

# Notice of Meeting

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## Overview and Scrutiny Management Commission

**Tuesday, 25th January, 2022 at 6.30 pm**  
in Second Floor Meeting Area Council  
Offices Market Street Newbury

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Date of despatch of Agenda: Monday, 17 January 2022

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Gordon Oliver on (01635) 519486  
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**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 25  
January 2022 (continued)**

**To:** Councillors Jeff Brooks, James Cole, Lee Dillon (Vice-Chairman), Lynne Doherty, Gareth Hurley, Alan Law (Chairman), Tony Linden, Thomas Marino, Steve Masters, Claire Rowles and Tony Vickers

**Substitutes:** Councillors Adrian Abbs, Jeremy Cottam, Carlyne Culver, Owen Jeffery, David Marsh, Garth Simpson and Andrew Williamson

**Other Officers & Members invited:** Councillors Adrian Abbs, Lynne Doherty, Ross Mackinnon, Alan Macro, Erik Pattenden and Howard Woollaston, Sarah Clarke, Melanie Ellis, Joseph Holmes, Nigel Lynn, Gabrielle Mancini, Paul Martindill, Matthew Pearce, Andy Sharp

## Agenda

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2. <b>Minutes</b> To approve as a correct record the Minutes of the meetings of the Commission held on 31 August 2021 and 12 October 2021.	7 - 24
3. <b>Actions from previous Minutes</b> Purpose: To receive an update on actions following the previous Commission meeting.	25 - 26
4. <b>Declarations of Interest</b> To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' <a href="#">Code of Conduct</a> .	27 - 28
5. <b>Petitions</b> Purpose: To consider any petitions requiring an Officer response.	29 - 30
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**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 25  
January 2022 (continued)**

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| 7.  | <b>Operational Review of the Communications and Engagement Strategy</b><br>Purpose: To provide the Overview and Scrutiny Management Commission with an update on progress made on the implementation of the Communications and Engagement Strategy, which was adopted in October 2020. | 89 - 108  |
| 8.  | <b>Fees and Charges</b><br><i>Purpose: To review the Council's fees and charges and to review in detail selected areas as determined appropriate by OSMC.</i>  | 109 - 152 |
| 9.  | <b>Membership of Task and Finish Groups</b><br><i>Purpose: To agree any changes to the membership of Task and Finish Groups.</i>   | 153 - 154 |
| 10. | <b>Task and Finish Group Updates</b><br>To receive updates from the Chairmen of Task and Finish Groups appointed by the Overview and Scrutiny Management Commission.   | 155 - 156 |
| 11. | <b>Health Scrutiny Committee Update</b><br>To receive an update from the Chairman of the Health Scrutiny Committee.  | 157 - 158 |
| 12. | <b>West Berkshire Council Forward Plan 2 February to 31 May 2022</b><br>To advise the Commission of items to be considered by West Berkshire Council from 2 February to 31 May 2022 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan. | 159 - 160 |
| 13. | <b>Overview and Scrutiny Management Commission Work Programme</b><br><i>Purpose: To receive new items and agree and prioritise the work programme of the Commission.</i>   | 161 - 164 |

Sarah Clarke  
Service Director Strategy and Commissioning

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OSMC – 25 January 2022

## **Item 1 – Apologies**

Verbal Item

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**DRAFT**

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

**OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION****MINUTES OF THE MEETING HELD ON  
TUESDAY, 31 AUGUST 2021**

**Councillors Present:** Adrian Abbs (Substitute) (In place of Jeff Brooks), James Cole, Lee Dillon (Vice-Chairman), Alan Law (Chairman), Thomas Marino, Steve Masters, Claire Rowles and Tony Vickers

**Also Present:** Jenny Graham (Environment Delivery Manager) and Susan Halliwell (Executive Director - Place), Councillor Lynne Doherty (Leader of the Council and District Strategy and Communications), Katharine Makant (Corporate Programme), Gordon Oliver (Democratic Services), Shiraz Sheikh (Legal Services Manager) and Councillor Howard Woollaston (Executive Portfolio: Internal Governance, Leisure and Culture)

**Apologies for inability to attend the meeting:** Councillor Jeff Brooks and Councillor Gareth Hurley

**PART I****19. Minutes**

The Minutes of the meeting held on 6 July 2021 were approved as a true and correct record and signed by the Chairman.

The Minutes of the meeting held on 10 August were approved as a true and correct record and signed by the Chairman, subject to the following additions relating to Item 3 of the Agenda:

- Note that Councillor Adrian Abbs had asked about:
  - The number of staff affected by the Timelord 2 proposal – this was confirmed to be around 1,000.
  - The additional people expected to work from home under Timelord 2 – this was estimated at 50 - 60 people.
  - When savings would be delivered – it was confirmed that the offices would be retained for a 6 month evaluation period before being sold.
- It was highlighted that the project manager was yet to be appointed.
- It was highlighted that the detailed project implementation plan had not yet been produced.
- It was confirmed that the incoming Chief Executive had been briefed on Timelord 2 and was supportive of the concept.

**20. Actions from previous Minutes**

Gordon Oliver provided an update on the actions from previous minutes (Agenda Item 3).

Members were asked to note the additional data provided in relation to Action 39, which showed how usage of each of the Council's car parks had changed during the pandemic.

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It was also noted that all other actions had been completed or closed with the exception of the following:

- **Action 43** – it had been agreed with the Leader and Chief Executive that future OSMC meetings should be two weeks in advance of Executive meetings to allow sufficient time for comments on quarterly finance and performance reports to be properly communicated.
- **Action 47** – Councillor Steve Masters was yet to provide Councillor Lee Dillon with details of his proposed amendment to the scope of the Thames Water review.
- **Action 48** – Councillor Lee Dillon was yet to provide the Chairman with the scope for the proposed review of the Council's telephone system.

### 21. **Declarations of Interest**

Councillors Adrian Abbs and Tony Vickers declared an interest in Agenda Item 6, but reported that, as their interests were personal or other registrable interests, but not disclosable pecuniary interests, they determined to remain to take part in the debate and vote on the matter.

### 22. **Petitions**

There were no petitions to be received at the meeting.

### 23. **Council Motion Referred to Overview and Scrutiny Management Commission**

*(Councillor Adrian Abbs declared a personal interest in Agenda item 6 by virtue of the fact that he was a Ward Member for the proposed alternative location of the football ground at Monks Lane. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter).*

*(Councillor Tony Vickers declared a personal interest in Agenda item 6 by virtue of the fact that he was a Member of Newbury Town Council which had a well-known view on the London Road Industrial Estate. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter).*

The Commission considered a report (Agenda Item 6) concerning the Motion that Councillor Lee Dillon had referred to Council on 8 July 2021. It was noted that Council had subsequently referred the matter to OSMC for consideration.

Councillor Tony Vickers explained that the Motion related to how the Executive had acted in regard to the Local Planning Authority's policies, specifically CS18 on Green Infrastructure (GI). The Motion sought to hold the Executive account for the way it had managed this key asset and taxpayers' money in the light of planning policy.

Councillor Vickers noted the statement in the report that no decision had been made in relation to the football club site at Executive. However, he indicated that Executive had taken many decisions on this matter. He noted that the Planning Authority had yet to make a decision, but this was a different body.

He stated that the Executive acted as landowner / promoter of the site and was custodian of public funds / assets including the London Road Industrial Estate (LRIE), of which the football ground was a key part until planning policy was formally changed.

He indicated that professional planners and lawyers were paid to manage the development plan process and development management. He stated that there was no policy in place to support the Executive's aspiration, as highlighted in the Avison Young report.



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He suggested that an outline application for the whole LRIE site should be brought forward together with the proposal to reprovide football facilities on another site.

He acknowledged that OSMC was unable to scrutinise decisions by planning committees, but stressed that it could scrutinise the Executive's decisions on its use of taxpayers' money and its actions in the light of planning policy. Therefore, he suggested that the report was misleading.

He suggested that as a result of the decision to relocate the football ground, millions of pounds of public money and officer time and 10 years of business rates income had been spent, committed or foregone – all contrary to planning policy, specifically in relation to GI.

He highlighted that an independent planning professional had written to the Secretary of State requesting him to intervene.

While Councillor Vickers acknowledged that there would be no immediate loss of GI associated with the current application, he highlighted the considerable harm to the site's use and enjoyment as a result of the Executive's actions contrary to planning policy (i.e. public shut out, stands removed, clubhouse burned down). He accepted that converting the football ground to an informal recreation area may mitigate some of the harm, but only until the LRIE development commenced. He suggested that this was only being done to remove the site's status as a football ground.

He indicated that the proposal would be an exception in GI terms, and if approved, it would set a precedent. Even for exceptional cases, new GI must be provided in an accessible location close-by, and he felt that Monks Lane did not satisfy these criteria. Also, he felt there was no certainty that the Monks Lane site would gain planning permission.

He considered that it would be a poor example to others if the Local Planning Authority (LPA) allowed one planning application in the hope that the Monks Lane application would also be approved.

He noted that the Monks Lane proposal would be less valuable in terms of GI, since the new artificial pitch would be an "ecological desert".

In summary, he stated that the Executive proposals would involve a net loss of area and quality of GI. Although in accordance with the Playing Pitch Strategy, it was not in accordance with Planning Policy. He repeated the call for all parts of the LRIE and football facilities to be seen as part of a single project in terms of business planning and development management.

Councillor Vickers indicated that the Liberal Democrats would have fast-tracked the site investigation with outline planning years ago. He acknowledged this would have cost more up-front, but he felt it would have provided additional certainty in planning policy and development cost terms. Contamination on the site would make it costly and challenging to build out. He noted that under EIA regulations, the cumulative impact of the LRIE proposals, meant that this work should be undertaken prior to / as part of the outline planning application.

He felt that there was no case for the current planning application, other than to continue to prevent football at the site. Regardless of whether the football ground remained in Faraday Road or not, he indicated that the Executive was duty bound to act as community leaders by following or exceeding planning policy.

He considered that Executive had set a bad example and that it was OSMC's job to say so.

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Councillor Adrian Abbs noted that biodiversity net gain was part of the National Planning Policy Framework (NPPF) and therefore part of local policy. He indicated that there was significant risk associated with the project, as highlighted in the Avison Young report, which put the Council in a terrible position to meet the biodiversity net gain requirement. The Chairman indicated that he considered the point to be outwith the terms of the Motion and that Councillor Abbs should not introduce new reasons.

Councillor Abbs observed that a change of use of the site had taken place and that other developers would not be allowed to do this without going through the planning process. He suggested that submission of the planning application was evidence that Executive had made a decision in relation to the football ground site. He indicated that the motion referred to Policy CS18 and OSMC was being asked to consider whether the Executive was doing things in accordance with policy, which he felt they were not.

Councillor Vickers highlighted that biodiversity was mentioned in paragraph 5.125 of Policy CS18. He indicated that the concept of biodiversity net gain came in after the Core Strategy had been adopted, but as current national planning policy, it was relevant, and would apply where there was no adequate local policy in place.

The Chairman cautioned against focusing solely on planning, since this was not within OSMC's remit.

Councillor Lee Dillon considered Councillor Abbs' comments to be consistent with the terms of the motion without expanding the remit of the debate. Also, he noted that when the application went before the Planning Committee, and Members of the Executive (as promoters of the site) were asked about costs, they were told there was no need to answer, since it was a policy question. He noted that the motion tabled to Council had been referred to OSMC without the Chairman's blessing and suggested that when there was any opposition to LRIE, attempts were made to obfuscate the argument and push it to a committee where only half the points would be relevant. He suggested there should be a full and open debate where the opposition could highlight where they believed the Executive had put forward proposals that were contrary to planning policy.

Councillor Dillon felt that the Council should be leading by example in terms of promoting best practice, and that the motion included evidence of where the Council had not acted in accordance with Core Strategy policies, specifically in terms of the loss of GI.

He questioned the timescale for delivering the replacement grass pitch and noted that the location had not been confirmed.

Councillor Dillon suggested that there should be a full and transparent conversation about provision of football facilities as part of a single set of policies, which could be the subject of public consultation, and would provide clear direction for the local planning authority.

He disagreed with how officers had evaluated this motion and suggested that they did not have sufficient knowledge about the policies it referred to.

The Chairman referred to the motion, which criticised the Executive and did not relate to planning aspects of LRIE, which would be heard by the LPA. He acknowledged that it was a difficult matter to assess, but indicated that there were 'Chinese walls' used to separate the Council as developer and LPA and that the Council worked hard to maintain these. He highlighted that it was up to the LPA to decide if a proposal was contrary to Planning Policy and if so, whether there were mitigating circumstances.

The Chairman asked Cllr Dillon to provide details of the particular date that the Executive had taken the decision to which he objected. Councillor Dillon was unable to provide a date, but suggested that the fact there was a planning application submitted for the site

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showed that a decision had been taken. He also referred to the Avison Young plan, which referred to the football ground as the first phase of development.

The Chairman agreed that a decision had been taken and that there was a clear statement about the preferred direction of travel, but this was subject to planning permissions.

Councillor Dillon indicated that he believed this to be in breach of planning policy. This could not be raised at Planning Committee, so he wanted a debate to show how the Executive was proposing ideas that were contrary to policy. He suggested that the recent fire at the football ground and subsequent demolition was a de facto illegal change of use, and it would be up to the LPA to take enforcement action against the Council.

The Chairman suggested this was a tortuous argument that made assumptions and OSMC was not in a position to know what the LPA might say on the matter.

**Action: Councillor Dillon confirm with LPA officers if an illegal change of use had taken place.**

Councillor Howard Woollaston affirmed the Administration's position of wanting to see economic development on the LRIE, which had been a long-held policy was in their manifesto. Detailed discussions had taken place with Sport England, the Football Association and the Rugby Football Union about local sports provision set out in the Playing Pitch Strategy, approved in 2020.

He explained that alternative sites had all been discounted. Approaches had been made to landowners including Newbury Rugby Club (NRC), who had previously declined, but had subsequently changed their minds. A report had been taken to Executive on 19 February, which had sought consent to maintain discussions with NRC. A deal was agreed and an application submitted for an artificial pitch, which could be used for 80 hours a week rather than 8 hours a week for the grass one at Faraday Road. He noted that the proposal included a new clubhouse and much better facilities.

The Football Association and Sport England had confirmed that an additional grass pitch was needed as well. Two alternatives had been considered and proposals were being developed to a stage where planning applications could be submitted and the public consulted. Councillor Woollaston noted that it was not appropriate to consult the public when there was uncertainty about the feasibility of the new pitches.

He indicated that the Executive had operated within proper bounds as the owner of the Faraday Road site and suggested that the motion be rejected.

Councillor Vickers noted that the Executive had made decisions every time they considered a matter related to LRIE going back to 2013 when Strutt and Parker had been engaged. He suggested that it was difficult for the public to discern the Chinese walls in place between the Council as developer and LPA.

The Chairman indicated that the motion should have referred to a date on which a decision was taken. Councillor Vickers indicated that the main decision had been taken in December when the masterplan had been signed off, but there was still no policy to support it.

Councillor Steve Masters indicated that another key decision date was when the community groups were evicted from the site three years previously.

Katharine Makant noted that the motion stated the Executive had acted outside of existing GI policies in relation to the Faraday Road football club site and it also referred to the proposed new site on Monks Lane. She stated that much of the discussion had been focused on planning issues. However, there was no substantial planning application for

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LRIE, only for the demolition of the clubhouse and the creation of a temporary playing field, which would be open to all. This would be determined by District Planning Committee on 8 September 2021. A planning application for a new facility at NRC was being processed. She indicated that any challenge to the decisions of those committees would be subject to the planning regime. Consequently, it was recommended to reject the motion on the basis that the decision was for the planning committee.

Councillor Claire Rowles noted there was a blurring of the lines between the Council as landowner and LPA. She was concerned that OSMC was asked to scrutinise a decision that had not been taken. She disagreed that the Council was in breach of planning policy and suggested that Councillor Vickers was at risk of pre-determining the application.

The Chairman noted that individual Members needed to take legal advice and act accordingly. He stated that the Council had acted within its rights as a landowner not to renew the lease on the football club site, but if it wanted to do something else with the site, then it would need to go through planning. He noted that the opposition had different aspirations for LRIE. Although the football ground was just one small part of it, the debate kept coming back to the wider development proposal. He reiterated that the Motion was specifically focused on Executive decisions relating to the football pitch.

Councillor Vickers agreed that the public needed to know where Members had conflicts of interest and confirmed that he would arrange a substitute for District Planning Committee and hoped that Executive Members would do likewise. He indicated that it was possible to have a committee with no Members from the Executive or Newbury Town Council, thus removing any conflicts of interest.

Councillor Masters suggested that there may be future occasions where scrutiny would be required on LRIE and asked where the debates should take place. He agreed that several Members would have conflicts of interest and supported the idea of using substitutes to address this.

The Chairman stated that OSMC was not legally permitted to scrutinise planning decisions, and the Local Plan was scrutinised at Full Council and was also subject to an Examination in Public chaired by an independent inspector. Shiraz Sheikh confirmed that OSMC's powers did not extend to planning decisions. He also reiterated that the Motion referred to Executive acting outside of the Council's policies, which was why it had been referred to OSMC.

Councillor Masters asked Members of OSMC how confident they were that they would not face legal challenges moving forward. The Chairman stated that decisions were informed by legal advice, but developers and others with vested interests would challenge everything. The important thing was to be able to justify decisions when they were challenged. He indicated that the Council would never intentionally open itself to challenge.

Councillor Abbs took issue with the reasons given to reject the Motion and noted that Policy CS18 used the word biodiversity at least twice and by closing off debate on this aspect, OSMC was making a decision based on incomplete information. The Chairman noted that the main point of Policy CS18 was not related to biodiversity.

Councillor Dillon asked if the Executive had not made a decision, then how had a planning application been submitted. He indicated that if OSMC was to agree with the Motion, then they would be ruling that the Executive had acted contrary to policy, but the argument presented was that because it had not been determined by the Planning Committee, no decision had been made. He noted that when the Motion had been tabled, the date for the application going to Planning Committee had not been agreed. He

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argued that the fact there was a proposal meant that a decision had been taken that was contrary to Policy CS18.

The Chairman noted that a Motion was a procedural device and stressed the need to avoid a political debate.

Councillor James Cole highlighted that each planning application had to be treated on its own merits, so this application would not necessarily set a precedent. He accepted that there had previously been challenges relating to the site and that there were strong feelings on the matter within the local community. However, he noted there was an alternative site identified, which had satisfied Sport England. He pointed out that it was not a new proposal and he was glad that decisions were being made on direction of travel and working towards a better football facility.

Councillor Dillon asked Councillor Cole if he agreed that Executive had made decisions. Councillor Cole agreed that they had been made on direction of travel only.

Councillor Rowles felt that the motion had to be rejected on the basis that no decision had been made.

Councillor Tom Marino agreed with Councillor Rowles and indicated that he was unable to support the Motion.

Councillor Vickers considered that the Executive had made decisions and committed funds over many years, with good intentions, but with minimal concern for existing planning policies. He agreed that Executive were not able to make decisions on planning policies, since that was a matter for the LPA. He suggested that the wording of the Motion was potentially confusing, but in his view, the Executive had acted and made numerous decisions, notably when it adopted a Masterplan that its own consultants had indicated was contrary to planning policies.

The Chairman stressed that OSMC should not have a debate about the pros and cons of LRIE. He accepted that it was difficult for the press and public to understand that the Council was acting in two different capacities as developer and LPA. He reiterated the point that many developers put forward proposals that could be considered contrary to planning policies and not all were turned down, since in some cases the planning balance may outweigh the negative aspects. This would be determined by the planning committee. He noted that the report indicated that the motion was not valid.

Councillor Dillon sought clarification that the new recreation ground would be for all sports. Katharine Makant confirmed that it would be open to all users for all sports.

The Chairman invited Members to vote on the Motion as presented in the report. At the vote the Motion was rejected.

**Resolved that:** the Motion be rejected on the basis that, as no decision had been made on the former football club site at Executive, it could not be said that the Executive had acted outside of the Council's existing policies in terms of Green Infrastructure. The decision on planning application ref 20/02402/REG3 and on the recently submitted planning application for the Sports Hub at Newbury Rugby Club was for the appropriate Planning Committee, not Executive, and Overview and Scrutiny Management Commission was not able to review or scrutinise decisions taken by Planning Committees.

**Action: Councillor Dillon to submit a request in writing to Executive to provide a chronological list of all decisions made by Executive in relation to LRIE, including when the decision had been made to submit the planning application for the football ground.**

**24. Environment Strategy - Operational Review**

*(Councillor Lee Dillion declared a person interest in Agenda item 7 by virtue of the fact that he was an Employee of Sovereign Housing. As his interest was personal and not prejudicial he was permitted to take part in the debate and would be able to vote on the matter.)*

*(Councillor Adrian Abbs declared a person interest in Agenda item 7 by virtue of the fact that he was a member of the West Berkshire Council's Environmental Advisory Group (EAG). As his interest was personal and not prejudicial he was permitted to take part in the debate and would be able to vote on the matter.)*

The Commission considered a report (Agenda Item 7) concerning the Environmental Strategy, presented by Jenny Graham. The report provided information to the Commission relating to the progress of implementing the Environment Strategy as approved by Executive in 2020. The delivery plan presented in the Agenda Pack was the latest version that was approved at Executive last month and would be subsequently updated on a monthly basis with progress against any of the schemes reported. A further annual progress report would go to Executive in November 2021.

Jenny Graham noted that in the report Members would find that there was an importance and focus on putting carbon savings against key actions and projects within the Delivery Plan. This was considered important because it would enable the team to indicate the direction of travel and document the progress towards the Council's 2030 target of carbon neutrality, as well as helping with prioritisation of projects and resources. Jenny Graham also highlighted one aspect of the work that wasn't covered in the paper, namely the formation of the West Berkshire Parish Climate Forum, which came about because Parishes had requested it. So far the forum's meetings have been met with enthusiasm and engagement and it was hoped that the forum would be a useful tool for both West Berkshire Council and the Parishes by way of making important links and partnerships so targets could be met.

The Commission thanked Jenny for her presentation. Comments were given around improvements of cross-team working and listening to public reactions, and it was noted that a lot of work had already been completed. However, concern was raised that it had been two years since the emergency declaration and more projects needed to be started in order to make the 2030 deadline.

It was suggested that actions needed to have anticipated carbon savings against them. Councillor James Cole highlighted an online tool for calculating emissions – he did not know how accurate it was, but it showed variations between parishes that made sense to him. He indicated that there was no sense of what the Council could do to identify or address the largest carbon emitters.

Councillor James Cole observed that the Council had not taken action in relation to existing buildings and that planning policy needed to prioritise eco-friendly buildings. He believed the Council needed to lobby Central Government where appropriate. He suggested that the report needed to focus more on emphasising the fact that the Council had declared a climate emergency rather than maintaining a green District. He also felt that reviewing the paper annually was not frequent enough.

Councillor Steve Masters concurred with Councillor Cole regarding the need for greater ambition and more robust targets and he added that the Council could make their own housing stock less carbon intensive by making the required adaptations. He applauded the Council's decision to declare the climate emergency, but stressed that the Council needed to do more. He also asked how many Parishes were

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proactively involved in the forum and how the Council would increase further participation in future.

The Chairman indicated that the Council did not have many of its own houses. Councillor Masters confirmed that it had 75 properties and retro-fitting these properties would demonstrate the Council's intent. The Chairman observed that the standard for social housing appeared to be better than for market housing. Councillor Masters stressed the need to work with social housing providers, such as Sovereign Housing. Councillor Lee Dillon declared an interest at this point by virtue of the fact that he was an employee of Sovereign Housing.

Councillor Adrian Abbs stated that his main concern was also regarding reaching the 2030 goal and that from the report he found it impossible to judge if the Council was on target to reach that goal. He suggested using thermometers and charts within the report that would indicate this visually and assist OSMC Members when they were assessing progress. He suggested that the Council was currently miles off achieving its goal and numbers were needed to provide context for the reassurances that had been provided. The Chairman noted that there were key performance indicators with colours associated. Councillor Abbs acknowledged this, but indicated that they were hard to understand.

Councillor Tony Vickers said that he was concerned that the top risk in the risk register was the lack of 'buy-in' from West Berkshire staff, schools community groups and businesses and stated that there was a lot of work to be done outside the Council. He agreed that putting 'one's own house in order' was the place to start, but stressed that more work needed to be done in joining up departments and cited the recent disconnection between Planning and Education where solar panels were not installed in a new build school because of cost. Councillor Vickers also asked if the Council was reaching out to community groups, businesses and particularly the farming industry, where there were significant opportunities. He stated that securing buy-in was the only risk that was fully within the Council's control. He suggested that Members needed to be better educated and more proactive in reaching out to residents and partners.

Councillor Clare Rowles also wanted to know about what the Council was doing to reach out to these groups and in particular the farming community, as she noticed those actions was lacking in the report. She acknowledged that the Council had come a long way, but highlighted the short-term goals and actions in the report that had not been started yet (e.g. audits of the Council's buildings portfolio to identify energy consumption profiles). She also stressed the importance of communications, particularly in encouraging more local, green businesses.

Jenny Graham thanked the Members for their questions and feedback. She stated that it had been two years since the climate emergency was declared and that the first year had been about getting the strategy in place, which had been done using existing resources and the current team had only been in place a year. Momentum was still being built in the team and more recruitment activity was occurring. She agreed that more speed was required and the team was aware of this.

In terms of actions, Jenny Graham said that she felt her team had been a little too cautious in saying where something had started, but this would be addressed in the next update of the delivery plan.

In terms of business and community engagement, there had been a number of meetings within various community groups and businesses, and this activity would increase, since a Business Engagement Officer had now started with the team.

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The team was also working on engagement with the farming and agricultural industry and they recognised that as a very important part of the delivery plan and they were currently working on developing a Natural Solutions Delivery Partnership that would engage key players within the farming and agricultural industry, including the AONB, BBOWT and the NFU.

Jenny Graham also said she embraced the idea of a thermometer as a means of communicating progress in an informative, but simple way. She recognised that they did not have all the facts and figures, but they were working on obtaining those.

She also stated that the annual progress report to Executive in November would show the Council's carbon footprint and the progress made.

She explained that the team was working with Planning Policy to get appropriate policies in the Local Plan and ensure that this would help deliver the aims of the Environmental Strategy and the climate emergency.

In terms of the Parish Climate Forum, she stated that there were on average 18 different Parishes represented at those sessions, which were being held every 5 or 6 weeks and there was more engagement each time. She encouraged Members to promote these events to their local parish councils.

It was suggested that farmers should be engaged and not just farming groups and organisations, and that the report really needed to be reviewed every 6 months.

### **25. Membership of Task and Finish Groups**

There were no changes proposed to the membership of Task and Finish Group (Agenda Item 8).

### **26. Task and Finish Group Updates**

No updates were provided on the work of the Task and Finish Groups (Agenda Item 9).

### **27. Health Scrutiny Committee Update**

Councillor Claire Rowles provided a verbal update on the work of the Health Scrutiny Committee (Agenda Item 10).

She confirmed that the Committee had met for the first time on 11 August 2021, where the main agenda items were the Joint Health and Wellbeing Strategy and the Healthwatch Annual Report.

She indicated that the next meeting would be in November and future dates were being arranged. She suggested that it may not be possible to schedule dates around OSMC meetings, but she would continue to provide updates.

Topics proposed for the next meeting included: NHS dentistry, the CAMHS Tier 4 proposal to move from a hospital setting to a community setting, the protocol for engaging with third parties, and a prioritisation tool for choosing future health scrutiny topics.

The Chairman asked about the Joint Health Overview and Scrutiny Committee that would operate across Buckinghamshire, Oxfordshire and Berkshire West to scrutinise the Integrated Care System. Gordon Oliver confirmed that the Terms of Reference had now been approved by all the local authorities and discussions were taking place about when the first meeting would be needed.



**28. West Berkshire Council Forward Plan 24 August to 30 November**

The Commission considered the West Berkshire Council Forward Plan for the period covering 24 August to 30 November 2021 (Agenda Item 11).

Councillor Tony Vickers proposed scrutiny of the following:

- The Joint Public Protection Committee (JPPC).
- The Contaminated Land Strategies of the three Councils.
- The item on Food and Feed, which he felt would be of interest to the public.

**Action: Councillor Vickers to put his requests in writing to the Chairman regarding scrutiny of the JPPC and Food and Feed items.**

Councillor Vickers also noted that the Forward Plan still showed the Local Plan Review - Regulation 19 Consultation as taking place in October, which was out of date. It was noted that this was in a state of flux, which made it difficult to keep the Forward Plan up to date.

**29. Overview and Scrutiny Management Commission Work Programme**

The Commission considered its work programme for 2021/22 (Agenda Item 12).

Councillor Lee Dillon highlighted that Council officers had been required to respond outside of normal working hours to the recent fire at the football club in Faraday Road and the unauthorised development at Lawrences Lane. He thanked officers and the Executive Portfolio Holders for being responsive. He suggested that out of hours arrangements should be reviewed. He had drafted some terms of reference, which he had discussed with the Chairman as well as the Leader of the Council and Leader of the Green Party. He suggested that this should consider resources and reporting mechanisms. It was noted that officers who would give evidence to such a review were still reacting to the unfolding situation. The Chairman agreed and indicated that he had recently experienced issues when trying to use the Council's out of hours service and suggested that the customer interaction needed to be improved.

The Chairman suggested that the Out of Hours Service review could be considered in December and that the item on 'Effective employee appraisal and the management training and development programme' could be pushed back.

The Chairman noted that it had not been possible to put arrangements in place for OSMC to receive quarterly finance and performance reports ahead of Executive for the remainder of 2021/22. However, meeting dates for 2022/23 would be arranged so as to support this.

The Chairman also indicated that an additional meeting in February would be considered.

Councillor Claire Rowles asked what had been done in the short-term to improve the out of hours service. Councillor Dillon noted that arrangements had been bolstered over the last couple of weeks and residents had been informed of email addresses that were monitored 24/7 for the Lawrences Lane site. The Chairman stressed the need to look ahead and consider how future incidents would be handled.

**Resolved that** the changes to the work programme be noted.

**OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 31 AUGUST 2021 - MINUTES**

*(The meeting commenced at 6.30 pm and closed at 8.26 pm)*

**CHAIRMAN** .....

**Date of Signature** .....

**DRAFT**

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

**OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION**

**MINUTES OF THE MEETING HELD ON  
TUESDAY, 12 OCTOBER 2021**

**Councillors Present:** James Cole, Lee Dillon (Vice-Chair, in the Chair), Owen Jeffery (Substitute) (In place of Tony Vickers), Thomas Marino, Steve Masters and Claire Rowles

**Councillors Attending Remotely:** Councillor Lynne Doherty (Leader of the Council and District Strategy and Communications), Councillor Alan Law (Council Member)

**Also Present:** Susan Halliwell (Executive Director - Place), Joseph Holmes (Executive Director - Resources), Matthew Pearce (Service Director-Communities & Wellbeing, Public Health and Wellbeing), Lizzie Reeves (Business Analyst (Digital Services)) and Carolyn Richardson (Civil Contingencies Manager), and Gordon Oliver (Principal Policy Officer)

**Apologies for inability to attend the meeting:** Councillor Jeff Brooks and Councillor Tony Vickers

**Councillor(s) Absent:** Councillor Gareth Hurley

**PART I**

**30. Declarations of Interest**

There were no declarations of interest received.

**31. Review of the Council's response to the Covid-19 pandemic**

The Commission considered a report (Agenda Item 3) concerning the Review of the Council's response to the Covid-19 pandemic.

Councillor Lee Dillon advised that Officers had been asked to provide a review of the Council's response to the pandemic, to look at what had been exposed by the pandemic, the lessons learned, and changes that had been put in place, or were planned. The review would not take account of the response by health commissioners or providers since health scrutiny fell under the remit of the Health Scrutiny Committee.

Joseph Holmes provided a summary of the report, which highlighted the key areas of the response, based around the timeline of the pandemic and the various schemes, projects and actions that took place across the Council. The report was structured to look at those actions delivered for: residents; service users and businesses. He noted that Covid was still prevalent and so the response was ongoing.

The report highlighted some of the impact of the pandemic by numbers from March 2020 to September 2021, including:

1. Over 11,000 confirmed Covid-19 cases (as of 7 September 2021)
2. 256 residents had died due to Covid-19 (i.e. within 28 days of a positive Covid-19 test), including two members of the Council's staff
3. 17,900 residents' wages were funded through the furlough scheme at the peak of the take-up (Jun 2020)

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 12 OCTOBER 2021 - MINUTES

4. 4,190 people contacted the Community Hub for support between 23 March 2020 and the beginning of July 2021
5. Approximately 90 community groups, representing 2,000 local volunteers, assisted in the response – this included pre-existing community groups, as well as Town and Parish Councils, which also responded to provide practical support for members of their community.
6. A number of asymptomatic, mobile testing and vaccination sites were established, providing ‘community collect’ and assisted testing.
7. In excess of £100m of business rate relief and grants had been distributed

A video had been produced, which set out how the Council supported residents, service users and businesses in their response to the pandemic. Unfortunately, this could not be played at the meeting due to technical issues. [The video has since been put on YouTube: <https://youtu.be/SUlf9pfCbA>.] Joseph Holmes indicated that the video included commentary from the Leader and colleagues and focused on the human story. Councillor Lynne Doherty said the video showed how the Council’s role was to try to mitigate against the most serious aspects of the pandemic within the community. She was proud of the response, but was keen to hear feedback and acknowledged that there were always lessons to be learned. She noted that the Council was still responding and continued to work jointly with partners.

Councillor Dillon invited comments from Members of the Commission. He noted that there was lots of data in the report, but little about the quality of the response, the experience of customers, or what had been done with funds allocated. He proposed that a task group be set up to examine in detail the quality of the response to residents, service users and businesses, and engage with Officers and relevant partners.

Councillor Alan Law said the report set out, by way of a data-filled summary, the Council’s response to unprecedented circumstances and formed the basis of further investigation as the Council moved out of its reactive mode into a recovery position. He felt that an important aspect missing from the report was a review of lessons learned, which was only partially covered by a section outlining a range of activities that would be retained beyond the pandemic. He felt that it would have been preferable if the report had also set out what the Council would do in the future – or do differently – that it had not done in its response, and the reasons why. He noted that there had been a poor flow of information and strategic direction from Central Government, Public Health England and the NHS and wondered what effect this had had on the Council’s response. He questioned the local experience with regard to the stock and distribution of PPE, as well as the current number of GP appointments carried out compared to those undertaken pre-pandemic. On the latter point, Councillor Dillon was able to advise that Healthwatch West Berkshire were undertaking a piece of work on GP access in order to provide clarity on the current situation. Councillor Law suggested that this may be something for the Health Scrutiny Committee to consider.

Councillor Doherty said the Council did not lack supplies of PPE and that stock had been maintained throughout the pandemic and this had been shared with partners. With regard to lack of information flow from central Government, Councillor Doherty recognised this had been an issue and whilst it was referred to in the report, she acknowledged that the Commission would benefit from a more qualitative narrative around the impact this had caused. For example there had been delays in the distribution of business grants caused by central Government not issuing guidance in a timely manner. Joseph Holmes said delays had been experienced in issuing grants, because following Government announcements on funds, there was a 2-3 week delay until guidance was issued to local

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 12 OCTOBER 2021 - MINUTES

authorities as to how and to whom these grants could be administered. In addition, the guidance had been subject to change, though the Government had been helpful in providing local authorities with greater discretion as to who could benefit from the grants.

Joseph Holmes referred to the dashboard in the appendix of the report which showed some of the more qualitative aspects in terms of outcomes of the Council's response. For example, the quick distribution of business grants, business rates relief, and business rates payment holidays had supported the low number of empty businesses and the reasonably positive economic position shown in the report.

Councillor Steve Masters thanked Officers and Councillor Doherty for the depth, breadth and quantitative aspect of the report and echoed the call for more of a qualitative narrative about the actions taken and their outcomes. Councillor Masters said he had been contacted in the early stages of the pandemic with regarding shortages of PPE, necessitating procurement for a number of establishments. He felt there should be a wider discussion about this topic. In addition, Councillor Masters felt that Officers, members of the voluntary sector and representatives of commercial business should be given an opportunity to speak openly and frankly about the impact of Covid-19 and how they dealt with the support, or lack of support, that was available from central Government and the Council.

Councillor Claire Rowles also thanked officers for putting together a comprehensive report, but felt it would be helpful to have more concrete recommendations. She noted in the residents survey that there was some dissatisfaction with the Council's service delivery during the pandemic and indicated that she would have appreciated a more detailed response as to the reasons for this dissatisfaction. Councillor Rowles said she would like to see more benchmarking against other Councils in specific areas, e.g. in relation to the distribution of financial recovery packages. She also asked how much of the Council's response was Government led, for example, was the Council required to set up a Community Hub or had that been a local initiative. Joseph Holmes indicated that there was not always comparative analysis available, as some measures were unique to West Berkshire and some were a crossover between Government-led and the Council's own initiatives. For example, the Community Hub had been established before the Government had advised there must be one in place, and in regard to Council Tax and Business Rates collection, the Council had made a proactive decision to support residents and businesses by reducing enforcement activity. One area where comparison was available was around business grants; in the first few weeks of business grant distribution, the Council was in the lower quartile for speed of distribution – due to the time taken to collect the electronic contact details of the eligible businesses – but by May 2020 the Council had progressed to the upper quartile. West Berkshire was the 6<sup>th</sup> Council in the country to get a discretionary scheme up and running and had remained in the top quartile performance for speed of distribution. It was noted that the collection of more data at the start reduced had reduced the burden for businesses making repeat applications.

Councillor Dillon felt the benchmarking against other Councils was inconsistent and it might be more helpful to be judged against another comparable Council. He considered that the report showed the impacts of Covid-19 had not been quite so severe in West Berkshire, but the Council had a built-in advantage due to the economics of the area, which needed to be taken into consideration. Councillor Doherty commented that the issue with accurate or relevant comparison was that many other local authorities had not yet begun to look at their response and as a consequence had not produced any data against which to benchmark.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 12 OCTOBER 2021 - MINUTES

Councillor Owen Jeffery recognised that a great number of staff had put in a massive effort to support Council services in general and the range of new activities necessary to respond to the pandemic. He highlighted that there was no reference or recognition in the report to the efforts made by the Town and Parish Councils in support of the response to the pandemic. He stated that a lot of calls were made to Thatcham Town Council, which related to issues dealt with by the District Council.

Councillor Jeffery described the situation with the Council's care homes as a "tragic disaster" because so many of the residents had died from Covid-19, which had led to the number of care homes being reduced from four to three. The driver for this had been the way in which NHS patients were discharged from hospital, untested, back into care homes allowing Covid-19 to infiltrate the homes. Whilst the report made reference to appropriately supporting the most vulnerable members of the District, he felt it should be acknowledged that there were some areas in which there had been very sad outcomes even if those had not been as a direct result of the Council's actions.

*[Following the meeting Cllr Jeffery asked that his statement be clarified as follows: I would not dispute for one moment that responsibility for the heartrendingly appalling decision to discharge elderly patients without testing for Covid was a Government directive to the NHS. It was this dreadful decision that led directly to the mass ingress of Covid into the Nation's care homes including Council and private homes in West Berkshire. For reasons entirely beyond this Council's control, the most vulnerable ones were NOT supported appropriately. They were supported to the best of the ability of WBC and care home providers in monumentally difficult circumstances but were most definitely NOT supported appropriately (which would of course have been re-admission to Hospitals for suitable treatment. Hospitals that as we all know were already breaking under the strain.)]*

Councillor Jeffery was pleased that Healthwatch West Berkshire were reviewing GP access, but noted that there was a press campaign to discredit GP services, which he considered irresponsible and disappointing, as he believed GPs were doing more face-to-face appointments and had added telephone triage. Councillor Jeffery also agreed with Councillor Law's view that there should be an analysis of what the Council could and should have done better in their response to the pandemic.

Councillor Dillon indicated that the lack of detail about the Parish and Town Councils' response was partly intentional since the report was meant to focus on West Berkshire Council's response. However, going forward there would be an opportunity to talk to external partners to obtain their view as to whether the Council could have done things differently. With regard to care home deaths, Councillor Dillon said the lessons learned there would become a rolling factor with regard to the ongoing review of the Council's response to the pandemic.

Councillor Tom Marino echoed previous comments about the work undertaken by Officers. He paid particular tribute to everyone involved in the Support Hub as feedback he had received from people he had referred to the Hub had been extremely positive, and his own communications with the Hub had been excellent.

Councillor James Cole disagreed with Councillor Jeffery in that he viewed the report as looking at what the Council did and not how the Government or NHS had responded, and he felt that the Council had reacted superbly. He acknowledged the Council's efforts were ongoing and what mattered was to set up task groups and to learn more from them. Councillor Dillon agreed with Councillor Cole and felt that the organisation had faced an unparalleled crisis. Every member of staff and every Councillor had done their best to respond in order to protect West Berkshire, including the Leader and Deputy Leader of

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 12 OCTOBER 2021 - MINUTES

the Council, who had gone over and above what was expected of a Councillor in terms of the time spent coordinating the Council's response.

Councillor Masters agreed that the Council had responded well to the pandemic, much of which was due to the leadership of Councillor Doherty. In relation to business grants, he asked whether there was any intelligence or data on fraud committed within West Berkshire. Joseph Holmes did not know the national position because the Government was still reconciling all the different grants, and he expected it would take many months or even years for the Government to go through and cross-match where different people had tried to claim grants they weren't entitled to. However, nationally, some people had been able to commit fraud, and locally the Council had intercepted a number of fraudulent attempts to try and obtain business grants, some of which were up to £25,000+. He estimated that up to £0.5 million of fraud had been prevented locally.

Councillor Masters asked about the impact in areas such as turnover of business creation and bankruptcy, and whether these had been markedly different during the pandemic. Joseph Holmes stated that the number of empty businesses and the overall amount of business rates collectable had held steady. In terms of business insolvency nationally over the last four years, 2021 had shown an increase over the previous couple of years, but the overall picture would take time to understand because it was tied into the furlough scheme and the support that Central Government had given out. He indicated that West Berkshire Council was still providing business rates relief of up to 67% to a number of businesses. He suggested that this would not continue next year, though he conceded that situation could change.

Councillor Rowles indicated that it was good to see scrutiny undertaken at all levels, such as the audit of grants by the Governance and Ethics Committee and indicated that Health Scrutiny Committee would be looking at GP appointments.

Councillor Rowles commended the Leader, Deputy Leader and Nick Carter for the internal communications that came through to Members, which ensured they were well connected with decisions taken at the various Gold and Silver meetings and were able to disseminate that information to residents. She indicated that the daily and weekly briefings in the early days and the regular Q&As with the Leader and Nick were incredibly helpful and were the kind of behind the scenes work that residents would not have been aware of.

Councillor Rowles asked about the purpose of the video referred to at the beginning of the meeting and if it was intended to be for the benefit of residents. Councillor Doherty indicated that the video gave a qualitative flavour of the work undertaken and levels of support given to the community which was difficult to portray in the report. It had been recognised from the beginning of the pandemic that transparency and communication would be key, both within and outside the organisation, so that staff and members of the public were kept informed as to what was going on. Messaging via video was a communication method that had been very popular with the public and was used regularly throughout the pandemic. Joseph Holmes added that the purpose of the video was also to remember the members of the public and the staff that had been lost due to the pandemic and the impact it had had on so many people's lives, as well as an attempt to retain for the future some of the measures that had been undertaken during the pandemic. He noted that the Peer Review had stressed the importance of communications and he highlighted that the residents' survey had attracted around 3,000 responses, which had shaped the Council's activities. He also noted how teams had been formed from different parts of the Council to respond to the demands of the pandemic.

**OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 12 OCTOBER 2021 - MINUTES**

Councillor Law had been surprised by the volume of new planning applications received during the pandemic. History had shown that in an economic downturn levels of planning applications had decreased so he had been encouraged to see planning applications had remained steady during the pandemic.

Councillor Dillon noted that the report did not go into much detail around Adult Social Care and felt it would be beneficial to understand the detail and challenges experienced locally by the department. For example, the report stated that 2,700 vulnerable residents had been contacted - he asked if that meant 100% of vulnerable adults had been contacted or did it mean only 10% of vulnerable residents had been contacted? Councillor Dillon proposed that he and Councillor Law should look at the Scrutiny programme to schedule some task groups, to look at the response from the perspective of residents, service users and then businesses,. He suggested that it was necessary to consider: whether outcomes delivered by Council could have been delivered better; what the communication was like; and what the expectations were versus the reality. Councillor Law agreed with the proposal to schedule task group activity and felt this could dovetail into the Recovery session scheduled in 2022.

**Action: Councillor Dillon and Councillor Law to look at the Scrutiny programme to schedule some task groups, to look at the response from the perspective of residents, service users and then businesses.**

Councillor Dillon thanked Members for their attendance and engagement and thanked Officers for their report.

*(The meeting commenced at 6.30 pm and closed at 7.30 pm)*

**CHAIRMAN** .....

**Date of Signature** .....



**Actions arising from last OSMC Meeting**

The OSMC is requested to consider the following list of actions and note the updates provided.

Ref No:	Date	Item/Action	Member/Officer	Comments/Update
43	20/04/2021	<b>Revenue Financial Performance Report - Quarter 3 of 2021/22</b> The Chairman and Vice Chairman to review future meeting dates to better align with Executive meetings.	Cllrs Alan Law and Lee Dillon	<b>Outstanding</b> - It has been agreed that OSMC meetings for 2022/23 municipal year will be arranged two weeks ahead of Executive meetings to allow quarterly reports to be subject to scrutiny ahead of being considered by Executive.
47	06/07/2021	<b>OSMC Work Programme</b> Cllr Steve Masters to set out a proposed amendment to the Thames Water item in an email to the OSMC Chairman.	Cllr Steve Masters	<b>Completed</b> - Proposed amendment: To examine Thames Water sewage discharges in to West Berkshire water courses.  This would be relevant due to potential lack of investment in the sewage network that may have resulted to increased discharges.  A holistic and historic record of hours/days of discharge would be helpful if they can provide this.
48	06/07/2021	<b>OSMC Work Programme</b> Cllr Lee Dillon to set out a proposal for an additional items on the Council's telephone system to the OSMC Chairman.	Cllr Lee Dillon	<b>Completed</b> - Draft terms of reference circulated 31 August 2021
49	31/08/2021	<b>Council Motion Referred to OSMC</b> Cllr Lee Dillon to confirm with planning officers if an illegal change of use had occurred at the Faraday Road football ground.	Cllr Lee Dillon	<b>Completed</b> - Officers have provided a response to Cllr Dillon and have confirmed that the recent fire at the football ground and the subsequent demolition of the clubhouse building was not a change of use and no enforcement action is required as a result in respect of the use of the site at the current time.
50	31/08/2021	<b>Council Motion Referred to OSMC</b> Cllr Lee Dillon to submit a request in writing to the Executive to provide a chronological list of all decisions made by Executive in relation to LRIE, including when the decision was made to submit the planning application for the football ground.	Cllr Lee Dillon	<b>In Progress</b> - Cllr Dillon has met with officers and will decide if he wishes to submit a question to Executive.
51	31/08/2021	<b>West Berkshire Council Forward Plan 24 August to 30 November 2021</b> Cllr Tony Vickers to put his requests in writing regarding scrutiny of the JPPC and the Food and Feed item.	Cllr Tony Vickers	<b>In Progress</b> - Officers have provided Cllr Vickers with further information on the Food and Feed item.

52	12/10/2021	<p><b>Review of the Council's Response to the Covid-19 Pandemic</b></p> <p>To look at the Scrutiny programme to schedule some task groups, to look at the response from the perspective of residents, service users and then businesses</p>	Cllr Alan Law & Cllr Lee Dillon	<p><b>In Progress</b> - This has been included on the revised work programme from September 2022 onwards</p>
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**Last updated: 13 January 2022**

OSMC – 25 January 2022

## **Item 4 – Declarations of interest**

Verbal Item

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# Agenda Item 5.

OSMC – 25 January 2022

## **Item 5 – Petitions**

Verbal Item

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## Item Called-in following an Executive Decision: Award of Contract to Build Newbury Sports Hub

<b>Committee considering report:</b>	Overview and Scrutiny Management Commission
<b>Date of Committee:</b>	25 January 2022
<b>Portfolio Member:</b>	Councillor Howard Woollaston
<b>Report Author:</b>	Vicky Phoenix
<b>Forward Plan Ref:</b>	EX4149

### 1 Purpose of the Report

- 1.1 This report presents the call-in request submitted on 22 December 2021 for the Overview and Scrutiny Management Commission to review the Executive’s decision (EX4149) of 16 December 2021 concerning the award of contract to build Newbury Sports Hub.
- 1.2 The call-in has been submitted in accordance with Sections 5.3 and 6.4 of the Council’s Constitution.

### 2 Recommendation

- 2.1 In accordance with the call-in request dated 22 December 2021, it is recommended that Members of the Overview and Scrutiny Management Commission review the Executive’s decision (EX4149) of 16 December 2021 concerning the award of contract to build Newbury Sports Hub.
- 2.2 Having reviewed the Executive decision, the Overview and Scrutiny Management Commission should either:
  - (a) Confirm the Executive decision; or
  - (b) Propose amendments and refer the matter back to Executive for further consideration

### 3 Supporting Information

#### Executive Decision

- 3.1 The award of contract to build Newbury Sports Hub report was presented for consideration by the Executive on 16 December 2021. The report recommended that the Executive resolve to approve as follows:

## **Item Called-in following an Executive Decision: Award of Contract to Build Newbury Sports Hub**

- To award the contract for the provision of development management services (which includes construction) to Alliance Leisure Management Services.
- To delegate authority to the Service Lead Legal & Democratic Services to finalise the terms of the agreement and to make any necessary drafting or other amendments as permitted under the framework agreement which are necessary to reach final agreement, but do not materially affect the intent and substance of the agreement.
- To approve the allocation of £3.351M to complete the development of Newbury Sports Hub and thereby achieve the delivery of the number one priority in the Playing Pitch Strategy (PPS).
- To agree that any additional costs arising in relation to planning conditions be approved as per Council's Constitution which may require further Executive approval if over £250k. Otherwise the Executive Director of Resources in consultation with the Portfolio Member for Finance and Economic Development can approve.
- In light of the increased capital cost for the Artificial Turf Pitch (ATP) and to approve the increase of the annual Sinking Fund allocation from £25,000 to £35,000 per annum, in order to ensure sufficient funds are available to replace the pitch surface at the end of its projected 10 year lifecycle.

3.2 Executive resolved to approve the above recommendations.

### **Call-in of the Decision**

3.3 In accordance with the Council's Constitution six Elected Members (Councillors Lee Dillon, Jeff Brooks, Adrian Abbs, Alan Macro, Erik Pattenden and Tony Vickers) called in the Executive Decision (EX4149) on the basis of:

- An over design of specification to meet the Playing Pitch Strategy resulting in potential for less funding for other sites and therefore harming the long term delivery of the strategy;
- A lack of clarity of the Sports Hub purpose in relation to the old London Road ground and therefore any subsequent requirements on the Council when considering the Asset of Community Value aspects;
- Further requirement for evidence from Sports England, The F.A. and the RFU over the split of use of the ground to ensure that tax payers' money is delivering real benefit;
- The need for the total cost of the project, from build through to maintenance, to be considered when deciding to award the contract, so that we adopt a whole project approach;
- The need to fully understand the impact on other sites of awarding this contract as there will be a requirement to provide an additional grass pitch in another location;



## Item Called-in following an Executive Decision: Award of Contract to Build Newbury Sports Hub

- The need to fully understand how the awarding of this contract meets our ambitions as Council to achieve carbon zero by 2030.

3.4 The Members of the Council who submitted the call-in request proposed that, based on the need for further detailed examination of the points above, an alternative course of action would be to not award the contract at this point in time.

### Role of the Overview and Scrutiny Management Commission

- 3.5 The role of the Overview and Scrutiny and Management Commission is to review the Executive's decision.
- 3.6 The Commission will produce a report with its findings to the next meeting of the Executive (i.e. the meeting following the call-in request) unless there are exceptional circumstances why this cannot be achieved. In these circumstances the Chairman of the Commission and the Leader of the Council will agree a revised timetable.
- 3.7 The report will either confirm the original decision or propose amendments to it in any way it thinks fit and shall give reasons for its final decision. If the Commission upholds the Executive decision, that decision shall take immediate effect.
- 3.8 It should be noted that any matter which has been the subject of a call-in request may not be the subject of a further call-in request

## 4 Appendices

- 4.1 Appendix A – Award of Contract to Build Newbury Sports Hub Report (Executive, 16 December 2021)

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### Background Papers:

None

**Wards affected:** Wash Common and Newbury Clay Hill

### Officer details:

Name: Vicky Phoenix  
Job Title: Principal Policy Officer  
Tel No: 07500 679060  
E-mail: [Vicky.Phoenix1@wetberks.gov.uk](mailto:Vicky.Phoenix1@wetberks.gov.uk)

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**Item Called-in following an Executive Decision: Award of Contract to Build Newbury Sports Hub**

**Document Control**

<b>Document Ref:</b>	OSMC Covering Report for EX4149 – Newbury Sports Hub	<b>Date Created:</b>	07 January 2022
<b>Version:</b>	1.0	<b>Date Modified:</b>	
<b>Author:</b>	Vicky Phoenix		
<b>Owning Service</b>	Strategy and Governance		

**Change History**

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Change ID</b>
1			
2			

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# Report Title: Award of Contract to Build Newbury Sports Hub.

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<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	16 December 2021
<b>Portfolio Member:</b>	Councillor Howard Woollaston
<b>Date Head of Service agreed report:</b> <i>(for Corporate Board)</i>	November 16 2021
<b>Date Portfolio Member agreed report:</b>	November 16 2021
<b>Report Author:</b>	Paul Martindill
<b>Forward Plan Ref:</b>	EX4149

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## 1 Purpose of the Report

- 1.1 To award the call off contract for development management services to Alliance Leisure for the construction of Newbury Sports Hub and thereby achieve the delivery of the number one priority in the Playing Pitch Strategy (PPS).
- 1.2 To update the Executive on the conclusion of negotiations on the Agreement for Lease relating to the Sports Hub. .
- 1.3 To show the new 26 week delivery programme based on a successful planning determination in December 2021 and commencement of works in January 2022.

## 2 Recommendation(s)

- 2.1 The Executive resolves to:
  - (a) award the contract for the provision of development management services (which includes construction) to Alliance Leisure Management Services.
  - (b) delegate authority to the Service Lead Legal & Democratic Services to finalise the terms of the agreement and to make any necessary drafting or other amendments as permitted under the framework agreement which are necessary to reach final agreement, but do not materially affect the intent and substance of the agreement.
- 2.2 To approve the allocation of £3.351M to complete the development of Newbury Sports Hub and thereby achieve the delivery of the number one priority in the Playing Pitch Strategy (PPS).
- 2.3 To agree that any additional costs arising in relation to planning conditions be approved as per Council's Constitution which may require further Executive approval if over

£250k. Otherwise the Executive Director of Resources in consultation with the Portfolio Member for Finance and Economic Development can approve.

- 2.4 In light of the increased capital cost for the Artificial Turf Pitch (ATP) and to approve the increase of the annual Sinking Fund allocation from £25,000 to £35,000 per annum, in order to ensure sufficient funds are available to replace the pitch surface at the end of its projected 10 year lifecycle.

### 3 Implications and Impact Assessment

Implication	Commentary
<p><b>Financial:</b></p>	<p>The provisional budget agreed for this project in April 2021 was £1.6M construction costs with 10% contingency. An additional £1.62M is required to fund the development through the Capital Programme.</p> <p>The April 2021 report recognised the estimate had been formulated prior to the completion of all appropriate site surveys, the resolution of surface water and drainage issues and conditions associated with achieving planning approval.</p> <p>Alliance Leisure Services (ALS) were appointed to develop the scheme and act as agent for WBDC in the development of preconstruction work and submission of the planning application.</p> <p>ALS have reported that a range of factors have increased costs and reported that the delivery of the Sports Hub can be achieved with cost certainty of £3.351M. A summary of details underpinning the reasons for the cost increase is detailed in Section 8.</p> <p>Delay in this project is likely to further increase the capital cost of the project due to exceptional inflationary costs</p>
<p><b>Human Resource:</b></p>	<p>The management of the Sports Hub is included within the scope of the new leisure management contract which is scheduled to commence in January 2023.</p> <p>A variation to the existing contract will enable the current leisure operator, Legacy Leisure to manage the facilities until the commencement of the new contract. Thereafter if a new leisure operator is appointed, TUPE will apply to staff employed at this site.</p>

<p><b>Legal:</b></p>	<p>In accordance with the approved procurement strategy this is a direct award under the UK Leisure framework by Denbighshire County Council. The framework is a single supplier framework awarded to Alliance Leisure Services Ltd (ALS).</p> <p>The Council will enter into development management agreement (DMA) which will allow ALS to enter into various contracts relating to specialist quantity surveyor and project management services with provider(s), together with a construction contract with the building contractor. ALS will receive a management fee and project and development costs from the Council.</p> <p>The development manager ultimate role is to deliver the scheme on time and in accordance with the projects costs plan however it should be noted that this is not an absolute obligation on ALS, so there is a risk of costs increase which will be paid by the Council.</p> <p>The Council will not enter into the DMA until Planning is granted, or where the DMA is conditional upon the Council achieving Planning and securing the site.</p> <p>The finalisation of the DMA is pending negotiations.</p>
<p><b>Risk Management:</b></p>	<p>A risk register is detailed in Appendix A of this report.</p> <p>Whilst cost certainty has been established this could be subject to further amendment determined by planning conditions. Planning determination is scheduled for 13 December 2021 and associated planning conditions will not be known until this date.</p> <p>Sport England are a statutory consultee in relation to playing fields. Correspondence provided on 12 November 2021 advised that Sport England has not raised a planning objection.</p> <p>The management of this site by an established leisure operator will ensure facilities are managed effectively and sustainably.</p>
<p><b>Property:</b></p>	<p>A rental value for the site has previously been agreed and was reported as a Part II to Executive Committee in April 2021 and this remains unchanged.</p>

	<p>New facilities will be constructed for this development including a 3G Artificial Turf Pitch delivered to world class standard with associated sports lighting and fencing.</p> <p>Additionally the development includes a new pavilion, fully accessible new spectator stand and equipment storage areas.</p> <p>The site will be developed to achieve the Step 4 Football Association Ground Grading Standard – a higher grading than Faraday Stadium. The new facilities include; a Pavilion with 4 team changing rooms, medical room, officials changing areas, kitchen with servery, board room, social area and separate public toilets for spectators. The building will be designed to comply with the criteria for BREEAM (Building Research Establishments Environmental Assessment Method) excellent for energy performance.</p> <p>Externals include new car park with 52 spaces, including 2 disabled bays and bike rack for 20 cycles.</p> <p>A new drainage system will be installed on the site</p> <p>A 10% gain in bio-diversity will be achieved on the site through doubling the size of hedgerows, planting of trees, creation of wildflower meadow and creation of a bee bank.</p>			
<b>Policy:</b>	<p>The project will be delivered in accordance the National Planning Policy Framework. Specifically it addresses the number one priority in the Playing Pitch Strategy and will reduce the deficit in provision of Artificial Turf Pitches in West Berkshire.</p>			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				

<p><b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?</p>		X		<p>Future demand and supply analysis shows a significant deficit for all pitch typologies across West Berkshire. The provision of the ATP will assist in meeting latent demand and facilitate growth for participation in women's football and rugby.</p>
<p><b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?</p>		X		<p>The new pavilion and grounds will be fully accessible.</p>
<p><b>Environmental Impact:</b></p>	X			<p>The proposals will increase bio-diversity on the site through a range of measures including; planting trees, doubling the width of existing hedgerows, creating a wildflower meadow and bee bank.</p> <p>The Pavilion will be subject to BREEAM (Building Research Establishments Environmental Assessment Method) and has been designed to achieve an overall rating of Very Good with the energy performance element compliant with the criteria for Excellent. Many of the building parts and materials will be sourced from local suppliers.</p>
<p><b>Health Impact:</b></p>	X			<p>The Sports Hub will provide over 80 hours of pitch time per week (in contrast to the capacity of a grass pitch with 3-6 hours per week) and will therefore significantly enhance resident's opportunities for participation in sport and regular exercise.</p>
<p><b>ICT Impact:</b></p>		X		<p>None</p>

<b>Digital Services Impact:</b>		X		None.
<b>Council Strategy Priorities:</b>	X			This is a key piece of local infrastructure and delivers against the Council Strategy, Health and Wellbeing Strategy, Leisure Strategy and the number one priority in the Playing Pitch Strategy.
<b>Core Business:</b>	X			The project will improve the overall sport and leisure offer and builds community relations with key partners.
<b>Data Impact:</b>		X		None.
<b>Consultation and Engagement:</b>	<p>Cllr Woollaston – Executive Member with responsibility for Internal Governance, Culture and Leisure</p> <p>Matthew Pearce - Service Director Communities and Wellbeing,</p> <p>Andy Sharp - Executive Director - People,</p> <p>Shiraz Sheikh, - Service Lead – Legal and Demographic Services</p> <p>Shannon Coleman-Slaughter – Chief Financial Accountant</p> <p>Jonathan Martin – Deputy Finance Manager</p> <p>Jim Sweeting – Sport and Leisure Manager,</p>			

## 4 Executive Summary

- 4.1 This report summarises and concludes the cost certainty work for the proposed development of the Newbury Sports Hub, to be located at Newbury Rugby Club. However it should be noted that costs could change based on planning conditions and other factors listed in the risk register.
- 4.2 Alliance Leisure Services Ltd were initially appointed for limited works (design and costs and planning services) through the UK Leisure Framework procured by Denbighshire County Council. The UK Leisure Framework allows for the Council to enter into development management agreement with Alliance Leisure. Since the value of the



works being procured exceed £2.5m, under the Constitution Executive decision is required to proceed with the award.

- 4.3 The costs have been completed by Alliance Leisure Services and their selected development team. The estimated total project cost is £3,315M (excluding VAT), including a WBC held contingency of £96,683. The layout and encompassing facilities will create a new ground that meet the FA Step 4 ground grading standards.
- 4.4 The development includes a pavilion with 400 square metres of internal space and contains:
- Four team changing rooms, officials changing room and medical room
  - Club/committee meeting room
  - Function room/social area
  - Kitchen/Servery
  - Staff office
  - Toilets for visitors and spectators.
- 4.5 The pavilion will be designed to comply with BREEAM excellent criteria for energy performance.
- 4.6 The 3 G Artificial Turf Pitch (ATP) will meet World Rugby regulation 22 standards with dimensions of 106m x 70m. The 3G ATP pitch will be marked for both rugby and football
- 4.7 The ground development includes:
- Fully accessible spectator stand.
  - Six sports lighting pillars
  - Equipment storage containers and equipment including goals
  - Essential maintenance equipment including pitch roller
  - 4.5m high fencing around the pitch and double turnstile access for spectators.
  - A new car park encompassing 52 spaces including two disabled bays and bike racks.
- 4.8 The development also includes ground works to meet the planning condition of a 10% increase in bio diversity on the site. This is achieved by:
- Planting of trees.
  - Doubling the width of more than 300m of hedgerow on the borders of the site
  - Planting wildflower meadows on two banks of the site
  - Introducing a bee bank
- 4.9 The development is scheduled to be completed within 26 weeks with a planned commencement in January 2022, subject to planning and funding approval.
- 4.10 This project will deliver priority one of the Playing Pitch Strategy,

## **5 Supporting Information**

- 5.1 In April 2021 Executive Committee agreed a Joint Land Deal following negotiations with Newbury Rugby club which included a confidential Part II report. This delegated

authority to the Service Director of Strategy and Governance in consultation with the Service Director of Communities and Well-Being to enter into agreement for lease and any other agreements that are necessary and in line with agreed Heads of Terms. This work included a 40 year lease agreement and Joint Use Agreement with the rugby club. Agreement for lease has yet to be signed. This is because we have no decision as to the cost and funding in light of the increase (discussed below). However the work on the design and planning aspect of the scheme has continued with the application before the Planning Committee on 13 December 2021.

- 5.2 The April report approved a capital allocation of £1.6M capital with 10% contingency fund and an annual £25k Sinking Fund. The Risk Management section of this report advised that these initial estimates were given prior to the completion of all appropriate site surveys, which have now been completed and have now informed the figures ascertained for cost certainty (see appendix B). It also identified failure to achieve planning permission as a risk.
- 5.3 Project costs have risen due to a requirement to meet planning conditions, ground conditions and due to a 20.1% increase in material costs, alongside other factors. Sport England have also further advised that due to increased inflation, an annual Sinking Fund allocation of £35k per annum is now required to ensure the pitch can be replaced in 10 years.
- 5.4 Sport England is a statutory consultee in relation to developments that impact on playing fields. Sport England has advised that it will be a planning condition that a grass pitch replacement is found for the loss of the grass pitch at Newbury Rugby Club. The Sports Turf Research Institute has subsequently been commissioned to complete feasibility studies at two sites, Manor Park and Calcot Linear Park to determine whether sites are suitable for a new natural turf pitch. These feasibility studies will be completed within six weeks.
- 5.5 The Sports Hub has been designed to create a new ground that can achieve Step 4 in the football ground hierarchy. The development programmes for both the pavilion and the pitch are outlined in Appendices C and D. The full details of compliance for the FA Step 4 Ground Grading is contained in Appendix E.

## 6 Introduction

- 6.1 The development of the Newbury Sports Hub has been driven by the Playing Pitch Strategy (PPS) which was adopted by the Authority in February 2020. The PPS analysis revealed a deficit in provision of seven full sized 3G Artificial Turf pitches (ATP's). Newbury currently only has one artificial turf pitch at Parkhouse School.
- 6.2 The PPS showed that Newbury and Thatcham have 20 grass pitches rated as poor quality, due in some circumstances to ground conditions but also through operating at capacity and beyond. The new 3G ATP can cater for 38 teams and therefore can alleviate pressure on the demand for grass pitches, enabling these to be improved.
- 6.3 The PPS also showed a large deficit in supply for mini pitches, 7v7 and 5v5. The pitch markings on the new 3G ATP will provide for both 11-a-side football and for mini pitch training and matches.

6.4 The Newbury and Thatcham area constitutes 42% of West Berkshire residents. With continued growth in the population, alongside the Sandleford Housing development that sits adjacent to Newbury Rugby Club, it is important to have viable sports facility provision to meet increasing community demand. The value of participation in sport is significant and its contribution to individual and community quality of life should not be underestimated. Participation in sport delivers:

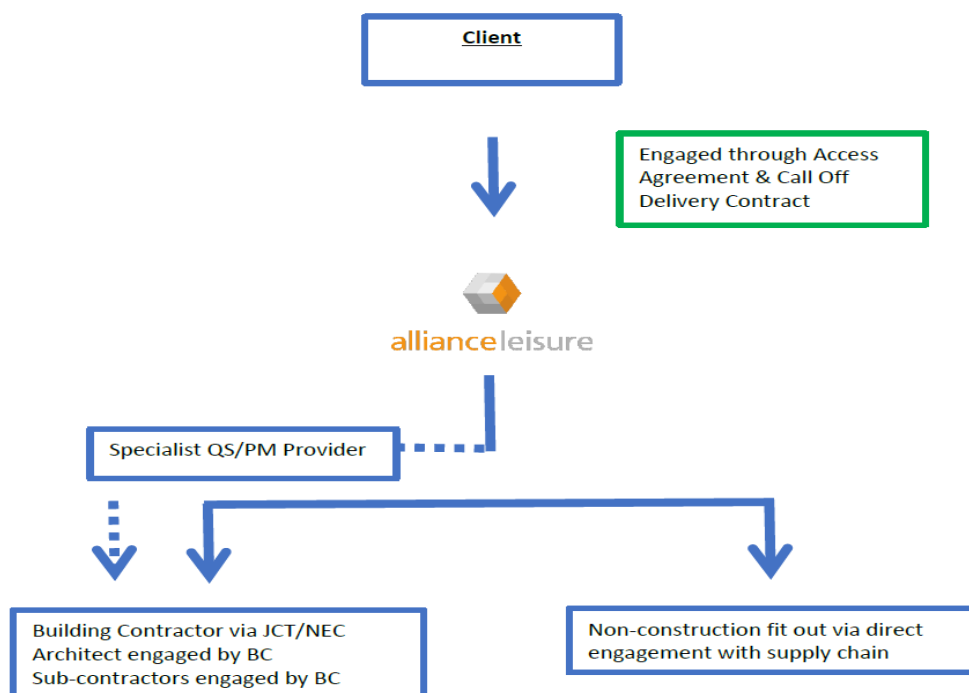
- Health benefits – physical and mental
- Social benefits – addressing social isolation through both team membership for players and for older people who undertake the many volunteering roles required to manage sports clubs.
- Education – learning a new skill. Clubs booking the new 3G ATP will use a significant amount of weekly programming time for coaching children.
- The Sports Hub is well positioned to deliver wider football development programmes including coach education courses, thereby delivering qualifications that can create employment opportunities for those who wish to follow a career as a full-time or part-time sports coach.
- Local identity – the new Sports Hub will help create a sense of place and enhance local identity.

6.5 The location of the 3G ATP at Newbury Rugby Club enables the authority to work in partnership with a well-run sports club and explore new funding opportunities in the future that can benefit both rugby and football.

6.6 The relocation of the facilities at Faraday Stadium is referenced as the number one priority in the PPS and the Newbury Hub development is designed to achieve this objective. The Newbury Sports Hub provides an enhanced replacement for the Faraday Road Stadium. If the Newbury Sports Hub project is not brought forward, an alternative replacement site will need to be found before the LRIE regeneration project can be progressed.

## **7 Procurement Strategy**

7.1 In July 2021 a procurement strategy was approved to use the single supplier UK Leisure Framework procured by Denbighshire County Council. The framework provides a complete design and build solution from inception to delivery (see diagram below).



7.2 In July 2021 Alliance Leisure Services (ALS) were instructed to progress works associated with the planning application and complete pre-construction works to ascertain cost certainty. The planning application was submitted in August 2021. This report now provides cost and associated risks for the project.

7.3 The ALS development team of specialists selected for this project include:

- Phoenix Property Services (Pavilion contractor)
- Surfacing Standards Ltd (Pitch specialists)
- Saunders Boston (Architects)
- Savernake Property Services (project managers)
- OBL (food and beverage equipment suppliers – kitchen and servery)

7.4 The main reasons for the increase in costs are detailed below.

7.5 Market volatility – there has been a significant increase in the cost of building materials (+20%) impacting on the availability of cement, blockwork, brickwork and concrete. The publication - Procurement UK shows the following increases in the past 12 months; - Steel 50%, timber 80%, insulation 15%.

7.6 BREEAM – had added a minimum of £140,000 additional cost to the scheme as a result of using local suppliers. This increased the cost of sanitary supplies by £59,000 compared to other suppliers where ALS could achieve discounts.

7.7 Site investigation pitch area - the soil conditions are poor. In order to reduce the risk of pitch subsidence, compacting the ground with a specialised heavy roller is required across the entire pitch site, increasing cost by £200,000.

- 7.8 Site investigation pavilion area – the initial estimate was based on a strip foundation but following soil investigation it is evident that a piled foundation is required and this has increased costs by £135,000. Piling provides zero risk of subsidence.
- 7.9 Drainage – a new pump station is being installed by Thames Water for Newbury Rugby Club – a new drainage system is required to ensure compatibility with this system.
- 7.10 Bio diversity planning condition – an increase of 10% in bio diversity has been required at the site due to the replacement of a natural turf pitch with an artificial grass pitch. This has been addressed through new tree planting, wildflower meadows, doubling the width of 300m of hedgerow and the creation of a bee bank.
- 7.11 Increase in size of Pavilion – size increased by 30% to create a four changing room pavilion in place of two. This increased costs by £300,000. The benefits are that it enables back to back hourly programming for the ATP. This will contribute to income generation potential. It also ensures that women’s teams and men’s teams can change in separate changing rooms and provides additional safeguarding benefits for schools who visit with mixed gender teams, enabling boys and girls in the same teams to change in separate changing rooms. The change to a Step 4 facility also meant that 2 external access toilets needed to be added to the original design.
- 7.12 The initial preliminary estimates were based on a 12 week construction programme from January to March but the additional works identified and the completion of full design has increased the construction programme to 26 weeks. Increase of £49,000
- 7.13 The change from a Step 6 to a Step 4 facility also added costs in respect of the Stand provision, turnstile, fencing and maintenance requirements. The impact of these costs is outlined in Appendix J

## **8 Value for Money**

- 8.1 In addition to the social and health benefits outlined in 6.4, to demonstrate that the Sports Hub costs represent value for money, an independent cost study for the Pavilion has been undertaken by Varsity Consulting Ltd, a RICS chartered quantity surveying practice with extensive experience of leisure projects. The report is attached in Appendix H
- 8.2 The report highlights why Sports Hubs are relatively expensive to build (2.7) and that the current market for construction projects is very high (2.8) due to material shortages and the rush of post Covid work with material costs being between 50% and 100% higher than they were in Q4 2020. Section 3.1 of the Varsity Consulting report concludes that the project represents good value for money, especially in the current construction market.
- 8.3 It is not feasible to undertake direct comparisons of this development with similar facilities. Multiple unique factors such as site constraints, ground conditions and the timing of this development makes comparisons impractical.
- 8.4 In October 2019 ALS completed the development of a 3G ATP at Queens Park in Chesterfield for £619,000. This illustrates the significant cost increases that have occurred since then

## 9 Environmental Benefits.

### 9.1 The Grounds

9.2 An increase of 10% in bio diversity at the site will be delivered. This has been addressed through new tree planting, wildflower meadows, doubling the width of 300m of hedgerow and the creation of a bee bank.

9.3 The photo attached in Appendix G shows the extent of the bio diversity improvements.

- Green lines - additional hedge row planting
- Yellow space - tree canopy
- Blue space - species rich wildflower meadow with 12-16 trees.

### 9.4 Pavilion

9.5 This has been designed to comply with the BREEAM criteria for energy performance. The site and available location for the pavilion was constrained leading to very few options for the pavilion layout and design. The building orientation was not suitable for a photovoltaic installation.

9.6 The pavilion and associate car parking area includes the following features to minimise environmental impact.

- 4 electrical vehicle charging points
- Low energy lighting
- Fully electrical kitchen arrangement
- High efficiency dryers – no paper towels
- Notice Boards – for green messages encouraging access by walking, bike and public transport
- Bikes – 20 spaces for bikes

### 9.7 Pitch

- The AGP has environmental benefits - requiring less maintenance than grass, no watering or use of chemicals.

## 10 Proposals

10.1 Award the contract for the provision of development management services (which includes construction) to Alliance Leisure Services Ltd.

10.2 Approve a revised budget of £3.382M to complete the scheme and Sinking Fund of £35,000 per annum. The full cost details of the project is detailed in the Appendices

10.3 To agree that any additional costs arising in relation to planning conditions can be approved by the Service Director for Community and Well Being in consultation with the Executive Director of Resources.

10.4 Subject to planning approval to enter into the next phase of work with ALS through a Development Agreement.

## 11 Risk Assessments

- 11.1 ALS have produced a full risk assessment relating to the delivery programme and this is contained in Appendix A. The highest risk are scored for unknown planning conditions that will not be known until planning determination. If additional costs incur due to planning conditions this would be managed through a variation order to the construction contract. The cost certainty figures do not include for as yet unknown planning conditions. The continuing impact of the coronavirus and potential disruption also presents risk. Site security risk could be reduced if security personnel were employed to cover out of work hours but this level of mitigation is not considered economical viable.
- 11.2 The long term management of the Newbury Sports Hub will be subject to tender and has been included in the new leisure management contract. This will enable direct comparison of business plans and is the most robust way to determine that the Sports Hub is managed as economically as possible, within the context of West Berkshire's pricing and programming policies.
- 11.3 A Joint Use Agreement has been agreed that provides a mechanism for regular meetings, ongoing development and co-operation between West Berkshire and Newbury Rugby Club with a clear dispute resolution mechanism.
- 11.4 Sport England have advised that both the FA and RFU have raised objections in relation to the proposals. In relation to the size of the proposed 3G ATP, the RFU has requested a larger 3G pitch. Architect's drawings show this is not feasible based on the footprint of space available utilising grass pitch 5.
- 11.5 The F.A. has raised questions relating to the Business Plan and programming balance between rugby and football and would prefer Sunday morning use to be given to football. However Sunday mornings have been a requirement for Newbury Rugby Club in order to support the development. In total football has access to 90% of programme time. The operation of the Sports Hub is included within the overall tender package for the new leisure management contract.

## 12 Other options considered

- 12.1 The Council can select not to progress any further with the development. However, selecting this option will mean that the significant under-supply of artificial pitches remains and no alternative replacement exists for the Faraday Road Stadium. This will further delay the redevelopment of the London Road Industrial Estate (LRIE).

## 13 Conclusion

- 13.1 Whilst costs have risen for this scheme the delivery of this project will achieve the following:
- Priority One of the Playing Pitch Strategy
  - World Class 3G ATP
  - A pavilion that complies with the BREEAM excellent criteria for energy performance.

- A new sports ground that achieves the FA Step 4 Ground Grading enabling local teams to progress to higher levels of competition
- A pavilion with social facilities and kitchen.
- A facility that can be programmed for more than 80 hours of public use per week – in comparison to 3-6 hours a week for a grass pitch.
- A playing pitch that provides training opportunities for both rugby and football.
- A pitch with markings for multiple games sizes: 11vs11, 5vs5 and for adult and junior games
- A home match venue for at least two local football teams.
- An increase in on-site bio diversity.
- Improve the long-term sustainability of Newbury Rugby Club.
- A key step in removing a potential Sport England Objection to the development of the London Road Industrial Estate.

13.2 The delivery of this project will provide major new sport and social infrastructure for West Berkshire and contribute to improving the physical and mental health of residents. A plan showing the overall site is contained in Appendix I.

## **14 Appendices**

14.1 Appendix A – Risk Register

14.2 Appendix B – Project Cost

14.3 Appendix C – Programme Delivery Pavilion & Associated Areas

14.4 Appendix D - Programme Delivery 3G Artificial Pitch

14.5 Appendix E – FA Step 4 Ground Grading Guidelines

14.6 Appendix F – Procurement – Alliance Leisure Services delivery model.

14.7 Appendix G - Photograph showing areas of improved biodiversity.

14.8 Appendix H – Varsity Consulting Value for Money Report

14.9 Appendix I – Overall site plan

14.10 Appendix J - Cost increases to deliver Step 4 Ground grading and secure agreement with Newbury Rugby Club

14.11 Appendix K – BREEAM Standard and methodology

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### **Corporate Board's recommendation**

\*(add text)

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**Background Papers:**

\*(add text)

**Subject to Call-In:**

Yes:  No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

**Wards affected:** \*(add text)

**Officer details:**

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**Change History**

Version	Date	Description	Change ID
1			
2			

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# Phoenix Property Solutions Ltd/Surfacing Standards Ltd

## Project risk assessment

Project name: Newbury Football Foundation

Date 18th November 2021

**NOTE:** Where the owner is noted as West Berkshire Council (WBC) and it refers to WBC as being the ultimate risk owner, for the purpose of the JCT Contracts between Phoenix and Alliance Leisure Services Ltd (ALS) and Surfacing Stands Ltd and Alliance Leisure Ltd where the risk owner is noted as WBC the risk is borne by ALS to reflect the contractual relationship between WBC and ALS through the Development Management Agreement where JCT risks are passed through to WBC.

**NOTE:** The estimated £ value set out in the column K of this risk register is an advisory £ value it is NOT a cap on West Berkshire Councils liability.

REF	DESCRIPTION	CAUSE	Status	IMPACT	PROBABILITY RATING	IMPACT RATING	RISK INDEX	CONTROL STRATEGY	OWNER	Provisional Sum Estimate
PHEO01	Planning Conditions	Conditions received as part of the approval	Active	Potential cost and delays responding to the conditions. Risk that Statutory Periods for condition discharge may impact start on site should we only receive approval on 1st December.	4	4	16	A condition tracker to identify individual risk allocation that will be created following planning approval and will be updated throughout construction as necessary	WBC	£10,000
PHEO02	Party Wall Conditions	All associated Party Wall Conditions, Consents, Notices, Works and such like	CLOSED		0	0				
PHEO03	Construction Inflation (rising costs)	Potential increased activity in the construction sector there is a risk that costs will rise in excess of inflation rates	Active	Increased costs from supply chain subcontractors and suppliers will result in additional pressure on the cost plans meeting client budgets	1	1	1	Early and continuing engagement of the main supply chain subcontractors and suppliers to fix the costs	PHOENIX	
PHEO04	The development of the cost plans in not line with the client budgets	Design development results in costs for work packages that exceed the client budgets	CLOSED		0	0				
PHEO05	Ground conditions/investigations	Abnormal ground conditions (including contamination, mine workings, obstructions and such) being encountered that differ to the conditions identified by surveys and investigations. NOTE this risk also covers additional works and delays to piling should differing ground conditions / obstructions and such be encountered.	Active	Delays to the construction programme along with associated additional costs such as remedials and prelims	2	3	6	Will remain active and monitored until SI results due in.	WBC	£1,500
PHEO06	Redundant mining operations / pit shafts	Redundant mining operations and pit shafts encountered during construction.	Active	Delays to the construction programme along with associated additional costs	1	1	1	Still active until such time as ground and below slab works are complete.	WBC	£500
PHEO07	Cost risk to provisional sums	Potential issues surrounding requirement for costs of new incoming services and potential capacity issues in regard to water and UKPN incoming supplies.	Active	Additional cost to those anticipated	2	5	10	Earliest engagement with statutory services providers to ensure cost are firm and loads/capacities are agreed	WBC	£15,000
PHEO08	Dealing with local community issues and concerns	Local community concerns over the impact the construction will have on a day-to-day basis	CLOSED		0	0			WBC	
PHEO09	Exceptionally adverse weather conditions	Weather conditions such as heavy winds / snow / rainfall	Active	Delays to the construction programme to the extent to which Phoenix PS are not liable under the contract	3	3	9	Main issues will revolve around ground works and external walls, roof.	WBC	£5,000
PHEO10	Client Design Change	Client requiring additional or differing works to those included in the Contractor Proposals	Active	Disruption and delays for re-design along with the additional cost for the delays and the works	2	3	6	Variations are to be assessed and impact on programme reported back prior to instruction	WBC	£7,500
PHEO11	Changes to key team members	Key team members (applies to contractor, design team, client team, stakeholders and supply chain subcontractors) leave the business or organisation during the concurrency of the project	Active	Loss of knowledge and project momentum	2	2	4	To be reactively addressed if this comes to fruition. Audit trail of all evidence associated with BREEAM such as reporting, monitoring and minutes to be logged on a cloud based system.	PHOENIX	
PHEO12	Adequacy of the existing drainage capacity	Existing drainage services to which the new installations are connected may not be adequate for the works	CLOSED		0	0			WBC	
PHEO13	Location of unknown existing services and wayleaves	Potential risk of wayleave affecting construction operations due to Superior Landlord owning road adjacent to Monks Lane.	Active	Increase in project costs to deal with affects	1	4	4	Early instruction of utilities companies to engage with Superior Landlord (Newbury RFC).	WBC	£5,000

# Project risk assessment

Project name: Newbury Football Foundation

Date 18th November 2021

**NOTE:** Where the owner is noted as West Berkshire Council (WBC) and it refers to WBC as being the ultimate risk owner, for the purpose of the JCT Contracts between Phoenix and Alliance Leisure Services Ltd (ALS) and Surfacing Stands Ltd and Alliance Leisure Ltd where the risk owner is noted as WBC the risk is borne by ALS to reflect the contractual relationship between WBC and ALS through the Development Management Agreement where JCT risks are passed through to WBC.

**NOTE:** The estimated £ value set out in the column K of this risk register is an advisory £ value it is NOT a cap on West Berkshire Councils liability.

REF	DESCRIPTION	CAUSE	Status	IMPACT	PROBABILITY RATING	IMPACT RATING	RISK INDEX	CONTROL STRATEGY	OWNER	Provisional Sum Estimate
PHEO14	Retrospective change in Standards/ Regulations	There is a risk that re-design or rework due to change in standards and/or regulations will be required	CLOSED		0	0			WBC	
PHEO15	Environmental Conditions and Restrictions	There is a risk that Environmental Conditions and restrictions will impact on the project	CLOSED		0	0			WBC	
PHEO16	Additional Works required not included in the Contract Proposals	There is a risk that additional works may be required that are not specifically included in the Contractor Proposals	CLOSED		0	0			WBC	
PHEO17	The Provision of Site Security Requirements	Phoenix PS have no site presence out of hours so there may be attempted break ins resulting in loss of plant, equipment, materials and goods and / or damage to the plant, equipment / project as not all can be stored in secure containers or equivalent.	Active	Delays in programme and associated costs plus the cost of re work to replace the lost elements and / or repair damage. Additional cost incurred by the addition to the project of security by way of manned guards and / or CCTV as appropriate	2	4	8	Timelapse cameras to be installed to look over site as deterrent. Commence works after Christmas Break to avoid long period of down time. Sub-contractors inducted to keep tools and plant off site out of hours to reduce value of plant on site.	WBC	£7,500
PHEO18	NOT USED									
PHEO19	Stopping-Up Orders	Stopping up orders are currently required to be closed out where highways become private land and vice-versa.	CLOSED		0	0			WBC	
PHEO20	Coordination / Interface With Landlord (& Associated) Works	There is no allowance for delays should Superior Landlord commence works on site whilst on site progressing construction works. These works are in close proximity to the site itself and surrounding roads / footpaths	Active	Not understanding or coordinating Landlord or Thames Water work could lead to future issues in terms of site access, interface of work, etc.	1	1	1	There is no indication that Superior Landlord will commence any works, though the Thames Water Pumping Station upgrade will occur during our construction programme.	WBC	£2,000
PHEO21	Isolation / Disconnection of Privately Owned Services	Some existing services that run through the site are known to be privately owned - i.e. not by utility providers. These will require isolation prior to the main contract commencing.	CLOSED		0	0			WBC	
PHEO22	Temporary closure (stopping up) of Cycle Paths, pedestrian paths or highways.	The risk is that the application may be refused or there is a limitation on the period elements can be closed	CLOSED		0	0			WBC	
PHEO23	Right of access to land outside WBC ownership affected by works	There is a risk that access may be required to land that is outside the ownership of DMBC during the works which cannot be provided due to construction activities	CLOSED		0	0			WBC	
PHEO24	Flood Risk	The location of the existing building	CLOSED		0	0			WBC	
PHEO25	Statutory Consents	Statutory Authorities refusing consents (including wayleaves / easements and such) or requiring additional measures for approvals to be granted	Active	Programme delays and cost for delay as a result of wayleave agreement affecting progress	1	4	4	To be reactively addressed if this comes to fruition.	WBC	
PHEO26	Delivery of Community Benefits Guidance Aspirations	Delivery of the guidance aspirations not being achieved due to practicalities of delivery	CLOSED		0	0			WBC	
PHEO27	Insurer Requirements	Any request to involve client insurers in the design development	CLOSED		0	0			WBC	
PHEO28	IT Requirements	Client IT installations not fully defined	CLOSED		0	0			WBC	
PHEO29	Restriction of access to land owned by others to facilitate construction	Access to land outside the ownership of DMBC is required to facilitate the construction may be denied	CLOSED		0	0			WBC	

# Project risk assessment

Project name: Newbury Football Foundation

Date 18th November 2021

**NOTE:** Where the owner is noted as West Berkshire Council (WBC) and it refers to WBC as being the ultimate risk owner, for the purpose of the JCT Contracts between Phoenix and Alliance Leisure Services Ltd (ALS) and Surfacing Stands Ltd and Alliance Leisure Ltd where the risk owner is noted as WBC the risk is borne by ALS to reflect the contractual relationship between WBC and ALS through the Development Management Agreement where JCT risks are passed through to WBC.

**NOTE:** The estimated £ value set out in the column K of this risk register is an advisory £ value it is NOT a cap on West Berkshire Councils liability.

REF	DESCRIPTION	CAUSE	Status	IMPACT	PROBABILITY RATING	IMPACT RATING	RISK INDEX	CONTROL STRATEGY	OWNER	Provisional Sum Estimate
PHEO30	Archaeological Implications	Archaeological implications such as production of a written scheme of investigations, watching brief and such following planning approval	Active	Cost of implementation and any resulting delays from any findings	1	4	4	To be reactively addressed if this comes to fruition.	WBC	£1,000
PHEO31	Oversailing Rights	All associated Oversailing Rights, Consents, Notices, Works and such like	CLOSED		0	0			WBC	
PHEO32	Coronavirus	The continued spread of the virus strain known as COVID-19 and any mutations thereof affecting personnel or government induced restrictions & lockdowns	Active	Any delays to the regular progress of the Works or any part thereof due to or connected with Coronavirus and / or the consequences of Coronavirus and / or any action, decision or exercise of power taken due to on in connection with Coronavirus	3	3	9	Site set up to be COVID 19 secure and compliant with up-to-date requirements.	WBC	£5,000
PHEO33	Lack of suitable specialist supply chain subcontractors, supply chain suppliers and associated resource	Due to increased activity in the construction sector there is a risk that there will be a lack of suitable supply chain subcontractors, suppliers and associated resource to undertake the works	Active	Increased costs from supply chain subcontractors and suppliers may result in additional pressure on the cost plan meeting client budgets due to a lack of options	2	3	6	Early engagement of the main supply chain subcontractors to ensure interest in the project	WBC	£2,500
PHEO34	Long lead in times on critical elements	Due to increased activity in the construction sector some programme critical elements (e.g. steelwork, cladding, brick supply) are on longer lead ins than the programme allows	Active	Delays to the site programme (along with the associated additional costs) while waiting for deliveries	2	4	8	To work collaboratively with the project team and associated stakeholders to develop a robust strategy for providing costs and programme surety for the relevant packages to allow orders to be placed for any initial commitments in line with the programme requirements. Regular liaison with planning authority on supply issues affecting materials condition.	WBC	£2,500
PHEO35	Supply chain subcontractor and/or supplier insolvency	Due to the impact of coming out of recession a number of supply chain subcontractors and suppliers may have "legacy" issues commercially, which could still result in insolvency and subsequent administration	Active	Delays to construction programme along with the associated additional costs	2	2	4	Phoenix PS operate regular robust commercial reviews of all our supply chain subcontractors and suppliers to ensure that there is a reduced risk of selection subcontractors / suppliers that are at risk of insolvency. Potential to request PCGs/ Bonds can be requested but will come at an additional cost on larger packages.	WBC	£5,000
PHEO36	Management of change	Client (or stakeholder) change requests are not correctly managed or arise at a point beyond critical path	Active	Delays to the construction programme along with associated additional costs	3	2	6	Ensure a robust and collaborative approach to change is implemented which allows for the implication of necessary change to be modelled for both cost and programme implication sufficiently ahead of the construction programme to allow the client to make informed decisions concerning change and if necessary value engineering options explored to ensure the costs are not at risk. Early identification of design freeze milestone to secure programme to be agreed with project stakeholders.	WBC	£5,000
PHEO37	Service Strike	Potential for service strike to occur during planned works.	CLOSED		2	3	6		WBC	
PHEO38	Vehicle / pedestrian interface	Vehicle / pedestrian interface with public near working areas during enabling works.	CLOSED		2	3	6		WBC	
PHEO39	Co-Ordination and implementation of ALS Fit Out Works	Co-ordination and implementation of ALS direct works impacts on the main build programme	CLOSED		3	3	6		WBC	
PHEO40	Works in direct relation to highways or S278	Current scheme does not make allowances for works or upgrades to highways that may arise following approval of scheme from WBC Planning Officer.	Active	Delays to construction as highways works may affect critical path of programme.	2	5	6	Regular liaison with planning authority to determine any highways works at earliest stage.	WBC	£15,000

## Project risk assessment

Project name: Newbury Football Foundation

Date 18th November 2021

**NOTE:** Where the owner is noted as West Berkshire Council (WBC) and it refers to WBC as being the ultimate risk owner, for the purpose of the JCT Contracts between Phoenix and Alliance Leisure Services Ltd (ALS) and Surfacing Stands Ltd and Alliance Leisure Ltd where the risk owner is noted as WBC the risk is borne by ALS to reflect the contractual relationship between WBC and ALS through the Development Management Agreement where JCT risks are passed through to WBC.

**NOTE:** The estimated £ value set out in the column K of this risk register is an advisory £ value it is NOT a cap on West Berkshire Councils liability.

REF	DESCRIPTION	CAUSE	Status	IMPACT	PROBABILITY RATING	IMPACT RATING	RISK INDEX	CONTROL STRATEGY	OWNER	Provisional Sum Estimate
PHEO41	Judicial Review	Further to Paul Martindills email to Sarah Watts on 15/11/21 that there is a risk of a judicial review being requested. The current scheme costs that have been sent to Paul Martindill do not make any allowance for costs associated with a Judicial Review. Once WBC confirm the grounds upon which they believe the judicial review will be made, it may be possible for the entire project team to risk assess more accurately and better estimate the financial risk. In the meantime, a provisional sum estimate of 10% of the project value has been included within this register.	Active	Judicial Review from WBCs perspective. If a JR were made in the context of planning decisions it will have a significant impact on this development project. If a JD challenge is lodged in respect of a planning permission, WBC will either delay/postpone development of the sports hub, until such time as the application is settled, thereby at best, delaying the development, and at worst, frustrating altogether the potential economic, wellbieng, social and sporting benefits that will arise from the development.	2	5	10		WBC	£332,000
Total Risk Estimate (provisional sum)										£422,000

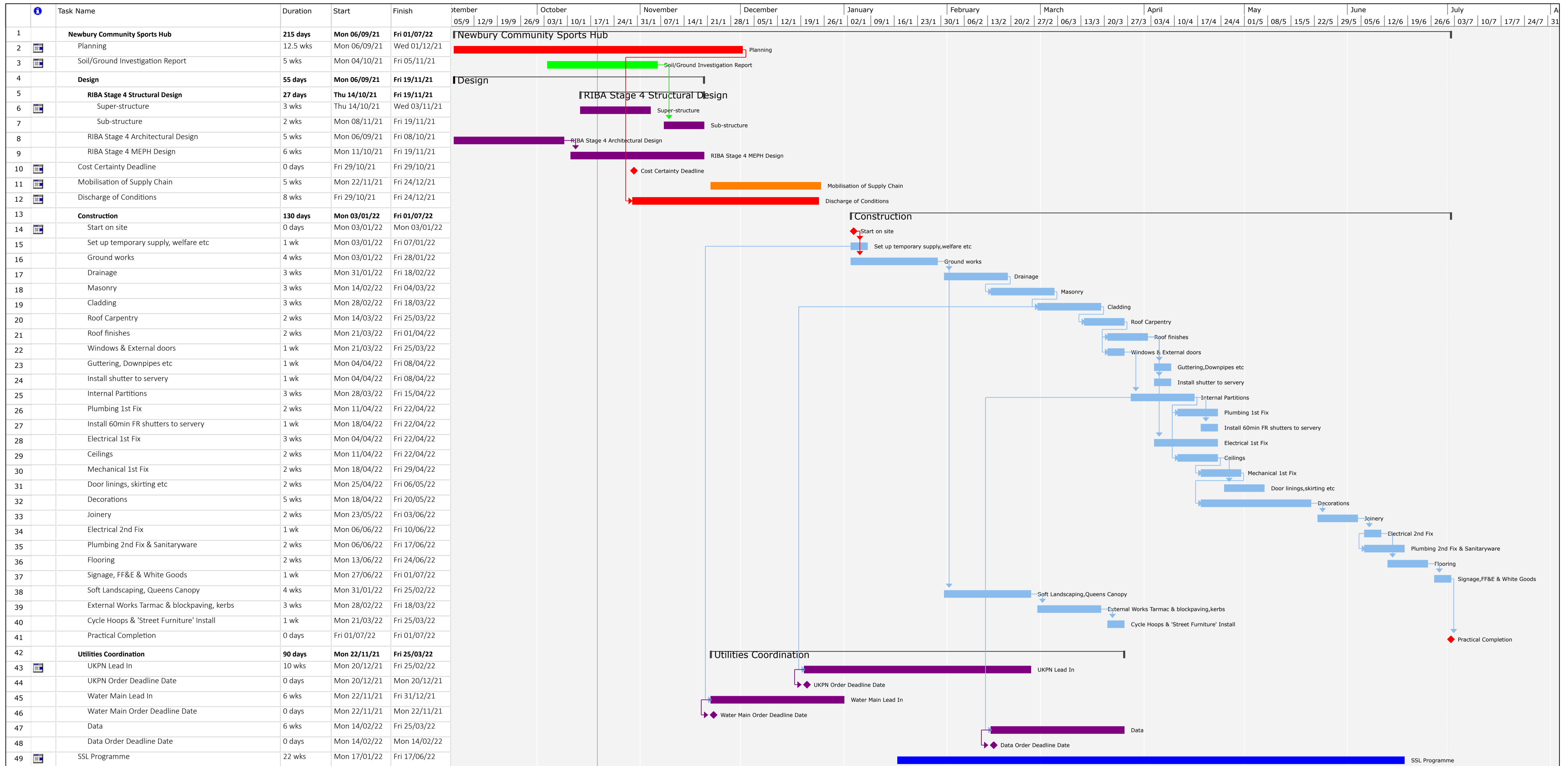
Overall Estimated Project Costs Table

Element	ALS Proposal 10/05/21 281 SQM)	(GIFA 22/10/21 (GIFA 387 SQM)	Cost Certainty 22/10/21 (GIFA 387 SQM)
Construction of the 3G Pitch Works	£ 885,300	£	1,221,967
Additional 3G Pitch Items	£ -	£	88,505
<b>Surfacing Standards Works Sub-total (Excl. VAT)</b>	<b>£ 885,300</b>	<b>£</b>	<b>1,310,472</b>
External Signage	£ -	£	18,000
Kitchen Servery / Fit Out	£ -	£	-
External Works / Car Park	£ 155,000	£	-
Construction of the Community Pavilion Building	£ 650,000	£	-
Construction of the Community Pavilion Building with internal signage, car park/external areas, kitchen servery fit out, and BREEAM building costs	£ -	£	1,602,824
Architect Fees	£ 43,920	£	74,968
BREEAM Fees	£ -	£	73,384
<b>Phoenix and Professional Services Sub Total (Excl. VAT)</b>	<b>£ 848,920</b>	<b>£</b>	<b>1,769,176</b>
<b>Additional Below the line Items Sub Total (Excl. VAT)</b>	<b>£ -</b>	<b>£</b>	<b>32,356</b>
<b>Sub Total (Construction and Below the Line Items) (Excl. VAT)</b>	<b>£ -</b>	<b>£</b>	<b>1,801,532</b>
Miscellaneous FFE (E.G Furniture)	£ 10,000	£	10,000
Other Football Equipment	£ -	£	2,000
Principal Designer Fee	£ 10,000	£	12,000
Savernake Property Services ( Project Management Fees)	£ 34,000	£	57,742
ALS Delivery Fee	£ 29,500	£	45,820
Planning Application Fees	£ -	£	-
UK Leisure Framework Access Fee	£ 14,900	£	15,554
Client Contingency @3%	£ 54,979	£	96,683
<b>Other Items Sub total (Excl. VAT)</b>	<b>£ 153,379</b>	<b>£</b>	<b>239,799</b>
<b>Total Project Cost (Excluding VAT)</b>	<b>£ 1,887,599</b>	<b>£</b>	<b>3,351,803</b>
<b>Total Project Cost Less the Phoenix Below the Line Items (Excluding VAT)</b>	<b>£ -</b>	<b>£</b>	<b>3,319,447</b>

Below Line Costs that are depicted within Phoenix Property Services Rev.4 Cost Certainty Cost Plan.				Included in the overall project costs table	Not Included in the overall project costs table
Intruder alarm	1	nr	£ 5,500.00	£ 5,500	
CCTV	1	nr	£ 4,400.00	£ 4,400	
New pathway to be built alongside the car park to the rugby pitches in a flat non slip material, 1.2m wide , shuttering edge boards.	183.6	m2	£ 90.00		£ 16,524
Pedestrian gates to car park and existing fence to new pathway	2	nr	£ 1,100.00	£ 2,200	
Continuation of maintenance fence	1	item	£ 800.00	£ 800	
Planting of Queen's Canopy sapling tree's at 1.25m 50mm girth - saplings every m2, plant and protect	1200	m2	£ 34.00		£ 40,800
Orchard planting (planting only)	1500	m2	£ 12.00		£ 18,000
Provide and maintain woodland area's (1 year)	1	item	£ 9,250.00		£ 9,250
Build in landscape bee bank planting and habituated area's (bee bank and planting only)	1	item	£ 4,500.00	£ 4,500	
Temporary Hi-Vis mesh - protective barrier	46	lm	£ 16.00	£ 736	
Clearing vegetation	80	m2	£ 20.00	£ 1,600	
Removal of existing trees	5	nr	£ 800.00	£ 4,000	
Hedgerow planting as per mark up (planting only)	1	item	£ 8,800.00	£ 8,800	
<b>Total</b>			<b>£ 117,110</b>	<b>£ 32,536</b>	<b>£ 84,574</b>

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Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

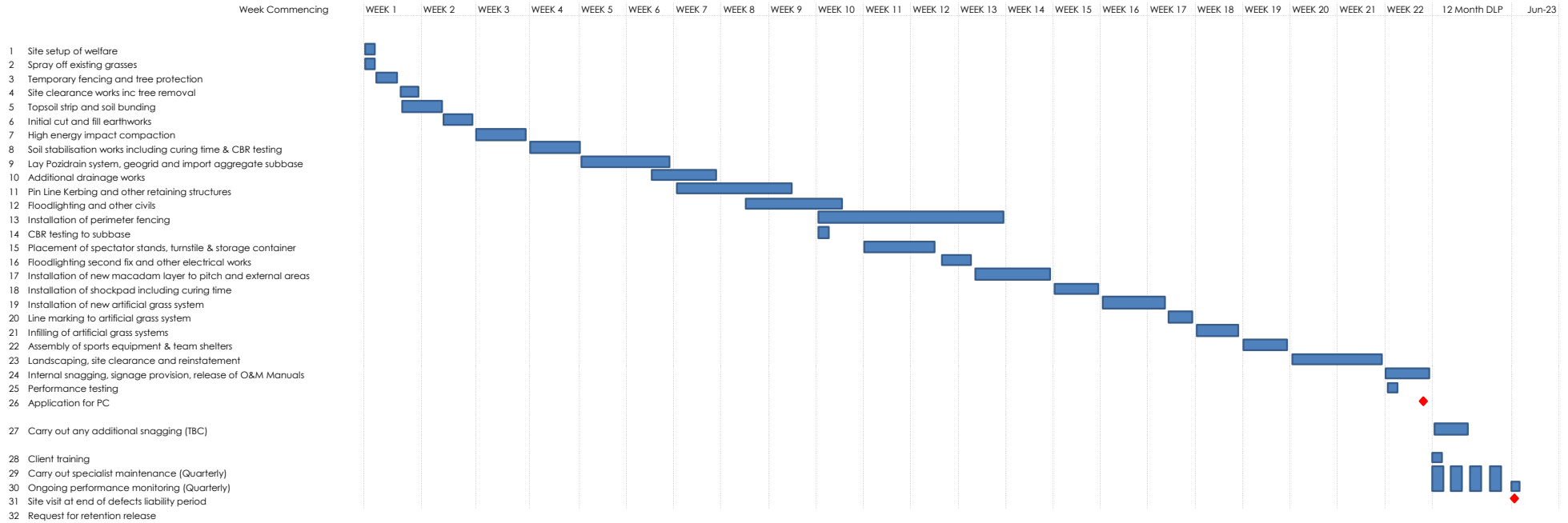
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**NEWBURY SPORTS HUB**  
 DRAFT PROGRAMME (SUBJECT TO WEATHER)  
 VELOCITY SPORTS LTD  
 ARTIFICIAL PITCH WORKS (CONSTRUCTION)



**Pre Contract Mobilisation (4 weeks)**

- a Preparation of Health & Safety Documentation
- b RAMS Issued
- c Detailed design development
- d Procurement of long lead in items
- e Procurement of key sub contractors
- f Construction file created and issued



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*Amendments agreed in July 2020 are shown in red italics*

## **NATIONAL GROUND GRADING - CATEGORY D**

**(To maintain its position at Step 4 a club must achieve Grade D by March 31st in its second season after promotion)**

NB The suitability of all installations shall be at the sole discretion of the FA Ground Grading Technical Panel

### **1. GROUND**

The ground must give an overall appearance and impression of being a football ground suitable for the National League System.

It must be possible for spectators to view the match, either standing or seated, for the full length of at least 3 sides of the playing area. Where one side is designated as spectator-free, measures must be in place to ensure there is no unauthorised access.

The location of the ground, in so far as its relation to the conurbation whose name the club bears, or is traditionally associated with, must meet with the approval of both The Football Association and the Board of Directors or Management Committee of the league of which it is in membership.

The club must disclose plans and details of any proposed future move to a new stadium or of any significant alteration to the existing ground to both the league of which it is in membership and The Football Association.

#### **1.1 Security of Tenure**

The club must demonstrate security of tenure as required by The Football Association and the league of which it is a member. (*Standardised rule 2.3.2*)

#### **1.2 Ground Share**

Ground sharing is permitted in accordance with the provisions of individual league rules and the Regulations for the Establishment and Operation of the National League System.

#### **1.3 Capacity**

The Stadium must have a minimum capacity of 1,300 calculated by a competent person in accordance with the guidance given in the "Guide to Safety at Sports Grounds" (Green Guide), current edition at the time of inspection. There must also be potential to increase the capacity to 1950 in the future.

#### **1.4 Boundary of Ground**

The ground must be enclosed by a permanent boundary, which will prevent individuals from viewing the game from outside the ground. The boundary must be of sound construction, such as cast concrete, brick, breeze block or metal cladding with steel or concrete posts and be of a minimum height of 1.83 metres as measured from outside the ground.

Lapped timber, latch panel wood fences and wire mesh fences with wooden posts may be acceptable. Hedges, shrubs and/or trees will not normally be accepted.

Where any side of the ground is bounded by private land/property, the fixed boundary of that private land / property may be acceptable as the boundary of the ground

Where a side or an end of the ground is designated spectator free because of an adjoining sports field or amenity there must be a fence along the entire length or width of the ground to separate the two facilities. The fence, which may be demountable, must be a minimum height of 1.83 metres and it must not be possible to view the match from outside.

### **1.5 Clubhouse**

There must be a clubhouse facility either on or adjacent to the ground and which should be open on match days to provide refreshments to spectators and visiting Players, Officials and Match Officials, unless provided for elsewhere in the Ground.

### **1.6 Car Parking**

There must be adequate car parking facilities at or adjacent to the ground. Car parking within the boundary of the ground may not be acceptable.

### **1.7 Pitch Perimeter Barrier**

Subject to the provisions detailed below, there must be a permanent fixed barrier ideally 1.1 m high as measured from the spectator side, of sound construction (eg concrete and steel) and free from all sharp edges, surrounding the pitch on all sides that may be occupied by spectators. Existing barriers/rails not at 1.1m high may be acceptable, provided they meet the requirements set out in 1.7 of the Appendix. Any barriers installed at new grounds should be purposely designed, with integrated infill panels as required and be made from UPVC or coated metal.

The barrier, if other than solid wall type of construction, must be infilled so that the ball cannot pass through or under it. Plastic multi-purpose hi-vis fencing is not considered suitable for infill.

There must be a minimum of 1.83 metres between the touchline, goal line and the pitch perimeter barrier. NB for Grade A (The Football Conference National) a minimum of 2.25 metres is required. In the case of new stadium, the minimum must be 3 metres.

A barrier need not be erected on any side not open to the public.

Immediately in front of an area of seated accommodation the boundary of the playing area may be indicated by means other than a permanent fixed barrier, provided that the Club is able to provide assurances that no spectator will be allowed to stand in this area to watch the match.

Where there is a walkway in front of a standing terrace which is itself fronted by a crush barrier that has been subject to an annual risk assessment and, if necessary, tested, an alternative to a fixed barrier (e.g. A-frames) may be used, provided no spectators are allowed to stand in this area to watch the match. The Club must implement a safety management system to ensure this and also to protect the integrity of the playing area.

NB where A-frames are utilised instead of a fixed barrier, they must be continuous.

(See also Appendix)

## 1.8 Pitch Standards

The playing surface must be grass, unless otherwise authorised by the Competition's Board of Directors, and must be of the highest possible standard. It must be level and free from surface depressions and excessive undulations.

The maximum slope allowable shall not exceed an even gradient of vertical to horizontal 1: 41 in any direction. NB When a new pitch is being developed or significant improvements made to a pitch, the gradient of 1:41 would not be acceptable and the pitch must be constructed with reference to the FA Performance Quality Standard.

The playing surface must be maintained to a standard acceptable to the competition in which the club is playing or seeks to play.

### 3G football turf

3G football turf may only be used provided conditions (i) to (v) below have been met (the "Performance Standard"):

(i) The pitch must be surfaced with 3G football turf that has laboratory type approval according to the FIFA Quality Concept for Football Turf (2012 & 2015 editions) – FIFA Recommended One Star/Quality level.

(ii) The 3G football turf pitch must be listed on The Association's register of 3G football turf pitches by no later than 31 May and tested annually at the Club's expense.

(iii) Where a 3G football turf pitch is not yet listed on The Association's register (for example if it is a newly installed pitch), a Club must obtain a Laboratory Performance Test Report and submit it to The Association by no later than 31 July.

(iv) The Association reserves the right to instruct a Club to have its pitch tested at any time in order to ensure that it meets the Performance Standard. All such tests shall be at the Club's expense.

(v) The 3G football turf, including run-offs, shall be one continuous playing surface and shall be green in colour at least one metre from the outer edge of the touchline and goal line. All line markings shall be in accordance with the Laws of Association Football.

(vi) From season 2016/17 only Clubs with FIFA recommended Two Star/FIFA Quality Pro pitches will be eligible to take part in matches under the auspices of National League (ie NLS Steps 1 and 2) SAVE THAT a Club which has a ground with the recommended FIFA 1 star/FIFA Quality or IATS/IMS certificate can be promoted to Step 2 of the National League System, provided that it undertakes, upon renewal of the pitch, to install a pitch that meets the FIFA Quality Pro standard and is certified.

A Club wishing to be promoted to Step 2 of the National League System with a 3G football turf pitch must test the pitch by 31 March to the FIFA Quality Pro performance criteria to ensure it meets the standard required. Any remedial work to meet the FIFA Quality Pro standard must be completed by 31 May.

## 1.9 Playing Area

The playing area must be a minimum of 100 metres x 64 metres and must conform to the requirements of the Laws of the Game.

Goalposts and goal net supports must be of professional manufacture and conform to the relevant safety requirements and to the requirements of the Laws of the Game.

(See also Appendix)

### **1.10 Technical Area**

Two covered trainers' boxes clearly marked "Home" and "Away or Visitors" must be provided unless adequate provision is made in a seated stand. They must be on the same side of the pitch ideally either side of the halfway line, ideally both equidistant from it and ideally a minimum of 3 metres apart and provide an unobstructed view of the playing area.

Each box must be able to accommodate 8 persons under cover on fixed seats or benches. Where bench seating is provided, a minimum of 0.5m must be allowed for each person (i.e. 8 persons require a minimum of 4 metres.). NB for Grade B there must be seating for 11 persons.

Portable trainers' boxes are permitted but must be securely fixed when in use.

A technical area must be marked out, in accordance with the guidance contained in the 'Laws of the Game' booklet.

NB When new boxes are being constructed or installed, they must be able to accommodate a minimum of 11 persons, must be on each side of the half way line, equidistant from it and a minimum of 3 metres apart.

### **1.11 Safe Walkway**

There must be a safe, unimpeded passage for players and match officials between the dressing rooms and the pitch.

The use of protection designed products such as permanent structures or retractable tunnels to separate spectators and players/officials is recommended.

The design of the safe walkway will inevitably differ from ground to ground and it will rarely guarantee the safe passage of players and match officials unless supplemented by stewards. A club should implement procedures appropriate to the particular structure and be ready to respond to on the field situations which might affect spectator behaviour.

### **1.12 Floodlighting**

Floodlights must be provided to an average lux reading of at least 120. No single reading can be less than one quarter of the highest reading so as to ensure an even spread of light.

Readings shall be on a grid of 88 markings (8 across, 11 down) evenly spaced with the outside readings taken 2.5 metres inside from the touchline. The average of all the readings is taken to be the average illumination level in lux of the floodlighting installation.

The lux values must be tested every two years in accordance with current guidelines by an approved independent contractor. Floodlights must be retested after any significant alterations. Existing certification will be accepted provided that the test was carried out within the last two years unless work has been carried out at the ground which may have affected previous readings.

It is also recommended that at the same time as testing the lights clubs also test the electrical supply within the ground to ensure that the system complies with current electrical standards and request a visual inspection of the columns for signs of corrosion, fatigue and overloading.



An example of an “approved” contractor is one which is in possession of the NICEIC (National Inspection Council for Electrical Installation Contracting) Approved Contractors Award or ISO 9000/BS 5750 (International Standards/British Standards) or is a member of the Electrical Contractors' Association. Alternatively, it can be a contractor deemed acceptable by the league.

The contractor must, when detailing the lux values, give confirmation in writing of the date when the illumination test equipment used was last calibrated.

When new or improved installations are being planned, the lighting procured must meet BS 12193 Class 2 and have an average lux reading of at least 200.

### **1.13 Public Address System**

A public address system must be provided which is clearly audible in all areas of the ground which can be occupied by spectators.

### **1.14 Entrances**

There should be at least 2 spectator entrances to control the ingress of spectators. These must be controlled by fully operational turnstiles of the revolving type and must be suitably housed and lit. Adequate protection and security for the turnstile operator must be incorporated. These entrances should be placed in appropriate positions around the boundary of the ground and take into account the requirements of segregation.

Electronic turnstiles with bar code readers are also acceptable but an emergency procedure must be in place in the event of a power failure.

Adequate protection and security must be incorporated for the turnstile operator or, where tickets are sold from a box office, the cashier.

It must be possible to gain access to the spectator viewing areas from the turnstiles via a bound surface to a minimum width of 0.9 metre.

### **1.15 Exits**

All exits must be clearly signed, ideally with “running man” signs, and are to be kept clear and free from obstructions. (For further information, reference should be made to the Guide to Safety at Sports Grounds.)

There must be access via a bound surface to all exits from the nearest spectator viewing areas.

### **1.16 Lighting**

(See Appendix)

### **1.17 Adjoining Pitches**

Where deemed that they are likely to interfere with the playing of a match, ball games must not be played on adjoining pitches whilst a match is in progress.

### **1.18 Emergency Access**

Access must be provided for the emergency services and maintained free from obstruction.

## **2. SPECTATOR FACILITIES**

### **2.1 Spectator Accommodation**

Covered accommodation, which should preferably be on 2 sides of the ground, must be of sound construction of timber/steel/brick/concrete or any combination of these materials. Existing timber stands are only acceptable subject to a fire risk assessment conducted by a competent person.

The minimum covered accommodation must be 300, of which at least 150 must be seated. These 150 seats, in not more than 2 stands, may be inclusive of Directors/Committee and press seating. No stand may have less than 50 seats.

Individual tip up seats with backrests are preferred. Whilst individual seats are preferred, existing bench seating may be permitted provided that it is in good repair and that individual spaces (min 500mm) are clearly marked.

All seating must afford a good view of the pitch and be clean, functional and in good condition.

There must be a minimum of 24 seats provided for Directors/Committee and guests with a minimum of 12 seats provided for the visiting club. These seats must be clearly marked "Home" and "Away Directors" and should enjoy a prime position in the main stand.

Additional seating may be provided in other areas of the ground. However, these seats are not to be classed as being "in lieu" of the number shown above.

Standing spectators are not allowed in or near a seated spectator stand where they can obstruct views.

Areas where no spectators are permitted to stand must be clearly marked with yellow hatched markings. Alternatively, appropriate signage may be acceptable.

Hard standing to a minimum width of 0.9 metre, measured from the spectator side of the pitch perimeter barrier, must be provided on all 4 sides of the ground, unless a different configuration exists (see paragraph 1). The surface must be tarmac, concrete, concrete paving or other approved materials which create a bound material.

### **2.2 Press Seating**

A minimum of 2 seats must be provided with lighting and writing facilities for use by the press and other media. The press seating must have a clear view of the field of play.

### **2.3 Terracing**

Where terracing is provided, it must comply with the requirements of the Guide to Safety at Sports Grounds. All terracing must be in a sound condition. Terracing that is crumbling, has grass / weeds growing through it or has broken or loose concrete will not be accepted.

Any level surface within the ground should ideally be hard standing, such as tarmac, concrete, concrete paving or other approved materials which create a bound surface. However, flat and well maintained grassed areas may be accepted, provided the width between the hard standing (when measured from the edge farther away from the perimeter barrier) and the boundary fence does not exceed 20 metres.

Spectator access must be denied to any grass banking so that it cannot be used for viewing the match.

## **2.4 Toilets**

Toilets must be located within the ground and must be accessible both to male and to female spectators. Such toilets need not be in a dedicated toilet block but must be in addition to those used by people using the clubhouse.

The following minimum toilet facilities must be provided in total, excluding those located in any clubhouse:

Male:	2 urinals or equivalent and 1 WC
Female:	2 WCs

In addition, wash hand basins with running water, warm air hand driers and/or paper towel dispenser with towels and waste paper bins must be provided in each toilet area. Whilst replaceable linen roller towels in a cabinet are acceptable, individual hand towels are not permitted.

All toilet areas must be in working order, with a roof and operational lighting, supplied with toilet paper and maintained to a high level of cleanliness.

These facilities may be of a temporary or mobile kind but must be connected to the mains supply (ie water and power) and main drainage or an acceptable alternative drainage system.

They must be fully accessible with permanent access.

Individual toilet units often known as 'porta-loos' are permissible on a temporary basis but may not be included in the minimum toilet requirements.

The location of all toilet facilities must be indicated with appropriate signage.

## **2.5 Refreshment Facilities**

### **2.5.1 Directors/Committee/Guests**

A separate room must be made available in which refreshments for Directors/Committee and guests can be served. This area must be able to accommodate a minimum of 24 persons with nearby toilet facilities.

Retractable partitions or free standing screens may be acceptable, provided they are of a height and position to afford complete privacy.

### **2.5.2 Ground Refreshment Facilities**

Refreshment facilities must be provided in each separate area of the ground. These facilities may be of a temporary or mobile type.

## **2.6 Disabled Facilities**

(See Appendix)

## 2.7 Segregation

When segregation is in operation, there must be adequate toilet facilities and refreshment facilities in each segregated area in addition to the appropriate means of egress and exit.

## 3. DRESSING ROOM FACILITIES

### 3.1 Players

Separate dressing rooms must be provided for both teams within the enclosed area of the ground. The dressing rooms must be of sound construction and be of a permanent nature. Existing dressing room dimensions will be acceptable provided they are a minimum of 18 square metres, excluding shower and toilet areas.

Each dressing room must have the following:

- A shower area comprising of at least 4 showerheads

- At least 1 wash hand basin located outside the shower area.

- (All of the above must have hot and cold running water)

- At least 1 WC in a cubicle

NB The Football League criteria require 6 showerheads and 2 urinals.

There must be a treatment table which is clean and in good condition in each room.

### 3.2 Match Officials

The size of the match officials' dressing room must be a minimum of 6 square metres, excluding shower and toilet areas.

Each match officials' dressing room must have the following:

- At least 1 shower and 1 wash hand basin (both with hot and cold running water).

- At least 1 WC in a cubicle

Provision should be made for separate dressing rooms for male and female match officials.

Where new dressing rooms are being constructed or existing ones are being re-designed, separate purpose built facilities for male and female match officials must be provided.

There must be an audible electronic warning device (bell or buzzer) in working order located in the match officials' dressing room and which is linked to the players' dressing rooms.

**All dressing room areas must be maintained to a high standard of cleanliness and be heated, well ventilated, free from damp and secure on match days.**

#### **4. MEDICAL**

There must be a suitably equipped medical treatment room located in the vicinity of the players' dressing rooms for the use of both players and spectators. Access to this room must not be via the home or away dressing room.

The designated room must contain a bed and/or comfortable seating, with cold and, ideally, hot water, together with paper towels. Reusable individual towels are not permitted.

At least one stretcher must be provided for the removal of injured players from the field of play.

(See also Appendix)

## **APPENDIX**

### **1. GROUND**

#### **1.7 Pitch Perimeter Barrier**

It is important to distinguish between a pitch perimeter barrier/rail which exists to separate spectators from the playing area and a crush barrier which has been constructed and tested according to the requirements of the Green Guide. Where the structure cannot be designated as a crush barrier, e.g. its height exceeds 1.1m, the maximum depth of standing behind it is limited to 1.5m and this must be borne in mind in any capacity calculations.

It is recognised that the above may not be an issue for normal attendances but, when a larger crowd is anticipated, the Club should be mindful of the associated management issues and, if necessary, take professional advice.

Whatever system is employed, a club should be mindful of its responsibility to ensure spectator safety and minimise the possibility of unauthorised incursions on to the playing area.

#### **1.9 Playing Area**

Reference should be made to the Goalpost Safety information published by The Football Association and, in particular, it should be noted that the use of metal cup hooks is prohibited.

#### **1.16 Lighting**

Whilst their installation is strongly recommended, neither working nor emergency lighting is any longer a grading requirement. Clubs are reminded that they have a responsibility to ensure the safety of spectators entering, leaving and moving about the ground and, if a ground is used in non-daylight hours, adequate artificial lighting should be provided. Further, consideration must be given by a club to its procedures in the event of a power failure.

### **2. SPECTATOR FACILITIES**

#### **2.6 Disabled Facilities**

A club must take full account of the needs of disabled spectators and be mindful of its obligations under the provisions of the Disability Discrimination Act 1995. Reference may be made to the publications / data sheets issued by both The Football Association and the Football Foundation.

No specific requirement is currently included in the ground grading criteria but The Football Association strongly recommends that access is provided to both a covered viewing area and toilet and refreshment facilities.

### **4. MEDICAL**

There must be a nominated and suitably qualified person in attendance to assist with spectator problems unless the St John Ambulance Brigade, Red Cross Society or other capable agency are in attendance. The requirements of the Guide to Safety at Sports Grounds are for one first aider per 1000 anticipated spectators, with a minimum of two.

If a crowd of less than 2000 is anticipated, known and practiced arrangements should be in place to summon either a doctor or NHS ambulance alternative. For crowds of over 2000, an experienced crowd doctor should be in attendance.

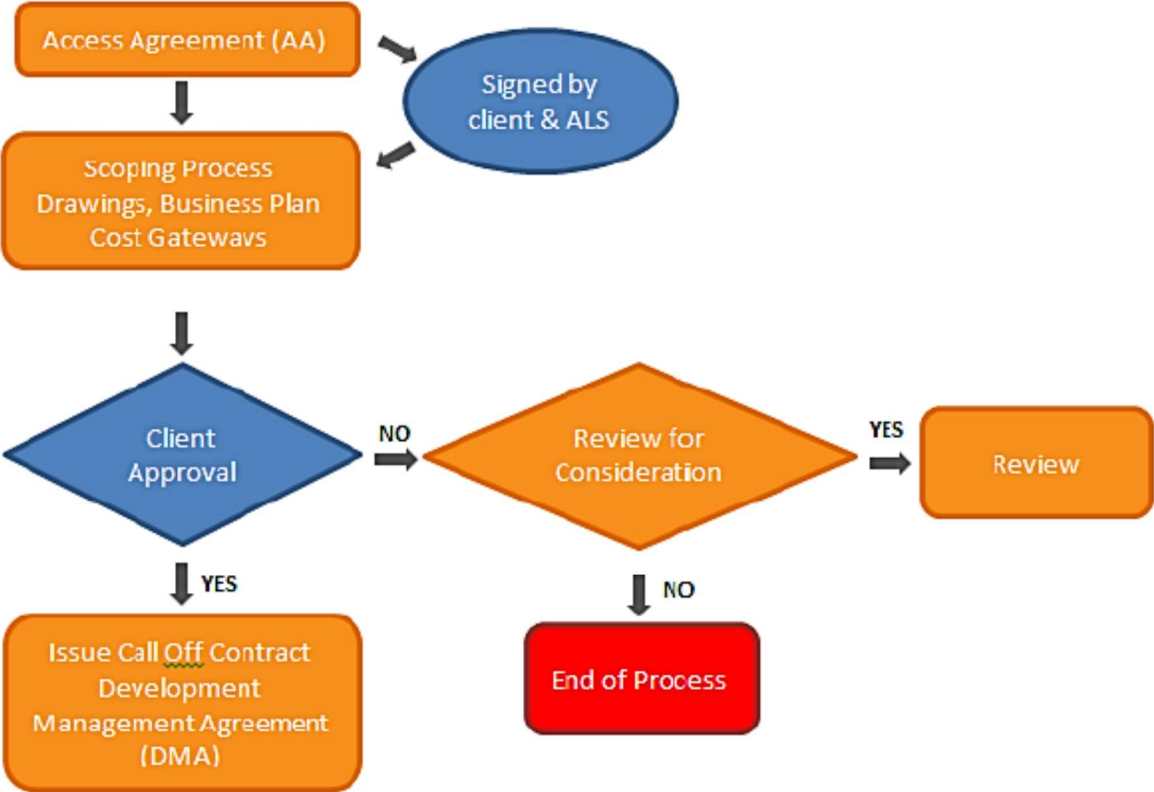
**NB** The above in no way purports to be a comprehensive list of Health and Safety issues which it is the responsibility of a club to address. Clubs are recommended to arrange regular safety audits conducted by persons with the appropriate expertise.

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# Appendix F

Procurement – Alliance Leisure Services delivery model.



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Appendix H – Biodiversity enhancements to site



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# Newbury Community Sports Hub

## Value For Money Report



9th November 2021

## 1.0 Introduction

- 1.1 This report has been prepared for Alliance Leisure to provide commentary on the value for money of the cost submitted by Phoenix Property Solutions Ltd for the construction of Newbury Community Sports Hub.
- 1.2 Varsity Consulting Ltd is a RICS Chartered quantity surveying practice with extensive experience of leisure projects. Varsity currently has no involvement in this project and we are preparing this report on an independent basis.

## 2.0 Findings

- 2.1 Phoenix's price totals £1,751,206.08, with a further £117,110.00 of 'below the line costs'.
- 2.2 The price includes provision for obtaining BREEAM credits. BREEAM accreditation is unusual for a simple building like this because it is typically difficult to economically achieve enough credits during the normal course of the works. Therefore a number of credits have to effectively be 'purchased' as is the case here. The list of credits being targeted appears sensible (on purely a cost basis), but a good cost saving could be achieved by dropping the requirement for BREEAM.
- 2.3 The price includes design fees totalling £112,017.90. At circa 7.4% of the construction cost these are reasonable.
- 2.4 A contractor contingency of £45,000 is included (circa 3% of the construction cost). This is very good value and quite a low percentage for a design and build project (we would typically expect 5%).
- 2.5 The foundations are included as piled. This is unusual for a building of this size and nature. Being a single storey structure, the impact this has on the m2 cost is exacerbated by not having the economies of scale of a second storey to share the burden of this cost. We would expect the construction cost would be circa £100,000 lower with strip foundations.
- 2.6 Deducting the abnormals; being £112,018 professional fees, £73,384 BREEAM costs, £45,000 contingency (this would normally be below the line), £100,000 foundations premium, and £154,194 external works (not part of the building) leaves a construction cost £1,266,610. At 440m2 this equates to a rate of £2,879/m2.
- 2.7 Whilst simple buildings in terms of their size and form, Sports Hubs are relatively expensive to build for the following reasons:
  - Single storey, so costs of foundations, slab, roof etc don't benefit from the economies of scale of a second storey.
  - WC / shower areas are expensive due to the cubicles, sanitaryware, plumbing etc. There are a lot of these in a relatively small building.
  - Because they are set up for individuals teams it isn't possible to group WCs and shower areas in a single core which increases plumbing and drainage costs considerably.
  - The kitchen is a large one-off cost in a relatively small building.
  - Requirements for robustness, for example aluminium gutters rather than uPVC.
- 2.8 In addition to the above, construction prices are very high at present due to materials shortages and the rush of work post-covid. For example the cost of timber has increased 4-fold since the start of the year, and we are currently seeing tender return rates for concrete, reinforcement, brickwork, partitions and windows between 50% and 100% higher costs than they were in 4Q 2020.

### **3.0 Conclusion**

- 3.1 We would typically expect a Sports Hub construction cost (before abnormals, contingency, design fees etc) to between £2,500/m<sup>2</sup> and £3,000/m<sup>2</sup>; therefore at £2,879/m<sup>2</sup> (on a comparative basis) this project represents good value for money, especially in the current construction market. The abnormal costs also appear sensibly priced.
  
- 3.2 In addition to a high-level assessment we have reviewed the individual rates and these are generally at or below the rates we are currently seeing in tender returns.
  
- 3.3 Overall we consider the price submitted by Phoenix offers good value for money.



# **VARSLITY CONSULTING**

Varsity Consulting Ltd is a  
Chartered Surveying Practice,  
Regulated by RICS

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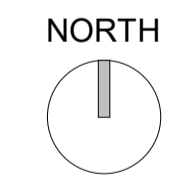
- No. Note
- All dimensions to be verified on site by GENERAL CONTRACTOR prior to any work, setting out or shop drawings being prepared.
  - © copyright SAUNDERS BOSTON LIMITED. All rights reserved. This drawing remains the property of SAUNDERS BOSTON LIMITED at all times and may not be reproduced or copied in whole or in part without their prior written consent.
  - This drawing and related specifications are for use only in the stated location.
  - This drawing is to be read in conjunction with all other Consultants drawings and specifications.
  - Drainage has not been surveyed and any/all pipe locations and below ground drainage runs are indicative.
  - It is assumed that all works will be carried out by a competent contractor who will be working, where appropriate, to an approved method statement.

**Site Boundary**

**Line of Newbury Rugby Football Club's Ownership**



Scale 1:250  
0 2.5 5 7.5 12.5m



**Proposed Site Plan**  
1 : 250

E	Issued to Planning	15.10.21		
D	Blue Ownership Boundary Added	08.10.21		
C	Issued for Cost Certainty	15.09.21	CM	AT
B	Issued for Planning	12.08.21		
A	Preliminary Issue	29.07.21		
No.	Revision	Date	Chk.	Auth.

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www.saundersboston.co.uk

Client: Alliance Leisure Services

Job: Newbury Sports Hub

Drawing: Proposed Site Plan

Scale: 1 : 250 @A1

Revision: **E**

SBA Project Code	Drawn	MH	Date	22.07.21
<b>1888</b>	Checked	JS	Suitability Code	

project originator zone level type role number  
**1888-SBA-XX-ZZ-DR-A-511**

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### **Cost Increases to deliver Step 4 facility and secure agreement with Newbury Rugby Club.**

#### **Full details of cost increases**

The feasibility works relating to the AGP stated a budget of £866,250 + VAT with a variety of additional costs and provisional sums for other features and the below listed caveats:

As the project progressed the requirements increased to a step 4 facility with a number of other specific requirements and more detailed information received from the site-specific surveys or planning requests and alterations that are briefly listed as:

1. The rugby club specifically asked for assurance that surface water would not run down the steep bank onto their main pitch. In order to achieve this an impermeable drainage blanket is required to the formation of the pitch to tank the area and retain all water within the pitch base prior to having the controlled discharge and outlet. The product and design for this is a ABG ZzPozidrain 7SK250D.NW8 (<https://www.abg-geosynthetics.com/case-studies/landfill-capping-drainage-sutton-landfill-ashfield-uk>) this also assists with concerns relating to item 3 with the built up made ground material where it caps off and reduces surface water running through the material and mitigates potential movement and settlement from swelling of clays etc as well as offers a form of tensile strength to protect the finished surface movement if there is any form of settlement or movement. The additional cost for this features and design is shown within item 5.02 as £53,933.80.
2. Another rugby club request was to ensure a minimum of 0.7-1m flat plateau is made available to the top of the bank outside of the AGP area to allow continued viewing space. SSL have caveated that a flat area of grass will be left but have specifically stated any access or use for spectators is not the design purpose or reason because there is no equality compliant access and the steep bank does not comply with specific H&S requirements and design features. In order to achieve this 0.7m-1m flat plateau a small retaining structure is needed along the 115m length of the AGP area. This wall shall be between 0.6-0.8m and is itemised as 6.02 at an additional cost of £20,470.
3. A document was sent and received in February 2021 as a requirement by the EA for landfill works that took place on the site back in 2012/2013. The area had been re-levelled in the past but the extent and process for the works was not understood until this document was received Wed 10/02/2021. The site had been built up with imported fill material to heights ranging between 3-5m.



Figure 1 – photo of imported fill material for the development area in 2012/13

The document focuses on sign off from the EA regarding the material being non-contaminated material but does not cover any scope on how well the material was compacted in 150mm layers. Large depths of made ground material up to 5m height that was laid over the course of 12 months has a significant risk of being layered during poor weather conditions and not being able to be correctly compacted with risk of settlement over time. The AGP development has a surface tolerance of 10mm for football and rugby certification. If the surface of the AGP moves beyond the 10mm tolerance then it will fail its testing and not be able to be used for any accredited and competitive sporting match. This is particularly pertinent for World Rugby accreditation as they offer insurance for users and if parties are hurt whilst playing without this accreditation then the operator and owners are fully liable.

In order to entirely eradicate this risk then the material would need to be excavated and recompacted in layers. This is not feasible in terms of cost, timing and available space over the site in order to complete the works appropriately. Other mitigating design measures and features have been introduced to the AGP design to assist in mitigating any future concerns of movement and settlement that are listed as:

- Item 4.05 - undertake High Energy Impact Compaction, max 3.5m depth ground improvement – cost increase of £30,625. This work compacts the first 3.5m to ensure an additional 100-200mm compaction takes place over the finished formation footprint.
- Item 4.06 – Survey and re-trim area after HEIC works - £2,609.70.
- Item 4.07 – lime and cement stabilisation works to the formation layer - £60,000 (note this item is currently a provisional sum. Given the varying types of material within the made ground of clay, brick, mortar, asphalt, chalk etc it is currently not known if this can be undertaken until site testing take place on the finished formation layer of material). This work involves the chemical changes to the properties of the soil to enable the formation to become stronger and mitigate any ground movement from beneath.
- Item 5.01 – CCTV scans show root damage to the existing drainage line that runs through the site and a cost of £2,400 has been derived to jetwash and clear out the run.
- Item 5.02 - ABG ZzPozidrain 7SK250D.NW8; as per note 1 this was from a rugby club request but also offers significant benefits to these known issues. £53,933.80.

- Item 6.01 - ABGRID 30/30 Biaxial Geogrid is an engineered tensile material laid to the formation to mitigate any movement and settlement impacting the finished surface. £20,470.
- Item 6.08 – traditionally the AGP area would be formed from a single layer of 40mm asphalt. Due to the settlement risks and issues a 65mm twin course macadam layer has been selected to the AGP area at an additional cost of £39,145.50.

This consideration has raised total additional cost £209,184.

4. The requirement to be increased to step 4 has a number of knock-on effects in terms of cost. The general construction time and associated prelim costs along with sqm cost for 844sqm increased area of base, surfacing, fencing and all other materials. It is difficult to gauge the increase in cost relating to this area. Also given that the items have increased in spec due to the considerations noted in point 3.
5. The stadia requirement for seated and standing accommodation has increased significantly and has an uplift of £81,560.
6. General construction cost and market increase specifically on the shock pad and surfacing system. Many items have increased between 15-30% in 2021. Unable to quantify this element and section.
7. During the further planning consultation stages the following items have also been added to the scope of works and associated costs:
  - The request for U7 grass rugby pitches to be developed and at a very high specification from RFU that is shown partly in items 4 and 12 and mostly in item 11 at an additional cost of £56,665.20.
  - Drainage request for lesser greenfield run off rates creating larger attenuation requirements with a need for a further 100mm stone to the base of the AGP and associated hard standing areas at an additional cost of £57,855.
  - Additional request for further microplastic migration mitigation features such as Hauraton Drainage Channel at an additional cost of £16,200.
  - Request from ecology to further restrict lighting spillage to the north west corner tree / hedge line at an additional cost of £5,950.
  - Additional acoustic fencing to the north west corner £6774.25.
  - Additional 100% recycled trekboards to retain rubber crumb and mitigate infill / microplastic migration - £8,308.20.

This consideration has raised total additional cost £151,425.65.

8. Client additional cost of £8,500 for intelligent play system.
9. Rugby club request for bespoke gates and locations - £3,850.
10. Client additional costs for higher end maintenance equipment with provisional sum of £40k.
11. SSL placed a provisional sum of £6k for impact to the not yet completed LEMP / CEMP to the contractors' operational methods of working.

12. SSL have placed a provisional sum of £10k for minor design features on any potential benching / stalls or other site furniture equipment etc that has not yet been discussed.
13. SSL have added all sports equipment discussed to date with additional of rugby posts, sockets and other features for additional costs of £14,125.

### **BREEAM Standard and methodology**

First developed in 1990, BREEAM (Building Research Establishments Environmental Assessment Method) is the most widely-used environmental assessment scheme for buildings in the world. It sets the standard for best practice in sustainable design and has become a key measure of a building's environmental performance.

BREEAM assessments review projects through design and construction across 10 different categories relating to sustainability- including energy, health and wellbeing, water, land use and ecology, waste, pollution and materials. Within each of these categories there are number of different issues reviewed and credits awarded for compliance with the outlined requirements, such as in energy section the reduction of carbon emissions through renewable technology, the efficiency of the lighting systems and energy monitoring systems are included. The criteria for showing compliance and gaining credits within each issue is set at best practice level, with BRE reviewing and updating this at regular intervals to ensure the benchmarking remains valid. The criteria is also tailored to different building usages- so meeting the criteria can be considered best practice for that specific building type.

Overall BREEAM scores and associated ratings are linked to achieving set number of credits for demonstrating compliance with the criteria within each issue and evidence is collated to prove that compliance at both design stage (via specification details, drawings etc.) and on completion (by final reports and photographs). This evidence is reviewed by a Licensed Assessor who collates an associated report that is then independently QA by BRE prior to certification. This process gives assurance that the promises of sustainability practices and features within the scheme have been maintained and embedded in the project.

BREEAM certification therefore helps deliver and validate the sustainability value of a project and to an internationally recognised and robust standard, tried and tested over more than three decades. In doing so BREEAM helps clients manage and mitigate risk through demonstrating sustainability performance during planning, design and construction. It also helps to lower running costs, assure best practice compliance, create healthy and desirable places to live and work as well as, where relevant, maximising returns through market value and attracting/ retain tenants/ users.

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# Operational Review of the Communications and Engagement Strategy

**Committee considering report:** Overview and Scrutiny Management Commission

**Date of Committee:** 25 January 2022

**Portfolio Member:** Councillor Lynne Doherty

**Date Portfolio Member agreed report:**

**Report Author:** Gabrielle Mancini

**Forward Plan Ref:**

## 1 Purpose of the Report

1.1 To provide the Overview and Scrutiny Management Commission with an update on progress made on the implementation of the Communications and Engagement Strategy, which was adopted in October 2020.

## 2 Recommendation(s)

2.1 The Overview and Scrutiny Management Commission is asked to review progress to date and recommend whether any further action might be taken to implement the strategy effectively.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	None from this report, however additional investment was agreed at the time of the strategy's adoption.
<b>Human Resource:</b>	None, however additional investment was made into the Customer Engagement and Transformation Team as part of the restructure of Strategy and Governance in 2020.
<b>Legal:</b>	None

Operational Review of the Communications and Engagement Strategy

<b>Risk Management:</b>	N/A			
<b>Property:</b>	None			
<b>Policy:</b>	This paper relates to the implementation of a strategy which was adopted by the Executive in October 2020.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	x			The Strategy includes a number of proposals which seek to address inequality by ensuring that communication channels reach all members of the local community and by ensuring our engagement objectives are focused on the most vulnerable.
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	x			
<b>Environmental Impact:</b>		x		This paper relates to an operational review of a strategy delivery plan. None of the actions within the strategy in question were deemed to have an environmental impact.
<b>Health Impact:</b>		x		This paper relates to an operational review of a strategy delivery plan. None of the actions within the strategy in question were deemed to have a health impact.

<b>ICT Impact:</b>		x		
<b>Digital Services Impact:</b>		x		
<b>Council Strategy Priorities:</b>		x		Although the actions relate to the operation of support services and constitute business as usual, it is considered that the improvements they will bring will lead to better services for residents as they facilitate enhanced levels of consultation and engagement, thereby ensuring that the voice of the resident is reflected in decision making.
<b>Core Business:</b>	x			The Communications and Engagement Strategy was developed following an LGA Peer Review of the Council, which took place in November 2019. Its implementation is key to the fulfilment of the recommendations for improvement laid out in the review team’s final report.
<b>Data Impact:</b>		x		
<b>Consultation and Engagement:</b>	Service Director- Strategy & Governance Executive Director- Resources Service Lead- Legal & Democratic Communications Team Manager Performance, Risk and Consultation Manager Digital Services Manager Residents Survey undertaken in June 2020			

## 4 Executive Summary

4.1 The Local Government Association Peer Review which took place in November 2019 found that although West Berkshire Council is a high performing local authority, there were ways in which the authority could make improvements to the way in which it communicates and engages with its community as well as taking a more active role in the Placemaking agenda. As a result, senior officers began to consider how

communications and engagement activity within the organisation might be made more effective.

- 4.2 The Covid-19 Pandemic necessitated an overnight change in how the Council both communicated and engaged with its local communities and consequently, enhanced performance was delivered at pace. Key changes have included the deployment of additional resources, less reliance on local media and more focus on contacting residents and businesses directly, a more prominent role for the Council Leader and Chief Executive and an increased focus on digital communication.
- 4.3 The Communications and Engagement Strategy, which was adopted in October 2020, was developed in response to this and contains a number of actions which aim to enhance the way in which we communicate with residents, businesses and stakeholders. Responsibility for these actions falls on a number of service areas and is ultimately overseen by the Executive Director for People.
- 4.4 The Strategy has six core themes, under which there are various actions:
  - Inform- *Better informing our key audiences and stakeholders about what they want and need to know and in a way that is timely, appropriate and relevant to them*
  - Consult- *Planning our consultation with stakeholders more effectively to ensure it is genuine and represents value for money*
  - Involve- *Involving stakeholders more to help shape what the Council does and increasingly what they and their communities do*
  - Collaborate- *Collaborating more effectively to enable the development of effective engagement and the achievement of better outcomes*
  - Empower- *Empowering individuals and communities more so that they can take their own decisions on matters that might historically may have been for the Council to take*
  - Serve- *Transforming services so that they are better for our customers*
- 4.5 The adopted strategy was accompanied by a detailed delivery plan which outlines the actions required in order to deliver the stated objectives. Progress on the strategy's delivery was originally reported to the Customer First Programme Board. Given the high number of actions within it, however, this was a significant burden on the agenda for this group so a new subsidiary group- the Communications and Engagement Delivery Group- was established to remove this whilst ensuring appropriate implementation monitoring.
- 4.6 Significant progress has been made to date, with the vast majority of actions within the delivery plan having been completed in full or part. Some of the actions have also been reviewed to ensure that their content is appropriate and provides the best outcome for residents. The report at Appendix A and spreadsheet at Appendix B outline the form this progress has taken.

## 5 Supporting Information

5.1 Relevant background and supporting information is included in the Annual Progress Report in Appendix C.

## 6 Conclusion

6.1 The actions contained within the Communications and Engagement Strategy are an integral part of our overarching drive to focus more closely on our customers and to communicate more effectively with our customers.

6.2 Progress to date has been good, with enhanced levels of communication and engagement having achieved already across all of the strategic priority areas. This is evidenced through our strong performance in social media analytics, the high number of subscribers to our newsletters, the increased number of respondents to our consultations and the feedback we have received on the work done to date. However, as further work such as the co-production framework is progressed we will build on this still further so that our stakeholders are fully engaged in what we do and service improvements are realised as a result.

## 7 Appendices

7.1 Appendix A – Report

7.2 Appendix B – Delivery spreadsheet

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### Background Papers:

None

**Wards affected:** All wards

### Officer details:

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Job Title: Service Lead – Customer Engagement & Transformation  
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### Document Control

<b>Document Ref:</b>		<b>Date Created:</b>	
<b>Version:</b>		<b>Date Modified:</b>	
<b>Author:</b>			
<b>Owning Service</b>			

### Change History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Change ID</b>
1			
2			

# Communications and Engagement Strategy

## Progress Report January 2022



**To All West Berkshire Libraries Customers**  
We are pleased to bring you the latest news from West Berkshire Libraries, including details about the services we are currently able to provide in line with government guidance on managing the risk of COVID-19.

### Visitors welcome!

The new tiered restrictions for managing COVID-19 allow us to admit people to library buildings again in limited numbers in West Berkshire from Saturday 5 December.

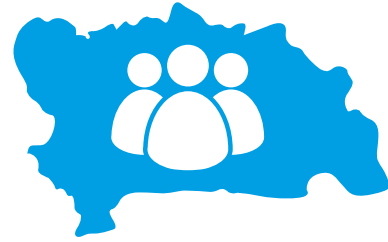


# The Communications and Engagement Strategy in numbers



**6725**  
viewings of Council  
and Executive

**157** public surveys  
and consultations



**219**  
public  
questions  
answered



**Subscribe**



**64,900** subscribers to  
Gov Delivery



**4.6m** newsletters sent out



**20**  
newsletter  
topics

New Nextdoor account  
which is accessed by

**22,800** members in  
WB across

**18,300**  
households

and **92** neighbourhoods

**8**  
Ask Lynne  
sessions  
hosted



**Bi-annual  
Resident  
Survey  
launched**



# Introduction from the Leader of the Council

Effective communication and engagement is vital if local authorities are to ensure their services, and the way they are delivered, meet the needs of the residents they serve. At West Berkshire Council, we are committed to properly informing, consulting and involving our residents in their local services. We must also be confident that the aspirations laid out in West Berkshire 2036 (the long term vision for West Berkshire) and our new Council Strategy (2019-2023) have the best possible chance of being met and that the outcomes for local people are the best they can be.

As part of our drive to interact ever more closely with our communities, we invited the Local Government Association (LGA) into the Council in November 2019 to assess, among other things, how we might do this. They offered some useful suggestions as to how we might make communication and engagement central to the organisation and we began to develop what is now the Communications and Engagement Strategy.

Although we had begun to develop a new approach following the LGA review, the local response to Covid-19 has accelerated this significantly. When we went into a nationwide lockdown in March 2020, timely, effective and engaging communications became an urgent necessity, rather than a medium term aspiration. The Council's approach to communications and engagement had to be, and was, transformed overnight as we responded to events that would have been unthinkable just a few months previously. Although the Pandemic has been the most difficult period in living memory, it has left behind it a legacy of communities coming together to help others, and working with us as

the local authority to mitigate the impact of the virus. Though the delivery of the strategy, we have built on this spontaneous response and have been better involving local people in our work.

With these commitments came the necessary investment, with new resources deployed and enhanced engagement undertaken within the community. By creating of the Engaging and Enabling Local Communities Programme, rolling out a new community newsletter, organising online events and improving our consultation framework, we have strengthened our links with local people and have ensured that their voice is reflected more strongly in our service planning.

In the following pages, you will find details of the progress made to date on each of actions contained within the strategy's delivery plan. Our task is not complete, however: we recognise the need to continuously review our engagement and look for opportunities to improve in the interests of all who live, work and learn in West Berkshire



**Councillor Lynne Doherty  
Leader and Portfolio Holder  
for Communications**

- Corporate adoption of GovDelivery to increase reach and ensure consistency  
 A weekly Council newsletter would be produced using this platform and all other newsletter would also use this platform. COMPLETED
- The use of video will be extended with a particular focus on hard to reach groups. COMPLETED
- Review and renew the website to ensure it remains fit for purpose IN PROGRESS
- Social media content is expanded to assist in helping engage hard to reach groups COMPLETED
- Campaign focused around each of the Council's key priorities is planned annually COMPLETED
- In respect of internal communications a monthly email is provided by the Leader /Chief Executive in addition to the staff newsletter Reporter. COMPLETED

## Our progress so far

- We have made strong progress with our newsletter, with:
  - ✓ 20 topic subscriptions
  - ✓ 302 e-bulletins sent
  - ✓ 4.6m recipients with a 53.5% open rate
  - ✓ Most popular bulletins are:
    - o Coronavirus bulletin (41,000 subscribers)
    - o Residents' news bulletin (21,500 subscribers)
    - o Waste and Recycling (18,700 subscribers)
- We have expanded our use of video significantly, both internally and externally. We have introduced Facebook Q&As with the Leader and senior officers, hosted webinars on a series of topics and use videos more often to promote our work
- Our website review is well underway with our waste and recycling pages among those that have already been migrated to a clearer, more accessible format
- We have launched our annual campaign plan with activity focussed more clearly on resident priorities and how council tax is spent

## Case study- Gov Delivery

In April 2020, West Berkshire Council adopted a new email marketing platform to enhance its email communication with residents. The first bulletin was launched at the height of the pandemic and focused on health advice, how to access support and changes to our services. In the first 18 months 74 Covid-19 bulletins were issued to residents to around 40,000 residents - delivering 4.6m emails into their inbox.

Additional topics have been since been added and residents can now choose to hear from

us on up to 20 different topics – from culture and libraries to the environment and business there is something for everyone. There are now 64,900 subscribers with each choosing on average to hear from us on three different topics. Feedback from residents has been positive, and we will continue to look at how we can develop this further.



- Preparation of a consultation framework to guide and inform the Council's consultation activities COMPLETED
- Publication of a 12 month Consultation Plan COMPLETED
- The retention of Consultation Portal but with enhanced feedback COMPLETED
- Replacing the Community Panel with something that is truly representative of the local community and which enables more of a listening approach COMPLETED
- The establishment of an annual Residents Survey to measure service satisfaction and Council reputation COMPLETED

### Case study - 2020 Resident Survey

During May/June 2020, soon after the first national lockdown, the Council conducted an online Covid-19 Residents Survey. This proved a very useful engagement exercise to understand service satisfaction levels and the impact of the pandemic on residents. The views of over 3,300 residents that responded to the survey have informed a number of strategies and plans, including the Recovery and Renewal Strategy, the Communication and Engagement Strategy and the refresh of the Council Strategy.

Lessons learned from the residents survey included the need to maintain this type of engagement and to ensure that the survey captures the feedback from an as broad as possible range of residents.

The current Residents Survey will use questions from the Local Government

### Our progress so far

- Publication of an 'annual' rolling consultation plan – arrangements are in place for any member of staff to submit a new consultation exercise entry to be added on the Forward Plan using a digital form on the intranet (<https://intranet/index.aspx?articleid=32548>). This also ensures the Communications Team is notified so they can update their communications forward plan. In addition, as part of quarterly performance data gathering, all services are asked to notify if they have any consultation exercises planned for the subsequent 12 months.
- Review of Consultation Portal – this has been migrated and is now available to the public as the Consultation and Engagement Hub (<https://info.westberks.gov.uk/consultations>). Residents can see current consultations and access the reports that show the Council's response to previous consultations
- Residents Survey – A representative residents' survey has been commissioned and will take place between in October and November. The results to will be published during Q4 2021/22

Association's (LGA) "Are you Being Served" survey model in order to support benchmarking of the results where data is available.

5,000 questionnaires have been sent to households that have been randomly selected from based on the total ward population as a proportion of the district's total.

The selected households have received the questionnaire together with a letter from the Leader, inviting them to respond (on paper or online) and explaining the importance of sharing their views.

The results are expected during Jan – Mar 2022 and will be shared with all the residents on the Council's website.

# Theme: Involve

Actions complete-**50%**  
Actions in progress-**25%**  
Actions delayed-**25%**

- To consider rebranding the Council DELAYED
- Greater engagement through social media COMPLETED
- Greater use of media briefings COMPLETED
- Placing clear expectations on managers to ensure a more consistent approach to engagement with staff and partners IN PROGRESS

## Our progress so far

- It has been decided that undertaking a branding exercise cannot be prioritised at this time as it is likely that costs would be high
- Our social media engagement has grown significantly, with:
  - ✓ Twitter – 3.2m impressions (no. times tweets seen)
  - ✓ Facebook – posts seen 4.4m times
  - ✓ New Nextdoor account which is accessed by West Berkshire 22,800 members across 18,300 households and 92 neighbourhoods
- The weekly briefings for the media started during the pandemic have been retained, with local journalists meeting regularly with senior members and officers. This is now an important part of our open and transparent approach to communicating
- All council service areas are being supported to enhance the level of activity they undertake when consulting the public. This is also helped by the establishment of a weekly Communications Steering Group, where all departments meet to discuss engagement activity and are given direction and advice by the Communications Team

## Case study - Social media stats/Ask Lynne

In 2020, a new virtual question time with the Council Leader was launched. #AskLynne provides a chance for residents to hear directly from the Leader and to put their questions to her, either in advance or during the event itself. It means residents can share their views on issues and ask questions directly from their own homes.

So far seven of these virtual events have been held on Facebook, with plans to rotate with

YouTube and other social media platforms. Feedback from residents has been positive, with these events attracting more resident participation than many public Council meetings.



- Reviewing our engagement with Parish and Town Councils IN PROGRESS
- Adopting co-production as a guiding principle to the way in which we collaborate IN PROGRESS
- Establishing a new overarching strategic partnership to guide our engagement work IN PROGRESS



### Our progress so far

- Reviewing our engagement with Parish and Town Councils has begun with 75% of towns and parishes responding to engagement during the summer. An Engagement Report has been shared with an invite for town and parish colleagues to join us in co-designing an improvement plan.
- Scoping has taken place on a co-production framework, with a Strategy Board held at the end of September to develop and understand the direction that co-production should first take.
- A new overarching strategic partnership has met for the first time to guide our engagement work. This will be known as the Empowering Communities Partnership and will connect to the extensive community network which exists to support all of West Berkshire's communities.

### Case study- Parish engagement work/community conversation

In recognition of the valuable contribution that town and parish councils make, West Berkshire Council has committed to reviewing and improving engagement with local towns and parishes. The work is underpinned by a commitment to working alongside our communities.

To begin this review, we undertook a survey and some 'Community Conversation' style workshops over the summer. During this time we heard from a total of 56 representatives covering 45 different town and parish councils. This means that we reached 75% of town and parish councils who shared how they feel about their relationship with West Berkshire Council and how we could improve the way we work together.

The feedback has shown us that most town and parish councils (68%) reported that their relationship with the Council was excellent or good. A further 28% said they had a fair relationship. There were themes within the feedback which our town and parish council colleagues identified where we can work together to improve our relationships. They are:

- Communications
- Engagement
- General customer service
- Customer service improvements in specific service areas
- Resources
- Planning and delivering services together

Following this significant engagement with Town and Parish Councils, the next steps will involve working together to co-design an improvement plan to address the themes identified.

# Theme: Empower

Actions complete-50%

Actions in progress-37.5%

Actions delayed-25%

- Commissioning a Community and Voluntary Sector Support Organisation to provide support to, and build capacity within, the local community, voluntary and social enterprise sector IN PROGRESS
- Agreeing a corporate approach to engaging communities more fully in the design of public buildings and public realm DELAYED
- Introducing a new scheme for generating staff suggestions to replace Lions Lair COMPLETED
- Commissioning a BAMER advocacy group COMPLETED
- Realigning the Building Communities Together Programme with this new approach and newly established senior management structure COMPLETED
- Developing a 'Community Engagement Framework' IN PROGRESS
- Maintaining signposting and connections to community support functions COMPLETED
- Distributing of a new grant fund to support community based engagement work IN PROGRESS

## Our progress so far

- We have undertaken two phases of engagement with our Voluntary and Community Sector (VCS) to understand support needs amongst the sector. The second phase was co-designed with sector colleagues. Responding directly to the feedback we gathered, the Council's Executive has agreed to award a grant to the Volunteer Centre West Berkshire for up to five years for the support they offer on the brokerage of volunteering opportunities. The Executive has also

agreed to invest almost £60k per year for up to five years to commission services that support VCS colleagues in the running of their organisations. Finally, because the council was seen as best placed to provide safeguarding advice and training, the council will provide support direct to the sector on safeguarding. We expect these solutions to be in place by the 1st of April 2022.

- A 'Diverse Ethnic Community Advocacy Service' was commissioned earlier this year to provide service users from diverse ethnic communities with support, representation and a voice. The service, provided by Educafe, aims to empower individuals and communities to identify and benefit from their own strengths and resources.
- We have worked to realigning the Building Communities Together Programme to ensure there is clarity internally and externally as to where responsibility for driving and overseeing community engagement lies. The BCT Team is now aligned with the Council's Community and Wellbeing Service.
- As part of our work with community groups through our 'Community Conversations', we have begun to introduce a community mapping facility. This work does not duplicate that of the West Berkshire Directory, but is aimed at maintaining signposting and connections to very local community support functions. The learning gained by rolling out community mapping will inform the development of future such signposting facilities.
- Linked to the new 'Empowering Communities Partnership' which will guide our engagement work, we will develop and distribute a new grant fund to support community based engagement work. The ECP has met once to date and the criteria and process of this grant stream will be developed shortly to align with community aspirations.

## Case study- Educafe

Our Diverse Ethnic Community Advocacy Service, delivered by Educafé mobilised and launched in May 2021. Since July, Educafé have been providing a weekly Community Café which is seeing more than 100 visitors each week.

A number of varied activities have been developed alongside the Educafé weekly session to provide additional value to the community; this includes a new 'Parent's Village' with more than 40 families sharing a WhatsApp group to support each other. Café visitors also benefit from:

- Befriending
- Free refreshments
- Arts and Crafts
- Knit and natter
- English conversation practise
- Children's story telling
- Partner Village (where local service providers set up information stalls)

Educafé are also working through social media channels to make connections with people across West Berkshire. Since launching, Educafé have reached around 11,000 people through social media sites and have developed a fully translatable info-website.



- Establishing clear customer standards which are made accessible to all customers IN PROGRESS
- Introducing a training and development programme IN PROGRESS
- Considering the expansion of artificial intelligence and the introduction of webchat IN PROGRESS
- Continuing to pursue an approach based on 'digital by default' IN PROGRESS
- Developing a culture of providing customer feedback and to design systems that automatically enable this. IN PROGRESS
- Enhancing and coordinating the monitoring of customer demand and satisfaction so that we can shape services to meet customer needs IN PROGRESS

### Our progress so far

- A draft customer charter has been produced and will be subject to public engagement shortly
- Our HR Team is working to ensure communications skills form a key part of our staff induction process
- Our Chatbot was launched and we are working to build its functionality so that we can offer live chat and answer questions across a wider range of service areas
- Our Many Channels, One Service programme has commenced and will see more transactions and functions available online within the next two years, improving the customer experience
- We are using a formal Residents Survey as well as shorter, more frequent feedback requests to those who have used our services to gain information about how effectively we are performing- and to improve our services as a result

### Case study- Many Channels, One Service/Digital Strategy

In early Spring of 2020, many of the council's facilities were closed as a response to the COVID19 pandemic, including its Household Waste Recycling Centres.

The council's Digital Services Team worked with the Waste Management Team and its booking platform supplier at pace during the first week of May 2020 to deliver a solution to manage demand for Household Waste Recycling Centres, both so they could be operated in COVID secure way, and to ensure queuing traffic would not become dangerous given the expected high demand when they reopened.

Household Waste Recycling Centres Booking was launched on 13 May 2020 with customers able to use the Click and Tip service online or phone the Contact Centre to book an appointment, allowing customers to choose their engagement channel.

Metrics show that 97% of customers used Click and Tip with 3% using the phone, and during the 18 months since launch the service has been used to book over a quarter of a million appointments.

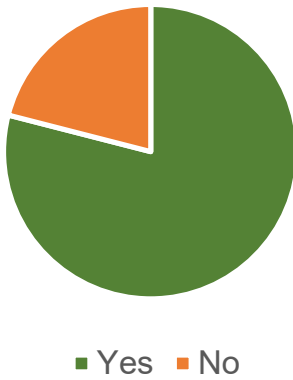
Three separate customer surveys were undertaken between June 2020 and June 2021. Of the 3000+ respondents 79% expressed the view that the council should keep the booking system, with 90% saying they had a positive experience of using it.



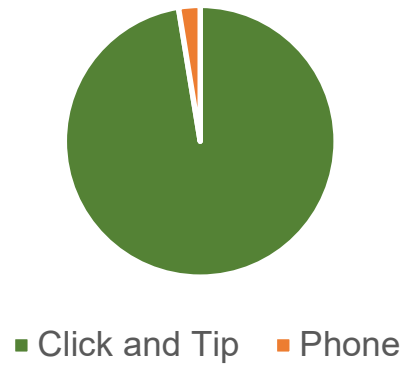
Customer satisfaction in queue time also increased from 74% in February 2020 to 91% in August 2021, as visits to the centres are now more evenly spread throughout the day and week.

Digital Services team continue to work Waste Management and the booking platform supplier to explore and deliver improvements to the booking experience for Household Waste Recycling Centres.

Should the council keep the booking system?



HWRC Bookings May '20 to October '21





## Live Actions

Action	Comments	Status
Explore whether a wider application of Gov.Delivery is appropriate with partners.	Following a discussion with parishes at District Parish Conference, we are working to develop a new parish newsletter showcasing good news stories from each of our parishes and sharing best practice.	In progress
To commission a review of the website. Implement the recommendations from the Review	The review is well underway with pages such as Waste and Recycling already moved to the new system	In progress
Migrate the current Consultation Portal onto new software technology used for the Council's Internet pages ensuring it is user friendly and allow access to the Council's response to the feedback received from residents. Rename it the Consultation and Engagement Hub.	Software provider commissioned to migrate the consultation portal onto the new Consultation and Engagement Hub. Work is continuing to progress at the pace of the provider.	In progress
Preparation of a social media options paper which reviews how this might most effectively be achieved and the resourcing and organisational implications of doing so.	Work has begun to include to involve the community more in our social media, including Facebook Live events, a social media takeover for World Mental Health Day and sharing more user-generated content, where appropriate. Social media engagement has increased significantly.	Complete
To co-design, deliver and agree a framework which embeds community co-production as a way of working	A Strategy Board with members took place in September to discuss which policy areas should be used to pilot this new approach. Work is expected to commence on the framework itself this month.	In progress
Develop a strategic approach to signposting and connecting to community support	Training has begun for a community mapping tool.	In progress
A set of standards for the various customer channels is prepared, agreed and communicated.	A Customer Charter has been drafted and will be subject to public engagement in the new year before it is finalised.	In progress
Healthcheck: Top 'x' customer transactions reviewed to assess level of digital channels available. Subject to the outcome of the healthcheck, consider further on a Service by Service basis to identify the top 'x' transactions by Service to assess level of digital channels available.	Work is being progressed to undertake an independent review of the customer experience which will eventually inform service delivery improvements.	In progress
Put in place training modules for communications and engagement within the new Management and Leadership Development Programme.	During 2021/22 financial year we will review the training and development programme and ensure the communication and customer service training requirements are put in place with refreshers. These elements are included in the refreshed workforce strategy.	In progress
Develop effective consultation toolkit/training programme to facilitate self-service and train services on their use.	The consultation toolkit is updated on an annual basis and a new officer has been recruited to undertake more intensive internal and external engagement work to improve the quality of consultation responses.	Complete
Align a new grant stream (from Community Solutions Fund monies) with work on the Co-production Framework; ensuring there is a clear evaluation and review mechanism	The Empowering Communities Partnership met in late October and is progressing this work.	In progress

## Completed Actions

Action	Comments
<p>Ensure that there is a corporate framework in place for the preparation and delivery of Council information utilising GovDelivery:</p> <p>1. Weekly newsletter to residents 2. Agreed framework of 'Council newsletters' produced and designed utilising GovDelivery. This includes publication schedules, and guidance for officers in creating effective newsletters.</p>	<p>Weekly resident bulletins being issued by Communications team for Covid/Non-Covid news. All newsletters are approved by Communications team prior to issue. Existing newsletters have been moved over to GovDeliver. Regular use by Environment, Waste, Libraries and Economic Development teams. Others joining include Emotional Health Academy, Heritage team, Schools bulletin and Making It Happen newsletter.</p>
<p>Review how video is best utilised as part of the Council's communications and engagement work and subsequently prepare an agreed annual production programme,</p>	<p>Has been implemented and is working well. Performance and engagement of videos to be reflected in reporting of analytics going forward.</p>
<p>Annual campaign plan prepared as part of the Communications Plan to cover each priority in the Council Plan.</p>	<p>First campaign took place in September (education) and resulted in good engagement levels. The second (environment) is underway this month.</p>
<p>Internal staff newsletter issued on a monthly basis, with clear deadlines for content and publication, and criteria for editorial content.</p>	<p>In place and operating well.</p>
<p>To continue the process of regular (annual) review of the consultation framework and incorporate any developments from the work done by Service Director (Communities &amp; Wellbeing) as part of the other work streams of the delivery plan, in particular on improving reach</p>	<p>This has been completed. Will continually be reviewed throughout 2021 alongside work being delivered by the Communities and Wellbeing Service.</p>
<p>To produce a paper to detail proposals on how to enhance the process of coordinating consultation activity in a more strategic way</p>	<p>Report provided to internal boards. Quarterly reporting arrangements planned as part of performance reporting to monitor whether engagement is increasing.</p>
<p>Conduct a regular Residents Survey</p>	<p>This has been commissioned and is currently underway.</p>
<p>To conduct more regular media briefings</p>	<p>Weekly briefings for all media outlets are undertaken by the Leader and the CEO. They receive good engagement and are always attended by the local press.</p>
<p>To establish an Internal Communications Steering Group which helps coordinate and plan communications activity within the Council.</p>	<p>Communications Steering Group has been set up and is meeting weekly since 01.03.2021.</p>

# OSMC Review of Fees and Charges

<b>Committee considering report:</b>	Overview and Scrutiny Management Commission
<b>Date of Committee:</b>	25 January 2022
<b>Portfolio Member:</b>	Councillor Ross Mackinnon
<b>Date Portfolio Member agreed report:</b>	
<b>Report Author:</b>	Melanie Ellis
<b>Forward Plan Ref:</b>	

## 1 Purpose of the Report

- 1.1 To provide information on fees and charges to the Overview & Scrutiny Management Commission (OSMC). The Council receives substantial levels of income through a wide range of fees and charges. This income is split between discretionary charges and statutory charges; even with this latter element there is still some flexibility of income either through adjusting the charge or through the volume of income through increased or decreased activity. The Council's financial position remains constrained and income is one area always to consider and this this report is for OSMC to consider further options available for charging.

## 2 Recommendation

- 2.1 For the OSMC to review the information in the report on fees and charges.
- 2.2 To consider a review of the following areas:
- (a) New proposals on planning income
  - (b) Leisure strategy and fees and income arising from this
  - (c) Other opportunities for commercial charging in the Place Directorate.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	£30m fees and charges income budget.
<b>Human Resource:</b>	n/a

<b>Legal:</b>	Some charges are governed by statute.			
<b>Risk Management:</b>	n/a			
<b>Property:</b>	Commercial property rent is detailed as part of the report.			
<b>Policy:</b>	None specifically			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		y		Could be a positive or negative impact depending on the outcome of the review
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		y		Could be a positive or negative impact depending on the outcome of the review.
<b>Environmental Impact:</b>		y		
<b>Health Impact:</b>		y		
<b>ICT Impact:</b>		y		
<b>Digital Services Impact:</b>		y		

<b>Council Strategy Priorities:</b>		y		
<b>Core Business:</b>		y		
<b>Data Impact:</b>		y		
<b>Consultation and Engagement:</b>	Corporate Board Portfolio Holder (Finance, Property & Economic Development)			

## 4 Executive Summary

- 4.1 The Council receives substantial levels of income through a wide range of fees and charges. This income is split between discretionary charges and statutory charges; even with this latter element there is still some flexibility of income either through adjusting the charge or through the volume of income through increased or decreased activity. The Council's financial position remains constrained and income is one area always to consider and this this report is for OSMC to consider further options available for charging.
- 4.2 West Berkshire Council budgeted £32m from fees and charges in 2020/21, which represents 9% of total budgeted income. Actual income received from fees and charges was £25m, with the majority of the £6.6m shortfall being in car parking, adult social care client income and commercial property.
- 4.3 The impact of the Covid-19 pandemic was significant, as can be seen by the drops in income vs budget for the year. The Council was recompensed by Central Government for some lost income, with a scheme incorporated that meant the Council picked up the costs of the first 5% of the losses, plus a share of 25% of the remaining lost income, with Government contributing 75%.
- 4.4 Fees and charges for the last five years are shown in the table below, with income to date shown for 2021/22.

Year	Budget	Income	Variance
2016/17	-21,590,720	-22,513,086	-922,366
2017/18	-22,205,650	-23,201,457	-995,807
2018/19	-28,010,980	-28,367,472	-356,492
2019/20	-31,415,230	-31,242,078	173,152
2020/21	-31,556,640	-24,942,714	6,613,926
2021/22	-29,600,060	-21,338,603	

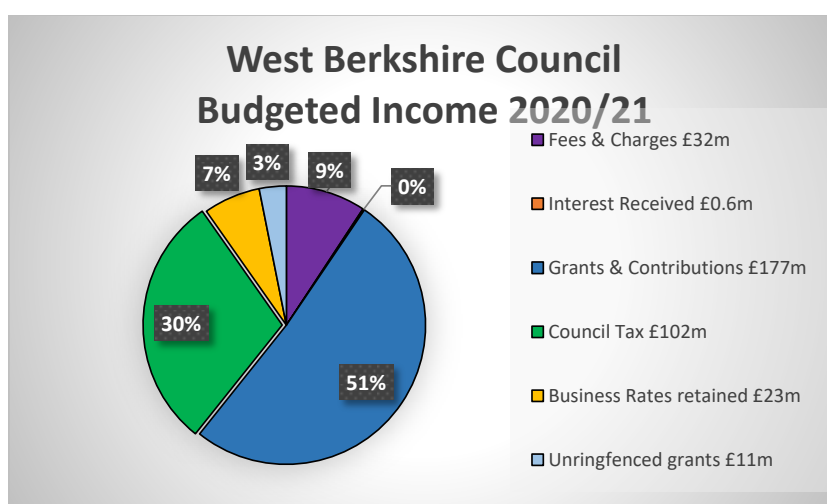
## 5 Supporting Information

### Introduction

- 5.2 Statutory services are those services that an authority is mandated to or has a duty to provide. Fees and charges in respect of these services are either set centrally or based on full cost recovery.
- 5.3 The Local Government Act 2003 includes a general power for local authorities to charge for discretionary services. Additions or enhancements to mandatory services above the standard that an authority has a duty to provide may be provided as discretionary services.
- 5.4 The Council may generate income from the public through charging and trading for services that exceed the statutory requirements or are added value optional services, such as pre-application planning advice.
- 5.5 In general terms, the Council may not make a profit on its charging activities, or subsidise other services, and cannot charge for services that customers do not choose to use. A profit may be determined as a surplus received in excess of the full cost of delivering the service. Full costs includes all direct costs, such as pay and materials, and also indirect costs including overheads such as finance, accommodation, HR and ICT.
- 5.6 The law is complex and some services and charges are bound by further specific legislation. Services are expected to be aware of the legislative context that applies to their area of responsibility and seek advice as required from Legal Services.

### West Berkshire Fees and Charges

- 5.7 West Berkshire Council budgeted £32m from fees and charges in 2020/21, which represents 9% of total budgeted income.



- 5.8 Actual income received from fees and charges was £25m, with the majority of the £6.6m shortfall being in car parking, adult social care client income and commercial property. A detailed breakdown by category is show in the following table.



## OSMC Review of Fees and Charges

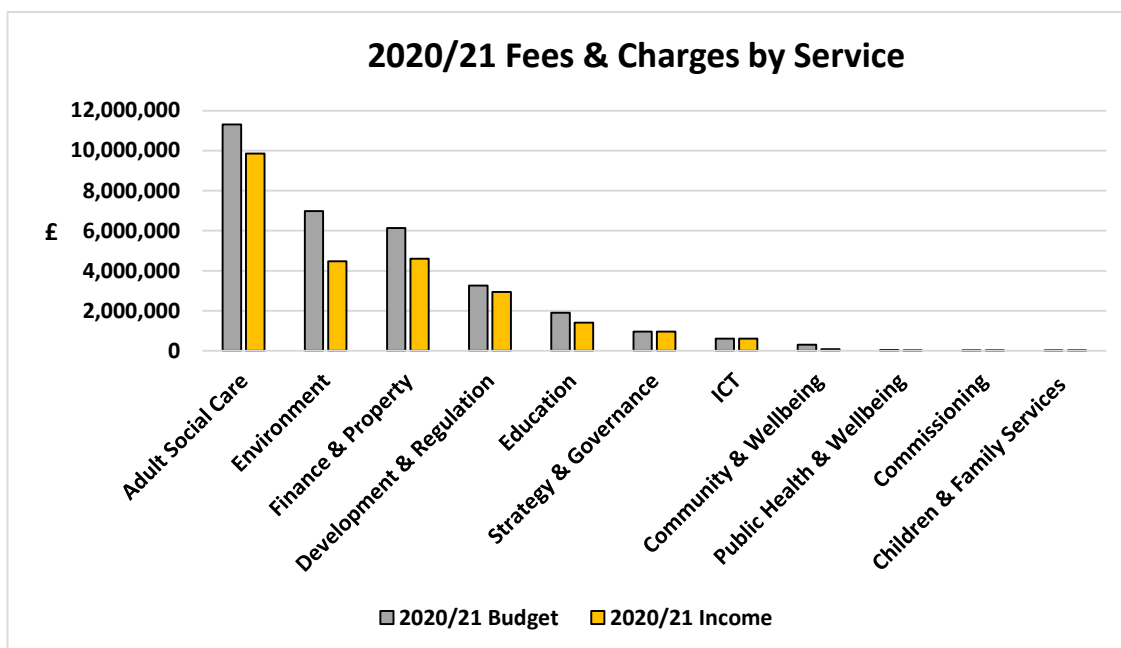
Line	Description	2020/21 Budget	2020/21 Income	Budget Variance
1a	Sale of Publications	-13,540.00	-3,400.66	10,139.34
1b	Sale of Publications Libraries	-8,310.00	-632.16	7,677.84
2	Local Lottery Income	0.00	-5,217.50	-5,217.50
3	Catering Sales	-103,690.00	-23,144.17	80,545.83
4a	Misc Income	-46,590.00	-126,205.27	-79,615.27
4b	Green waste household charge	-1,557,700.00	-1,778,066.28	-220,366.28
5	Sundry Sales	-387,860.00	-272,397.79	115,462.21
6	Hire Charges	-53,990.00	-385.47	53,604.53
7	Lettings	-163,520.00	-77,162.29	86,357.71
8	Activities	-96,070.00	-48,623.83	47,446.17
9a	Fees	-1,106,170.00	-1,600,245.05	-494,075.05
9b	Fees Planning	-1,495,890.00	-1,232,381.30	263,508.70
9c	Fees Registrars	-340,170.00	-148,456.49	191,713.51
9d	Fees Traffic	-10,000.00	-118,074.00	-108,074.00
10a	Charges	-928,590.00	-529,578.83	399,011.17
10b	Charges HTST	-460,440.00	-242,342.40	218,097.60
10c	Charges Traffic	-123,540.00	-104,465.35	19,074.65
11	Licences	-977,240.00	-939,556.03	37,683.97
12	Car Park Income	-4,049,460.00	-1,424,454.29	2,625,005.71
13a	Client Income	-11,087,160.00	-9,522,330.61	1,564,829.39
13b	Client Annual Administration Fee	-29,170.00	-24,987.82	4,182.18
14a	Rent	-211,360.00	-188,009.43	23,350.57
14b	Rent KEC	-44,060.00	-39,711.17	4,348.83
14c	Rent LRIE	-409,640.00	-424,303.00	-14,663.00
14d	Rent Commercial	-4,407,240.00	-2,982,525.25	1,424,714.75
14e	Rent - Caretaker Deductions	-46,830.00	-42,029.52	4,800.48
15	Buy Back	-3,398,410.00	-3,044,028.45	354,381.55
		<b>-31,556,640.00</b>	<b>-24,942,714.41</b>	<b>6,613,925.59</b>

5.9 2020/21 was not a typical year due to Covid-19 with many areas generating lower income levels than usual, particularly in car parking. Fees and charges for the last five years are shown in the table below, with income to date shown for 2021/22.

Year	Budget	Income	Variance
2016/17	-21,590,720	-22,513,086	-922,366
2017/18	-22,205,650	-23,201,457	-995,807
2018/19	-28,010,980	-28,367,472	-356,492
2019/20	-31,415,230	-31,242,078	173,152
2020/21	-31,556,640	-24,942,714	6,613,926
2021/22	-29,600,060	-21,338,603	

Note: the budget increase in 2018/19 was £1m garden waste, £1.7m ASC and £2.5m commercial property

5.10 Fees and charges by service are shown in the following chart; it is important to note that 2020-21 was not a 'usual' financial year for income. The impact of the Covid-19 pandemic was significant, as can be seen by the drops in income vs budget for the year. The Council was recompensed by Central Government for some lost income, with a scheme incorporated that meant the Council picked up the costs of the first 5% of the losses, plus a share of 25% of the remaining lost income, with Government contributing 75%.



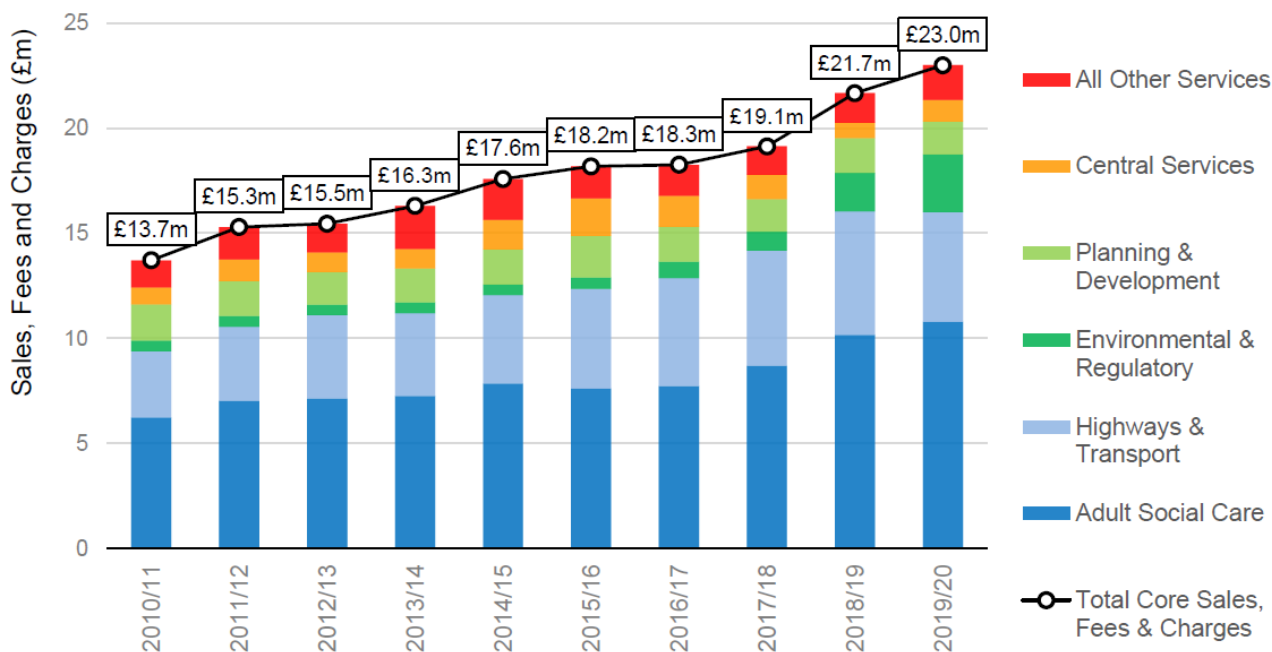
5.11 Councils have the power to charge for certain social care services, and are required to have a charging policy that is demonstrably fair and does not undermine the overall objectives of social care – that is, to promote both independence and social inclusion of service users. West Berkshire Council’s Charging Policy for Adult Social Care services, introduced in 2015, states the individual will have one assessed charge for all services. All services will be added together before a service user is financially assessed. There are generally two types of charges – discretionary and statutory. See Appendix A1 for full details of the 2020/21 charges.

5.12 The Place Directorate has a wide range of fees and charges covering housing, planning, car parking, licencing and public protection, public transport, waste, leisure and registration services. These are a mix of statutory and discretionary fees. The general principal is to increase discretionary fees by CPI in October each year.

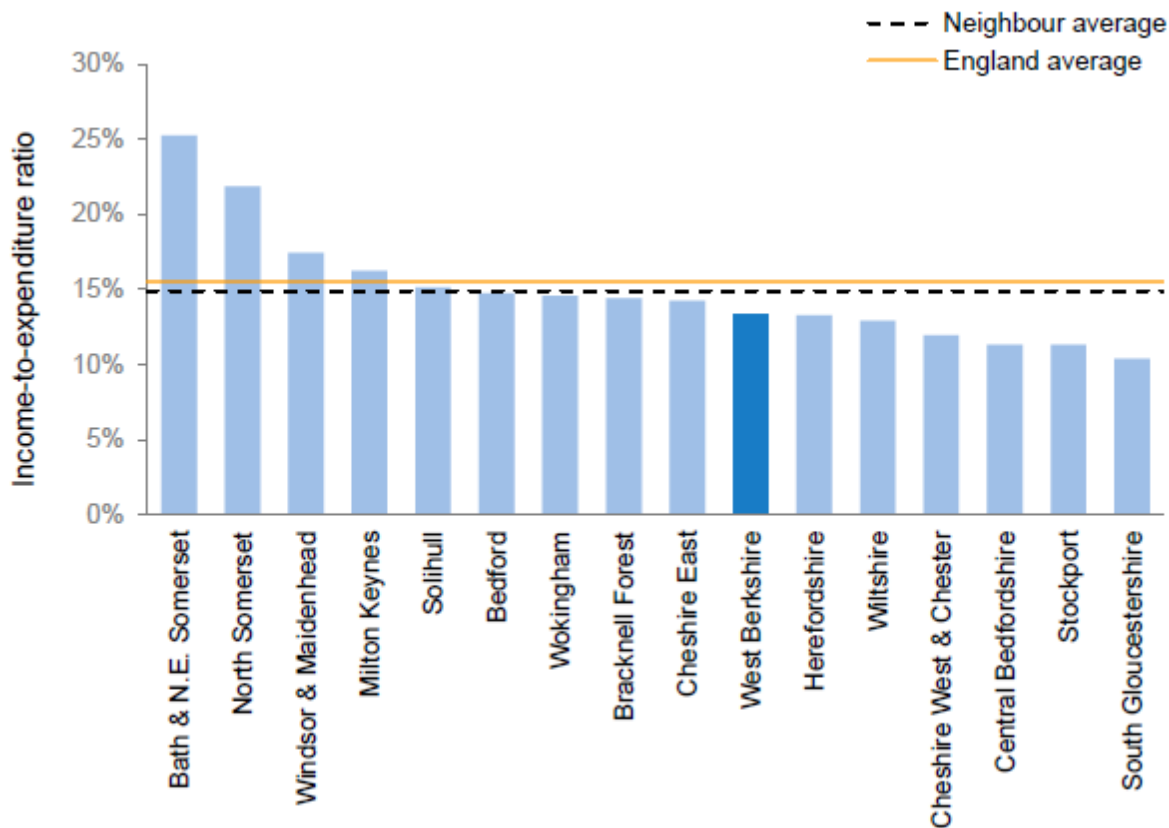
5.13 The Resources Directorate charges for land charges and legal fees, social care training and council tax recovery.

5.14 The following chart shows the West Berkshire composition of core sales, fees and charges. The totals differ slightly from the analysis above due to the way fees are reported to central Government vs our internal reporting.

**OSMC Review of Fees and Charges**



5.15 The following chart, from LG Futures analysis, shows West Berkshire income to expenditure ratio compared to our nearest neighbour (similar) authorities. It shows us slightly below average.



## OSMC Review of Fees and Charges

5.16 Direct comparisons can be difficult on certain levels of fees and charges; for example, if there are major tourist attractions nearby then this will likely mean an increase in car parking income, and as raised previously 2020-21 will further distort this.

### Proposals

5.17 For the OSMC to note and comment on the report with any recommendations for the Executive.

5.18 Those areas that may be of interest initially to members could include:

- (a) New proposals on planning income
- (b) Leisure strategy and fees and income arising from this
- (c) Other opportunities for commercial charging in the Place Directorate.

## 6 Other options considered

6.1 N/a

## 7 Conclusion

7.1 The report provides a summary of the current fees and charges, comparator total income and specific areas of greater or lesser discretion.

## 8 Appendices

Appendix Ai to iii – Existing fees and charges 2021-22

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### Background Papers:

Revenue Budget papers 2021-22

### Subject to Call-In:

Yes:  No:

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months	<input checked="" type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

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**Wards affected:** All

**Officer details:**

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**Document Control**

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<b>Version:</b>		<b>Date Modified:</b>	
<b>Author:</b>			
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**Change History**

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### People Directorate Fees & Charges 2021/22

#### 1 Adult Social Care

- 1.1 Councils have the power to charge for certain social care services, and are required to have a charging policy that is demonstrably fair and does not undermine the overall objectives of social care – that is, to promote both independence and social inclusion of service users. It is recognised that the level of fees and charges can have a direct impact on usage and take up, and in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- 1.2 The Council's policy is therefore to charge service users an 'affordable' amount, which is uplifted by inflation each year where appropriate. However, where other local authorities, or Health organisations, are purchasing Council services on behalf of their service users, the charges made to these organisations are designed to reflect the actual costs of the service.
- 1.3 West Berkshire Council's Charging Policy for Adult Social Care services, introduced in 2015, states the individual will have one assessed charge for all services. All services will be added together before a service user is financially assessed.
- 1.4 The guidance allows for a prescribed list of allowances, for example, rent, mortgage, council tax, buildings insurance etc plus disability related costs, for example, community alarm system, extra heating costs that meet an individuals presenting care needs.
- 1.5 These allowances are then deducted from the total income to give an assessable income when an individual is receiving care in a non-residential setting.
- 1.6 From April 2012 any new or reviewed eligible individual requiring support from Adult Social Care receives this in the form of a Personal Budget through which they can arrange their support. As of 1<sup>st</sup> April 2011 individuals have been charged for each day they have booked at a Resource Centre and only in exceptional circumstances will charges be waived for non attendance.
- 1.7 There are generally two types of charges – discretionary and statutory:

- **Discretionary Charges**

Unless otherwise stated, the fee increase for 2021/22 is by September CPI of 0.5%. The charge to other local authorities and Health organisations for places in West Berkshire Resource Centres will be increased by 0.5% for 2021/22.

Community Based Services will be charged at the actual cost of the service, including administration costs.

Other Day Centre and Transport will be charged at the actual cost.

Some fees have been increased by more than CPI to ensure that the cost covers the work being undertaken.

- **Statutory Charges**

The method of assessing contributions from clients in long-term residential care is covered by section 14 of the Care Act 2014, the Care and Support (Charging and Assessment of Resources) Regulations 2014, the Care and Support Statutory Guidance and the Council's ASC Charging Policy 2015.

The charges to full cost payers in WBC Homes, and to other local authorities who access services run by West Berkshire Council, are based on current information in respect of cost and the estimated number of clients using the service. The proposed full standard charge for WBC Homes is to increase by 1%.

Deputyship Fees are set by the Court of Protection.

The Responsive Care Provider Service are undertaking a review of all Residential and Nursing placement costs and intend to incorporate a banding system based on level of need, along with respite provision and one to one support. This review has been delayed due to the Covid pandemic, but it is expected to be implemented during the 2021/22 financial year.



<b>Adult Social Care</b>		
<b>Description</b>	<b>Fees 2020/21</b>	<b>Fees 2021/22</b>
Residential care independent sector homes - full cost per week	Actual cost	Actual cost
Residential care WBC Homes - full cost per week	Willows Edge £831.00 Notrees £831.00 Walnut Close £831.00 Birchwood £861.00	Willows Edge £839.00 Notrees £839.00 Walnut Close – Home closed Birchwood £870.00
Nursing care WBC Homes - full cost per week	Birchwood £861.00 excludes Funded Nursing Care	Birchwood £870.00 excludes Funded Nursing Care
Meals provided in WBC Resource Centres	£5.20	£5.30
WBC Resource Centre outreach workers	£19.70	£19.80
WBC Transport - maximum charge per journey	£8.90	£8.90
WBC Foot Care service regular appointment	£21.30	£21.40
WBC Foot Care Equipment	£12.90	£13.00
External day activities	Actual cost	Actual cost
WBC Resource Centres - charge to other Local Authorities and Clinical Commissioning Groups:  - Older People - Learning Disability - Physical Disability	£69.00 £112.00 £104.00	£69.30 £112.60 £104.50
Charges to any organisation using WBC Resource Centres: Greenfield, Hungerford & Phoenix	Actual cost	Actual cost
WBC Resource Centres - charge per day	£49.60	£49.80
Administration fee for commissioning care for full cost clients	£230.00 per annum	£231.00 per annum

Set up fee for deferred payers	£150.00	£151.00
Administration fee for deferred payers	£250.00 per annum	£251.00 per annum
Next of kin support administration following the death of a Deputyship client	£103.00 per hour	£103.50 per hour
Support in making a Lasting Power of Attorney application	£155.00	£156.00
Support in making a Deputyship application	£350.00	£352.00
Residential and Nursing care WBC Homes - charge the assessed contribution whilst in hospital if bed retained at the home	Assessed charge	Assessed charge
Residential and Nursing care WBC Homes - charge the assessed contribution from date of admission even if client subsequently decides to leave the home during the review period	Assessed charge from date of admission	Assessed charge from date of admission
Transporting clients from care homes to resource centres (charge to provider)	Actual cost	Actual cost
Adult Placement - management fee	<p>£109.00 per week for a full time placement.</p> <p>£32.60 per week for an overnight respite session.</p> <p>£4.20 per hour for day support.</p>	<p>£109.50 per week for a full time placement.</p> <p>£32.80 per week for an overnight respite session.</p> <p>£4.30 per hour for day support.</p>

<b>Resource Centre - Rental Charges</b>						
	<b>Fees 2020/21</b>			<b>Fees 2021/22</b>		
<b>Room</b>	<b>Daily Rate</b>	<b>Half Day Rate</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>	<b>Half Day Rate</b>	<b>Hourly Rate</b>
<b>Phoenix Resource Centre</b>						
Ground floor woodwork room	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
External car washing facility	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
Ground floor Theatre (with lighting and audio system)	From £87.30 to £152.70	From £45.70 to £81.80	From £21.70 To £39.20	From £87.70 to £153.50	From £45.90 to £82.20	From £21.80 To £39.40
Audience seating (setting up and taking down)	£81.80	£81.80	£81.80	£82.20	£82.20	£82.20
First floor Theatre office	£16.30	£16.30	£16.30	£16.40	£16.40	£16.40
Ground floor frailty and dementia suite (Lilac Lounge)	£60.00	£32.60	£12.00	£60.30	£32.80	£12.10
Ground floor physical disability suite (Sunshine Room)	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
Ground floor sensory cooking room	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
Ground floor sensory room	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
Ground floor optimusic room	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
Ground floor dining room	£87.30	£45.70	N/a	£87.70	£45.90	N/a
Ground floor dining room and kitchen	£98.10	£51.20	N/a	£98.60	£51.50	N/a
Ground floor small activity room	£28.70	£14.70	£6.50	£28.80	£14.80	£6.50
First floor Craft activity room	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
First floor computer suite	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
First floor activity / office space - full space (large)	£113.40	£57.70	£20.70	£114.00	£58.00	£20.80
First floor activity / office space - medium	£87.30	£45.70	£16.30	£87.70	£45.90	£16.40
First floor Art room	£57.70	£29.50	£10.30	£58.00	£29.60	£10.40
First floor large meeting room without equipment	£36.00	£18.50	£7.60	£36.20	£18.60	£7.60
First floor large meeting room with equipment	£46.90	£22.80	£9.10	£47.10	£22.90	£9.10
First floor small meeting rooms	£21.70	£11.30	£4.20	£21.80	£11.40	£4.20
Accessible shower facility and personal care rooms	N/a	N/a	£9.80	N/a	N/a	£9.80

Room	Fees 2020/21			Fees 2021/22		
	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
<b>Hungerford Resource Centre</b>						
Ground floor main activity room	£101.40	£51.20	£17.90	£101.90	£51.50	£18.00
Ground floor computer suite	£51.70	£26.10	£9.10	£52.00	£26.20	£9.10
Ground floor quiet room	£26.10	£13.50	£5.40	£26.20	£13.60	£5.40
Ground floor hairdressing salon	£26.10	£13.50	£5.40	£26.20	£13.60	£5.40
First floor meeting room 1	£51.70	£26.10	£9.10	£52.00	£26.20	£9.10
First floor meeting room 2	£51.70	£26.10	£9.10	£52.00	£26.20	£9.10
Accessible shower facility and personal care rooms	N/a	N/a	£9.80	N/a	N/a	£9.80

Room	Fees 2020/21			Fees 2021/22		
	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
<b>Greenfield Resource Centre</b>						
Atrium	£101.40	£51.20	£17.90	£101.90	£51.50	£18.00
Computer suite	£51.70	£26.10	£9.10	£52.00	£26.20	£9.10
Frailty and dementia suite	£76.30	£38.70	£13.50	£76.70	£38.90	£13.60
Physical disability suite	£76.30	£38.70	£13.50	£76.70	£38.90	£13.60
Learning disability suite	£51.70	£26.10	£9.10	£52.00	£26.20	£9.10
Optimusic / sensory room	£51.70	£26.10	£9.10	£52.00	£26.20	£9.10
Small office	£26.10	£13.50	£5.40	£26.20	£13.60	£5.40
Accessible bath facility and personal care rooms	N/a	N/a	£9.80	N/a	N/a	£9.80
Security opening and locking building at weekends	£18.50	N/a	N/a	£18.60	N/a	N/a

Hourly rate applies for bookings of between 1 and 2.5 hours, all bookings over this time duration are charged as a half day.

## 2 Family Hubs

- 2.1 The Family Hubs may enter into hire agreements in order to deliver services to children, young people, families and the local community. Family Hubs are non-profit making organisations and as such it is agreed that West Berkshire Family Hubs have a reduced charge for statutory providers for use of the Centres' facilities where they are delivering services for families with children 0-5 years that fall within the remit of Family Hubs e.g.
- Family Groups and contact visits held by Children Services
  - Clinics and drop-in's held by Health Professionals
- 2.2 The Family Hubs started to charge for activity sessions provided to the general public in 2018/19. These activities are pre-booked via an online booking system. Activities are allocated to a pricing band, depending on their nature.
- 2.3 The Family Hubs increased the room hire charges for 2019/20, which is the first increase for a number of years. It has therefore been decided to not increase the charges in 2021/22.

**Family Hubs Fees and Charges (charges per hour)**

Family Hubs						
	Fees 2020/21			Fees 2021/22		
Room Hire	Non profit Organisation	Profit Organisation	Statutory Services	Non profit Organisation	Profit Organisation	Statutory Services
East District - Calcot	£10.00	£20.00	£6.00	£10.00	£20.00	£6.00
Central District - Thatcham Park Lane	£10.00	£20.00	£6.00	£10.00	£20.00	£6.00

Note: contributions are accepted for Stay and Play activities towards refreshments.

**Family Hubs Additional Fees and Charges (Out of hours)**

\*Charges after 6pm Weekdays and on Saturdays

	Fees 2020/21		Fees 2021/22	
Room Hire	*Caretaker Opening Charge	*Caretaker Waiting Time Charge	*Caretaker Opening Charge	*Caretaker Waiting Time Charge
1 Hour	£10.00	N/A	£10.00	N/A
2 Hours	£10.00	£7.00	£10.00	£7.00
3 Hours	£10.00	£10.50	£10.00	£10.50
4 Hours	£10.00	£14.00	£10.00	£14.00
5 Hours	£10.00	£17.50	£10.00	£17.50
6 Hours	£10.00	£21.00	£10.00	£21.00

### Family Hubs Activity Sessions

	<b>Fees 2020/21</b>	<b>Fees 2021/22</b>
<b>Band</b>	<b>£</b>	
A	£0 - £3	£0 - £3
B	£3.01 - £10	£3.01 - £10
C	£10.01 - £20	£10.01 - £20

<b>Name of session/Group</b>	<b>Charging Band</b>	<b>Basis</b>
All Stay, Play & Learn Groups	A	Per family per session
Messy Play	A	Per family per session
All Baby Groups	A	Per family per session
Post Natal Group	A	Per family per session
Family Learning Courses	B	Per learner per session
Paediatric First Aid	B	Per adult one off session
Baby massage	B	Per family per session
Little Stars	C	Per family per 6 week course

## 3 Home to School Transport

The Standard Rate for academic year 2021/22 will continue at the same rate as academic year 2020/21 at £804. The Rate represents £4.23 for a return journey per school day. The Rate applies across West Berkshire so that rural communities are not disadvantaged with a higher price.

### Home to School Transport Fees and Charges

<b>Home to School Transport</b>		
<b>Banding</b>	<b>Fees 2020/21</b>	<b>Fees 2021/22</b>
Standard rate	£804	£804
Replacement bus pass admin fee	£15	£15
Rail pass admin fee	£20	£20

### Resources and Place Directorates Fees & Charges – 2021/22

#### 1. Introduction

1.1 The starting point for the base budget for the 2021/22 budget build is that Fees and Charges should increase at least in line with inflation in order to maximise income accepting that:

- Fees and charges can have a direct impact on usage and take up.
- In some circumstances the Council is providing services in direct competition to the private sector. Where this is the case, price is likely to have a direct link with demand and it is important that the Council does not price itself out of the market. In some areas benchmarking has taken place to ensure West Berkshire can compete with other authorities.
- Raising fees and charges can in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- For some services there is a clear expectation that fees and charges will reflect the costs incurred in providing the service; the Council may be subject to legal challenge if increases in fees and charges cannot be justified.

1.2 Statutory fees are not set by the council and may be subject to change during the year.

1.3 Fees below are correct at the time of publication, some may change during the year for operational reasons, subject to the appropriate authorisations.

#### 2. Place Specific Directorate

##### 2.1 Development and Planning

###### (1) Housing

Temporary accommodation is charged in line with Local Housing Allowance (LHA) rates which have not yet been released for 2021/22. Do It Yourself Shared Ownership (DIYSO) leases will be increased in line with the rate of CPI inflation as at September 2020 (0.5%); The rental costs of Gypsy and Traveller accommodation owned or let by West Berkshire Council would also normally be increased by CPI, but as the increase would be less than £1, no increase is proposed for 2021/22.

The Council also charge for homeless households placed in Bed and Breakfast accommodation. Households will need to claim Housing Benefit, or will be charged up to the amount Housing Benefit would pay, if they were eligible. In addition households will need to pay the ineligible charges, mainly breakfast. These charges are proposed to increase in line with inflation at 0.5% for 2021/22.

The Council may also charge applicants placed in emergency bed provision at Two Saints Hostel. Applicants are unable to claim Housing Benefit when placed in an emergency bed. A charge of £1 a night may be made for emergency bed provision for people who are not employed and £5 a night for people who full or part time employment. However the process for charging for emergency accommodation at Two Saints Hostel is under review with a view to bringing the process in line with that for other types of temporary accommodation.

In some instances, the Council provides transport to temporary accommodation for households who have no other means of getting to that accommodation. The cost of providing the transport will be recharged, in full to the client.

The Council can assist with providing removals and/or storage for homeless applicants. The full cost of providing this service will be recharged to the client.

The Council can assist with securing cattery or kennel provision for homeless applicants in temporary accommodation, as pets are not permitted in temporary accommodation. The full cost of providing this service will be recharged to the client.

The Council provides repairs and maintenance to a small supply of temporary accommodation, including an out-of-hours service. In the event that a tenant or licensee uses the emergency service for a non-emergency repair, or fails to attend an appointment for a contractor to attend to a repair, a charge will be made to the tenant to cover the call-out costs. Where repairs arise as a result of neglect or damage caused by the tenant or licensee, or a member of their household, or a visitor to their home, the full cost of the repair will be recharged to the tenant or licensee.

Housing related support services will be charged at the actual cost of the service received.

For 2021/22 the council will charge a fee of 12% of total works value for private work which is not eligible for a Disabled Facilities Grant.

Description	Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Copy of housing assessment	No Charge	No Charge
Average rent for temporary accommodation per week	In Line with Local Housing Allowance	In Line with Local Housing Allowance
Do It Yourself Ownership rent (DIYSO) rent	1.5 % increase on individual contracts	0.5 % increase on individual contracts
Transport costs to temporary accommodation (TA)	Actual cost	Actual cost
Gypsy Traveller rent (Per week, per plot)	£94.00	£94.00
Home Improvement Agency (HIA) fee for private adaption work	12% of total cost of works to eligible clients	12% of total cost of works to eligible clients
Failed call out charges	Actual cost	Actual cost
<b>B&amp;B charging</b>		
<i>Ineligible Charges for Bed and Breakfast Accommodation</i>		
Heating, lighting and hot water per week <b>per Family Unit**</b>	£40.00	£40.20
Breakfast per person, per week	£3.50	£3.50
<b>** Family Units include:</b> Single person, Couple - no children, Couple with 1-4 children, Single person with 1-4 children.		



## (2) Development Control

Fees for planning applications are set centrally by the MHCLG. For invalid applications, 25% of the set fee will be retained by the service after the 3rd failed attempt.

Pre application fees were reviewed prior to the start of 2020/21 to ensure they are reflective of the costs of the service. It is therefore proposed to increase Pre-application planning fees by 0.5% for 2021/22, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21		Proposed Fees and Charges 2021/22	
Planning applications		<i>Government Set Fees</i>		<i>Government Set Fees</i>	
Invalid applications charge		25% of Government set fee after 3 failed attempts		25% of Government set fee after 3 failed attempts	
<b>Pre-application fees</b>		Basic Fee Stage 1	Basic Fee Stage 2	Basic Fee Stage 1	Basic Fee Stage 2
<b>Residential Development:</b>					
Minor	One dwelling	£231.00	£220.00	<i>£232.00</i>	<i>£221.00</i>
	2-4 dwellings	£410.00	£363.00	<i>£412.00</i>	<i>£365.00</i>
	5-9 dwellings	£462.00	£410.00	<i>£464.00</i>	<i>£412.00</i>
Small Major	10-25 dwellings	£726.00	£654.00	<i>£730.00</i>	<i>£657.00</i>
Large Major	26-49 dwellings	£944.00	£726.00	<i>£949.00</i>	<i>£730.00</i>
	50-199 dwellings	£944.00	£726.00	<i>£949.00</i>	<i>£730.00</i>
	>=200 dwellings	£1,234.00	£726.00	<i>£1,240.00</i>	<i>£730.00</i>
<b>Non-residential Development</b>					
Minor	0-249 m2	£264.00	£230.00	<i>£265.00</i>	<i>£231.00</i>
	250-999 m2	£462.00	£410.00	<i>£464.00</i>	<i>£412.00</i>
Small Major	1000-9999 m2	£726.00	£654.00	<i>£730.00</i>	<i>£657.00</i>
Large Major	>= 10,000 m2	£944.00	£726.00	<i>£949.00</i>	<i>£730.00</i>
<b>Other Development:</b>					
Household		£86.00	£60.00	<i>£86.00</i>	<i>£60.00</i>
LBC/Conservation (no extension involve)		£120.00	£86.00	<i>£121.00</i>	<i>£86.00</i>
Extns to Listed Bldgs (where PP not)		£132.00	£100.00	<i>£133.00</i>	<i>£101.00</i>
Change of Use		£174.00	£120.00	<i>£175.00</i>	<i>£121.00</i>
Advert		£72.00	£60.00	<i>£72.00</i>	<i>£60.00</i>
Variation of Conditions		£86-£170	£120.00	<i>£91-£181</i>	<i>£121.00</i>
Telecoms		£220.00	£220.00	<i>£221.00</i>	<i>£221.00</i>
Shopfronts		£220.00	£73.00	<i>£221.00</i>	<i>£73.00</i>
Agricultural Notification		£220.00	£220.00	<i>£221.00</i>	<i>£221.00</i>

## 2.2 Environment

(1) **Car Park Charges** – There are no increases in car park charges for 2021/22.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
<b>Newbury - Car Park Charges (Mon to Sun inc Bank Holidays):</b>			
Kennet Centre and Northbrook Multi-storey Car Parks	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Short and Long Stay Car Parks - Pelican Lane, West Street, 8 Bells, Market Street , Bear Lane, Central and Library	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Short Stay Car Parks – Northcroft Lane and The Wharf	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Over 4 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Long Stay Car Parks – Northcroft Lane West 08:00 am to 10:00pm	Up to 2 hours	£1.70	£1.70
	Up to 4 hours	£3.20	£3.20
	Over 4 hours	£5.20	£5.20
Long Stay Car Parks – Newbury Football Club and Market Street staff car park. Market Street (Saturday's only).	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	no evening charge		
Goldwell Park	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	No Evening Charge	Free	Free
Newbury Car Park Charges (Sunday) - All car Parks	Daily charge up to 6.00pm	Same as Mon to Sat	Same as Mon to Sat
	Evening charge from 6.00pm	£2.00	£2.00
<b>Newbury on-street Charges (Mon to Sat inc Bank Holidays):</b>			
Northbrook Street (west side) - either side of Albert Road Broadway (east side)- near Clock Tower Cheap Street (west side) Bartholomew Street	30 Mins	Free	Free
	1 hour	£1.00	£1.00
Kings Road West	30 Mins	Free	Free
	1 Hour	£1.00	£1.00
	2 Hours	£1.50	£1.50
	4 Hours	£3.00	£3.00
Newtown Road (north of St John's Road) West Mills	30 Mins	Free	Free
	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
Pelican Lane (west side)	30 mins	Free	Free
	1 hour	£1.00	£1.00
	2 hours	£2.20	£2.20

		<b>Fees and Charges 2020/21</b>	<b>Proposed Fees and Charges 2021/22</b>
<b>Newbury on-street Charges (Mon to Sat inc Bank Holidays) continued:</b>			
Newtown Road (south of St John's Road) - west side	4 hours	£1.00	£1.00
	over 4 hours	£2.00	£2.00
Catherine Road and Link Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80
Station Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80
Old Bath Road (south side) west of Leys Gardens	2 hours	£0.50	£0.50
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
Faraday Road area	30 mins	Free	Free
	2 hours	£0.50	£0.50
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
<b>Newbury On-Street Charges (Sunday)</b>			
Standard daily charge of £1.00 at all locations where on-street charging applies. The 30 minutes free parking will be retained at all locations where it applies Monday to Saturday as will the £0.50 charge for up to 2 hours parking at the two locations where it applies (Old Bath Road and Faraday Road)		£1.00	£1.00
<b>Newbury Season Ticket Prices:</b>			
Kennet Centre:	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
Northbrook MSCP:	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
Newbury "General":	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
<b>Out of Newbury Car Park Hourly Rates:</b>			
Hungerford: Church St	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£10.00	£10.00
Hungerford: Station Road	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£6.00	£6.00
Hungerford High Street (On-Street)	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 4 hours	£3.80	£3.80
	Up to 8 hours	£6.00	£6.00
	Over 8 hours	£10.00	£10.00
Pangbourne Station Road:	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£5.50	£5.50
Pangbourne River Meadow	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Up to 4 hours	£2.00	£2.00
	Up to 8 hours	£2.50	£2.50
	Over 8 hours	£5.50	£5.50

		<b>Fees and Charges 2020/21</b>	<b>Proposed Fees and Charges 2021/22</b>
<b>Out of Newbury Car Park Hourly Rates continued:</b>			
Thattham Kennet Leisure Centre - Monday to Friday 8:30 to 17:30	Up to 2 hours (no return within 4 hours)	Free - (a ticket must be displayed)	Free - (a ticket must be displayed)
	Up to 3 hours	£1.00	£1.00
	Over 3 hours	£10.00	£10.00
Thattham Kingsland Centre	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£3.00	£3.00
Thattham Gilbert Court	Up to 1 hour	Free	Free
	Up to 2 hours	£0.60	£0.60
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00
Thattham Burdwood Centre	Up to 2 hours	Free	Free
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00
Thattham Station	Off Peak (arrival after 10.00 am and return by midnight same day and up to 24 hours Saturdays and Sundays)	£2.00	£2.00
	Up to 24 Hours Monday to Friday (arrival before 10.00 am)	£3.40	£3.40
<b>Thattham On-Street:</b>			
Pipers Lane (Monday to Sunday at all times)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Ayleford Way (Monday to Sunday 8.00am to 6.00pm)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Theale Main	Up to 2 hours	£0.80	£0.80
	Over 2 hours	£1.30	£1.30
Theale West	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Over 2 hours	£5.50	£5.50
<b>Out of Newbury Season Tickets</b>			
Hungerford	Annual	£425.00	£425.00
Pangbourne	Per Quarter	£160.00	£160.00
	½ year	£315.00	£315.00
	Annual	£500.00	£500.00
Theale	Annual	£160.00	£160.00
West Berkshire Residents Parking Permits		£30.00	£30.00
West Berkshire Visitor Parking Permits		£1.00	£1.00
Hungerford High Street (Zone HHS)		£70.00	£70.00
Park Terrace		£70.00	£70.00
Blue Badge (new application)		£10.00	£10.00
Replacement Blue Badge		£10.00	£10.00
Parking Dispensation	Per Day	£15.00	£15.00
Parking Suspensions	Per application	£15.00	£15.00
	Per 5m bay per day	£10.00	£10.00

## (2) Licence Fees, Permits and Other Charges

Fees are charged for a range of services e.g. where Highway Authority approval is required to place items or to work on the public highway. These include vehicular crossings, skips, scaffolds, table and chairs on the highway, issuing permits for and inspecting utility operations, temporary or permanent traffic regulation orders. It is proposed to increase these charges by 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Tree Preservation Order		£27.00	£27.00
Michaelmas Fair		£3,000.00	£3,020.00
Public Rights of Way	Search fees	£74.00	£75.00
	Path order fees	£1,500.00-£3740.00	£1,500.00-£3770.00
Statutory Declarations		£200 flat rate with rights to increase if the work required is onerous	£205 flat rate with rights to increase if the work required is onerous
<b>Highways Act Charges:</b>			
Land charges		£52.00	£52.00
Vehicular Crossing (S.184)		£127.00	£150.00
Skips on the Highway (S.139)	Initial fee	£46.00	£46.00
	per week	£54.00	£54.00
Scaffold/hoarding on the Highway (S.169/172)	Initial fee	£92.00	£93.00
	per week	£53.00	£53.00
Tables and Chairs on the Highway (based on number of Chairs) (S.115)	1 to 10	£231.00	£233.00
	Transport and Countryside	£380.00	£383.00
	27+	£761.00	£766.00
Storing Materials on the Highways (S.171)	Initial fee	£86.00	£87.00
	per week	£29.00	£29.00
Temporary Excavation in the highway (S.171)		£115.00	£116.00
Cranes, machinery, structure on the highway (S.178)		£167.00	£168.00
Per Necessary inspection		£63.00	£63.00
S142 Licence to plant in the highway		£138.00	£139.00

		<b>Fees and Charges 2020/21</b>	<b>Proposed Fees and Charges 2021/22</b>	<b>Notes</b>
<b>Other Licences and Charges:</b>				
Licence to place advertising sign on public highway (A board or similar) in Newbury Town Centre		£55.00	£55.00	
Streetworks licence (S.50 NRSWA)		£260.00	£262.00	
Utility Works Inspection (NRSWA/TMA)		£55.00	£55.00	
Fixed Penalty Charge (Utility Companies) NRSWA/TMA		£120.00/£80.00	£120.00/£80.00	
Permanent Traffic Regulation Order for Developer		£870.00 plus actual costs of signage, road markings, agency & advertising	£880.00 plus actual costs of signage, road markings, agency & advertising	Plus agency & advertising costs and cost of signage and road markings
Temporary Traffic Regulation Orders Section 14(1)		£885.00	£891.00	
Emergency Temporary Traffic Regulation Orders Section 14(2)		£458.00	£461.00	
Retrospective Temporary Traffic Regulation Orders Section 14(2)		£660.00	£665.00	
Temporary Traffic Regulation Orders Section 16A where appropriate & Section 21 of PTCA		£80.00	£81.00	
Cutting through signal loops and not informing LA		£500.00 plus cost of recutting loops	£505.00 plus cost of recutting loops	New Charge
Tourist / Direction signs		£530.00	£534.00	
Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event		10% of cost of repairs	10% of cost of repairs	Charge for our administration of the claim
Use of permanent Traffic Regulation Order for railway crossing works		£80.00	£81.00	
Access Protection Marking (single standard width dropped kerb driveway)		£127.00	£128.00	Cost for single standard width dropped kerb driveway
Sewerage treatment property charge		£386.00	£389.00	
Events/Promotions on the Public Highway		£120.00 to £1,200.00 per day	£120.00 to £1,210.00 per day	
Cycle Training		£40.00	£40.00	
Recovery and storage of unauthorised signs		£138.00	£139.00	
<b>Provision of Data:</b>				
Highway search enquiries	One A4 plan covering 100 metres of highway	£52.00	£52.00	
	Additional 100 metres	£14.00	£14.00	
	Additional question	£14.00	£14.00	
Provision of recorded injury accident Data		£144.00 + £47.00 per additional block of up to 10 accidents	£145.00 + £47.00 per additional block of up to 10 accidents	
Provision of Traffic Data, per request per site:	data up to 1 year old	£138.00	£139.00	
	data up to 3 years old	£110.00	£111.00	
	data over 3 years old	£81.00	£82.00	

### (3) Public Transport

Use of public transport has fallen off significantly during 2020 because of Covid. No increases are therefore proposed for 2021/22 in charges to bus operators and passengers.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Charge per departure		£0.60	£0.60
Bus stands 0400-1800	up to 20 minutes	£0.00	£0.00
	20 minutes to 1 hour (max stay)	£1.20	£1.20
Coach stands 0400-1800	up to 90 mins (max stay)	£4.00	£4.00
Bus/coach stand and Bays B-F Mon-Sat 1800-0400 and all day Sunday	up to 3 hours	£3.00	£3.00
	over 3 hours	£6.00	£6.00
Additional charge for breaches		£25.00-£50.00	£25.00-£50.00
Temporary bus stop closure	Per stop	£150.00	£150.00
	Per pair of opposite stops	£180.00	£180.00
Provision of information at bus stops for services not subsidised by WBC	Per stop	£11.20	£11.20
Concession bus pass replacement fee		£16.50	£16.50

### (4) Highways Development Control Fees

Fees are charged to developers for design checking, supervision and inspection of new roads under construction and off site highway improvements. The charges proposed have been benchmarked with other authorities. It is proposed to increase these charges by 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Street naming and numbering - Property name change		£86.00	£87.00
Changes to new addresses due to the development changing after the schedule has been issued.	Per plot	£86.00	£87.00
<b>Provision of Pre-Planning Application Advice</b>			
Transport Assessment Scoping Note		£161.00	£162.00
Draft Transport Assessment		£545.00	£549.00
Provision of Private Access		£100.00	£101.00
Highway Advice for New Developments	Less than 5 Dwellings	£161.00	£162.00
	5 to 25 dwellings	£364.00	£367.00
	26 to 79 dwellings	£473.00	£476.00
	80 to 200 dwellings	£545.00	£549.00
	More than 200 dwellings	£617.00	£621.00
	0 to 249 sqm	£132.00	£133.00
	250 sqm to 999 sqm	£232.00	£234.00
	1,000 to 9,999 sqm	£364.00	£367.00
over 10,000 sqm	£473.00	£476.00	
Meeting charge	per hour	£134.00	£135.00

## (5) Hire of sports facilities

Sports facilities at Henwick Worthy, Holy Brook, Northcroft, Moorside and The Diamond at Greenham. It is proposed to increase the charges for use of our sports facilities by 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21		Proposed Fees and Charges 2021/22	
		Single Booking	Block Booking	Single Booking	Block Booking
<b>Henwick Worthy Sports Ground:</b>					
Cricket – 1 <sup>st</sup> Hand Wicket (per match)	Adult	£103.84	£86.53	£104.60	£87.10
	Junior	£47.91	£39.92	£48.20	£40.20
Cricket – 2 <sup>nd</sup> Hand Wicket (used grass)	Adult	£76.91	£64.09	£77.40	£64.50
	Junior	£37.37	£31.14	£37.60	£31.40
Cricket – Artificial Wicket	Adult	£69.16	£57.63	£69.60	£58.00
	Junior	£35.27	£29.39	£35.50	£29.60
Cricket – 2 <sup>nd</sup> (Reserve) Artificial Wicket	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
Football – Grass (per game)	Adult	£78.66	£65.55	£79.20	£66.00
	Junior	£38.49	£32.07	£38.80	£32.30
Football - Mini Pitch	Adult	£44.51	£37.09	£44.80	£37.30
	Junior	£22.27	£18.56	£22.40	£18.70
Rugby – Grass (per game)	Adult	£78.66	£65.55	£79.20	£66.00
	Junior	£38.49	£32.07	£38.80	£32.30
Rugby Training	Cost per Hour	£21.34	£17.78	£21.50	£17.90
Use of Portable Lights	Cost Per Hour	£21.34	£17.78	£21.50	£17.90
Full Pitch Artificial Grass - peak	30 Mins	£42.62	£35.52	£42.90	£35.80
	1hr Only	£85.25	£71.04	£85.80	£71.50
	1hr 30mins (11 a side)	£127.87	£106.56	£128.80	£107.30
Half Pitch Artificial Grass - peak	30 Mins	£23.82	£19.85	£24.00	£20.00
	1hr Only (5 a side)	£47.65	£39.71	£48.00	£40.00
	1hr 30mins	£71.47	£59.56	£72.00	£60.00
Full Pitch Artificial Grass – off-peak	30 Mins	£19.87	£16.56	£20.00	£16.70
	1hr Only	£39.74	£33.12	£40.00	£33.40
	1hr 30mins (11 a side)	£59.61	£49.68	£60.00	£50.00
Half Pitch Artificial Grass – off-peak	30 Mins	£10.37	£8.64	£10.40	£8.70
	1hr Only (5 a side)	£20.73	£17.28	£20.90	£17.40
	1hr 30mins	£31.10	£25.92	£31.30	£26.10
<b>Hardcourt Activities:</b>					
Netball (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION)	Adult	£22.20	£18.50	£22.40	£18.60
	Junior	£11.08	£9.23	£11.20	£9.30
Tennis (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION)	Adult	£6.67	£5.56	£6.70	£5.60
	Junior	£3.60	£3.00	£3.60	£3.00
Basketball Hardcut and BMX Pump Track	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
<b>Moorside:</b>					
Football - Grass ( Per Game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
<b>The Diamond -Greenham:</b>					
Football - Grass ( Per Game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
<b>Holybrook Park:</b>					
Football – Grass (per game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
<b>Northcroft Recreation Ground:</b>					
Football - Grass (per game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
<b>Open space hire for Community events / festivals</b>		P.O.A		P.O.A	

**Peak Rate** – Weekday evenings after 6pm and all day Saturday; **Off-Peak Rate** – Weekdays before 6pm and all day Sunday; **Block Booking**: 10 games and over; **Schools Rate**: £18.60 Per Hour (£22.32 inc vat if applicable)



## (6) Charges to Householders for Sewage Treatment

Approximately 150 properties, mainly in rural areas, are connected to small sewage treatment plants. These are the responsibility of West Berkshire Council to maintain, having previously been the ownership of Newbury District Council from when the housing stock was transferred to Sovereign Housing Association. The householders pay a fee to the Council which contributes to the maintenance costs.

## (7) Waste

Fees include bulky household collection, garden waste collection and provision of additional wheelie bins for garden waste collection. No increases are proposed for waste charges in 2021/22.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Special Collection Charges (Bulky Household Collection)	Normal (within 7 days)	£45.00	£45.00
	Within 7 days by appointment outside property	£60.00	£60.00
	Within 7 days by appointment inside property	£70.00	£70.00
Provision of wheelie bin		£27.00	£27.00
Collection of garden waste for year (scheduled) - for 1st green bin (new subscriptions or renewals).		£50.00	£50.00
Garden Waste service charge for 2nd to 5th green bins (For renewals only where one off set up payment has already been made).		£40.00	£40.00
Removal of fly tipping on private land		P.O.A	P.O.A
Removal of graffiti up to 2m <sup>2</sup> area		P.O.A	P.O.A
<b>HWRC non-household waste charges:</b>			
Soil and Rubble	Per 25L bag or equivalent/ single item	£2.50	£2.50
	Standard Car/Hatchback	£14.30	£14.30
	Trailer	£23.80	£23.80
	Small Van /Estate Car	£28.60	£28.60
	Transit van or similar	£95.20	£95.20
Plasterboard	Per 25L bag or equivalent	£2.10	£2.10
	Standard car / Hatchback	£12.90	£12.90
	Trailer	£21.40	£21.40
	Small Van / Estate car	£25.80	£25.80
	Transit Van or similar	£85.60	£85.60
Tyres	Motorised mini bike / motorised go-kart	£2.50	£2.50
	Standard tyre off rim (car/motorcycle)	£5.00	£5.00
	Standard tyre on rim (car motor cycle)	£7.00	£7.00
	Medium tyre off rim (large 4 x4 / large van)	£9.00	£9.00
	Medium tyre on rim (large 4 x 4 / large van)	£11.00	£11.00
	Miscellaneous tyres	£2.50	£2.50
Gas canisters		£6.00	£6.00
<b>Charges for Non WBC Residents' Use of HWRCs</b>			£7.00
New charge per visit TBC			

### 3. Public Protection and Culture

#### (1) Public Protection Partnership

The Fees and Charges for this service include weights and measures, licences for petroleum, taxi licensing, temporary events, premises, food safety etc. The proposed fees for 2021/22 have been agreed by the Public Protection Partnership Board and the relevant licensing committees for West Berkshire, Wokingham and Bracknell Forest Councils.

Some of these fees are set nationally by statute or according to a national agreement e.g. the Buy with Confidence Scheme. Some are based on the hourly rate for licensing staff and the estimated amount of time taken to process each type of licence. The chargeable hourly rate has been reviewed based on estimated staffing and overhead costs for 2021/22. The estimated time needed to process each type of licence has also been reviewed and in some cases this has resulted in a reduction in cost. Other fees (i.e. except where otherwise shown in the table below) have been increased by the rate of CPI inflation as at June 2020 which was 0.6%. (The CPI rate was taken slightly earlier than for other services in order to meet deadlines for the Partnership Board).

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Hourly Rate for PPP		£57.00	£59.00	Hourly rate revised calculation carried out September 2020 based on estimated staffing costs and overheads for 2021/22
<b>Environmental Protection</b>				
<b>Prevention of Damage by Pests</b>				
Pest Site survey		N/A		Hourly rate as part of cost recovery where WID only
Rat treatment		N/A		Hourly rate as part of cost recovery where WID only
Any other Pest treatment		N/A		Hourly rate as part of cost recovery where WID only
<b>Dog Warden Services</b>				
Stray Dogs - Not taken to Kennel		£73.00	£73.00	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		Fees based on charges & cost recovery. Vet fees separate as applicable		Fees based on charges & cost recovery. Vet fees separate as applicable
Dog Fouling fixed penalty charge		£75.00	£75.00	In accordance with fixed penalty notice policy
Misc stray dog activities ie taxi, relocating, microchipping etc		£57.00	£59.00	Plus cost recovery on charges.
<b>Trading Standards</b>				
Weights and Measures Fees (per hour)		£64.00	£64.00	Discretionary, includes the cost of maintaining calibration of equipment annually
Explosives Licenses / Registrations - set by statute				NEC = Net Explosive Content
New licence for explosives below 250Kg NEC	1 year	£109.00	£109.00	Set by statute
	2 years	£141.00	£141.00	Set by statute
	3 years	£173.00	£173.00	Set by statute
	4 years	£206.00	£206.00	Set by statute
	5 years	£238.00	£238.00	Set by statute
Renewal licence for explosives below 250Kg NEC	1 year	£54.00	£54.00	Set by statute
	2 years	£86.00	£86.00	Set by statute
	3 years	£120.00	£120.00	Set by statute
	4 years	£152.00	£152.00	Set by statute
	5 years	£185.00	£185.00	Set by statute

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Trading Standards Continued</b>				
New licence for explosives above 250Kg NEC	1 year	£185.00	£185.00	Set by statute
	2 years	£243.00	£243.00	Set by statute
	3 years	£304.00	£304.00	Set by statute
	4 years	£374.00	£374.00	Set by statute
	5 years	£423.00	£423.00	Set by statute
Renewal licence for explosives below 250Kg NEC	1 year	£86.00	£86.00	Set by statute
	2 years	£147.00	£147.00	Set by statute
	3 years	£206.00	£206.00	Set by statute
	4 years	£266.00	£266.00	Set by statute
	5 years	£326.00	£326.00	Set by statute
Varying the name of licensee or address of site		£36.00	£36.00	Set by statute
Any other kind of variation		£40.00	£40.00	Set by statute
Transfer of licence		£36.00	£36.00	Set by statute
Replacement licence		£36.00	£36.00	Set by statute
Full year registration for fireworks		£515.00	£515.00	Set by statute
<b>Petroleum Licensing - set by statute</b>				
Petroleum Licensing Fees	not exceeding 2,500 litres	£44.00	£44.00	Set by statute
Petroleum Licensing Fees	not exceeding 50,000 litres	£60.00	£60.00	Set by statute
Petroleum Licensing Fees	exceeding 50,000 litres	£125.00	£125.00	Set by statute
<b>Primary Authority</b>				
Primary Authority Work hourly chargeable rate		£57.00	£59.00	
Annual charge - previous year usage 10 hours or less		£513.00	£516.00	
Annual charge - previous year usage 20 hours		£1,025.00	£1,031.00	
Anything likely to be in excess of 20 hours				Individually assessed
<b>Support with Confidence</b>				
Application fee	1-5 employees	£59.00	£59.00	All disbursements charged at cost
	6-20 employees	£119.00	£120.00	As above except fee reduced to £50 if registered with confidence
	21+ employees	£298.00	£300.00	As above except fee reduced to £50 if registered with confidence
<b>Buy with Confidence</b>				
Members from 2017/18 Application Fee	1-5 employees	£128.00	£125.00	Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	£170.00	£167.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£212.00	£208.00	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees	£255.00	£250.00	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees	£383.00	£375.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21-49 employees	£510.00	£500.00	Nationally agreed with 'Buy with Confidence' scheme holder
	50+		POA	Nationally agreed with 'Buy with Confidence' scheme holder
<b>Commercial</b>				
Food Export Certificates		£57.00	£59.00	Full cost recovery based on officer hourly rate
Food Hygiene Rating Scheme rescore	2 hours	£114.00	£118.00	New - agreed dec 2019
<b>Anti-Social Behaviour Act:</b>				
High Hedges Fee (Class A – Fee Discretionary)		£1,199.00	£1,206.00	Cost recovery for consultant
<b>Licences, Registrations and Similar Consents</b>				
<i>Licensing Act 2003:</i>				
Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)				
Band A – RV up to 4300		£100.00	£100.00	Statutory -no increase.
Band B – RV 4300 to 33000		£190.00	£190.00	Statutory -no increase.
Band C – RV 33001 to 87000		£315.00	£315.00	Statutory -no increase.
Band D – RV 87001 to 125000		£450.00	£450.00	Statutory -no increase.
Band E – RV 125001 and above		£635.00	£635.00	Statutory -no increase.
Pre-Application Advice, Hourly charge	Min 1 Hr	£57.00	£59.00	

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Premises Licence – Annual Fee (Class B – Statutory Fee)</b>				
Band A		£70.00	£70.00	Statutory -no increase.
Band B		£180.00	£180.00	Statutory -no increase.
Band C		£295.00	£295.00	Statutory -no increase.
Band D		£320.00	£320.00	Statutory -no increase.
Band E		£350.00	£350.00	Statutory -no increase.
<b>Personal Licence - (Class B – Statutory Fee)</b>				
Personal Licence - (Class B – Statutory Fee)		£37.00	£37.00	Statutory -no increase.
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00	£21.00	Statutory -no increase.
Application for copy licence, change address or club rules		£10.50	£10.50	Statutory -no increase.
Application to vary DPS/ transfer licence/ Interim notice		£23.00	£23.00	Statutory -no increase.
Application for making a provisional statement		£315.00	£315.00	Statutory -no increase.
Minor variation		£89.00	£89.00	Statutory -no increase.
Application to disapply mandatory DPS condition		£23.00	£23.00	Statutory -no increase.
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
<b>Gambling Licenses</b>				
Casinos (regional)	New Application	£15,000.00	£15,000.00	100% of Statutory Maximum
	Provisional Statement	£15,000.00	£15,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£8,000.00	£8,000.00	100% of Statutory Maximum
	Variation	£7,500.00	£7,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£6,500.00	£6,500.00	100% of Statutory Maximum
	Annual Fee	£15,000.00	£15,000.00	100% of Statutory Maximum
Casinos (large)	New Application	£10,000.00	£10,000.00	100% of Statutory Maximum
	Provisional Statement	£10,000.00	£10,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£5,000.00	£5,000.00	100% of Statutory Maximum
	Variation	£5,000.00	£5,000.00	100% of Statutory Maximum
	Transfer/ Reinstatement	£2,150.00	£2,150.00	100% of Statutory Maximum
	Annual Fee	£10,000.00	£10,000.00	100% of Statutory Maximum
Casinos (small)	New Application	£8,000.00	£8,000.00	100% of Statutory Maximum
	Provisional Statement	£8,000.00	£8,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£3,000.00	£3,000.00	100% of Statutory Maximum
	Variation	£4,000.00	£4,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,800.00	£1,800.00	100% of Statutory Maximum
	Annual Fee	£5,000.00	£5,000.00	100% of Statutory Maximum
Bingo Clubs	New Application	£3,500.00	£3,500.00	100% of Statutory Maximum
	Provisional Statement	£3,500.00	£3,500.00	100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,750.00	£1,750.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum
Betting Premises	New Application	£3,000.00	£3,000.00	100% of Statutory Maximum
	Provisional Statement	£3,000.00	£3,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,500.00	£1,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£600.00	£600.00	100% of Statutory Maximum
Tracks	New Application	£2,500.00	£2,500.00	100% of Statutory Maximum
	Provisional Statement	£2,500.00	£2,500.00	100% of Statutory Maximum
	Application with Provisional Statement	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,250.00	£1,250.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Gambling Licences Continued</b>				
Family Entertainment Centres	New Application	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£750.00	£750.00	100% of Statutory Maximum
Adult Gaming Centres	New Application	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum
Lotteries and Amusements	New Application	£40.00	£40.00	Statutory -no increase.
	Annual Fee	£20.00	£20.00	Statutory -no increase.
All Licences	Notification of change	£50.00	£50.00	100% of Statutory Maximum
	Copy of Licence	£25.00	£25.00	100% of Statutory Maximum
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
<b>Club Gaming Machines</b>				
Club Gaming or Machine Permit	New Application	£200.00	£200.00	Statutory-no increase
Club Gaming or Machine Permit	Existing holder	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit	Renewal	£200.00	£200.00	Statutory-no increase
Club Gaming or Machine Permit	Annual Fee	£50.00	£50.00	Statutory-no increase
Club Gaming or Machine Permit	Variation	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit	Copy of Licence	£15.00	£15.00	Statutory-no increase
Club Gaming or Machine Permit (holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00	£100.00	Statutory-no increase
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50.00	£50.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Application (existing holder)	£100.00	£100.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£150.00	£150.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee	£50.00	£50.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee (payable within 30 days of date permit takes effect)	£50.00	£50.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Transfer	£25.00	£25.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Change of Name	£25.00	£25.00	Statutory-no increase

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Club Gaming Machines Continued</b>				
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Copy of Permit	£15.00	£15.00	Statutory-no increase
Pre-Application Advice, hrly charge	Min 1Hr	£57.00	£59.00	
<b>Sex Establishments – (Class A – Fee Discretionary)</b>				
Cinema		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Shop		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Entertainment Venue		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
<b>Street Trading Consents – (Class A – Fee Discretionary)</b>				
	Monthly Rate	£227.00	£228.00	
	6 months	£800.00	£805.00	
	Annual Fee	£1,370.00	£1,378.00	
Variation fee		£90.00	£91.00	
Community Events			£0.00	50% reduction of appropriate fee for non profit making events
Refund for Street Traders	If application withdrawn	£115.00	£116.00	WB & WOK only
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
<b>Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)</b>				
Individual		£179.00	£180.00	Cost recovery
Premises		£280.00	£282.00	Cost recovery
Joint Application		£448.00	£451.00	Cost recovery
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£59.00	
<b>Animal Licences (Class A – Fee Discretionary) * +vet fee where applicable</b>		<b>NEW or RENEWAL</b>		Licenses issued form 1-3 years depending on inspection rating
Animal Boarding Establishment - combined (dogs and cats)	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
Animal Boarding Establishment - single species (dogs or cats))	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Home boarder (Separate cost recovery charge for mid term inspections)	New Application	£570.00	£271.85	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£241.85	NEW
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	New Application	£228.00	£207.00	Application Fee - 2.5 hours and Grant Fee 1 hours = 3.5 hrs total
	Renewal Fee		£177.00	
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application	£112.00	£118.00	2hrs minimum
	Renewal Fee		£118.00	
Dog Day Care	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
Dog Breeding Establishment (excluding vet fee)	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
Dog Breeding Establishment (in domestic dwelling)	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Pet Vending / Sale of pets	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Animal for Exhibition	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
<b>Riding Establishment (excluding vet fee)*</b>				
Main inspection fee, plus fee per horse	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Fee per horse, for the first 10 horses		£15.00	£15.00	
Fee per horse, for next 11-50 horses		£10.00	£10.00	
Fee per horse, for every horse 51 & over		£8.00	£8.00	

\* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Riding Establishments Continued</b>				
<b>Example of charge per horse in a yard with 60 horses</b>				
1- 10 horses @ £15 = £150.00				
horses 11-50 @ £10 = £400.00				
horses 51 - 60 @ £8 = £80.00				
<b>Other fees 2020/2021</b>				
Variation to the licence fee (inclusive of one visit)		£224.00	£224.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£56.00	£56.00	
Re-evaluation of star rating (inclusive of one visit)		£112.00	£112.00	
Transfer due to death of licensee		£56.00	£56.00	
Dangerous Wild Animal Consent*	2 years	£457.00	£460.00	WB & WOK only Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	£2,054.00	£2,066.00	Cost recovery
<b>Scrap Metal</b>				
Scrap Metal Site - New	3 Years	£498.00	£501.00	Cost recovery
Scrap Metal Site - Renewal	3 Years	£498.00	£501.00	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£265.00	£267.00	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£265.00	£267.00	Cost recovery
Scrap Metal -Variation of Licence		£366.00	£368.00	Cost recovery
Scrap Metal-Change of Site Manager		£68.00	£68.00	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.00	Cost recovery
Scrap Metal- Change of Name		£36.00	£36.00	Cost recovery
Pre-Application Advice, hrly charge		£57.00	£59.00	
<b>Private Water Supplies (Statutory Maximums stated)</b>				
Risk Assessment	Carried out every 5 years	£57.00	£59.00	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours
Sampling		£57.00	£59.00	Cost recovery charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours
Private water and pool samples	includes cost of testing	£60.00	£60.00	
Investigation		£108.00	£109.00	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.
Analysis - Regulation 10		£28.00	£28.00	Where a supply provides <10m <sup>3</sup> /day or serves <50 people and is used for domestic purposes
Analysis of Group A Parameters				Cost of laboratory analysis will be recovered and will depend on type of suite being analysed. Customer will be advised of cost.
Analysis of Group B Parameters				Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies
<b>Environmental Permitting (Eng&amp;W) Regulations 2016</b>				
<b>Scheduled Processes - (Class B – Statutory Fee)</b>				
Standard Process		£1,650.00	£1,650.00	Statutory-no increase
Service Stations (PVI &PVII)		£257.00	£257.00	Statutory-no increase
Dry Cleaners		£155.00	£155.00	Statutory-no increase
Vehicle Refinishers		£362.00	£362.00	Statutory-no increase
Mobile screening & crushing plant for the third to seventh applications		£1,650.00	£1,650.00	Statutory-no increase
for the eighth and subsequent applications		£985.00	£985.00	Statutory-no increase
for the eighth and subsequent applications		£498.00	£498.00	Statutory-no increase
<b>Substantial Changes</b>				
Standard Process		£1,050.00	£1,050.00	Statutory-no increase
Reduced Activities		£102.00	£102.00	Statutory-no increase
<b>Annual Subsistence Charge</b>				
Standard Process	LOW	£772.00	£772.00	Statutory-no increase
	MEDIUM	£1,161.00	£1,161.00	Statutory-no increase
	HIGH	£1,747.00	£1,747.00	Statutory-no increase
Service Stations PVR2	LOW	£113.00	£113.00	Statutory-no increase
	MEDIUM	£226.00	£226.00	Statutory-no increase
	HIGH	£341.00	£341.00	Statutory-no increase

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Environmental Permitting (Eng&amp;W) Regulations 2016 (Continued)</b>				
VRs and other reduced fees	LOW	£228.00	£228.00	Statutory-no increase
	MEDIUM	£365.00	£365.00	Statutory-no increase
	HIGH	£548.00	£548.00	Statutory-no increase
Dry Cleaners /PVR1	LOW	£79.00	£79.00	Statutory-no increase
	MEDIUM	£158.00	£158.00	Statutory-no increase
	HIGH	£237.00	£237.00	Statutory-no increase
Mobile Screening & Crushing Plant	LOW	£646.00	£646.00	Statutory-no increase
	MEDIUM	£1,034.00	£1,034.00	Statutory-no increase
	HIGH	£1,506.00	£1,506.00	Statutory-no increase
For the second permit	LOW	£646.00	£646.00	Statutory-no increase
	MEDIUM	£1,034.00	£1,034.00	Statutory-no increase
	HIGH	£1,506.00	£1,506.00	Statutory-no increase
For the third to seventh permit	LOW	£385.00	£385.00	Statutory-no increase
	MEDIUM	£617.00	£617.00	Statutory-no increase
	HIGH	£924.00	£924.00	Statutory-no increase
For the eighth & subsequent applications	LOW	£198.00	£198.00	Statutory-no increase
	MEDIUM	£316.00	£316.00	Statutory-no increase
	HIGH	£473.00	£473.00	Statutory-no increase
Late payment charge	When invoice issued & not paid in 8 weeks	£52.00	£52.00	Statutory-no increase
<b>Transfer &amp; Surrender</b>				
Transfer		£169.00	£169.00	Statutory-no increase
Partial Transfer		£497.00	£497.00	Statutory-no increase
Surrender		£0.00	£0.00	Statutory-no increase
Transfer Reduced fees		£0.00	£0.00	Statutory-no increase
Partial Transfer Reduced fees		£47.00	£47.00	Statutory-no increase
<b>Private Sector Housing</b>				
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£400.00	£402.00	
Enforcement Notices served under Housing Act 2004		£115.00	£116.00	Activities as prescribed
HMO Licence NEW - assisted application		£1,197.00	£1,204.00	
HMO Licence RENEWAL		£800.00	£805.00	
Civil Penalties housing offences				Up to £30,000.00
Caravan Site Licence				(Option 2 of DCLG Guide for Charging)
Site licence new		£437.00	£440.00	
New licence per pitch		£16.00	£16.00	
Transfer of licence		£185.00	£186.00	
Alteration of conditions		£339.00	£341.00	
Annual fee per pitch		£14.00	£14.00	
Enforcement action -per hour		£57.00	£59.00	Hourly rate as for activity as prescribed.
Deposit, vary or deleting site rules		£116.00	£117.00	
Variation of licence		£115.00	£116.00	
<b>Other Fees</b>				
Environmental Info Individual or Non Commercial		£115.00	£118.00	Cost recovery
Environmental Info Commercial and Government		£115.00	£118.00	Cost recovery
Civil Actions (Class A – Fee Discretionary)		£115.00	£118.00	Cost recovery
Safety Certification and administration	Minimum 2 hours	£115.00	£118.00	Cost recovery
Pre-Application Advice, hourly charge		£57.00	£59.00	
<b>Resident and Business Advice</b>				
General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£57.00	£59.00	
Request for Advice		£57.00	£59.00	Hourly rate applies



		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Hackney Carriage / Private Hire Licensing</b>				
<b>Vehicle Licences</b>				
Hackney Carriage Vehicle New / Renewal		£288.00	£290.00	cost recovery
Private Hire Vehicle New / Renewal		£288.00	£290.00	cost recovery
Private Hire Vehicle with Dispensation		£288.00	£290.00	Included in operator fees
Temporary Vehicle licence	Issue up to 3 months maximum	£231.00	£232.00	cost recovery
<b>Private Hire Operators - NEW</b>	<b>NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)</b>			
1 vehicle		£456.00	£472.00	
2 vehicles		£527.25	£545.75	
3 vehicles		£598.50	£619.50	
<b>Private Hire Operators NEW Continud</b>				
4 vehicles		£669.75	£693.25	
5 vehicles		£741.00	£767.00	
6 vehicles		£812.25	£840.75	
7 vehicles		£883.50	£914.50	
8 vehicles		£954.75	£988.25	
9 vehicles		£1,026.00	£1,062.00	
10 vehicles		£1,097.25	£1,135.75	
11 vehicles		£1,168.50	£1,209.50	
12 vehicles		£1,239.75	£1,283.25	
13 vehicles		£1,311.00	£1,357.00	
14 vehicles		£1,382.25	£1,430.75	
15 vehicles		£1,453.50	£1,504.50	
16 vehicles		£1,524.75	£1,578.25	
17 vehicles		£1,596.00	£1,652.00	
18 vehicles		£1,667.25	£1,725.75	
19 vehicles		£1,738.50	£1,799.50	
20 vehicles		£1,809.75	£1,873.25	
20+ vehicles		£1,809.75	£1,873.25	
<b>Private Hire Operators - RENEWAL</b>	<b>NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)</b>			
1 vehicle		£342.00	£354.00	
2 vehicles		£413.25	£427.75	
3 vehicles		£484.50	£501.50	
4 vehicles		£555.75	£575.25	
5 vehicles		£627.00	£649.00	
6 vehicles		£698.25	£722.75	
7 vehicles		£769.50	£796.50	
8 vehicles		£840.75	£870.25	
9 vehicles		£912.00	£944.00	
10 vehicles		£983.25	£1,017.75	
11 vehicles		£1,054.50	£1,091.50	
12 vehicles		£1,125.75	£1,165.25	
13 vehicles		£1,197.00	£1,239.00	
14 vehicles		£1,268.25	£1,312.75	
15 vehicles		£1,339.50	£1,386.50	
16 vehicles		£1,410.75	£1,460.25	
17 vehicles		£1,482.00	£1,534.00	
18 vehicles		£1,553.25	£1,607.75	
19 vehicles		£1,624.50	£1,681.50	
20 vehicles		£1,695.75	£1,755.25	
20+ vehicles		£1,695.75	£1,755.25	
Variation to licence		£57.00	£59.00	to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
<b>Driver Licences</b>				
Driver – New / Renewal	3 years	£269.00	£271.00	
Conversion of driver licence to another type		£80.00	£80.00	
<b>Other Private Hire and Hackney Carriage Charges</b>				
Transfer of vehicle to new owner		£114.00	£118.00	2 hours
Change of vehicle		£74.00	£74.00	
Replacement licence		£41.00	£41.00	
Replacement badge		£41.00	£41.00	
Replacement vehicle licence plate		£57.00	£59.00	
Meter test - retest after failure	Bracknell Forest and Wokingham	£32.00	£32.00	Not West Berks
Knowledge Test		£74.00	£74.00	
Missed Appointment		£37.00	£37.00	
Disclosure and Barring Service Check (DBS)	West Berkshire and Wokingham	£92.50	£94.00	Capita cost + half an hour at hourly charge (£64+£29.50)
Change of Address (PH & HC)		£14.00	£14.00	
Backing Plate		£26.00	£26.00	
Medical Exemption from carrying assistant dog		£22.00	£22.00	
Refund processing fee		£57.00	£59.00	
Change of vehicle registration		£57.00	£57.00	
Pre-Application Advice, hourly charge	Min 1 Hr	£57.00	£59.00	
Age of vehicle inspection initial/reinspection		£56.00	£59.00	
Disability Awareness Training Course			POA	
Safeguarding Training			POA	

Note – all statutory fees may be subject to change.

## (2) Leisure

The leisure centres are managed by Parkwood Leisure. The actual level of charge is set in accordance with Parkwood's own marketing policies. Taking account of the Council's objectives for the residents' leisure card the Council agrees the maximum fee that can be charged for admission. Increases in Parkwood's prices are agreed in December for January implementation and they have no impact on the Council's budget. Due to the Covid-19 pandemic, the contractor has proposed no price increases for any of the activity (core or other) from January 2021.

## (3) Shaw House

The highest priority is to develop a sustainable income stream by marketing Shaw House to the business, public and community sectors as a venue for hire for meetings, conferences, training, civic occasions, celebrations and other events and activities. It is therefore proposed to increase room hire fees for 2021/22 by 0.5% in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
<b>Shaw House - Room Hire Charges:</b>			
Registered Charity	per hour	£20.00 - £31.00	£20.00 - £32.00
Public Sector and Community use	per hour	£26.00 - £38.00	£26.00 - £39.00
Commercial use	per hour	£32.00 - £50.50	£33.00 - £51.00

#### (4) Heritage

The [West Berkshire Historic Environment Record](#) (HER) is a public record used by many enquirers for a variety of purposes: decision-making, planning, conservation, research, education and personal interest. Information is currently provided to all by the HER officer, and a charge is made for commercial enquiries to cover the costs of staff time. There is no charge for the data itself. There is no charge for reasonable enquiries from the public.

It is proposed to increase these charges by 0.5% in line with CPI inflation at September 2020.

	Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
<b>West Berkshire - Archaeological Archive Box Fee</b>		
Fieldwork Fee This charge covers the fieldwork notification and processing of the Archaeological deposit and includes issuing of an accession number and subsequent administration. Non-refundable.	£50.00	£50.00
Deposit Fee This charge includes the provision of up to three standard size boxes and the ongoing care and management of the archaeological deposit. Non-refundable.	£100.00	£101.00
<b>Additional Boxes</b>		
Full Box 0.4 x 0.25 x 0.22m =0.022m <sup>3</sup>	£71.00	£71.00
Half Box 0.4 x 0.25 x 0.11 =0.011 m <sup>3</sup>	£31.00	£31.00
Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m <sup>3</sup>	£20.00	£20.00
Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m <sup>3</sup>	£10.00	£10.00
Sixteenth Box 0.1 x 0.125 x 0.11 moe 0.2x0.63x0.11 = 0.001375m <sup>3</sup>	£0.00	£0.00
Skull Box = 1/2 Box 0.2 x 0.2 x 0.25 = 0.012m <sup>3</sup>	£34.00	£34.00
Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m <sup>2</sup>	£102.00	£103.00
Map Rolls per 100 grams <sup>3</sup>	£2.00	£2.00
Archive Box deposit charges	£0.00	£0.00
Full Box 0.4 x 0.075 x 0.27m =0.0081m <sup>3</sup>	£25.00	£25.00
Half Box 0.4 x 0.045 x 0.27 =0.0049 m <sup>3</sup>	£15.00	£15.00
<b>Archaeology - Historic Environment Record Charges</b>		
A4 computer print out (b/w) HER Data	£0.20	£0.20
A4 computer print out ( colour) HER data	£0.60	£0.60
A3 computer print out ( colour) HER Data	£1.00	£1.00
Research charges - HER enquiries	Hourly rate of £120 exc. VAT with a minimum of £75 exc. VAT for the first half hour.	Hourly rate of £121 exc. VAT with a minimum of £75 exc. VAT for the first half hour.
Providing archaeologic information and advice for agri-environment scheme in line with nationally agreed service standards	Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards	Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards
<b>Heritage Service - Use of Image Collection</b>		
If supplied for private personal use only the image production fee is payable. Images supplied for publication incur both an image production fee and a reproduction charge.		
<b>Image Production Fee</b>		
Photo Print - up to A6	£5.20	£5.20
Photo Print - up to A5	£10.00	£10.00
Photo Print - up tp A4	£16.00	£16.00
Laser Scan - up to A4	£5.20	£5.20
Digital Scan - to CD	£16.00	£16.00
making organisations	Free	Free

		<b>Fees and Charges 2020/21</b>	<b>Proposed Fees and Charges 2021/22</b>
<b>Reproduction Charges</b>			
<b>Commercial Publication:</b>			
Up to full page, B&W or Colour		£42.00	£42.00
Up to Full Page B&W or Colour - Discounted rate for the promotion of culture in West Berkshire		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Cover (front or back)		£78.00	£78.00
Cover (front or back) - Discounted rate for the promotion of culture in West Berkshire		£30.00 one image	£30.00 one image
Local Publication		£16.00	£16.00
Local Publication - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Academic Publication		£31.00	£31.00
Academic Publication, etc - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Magazine or Newspaper		£42.00	£42.00
Advertising or Brochure		£78.00	£78.00
Exhibition Use		£42.00	£42.00
Exhibition Use - Discounted rate for West Berkshire non-profit making organisations		£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images
Website (3 year use)	Per 3 Years	£78.00	£78.00
Website (3 year use) - Discounted rate for West Berkshire non-profit making organisations	Per 3 Years	£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images
Supply fee			
Image already in our catalogue and supplied in a physical format	Plus Postage	£15.00	£15.00
New photograph required taken in-house and supplied digitally	Per Object	£50.00	£50.00
New photograph required taken in-house and supplied in a physical format	Per Object, plus postage	£65.00	£65.00
<b>Copying and laminating charges</b>			
These charges are common with the library service			
A4 Photocopy b/w		£0.20	£0.10
A4 Photocopy colour		£0.60	£0.60
A3 Photocopy b/w		£0.30	£0.30
A3 Photocopy - colour		£1.00	£1.00

#### (4) Libraries

In order to make library services as accessible as possible to the public, it is proposed to make no increases to library service charges for 2021/22. For services which are now very little used, e.g. hire of DVDs and black and white photocopying, a small reduction in the charge is proposed.

<b>Description</b>		<b>Fees and Charges 2020/21</b>	<b>Proposed Fees and Charges 2021/22</b>
<b>Request Charges</b>			
Items available in SELMS libraries		£3.00	£3.00
Notification charge for posted request notices		£1.00	£1.00
Not applicable to pensioners			
<b>Overdue Charges</b>			
Overdue Books for children	per day	£0.10	£0.10
Overdue Books for Adults	per day	£0.25	£0.25
DVDs	per day	£0.75	£0.25
Admin fee for debt recovery process		£12.00	£12.00
<b>Printing and Photocopying charges</b>			
A4 B&W		£0.20	£0.10
A4 Colour		£0.60	£0.60
A3 B&W		£0.30	£0.30
A3 Colour		£1.00	£1.00
Microfilm Copying		£0.20	£0.20

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
<b>Other Charges for Library Services</b>			
Lost Tickets		£3.00	£3.00
Reference and Research enquiry charges		NWN enquiries: £20 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage.	NWN enquiries: £20 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage.
Book group service (per annum)		£26.00	£26.00
Vocal Scores		£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.)	£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.)
Orchestral sets from SE region	per month	£15.00	£15.00
Play sets from SE region	per month	£6.00	£6.00
<b>Hire charges</b>			
U Cert DVDs	per week	£2.00	£1.00
Other Cert DVDs	per week	£2.50	£2.00
<b>Room Hire</b>			
Newbury Library - Carnegie Lounge	per hour	£18.00	£18.00
Newbury Library - Small Meeting Room	per hour	£10.00	£10.00

## (5) Registration Services

Registration fees are largely controlled by statute. Regular benchmarking of discretionary fees is undertaken in order to ensure our charges are in line with other providers. Increases are proposed in ceremony fees for 2021/22 to reflect the latest benchmarking data. No increase is proposed to the approved premises licence, as this sector has been severely affected by Covid. It is proposed to increase all other discretionary fees by 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Shaw House Ceremony Room	Tues- Fri	£215.00	£266.00
	Sat	£285.00	£296.00
	Mon-Fri	£455.00	£466.00
Ceremonies at approved premises	Sat	£485.00	£496.00
	Sun & Bank Holiday	£555.00	£566.00
Approved Premise Licence - any number of rooms		£2,136.00	£2,136.00
Celebratory Services - Baby Naming/Affirmation of vows - Shaw House	Monday to Friday	£260.00 + £52.00 VAT	£262.00 VAT
	Saturday	£330.00 + £66.00 VAT	£332.00 + VAT
Celebratory Services - Baby Naming/Affirmation of vows - At approved premises	Mon- Fri	£310.00 + £62.00 VAT	£312.00 + VAT
	Sat	£370.00 + £74.00 VAT	£373.00 + VAT
	Sun & Bank Holiday	£415.00 + £83.00 VAT	£418.00 + VAT
Private Citizenship ceremony Mon to Sat		£122.00	£123.00
European Passport Return Service		£22.00	N/A
Marriages & Civil Partnerships Booking Fee (non refundable)		£25.00	£25.00
Marriages & Civil Partnerships Cancellation Fee	More than 4 months before ceremony	Fees refunded minus £100	Fees refunded minus £100
	1-4 months before ceremony	50% refund	50% refund
	Less than 1 month before ceremony	No refund	No refund

## 4. Resources Directorate

### 2.1 Electoral Services

These charges are statutory and the Council has no discretion to vary.

### 2.2 Local Land Charges

Local Land Charges for 2021/22 have still to be confirmed, but will be shown in the final report on the 2021/22 revenue budget for approval by Executive in February. An increase of 0.5% in line with CPI at September 2020 would be less than £1, so no increase is proposed in the draft proposed charges shown below. The final charges will be set in line with legislation, which requires the Council only to recover costs incurred in service delivery.

	Fees and Charges 2020/21	DRAFT Proposed Fees and Charges 2021/22
LLC1	£75.00	£75.00
Con29 PT1	£52.00	£52.00
Con29PT11	£26.00	£26.00
Additional Questions	£47.00	£47.00
Con29 additional parcel	£41.00	£41.00
LLC1 additional parcel	£56.00	£56.00

### 2.3 Legal Fees

Proposed recharges of staff time have been inflated by 0.5% for 2021/22, in line with CPI at September 2020. No uplift is proposed to other charges for legal services.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Managers	Hourly	£149.00	£150.00
Team Leader	Hourly	£141.00	£142.00
Solicitor / Barrister	Hourly	£136.00	£137.00
Legal Executive/Senior Legal	Hourly	£126.00	£127.00
Trainee Solicitor	Hourly	£106.00	£107.00
Landowners Statements		£1,140.00	£1,140.00
Registration of new town or Village Green by Landowner by Owner		No Fee	No Fee
Correction for the purpose of section 19 (2)(a) of a mistake made by the Registration Authority		No Fee	No Fee
Correction for a purpose described in section 19(2)(b)(C) or (e)		£200.00	£200.00
Correction for a purpose described in section 19(2)(d) - payable per register unit		£30.00	£30.00

## 2.4 Social Care Training

The Government provides funding for care sector training and we use this funding to deliver a comprehensive joint training programme for staff and people working in the private and voluntary care sector. Anyone can access the training. The grant funding enables charges to local and accredited social care providers to be subsidised, hence the lower rate fee. Charging is essential to make the funding go further and ensure people book on courses and turn up. An increase of 0.5% has been applied to these charges for 2021/22, in line with CPI inflation at September 2020.

The Department of Health requires Councils to work closely with its partners on joint training and to facilitate improved standards of care through training initiatives; therefore some joint training will have the same charges as the partners involved and will sit outside this charging policy.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
<b>Adult and Children's</b>			
Personal Assistants	Full Day	£45.00	£45.00
	Half Day	£27.00	£27.00
Private social Care and All Others	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
Voluntary / Associated Social Care	Full Day	£52.00	£52.00
	Half Day	£27.00	£27.00
<b>Corporate Courses</b>			
Personal Assistants	Full Day	£45.00	£45.00
	Half Day	£27.00	£27.00
Private social Care and All Others	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
Voluntary / Associated Social Care	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
<b>Foster Care Courses</b>			
Personal Assistants	Full Day	£45.00	£45.00
	Half Day	£27.00	£27.00
Private social Care and All Others	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
Voluntary / Associated Social Care	Full Day	£52.00	£52.00
	Half Day	£27.00	£27.00
<b>Other Course for the Private, Voluntary and Independent Sector</b>			
Associated Organisations	Full Day	£162.00	£163.00
Non Associated Organisations	Full Day	£419.00	£422.00

#### 4.1 Council Tax Fees

Fees relating to recovery of unpaid Council tax are set in consultation with the Ministry of Justice. No increase in fees is proposed for 2021/22.

	<b>Fees and Charges 2020/21</b>	<b>Proposed Fees and Charges 2021/22</b>	
Summons cost	£57.50	£57.50	**
Liability Order cost	£50.00	£50.00	**
Penalty charge	£70.00	£70.00	*
Enforcement Agent compliance fee	£75.00	£75.00	*
Enforcement Agent visit fee	£235.00 + if debt is above £1500 then 7.5% of the amount above £1500 is added	£235.00 + if debt is above £1500 then 7.5% of the amount above £1500 is added	*
Committal fee	£330.00	£330.00	*
* level of fees / charge set by government			
** level set by Local Authority.			



OSMC – 25 January 2022

## **Item 9 – Membership of Task & Finish Groups**

Verbal Item

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OSMC – 25 January 2022

## **Item 10 –Task & Finish Group Updates**

Verbal Item

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OSMC – 25 January 2022

## **Item 11 – Health Scrutiny Committee Update**

Verbal Item

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## West Berkshire Council Forward Plan 2 February 2022 - 31 May 2022

<b>Key:</b>	C = Council
	DOD = Delegated Officer Decision
	EX = Executive
	GE = Governance and Ethics Committee
	HWB = Health and Wellbeing Board
	ID = Individual Decision
	PC = Personnel Committee
	JPPC = Joint Public Protection Committee
	LC = Licensing Committee
	OSMC = Overview & Scrutiny Management Commission

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC/HSC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In	Key Decision?
EX3888	Leisure Strategy	To adopt the Council's Leisure Strategy post the consultation	EX	March 2022	24/03/22 EX		06/10/2021					Paul Martindill/Jim Sweeting	Place	Internal Governance, Leisure and Culture		No	Yes	Yes
PC4050	Update on Recruitment Projects	To consider a sample of current recruitment activity in order to analyse where employees are being recruited to on the banding within pay scales. This information had been requested by the Personnel Committee.	PC	February 2022							11/02/22 PC	Abi Witting	Resources	Internal Governance, Leisure and Culture				No
JPPC4131	Review of the Contaminated Land Strategies	To consider and where appropriate update the Contaminated Land Strategies for all three authorities.	JPPC	March 2022			03/12/2021				14/03/2022 JPPC	Susanne McLaughlin	Place	Planning and Transport				N/A
ID4083	West Berkshire Council Forward Plan 15 March 2022 -	To agree the Forward Plan for the next four months.	ID	February 2022		10/02/2022	02/02/2022					Stephen Chard	Resources	Leader, District Strategy and Communications		No	No	No
EX4106	Review of the Libraries Service		EX	April 2022	TBC							Paul James	People	Internal Governance, Leisure and Culture		No	Yes	Yes
EX4016	Revenue Financial Performance Report - Q3 of	To inform Members of the latest financial performance of the	EX	February 2022	10/02/22 EX		02/02/2022					Melanie Ellis	Resources	Finance and Economic Development				No
EX4017	Capital Financial Performance Report - Q3 of 2021/22	To present the Q3 capital financial performance for	EX	March 2022	24/03/22 EX		16/03/2022					Shannon Coleman-Slaughter	Resources	Finance and Economic Development				No
EX4002	Key Accountable Performance 2021/22: Quarter Three	To report Q3 outturns for the Key Accountable Measures which monitor performance against the 2021/22 Council Performance Framework. To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively. To present, by exception, those measures that are predicted to	EX	March 2022	24/03/22 EX		16/03/2022			22/03/2022		Catalin Bogos	Resources	Internal Governance, Leisure and Culture		No		No
C4021	Statutory Pay Policy 2022	To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2022.	C	March 2022			03/02/2022	03/03/22 C			11/02/22 PC	Rebecca Bird	Resources	Internal Governance, Leisure and Culture				N/A
ID4084	West Berkshire Council Forward Plan 21 April 2022 -	To agree the Forward Plan for the next four months.	ID	March 2022		17/03/2022	09/03/2022					Stephen Chard	Resources	Leader, District Strategy and Communications		No	No	No
JPPC4073	Public Protection Partnership Q3 2021/22 Performance	Public Protection Partnership Q3 2021/22 Performance Report.	JPPC	March 2022							14/03/2022 JPPC							N/A
OSMC/HSC	Thames Water Activities	To review Thames Water's investment priorities within West Berkshire for the next five year	OSMC/HSC	March 2022						22/03/2022		Stuart Clark	Place	Environment & Waste				N/A
OSMC/HSC	Economic Development Strategy - Operational Review	To review progress in implementing the Economic Development Strategy.	OSMC/HSC	March 2022						22/03/2022		Katharine Makant	Place	Finance and Economic Development/Planning and Transport				N/A
GE4093	Internal Audit Interim Report 2021/22 Q3	To update the Committee on the outcome of Internal Audit work.	GE	April 2022			13/04/2022		25/04/22 GE			Julie Gillhespey	Resources	Internal Governance, Leisure and Culture				N/A
GE4094	Internal Audit Plan 2022/23	To outline the proposed audit work programme for the next	GE	April 2022			13/04/2022		25/04/22 GE			Julie Gillhespey	Resources	Internal Governance, Leisure and Culture				N/A
ID4097	School Streets Calcot - Experimental Traffic Order	To consider the responses received during statutory	ID	April 2022		01/04/2022	tbc					Gareth Dowding	Place	Planning and Transport		No	Yes	No
EX4120	Cultural Heritage Strategy – Action Plan		EX	March 2022	24/03/22 EX							Paul James	Resources	Internal Governance, Leisure and Culture		No		No
C4124	Investment and Borrowing Strategy 2022/23		C	March 2022	10/02/22 EX			03/03/22 C				Melanie Ellis	Resources	Finance and Economic Development			No	N/A
C4125	MTFS 2022/23 to 2025/26		C	March 2022	10/02/22 EX			03/03/22 C				Melanie Ellis	Resources	Finance and Economic Development			No	N/A
C4126	Capital Strategy and Programme 2022/23 to		C	March 2022	10/02/22 EX			03/03/22 C				Melanie Ellis	Resources	Finance and Economic Development			No	N/A
C4127	Revenue Budget 2022/23		C	March 2022	10/02/22 EX			03/03/22 C				Melanie Ellis	Resources	Finance and Economic Development			No	N/A
EX4142	Local Flood Risk Management Strategy 2021-2026	To approval the West Berkshire Local Flood Risk Management Strategy 2020-25	EX	February 2022	10/02/22 EX							Stuart Clark	Place	Planning and Transport		No	Yes	Yes
EX4143	West Berkshire Domestic Abuse Strategy 2021 - 2023	For Executive to approve our new DA Safe Accommodation Strategy which has been produced specifically to meet Part 4 of the Domestic Abuse Act 2021 and will coincide with our existing DA Strategy 2020-23 until combined at a later date	EX	February 2022	10/02/22 EX							Jade Wilder	People	Health and Wellbeing		No	No	Yes

## West Berkshire Council Forward Plan 2 February 2022 - 31 May 2022

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	LC = Licensing Committee
	OSMC = Overview & Scrutiny Management Commission

C4152	Governance and Ethics annual report	To summarise the activity of the Committee over the 2021-22 Financial Year	C	May 2022				10/05/22 C	25/04/22 GE		Joseph Holmes	Resources	Internal Governance, Leisure and Culture		No	No	N/A
EX4164	West Berkshire Enhanced Partnership Plan and Scheme (for buses).	To approve West Berkshire's Enhanced Partnership Plan and Scheme for bus services - in accordance with the National Bus Strategy, Bus Back Better.	EX	March 2022	24/03/2022						Emma Jameson	Place	Planning and Transport		No	No	Yes



## Overview and Scrutiny Management Commission Work Programme








The following items will be considered in addition to Standing Items (Financial Performance (Quarterly), Key Accountable Performance (Quarterly), New Ways of Working Reviews (ad hoc) and Corporate Programme (annually/ on request))

Last Updated:  
10 Jan 2022

Item	OSMC Theme	Purpose	Lead Officer	Portfolio Holder/ Lead Member	Pre or post decision?	
<b>25 January 2022 (Report Deadline 14 January)</b>						
22	Call-in for Newbury Sports Hub	<i>Call-In</i>	Call in of Executive Item: Award of Contract to Build Newbury Sports Hub (EX 4149)	Matt Pearce / Paul Martindill	Internal Governance, Leisure and Culture	OSMC decision
23	Communications and Engagement Strategy - Operational Review	<i>Policy Effectiveness</i>	To review progress in implementing the Communications and Engagement Strategy	Sarah Clarke / Gabrielle Mancini	District Strategy and Communications	Post decision
24	Fees and Charges	<i>Corporate Effectiveness</i>	To review the Council's fees and charges and to review in detail selected areas as determined appropriate by OSMC	Melanie Ellis	Finance and Economic Development	OSMC decision
<b>22 March 2022 (Report Deadline 11 March)</b>						
25	Kennet and Avon Towpath / Thames Path	<i>Partnership Effectiveness</i>	To consider how West Berkshire Council can work with the Canal and River Trust, Sustrans Environment Agency and other partners to repair / enhance the Kennet and Avon Canal Towpath and Thames Path	Jon Winstanley / Paul Hendry	Planning and Transport	OSMC decision
26	Leisure Strategy	<i>Policy Effectiveness</i>	To report the findings of the scrutiny review into the draft Leisure Strategy	Matt Pearce / Jude Thomas	Internal Governance, Leisure and Culture	Pre decision
27	Customer Journey	<i>Corporate Effectiveness</i>	To agree Terms of Reference for a Task and Finish Group to look at how the Council's call centre, phone system and website support the customer journey, and also the Council's Out of Hours Emergency Service.	Sarah Clarke / Gabrielle Mancini/ Carolyn Richardson	District Strategy and Communications	OSMC decision
<b>24 May 2022 (Report Deadline 13 May)</b>						
28	Community Safety	<i>Partnership Effectiveness</i>	Meeting as Crime and Disorder Committee, to receive presentations on and consider: performance of the Building Communities Together Partnership in 2021/22, and their priorities for 2022/23	Nigel Lynn / Zahid Aziz	Applies to all portfolios	OSMC decision
29	Fostering and Adoption Services	<i>Partnership Effectiveness</i>	To consider the effectiveness and value for money of current fostering and adoption services	Pete Campbell / Karl Davis	Children's Services	OSMC decision
30	Effective employee appraisal and the management training and development programme	<i>Corporate Effectiveness</i>	To review the Council's current employee appraisal system and management training and development programme.	Sarah Clarke / Paula Goodwin	Internal Governance, Leisure and Culture	OSMC decision

<b>6 September 2022 (tbc) (Report Deadline 26 August)</b>						
31	Thames Water activities	<i>Partnership Effectiveness</i>	To review Thames Water's investment priorities within West Berkshire for the next five year period.	Thames Water / Jon Winstanley / Stuart Clark	Environment and Waste	OSMC decision
32	Economic Development Strategy - Operational Review	<i>Policy Effectiveness</i>	To review progress in implementing the Economic Development Strategy	Eric Owens / Katharine Makant	Finance and Economic Development	Post decision
33	Covid and Recovery	<i>Corporate Effectiveness</i>	To agree Terms of Reference for a Task and Finish Group to look at the lessons learned in response to and recovery from Covid, from the perspectives of residents, service users and businesses.	Joseph Holmes	Leader of the Council	OSMC decision
34	West Berkshire Local Flood Risk Management Strategy	<i>Policy Effectiveness</i>	To review the proposed Flood Risk Strategy for West Berkshire	John Winstanley/ Stuart Clark	Planning and Transport	Pre-Decision
<b>29 November 2022 (Report Deadline 18 November)</b>						
35	Thames Valley Berkshire Local Enterprise Partnership	<i>Partnership Effectiveness</i>	To consider the effectiveness of the Thames Valley Berkshire Local Enterprise Partnership	Eric Owens / Katharine Makant	Finance and Economic Development	OSMC decision
36	Build Back Better	<i>Corporate Effectiveness</i>	To consider the anticipated impacts in West Berkshire of the Government's plan for Health and Social Care and the supporting White Paper.	Andy Sharp / Paul Coe	Adult Social Care	Pre-Decision
37	Equalities and Diversity Strategy	<i>Policy Effectiveness</i>	To review the draft Equalities and Diversity Strategy	TBC	Applies to all portfolios	Pre decision
<b>7 March 2023 (tbc) (Report Deadline 24 February)</b>						
<b>Standing Items</b>						
	Quarterly Capital Financial Performance Report	<i>Corporate Effectiveness</i>	Reports on the under or over spends against the Council's approved capital budget.	Shannon Coleman- Slaughter	Finance and Economic Development	Pre decision
	Quarterly Revenue Financial Performance Report	<i>Corporate Effectiveness</i>	To report on the financial performance of the Council's revenue budgets.	Melanie Ellis	Finance and Economic Development	Pre decision
	Annual Key Accountable Performance Measures	<i>Corporate Effectiveness</i>	To provide assurance that the core business and council priorities for improvement measures in the Council Strategy 2019-2023 are being managed effectively. To highlight successes and where performance has fallen below the expected level, present information on the remedial action taken, and the impact of that action	Catalin Bogos	Internal Governance, Leisure and Culture	Pre decision

Key:

-  Ensure our vulnerable children and adults achieve better outcomes
-  Support everyone to reach their full potential
-  Support businesses to start, develop and thrive in West Berkshire
-  Develop local infrastructure including housing to support and grow the local economy
-  Maintain a green district
-  Ensure sustainable services through innovation and partnership
-  Crime and Disorder Committee

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