income from fees and charges of an estimated £176,910. No increase in fees and charges (apart from Planning Fees and Garden Waste charges) had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2025/26.
- The estimated additional income assumes current usage/activity levels are maintained for 2025/26. Any reduction in the level of increases proposed or reduced usage/activity levels will reduce the estimated additional income.
- Consequently, alongside the proposed increases, the emphasis is also on maintaining or increasing usage/activity levels in order to maximise income.

3 Recommendations

- Members are asked to consider the proposals contained in this report and at Appendix A and to recommend to Cabinet the Fees and Charges to be included in the final budget proposals for 2025/26.

Wards Affected	All
Forward Plan Reference	
Portfolio Holder(s)	Cllr Chris Boden, Leader and Portfolio Holder, Finance
Report Originator(s)	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
Contact Officer(s)	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
Background Paper(s)	Draft Medium Term Financial Strategy and General Fund Budget 2025/26.

Report:

1 INTRODUCTION

- 1.1 The Draft Medium Term Financial Strategy and General Fund Budget 2025/26 considered by Cabinet on 16 December 2024 highlighted the significant challenges the Council faces over the medium term. Further details are contained in the draft budget report at a separate agenda item.
- 1.2 When reviewing the current level of fees and charges, officers have been mindful of the following principles:
- (i) The current economic climate and the consequential impact on residents and businesses;
 - (ii) CPI Inflation at September 2024 was 1.7% and currently stands at 2.6% (November 2024), a slight reduction over the last twelve months (3.9% in November 2023);
 - (iii) The need to remain competitive and maintain/increase activity levels;
 - (iv) Flexibility in the charging regime to encourage increased usage and to assist with meeting Corporate Priorities;
 - (v) The need to maximise income levels to assist with funding the Medium Term Financial Forecasts.
- 1.3 The Council is experiencing significant inflationary pressures relating to staff costs, energy and fuel costs, contract costs and supplies which are increasing at a higher rate than the prevailing CPI rate. Consequently, the majority of charges where we have discretion to amend are proposed to increase by between 2% - 10% depending on the type of charge.
- 1.4 The proposals would, at current usage levels, generate further income from fees and charges of an estimated £176,910. No increase in fees and charges (apart from Planning Fees and Garden Waste charges) had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2025/26.

2 PROPOSALS

- 2.1 The proposed fees and charges for 2025/26, together with comparisons with current charges, percentage increase and financial impact are detailed at Appendix A.
- 2.2 Many of the fees and charges are non-vatable and are shown in Appendix A as either exempt(e), non-business(n) or zero-rated(z). All other charges are standard rated and shown inclusive of VAT, with the exception of the charges for South Fens Enterprise Centre, South Fens Business Centre, The Boathouse and Sutton Bridge Moorings, which are shown excluding VAT.
- 2.3 Some of the fees and charges are set centrally by government and other bodies and apply to all local authorities. These are included in Appendix A and cover the following:
- Licensing Fees issued under the Licensing Act 2003 and Gambling Act 2005.
 - Electoral Registration.
 - Environmental Health – Process Authorisation Fees and Ship Sanitation Certificates.
 - Planning Fees – annual increases by CPI as determined by government.

There is no discretion in the setting of these fees.

- 2.4 Planning Fees are determined by government and following significant increases with effect from 6 December 2023, (Major Development application fees increased by 35% and by 25% for all other applications), from 1 April 2025, planning application fees will be subject to an annual indexation, capped at 10%.
- 2.5 The estimated financial impact of these increases has been included within the draft budget 2025-26 report at a separate agenda item.
- 2.6 Taking into account the principles detailed in 1.2 above, all Service Teams have assessed their charges for 2025-26 and their proposals are detailed in Appendix A.
- 2.7 Detailed service proposals are contained in the following sections together with some commentary explaining the rationale for the proposed charges for 2025/26. The following sections are in the same order as detailed in Appendix A.

3 GROWTH & INFRASTRUCTURE SERVICES

3.1 Wisbech Port – Statutory Harbour Dues (Wisbech & Sutton Bridge - Harbour & Light Dues, Conservancy Dues, Pilotage Dues and Additional Charges), Wharfage Dues (Wisbech only), Yacht Harbour (Wisbech only)

Statutory Dues

- Members will be aware that this Council is the Statutory Harbour Authority for the River Nene from Wisbech to the Bar Flat Buoy in The Wash. The Council is allowed to set charges to recover costs over a period of time, a principle re-iterated by the Department for Transport who have previously emphasised that there should not be any ‘substantial or continuing subsidy from a local authority’s general funds to its port’.
- These costs should be recovered from the charges levied on ships visiting Wisbech and Sutton Bridge using the Harbour Authority/Pilotage service. However, as a result of a continuing significant downturn in the number of ships visiting Port Sutton Bridge (and to a lesser extent Wisbech) over the past few years, the income received falls significantly short of the costs to provide this service.
- Currently, a review of the Port operations is ongoing in order to identify sustainable options over the medium and long-term. This will include a re-assessment of the costs of providing the service together with a charging policy which seeks to recover costs from the lower number of ships visiting the Port. Without a significant reduction in costs and/or a significant increase in shipping numbers, this will inevitably lead to a substantial increase in charges.
- As an interim measure, pending the outcome of the review and to continue to reduce the deficit in operating these services, it is proposed to increase the Statutory Dues by 10% (this follows a 25% increase in 2024/25).
- Members will receive further reports on the future strategy and direction of the Port operations in due course.

Commercial Fees

- As with the Statutory Fees above, the income from Commercial Fees (mainly Wharfage Dues at Wisbech) falls significantly short of the costs of providing these services.
- These services will also form part of the current review of Port operations. Based on the limited number of ships visiting Wisbech, the fees for the commercial operation would need to increase substantially in order to recover costs.
- Pending the outcome of the review and to continue to reduce the deficit in operating this service, it is proposed to increase the Commercial Dues by 10% (this follows a 25% increase in 2024/25).

- Additional charges at Wisbech Port are currently set at a level to recover costs and in order to keep pace with increased costs, these charges are proposed to increase by around 5%.
- Based on the estimated number of ships visiting Wisbech and Port Sutton Bridge in 2025/26, the proposed 10% increase in Statutory and Commercial Dues would generate around an additional £45,300 income. However, this is entirely dependent on achieving the estimated ship numbers visiting the Port. Consequently, this additional income is far from certain and should be treated with caution.

Yacht Harbour and Ancillary Charges

- As with the Statutory and Commercial Fees above, the income from mooring fees at the Yacht Harbour falls short of the costs of providing these services.
- It is important to note however that the moorings and ancillary services provided by the Council at the Yacht Harbour are discretionary services and do not have the same legislative requirements associated with the Statutory and Commercial operations at the Port. The principle of setting charges to cover costs (based on estimated occupancy levels) is however the same.
- These services are currently the subject of a detailed review by the Council's Transformation Team and the proposed charges result from their interim recommendations. The review also recommended that the fees for 2025-26 be set in advance to ensure all the appropriate communication to berth holders and invoicing for the new year can be completed so there is no delay in receiving income due. Yacht Harbour charges are increasing by around CPI and these have already been approved via a Portfolio Holder/Officer decision notice published on 3 January 2025.
- Following the completion of the Sutton Bridge moorings, the Council has entered into an agreement with Lincolnshire County Council, who own the moorings, to manage them on their behalf. This includes the collection of berthing rates.

3.2 Mini-Factories, Venture Court, South Fens Enterprise Centre, South Fens Business Centre and The Boathouse

- Rents have been reviewed in light of current occupancy rates and market comparisons. Following the changes agreed for 2024/25 (which removed the maximum rent ranges and also the minimum rent charge at South Fens Business Centre) it is proposed to increase the minimum rent charges by around 15% for the Mini-Factories, by around 18% for the South Fens Enterprise Centre and by around 1.5% for The Boathouse, with the minimum rent charge at Venture Court remaining the same. These proposals are considered to be appropriate for the local market. Actual rents are negotiable above the minimum charge per square foot/metre.
- The proposed rents would apply to new tenants and following rent reviews for existing tenants. Consequently, any estimate of additional income generated from these changes should be treated with caution.
- There has been a significant impact on room hire income over the past few years resulting from the Covid-19 pandemic. It is also proposed not to increase these for 2025/26 as these are set at a level to recover costs.

4 COMMUNITIES, ENVIRONMENT, LEISURE & PLANNING SERVICES

4.1 Environment Charges

- Generally, charges set at the discretion of the Council have been increased by around CPI.
- Process Authorisation Fees and Ship Sanitation Certificates are increased annually in line with DEFRA and the Association of Port Health Authorities recommended charges which have yet to be received.

4.2 Cemeteries Service

- The Council provides a burial service in 6 cemeteries across the District, whilst maintaining another 15 closed cemeteries. FDC works hard to make sure that the cemeteries are well kept places to visit. In order to deliver what visitors to the cemeteries expect, we work together with our contractor, Tivoli Group, to ensure that high standards are maintained.
- There are a variety of percentage increases in fees proposed and this is to ensure the fees reflect the cost of providing (direct contractor costs are expected to increase) and investing in the service (new Bereavement software is being procured to manage the service more effectively) and the limited size of the cemeteries themselves. The proposed fees remain comparable with neighbouring authorities.
- To increase transparency, a new line has been added for Public Health Funerals where it is proposed to continue to recover our reasonable costs.

4.3 Commercial and Chargeable Household Waste Services

- The commercial waste services are subject to competition from the private sector. However, the service continues to be subject to higher than CPI cost increases, particularly in relation to staff costs, waste disposal costs, recycling sorting and treatment costs and fleet costs. Consequently, all charges have increased with some by up to around 20%. The proposed charges are still considered to be competitive.
- The Bulky Household Waste collection charge has been rationalised in recent years to make the charges more transparent and easier to calculate for customers, thereby supporting the approach to reduce the appeal of illegal collection services. For 2025/26 the minimum fee is proposed to increase to £37.50 (for up to 5 items) with a proposed increase in each item above 5 to £7.50. This is to reflect the continued increases in service costs.
- With effect from April 2017, the Council has been operating a chargeable garden waste service. Full details of the scheme and charges are contained in various reports to Members throughout the last seven years. As the charges for 2025/26 have already been set (annual subscription if paid by direct debit increased to £47 and if paid by debit card/cash, to increase to £59), the estimated financial impact of the scheme has been included in the draft budget 2025/26.

4.4 Markets and Fairs

- It is proposed that charges increase by around CPI.

4.5 Leisure Services

- Members will be aware that from 4 December 2018 new management arrangements are in place at the Council's Leisure Centres. The setting of charges at the leisure centres (with a few minor exceptions) are now the responsibility of Freedom Leisure, the management contractor.

4.6 Travellers Sites

- The Council operates and manages 5 sites comprising 64 pitches, situated in Wisbech, Wisbech St. Mary, Murrow, Parson Drove and Chatteris, on behalf of Cambridgeshire County Council (who owns them). Site rents (including water charges) are proposed to increase by 2.7% in order to continue to cover costs and provide the necessary services and improvements to the sites. Any surpluses generated from these rents are re-invested in the sites in accordance with the management arrangements agreed with Cambridgeshire County Council.

4.7 Homeless Persons Accommodation

- The council is reviewing support requirements for residents at Creek Road hostel. The rationale is the creation of a new service that delivers an in-house support and management service to provide hands on support for clients who are homeless and residing within the 7 units at 372-374 Creek Road March. The work helps reduce the risk of repeat cycle of homelessness when the client is rehoused. A new post has been created to do this work.
- The additional support is to be funded by the introduction of a housing support management service charge which is shown within the separated out eligible service charge. At the same time service charges have been reviewed and are proposed to be increased to fully recover the costs of the additional services that tenants receive at the hostel. The rent is proposed to be increased to the local housing authority (LHA) rate in the Broad Rental Market Area.
- The charges now include for Rent, Eligible Service Charge (for reclaimable Housing Benefit Subsidy) and an Ineligible Service Charge (not reclaimable from Housing Benefit Subsidy). As a result of the above changes to the service, Rent and Service Charges have increased substantially.
- No increases in rents of the temporary accommodation properties (leased from Clarion) are being proposed as this would adversely affect the amount of housing benefit subsidy the Council would receive.
- As the Local Authority Housing Fund (LAHF) properties are owned by the Council, Broad Rental Market Area rents are charged for these properties as there is no impact on housing benefit subsidy for those tenants in receipt of housing benefit. No rent increases are proposed for these properties in line with the government proposals to freeze Local Housing Allowance rates in 2025.
- Members will be aware that the Council is currently in the process of identifying further properties to purchase to help reduce the significant cost of providing temporary accommodation (eg. Bed & Breakfast) for homeless persons.

4.8 Planning Fees

- Planning Fees are determined by government and following significant increases with effect from 6 December 2023, (Major Development application fees increased by 35% and by 25% for all other applications), from 1 April 2025, planning application fees will be subject to an annual indexation, capped at 10%.
- Ancillary charges are proposed to increase by between 4% - 11% but very limited income is generated from these.

4.9 Licensing

- Licensing Fees issued under the Licensing Act 2003 and Gambling Act 2005 are set by government and no increases are proposed for 2025/26.
- Following a review of officer time to complete tasks associated with Animal Welfare Licensing, the majority of fees for 2025/26 are proposed to increase above CPI but now better reflect the cost of providing this service.
- No increases are being proposed for Hackney Carriage/Private Hire Licence charges for 2025/26 as the Council will be reviewing the applications processes with the intention of streamlining the service and to reduce costs.

5 RESOURCES & CUSTOMER SERVICES

5.1 Land Charges

- From September 2022, Full Residential or Commercial Searches as well as an LLC1 only search became the responsibility of HM Land Registry and consequently we no longer need to set a charge for these searches.
- This Council will continue to provide replies to CON 29 residential and commercial enquiries as well as additional questions. It is proposed that FDC's element of these charges are increased by between 10% - 17% for 2025/26 to better reflect the cost of providing this service.
- Some of the fees contain an element set by Cambridgeshire County Council and they are proposing increases of between 10% - 17% for 2025/26 as detailed in the attached schedule.

6 FINANCIAL SUMMARY

- 6.1 The proposals in sections 3-5 above and Appendix A would, at current usage levels, generate further net income from fees and charges of an estimated £176,910. No increase in fees and charges had been included in the draft budget report (apart from Planning Fees and Garden Waste charges) so this amount would reduce the current estimated shortfall for 2025/26. The estimated additional income assumes current usage/activity levels are maintained for 2025/26. Any reduction in the level of increases proposed or reduced usage/activity levels will reduce the estimated additional income.
- 6.2 Of this additional income, around £45,300 is a result of the 10% increase in Port Dues which is entirely dependent on achieving the estimated ship numbers visiting the Port. Consequently, this additional income is far from certain and should be treated with caution.
- 6.3 In addition, the proposed significant increases in Cemeteries and Commercial Waste charges would generate additional income of around £43,880 and £28,950 respectively. This is based on current usage/activity levels being maintained for 2025/26 which is far from certain.
- 6.4 The total estimated fees and charges which will be included in the final budget report for 2025/26, will take into account both the agreed level of fees together with the latest estimated usage/activity levels which may well be different than those assumed in the draft budget report.

2025/26 Fees and Charges - with effect from 1 April 2025

Service Group

Growth & Infrastructure
Communities, Environment, Leisure & Planning
Resources & Customer Services

Note :

The charges are inclusive of standard rate VAT (except for charges for South Fens Enterprise Centre, South Fens Business Centre and The Boathouse, which are shown excluding VAT) unless they are shown as:

- Exempt (e).
- Non-Business (n)
- Zero Rated (z).

Note : standard rate VAT applicable: from 04.01.11 20%

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
PORT OF WISBECH AUTHORITY (NENE PORTS) FEES & CHARGES				
1. <u>Harbour and Light Dues</u>				£11,420
a. To Wisbech - per G.T.	0.764 (z)	0.840 (z)	10.0%	
b. To Sutton Bridge - per G.T.	0.563 (z)	0.619 (z)	10.0%	
Oil Spill Prevention Charge - per ship per visit	28.62 (z)	31.48 (z)	10.0%	
2. <u>Conservancy Dues</u>				£9,100
a. To Wisbech - per G.T.	0.571 (z)	0.628 (z)	10.0%	
b. To Sutton Bridge - per G.T.	0.503 (z)	0.553 (z)	10.0%	
3. <u>Wharfage Dues (Wisbech Only)</u>				£7,060
(i) Steel & Iron products - per tonne	0.768 (z)	0.845 (z)	10.0%	
(ii) Timber (Deals, battens, boards etc) - per cu.m.	0.785 (z)	0.864 (z)	10.0%	
(iii) Timber (Plywood, hardboard etc) - per cu.m.	0.994 (z)	1.093 (z)	10.0%	
(iv) Grain, Animal Feeds - per tonne	0.726 (z)	0.799 (z)	10.0%	
(v) Fertilisers, Sand, Salt - per tonne	0.886 (z)	0.975 (z)	10.0%	
(vi) Aggregates - per tonne	0.886 (z)	0.975 (z)	10.0%	
(vii) Bricks - per tonne	0.768 (z)	0.845 (z)	10.0%	
(viii) Scrap Metal - per tonne	1.229 (z)	1.352 (z)	10.0%	
(ix) RDF Bales - per tonne	1.112 (z)	1.223 (z)	10.0%	
(x) ISPS Charge - per ship per visit	51.55 (z)	56.705 (z)	10.0%	
4. <u>Mandatory Waste Fee (Wisbech only)</u>				
Contribution towards disposal of ships' waste and garbage disposal, in accordance with MARPOL regulations - per ship per visit	110.00	121.00	10.0%	
5. <u>Pilotage and Boarding & Landing Dues</u>				£17,720
a For a vessel to Wisbech - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	1,140.51 (z)	1,254.56 (z)	10.0%	
(ii) exceeding 1000	1.141 (z)	1.255 (z)	10.0%	
b For a vessel to Sutton Bridge - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	941.77 (z)	1,035.94 (z)	10.0%	
(ii) exceeding 1000	0.944 (z)	1.038 (z)	10.0%	
<u>Additional Charges</u> (excluding any charges imposed by terminal operators or agents in respect of attendance at ships by boatmen / ropemen or other personnel)				£4,520
c Detention If a pilot is detained on board or taken to another port as a result of extreme weather or other unavoidable causes: a charge per hour of up to a maximum of The ship will also be liable for any public transportation costs of the pilot's return to port of boarding and subsistence charges during this time.	172.10 (z) 2,580.95 (z)	180.70 (z) 2,710.00 (z)	5.0% 5.0%	
d 'Dead Ship' For <i>force Majeure</i> pilotage of a vessel without the use of main engine/s, the compulsory pilotage rate is as per 4(a) and 4(b) plus 100%.				
e Harbour Services Vessel movements in harbour area including mooring and unmooring and moving berth, Draft Surveys, a flat rate charge of	172.10 (z)	180.70 (z)	5.0%	
f Attendance For pilotage subsequently not required for a tide or failure to make ETA/ETD or vessel does not arrive as advised, a flat rate of For inward passage cancelled following attendance, a further flat rate charge for boarding service of 1 hour pilot boat at per hour	172.10 (z) 481.65 (z)	180.70 (z) 505.75 (z)	5.0% 5.0%	
g Pilot Exemption Certificate Application (Processing fee) For a Master of any vessel over 20m working in the harbour jurisdiction without a pilot must apply for a PEC, subject to approval from the Harbour	370.00	388.50	5.0%	
h Pilot Exemption Fee 25% of Full Pilotage (per day)				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
i Dredging/Bed Levelling (Charge per Hour) Minimum of 3 hours, plus mobilisation (see below) Tariff rates for Dredging/Bed Levelling apply only within the port areas of Wisbech and Sutton Bridge. Others by negotiation.	519.25	545.25	5.0%	
j Towing (Charge per Hour) Minimum of 2 hours within the confines of the harbour areas, plus mobilisation/cancellation time (see below) Minimum of 4 hours for a stern tow from seaward to Sutton Bridge, plus mobilisation time (see below)	519.25 (z) 519.25 (z)	545.25 (z) 545.25 (z)	5.0% 5.0%	
k Mobilisation/Cancellation fee Time (Charge per Hour) Charge for passage to place towing vessel on station, with a Minimum of 1 hour. No charge will apply if cancelled 4 hrs before HW	224.85 (z)	236.10 (z)	5.0%	
l Surveying Per day or part thereof, hire of equipment Per hour, for processing results Cancellation fee of 40% of completed works	224.70 121.05	235.90 127.10	5.0% 5.0%	
m Harbour vessel's workboat hire (Charge per hour) Per hour, Minimum 4 hours, small boat hire Orca WB1 Per hour, minimum 4 hours, small workboat hire Nene Surveyor Per hour, minimum 4 hours, pilot boat hire Nene Pilot, Fenland Pilot Per hour, minimum 4 hours, Fenlander Tug	331.75 373.80 481.65 519.25	348.35 392.50 505.75 545.25	5.0% 5.0% 5.0% 5.0%	
Charges for i and l above, if during weekends or between 18:00 and 06:00 on any week day shall be +50% Tariff rates for surveying apply only within the port areas of Wisbech and Sutton Bridge. Others by negotiation.				
n Marine Works Application Processing Fee (minimum)	329.65	346.15	5.0%	
o Duty Officer Call Out Charge Out of hours (per hour) - 1600 - 0800	121.05	127.10	5.0%	
p Marine Works Superintendence - per hour (minimum 1 hour)	121.05	127.10	5.0%	
q Pilot Ordering All Pilots must be ordered 12 hours before HW, a late notice charge will be applied for each pilot ordered after this time Pilots ordered between 12 - 4 hours before HW, a late notice charge No Pilots to be ordered after 4 hours before HW	456.85	479.70	5.0%	
r Harbour Master Superintendence - per hour (minimum 1 hour)	159.15	167.10	5.0%	
s Local Notice to Mariners A charge will apply where the Harbour Authority has to raise a Local Notice to Mariners (LNTM) on behalf of third parties, of	216.05	226.85	5.0%	
Small Commercial Vessels - Non Resident.				
<u>Mooring on Authority's Pontoons at Sutton Bridge or Wisbech</u>				
Per metre LOA per 24 hours or part there of	7.70	8.10	5.2%	
Per metre per 7 days	33.40	35.10	5.1%	
Small Commercial Vessels - Resident/Non Resident				
Harbour & Light Dues & Conservancy Charge per vessel per visit.	28.05 (z)	29.45 (z)	5.0%	
Fuel Transfer Charge or Permission to fuel from tanker or across Authority's property.				
Per vessel per bunker and subject to 24 hours notice and Harbour Master's permission.	52.45	55.05	5.0%	
NB for purposes of this tariff addendum, Small Commercial Vessels are deemed those certified under the MCA Small Commercial Code of Practice and/or 24 metres LOA or below.				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
<p>Commercial Vessels - Lay By Wisbech Commercial Quay</p> <p>For all commercial vessels other than defined small commercial vessels, a charge per gross tonne shall apply per entry as follows.</p> <p>An entry shall permit a maximum stay of four days after which further layby berthing dues become payable. Minimum 4 days.</p> <p>Harbour & Light Dues, Pilotage, Conservancy, ship's waste, oil spill and ISPS charges as per tariff.</p> <p>Wisbech ship berths are NAABSA berths and vessels are subject to being required to move on demand. If dead ship, berthing conditions are strictly by prior agreement with the Harbour Master.</p> <p>VAT payable where applicable. All charges fall due on demand and before departure unless account facilities have been applied for and approved in advance.</p>	1.10	1.15	4.5%	
<p>6. Wisbech Yacht Harbour (All Rates include VAT at standard rate)</p> <p>a (i) Pontoon Berths - Contract (Long Term) Berthing Rates</p> <p>Standard Term - (Vessel LOA greater than 6.0m)</p> <p>Rate/metre £</p> <p>Per annum 191.00 194.50 1.8%</p> <p>Per annum outside or inside hammer-head berths 211.00 215.00 1.9%</p> <p>Per annum on commercial linear berths 211.00 215.00 1.9%</p> <p>'Budget' or 'Day Boat' (vessels between 3.6m and 6.0m LOA) rates are subject to a 15% discount on the actual rates but do not qualify for winter discounts.</p> <p>Port of Wisbech Authority Annual Licence 20.00 (z) 21.00 (z) 5.0%</p>				£2,320 a - b
<p>note</p> <ul style="list-style-type: none"> - Rates apply afloat or for storage ashore but exclude boat lift charges. - For vessels arriving mid-term, charges are pro-rata. - Rates above apply given payment in full at point of invoice. Payment can be staggered but:- <ul style="list-style-type: none"> Two payments plus 5% Four payments plus 9% Twelve payments plus 13% 				
<p>(ii) Sutton Bridge Moorings charges shown net of VAT (Rates exclude VAT at standard rate) (25/26 Year 3 of CPI + 5%)</p> <p>Pontoon Berths - Berthing Rates per annum 176.00 188.00 6.8%</p>				
<p>b Pontoon Berths - Non-Contract (Visitor) Berthing Rates (Including Port of Wisbech Authority licence contribution)</p> <p>Rate/metre £</p> <p>Daily - per 24 hours (minimum charge £17.00) 2.70 2.75 1.9%</p> <p>Weekly (7 days) 13.50 13.75 1.9%</p> <p>Monthly (28 days) April - October 34.70 35.50 2.3%</p> <p>Special Events POA POA</p> <p>Tenders (up to 3.5m LOA) - per month 44.75 45.50 1.7%</p> <p>Short Stay Berth (Subject to availability) Max 2 hrs, not overnight No charge No charge</p> <p>Sail Training Vessels Less 20% Less 20%</p> <p>Club Rallies of over 2 Boats per visit Less 20% Less 20%</p> <p>Narrow Boats over 11m LOA Less 20% Less 20%</p> <p>Weather-bound craft maximum of one week Less 20% Less 20%</p> <p>Winter Storage Afloat</p> <p>November to March per month 29.50 30.00 1.7%</p> <p>Full five months 115.00 117.00 1.7%</p>				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
Conditions of Use				
This tariff should be read in conjunction with the Wisbech Yacht Harbour Terms and Conditions of Use and the Berthing Licence.				
1 All contracts are subject to availability and all fees payable in advance.				
2 Cancelled contracts will attract a cancellation fee of 15% of the total contract value.				
3 An administration fee of 10% may be applied to all non-contract charges which are invoiced against any vessel which leaves the Yacht Harbour before settlement of an account.				
4 Berthing charges include Port of Wisbech harbour dues, portable water for filling tanks and access to Yacht Harbour facilities. NB Visiting craft are not guaranteed an alongside berth and depending on availability may be required to raft up.				
5 Multi-hulled vessels may be subject to a surcharge of 1.5 times actual rate.				
6 Commercial vessels, (those not designed and/or used for leisure purposes), may be subject to a surcharge of actual costs as a result of charges levied by Local or Statutory authorities.				
7 LOA, (length overall), is the maximum length of any vessel and includes overhangs (push pits, pull pits, bowsprits, davits, etc)				
Administration charge for visiting vessels leaving without paying dues in full	38.75	39.75	2.6%	
Administration charge for each debtor account referred for collection	142.70	146.00	2.3%	
Administration charge for change in billing method after berthing application is accepted or extension to contract period or agreed period in Crab Marsh Boat Yard per month between 1st April and 31st March	38.75	39.75	2.6%	
c Ancillary Charges				£600
All yard services apply from 08:30 to 16:30 Monday to Friday excluding Bank Holidays. Otherwise charges are plus 100%.				
Any emergency weekend lifting plus 100%				
(i) Boat lifting - Up to 15m LOA or 20 tonnes				
Lift Out				
To yard, including shoring up using boat cradle/stands. Per metre	23.15	23.50	1.5%	
Minimum Charge	155.10	158.25	2.0%	
Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates				
Relaunch/Lift onto Trailer				
Per metre.	23.15	23.50	1.5%	
Minimum Charge	155.10	158.25	2.0%	
(ii) Vessels over 15m LOA and /or 20 tonnes to 55 tonnes plus 30%.				
Lift Out				
To yard, including shoring up using boat cradle/stands. Per metre	32.10	32.75	2.0%	
Marine Service waiting charge per hour per person	50.50	51.50	2.0%	
Relaunch/Lift onto Trailer				
Per metre.	32.10	32.75	2.0%	
Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates				
(iii) Lift out				
Hold in Slings (subject to availability). Per metre, per 30 minutes Return to water	11.40	11.75	3.1%	
Hire of Yacht harbour Cradles (subject to availability) per annum / pro rata per cradle	133.30	136.00	2.0%	
Hire of electric pressure washer (subject to availability). Per use.	43.20	43.50	0.7%	
Hire of petrol pressure washer (subject to availability). Per day. Plus Fuel.	92.80	93.00	0.2%	
Hire of petrol pressure washer (subject to availability). Per week. Plus Fuel.	185.65	186.00	0.2%	
(iv) Boom Crane Lifting . Max 3 tonnes.				
Engine lift , per engine, per hour or part.	92.80	94.50	1.8%	
Comercial Engine Lift	POA	POA		
Small boat lift . Per metre each way.	19.75	20.00	1.3%	
Minimum charge each way.	61.10	65.00	6.4%	

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
(v) Other Services				
Marine Services Labour (min 2 hours)				
For any additional work per hour, including the following:- Cleaning boat yard if left untidy. Boat movement by yard staff (plus Harbour vessel's workboat hire) Mast stepping/unstepping. Pressure wash by yard.	59.90	60.00	0.2%	
Mast Storage. Per mast up to 12m vessel LOA. Single payment . Over 12m vessel LOA. Single payment.	66.35 92.80	67.75 94.75	2.1% 2.1%	
Boat Trailer or Cradle Storage (subject to availability of space). p/a	94.60	96.50	2.0%	
Miscellaneous Storage Ancilliary per sq mtr, per annum, subject to availability and permission	52.85	53.75	1.7%	
Marina pump out. Per use, subject to availability.	19.40	20.00	3.1%	
Non boatyard temporary hard standing. Subject to availability. Charges as per non contract berthing rates.				
Hire of forklift and operator. Up to 2.8 tonne lifts. First half hour or part. Per additional hour	92.80 58.15	94.50 60.00	1.8% 3.2%	
Electricity By prepaid card from Harbour Office Gate Access Card - Yacht Harbour Fuel Pump Dispensing Key - Yacht Harbour	17.60 23.50	18.00 24.00	2.3% 2.1%	
Tradesmen's Licence. Annual working permit. Tradesmen to work in boatyard, yacht harbour or slipway. Subject to insurance and Harbour Master's approval.	146.85	149.50	1.8%	
Crab Marsh Work Shop Premium under cover boat storage - (short term per month)	197.40	199.00	0.8%	

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
7. Sewage Disposal				
Properties not connected to mains sewer				
Private dwellings				
Service charge (per annum)				
Standing charge (per annum)				
Charges to Roddons as per the Transfer Agreement				
	< As per AW >	< As per AW >		
March Sanitation Point				
Boat Pump-Out tokens per token	15.85	16.50	4.1%	
Sanitation Point Keys	6.00	6.30	5.0%	
8. Mini Factories				
Rents negotiable within:				
Bolness Road/New Drove/Prospect Way/Longhill				
a. the minimum - per square foot and;	6.50 (e)	7.50 (e)	15.4%	
* b. the maximum - per square foot <i>No upper limit wef 01.04.24</i>				
c. the minimum - per square metre and;	69.97 (e)	80.73 (e)	15.4%	
* d. the maximum - per square metre <i>No upper limit wef 01.04.24</i>				
Venture Court				
a. the minimum - per square foot and;	7.20 (e)	7.20 (e)	0.0%	
* b. the maximum - per square foot <i>No upper limit wef 01.04.24</i>				
c. the minimum - per square metre and;	77.50 (e)	77.50 (e)	0.0%	
* d. the maximum - per square metre <i>No upper limit wef 01.04.24</i>				
South Fens Enterprise Centre charges shown net of VAT				
a. the minimum - per square foot and;	7.20	8.50	18.1%	
* b. the maximum - per square foot <i>No upper limit wef 01.04.24</i>				
c. the minimum - per square metre and;	77.50	91.49	18.1%	
* d. the maximum - per square metre <i>No upper limit wef 01.04.24</i>				
It should be noted that VAT is applicable on rental income at Venture House, Venture Court & South Fens Enterprise Park Includes charges for acceptable trade refuse collection and disposal, insurance, water rates (where applicable), and site maintenance.				
* to be applied when market forces dictate				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
9. South Fens Business Centre, Chatteris charges shown net of VAT				
a. the minimum - per square foot and;				
* b. the maximum - per square foot				
c. the minimum - per square metre and;				
* d. the maximum - per square metre				
e. Catering				
Tea and coffee per head	2.70	1.50	-44.4%	
Orange Juice per jug	3.60	3.60	0.0%	
** f. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Beech	44.00	44.00	0.0%	
Oak/Apple	27.20	27.20	0.0%	
Small Meeting rooms (first hr free)	17.35	17.35	0.0%	
Large Meeting rooms (first hr free)	22.00	22.00	0.0%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Beech	104.15	104.15	0.0%	
Oak/Apple	76.35	76.35	0.0%	
Small Meeting rooms (first hr free)	39.35	39.35	0.0%	
Large Meeting rooms (first hr free)	53.25	53.25	0.0%	
<i>External rate - per full day</i>				
Beech	185.15	185.15	0.0%	
Oak/Apple	134.20	134.20	0.0%	
Small Meeting rooms (first hr free)	61.95	61.95	0.0%	
Large Meeting rooms (first hr free)	88.00	88.00	0.0%	
** g. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Beech	81.00	81.00	0.0%	
Oak/Apple	68.25	68.25	0.0%	
<i>External rate - per half day</i>				
Beech	215.25	215.25	0.0%	
Oak/Apple	162.00	162.00	0.0%	
<i>External rate - per full day</i>				
Beech	446.70	446.70	0.0%	
Oak/Apple	366.85	366.85	0.0%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
10. The Boathouse, Wisbech charges shown net of VAT				
a. the minimum - per square foot and;	19.70	20.00	1.5%	
* b. the maximum (suites GF1 to FF38) - per square foot	<i>No upper limit effective</i>			
* c. the maximum (suites FF39 & FF40) - per square foot	<i>from 01.04.24</i>			
d. the minimum - per square metre and;	212.05	215.28	1.5%	
* e. the maximum - per square metre	<i>No upper limit effective</i>			
* f. the maximum (suites FF39 & FF40) - per square metre	<i>from 01.04.24</i>			
g. Catering				
Tea and coffee per head	2.70	1.50	-44.4%	
Orange Juice per jug	3.60	3.60	0.0%	
** h. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Richard Young Large	44.00	44.00	0.0%	
Lambton/Young 1 or 2	27.20	27.20	0.0%	
The Gallery	24.90	24.90	0.0%	
Meeting rooms	17.35	17.35	0.0%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Richard Young Large	104.15	104.15	0.0%	
Lambton/Young 1 or 2	76.35	76.35	0.0%	
The Gallery	69.35	69.35	0.0%	
Meeting rooms	39.35	39.35	0.0%	
<i>External rate - per full day</i>				
Richard Young Large	185.15	185.15	0.0%	
Lambton/Young 1 or 2	134.20	134.20	0.0%	
The Gallery	122.65	122.65	0.0%	
Meeting rooms	61.95	61.95	0.0%	
** i. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Richard Young Large	81.00	81.00	0.0%	
Lambton/Young 1 or 2	68.25	68.25	0.0%	
<i>External rate - per half day</i>				
Richard Young Large	215.25	215.25	0.0%	
Lambton/Young 1 or 2	162.00	162.00	0.0%	
<i>External rate - per full day</i>				
Richard Young Large	446.70	446.70	0.0%	
Lambton/Young 1 or 2	366.85	366.85	0.0%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
1. Licences and Certificates				
a. Unfit Food Certificates				
(i) - per hour inclusive of travelling expenses	100.00 (n)	102.00 (n)	2.0%	
(ii) - minimum charge	53.00 (n)	54.00 (n)	1.9%	
b. Food Hygiene Rating Scheme (FHRS) Re-scoring food businesses upon request (fee set to recover cost)	138.00	140.00	1.4%	
c. Export Certificates per hour inclusive of travel	100.00 (n)	102.00 (n)	2.0%	
d. Acupuncture/Cosmetic piercing/Electrolysis/Semi-permanent skin colouring				
(i) - Licence fee	188.00 (n)	192.00 (n)	2.1%	
(ii) - renewal/transfer/variation	53.00 (n)	54.00 (n)	1.9%	
e. Detained Food - Recovery of commercial storage costs and officer time	Cost Recovery	Cost Recovery		
f. Copy licence or certificate	12.25 (n)	12.50 (n)	2.0%	
2. Stray Dogs				
Return of Stray Dog - includes statutory fee of £25.00	82.00 (n)	84.00 (n)	2.4%	
plus kennelling fee - per day or part thereof	25.00 (n)	25.50 (n)	2.0%	
plus administration fee - per dog	18.00	18.50	2.8%	
3. Training Courses				
a. FDC Refresher, COSHH; Risk Assessment; Manual Handling or price on application	46.50 (e)	47.50 (e)	2.2%	
b. FDC regulatory business support pack (hourly rate - coaching plus travel) or price on application	100.00 (e)	102.00 (e)	2.0%	
c. Safer Food Better Business Training Pack	29.00 (e)	30.00 (e)	3.4%	
4. Process Authorisation Fees Set by DEFRA				Tbc
a. Application fees				
Standard	1,650.00 (n)	1,650.00 (n)	0.0%	
Additional fee for operating without a permit	1,188.00 (n)	1,188.00 (n)	0.0%	
Petrol Vapour Recovery I, Small Waste Oil Burner and Dry Cleaners Reduced Fee Activities	155.00 (n)	155.00 (n)	0.0%	
Petrol Vapour Recovery I and II combined	257.00 (n)	257.00 (n)	0.0%	
Other Reduced Fee Activities	362.00 (n)	362.00 (n)	0.0%	
Reduced fee activities: Additional fee for operating without a permit	71.00 (n)	71.00 (n)	0.0%	
Standard Mobile Plant for the 1st & 2nd applications	1,650.00 (n)	1,650.00 (n)	0.0%	
for the 3rd to 7th applications	985.00 (n)	985.00 (n)	0.0%	
for the 8th and subsequent applications	498.00 (n)	498.00 (n)	0.0%	
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts				
b. Annual Subsistence Charge				
Standard Process (Low)	£772 (+£104)* (n)	£772 (+£104)* (n)	0.0%	
Standard process Medium	£1161 (+156)* (n)	£1161 (+156)* (n)	0.0%	
Standard process High	£1747 (+207)* (n)	£1747 (+207)* (n)	0.0%	
Reduced fee activities Low/Med/High	£79 / £158 / £237 (n)	£79 / £158 / £237 (n)	0.0%	
PVR I & II combined	£113 / £226 / £341 (n)	£113 / £226 / £341 (n)	0.0%	
Other Reduced Fee Activities Low/Med/High	£228 / £365 / £548 (n)	£228 / £365 / £548 (n)	0.0%	
Standard Mobile Plant 1st & 2nd permits Low/Med/High	£626 / £1034 / £1551 (n)	£626 / £1034 / £1551 (n)	0.0%	
for the 3rd to 7th permits Low/Med/High	£385 / £617 / £924 (n)	£385 / £617 / £924 (n)	0.0%	
8th and subsequent permits Low/Med/High	£198 / £314 / £473 (n)	£198 / £314 / £473 (n)	0.0%	
Late payment Fee	£52 (n)	£52 (n)	0.0%	
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation				
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts				
c. Transfer and Surrender				
Standard process transfer	169.00 (n)	169.00 (n)	0.0%	
Standard process partial transfer	497.00 (n)	497.00 (n)	0.0%	
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	78.00 (n)	78.00 (n)	0.0%	
Surrender: all Part B activities	0.00 (n)	0.00 (n)	0.0%	
Reduced fee activities: transfer	0.00 (n)	0.00 (n)	0.0%	
Reduced fee activities: partial transfer	53.00 (n)	53.00 (n)	0.0%	
Transfer authorising a reduced fee	47.00	47.00 (n)	0.0%	
d. Temporary transfer for mobiles				
First transfer	53.00 (n)	53.00 (n)	0.0%	
Repeat following enforcement or warning	53.00 (n)	53.00 (n)	0.0%	
e. Substantial change				
Standard process	1,050.00 (n)	1,050.00 (n)	0.0%	
Standard process where the substantial change results in a new PPC activity	1,650.00 (n)	1,650.00 (n)	0.0%	
Reduced fee activities	102.00 (n)	102.00 (n)	0.0%	
5. Food Premises				
Copy register entries: Subject to charging policy under Freedom Of Information Act				
6. Ship Sanitation Certificates Set by Association of Port Health Authorities				Tbc
Per Vessel (Gross Tonnage)				
Up to 1,000	125.00 (n)	125.00 (n)	0.0% *	
1,001 - 3,000	170.00 (n)	170.00 (n)	0.0% *	
3,001 - 10,000	250.00 (n)	250.00 (n)	0.0% *	
10,001 - 20,000	325.00 (n)	325.00 (n)	0.0% *	
20,001 - 30,000	415.00 (n)	415.00 (n)	0.0% *	
Over 30,000	480.00 (n)	480.00 (n)	0.0% *	
Vessel capacity between 50 & 1,000 persons	480.00 (n)	480.00 (n)	0.0% *	
Vessel capacity over 1,000 persons	820.00 (n)	820.00 (n)	0.0% *	
Extensions	95.00 (n)	95.00 (n)	0.0% *	
* Increases as per the Association of Port Health Authorities Recommended Charges.				
7. Private Water Supply Regulations 2009 Currently set in line with guidance.				
a Risk Assessment (each assessment) - recover costs	max £500 (n)	max £500 (n)	0.0%	
b Sampling (each visit) - recover costs	max £100 (n)	max £100 (n)	0.0%	
c Investigation (each investigation) - recover costs	max £100 (n)	max £100 (n)	0.0%	
d Granting an authorisation (each authorisation) - recover costs	max £100 (n)	max £100 (n)	0.0%	
e Analysing a sample				
taken under Regulation 10 - recover costs	max £25 (n)	max £25 (n)	0.0%	
taken during check monitoring - recover costs	max £100 (n)	max £100 (n)	0.0%	
taken during audit monitoring - recover costs	max £500 (n)	max £500 (n)	0.0%	
8. Contaminated Land Enquiries				
Contaminated land enquiries for information beyond the scope of Environmental Information Regulations - minimum 2 hrs officer time	200.00 (n)	204.00 (n)	2.0%	

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
9. Burial Grounds				£43,880
For the purpose of the Cemetery Fees, a 'Resident' is defined as a person who at the time of death was a resident of the Fenland District OR a former resident who left the Fenland District within two years prior to the date of death to live in a residential nursing or care home. The fee for the interment and purchase of the Exclusive Right of Burial will at all times be based upon the residency of the deceased.				
a. Interment Fee for Residents (Including Memorial Safety Inspection Fee) Monday to Friday (excluding Bank Holiday)				
(i) a still-born or child up to 12 years (Childrens Section)	0.00 (n)	0.00 (n)		
(ii) any person (Lawn Area)	1,250.00 (n)	1,495.00 (n)	19.6%	
(iii) any person (Traditional Area)	1,390.00 (n)	1,600.00 (n)	15.1%	
(iv) for the interment of single casket of cremated remains	380.00 (n)	480.00 (n)	26.3%	
(v) for the interment of additional cremated remains at the same time as (iii) to (v) above	75.00 (n)	100.00 (n)	33.3%	
b. Interment Fee for Non-Resident 100% added to fees set out in a.				
c. Exclusive Rights of Burial in an Earthen Grave for Residents				
6 ft. x 3 ft. Childrens Plot	115.00 (n)	120.00 (n)	4.3%	
9 ft. x 4 ft. Adult Plot (Lawn Area)	990.00 (n)	1,225.00 (n)	23.7%	
9 ft. x 4 ft. Adult Plot (Traditional Area)	1,280.00 (n)	1,495.00 (n)	16.8%	
Cremated remains, size 2ft x 2ft	395.00 (n)	495.00 (n)	25.3%	
Note 1(a) : If ground conditions allow; two standard coffins may be placed in a single grave space Note 1(b) : If ground conditions do not allow two standard coffins to be placed in a single grave space then a second grave space will be required at the above rate Note 2 : American style caskets require one grave space per casket				
d. Exclusive Rights of Burial in an Earthen Grave for Non Residents 100% added to fees set out in c.				
e. Premium Plots - Exclusive Rights of Burial in an Earthen Grave for Residents 100% added to fees set out in c.				
f. Premium Plots - Exclusive Rights of Burial in an Earthen Grave for Non-Residents 100% added to fees set out in e.				
g. Transfer of Ownership of Exclusive Rights Transfer of Ownership (Interment of ER Holder)	50.00 (n)	60.00 (n)	20.0%	
Transfer of Ownership	95.00 (n)	110.00 (n)	15.8%	
h. Choosing Plot for Exclusive Rights of Burial Visiting cemetery with cemetery staff to choose plot	85.00	100.00	17.6%	
i. Exhumation of Coffin - minimum charge	POA	POA		
j. Exhumation of Cremated remains - minimum charge	POA	POA		
k. Monuments, Gravestones, Tablets and Monumental Inscription For the right to erect or place on a grave or vault, in respect of which an exclusive right of burial has been granted:				
Additional added Inscription	115.00 (n)	130.00 (n)	13.0%	
Single Memorial headstone not exceeding 3 ft. in height - Child Section	180.00 (n)	200.00 (n)	11.1%	
Single Memorial headstone not exceeding 3 ft. in height on single plinth - Adult Lawn Section	260.00 (n)	300.00 (n)	15.4%	
Single Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	390.00 (n)	450.00 (n)	15.4%	
Double Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	465.00 (n)	500.00 (n)	7.5%	
Kerb Set &/or Flatstone Child Plot 6 ft x 3 ft (Traditional Area)	165.00 (n)	170.00 (n)	3.0%	
Kerb Set &/or Flatstone Adults Plot (Single Traditional Area)	430.00 (n)	495.00 (n)	15.1%	
Kerb Set &/or Flatstone Adult Plot (Double Traditional Area)	800.00 (n)	1,000.00 (n)	25.0%	
Single Vase - Not exceeding 10" in diameter and 8" in height	100.00 (n)	125.00 (n)	25.0%	
Single Tablet - 18" x 18" with or without Vase on any single grave or cremation plot	275.00 (n)	315.00 (n)	14.5%	
Double Tablet - 42" x 18" with or without Vase on any double grave or cremation plot	350.00 (n)	405.00 (n)	15.7%	
Note A vase without any inscription requires no exclusive rights				
l. Burial Information				
Interment information & historical records - up to 5 names/graves	60.00 (n)	75.00 (n)	25.0%	
Interment information & historical records (accompanied) - up to 2 hrs	90.00 (n)	100.00 (n)	11.1%	
m. Cemetery Keys Provision of cemetery gate keys Refunds for cemetery gate keys will be provided on production <u>and</u> original receipt.	20.00 (n)	25.00 (n)	25.0%	
n. Short Notice Fee Interment arrangements required with less than 2 working days	115.00 (n)	250.00 (n)	117.4%	
o. Public Health Funerals Reasonable cost recovery		Reasonable Cost Recovery		

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
10. Commercial and Chargeable Household Waste (Standard Prices Per Collection)*				£28,950
a. General Waste (Commercial)				
Sacks - per sack or equivalent for 25 to 99 sacks (min 25)	2.50 (n)	2.60 (n)	4.0%	
per sack or equivalent for 100 or more sacks in a single transaction	2.35 (n)	2.45 (n)	4.3%	
Wheeled Bins - 240 litre 20kgs maximum contents weight**	8.25 (n)	8.50 (n)	3.0%	
360 litre 30kgs maximum contents weight**	9.00 (n)	9.30 (n)	3.3%	
660 litre 55kgs maximum contents weight**	12.90 (n)	13.20 (n)	2.3%	
1,100 litre 90kgs maximum contents weight**	17.80 (n)	18.30 (n)	2.8%	
b. Mixed Dry Recycling (Commercial)				
Sacks - (Purple) per sack or equivalent for 25 to 99 sacks (min 25)	1.95 (n)	2.20 (n)	12.8%	
per sack or equivalent for 100 or more sacks in a single transaction	1.85 (n)	2.00 (n)	8.1%	
Wheeled Bins - 240 litre	4.20 (n)	5.00 (n)	19.0%	
360 litre	5.15 (n)	6.15 (n)	19.4%	
660 litre	6.95 (n)	8.25 (n)	18.7%	
1,100 litre	9.20 (n)	11.00 (n)	19.6%	
Note: only 240 litre and 660 litre used for glass bottles				
c. General Waste from Charity Shops and Schools***				
Tags - (Green) per tag or equivalent (min 100 including equivalent number of black sacks)	1.70 (n)	1.80 (n)	5.9%	
Wheeled Bins 240 litre 20kgs maximum contents weight**	5.60 (n)	5.90 (n)	5.4%	
360 litre 30kgs maximum contents weight**	6.00 (n)	6.30 (n)	5.0%	
660 litre 55kgs maximum contents weight**	8.50 (n)	8.90 (n)	4.7%	
1,100 litre 90kgs maximum contents weight**	11.65 (n)	12.20 (n)	4.7%	
d. Mixed Dry Recycling from Charity Shops and Schools***				
Wheeled Bins 660 or 1100 litre (customer choice)	5.65 (n)	5.95 (n)	5.3%	
e. General Waste (Excess Weight/Side Waste Charge) per part or whole 5kg over 'maximum contents weight'	1.25 (n)	1.30 (n)	4.0%	
f. Clinical Waste from domestic households****				
Sacks/Sharps Boxes - per collection visit charge (note : collection service only, sacks and/or sharps boxes are not provided)	12.00 (n)	12.00 (n)	0.0%	
g. Chargeable Garden Waste Service				
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Annual Direct Debit in advance	44.00 (n)	(price for 2025/26 already set) 47.00 (n)	6.8%	
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Card or Cash	55.00 (n)	59.00 (n)	7.3%	
h. Supplies				
Clear or Black Sacks - box of 200	24.00 (n)	25.00 (n)	4.2%	
Sacks (includes delivery) - Clear Food (150 per pack)	20.00 (n)	21.00 (n)	5.0%	
i. Commercial Food Waste Collections				
Two Wheeled Bins - Each 120-240 litres collected	7.00 (n)	7.30 (n)	4.3%	
j. Food Waste from Charity Shops and Schools***				
Two Wheeled Bins - Each 120-240 litres collected	5.15 (n)	5.35 (n)	3.9%	
k. Monthly rental of wheeled bins (applies only to low frequency collections; < 1/wk)	5.00 (n)	5.20 (n)	4.0%	
* Introductory offers, multiple service and low weight reductions may be applied by Head of Service				
** Bins exceeding this weight will be charged additional weight charge as per (e.)				
*** Applies to businesses and organisations recognised within the Council's Chargeable Household Waste Policy				
**** Fee waived where it will cause financial hardship at discretion of Director				
***** Includes sack service where provided due to collection restrictions				
11. Bulky Household Waste				£7,350
Transportation of up to a maximum of 5 items per visit including fridges (minimum charge)	35.00 (n)	37.50 (n)	7.1%	
(i) Each household item above 5 items including fridges	7.00 (n)	7.50 (n)	7.1%	
Corporate Director has discretion to waive charge in cases of severe hardship				
12. Domestic Bin Provision				£700
Provision of New, Additional and Replacement 240Ltr Bin Green, Brown or Blue				
a. Supply of one unit 240 litre	35.00 (n)	36.00 (n)	2.9%	
b. Supply 2 x 240lt wheeled bins on same delivery	58.00 (n)	60.00 (n)	3.4%	
c. Supply 3 x 240lt wheeled bins on same delivery (including to individual new or renovated property)	80.00 (n)	82.00 (n)	2.5%	
d. Supply 1 x 600lt or 1100lt domestic wheeled bin to new multiple occupancy property	240.00 (n)	245.00 (n)	2.1%	
13. Graffiti Removal Service				
Domestic Premises and Charities				
a. Graffiti treatment or removal first occasion per annum (cost of materials)	17.50	18.00	2.9%	
b. Graffiti treatment or removal subsequent occasions (cost of materials & labour)	65.00	70.00	7.7%	
Commercial Premises				
c. Graffiti treatment or removal (per hour)	65.00	70.00	7.7%	
14. Public Conveniences				
a. Sale of RADAR keys	5.00 (z)	5.00 (z)	0.0%	
b. Toilet entrance fee (where facilities allow for charging)	0.20 (n)	0.20 (n)	0.0%	

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
15. Markets				£230
Licensees - Full Charge				
a. March (per 3m x 3m space)	13.80 (e)	14.00 (e)	1.4%	
b. Chatteris (per 3m x 3m space)	13.80 (e)	14.00 (e)	1.4%	
c. Whittlesey (per 3m x 3m space)	10.60 (e)	10.80 (e)	1.9%	
Discount given for bankers order payments	6.50%	6.50%		
Casual Traders				
Additional seasonal premium will be added to all casual fees (Seasonal Premium 1 Sept to 31 December)	1.15 (e)	1.20 (e)	4.3%	
a. March (per 3m x 3m space)	18.70 (e)	19.00 (e)	1.6%	
b. Chatteris (per 3m x 3m space)	18.70 (e)	19.00 (e)	1.6%	
c. Whittlesey (per 3m x 3m space)	15.50 (e)	15.80 (e)	1.9%	
Markets - Non Market Days				
Trading on Chatteris Market Place on Non - Market Days (Tuesdays only)				
- Licensees (per 3m x 3m space)	10.85 (e)	11.00 (e)	1.4%	
- Casual (per 3m x 3m space)	15.50 (e)	15.50 (e)	0.0%	
Note:- For all markets extra space is sold pro-rata to the above charges				
Charity Stall at March on Saturdays (no stall provided on other days or markets)	free	free		
16. Fairs				£420
a. Chatteris				
- Summer	660 (e)	670 (e)	1.5%	
b. March				
- Statute	2,930 (e)	3,000 (e)	2.4%	
- Spring	1,440 (e)	1,480 (e)	2.8%	
c. Whittlesey				
- Summer	460 (e)	470 (e)	2.2%	
- Autumn	460 (e)	470 (e)	2.2%	
- Spring	460 (e)	470 (e)	2.2%	
d. Wisbech				
- Statute	4,210 (e)	4,300 (e)	2.1%	
- Mart	9,020 (e)	9,200 (e)	2.0%	
17. "Four Seasons Events"				
Charges for the events in Wisbech, Whittlesey, Chatteris & March are to be agreed in consultation with the partners				
18. Hire Permits FDC Licenced Premises				
a. Events for each full single day, with up to 499 people attending at any one time, with or without a licensable activity.				
weekdays & Saturdays	88.00	90.00	2.3%	
sundays & bank holidays	147.00	150.00	2.0%	
b. Events for each full single day, with 500 & 4,999 people attending at any one time, with or without a licensable activity.				
weekdays & Saturdays	250.00	255.00	2.0%	
sundays & bank holidays	304.00	310.00	2.0%	
c. Events for each full single day, with over 5,000 people attending at any one time, with or without a licensable activity.				
weekdays & Saturdays	on application	on application		
sundays & bank holidays	on application	on application		
d. Any Commercial Events	on application	on application		

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
19. Travellers Sites				
- in consultation with Cambs CC	53 wks	52 wks		£8,240
a. Newbridge Lane, Wisbech - per pitch per week	96.95 (e)	99.55 (e)	2.7%	
b. Turf Fen, Murrow - per pitch per week	96.95 (e)	99.55 (e)	2.7%	
c. Seadyke Bank, Murrow - per pitch per week	96.95 (e)	99.55 (e)	2.7%	
d. Fenland Way, Chatteris - per pitch per week	96.95 (e)	99.55 (e)	2.7%	
e. Sandbank, Wisbech St Mary - per pitch per week	96.95 (e)	99.55 (e)	2.7%	
2024/25 Breakdown : Rent £87.20; Water £9.75 (direct recharge) per week				
2025/26 Breakdown : Rent £89.55; Water £10 (direct recharge) per week				
20. Homeless Persons				
Creek Road, Hostel	53 wks	52 wks		£33,000
Units 1 & 2 Daily Rent	9.51 (n)	12.44 (n)	30.8%	
Units 1 & 2 Daily Eligible Service Charge Previously included in Rent		12.19 (n)		
Units 1 & 2 Daily Ineligible Service Charge	1.01 (n)	1.99 (n)	97.0%	
Units 3,4,5 & 6 Daily Rent	8.14 (n)	12.44 (n)	52.8%	
Units 3,4,5 & 6 Daily Eligible Service Charge Previously included in Rent		8.23 (n)		
Units 3,4,5 & 6 Daily Ineligible Service Charge	0.83 (n)	1.14 (n)	37.3%	
Unit 7 Daily Rent	17.67 (n)	20.74 (n)	17.4%	
Unit 7 Daily Eligible Service Charge Previously included in Rent		16.28 (n)		
Unit 7 Daily Ineligible Service Charge	2.60 (n)	6.42 (n)	146.9%	
Temporary Accommodation				
44 Russell Avenue March	241.64 (n)	241.64 (n)	0.0%	
Leased from Clarion				
77 West Street, Chatteris	121.45 (n)	121.45 (n)	0.0%	
58 Burcroft Road, Wisbech	116.90 (n)	116.90 (n)	0.0%	
32 Magazine Close, Wisbech	127.80 (n)	127.80 (n)	0.0%	
2 Hawthorne Avenue, Wisbech	123.95 (n)	123.95 (n)	0.0%	
15 Victoria Place, Wisbech	105.40 (n)	105.40 (n)	0.0%	
3 West Street, Wisbech	113.80 (n)	113.80 (n)	0.0%	
19 Duke Street, Wisbech	105.40 (n)	105.40 (n)	0.0%	
26 Burnfield Estate, Chatteris	123.95 (n)	123.95 (n)	0.0%	
51 Peyton Avenue, March	123.95 (n)	123.95 (n)	0.0%	
130 Badgeney Road, March	103.84 (n)	103.84 (n)	0.0%	
165 Badgeney Road, March	123.58 (n)	123.58 (n)	0.0%	
8 Doddington Road, Benwick	123.58 (n)	123.58 (n)	0.0%	
12 Chapel Gardens, Benwick	103.84 (n)	103.84 (n)	0.0%	
24 Acacia Avenue, Wisbech	103.84 (n)	103.84 (n)	0.0%	
6 Albert Court, Wisbech	103.84 (n)	103.84 (n)	0.0%	
LAHF Properties				
2 Bed Property (Peterborough area)	161.10 (n)	161.10 (n)	0.0%	
3 Bed Property (Peterborough area)	186.41 (n)	186.41 (n)	0.0%	
4 + Bed Property (Peterborough area)	241.64 (n)	241.64 (n)	0.0%	
3 Bed Property (Wisbech area)	178.36 (n)	178.36 (n)	0.0%	
	+ Estate Charge Where Applicable	+ Estate Charge Where Applicable		
21. CCTV				
Viewing Footage - per hour	63.80	63.80	0.0%	
subject to a minimum charge of	127.35	127.35	0.0%	
External Harddrives - to be supplied to FDC				
per CD	4.90	4.90	0.0%	
per DVD	11.35	11.35	0.0%	
per Video print	1.70	1.70	0.0%	
22. Development Services				
a. Building Control Fees - The Council part of the CNC Building Control Partnership. Fees are set by CNC consistent across all authorities in the partnership.				
b. Planning Fees - these are currently statutory fees. Planning fees will increase annually on 1st Ap by CPI from the preceding September. For April 2025 this will be 1.7%.		See our website or contact the Planning Team for details.		
c. Planning - Pre-application enquiry fees. These fees were increased from 1st November 2024.		See our website or contact the Planning Team for details.		
d. Planning - Administration Fee for return of invalid applications				
Major applications	60.00	63.00	5.0%	
Minor applications	25.00	26.00	4.0%	
e. Planning - Charge per schedule on a Section 106/Unilateral Agreement where FDC is the identified responsible body	500.00	520.00	4.0%	
f. Process applications to Custom and Self Build Housing Register	35.00	37.00	5.7%	
g. Provision of Documents and Information				
(i) Local Plan (Full)	49.45	53.00	7.2%	
Local Plan (Interim Statement)	16.50	18.00	9.1%	
Town Extract	8.30	9.00	8.4%	
Village Extract	8.30	9.00	8.4%	
(ii) Copy of Planning Decision Notice (per A4 sheet)	0.45	0.50	11.1%	
(iii) Conservation Area Appraisals	16.50	17.50	6.1%	
(iv) Development Briefs	16.50	17.50	6.1%	
(v) Supplementary Planning Guidance, examples are Shop Fronts, Signs and Adverts	16.50	17.50	6.1%	
(vi) 6 x map extracts, planning/building regulation applications	16.50	17.50	6.1%	
(vii) Full Plan CD for Planning	42.00	45.00	7.1%	

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
h. Other Documents and Plans (Copies and Fax)				
(i) Search fee per 5 minutes				
A4	0.45	0.50	11.1%	
A3	0.45	0.50	11.1%	
(ii) Plan prints				
A0	1.50	1.60	6.7%	
A1	0.85	0.90	5.9%	
(iii) Plan negatives - per copy				
A0	41.00	44.00	7.3%	
A1	20.00	22.00	10.0%	
i. Invoicing Charge	12.50	13.50	8.0%	
j. Provision of Planning and Engineering Information				
Decision notices & completion certificate				
(i) Building Regulations reference number provided	16.40	17.40	6.1%	
(ii) Building Regulations reference number NOT provided	74.20	79.00	6.5%	
Letter of Comfort	49.20	52.00	5.7%	
k. Completion of Questionnaires/Surveys for Commercial Bodies	49.50	52.00	5.1%	
l. Recovery of officer time in relation to the carrying out of Statutory functions for Enforcement action and works commissioned by the Council and the monitoring pursuant to the Building Act 1984	hourly rate x time	hourly rate x time		

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
23. Licensing				
a. Part 5 Gambling Act 2005				
Small Society - Initial Registration	40.00 (n)	40.00 (n)	0.0%	
Small Society - Annual Renewal	20.00 (n)	20.00 (n)	0.0%	
b. Gambling Act 2005 - Permits and Registrations				
New Application				
Gaming Machines notification for up to 2 machines	50.00 (n)	50.00 (n)	0.0%	
Gaming Machines initial fee for more than 2 machines	150.00 (n)	150.00 (n)	0.0%	
Club Gambling Permit	200.00 (n)	200.00 (n)	0.0%	
Club Machine Permit	200.00 (n)	200.00 (n)	0.0%	
Prize Gaming Permit	300.00 (n)	300.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	300.00 (n)	300.00 (n)	0.0%	
Annual Fee				
Gaming Machines initial fee for more than 2 machines	50.00 (n)	50.00 (n)	0.0%	
Club Gambling Permit	50.00 (n)	50.00 (n)	0.0%	
Club Machine Permit	50.00 (n)	50.00 (n)	0.0%	
Renewal Application				
Club Gambling Permit	200.00 (n)	200.00 (n)	0.0%	
Club Machine Permit	200.00 (n)	200.00 (n)	0.0%	
Prize Gaming Permit	300.00 (n)	300.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	300.00 (n)	300.00 (n)	0.0%	
Transitional Application				
Gaming Machines initial fee for more than 2 machines	100.00 (n)	100.00 (n)	0.0%	
Club Gambling Permit	100.00 (n)	100.00 (n)	0.0%	
Club Machine Permit	100.00 (n)	100.00 (n)	0.0%	
Prize Gaming Permit	100.00 (n)	100.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	100.00 (n)	100.00 (n)	0.0%	
Variation Application				
Gaming Machines initial fee for more than 2 machines	100.00 (n)	100.00 (n)	0.0%	
Club Gambling Permit	100.00 (n)	100.00 (n)	0.0%	
Club Machine Permit	100.00 (n)	100.00 (n)	0.0%	
Variation Application				
Transfer Application	25.00 (n)	25.00 (n)	0.0%	
Club Fast track for gaming or gaming machine				
Club Gambling Permit	100.00 (n)	100.00 (n)	0.0%	
Club Machine Permit	100.00 (n)	100.00 (n)	0.0%	
Change of Name				
Gaming Machines initial fee for more than 2 machines	25.00 (n)	25.00 (n)	0.0%	
Prize Gaming Permit	25.00 (n)	25.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	25.00 (n)	25.00 (n)	0.0%	
Copy of Permit				
Gaming Machines initial fee for more than 2 machines	15.00 (n)	15.00 (n)	0.0%	
Club Gambling Permit	15.00 (n)	15.00 (n)	0.0%	
Club Machine Permit	15.00 (n)	15.00 (n)	0.0%	
Prize Gaming Permit	15.00 (n)	15.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	15.00 (n)	15.00 (n)	0.0%	
c. Gambling Act 2005				
Application fee in respect of provisional statement premises				
Bingo premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Adult gaming centre premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Betting premises (track) licence	950.00 (n)	950.00 (n)	0.0%	
Family entertainment centre premises licence	950.00 (n)	950.00 (n)	0.0%	
Betting premises (other) licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Application fee in respect of other premises				
Bingo premises licence	3,500.00 (n)	3,500.00 (n)	0.0%	
Adult gaming centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (track) licence	2,500.00 (n)	2,500.00 (n)	0.0%	
Family entertainment centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (other) licence	3,000.00 (n)	3,000.00 (n)	0.0%	
Annual fee				
Bingo premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Adult gaming centre premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Betting premises (track) licence	750.00 (n)	750.00 (n)	0.0%	
Family entertainment centre premises licence	750.00 (n)	750.00 (n)	0.0%	
Betting premises (other) licence	600.00 (n)	600.00 (n)	0.0%	
Copy of Licence				
Bingo premises licence	25.00 (n)	25.00 (n)	0.0%	
Adult gaming centre premises licence	25.00 (n)	25.00 (n)	0.0%	
Betting premises (track) licence	25.00 (n)	25.00 (n)	0.0%	
Family entertainment centre premises licence	25.00 (n)	25.00 (n)	0.0%	
Betting premises (other) licence	25.00 (n)	25.00 (n)	0.0%	
Notification of Change				
Bingo premises licence	50.00 (n)	50.00 (n)	0.0%	
Adult gaming centre premises licence	50.00 (n)	50.00 (n)	0.0%	
Betting premises (track) licence	50.00 (n)	50.00 (n)	0.0%	
Family entertainment centre premises licence	50.00 (n)	50.00 (n)	0.0%	
Betting premises (other) licence	50.00 (n)	50.00 (n)	0.0%	
Application to vary licence				
Bingo premises licence	1,750.00 (n)	1,750.00 (n)	0.0%	
Adult gaming centre premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Betting premises (track) licence	1,250.00 (n)	1,250.00 (n)	0.0%	
Family entertainment centre premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Betting premises (other) licence	1,500.00 (n)	1,500.00 (n)	0.0%	
Application to transfer a licence				
Bingo premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Adult gaming centre premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Betting premises (track) licence	950.00 (n)	950.00 (n)	0.0%	
Family entertainment centre premises licence	950.00 (n)	950.00 (n)	0.0%	
Betting premises (other) licence	1,200.00 (n)	1,200.00 (n)	0.0%	

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
Application for reinstatement of a licence				
Bingo premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Adult gaming centre premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Betting premises (track) licence	950.00 (n)	950.00 (n)	0.0%	
Family entertainment centre premises licence	950.00 (n)	950.00 (n)	0.0%	
Betting premises (other) licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Application for provisional statement				
Bingo premises licence	3,500.00 (n)	3,500.00 (n)	0.0%	
Adult gaming centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (track) licence	2,500.00 (n)	2,500.00 (n)	0.0%	
Family entertainment centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (other) licence	3,000.00 (n)	3,000.00 (n)	0.0%	
d. Sex Establishments				
Initial Application and Annual Renewal	3,200.00 (n)	3,200.00 (n)	0.0%	
Variations to existing licences (10% of application/renewal fee)	320.00 (n)	320.00 (n)	0.0%	
Transfer of existing licence to another person (10% of fee)	320.00 (n)	320.00 (n)	0.0%	
Holders of an existing licence (50% initial fee) for a second licence	1,600.00 (n)	1,600.00 (n)	0.0%	
e. Scrap Metal Licence				
Site Licence	411.00 (n)	418.00 (n)	1.7%	
Collectors Licence	128.00 (n)	131.00 (n)	2.3%	
Scrap Metal - variation of a site licence	25.00 (n)	26.00 (n)	4.0%	
Scrap Metal - to make changes to persons involved in a licence	25.00 (n)	26.00 (n)	4.0%	
f. Hypnotism Act Licence Based on cost recovery of officer time	80.00 (n)	82.00 (n)	2.5%	
24. Animal Licencing Fees are set on a cost recovery basis.				£1,040
a. Application fee	80.00 (n)	83.00 (n)	3.8%	
b. Pre Application Advice (per Hour)	50.00 (n)	53.60 (n)	7.2%	
c. Inspection Fee or Re-rating Inspection Fee				
Hiring Out Horses	171.00 (n)	181.00 (n)	5.8%	
Animal Boarding Establishments				
Up to 10 Animals	98.00 (n)	103.00 (n)	5.1%	
11-30 Animals	122.00 (n)	129.00 (n)	5.7%	
31-60 Animals	146.00 (n)	155.00 (n)	6.2%	
61-99 Animals	171.00 (n)	181.00 (n)	5.8%	
100+ Animals	195.00 (n)	206.00 (n)	5.6%	
Dog Breeders	123.00 (n)	130.00 (n)	5.7%	
d. Licence Fee 1 Year	228.00 (n)	230.00 (n)	0.9%	
Licence Fee 2 Years	243.00 (n)	250.00 (n)	2.9%	
Licence Fee 3 Years	259.00 (n)	280.00 (n)	8.1%	
e. Selling Animals as Pets				
Application fee	80.00 (n)	83.00 (n)	3.8%	
Inspection Fee or Re-rating Inspection Fee	123.00 (n)	130.00 (n)	5.7%	
Licence Fee 1,2 or 3 years (for selling of animals as pets only)	228.00 (n)	230.00 (n)	0.9%	
f. Exhibiting Animals Application	74.00 (n)	83.00 (n)	12.2%	
Exhibiting Animals Licence Fee 3 Years	259.00 (n)	280.00 (n)	8.1%	
g. Dangerous Wild Animals Act	£195 + vet fees (n)	£386 + vet fees (n)		
h. Zoos - New Application (plus additional charge for DEFRA/Nominated Inspectors)	390.00 (n)	496.00 (n)	27.2%	
Zoos - Renewal Application (plus additional charge for DEFRA/Nominated Inspectors)	390.00 (n)	496.00 (n)	27.2%	
Zoos- Special Inspection (plus additional charge for DEFRA/Nominated Inspectors)	293.00 (n)	393.00 (n)	34.1%	
Zoos - Periodic Inspection (plus additional charge for DEFRA/Nominated Inspectors)	390.00 (n)	496.00 (n)	27.2%	
i. Copy of Licence (including change of details not requiring an inspection)	13.00 (n)	13.30 (n)	2.3%	
Note. Where there is more than one licensable activity carried out at the Premises/Establishment then only one Application Fee shall apply for all the licensable activities and the full Inspection Fee and Licence Fee shall apply for each activity. Upon submission of your application please include the Application fee and Inspection fee, the Licence fee will be payable after the officer has been and inspected your premises				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
25. Hackney Carriage/Private Hire Licences				
Drivers Licence				
a. Hackney Carriage Licence (new)	123.00 (n)	123.00 (n)	0.0%	
b. Hackney Carriage 3 year Licence (new)	253.00 (n)	253.00 (n)	0.0%	
c. Hackney Carriage Licence (renewal)	97.00 (n)	97.00 (n)	0.0%	
d. Hackney Carriage 3 year Licence (renewal)	227.00 (n)	227.00 (n)	0.0%	
e. Private Hire Licence (new)	123.00 (n)	123.00 (n)	0.0%	
f. Private Hire 3 year Licence (new)	253.00 (n)	253.00 (n)	0.0%	
g. Private Hire Licence (renewal)	97.00 (n)	97.00 (n)	0.0%	
h. Private Hire 3 year Licence (renewal)	227.00 (n)	227.00 (n)	0.0%	
i. Safeguarding/Disability Awareness Training	80.00 (n)	80.00 (n)	0.0%	
j. Driver knowledge tests	65.00 (n)	65.00 (n)	0.0%	
Vehicle Licence				
a. Hackney Carriage Licence (new)	159.00 (n)	159.00 (n)	0.0%	
b. Hackney Carriage Licence (renewals)	159.00 (n)	159.00 (n)	0.0%	
c. Private Hire Licence (new)	141.00 (n)	141.00 (n)	0.0%	
d. Private Hire Licence (renewals)	141.00 (n)	141.00 (n)	0.0%	
e. transfer of plate to another vehicle	47.00 (n)	47.00 (n)	0.0%	
Private Hire Operators				
a. Initial issue / renewal (up to 3 cars)	92.00 (n)	92.00 (n)	0.0%	
b. 5 year Initial issue / renewal (up to 3 cars)	271.00 (n)	271.00 (n)	0.0%	
c. Initial issue / annual renewal (up to 10 cars)	165.00 (n)	165.00 (n)	0.0%	
d. 5 year Initial issue / annual renewal (up to 10 cars)	432.00 (n)	432.00 (n)	0.0%	
e. Initial issue / annual renewal (up to 20 cars)	234.00 (n)	234.00 (n)	0.0%	
f. 5 year Initial issue / annual renewal (up to 20 cars)	588.00 (n)	588.00 (n)	0.0%	
g. Initial issue / annual renewal (20 + cars)	318.00 (n)	318.00 (n)	0.0%	
h. 5 year Initial issue / annual renewal (20 + cars)	760.00 (n)	760.00 (n)	0.0%	
Others				
a. new / broken / lost vehicle plate	47.00 (n)	47.00 (n)	0.0%	
b. damaged/lost driver's I.D. card	35.00 (n)	35.00 (n)	0.0%	
c. Notification of changes (i.e. address etc.)	11.20 (n)	11.20 (n)	0.0%	

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
26. Licensing Act 2003				
a. Premises Licences & Club Certificates - Initial Fee				
Band A	100.00 (n)	100.00 (n)	0.0%	
Band B	190.00 (n)	190.00 (n)	0.0%	
Band C	315.00 (n)	315.00 (n)	0.0%	
Band D	450.00 (n)	450.00 (n)	0.0%	
Band E	635.00 (n)	635.00 (n)	0.0%	
b. Premises Licences Variation Fee				
Band A	100.00 (n)	100.00 (n)	0.0%	
Band B	190.00 (n)	190.00 (n)	0.0%	
Band C	315.00 (n)	315.00 (n)	0.0%	
Band D	450.00 (n)	450.00 (n)	0.0%	
Band E	635.00 (n)	635.00 (n)	0.0%	
c. Premises Licences & Club Certificate - Annual anniversary fee				
Band A	70.00 (n)	70.00 (n)	0.0%	
Band B	180.00 (n)	180.00 (n)	0.0%	
Band C	295.00 (n)	295.00 (n)	0.0%	
Band D	320.00 (n)	320.00 (n)	0.0%	
Band E	350.00 (n)	350.00 (n)	0.0%	
d. Theft/loss etc of Club Certificate or Summary	10.50 (n)	10.50 (n)	0.0%	
e. Notification of Change of name or alteration of rules of Club	10.50 (n)	10.50 (n)	0.0%	
f. Change of relevant registered address of Club	10.50 (n)	10.50 (n)	0.0%	
g. Application to vary Community premises licence to include alternative licence condition	23.00 (n)	23.00 (n)	0.0%	
h. Personal Licences	37.00 (n)	37.00 (n)	0.0%	
i. Theft/Loss etc of Personal Licence	10.50 (n)	10.50 (n)	0.0%	
j. Temporary Event Notice	21.00 (n)	21.00 (n)	0.0%	
k. Theft/Loss etc of Temporary Event Notice	10.50 (n)	10.50 (n)	0.0%	
l. Transfers	23.00 (n)	23.00 (n)	0.0%	
m. Notification of Interest	21.00 (n)	21.00 (n)	0.0%	
n. Notification of Change of Licensee's details	10.50 (n)	10.50 (n)	0.0%	
o. Application for Copy of Licence	10.50 (n)	10.50 (n)	0.0%	
p. Provisional Statement	315.00 (n)	315.00 (n)	0.0%	
q. Interim Authority Notice	23.00 (n)	23.00 (n)	0.0%	
r. Minor Variation	89.00 (n)	89.00 (n)	0.0%	
s. Variation of DPS	23.00 (n)	23.00 (n)	0.0%	
t. Pre Application Advice - Check and submit service (Approx 1 hour officer time)	43.00 (n)	43.00 (n)	0.0%	
u. Pre Application Advice - Consultation with RA's and submit	150.00 (n)	150.00 (n)	0.0%	
27. Street Trading				
New Application fee: £50 non-refundable initial consultation fee (not required if location has been previously consented);	50.00 (n)	50.00 (n)	0.0%	
Daily Street Trading Consent, all week days, including bank holidays: £12.00 per day (06:00hrs - 22:00hrs);	12.00 (n)	12.00 (n)	0.0%	
Annual Street Trading Consent, all days of the year, including all bank holidays: £542.50 per year	542.50 (n)	542.50 (n)	0.0%	
*£50.72 Monthly rate per pitch (Standing Order x 10 payments - Monthly charges include a 6.5% discount if paid by Standing Order FOR THE WHOLE YEAR (payable over 10 months 1 April - 1 January). If a licence is cancelled before the full year is completed, the discount will be cancelled and full fees will be payable for the period of the licence. There is no discount given for any cash or cheque payments made.				
28. Pavement				
Fee A - Up to maximum of 3 tables and/or 12 chairs				
New Licence for Up to 2 Years	350.00 (n)	350.00 (n)	0.0%	
Renewal Licence up to 2 years	250.00 (n)	250.00 (n)	0.0%	
Fee B - Over 3 tables and/or 12 chairs				
New Licence for Up to 2 Years	390.00 (n)	390.00 (n)	0.0%	
Renewal Licence up to 2 years	290.00 (n)	290.00 (n)	0.0%	
29. Private Sector Housing Charges				
a. Houses in Multiple Occupation (HMO*) New Application Fee - Per Property	750.00 (n)	750.00 (n)	0.0%	
b. Houses in Multiple Occupation (HMO*) Renewal Licence - Per Property	660.00 (n)	660.00 (n)	0.0%	
c. Charge for Service of Housing Act 2004 Notices - Per Notice	260.00 (n)	260.00 (n)	0.0%	
d. House Compliance Inspection (available on request) - Per Hour	65.00	65.00	0.0%	
e. Immigration House Inspection - Per Hour	78.00	78.00	0.0%	
* HMO is a property which is occupied by five or more persons, forming two or more households, who share one basic amenity (as defined by s.254 of the Housing Act 2004)				

Description of Charge	2024/25 Charge £	Proposed 2025/26 Charge £	% Increase	Estimated Additional Income £
1. Land Charges				
a. LLC1 Only	HM Land Registry	HM Land Registry	N/A	£8,600 b - k
b. CON29R Residential	159.20	175.20	10.1%	
<i>Of which: FDC element</i>	99.20	109.20	10.1%	
<i>CCC element</i>	60.00	66.00 *	10.0%	
c. CON29R Commercial	261.70	288.00	10.0%	
<i>Of which: FDC element</i>	201.70	222.00	10.1%	
<i>CCC element</i>	60.00	66.00 *	10.0%	
d. CON29O Enquiries (16, 21)	14.40	16.80 *	16.7%	
<i>Of which: CCC element</i>	14.40	16.80 *	16.7%	
e. CON29O Enquiries (22)	28.80	33.60 *	16.7%	
<i>Of which: CCC element</i>	28.80	33.60 *	16.7%	
f. Highways Additional Questions	14.40	16.80 *	16.7%	
<i>Of which: CCC element</i>	14.40	16.80 *	16.7%	
g. CON29O Enquiries - additional	15.42	18.00	16.7%	
h. Solicitors Own Questions	19.20	22.20	15.6%	
i. Extra Parcel of Land -each	19.20	22.20	15.6%	
j. Property History Search (Extra)	32.00	37.20	16.3%	
k. CON29 information not on Public Registers can now be requested. More information is available from the Local Land Charges Team				
* Fees as per Cambridgeshire County Council approved charges.				
2. Electoral Registration				
a. Sales of the full electoral register				
(i) Data format - basic charge	20.00 (n)	20.00 (n)	0.0%	
Data format - plus amount /1,000 entries	1.50 (n)	1.50 (n)	0.0%	
(ii) Printed format - basic charge	10.00 (n)	10.00 (n)	0.0%	
Printed format - plus amount /1,000 entries	5.00 (n)	5.00 (n)	0.0%	
b. Sales of the edited electoral register				
(i) Data format - basic charge	20.00 (n)	20.00 (n)	0.0%	
Data format - plus amount /1,000 entries	1.50 (n)	1.50 (n)	0.0%	
(ii) Printed format - basic charge	10.00 (n)	10.00 (n)	0.0%	
Printed format - plus amount /1,000 entries	5.00 (n)	5.00 (n)	0.0%	
c. Sales of the overseas electoral register				
(i) Data format - basic charge	20.00 (n)	20.00 (n)	0.0%	
Data format - plus amount /1,000 entries	1.50 (n)	1.50 (n)	0.0%	
(ii) Printed format - basic charge	10.00 (n)	10.00 (n)	0.0%	
Printed format - plus amount /1,000 entries	5.00 (n)	5.00 (n)	0.0%	
d. Monthly notices of alterations of register				
(i) Data format - basic charge	20.00 (n)	20.00 (n)	0.0%	
Data format - plus amount /1,000 entries	1.50 (n)	1.50 (n)	0.0%	
(ii) Printed format - basic charge	10.00 (n)	10.00 (n)	0.0%	
Printed format - plus amount /1,000 entries	5.00 (n)	5.00 (n)	0.0%	
e. Copying of candidates' expenses documents - per page	0.20 (n)	0.20 (n)	0.0%	
3. Democratic Services				
a. Council Summons/Planning Agendas/Cabinet Agendas	13.00	14.00	7.7%	
4. Fenland Hall, March				
a. Room Hire - per morning or afternoon session				
(i) Council Chamber	103.70 (e)	109.00 (e)	5.1%	
(ii) Other Rooms	45.70 (e)	48.00 (e)	5.0%	
(iii) Supplement for use - after 6.30pm	45.70 (e)	48.00 (e)	5.0%	
- on Saturdays and Sundays	103.70 (e)	109.00 (e)	5.1%	
- tea/coffee (minimum charge)	15.00	16.00	6.7%	
- tea/coffee (per head)	2.90	3.00	3.4%	
(iv) Hourly Rate for Meeting Room Hire	12.40	13.00	4.8%	
In respect of Parish Councils, Association of Local Councils, and approved charities, free of charge, but supplementary charges apply as appropriate				

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Agenda Item No:	6	
Committee:	Cabinet	
Date:	27 January 2025	
Report Title:	Wisbech High Street Update	

1 Purpose / Summary

- 1.1 To provide Cabinet with a monthly update regarding:
 - Ongoing construction work at 24 High Street, Wisbech.
 - Progress regarding the options for 11-12 High Street, Wisbech.
- 1.2 To highlight additional costs incurred for the construction of 24 High Street.

2 Key Issues

24 High Street

- 2.1 Etec, FDC's main contractor, continues with the construction work on 24 High Street, Wisbech. Brickwork is completed, roof works substantially completed, and progress is clear to see – enhancing the High Street.
- 2.2 Work is now able to commence inside the building with first fix electrical and mechanical works, window carpentry, floor screeding and partitioning all underway in January.
- 2.3 The expected completion date is currently April 2025 following recent negotiations with the contractor. This has been a difficult site with recent issues including;
 - Additional insulation within walls required (due to the state of walls either side of our building)
 - Roof abutments likely to be difficult to marry together
 - The nature of the frontages of the buildings meaning that they will be offset from each other – like the rest of the street
- 2.4 Now that the shell of the building has been mostly completed, the number of potential issues should be reduced. That said, the project team expects issues being raised by the contractor regarding internal soil pipework and the roof abutments for the joins to the buildings either side of 24.
- 2.5 As highlighted in previous Cabinet reports over the past few months, the contractor has asked for extensions of time (EoT) for several issues that have become apparent throughout the build, namely;
 - Piling works
 - Additional slab works to ensure the building fits into the space required and the delays caused by the necessary design for this work
 - Additional materials not included on the original bill of quantities (BoQ) and the time taken to fit these materials

- Changes necessary to the steels for the front of the building
- 2.6 The project team rejected the claim for piling works as this is a contractor item.
- 2.7 The total EoT requested by the contractor for the additional items was 22 weeks. Discussions regarding these items has been underway for several months and was resolved in early January. Whilst both parties highlight that the issues are a combination of factors due to a complex site, the best compromise possible, to ensure progress with the build continued, was to settle at 15 weeks EoT. This has a cost of approximately £162,000.
- 2.8 Whilst the cost has been settled at 15 weeks EoT, the contractor still requires the 22 weeks of time to complete the project, meaning that completion is currently likely in April 2025. The Council will not be charged for the additional preliminaries cost of the extra 7 weeks.
- 2.9 Additional costs, directed to be instigated by Etec as a client (i.e FDC) instruction, have also been incurred throughout the build, with significant items being:
- The adjustment of the scaffolding at 11-12 High Street (£25,000) to ensure it was not in the footpath creating a safety issue as the same was required at 24 High Street for the works opposite.
 - LABC Structural warranty (£78,000)
 - Insurance costs (£17,500)
 - Movement monitoring systems to assess movement in the buildings adjacent to number 24 (£27,500) to ensure ongoing safety of the site and the adjacent buildings
- 2.10 The current construction works financial situation is as follows:
- | | |
|---|----------------|
| Original Etec construction cost: | £2.829m |
| Client instruction costs added to date: | <u>£0.246m</u> |
| Revised cost, pending other issues: | £3.075m |
| Additional costs incl. EoT 2/3/4 below: | <u>£0.189m</u> |
| Current best cost estimate: | £3.264m |
- 2.11 In 2022 when Council approved the project, the construction cost was capped at £3m due to the procurement framework used. The agreement regarding EoT claims from the contractor now puts the current best cost estimate at £3.264m by 25 April 2025 when construction is currently expected to complete.
- 2.12 Officers are reviewing the original Council report regarding this project and are seeking further legal and financial advice in regard to a potential change of funding arrangements for the building, as well as the governance necessary for the cost overrun. Once advice has been received a report to Cabinet will be prepared for February.

11-12 High Street

- 2.13 Revised design works are underway to reduce the cost of developing 11-12 High Street. A more substantive report will be presented to Cabinet regarding options at February Cabinet.

3 Recommendations

- 3.1 That Cabinet notes the current anticipated overspend on 24 High Street and that Cabinet is to anticipate a further report in February.
- 3.2 That Cabinet notes that until the building is completed there may be other additional costs, albeit these are anticipated to be more minor in nature, as the complex part of the building works are completed. It is anticipated that further costs will be addressed by way of a Portfolio or Officer Decision Notice.
- 3.3 That Cabinet notes that officers are seeking further information with regards the funding mechanism for the building and a further report regarding this will be submitted to Cabinet in February.

Wards Affected	Medworth ward	
Forward Plan Reference	KEY21APR22/01	
Portfolio Holders	Cllr Chris Seaton Cllr Ian Benney Cllr Chris Boden	Portfolio Holder for Social Mobility and Heritage Portfolio Holder for Economic Growth Leader of the Council and Portfolio Holder for Finance
Report Originator	Phil Hughes	Head of Service
Contact Officer(s)	Phil Hughes Mark Greenwood Paul Medd Peter Catchpole	Head of Service Head of Property, Assets and Major Projects Chief Executive Corporate Director and S151 Officer
Background Papers	Previous monthly Cabinet reports regarding Wisbech High Street July 2022 Cabinet and Council reports regarding 24 High Street, Wisbech	

Report:

4 SUMMARY FINANCIAL POSITION

Original Etec construction cost:	£2.829m
Client instruction costs added to date:	<u>£0.246m</u>
Revised cost, pending other issues:	£3.075m
Additional costs incl. EoT 2/3/4 below:	<u>£0.189m</u>
Current best cost estimate:	<u>£3.264m</u>

5 BACKGROUND AND INTENDED OUTCOMES

- 5.1 Cabinet receives a monthly report regarding Wisbech High Street and in the past few months the prospect of additional costs has been made clear. In the past month the actual figures have now been agreed – by way of a compromise – between both parties.
- 5.2 This report provides Cabinet with a monthly update regarding:
- Ongoing construction work at 24 High Street, Wisbech.
 - Progress regarding the options for 11-12 High Street, Wisbech.
- 5.3 To highlight additional costs incurred for the construction of 24 High Street and to seek formal approval for this additional funding.

6 ADDITIONAL COST DETAILS

- 6.1 Detailed information regarding Extensions of Time (EoT) requests regarding EoT 2/3/4 - the additional cost of £189k highlighted in the financial summary above.
- 6.2 As highlighted in recent Cabinet reports, the project team has been discussing three Extension of Time (EoT) requests with our contractor, Etec. There was also another initial EoT (EoT 1) claim regarding piling works. The Council rejected this claim as piling works were within the purview of the contractor, so any issues / delays with the method used has fallen for the contractor to address and pay for.
- 6.3 The weekly cost to the Council in terms of Etec's preliminary costs is approximately £11,000.
- 6.4 Etec has claimed 22 weeks EoT across the three recent claims. The council's project management team has asked Etec for further information and there has been an ongoing dialogue regarding EoT 2 (setting out of the building) and EoT 3 (materials and the bill of quantities (BoQ) and labour requirements for the changed BoQ).
- 6.5 Resolving a mutually agreeable sum for both EoT 2 and EoT 3 has not been possible over the period of the past three months.
- 6.6 This is a complex project and the Council's team does agree that Etec are owed some EoT to complete works, but both parties disagree on the extent of time.

EoT 2 (12 week claim)

- 6.7 The Council sought legal advice regarding the setting out issues that precipitated EoT 2. The advice received was that Etec should be able to rely on drawings provided to them by the client (i.e. the Council), despite the project team being clear that a good contractor would have used best endeavours to deliver the project on time by checking in advance that there were no laying out issues – and if there were to then advise the client in advance to ensure a prompt adjustment if necessary. Both parties are fixed on final figures that are 4 weeks apart. EoT 3 (6 week claim).
- 6.8 The BoQ and additional materials and changed materials has been resolved in terms of materials and their cost (a reduction in excess of £100,000 on Etec’s original claim). However, both sides cannot agree regarding the extension of time required to fit the revised materials and quantities.

EoT 4 (4 week claim)

- 6.9 This is a claim due to a cost regarding a delay to the front of the building and the building steels and adjustments and time required to ensure these fitted in place in terms of the buildings either side of the new build at 24 High Street.

EoT Resolution

- 6.10 On 20 December 2024 Etec made an offer to resolve all three EoT’s. This offer consisted of Etec still requiring the 22 weeks additional time added to the project timetable to complete the works, but being ‘reluctantly prepared to accept’ a cost of only 15 weeks. In effect this is discounting their preliminary costs.
- 6.11 After careful consideration, and in the best interests of the project and the expected completion in spring this year, the Council’s project management team has decided to accept this cost and time, whilst stating that we do not agree that a 22 week delay is attributable to the employer and commenting that the progress on site and site management remains disappointing. Additionally, ongoing weekly progress meetings are to be instigated to mitigate any further delays.

7 REASONS FOR RECOMMENDATIONS

- 7.1 The Council is in a contract with Etec to build 24 High Street. Throughout any building contract there will arise issues that add cost into a project as well as options that the client (i.e. the Council) may wish to implement as the build progresses.
- 7.2 Whilst 24 High Street is a difficult site on which to deliver the building, progress has continued at a reasonable pace. The initial piling and then slab works were difficult with ground conditions terrible, but the team has moved beyond this phase and the building shell is mostly complete.
- 7.3 Cabinet is to note the anticipated cost overruns, pending a further report in February regarding governance arrangements. It is necessary to increase the budget for the project from the originally agreed sum, due to issues on the build.

- 7.4 The mechanism for funding the build may change to a loan from the Public Works Loan Board. Officers are considering this approach and a further report to Cabinet will be prepared for February.

8 CONSULTATION

N/A

9 ALTERNATIVE OPTIONS CONSIDERED

- 9.1 The Council is in a legal contract with Etec Limited to build 24 High Street. No alternative options are available given the contractual position of the Council.

10 IMPLICATIONS

10.1 Legal Implications

Legal advice has been taken in relation to the terms of the contract to inform negotiations with the contractor.

10.2 Financial Implications

As highlighted, the cost of the build for 24 High Street has increased. Fortunately, the project is in the final stages and the chance of further increases remain real, but those increases, if they do occur, are expected to be more minor in nature.


10.3 Equality Implications

N/A

10.4 Any Other Relevant Implications

- 10.5 If the Council proceeds with a build at 11-12 High Street, in the site opposite 24 High Street, it is necessary to take the learning from the 24 High Street project into account.

- 10.6 Whilst the market for this sort of work has settled down since 2022 and the post-covid building work scramble that included significantly raised costs of materials, FDC should take into account the following for 11-12 High Street;
- Another demanding site at 11-12 with the necessity to drop a compound into a location other than the High Street.
 - Ground conditions are likely to be difficult
 - Any budget for 11-12 needs to include a significant contingency and optimism bias budget

Agenda Item No:	7	
Committee:	Cabinet	
Date:	27 January 2025	
Report Title:	Leisure Centres – conditions survey work	

1 Purpose / Summary

1.1 To provide Cabinet with an update regarding:

- Ongoing condition survey works at the leisure centres
- Brief update regarding the Leisure Facility Strategy - Initial Assessment Phase project

2 Key Issues

3 Condition Survey Works

3.1 Fenland owns 4 leisure centres, one in each market town. Whilst the facility in Chatteris is smaller and only 13 years old, the other three facilities are of a significant size and are aging.

3.2 FDC assessed the facilities conditions in 2018 prior to the Freedom contract starting and then again in 2021 through a CIPFA conditions survey assessment. These assessments formed the basis for a condition survey budget for the leisure centres.

3.3 This report highlights work that has been ongoing in the past 12 months and planned works within the coming 6 months.

4 Leisure Facility Strategy - Initial Assessment Phase project

4.1 In the past 12 months an assessment of leisure centres has been undertaken by electrical, mechanical and structural engineers. This has been supported by architects, cost consultants and a firm that is a market leader in leisure centre refurbishment.

4.2 An initial outline report was received in autumn 2024 that required further work. The current focus is on the Manor Leisure Centre and revisions to initial outline designs are being undertaken, alongside discussions with Freedom Leisure regarding the impact on customer numbers and resulting income of potential changes. Additionally, a reduction in income and admissions is also being considered that will be necessary during building works.

4.3 A full report regarding this project will be presented to Cabinet in February.

5 Recommendations

- 5.1 That Cabinet notes the report, recognising that progress that the Council has made on unavoidable condition survey work in the past year and notes the works still in the pipeline for delivery in the coming months.
- 5.2 That Cabinet notes that progress is being made with the Leisure Facility Strategy - Initial Assessment Phase project with a report expected at Cabinet in February with detailed information regarding a significant project at one site, smaller projects at two other sites and an expected timeframe for a package of works for the final site.

Wards Affected	All wards
Forward Plan Reference	Leisure Facility Strategy - Initial Assessment Phase - KEY/24AUG23/02
Portfolio Holders	Cllr Alex Miscandlon Portfolio Holder Leisure
Report Originator	Phil Hughes Head of Service Anthony Brasher-Hughes Leisure Capital project Manager
Contact Officers	Phil Hughes Head of Service Carol Pilson Corporate Director Peter Catchpole Corporate Director and S151 Officer
Background Papers	

Report:

6 BACKGROUND AND INTENDED OUTCOMES

- 6.1 The leisure centres in Fenland (excepting Chatteris) are all of an age with significant replacement of aging equipment and building improvements required to ensure that they are fit for the future and are reliable for our partner, Freedom Leisure, to continue to offer good services to the local community.
- 6.2 In 2021 FDC commissioned CIPFA to carry out a condition survey of the facilities. This highlighted many aspects of the centres that requires replacement or improvement due to age and condition of the building or equipment.
- 6.3 In 2024 the Council also commissioned a third party, Alliance Leisure, to inspect the three larger, older facilities with a view to developing plans to improve the facilities to ensure that they are fit for the future. This work remains underway, with a report due to Cabinet with significant detail and suggested projects in February 2025.

7 CONDITION SURVEY PROGRESS

- 7.1 Whilst necessary condition survey works are also wrapped up in the broader Leisure Facility Strategy works, it remains necessary to progress with condition survey work to ensure that the centres do not experience equipment failures leading to unplanned closures.
- 7.2 This work continues to progress at a pace and the information below summarises the work undertaken in the past 12 months, and that in the pipeline in the coming 3 – 6 months. The Council only has so much capacity to assess, procure, order and manage the replacement of equipment.
- 7.3 Delivery capacity is also linked to Freedom’s capability in terms of selected closures where necessary and the staff coordination needed to support these ongoing works.

Centre	Condition survey work	Cost Estimate	Completion date
Chatteris Leisure Centre	Main car park refurbishment	£135,000	November 2024
George Campbell Leisure Centre	Gym changing rooms; replacement of ventilation system, expanded to ceiling, white goods, flooring	£100,000	February 2024
	New changing places toilet and reception area improvements	£90,000 (£60,000 government grant)	May 2024
	Replacement of pool filter system	£50,000	June 2024
	Replacement of 2 x pool boilers	£70,000	September 2024
	Replacement of building management system (BMS)	£20,000	November 2024
	Replacement of pool skimmers	£15,700	December 2024
	Unplanned works following concerning findings during pool skimmer works: Replacement of pool pipework	c.£100,000	January & February 2025

	Replacement of pool fibreglass tank	£60,000	
	Additional solar PV	£60,000	February 2025
	Replacement of pool Air Handling Unit (AHU)	£100,000	March – May 2025
	Replacement of plant room roof	£200,000	March – May 2025
	Renovation of weathered plant room brickwork	£5,200	December 2024
Manor Leisure Centre	Car park lining replacement	£3,700	November 2024
	Replacement of 5 x pool boilers	£31,000	October 2024
	Replacement of BMS	£20,000	November 2024
	Increased solar capacity	£60,000	February / March 2025
	Combined Heating & Power (CHP) Unit replacement	£47,000	January 2025
	Boat mooring refurbishment	£10,000	February 2025
	Pool hall lighting replacement with energy efficient equipment	£10,000	December 2024
	Development of new synthetic turf PlayZone with Football Foundation funding	£220,000 Football foundation £55,000 bid to FCC	May / June 2025
	Refurbishment of tennis courts including improved and painted surface, new flood	£46,000	

	lighting, new tennis posts and nets and new high strength perimeter fencing		September 2024
Hudson Leisure Centre	Replacement of 1 x pool boiler	£12,000	January 2025
	Replacement of hot water tank	£5,000	September 2024
	Removal of unused isolated heating tank	£1,500	December 2025
	Replacement of disabled access lift to gym, sports hall and soft play area	£16,000	February 2025
	Replacement of pool AHU	£120,000	March – May 2025
	Replacement of internal CCTV / Fire Alarm / PA systems	£70,000	March – May 2025
	Refurbishment of dryside changing rooms	£150,000	March – May 2025
	Asbestos removal in office corridor ceilings	£14,500	June 2024
	External cladding to pool	£5,800	June 2024
	Pool lighting replacement with energy efficient equipment (Sport England grant funded)	£10,000	December 2024
	BMS replacement	£20,000	December 2024

8 REASONS FOR RECOMMENDATIONS

- 8.1 This report is an update on works completed and planned, identifying the varied nature of works and the complexity that three elderly leisure facilities present in regard to the necessary replacement of mechanical equipment and refurbishment works.

9 CONSULTATION

- 9.1 There will be consultation with users of the facilities when the broader Leisure Facility Strategy works progress, alongside partnership working with Freedom, necessary to realise increased admissions and income that will partially support the cost of the plans.

10 ALTERNATIVE OPTIONS CONSIDERED

- 10.1 N/A

11 IMPLICATIONS

11.1 Legal Implications

- 11.2 N/A

11.3 Financial Implications

- 11.4 FDC has an identified condition survey budget for the ongoing condition survey works.

11.5 Equality Implications

- 11.6 N/A

11.7 Any Other Relevant Implications

- 11.8 N/A

**DRAFT 6 MONTH CABINET FORWARD PLAN –
Updated 13 January 2024**



(For any queries, please refer to the published forward plan)

CABINET

CABINET DATE	ITEMS	LEAD PORTFOLIO HOLDER
24 Feb 2025	1. Business Plan 2025/26	Cllr Boden
	2. Budget & Mid-Term Financial Strategy 2025/26	Cllr Boden
	3. Fenland Transport Strategy	Cllr Seaton
	4. RECAP Partnership Waste Strategy Review	Cllr Tierney
	5. Wisbech High Street Update	Cllr Seaton Cllr Hoy Cllr Tierney
	6. 11 & 12 High Street, Wisbech – Options Update	Cllr Seaton Cllr Hoy Cllr Tierney
	7. Leisure Facility Strategy – Initial Assessment Phase	Cllr Miscandlon
	8. Purchase of 33 flats and 2 shops in Wisbech to support meeting our housing duties	Cllr Hoy
	9. Homelessness and Rough Sleeping Strategy and Action Plan	Cllr Hoy
	10. Wisbech Town Board, 10-Year Vision Document and 3-Year Investment Plan	Cllr Boden Cllr Hoy Cllr Tierney Cllr Wallwork
	11. Consideration of options for the future location of the Wisbech Fairs	Cllr Murphy Cllr Hoy Cllr Tierney Cllr Wallwork
	12. Article 4 Direction - HMO's in Wisbech	Cllr Hoy
	13. Cabinet Draft Forward Plan	Cllr Boden
24 Mar 2025	1. Investment Board Update & Review of the Commercial & Investment Strategy	Cllr Boden Cllr Benney Cllr Tierney
	2. Review of 2 Air Quality Management Areas for Wisbech	Cllr Wallwork
	3. Wisbech High Street Update	Cllr Seaton Cllr Hoy Cllr Tierney
	4. Cabinet Draft Forward Plan	Cllr Boden

CABINET DATE	ITEMS	LEAD PORTFOLIO HOLDER
	5. Approval of award of Legal Services contract (confidential)	Cllr Boden
28 Apr 2025	1. Wisbech High Street Update	Cllr Seaton Cllr Hoy Cllr Tierney
	2. Cabinet Draft Forward Plan	Cllr Boden
TBC May 2025	1. Wisbech High Street Update	Cllr Seaton Cllr Hoy Cllr Tierney
	2. Cabinet Draft Forward Plan	Cllr Boden
TBC June 2025	1. Annual Report 2024-25	Cllr Boden
	2. Wisbech High Street Update	Cllr Seaton Cllr Hoy Cllr Tierney
	3. Cabinet Draft Forward Plan	Cllr Boden

TBC = To be confirmed

Agenda Item No:	10	
Committee:	Cabinet	
Date:	27 January 2025	
Report Title:	Grounds Maintenance Contract – procurement option decision and revised specification	

This item comprises EXEMPT INFORMATION which is not for publication by virtue of Paragraphs 3 and 5

The main body of the report is for public record. Only the three Schedules contain exempt information.

1 Purpose / Summary

- 1.1 The current 10-year Grounds Maintenance (GM) contract with Tivoli expires on 31 October 2025. In order that the Council can replace this contract in a timely manner, work has taken place to assess the Council's options with regards to either securing a new partner or extending the current contract by one year.
- 1.2 Alongside this work, an assessment of potential cost reduction approaches regarding the current specification have been undertaken in order to reduce the expected increase in cost for a contract that a future procurement exercise will require.

2 Key Issues

- 2.1 The Council's 10-year GM contract expires on 31 October 2025. To have a replacement contract in place requires procurement to commence early in 2025 as a new contractor will require several months lead-time to take on the work in an organised and effective manner from November 2025.
- 2.2 An assessment of the Council's current GM costs has identified that the Council is getting exceptionally good value from the GM contract with Tivoli. It is estimated that going to the market on the current specification will add a significant amount to current costs based on market intelligence.
- 2.3 The same work has identified that going to the market for a contractor is the approach most likely to offer the Council best value as opposed to the Council offering an in-house service or establishing a Local Authority Trading Company. Any such contract would need to be 5 years in length (to achieve good value) with the option of a further 5 years and this contract would then novate to any future council body as part of the planned local government reorganisation.
- 2.4 The Council has received legal advice that a one-year extension of the current contract is possible. Officers have discussed this with the current contractor, Tivoli, and they have offered a one-year extension price. After several discussions and a reduction in specification to match that within this report, the Year 11 price offered is within 10% of the current contract price.

- 2.5 In order to mitigate increased costs, officers have reviewed the current GM specification and Cabinet is presented with options to reduce potential bid costs by a reduction in the specification for either an extension of the current contract, or the procurement of a new contract.
- 2.6 Current experience has demonstrated that local arboriculture contractors can demonstrate better value than a centralised tree team working for our main contractor. This being the case the Council may achieve better value with a call-off contract with three businesses (preferably including the main GM contractor, but not necessarily so) instead of 1 contract with the Council's main contractor. To achieve best value it is proposed that the Council goes to the market for the services of up to three arboriculture firms services.

3 Recommendations

- 3.1 That Cabinet notes the report and the likely significant financial impact that a new GM contract or contract extension, **at the current specification**, will have on the FDC revenue budget.
- 3.2 That Cabinet notes and approves the recommendations for a reduction in contract specification to keep the Council's future costs as low as possible.
- 3.3 That Cabinet approves the procurement of up to three arboriculture contractors, to put in place call-off contracts to ensure best value for ongoing tree works.
- 3.4 That Cabinet notes the two best value options for delivery of the Grounds Maintenance service from November 2025 of either:
- Extending the Tivoli contract by 1 year or
 - Procuring a contractor on a 5 + 5-year basis
- 3.5 That Cabinet selects one of the two options summarised in 3.4.
- 3.6 That Cabinet delegates authority to the Corporate Director, in consultation with the Portfolio Holder for Environment, to mobilise and implement such proposals as selected in 3.5, with the authority to undertake all reasonable ancillary actions to ensure implementation.
- 3.7 That Cabinet authorises the Monitoring Officer to execute and complete all requisite legal documentation in relation to the matters outlined above in 3.6.

Wards Affected	All	
Forward Plan Reference	KEY/17MAY24/01	
Portfolio Holders	Cllr Peter Murphy Cllr Chris Boden	Portfolio Holder for Environment Leader and Portfolio Holder for Finance

Report Originators and contact officers	Phil Hughes Carol Pilson Peter Catchpole Amy Brown	Head of Leisure Services Corporate Director Corporate Director and 151 officer Assistant Director
Background Papers	Ricardo AEA FDC GM report – see Exempt Section 14	

Report:

4 Reasons for Exemption

- 4.1 This Report is NOT FOR PUBLICATION in accordance with paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972 in that it contains information relating to commercially sensitive costs and market information that may impact a competitive tender process if made public. The public interest test has been applied to the information contained within this exempt report and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.

Note; Only the Schedules are exempt information.

BACKGROUND AND INTENDED OUTCOMES

5 Summary

- 5.1 Fenland District Council commissioned Ricardo Energy & Environment to assess the delivery methods and associated costs of the Council's Grounds Maintenance services. Ricardo is an industry expert firm with expertise regarding environmental services that Councils procure. They have significant knowledge of contract rates given their supportive work for Councils across many differing contracts. The primary objective of their work for Fenland was to determine the most financially viable option for delivering GM services in Fenland and identify expected costs of new contracts.
- 5.2 The options under consideration were:
- In-house, through a Direct Service Organization (DSO)
 - Outsourced to the private sector
 - Local Authority Trading Company (LATCo)
- 5.3 Ricardo conducted a comprehensive analysis, including the preparation of a 'Dummy Bid' - a cost estimate based on prevailing market rates - to simulate a competitive tendering process. The analysis focused solely on the core scheduled works detailed in the Bills of Quantities (i.e. services specification and frequency), excluding any non-core provisional items.

6 Key Findings

- 6.1 The analysis revealed that:
- The current outsourced service, provided by Tivoli Group Limited, appears to represent good value for money for the Council.
 - Retendering the services on the market to a private sector operator could lead to significantly higher costs due to current market conditions.

- Bringing the services in-house (DSO) would likely result in even higher costs, primarily due to increased pension contributions under the Local Government Pension Scheme (LGPS).
- The LATCo (Local Authority Trading Company) option, while comparable in cost to the private sector model, would involve additional complexities and potential costs associated with establishment and management.

7 Recommendation

7.1 The Council has two options for November 2025:

- Procure a new contract for its Grounds Maintenance services through a re-tendering exercise to an external contractor.
- Or
- Extend the Tivoli contract, given that Tivoli has offered a price within 10% of the current cost for that year whilst Local Government Review progresses, which may result in the ability to align with strategic partners in 12 months' time, however that is of course not guaranteed and we may find ourselves in the same position in 12 months' time (Jan 2026) in more difficult and potentially a more costly situation.

Detailed Findings

8 Service Delivery Options Appraisal

8.1 The Council explored several service delivery options, each with its own set of advantages and disadvantages:

8.2 In-house Model (DSO)

This model offers the Council maximum control over the services and facilitates flexibility in responding to legislative changes, market fluctuations, and resident concerns. However, it requires the Council to absorb the full costs of service delivery, including pension contributions, staffing, infrastructure, and equipment.

8.3 LATCo Model

This model allows the Council to create a trading company under the Teckal exemption, offering greater flexibility in areas such as pension schemes and staff incentives. However, it requires careful adherence to LATCo regulations and may involve additional administrative complexities. Given LGR, the work to progress this option seems to be rendered moot given it will take time to establish and reap the benefits of any such arrangement. To progress this, we would also need to enter in to the one year extension with Tivoli to give time to put the necessary arrangements in place.

8.4 Partnering with Other Councils

This option involves collaboration with neighbouring local authorities to share resources and achieve economies of scale. While potentially beneficial, it requires careful consideration of factors such as service alignment, geographical limitations, and contractual arrangements.

8.5 Outsourcing to the Private Sector

This model, currently employed by the Council, involves contracting out the services to private companies through a competitive tendering process. It offers the benefits of market competition and access to specialized expertise but requires effective contract management and monitoring.

8.6 Delivery Options Summary

Ricardo conducted a comprehensive appraisal of the various service delivery options, considering factors such as cost, quality, operational risk, and capacity. The appraisal involved a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, which further supported the recommendation of continuing to outsource the services. A summary of the SWOT analysis is shown in the table below;

	Insourcing	LATCo (Pre-existing with Partner Local Authority)	LATCo (Establishing a Council LATCo)	Outsourcing
Costs –The service needs to provide value for money				
Procurement Competition	Red	Yellow	Red	Green
Staff Equality	Red	Yellow	Yellow	Green
Capital	Yellow	Yellow	Yellow	Yellow
Management	Green	Red	Red	Red
Gross Operating Cost	Red	Yellow	Yellow	Green
Quality- The service needs to perform its function efficiently				
Performance	Red	Red	Red	Yellow
Experience	Red	Yellow	Red	Green
Service Integration	Green	Yellow	Yellow	Yellow
Flexibility	Green	Yellow	Yellow	Yellow
Deliverability Risk- The service needs to limit risk to the Council				
Contingency	Yellow	Yellow	Yellow	Green
Flexibility	Green	Yellow	Yellow	Yellow
Mobilisation	Red	Yellow	Red	Green
Capacity- The service will require operational experience and staff with skills necessary to prepare, manage and deliver the service				
Staff Development	Green	Green	Green	Green
Skills	Red	Red	Red	Green
Experience	Red	Yellow	Red	Green
Management	Red	Red	Red	Green
ICT	Red	Yellow	Yellow	Green
Infrastructure	Green	Green	Green	Green
Timescales	Yellow	Yellow	Yellow	Green

9 Cost Analysis Summary

- 9.1 Ricardo conducted a detailed cost analysis to assess the value for money offered by each service delivery option. The analysis involved the use of Standard Minute Values (SMVs) to determine the workload associated with each service area and the application of anticipated unit rates to estimate the current market value of the services.
- 9.2 The 'Dummy Bid' exercise estimated the annual cost of outsourcing the services to be, significantly higher than the current contract cost. This discrepancy highlights the potential cost increase associated with retendering the services in the current market.
- 9.3 The estimated cost of bringing the services in-house (DSO) was even higher. This increase is primarily attributed to the higher pension costs under the LGPS (local government pension scheme).
- 9.4 The LATCo option was comparable to the private sector model. However, this model necessitates a two-tier workforce and excludes the costs of establishing and managing the LATCo – likely to increase costs above the private sector approach.
- 9.5 The 'Dummy Bid' estimated the annual cost of outsourcing the services to be significantly higher than the current contract cost, indicating a potential cost increase when the GM services are retendered.

10 Reducing anticipated costs by reducing the current GM specification

- 10.1 Costs produced by Ricardo AEA are calculated using the current specification for the GM contract. i.e. what is carried out by our contractor on our behalf, how often and to what quality. If the Council reduces the specification of the contract the cost will be reduced.
- 10.2 As a highly visible service any change must be assessed carefully to ensure that there is as little impact on the service that residents receive as possible.
- 10.3 It should be noted that simply trimming a little bit here and there from the overall specification will not achieve significant cost savings. To reduce contractor costs, specification changes need to understand the costs that the contractor incurs when carrying out works. Once understood, targeting contractor cost reductions then has an impact on the overall contract cost.
- 10.4 As detailed above, 58% of our current contractor's costs are in labour. To achieve reductions in cost it is necessary to target a reduction in the number of 2-person teams that operate the contract. Removing such a team reduces labour costs, whilst also reducing capital costs for the van being used, potentially a larger mowing machine and the associated trailer for the unit.
- 10.5 The current contract utilises the following workforce:
 - 4 to 8 seasonal employees from March through to October
 - 9 full-time year-round employees

- 3 person cemeteries team
- 2 person parks and recreation areas team
- 3 x 2-person open space and verge teams
- 2-person burial team
- 2 person shrubs and hard surfaces team
- 1 supervisor
- 1 manager

10.6 The following changes will achieve significant savings on the contract that should bring revised costs for any new contract down significantly:

- Parks and Rec cut: Reduce from 16 to 14 losing 1 cut in March and October
- Cemeteries cut: Reduce from 16 to 14 losing 1 cut in March and October
- Open space & verges Move from 2 week to 3-week rotation, starting March and ending October (reduction of cuts from 16 to 11)
- Charge CCC for the actual work carried out on their land

10.7 These changes are anticipated to have a minimal impact on the parks and cemeteries cut, but the open spaces team anticipates a slight increase in calls from residents during April and May during the peak grass growth season on parks and open spaces. As ever with nature, the seasons do significantly impact growth rates, and this paragraph needs to be caveated with the expectation of 'normal' seasonal rain and sunshine. Exceptional rain or sun impacts growth rates rapidly, as well as the ability to cut grass if areas are sodden, and this subsequently impacts resident feedback.

10.8 The additional further specification changes below will add in more savings bringing future costs down further:

- Play Area Inspections

Bring in-house for FDC staff, already on site throughout a month, to carry out an inspection regime within normal duties

Annual ROSPA inspection to continue

- Hedge Cut

Reduce from 2 to 1.5.

August cut to be front facing and high-profile sites.

Full cut starting October. Impact kept to minimum with the August cut.

- Football Pitch Maintenance: Remove from contract, as no longer being used by teams. No public impact
- Hard Surfaces; Reduce from 12 to 6 visits. Incr. rotational visits

- Shrubs and Rose Beds; Simplify specification and reduce to 6 annual visits
 - Herbaceous / high profile shrubs: Reduce area and specification.
- 10.9 The suggested specification changes, in addition to other minor adjustments to the specification and frequencies, aims to provide a scaled down, fit for purpose specification, that offers **minimal visible change** to the public, whilst keeping anticipated costs as low as possible with significant savings in the region of £150,000 - £200,000. This is of course an estimate and the bidders in the market will determine the impact and price accordingly.
- 10.10 It should be noted that this is an estimated impact based on current costs and how the current contractor manages their workforce.
- 10.11 It is also worth noting that adding anything new into an established contract will add an additional cost ABOVE what the cost would have been if it had been procured originally and likewise, removing something from a contract once in place may not save the expected sum, and in some cases may save no money at all. It is important that decisions made on the revised contract specification are adhered to, with changes very limited to ensure that the Council keeps costs at the original contract value.
- 10.12 A clear contract on day 1 that the Council adheres to will provide best value throughout the contract term.
- 10.13 The option of extending the current Tivoli contract by one year already includes the recommended specification changes detailed above and brings the cost for a year within 10% of the Council's current costs representing good value.

11 Local Government Review and influence on contract options

- 11.1 The Government White Paper which outlines the likely abolition of Fenland District Council in 2028 will influence the long term planning for all contracts at the Council.
- 11.2 A 5+5 contract has the advantage of giving cost certainty for the remaining years that FDC is in existence plus 2 years when the new unitary authority is establishing itself and its new arrangements to deliver services. It also reduces the officer and Member time needed to further assess procurement issues/options and issuing new contracts in another year's time.
- 11.3 Opting for a one-year extension will give us cost certainty for the next 12 months (until 31st October 2026) and may provide an opportunity for discussion with emerging strategic partners to align service delivery across a new geography in preparation for the new unitary authority being formed. However, this is by no means certain for several reasons, and we may find ourselves in the same position in January 2026 – needing to plan for a new contract to start in November 2026 but potentially with increased costs and a longer term for the new unitary to be locked in to.

12 CONSULTATION

- 12.1 There are no consultation requirements connected with the recommendations set out in this report.

13 ALTERNATIVE OPTIONS CONSIDERED

The alternative options for consideration are all set out in this report for detailed consideration.

14 IMPLICATIONS

14.1 Legal Implications

- 14.2 The Council has taken legal advice with regards to a contract extension with Tivoli. Advice received highlights that the Council is able to extend the contract with Tivoli relying on the Public Contracts Regulations 2015 Regulation 72(1)(e). Advice received is detailed in the exempt schedule.

14.3 Financial Implications

- 14.4 As detailed, the current contract represents good value for money.
- 14.5 Clearly the likely future increased cost implications of a new contract are a concern to the Council. Going to the market in a competitive procurement process should ensure that the Council gets the best package for the next 5 years. Additionally, the planned adjustments to the current GM specification should reduce any tendered costs to improve affordability.
- 14.6 In the past the Council has also been undercharging the County Council for the work that we carry out on their behalf as part of the GM contract – highways verges within town boundaries. From 2025 the Council will be recharging the County the full sum for such works ensuring full cost recovery to the Council. This reduces the Council's costs for the GM contract slightly. This may, of course, lead the County Council to review their own options around frequency and cost of their grass cuts.

14.7 Equality Implications

There are no specific equality implications associated with the content of this report.

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