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Legal and Democratic Services



COMMUNITY AND WELLBEING COMMITTEE

Tuesday 19 January 2021 at 7.30 pm

Place: Remote Meeting

PLEASE NOTE: this will be a 'virtual meeting'.

The link to the meeting is: <https://attendee.gotowebinar.com/register/442238282601516811>
Webinar ID: 807-183-379

Telephone (listen-only): 0330 221 9914, Telephone Access code: 676-525-909

The members listed below are summoned to attend the Community and Wellbeing Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Barry Nash (Chair)
Councillor Hannah Dalton (Vice-Chair)
Councillor Kate Chinn
Councillor Christine Cleveland
Councillor Bernice Froud

Councillor Luke Giles
Councillor Christine Howells
Councillor Julie Morris
Councillor Phil Neale
Councillor Peter Webb

Yours sincerely

A handwritten signature in black ink that reads "J.C. Beldan".

Chief Executive

For further information, please contact Democratic Services, democraticservices@epsom-ewell.gov.uk or 01372 732000

Public information

Please note that this meeting will be a 'virtual meeting'

This meeting will be held online and is open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Community and Wellbeing Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 5 January 2021**

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 15 January 2021**

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF THE PREVIOUS MEETING (To Follow)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 6 October 2020 (to follow) and Minutes of the Special Meeting on 16 November 2020 (to follow) and to authorise the Chair to sign them.

4. CAPITAL PROGRAMME 2021/22 (Pages 5 - 34)

This report summarises the proposed 2021/22 capital programme and a provisional programme for 2022-24. The Committee's approval is sought for the programme to be submitted to Council in February 2021.

5. FEES AND CHARGES REPORT (Pages 35 - 54)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2021.

6. BUDGET REPORT 2021/2022 (To Follow)

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CAPITAL PROGRAMME 2021/22

| | |
|---|---|
| Head of Service: | Lee Duffy, Chief Finance Officer |
| Wards affected: | (All Wards); |
| Urgent Decision?(yes/no) | No |
| If yes, reason urgent decision required: | N/A |
| Appendices (attached): | Appendix 1 - Capital Appraisal form for Bid 1 Appendix 2 - Capital Appraisal form for Bid 2a Appendix 3 - Capital Appraisal form for Bid 3 Appendix 4 - Capital Appraisal form for Bid 4 |

Summary

This report summarises the proposed 2021/22 capital programme and a provisional programme for 2022-24. The Committee's approval is sought for the programme to be submitted to Council in February 2021.

Recommendation (s)

The Committee is asked to:

- (1)** submit the capital programme for 2021/22 as identified in section 4 of this report to the Council for approval on 16 February 2021;
- (2)** confirm that it supports all of the schemes included in the provisional programme for 2022-24 as identified in section 4 of this report;
- (3)** note that:-
 - (a)** schemes subject to external funding from Disabled Facilities Grants only proceed when funding has been received;
 - (b)** schemes for 2022-24 are provisional pending an annual review of funds available for capital investment.

1 Reason for Recommendation

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2021/22 to Council in February 2021 and confirm that it supports the schemes included in the provisional programme for 2022-24.

2 Background

- 2.1 The Capital Strategy was last agreed by the Council on 13 February 2020 at which time the capital programme was approved for 2020/21. Schemes for 2021-2023 were provisional pending the annual budget review and an annual assessment of funds for capital investment.
- 2.2 Strategy and Resources provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2021/22. Under this remit, CMG assessed all capital bids and recommended a programme to Financial Policy Panel ('the Panel') for approval on 1 December 2020.
- 2.3 The programme presented to the Panel assumed funding from capital receipts, revenue funding, reserves and government grants. The Panel were advised that the proposed level of investment over three years 2021/22 to 2023/24 is £2.7m, of which £255k is to be funded from a planned contribution from revenue. Combined with funding from other sources including CIL, S106 and Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £2.57 million at the end of this period. The agreed minimum threshold of capital receipts is £1 million.
- 2.4 The receipts forecast assumes a £300k revenue contribution to fund capital schemes in 2021/22, which is subject to the budget being approved at Council in February 2021. With £255k allocated to fund the proposed capital programme, the balance of the revenue contribution of £45k would be held in a reserve for funding future capital programmes.
- 2.5 The Panel's guidance relevant to this policy committee's recommendations was as follows:-
 - 2.5.1 Priority schemes identified by the Capital Member Group should be presented with project appraisals to the policy committees in January to establish whether there is support for the individual projects, with any projects not supported being removed from the draft programme.
 - 2.5.2 Schemes identified in section 4 of this report, totalling £805k, £75k of Community Infrastructure Levy receipts, £110k of S106 receipts and £620k of external grant funding, should be included in the 2021/22 capital programme, subject to support for the project appraisal by this Committee and subject to external funding being received before expenditure is committed.

3 Proposals

- 3.1 The Committee is asked:-
 - 3.1.1 To approve the proposed capital programme for 2021/22; and
 - 3.1.2 To agree to the provisional programme for 2022-24.

3.2 The timing of the programme should be based on the ability to deliver with a realistic number of projects in any one year.

3.3 If all schemes in the proposed corporate capital programme for 2021/22 were to progress, and given the use of £300k of revenue funds, this would reduce the capital reserves to £2.57 million at 31 March 2024. Where possible the Council will prioritise the use of other funding sources such as revenue, external grants, S106 and Community Infrastructure Levy to preserve the level of capital receipts.

4 Core Programme 2021/22 to 2023/24

4.1 The Financial Policy Panel recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2021/22 to 2023/24, subject to the Committee approving the project appraisals.

| Capital Scheme | Proposed Budget | | | | Funding Source |
|---|-----------------|------------|------------|--------------|----------------------------------|
| | 2021/22 | 2022/23 | 2023/24 | Total | |
| | £'000 | £'000 | £'000 | £'000 | |
| C&W Bid 1: Disabled Facilities Grants (Appendix 1) | 600 | 600 | 600 | 1,800 | External DFG Grant |
| C&W Bid 2a: Football Pitch Drainage - King George's Field (Appendix 2) | 90 | 10 | 0 | 100 | £80k S106 £20k external grant |
| C&W Bid 3: Harrier Centre track repairs (Appendix 3) | 40 | 0 | 0 | 40 | S106 |
| C&W Bid 4: Improvements to Great Dam on Epsom Common - (Appendix 4) | 75 | 0 | 0 | 75 | CIL |
| Total Community and Wellbeing Committee | 805 | 610 | 600 | 2,015 | |

4.2 It is proposed to fund the King George's Field football pitch drainage by £80k from S106 receipts and £20k funded by an external grant from the Football Association, subject to a successful grant application. Should this application not be successful, it is proposed that a further £20k S106 funds would be used to fund this balance instead. Agreement is sought from this committee for the full £100k for this scheme.

- 4.3 It is proposed that the Harrier Centre Track also be funded by £40k of S106 receipts, reserved for Outdoor Sports Facilities, in accordance with the legal agreements for use of these receipts. It is proposed that the Improvements to the Great Dam be funded by £75k of Community Infrastructure Levy (CIL) receipts. The Great Dam Improvements, by way of being a civic infrastructure project, meets the criteria for CIL funding.
- 4.4 Disabled Facilities Grant is received annually from the Ministry of Housing, Communities and Local Government. The Council has a statutory responsibility to administer the grant. The grant is typically used to make residential adaptations to enable vulnerable residents to maintain independence and remain in their own homes. Such interventions can prevent the need for NHS and or sheltered housing services. The grant is typically used to:
- widen doors and install ramps;
 - improve access to rooms and facilities - eg stairlifts; downstairs bathroom;
 - provide a heating system;
 - adapt heating or lighting controls to make them easier to use.
- 4.5 Bids for the Disabled Facilities Grant scheme will be prepared and submitted to future Capital Member Group meetings for their support to be included within the capital programme for 2022/23 and 2023/24. The £10k for the Football Pitch is part of the 2021/22 bid profiled for the following year and therefore will not require further approval for 2022/23.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

5.1.1 None for the purposes of this report.

5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

5.3 Safeguarding

5.3.1 None for the purposes of this report.

5.4 Dependencies

5.4.1 The 2021/22 capital programme is dependent upon agreement of a planned £300k revenue contribution to fund the capital programme being considered by Full Council in February 2021 as part of the revenue budget for 2021/22.

5.5 Other

5.5.1 None for the purposes of this report.

6 Financial Implications

6.1 Officers in the Projects Team have scheduled sufficient capacity to deliver the recommended schemes next year.

6.2 VAT on the works at King George's Field and the Harrier Centre running track will feed into the Council's partial exemption calculation. It is not anticipated that this will cause a breach of the 5% limit but the position will be monitored and remedial action will be taken if required.

6.3 **Section 151 Officer's comments:** all financial comments have been included within the body of the report.

7 Legal Implications

7.1 The Council has a statutory responsibility to administer the Disabled Facilities Grant.

7.2 **Monitoring Officer's comments:** None for the purpose of this report.

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** none for the purposes of this report.

8.4 **Sustainability Policy & Community Safety Implications:** none for the purposes of this report.

8.5 **Partnerships:** none for the purposes of this report.

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Financial Policy Panel papers - 1 December 2020

Other papers:

- Capital Strategy agreed at Full Council in February 2021

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Capital Programme Review 2021-22 Project Appraisal Form

COMMITTEE & BID NUMBER

Community & Wellbeing Bid 1

PROJECT TITLE

DISABLED FACILITIES GRANT (DFG) PROGRAMME

ACCOUNTABLE OFFICER

| | |
|---|----------------|
| Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review. | RACHEL JACKSON |
|---|----------------|

DETAILS OF PROJECT

| | |
|--|--|
| Project scope, what is included/excluded in the scheme | The Disabled Facilities Grant (DFG) is a mandatory grant which provides adaptations to enable vulnerable residents to remain in their home independently, thereby reducing the need for hospital services or sheltered housing. Within the scheme we also provide the Discretionary Housing Grants Policy, which provides a greater level of flexibility in delivering adaptations. The project links to our Key Priority of Supporting our Community. |
| Project outcomes and benefits | The DFG is a mandatory grant, and provides adaptations to enable vulnerable residents to maintain independence and remain in their own homes, and can prevent the need for NHS services/hospitalisation and/or sheltered housing. Provision of the DFG meets our statutory obligations. In addition, the flexibility of the DFG programme has allowed the introduction of a Discretionary Grants programme which will reach out to an even greater range of vulnerable residents. |

FINANCIAL SUMMARY

| | | Cost of Project £ | Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook |
|---|---|----------------------|--|
| a | Estimated cost of purchase, works and/or equipment | £600k | The figure has not been confirmed as yet, and may be increased or decreased (plus it is expected that it will be permissible to carry-over of the underspend from 2020/21 as per the comments in d. below) |
| b | Consultancy or other fees | | |
| c | Total Scheme Capital Costs (a+b) | £600K | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding | £600K | 2014/15 saw the introduction of the Government's 5 year spending review under the Better Care Fund (BCF). The DFG element was protected by way of a ring-fenced grant to each Local Authority |

Agenda Item 4
Appendix 1

Capital Programme Review 2021-22 Project Appraisal Form

| | | | |
|---|---|---|---|
| | enquiries you may have made. | | without a portion being allocated to Surrey CC. Each Surrey Authority has supported the County's costs in delivering Community Services Equipment (CES) which could fall under the DFG such as hoists and ramps. It is expected (subject to allocation) that funding towards the CES will continue in 2021/22. The 5 year budget was simply extended by one year in 2020/21 partially due to the late formation of the new Government and time constraints. It is expected that the grant allocation will be reviewed later in 2020, which may result in much lower government funding, non-ringfencing, or caveats such as repayment of any underspent allocation. There is no indication at this stage that suggests that any underspend of grant monies will have to be repaid. |
| e | Net Costs to Council (c-d) | | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Bid (e-f) | | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 0 | |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | | |

| Year | 2021/22 £ | 2022/23 £ | 2023/24 £ |
|---|--------------|------------------------------------|------------------------------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | £600,000 | £600,000 (plus any carry over TBC) | £600,000 (plus any carry over TBC) |

REVENUE IMPACT

| | |
|--|--|
| Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details | |
|--|--|

FOUR YEAR PLAN 2020/24

| | |
|--|--|
| Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives? | The project links to our Key Priority of Supporting our Community. |
|--|--|

TIMESCALES

Capital Programme Review 2021-22 Project Appraisal Form

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

| | | Target Start Date | Target Finish Date |
|---|--------------------------|-------------------|--------------------|
| 1 | Design & Planning | Ongoing | |
| 2 | Further Approvals Needed | n/a | |
| 3 | Tendering (if necessary) | n/a | |
| 4 | Project start date | Ongoing | |
| 5 | Project Finish Date | Ongoing | |

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

| | |
|---|-----------------------|
| <p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p> | <p>Yes. As above.</p> |
| <p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p> | <p>No.</p> |

Capital Programme Review 2021-22 Project Appraisal Form

| | |
|---|--|
| <p>It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p> | <p>Yes. There is a need to ensure that sufficient resources are made available to deliver the mandatory grant programme.</p> |
| <p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.</p> | <p>Yes, as above. Should the DFG programme not be delivered, there is a risk the Authority would be judicially challenged for failing to meet its statutory obligations.</p> |

ASSET MANAGEMENT PLAN

| | |
|---|------------|
| <p>Is investment identified in the Council's Asset Management Plan?</p> | <p>No.</p> |
|---|------------|

PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

| | | |
|---|---|---|
| 1 | <p>Investment essential to meet statutory obligation.</p> | <p>Yes. The DFG is a mandatory grant.</p> |
| 2 | <p>Investment Important to achieve Key Priorities.</p> | |
| 3 | <p>Investment important to secure service continuity and improvement.</p> | |
| 4 | <p>Investment will assist but is not required to meet one of the baseline criteria.</p> | |

RISKS ASSOCIATED WITH SCHEME

| | | |
|---|--|---|
| 1 | <p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p> | |
| 2 | <p>Are there any risks relating to the availability of resources internally to deliver this project</p> | <p>On the expectation that staffing levels remain constant, then resources are available to deliver the scheme, however, should funding remain at a high level with underspend continued to be rolled over, then additional resources could be considered to extend delivery of the scheme.</p> |

Capital Programme Review 2021-22 Project Appraisal Form

| | | |
|---|--|------------------------------------|
| 3 | Consequences of not undertaking this project | As detailed within this appraisal. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | None. |

| | |
|--|-----|
| Is consultation required for this project? Please give details of the who with and when by. | No. |
|--|-----|

| | |
|---------------------------------------|-----|
| Ward(s) affected by the scheme | All |
|---------------------------------------|-----|

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature *R Jackson* **Rachel Jackson**

Date 11 September 2020

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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Capital Programme Review 2021-22

Project Appraisal Form

COMMITTEE & BID NUMBER

| |
|------------------------------|
| Community & Wellbeing Bid 2a |
|------------------------------|

PROJECT TITLE

| |
|---|
| Providing New drainage to football pitches at King George's field, Poole Road recreation ground |
|---|

ACCOUNTABLE OFFICER

| | |
|--|-----------------|
| <p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p> | <p>Ian Dyer</p> |
|--|-----------------|

DETAILS OF PROJECT

| | |
|---|--|
| <p>Project scope, what is included/excluded in the scheme</p> | <p>King George's field - Upgrade football pitch drainage systems</p> <p>The existing drainage has failed and surface water not draining away and considered to be life expired.</p> <p>Initial costings seem to be a little light and will now be altered as the report has been carried out on the exact condition with proposals and recommendations on how we should proceed.</p> <p>These football pitches get heavy use and the users have raised complaints over the years. Initial costs were prepared based on estimates provided by professional football pitch drainage companies and based on football foundation guidelines and requirements.</p> <p>King George recreation ground</p> <p>The Report is included for exact detail of condition of pitch and proposals to rectify.</p> <p>The report breaks down the cost into sections and includes for consultants fees and services.</p> <p>The estimated cost is £84,000</p> <p>A contingency sum should be allowed for unforeseen works, we have found 10% in previous years just doesn't cover issues found on site and we therefore recommend approximately 20%, in this case I would allow £16,000.</p> <p>Original Risks of not knowing of exact length of pipework required can now be dismissed with comprehensive report received.</p> <p>There are grant monies available and we are in the process of applying for additional grant funding which would equate to £20k per site. This would reduce cost of bid if approved.</p> <p>With regards to the question requesting increase in fees and charges for pitches to cover shortfall in costs, having spoken to Sam Whitehead we feel this would not be achievable.</p> |
|---|--|

Agenda Item 4
Appendix 2

Capital Programme Review 2021-22 Project Appraisal Form

| | |
|-------------------------------|--|
| Project outcomes and benefits | This works will bring the pitches back up to football foundation standards and as long as it is maintained to a good standard. |
|-------------------------------|--|

FINANCIAL SUMMARY

| | | Cost of Project £ | Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook |
|---|--|----------------------|---|
| a | Estimated cost of purchase, works and/or equipment | 100k | |
| b | Consultancy or other fees | 0 | Are included within report costs approx. £6k |
| c | Total Scheme Capital Costs (a+b) | 100k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 20k | Potentially grant funding from football foundation, and possible section 106 funding. |
| e | Net Costs to Council (c-d) | 80k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | S106 funds for Outdoor Sports could be applied. |
| g | Capital Reserves Needed to Finance Bid (e-f) | 80k | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 0 | |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | No additional revenue costs |

| Year | 2021/22 £ | 2022/23 £ | 2023/24 £ |
|--|--------------|--------------|--------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | 90k | 10k | 0 |

REVENUE IMPACT

Capital Programme Review 2021-22 Project Appraisal Form

| | |
|--|-----|
| Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details | N/A |
|--|-----|

FOUR YEAR PLAN 2020/24

| | |
|---|------------------------------|
| Is this investment linked to EEBC’s Key Themes? If so, say which ones and evidence how. How does project fit within service objectives? | Yes to be green and vibrant. |
|---|------------------------------|

TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

| | | Target Start Date | Target Finish Date |
|---|--------------------------|-------------------|--------------------|
| 1 | Design & Planning | May/June 2021 | |
| 2 | Further Approvals Needed | N/A | |
| 3 | Tendering (if necessary) | July 2021 | |
| 4 | Project start date | Aug/Sept 2021 | |
| 5 | Project Finish Date | October 2021 | |

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Capital Programme Review 2021-22 Project Appraisal Form

| | |
|---|--|
| <p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p> | <p>Football foundation grant funding is available in the sum of approximately £20k per site, and section 106 funding may be available depending on locations</p> |
| <p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p> | <p>No</p> |
| <p>It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p> | <p>Yes pitches are in extremely poor condition and could be considered as dangerous, some clubs refusing to play on them.</p> |
| <p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.</p> | <p>As clubs are disappointed in the condition of the pitches they are requesting refunds. If not repaired we can no longer hire out pitches for use.</p> |

ASSET MANAGEMENT PLAN

| | |
|---|------------|
| <p>Is investment identified in the Council's Asset Management Plan?</p> | <p>Yes</p> |
|---|------------|

PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

| | | |
|----------|---|--|
| <p>1</p> | <p>Investment essential to meet statutory obligation.</p> | |
| <p>2</p> | <p>Investment Important to achieve Key Priorities.</p> | |
| <p>3</p> | <p>Investment important to secure service continuity and improvement.</p> | <p>Yes, cannot hire out football pitches in such poor condition.</p> |
| <p>4</p> | <p>Investment will assist but is not required to meet one of the baseline criteria.</p> | |

RISKS ASSOCIATED WITH SCHEME

Capital Programme Review 2021-22
Project Appraisal Form

| | | |
|---|---|---|
| 1 | Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.) | Works need to be carried out at a certain time, this may mean closure of all pitches to enable works to proceed. Specification and tendering cannot slip or window to carry out works will be missed and project will have to be delayed to following year. |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | No |
| 3 | Consequences of not undertaking this project | Cannot hire out the pitches for football any more due to poor condition. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | Could reduce scope to reduce costs but bid is based on recommendations by consultant following site investigation survey. |

| | |
|--|--|
| Is consultation required for this project? Please give details of the who with and when by. | Yes with football clubs prior to works |
|--|--|

| | |
|---------------------------------------|------------|
| Ward(s) affected by the scheme | Ewell ward |
|---------------------------------------|------------|

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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Capital Programme Review 2021-22 Project Appraisal Form

COMMITTEE & BID NUMBER

Community & Wellbeing Bid 3

PROJECT TITLE

Poole Road Pavilion (Harriers) Running track repairs and replacement of Hammer cage

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Ian Dyer

DETAILS OF PROJECT

| | |
|--|--|
| Project scope, what is included/excluded in the scheme | <p>Hammer cage - defects listed as the danger zone at the front of the cage is 74 degrees but needs to be 53 degrees. This means the bisection of the track for a left handed thrower is 35m, much too short.</p> <ul style="list-style-type: none"> . The front gates don't have enough protection from implement strikes which is a huge risk of ricochet . The net is also damaged and needs replacing . The circles are damaged and need breaking out <p>The recommended solution is one new, fully compliant hammer cage which would replace the existing non-compliant hammer cages.</p> <p>Supplied and installed £29k + Vat. You will also need the circle work at 3.6k and the disposal of the old cages for approximately 2k. Total project cost of £35k</p> <p>There was some other work highlighted on the report for the shot put circle, I have attached this in a formal quotation for you called SPQ36465</p> <p>Running track Repairs In 2018 there was a survey carried out indicating many small repairs required to the running track, copy of photo indicating areas proposed at the time has been included. A cost estimate was provided by a specialist supplier in 2018 estimated the works at £27k, as the works were never carried out and it will be 3 years on if the Capital bid is approved. I would allow a sum of £40k for repairs. This will have to be tendered and must be carried out in the summer, we can adjust figures once tender prices are returned.</p> |
| Project outcomes and benefits | <p>These works will address critical health & safety issues with the current athletics facility. Support for this project will ensure that the Harriers Athletic Club, Wheels for All Cycling Project, local residents and schools continue to benefit from a well maintained and fully compliant athletics facility in the borough. Over the past year and throughout the pandemic officers have built a robust relationship with the new management team of Harrier Athletics Club to support the club in its vision of making athletics accessible and attractive to the younger members of our community which will ensure future sustainability of the venue and secure the council with steady and reliable rental income.</p> |

Agenda Item 4
Appendix 3

Capital Programme Review 2021-22 Project Appraisal Form

FINANCIAL SUMMARY

| | | Cost of Project £ | Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook |
|---|--|----------------------|---|
| a | Estimated cost of purchase, works and/or equipment | 75k | |
| b | Consultancy or other fees | 0 | |
| c | Total Scheme Capital Costs (a+b) | 75k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 40k | Although the Sports England Community Grant funding scheme may have been a possible source of income, unfortunately the scheme has been temporarily paused due to Covid 19. It is possible that S106 funds could be used to support this scheme but this would be dependent on whether other competing Capital Bids, such as Gibraltar Rec drainage repairs were successful. |
| e | Net Costs to Council (c-d) | 35k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Bid (e-f) | 35k | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 0 | Ongoing maintenance cost will covered by existing budgets. |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | No additional revenue costs |

| Year | 2021/22 £ | 2022/23 £ | 2023/24 £ |
|--|--------------|--------------|--------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | 75k | 0 | 0 |

REVENUE IMPACT

| | |
|---|-----|
| Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details | N/A |
|---|-----|

Capital Programme Review 2021-22 Project Appraisal Form

FOUR YEAR PLAN 2020/24

| | |
|---|---|
| <p>Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?</p> | <p>Safe and Well. This project offers scope for all members of the community to become actively engaged in sports and athletics. Providing a safe, fully compliant local facility benefits residents of all ages and abilities and gives them the opportunity to get active, develop their skills and enhance their physical and mental well-being.</p> |
|---|---|

TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

| | | Target Start Date | Target Finish Date |
|---|--------------------------|-------------------|--------------------|
| 1 | Design & Planning | Nov/Dec 2020 | |
| 2 | Further Approvals Needed | N/A | |
| 3 | Tendering (if necessary) | Jan 2021 | |
| 4 | Project start date | Feb/March 2021 | |
| 5 | Project Finish Date | April/May 2021 | |

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Capital Programme Review 2021-22 Project Appraisal Form

| | |
|---|---|
| <p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p> | <p>Section 106 funding may be available depending on competing projects and locations</p> |
| <p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p> | <p>No</p> |
| <p>It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p> | <p>Yes the Harrier Athletics Track and Throwing Cage are currently non-compliant and in poor state of repair.</p> |
| <p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.</p> | <p>The Harrier Centre relies on the rental income from leaseholders such as the Harriers Athletics Club and ad-hoc hirers such as schools and local residents. Without this capital investment the track will continue to deteriorate and we may need to consider closing the facility until adequate funding can be secured. Without the provision of a compliant Throwing Cage the Harrier Athletics Club may also seek compensation on it current lease charges.</p> |

ASSET MANAGEMENT PLAN

| | |
|---|------------|
| <p>Is investment identified in the Council's Asset Management Plan?</p> | <p>Yes</p> |
|---|------------|

PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

| | | |
|----------|---|---|
| <p>1</p> | <p>Investment essential to meet statutory obligation.</p> | |
| <p>2</p> | <p>Investment Important to achieve Key Priorities.</p> | |
| <p>3</p> | <p>Investment important to secure service continuity and improvement.</p> | <p>Yes cannot continue to hire out the facility in its current and worsening condition.</p> |
| <p>4</p> | <p>Investment will assist but is not required to meet one of the baseline criteria.</p> | |

Capital Programme Review 2021-22 Project Appraisal Form

RISKS ASSOCIATED WITH SCHEME

| | | |
|---|---|--|
| 1 | Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.) | Works will need to be carried out early 21/22 to ensure that the facility can be safely hired and used for competitive sport during the summer season. |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | No |
| 3 | Consequences of not undertaking this project | The facility may be unavailable for hire in 2021. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | One of the existing throwing cages could be repaired but the costs of repair are not substantially different than an outright replacement which provides greater longer term benefits. |

| | |
|--|---|
| Is consultation required for this project? Please give details of the who with and when by. | Yes with the Harrier Athletics Club, Wheels for All and regular hirers to ensure that they are aware the facility will be out of use whilst repairs are undertaken. |
|--|---|

| | |
|---------------------------------------|------------|
| Ward(s) affected by the scheme | West Ewell |
|---------------------------------------|------------|

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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Capital Programme Review 2021-22 Project Appraisal Form

COMMITTEE & BID NUMBER

C&W Bid 4 – Improvements to Great Dam – EC LNR

PROJECT TITLE

Improvements to Great Pond Dam - Epsom Common Local Nature Reserve

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Stewart Cocker/Tony Foxwell

DETAILS OF PROJECT

| | |
|--|--|
| Project scope, what is included/excluded in the scheme | The management of Great Pond on Epsom Common and its associated dam is governed by the Reservoirs Act. The existing emergency plan has highlighted the need for improved access (hard surfaced) to the Eastern crest of the dam for vehicles that could assist in maintaining the dam. In addition the appointed Supervising Engineer in recent annual reports has highlighted the need to tackle erosion on the crest and down-stream face of the dam. To be achieved by widening the path on the auxiliary spillway, raising the crest to the west of the spillway bridge and reducing erosion on the downstream face of the dam immediately adjacent to the spillway. In addition there are some smaller items identified by the Supervising Engineer that would be best tackled at the same time as the more major work described. These include, works to the trees on the crest of the dam, refurbishment of steps with more fill to reduce trip hazard, a small quantity of rubble needed in the main spillway channel to prevent erosion, re-sealing of the V-notch against the wall of the chamber, fence off currently redundant v-notch chamber, restoration of gabion basket located at side of main spillway. |
| Project outcomes and benefits | The project would ensure that the dam remains a safe structure where the risks identified currently, are addressed. Tackling the erosion problems now will help prevent more expensive restorations in future. For example, in 2012, £20000 had to be spent repairing erosion caused by dogs and the fence subsequently installed at a fraction of the cost would have prevented the erosion issue. |

FINANCIAL SUMMARY

| | | Cost of Project £ | Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook |
|---|--|----------------------|--|
| a | Estimated cost of purchase, works and/or equipment | 70,000 | |
| b | Consultancy or other fees | 5,000 | |

Capital Programme Review 2021-22 Project Appraisal Form

| | | | |
|---|--|----|--|
| c | Total Scheme Capital Costs (a+b) | | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | £0 | A CIL bid for £75,000 is being submitted. |
| e | Net Costs to Council (c-d) | | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | £0 | |
| g | Capital Reserves Needed to Finance Bid (e-f) | | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | £0 | Completion of this project is likely to save money in future by reducing erosion that will become more expensive to repair if not tackled. In addition easier vehicle access could significantly reduce the costs of vehicle access to the dam crest in time of emergency. |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | | |

| Year | 2021/22 £ | 2022/23 £ | 2023/24 £ |
|---|--------------|--------------|--------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | £75,000 | 0 | 0 |

REVENUE IMPACT

| | |
|--|-----|
| Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details | Yes |
|--|-----|

FOUR YEAR PLAN 2020/24

| | |
|---|--|
| Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives? | <ul style="list-style-type: none"> •Green & Vibrant •Safe & Well •Cultural & Creative •Effective Council |
|---|--|

TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

Agenda Item 4
Appendix 4

Capital Programme Review 2021-22 Project Appraisal Form

| | | Target Start Date | Target Finish Date |
|---|--------------------------|--|-------------------------|
| 1 | Design & Planning | Fourth quarter 2020 | First quarter 2021 |
| 2 | Further Approvals Needed | Fourth quarter 2020 (Natural England SSSI Consent) | First quarter 2021 |
| 3 | Tendering (if necessary) | Second quarter 2021 | May 2021 |
| 4 | Project start date | Third quarter (July onwards if dry) | September 2021 (Latest) |
| 5 | Project Finish Date | Fourth quarter 2021 | November 2021 |

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

| | |
|--|--|
| Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding. | |
| Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years? | |

Capital Programme Review 2021-22 Project Appraisal Form

| | |
|---|---|
| <p>It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p> | |
| <p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.</p> | <p>The Council owns and manages Great Pond to enhance the wildlife, cultural and aesthetic value within Epsom Common Local Nature Reserve. That is in line with the Council's Statutory Duty under the CROW Act 2000, the biodiversity duty under NERC Act 2006 and its own priorities for open space management. The pond is large enough to come under the Reservoirs Act. We employ a 'Reservoir Engineer' to keep the dam under constant monitoring and we have developed an emergency plan in line with recent changes to national reservoir management requirements. The construction of a hard surfaced access route helps address an issue identified by the emergency plan, allowing year round access to the dam for large vehicles. Widening the path on the crest of the dam and the other measures listed, addresses issues brought to our attention by reports from our reservoir engineer and tackling those issues now will prevent more expensive future works and avoid possible damage to the dam.</p> |

ASSET MANAGEMENT PLAN

| | |
|---|-----------|
| <p>Is investment identified in the Council's Asset Management Plan?</p> | <p>No</p> |
|---|-----------|

PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

| | | |
|---|---|------------------|
| 1 | <p>Investment essential to meet statutory obligation.</p> | <p>See above</p> |
| 2 | <p>Investment Important to achieve Key Priorities.</p> | |
| 3 | <p>Investment important to secure service continuity and improvement.</p> | |
| 4 | <p>Investment will assist but is not required to meet one of the baseline criteria.</p> | |

RISKS ASSOCIATED WITH SCHEME

Capital Programme Review 2021-22
Project Appraisal Form

| | | |
|---|---|---|
| 1 | Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.) | The risk of not delivering the project is not being able to deal safely and effectively with a major incident involving the dam and also allowing identified issues to deteriorate further and become more expensive to restore. |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | There could be a staff resourcing problem within the Projects Team, however officers currently expect to manage the issue and deliver proposed schemes to timescale. |
| 3 | Consequences of not undertaking this project | The risk of not delivering the project is not being able to deal safely and effectively with a major incident involving the dam and also allowing identified issues to deteriorate further and become more expensive to restore. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | Drain Great Pond. However, there would be a significant financial cost to the process and more importantly, Natural England could deem such a move as damaging to the Epsom & Ashted Commons SSSI and could refuse permission. In addition, we would not be complying with our statutory duty under the CROW Act to enhance the SSSI, nor would we be carrying out our biodiversity duty under the NERC Act. In addition, we would not be acting in accordance with our own priorities and aspirations for open space management in the Borough. We would also be nullifying decades of investment in maintaining and improving the dam/pond. |

| | |
|--|---|
| Is consultation required for this project? Please give details of the who with and when by. | We need to consult Natural England to seek consent for the path construction. |
|--|---|

| | |
|---------------------------------------|----------|
| Ward(s) affected by the scheme | Stamford |
|---------------------------------------|----------|

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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FEES AND CHARGES REPORT

| | |
|---|--|
| Head of Service: | Lee Duffy, Chief Finance Officer |
| Wards affected: | (All Wards); |
| Urgent Decision?(yes/no) | No |
| If yes, reason urgent decision required: | N/A |
| Appendices (attached): | Appendix 1 – Fees and Charges Schedule 2021/2022 |

Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2021.

Recommendation (s)

The Committee is asked to:

- (1) **Authorise the Chief Finance Officer to vary fees and charges for items generating income under £1,000 per annum and/or for one-off services or items;**

And, subject to the approval of Council:

- (2) **Agrees the fees and charges for 2021/22 as set out at Annex 1.**

1 Reason for Recommendation

- 1.1 As set out in the revenue estimates report on this agenda.

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 16 February 2021. To enable the budget to be finalised, the Policy Committees are asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 The current pandemic and economic climate creates uncertainty and difficulties for budget setting. For consistency the assumptions in the Medium Term Financial Plan have been applied to budget targets, including the annual uplift to fees and charges.

- 2.3 Should income shortfalls occur as a result of Covid-19 in 2021/22, the draft budget includes a £950,000 central provision to mitigate such losses. Furthermore, MHCLG have announced that its Sales, Fees and Charges Income Support Scheme will continue to June 2021. Under this scheme, central government provides Councils with compensation to cover a proportion (circa 71%) of budgeted net income shortfalls caused by Covid-19.
- 2.4 The budget guidelines agreed by Strategy and Resources in September 2020 included an overall increase in revenue from discretionary fees and charges of 3%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.5 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.6 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.7 When preparing estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.8 Members should refer to the estimates report on this agenda for an overview of the Committee's budget position.
- 2.9 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one off services or items not included in the fees and charges schedule.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.
- 3.1.2 The return of customers to facilities re-opening following closure during the pandemic may be gradual. This could result in reduced revenue from fees and charges initially, although mitigations for this are outlined at paragraph 2.3.

3.2 Crime & Disorder

3.2.1 None for the purposes of this report.

3.3 Safeguarding

3.3.1 None for the purposes of this report.

3.4 Dependencies

3.4.1 None for the purposes of this report.

3.5 Other

3.5.1 None for the purposes of this report.

4 Proposals

4.1 The proposed fees and charges for 2021/22 are set out at **Annex 1** to this report. The main variations in fees and charges for each service area outside the range of an increase between 3% and 5% are set out below:

4.1.1 Playhouse

No increases to membership fees are proposed, pending the introduction of a new Loyalty Scheme.

4.1.2 Ewell Court House

Charges for advance bookings for subsequent years are not generally included in the annual schedules. It is proposed that these be charged at the current year cost plus approximately 3% per annum, representing the inflationary increases incorporated in the Medium Term Financial Strategy.

4.1.3 Local Nature Reserve

No increases are proposed to the fees for annual guided walks as officers feel that the modest charge maintains participation.

4.1.4 Community & Wellbeing Centre

Charges for Extra Support Day Care sessions have not been increased in order to remain competitive, whilst encouraging and growing the service.

4.1.4 Community Services

Community Alarm

No increase is proposed to Community Alarm monthly standard charges as current charges represent market rates and officers consider that an increase in price per unit could potentially have an adverse effect on customer volume.

Shopping Service

To remain competitive with the current market no increase to charges are proposed.

Shopmobility

As there have been substantial increases in charges in recent years, it is proposed that the charges remain unchanged for 2021/22 in order to maintain client numbers.

4.2 Disabled Facility Grant Fees

The Council has a statutory duty to operate a Disabled Facilities Grant Scheme, funded by central Government. Over recent years this role has become more complex, with a broader remit than previously, involving multi agency working and a wide variety of assistance required by clients. To reflect the officer time and general administration costs incurred as a result of this work, it was agreed in 2018/19 that the Council should charge fees to the fund. As these fees are charged on a cost recovery basis, no increases are proposed.

The proposed fee structure for 2021/22 is as follows:

Mandatory Grants: These are provided to enable adaptations to allow residents access to essential facilities within and around the home.

| | | |
|--|--------------------------|--|
| Minimum fee charge | £300 | e.g. level access showers / stair lifts |
| Works up to £30k | 10% | |
| Works in excess of £30k Fees capped at maximum works the Policy permits the Council to fund | 7.5% | e.g. ground floor extensions to provide downstairs wetroom/bathroom facilities |
| Aborted works: Pre-tender stage | £300 | Works may be aborted where an applicant's level of need has changed significantly since receipt of the original Occupational Therapist's report, or where the applicant has passed away. |
| Post-tender stage depending on grant value Limited at £45k (or higher as Policy determines_ | 10%/7.5% of 70% of works | |

Discretionary Grants (funded through DFG allocation)

e.g. Installation of galvanised (outdoor) handrails or measures to address thermal discomfort, e.g., replacement windows and heating.

| | |
|-----------------------------------|-----------------------------|
| Minimum fee charge | £150 |
| All works | 10% |
| Aborted works Pre-tender stage | £150 |
| Post tender stage | 10% of 70% of cost of works |

Handyperson Grants

e.g., small odd jobs such as garden clearance and bathroom grab rails.
No fee applied.

5 Financial Implications

- 5.1 The impact of the proposed fees and charges for services in 2021/22 is set out below.
- 5.2 The table sets out the original additional income target as per the Medium Term Financial Strategy in the first column.
- 5.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.

- 5.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.
- 5.5 *For budget purposes volumes going forward have been kept constant as accurate predictions of changes in utilisation of services is very challenging in changing circumstances. However, where there have been underlying downturns in prior year customer volumes these are shown in the third column of the table below. The negative variations reflect an ongoing reduction in client numbers using the Routecall service (32.5%), and lower take up of hairdressing services (19%) and lettings income (4.5%) at the Community and Wellbeing Centre.
- 5.6 The last column sets out the difference between the 3% budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

| 5.7 | T | Target Increase in Income Budget (3%) £'000 | Total Increase or (Decrease) due to changes to Tariffs £'000 | Variations resulting from changes to volumes £'000 * | Variation between Target and total change £'000 |
|-----|------------------------------|--|---|--|--|
| | Community & Wellbeing Centre | 4 | 4 | -4 | -4 |
| | Higher Needs Service | 1 | 1 | 0 | 0 |
| | Community Services | 13 | -4 | -26 | -43 |
| | Parks & Open Spaces | 6 | 6 | 0 | 0 |
| | Allotments | 0 | 0 | 0 | 0 |
| | Playhouse | 13 | 13 | 0 | 0 |
| | Venues | 12 | 12 | 0 | 0 |
| | Total | 49 | 32 | -30 | -47 |

he charges proposed will generate an additional estimated income of £32k. However, the increased charges are expected to be offset by reduced volumes, meaning that Community & Wellbeing Committee income budgets are lower than the targeted budgeted income from fees and charges for 2021/22 by £47k.

- 5.8 The revised level of income has been included in the medium term financial strategy to contribute towards a balanced budget over the next four years. A detailed breakdown of the 2021/22 budget can be found in the budget report included on this agenda.
- 5.9 **Section 151 Officer's comments:** All financial implications are included within this report.

6 Legal Implications

Monitoring Officer's comments: None for the purposes of this report.

7 Policies, Plans & Partnerships

Council's Key Priorities: The following Key Priorities are engaged:
Effective Council – Engaging, responsive and resilient Council

- 7.1 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.2 **Climate & Environmental Impact of recommendations:** No specific implications.
- 7.3 **Sustainability Policy & Community Safety Implications:** No specific implications.
- 7.4 **Partnerships:** None for the purposes of this report.

8 Background papers

8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Budget Targets Report October 2020

Other papers:

- Budget Book 2021/22

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Service: Property & Regeneration
 Service Manager: Mark Shepherd

| Service | Charged At | Description | Unit | 2020/21 | 2021/22 | % Change |
|--|------------|---|-----------------|---------|---------|----------|
| Playhouse | | | | | | |
| Hire Commercial Rate | | | | | | |
| | | Auditorium - Monday to Saturday 10:00 to 23:00 | per hour | 166.00 | 171.00 | 3.0% |
| | | Auditorium - Monday to Saturday 23:00 to 10:00 | per hour | 332.00 | 342.00 | 3.0% |
| | | Auditorium - Sunday/BHol 10:00 to 23:00 | per hour | 166.00 | 171.00 | 3.0% |
| | | Auditorium - Sunday/BHol 23:00 to 10:00 | per hour | 332.00 | 342.00 | 3.0% |
| Hire Community Rate | | | | | | |
| | | Auditorium - Monday to Saturday 10:00 to 23:00 | per hour | 80.00 | 82.00 | 2.5% |
| | | Auditorium - Monday to Saturday 23:00 to 10:00 | per hour | 160.00 | 164.00 | 2.5% |
| | | Auditorium - Sunday/BHol 10:00 to 23:00 | per hour | 80.00 | 82.00 | 2.5% |
| | | Auditorium - Sunday/BHol 23:00 to 10:00 | per hour | 160.00 | 164.00 | 2.5% |
| | | Myers Studio - Monday to Sunday 10:00 to 18:00 | per hour | 30.00 | 31.00 | 3.3% |
| | | Myers Studio - Monday to Sunday 18:00 to 23:00 | per hour | 30.00 | 31.00 | 3.3% |
| Hire Standard Rate | | | | | | |
| | | Auditorium - Monday to Saturday 10:00 to 23:00 | per hour | 111.00 | 114.50 | 3.2% |
| | | Auditorium - Monday to Saturday 23:00 to 10:00 | per hour | 222.00 | 229.00 | 3.2% |
| | | Auditorium - Sunday/BHol 10:00 to 23:00 | per hour | 111.00 | 114.50 | 3.2% |
| | | Auditorium - Sunday/BHol 23:00 to 10:00 | per hour | 222.00 | 229.00 | 3.2% |
| | | Members Bar | per hour | 29.00 | 30.00 | 3.4% |
| | | Myers Studio - Monday to Sunday 10:00 to 18:00 | per hour | 38.50 | 39.50 | 2.6% |
| | | Myers Studio - Monday to Sunday 18:00 to 23:00 | per hour | 48.50 | 50.00 | 3.1% |
| Membership Out of Borough Residents | | | | | | |
| | | Adult | Per annum | 21.00 | 21.00 | 0.0% |
| | | Adult Couple | Per annum | 29.00 | 29.00 | 0.0% |
| | | Disabled | One off payment | 15.00 | 15.00 | 0.0% |
| | | Family (2 adults and all children under 16) | Per annum | 34.00 | 34.00 | 0.0% |
| | | Family Add ons (children only) | Per annum | 6.00 | 6.00 | 0.0% |
| | | Over 65 | Per annum | 15.00 | 15.00 | 0.0% |
| | | Unemployed (upon 6 monthly proof of unemployment) | 6 months | 6.00 | 6.00 | 0.0% |
| Membership Residents | | | | | | |
| | | Adult | Per annum | 19.00 | 19.00 | 0.0% |
| | | Adult Couple | Per annum | 26.00 | 26.00 | 0.0% |
| | | Disabled | One off payment | 12.00 | 12.00 | 0.0% |
| | | Family (2 adults and all children under 16) | Per annum | 29.00 | 29.00 | 0.0% |
| | | Family Add ons (children only) | Per annum | 5.00 | 5.00 | 0.0% |
| | | Over 65 | Per annum | 12.00 | 12.00 | 0.0% |
| | | Student | Per annum | 5.00 | 5.00 | 0.0% |
| | | Unemployed (upon 6 monthly proof of unemployment) | 6 months | 5.00 | 5.00 | 0.0% |

Service: Property & Regeneration
Service Manager: Mark Shepherd

| Service | Charged At | Description | Unit | 2020/21 | 2021/22 | % Change |
|----------------------|------------|---|---------------------------|---------|---------|----------|
| Playhouse | | | | | | |
| Other Charges | | | | | | |
| | | Additional Technicians | Per hour | 23.00 | 24.00 | 4.3% |
| | | Basic Technical Facilities (Auditorium) | Per performance/rehearsal | 119.50 | 123.00 | 2.9% |
| | | Basic Technical Facilities (Myers) | Per performance/rehearsal | 61.80 | 63.50 | 2.8% |
| | | Box Office Set Up (Main Auditorium) | Per week | 63.00 | 65.00 | 3.2% |
| | | Box Office Set Up (Main Auditorium) | Per performance | 29.50 | 30.30 | 2.7% |
| | | Box Office Set Up (Myers Studio) | Per week | 16.50 | 17.00 | 3.0% |
| | | Box Office Set Up (Myers Studio) | Per performance | 8.80 | 9.00 | 2.3% |
| | | Change of Stage Format | Per performance/rehearsal | 151.50 | 156.00 | 3.0% |
| | | Digital Only Marketing Package | Per event | 39.00 | 40.00 | 2.6% |
| | | Follow Spot Operator | Per hour | 18.50 | 19.00 | 2.7% |
| | | Full Marketing Package | Price on application | 0.00 | 0.00 | 0.0% |
| | | Grand Piano | Per performance/rehearsal | 124.00 | 128.00 | 3.2% |
| | | Miscellaneous Equipment | Price on application | 0.00 | 0.00 | 0.0% |
| | | Myers Studio Full Marketing Package | Price on application | 0.00 | 0.00 | 0.0% |
| | | Piano Tuning | Per item | 113.00 | 116.50 | 3.1% |
| | | Postage | per posting | 1.45 | 1.50 | 3.4% |
| | | Technical Equipment Package | Per performance/rehearsal | 37.00 | 38.00 | 2.7% |
| | | Technical Meeting Charge | Per hour | 32.00 | 33.00 | 3.1% |
| | | Ticket printing (Main auditorium) | Per performance | 48.00 | 49.50 | 3.1% |
| | | Ticket printing (Myers Hall) | Per performance | 16.00 | 16.50 | 3.1% |

Service: Property & Regeneration
 Service Manager: Mark Shepherd

| Service | Charged At | Description | Unit | 2020/21 | 2021/22 | % Change |
|-----------------------|------------|--|--|----------|----------|----------|
| Bourne Hall | | | | | | |
| Community Rate | | | | | | |
| | | Banqueting Suite (Monday to Friday 09:00-17:00) | day rate | 480.00 | 495.00 | 3.1% |
| | | Main Hall (Monday to Friday 09:00-17:00) | day rate | 480.00 | 495.00 | 3.1% |
| | | Main Hall or the Banqueting Suite Monday (08:00-Saturday 17:00) | Per Hour | 80.00 | 82.00 | 2.5% |
| | | Main Hall or the Banqueting Suite (Saturday 17:00-24:00) | Per Hour | 122.00 | 126.00 | 3.3% |
| | | Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00) | day rate | 222.00 | 229.00 | 3.2% |
| | | Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday 08:00-Saturday 17:00) | Per Hour | 37.00 | 38.00 | 2.7% |
| | | Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday 17:00-24:00) | Per Hour | 58.00 | 60.00 | 3.4% |
| | | Community Sunday Rate (entire venue) | day rate | 720.00 | 742.00 | 3.1% |
| Events | | | | | | |
| | | Large Room Part Day Event (Min booking 5 hrs) | Per hour | 120.00 | 124.00 | 3.3% |
| | | Wedding Full Day -12 Hours in 1 large room, 2 hours for a Ceremony Room | Per function | 1,400.00 | 1,442.00 | 3.0% |
| Standard Rate | | | | | | |
| | | All Rooms | Per Hour Midnight to 08:00 & Bank Holidays | 210.00 | 216.00 | 2.9% |
| | | Art Exhibitions | Per week | 148.00 | 152.00 | 2.7% |
| | | Foyer B (Monday to Saturday 09:00-17:00) | day rate | 30.00 | 31.00 | 3.3% |
| | | Gift/Craft fairs | Per week | 275.00 | 283.00 | 2.9% |
| | | Banqueting Suite (Monday to Friday 09:00-17:00) | day rate | 558.00 | 575.00 | 3.0% |
| | | Main Hall (Monday to Friday 09:00-17:00) | day rate | 558.00 | 575.00 | 3.0% |
| | | Main Hall or the Banqueting Suite (Monday 08:00-Saturday 17:00) | Per Hour | 93.00 | 96.00 | 3.2% |
| | | Main Hall or the Banqueting Suite (Saturday 17:00-24:00) | Per Hour | 140.00 | 144.00 | 2.9% |
| | | Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00) | day rate | 240.00 | 247.00 | 2.9% |
| | | Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday 08:00-Saturday 17:00) | Per Hour | 40.00 | 41.00 | 2.5% |
| | | Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday 17:00-24:00) | Per Hour | 66.00 | 68.00 | 3.0% |
| | | Kitchen (professional caterers only) | day rate | 100.00 | 103.00 | 3.0% |
| | | Sunday Opening | Flat Rate in addition to hourly rates | 400.00 | 412.00 | 3.0% |
| | | Wedding Fairs | Exclusive use of the Venue (Sunday) | 1,840.00 | 1,895.00 | 3.0% |
| | | Museum Club Sessions | per session | 3.70 | 3.80 | 2.7% |

Service: Property & Regeneration
 Service Manager: Mark Shepherd

| | | | | Forward Years | | | |
|--------------------------|------------|--|--------------------------|---------------|----------|----------|----------|
| Service | Charged At | Description | Unit | 2020/21 | 2021/22 | % Change | 2022/23 |
| Ewell Court House | | | | | | | |
| Community Rate | | | | | | | |
| | | Ante room, Whist Room, Meeting Room or Committee Room | Per Hour - Minimum 2hrs | 22.50 | 23.00 | 2.2% | n/a |
| | | Social Suite | Per hour - Minimum 2hrs | 34.50 | 35.50 | 2.9% | n/a |
| Standard Rate | | | | | | | |
| | | Ante room, Whist Room, Meeting Room or Committee Room | Per hour - Minimum 2 hrs | 31.00 | 32.00 | 3.2% | n/a |
| | | Ante room, Whist Room, Meeting Room or Committee Room - Monday to Thursday | Business Day - 8 Hrs | 185.00 | 190.00 | 2.7% | n/a |
| | | Bar Hire | Per Hour | 30.00 | 31.00 | 3.3% | n/a |
| | | Celebratory Room Monday-Thursday | Per day | 1,830.00 | 1,885.00 | 3.0% | 1,940.00 |
| | | Celebratory Room Monday-Thursday | Per hour - Minimum 5 hrs | 143.00 | 147.00 | 2.8% | 151.00 |
| | | Celebratory Rooms - Fri /Sat - Peak Rates (April - September & Easter Weekend) | Per Day | 2,865.00 | 2,950.00 | 3.0% | 3,040.00 |
| | | Celebratory Rooms - Fri /Sat Peak Part Day Rates (April-September & Easter Weekend) | Per hour - Minimum 5 Hrs | 192.00 | 198.00 | 3.1% | 204.00 |
| | | Celebratory Rooms - Fri/Sat Off-Peak Rates (October-March, Excl. Easter Weekend) | Per Day | 2,210.00 | 2,280.00 | 3.2% | 2,350.00 |
| | | Celebratory Rooms - Fri to Sun Off-Peak Part Day Rates (October-March, Excl. Easter Weekend) | Per hour - Minimum 5 hrs | 143.00 | 147.00 | 2.8% | 151.00 |
| | | Celebratory Rooms - Sunday Peak (April to Sept & Easter Weekend) | Per Day | 2,430.00 | 2,500.00 | 2.9% | 2,575.00 |
| | | Celebratory Rooms - Sunday Peak Part Day (April to Sept & Easter Weekend) | Per hour - Minimum 5 hrs | 163.00 | 168.00 | 3.1% | 173.00 |
| | | Celebratory Rooms - Sunday Off-Peak Rates (October-March, Excl. Easter Weekend) | Per Day | 1,830.00 | 1,885.00 | 3.0% | 1,940.00 |
| | | KItchen Hire | Per Hour | 36.00 | 37.00 | 2.8% | n/a |
| | | Social Suite | Per hour - Minimum 2 hrs | 50.00 | 51.50 | 3.0% | n/a |
| | | Social Suite - Monday to Thursday | Business Day - 8 Hrs | 300.00 | 310.00 | 3.3% | n/a |

Service: Parks and Open Spaces

Service Manager: Ian Dyer

| Service | Description | Unit | 2020/21 | 2021/22 | % Change |
|-----------------------------|--|----------------------------------|----------|----------|----------|
| Building charges | | | | | |
| | Auriol Park - Pavilion greater than 10 bookings | Per hour | 18.00 | 18.50 | 2.8% |
| | Auriol Park - Pavilion fewer than 10 bookings | Per hour | 24.00 | 24.60 | 2.5% |
| | Horton - New Room greater than 10 bookings | Per hour | 14.00 | 14.40 | 2.9% |
| | Horton - New Room fewer than 10 bookings | Per hour | 17.50 | 18.00 | 2.9% |
| | Other Park Pavilions greater than 10 bookings | Per hour | 16.00 | 16.50 | 3.1% |
| | Other Park Pavilions fewer than 10 bookings | Per hour | 19.00 | 19.50 | 2.6% |
| | Other Parks out of normal hours charge | Per hour | 47.00 | 48.50 | 3.2% |
| Allotments | | | | | |
| | Allotment rent and water charge | Per sq m | 0.44 | 0.45 | 2.3% |
| | New agreement - mark out and offer | per plot (up to 80 sq m) | 32.70 | 33.70 | 3.1% |
| Parks | | | | | |
| | Barbecue hire Up to 12 people, Mon-Fri (Minimum 2 hours) | Per hour | 14.20 | 14.80 | 4.2% |
| | Barbecue hire Up to 12 people, Sat-Sun (Minimum 2 hours) | Per hour | 19.20 | 20.00 | 4.2% |
| | Barbecue hire Up to 50 people, Mon-Fri (Minimum 4 hours) | Per hour | 18.30 | 19.00 | 3.8% |
| | Barbecue hire Up to 50 people, Sat-Sun (Minimum 4 hours) | Per hour | 28.80 | 30.00 | 4.2% |
| | Borough banner boards | Per board per week | 75.50 | 78.50 | 4.0% |
| | Borough banner commercial | A4 poster on all boards per week | 38.50 | 40.00 | 3.9% |
| | Permission to use small gazebo | small gazebo permission | 12.80 | 13.30 | 3.9% |
| | Permission to use small tent | small tent permission | 12.80 | 13.30 | 3.9% |
| | Outdoor Fitness Classes: once a week | Per annum | 300.00 | 313.00 | 4.3% |
| | Outdoor Fitness Classes: 2-4 times per week | Per annum | 750.00 | 780.00 | 4.0% |
| | Outdoor Fitness Classes: 5-7 times a week | Per annum | 1,200.00 | 1,250.00 | 4.2% |
| Local Nature Reserve | | | | | |
| | Countryside Team annual guided walk-adult | Per Walk | 5.00 | 5.00 | 0.0% |
| | Countryside Team annual guided walk-child under 16 | Per Walk | 2.50 | 2.50 | 0.0% |

Service: Sports Pitches
Service Manager: Ian Dyer

| Service | Description | Unit | 2020/21 | 2021/22 | % Change |
|---|---|----------------|---------|------------------------|----------|
| Pitches | | | | | |
| Court Rec Astro Turf Multicage - Adults | April to September Mon-Fri from 15:00 hrs onwards | per hour | 46.00 | 47.50 | 3.3% |
| | April to September Sat-Sun | per hour | 48.50 | 50.00 | 3.1% |
| | Mon to Fri between 08:00 hrs to 15:00 hrs | per two hours | 24.75 | 25.50 | 3.0% |
| | October to March Mon to Fri from 15:00 hrs onwards | per hour | 48.50 | 50.00 | 3.1% |
| | October to March Sat to Sun | per hour | 48.50 | 50.00 | 3.1% |
| Court Rec Astro Turf Multicage - Juniors | April to September Mon-Fri from 15:00 hrs onwards | per hour | 36.30 | 37.50 | 3.3% |
| | April to September Sat-Sun | per hour | 38.75 | 40.00 | 3.2% |
| | Borough Schools(term time) between 08:00 to 15:00 | per day | 22.00 | 22.60 | 2.7% |
| | Mon to Fri between 08:00 hrs to 15:00 hrs | per four hours | 22.00 | 22.60 | 2.7% |
| | October to March Mon to Fri from 15:00 hrs onwards | per hour | 38.75 | 40.00 | 3.2% |
| Cricket - Adults | Monday to Friday | Per match | 93.00 | 96.50 | 3.8% |
| | Saturday and Sunday | Per match | 162.00 | 168.00 | 3.7% |
| Cricket - Juniors | Monday to Friday | Per match | 46.00 | 48.00 | 4.3% |
| | Saturday and Sunday | Per match | 71.00 | 74.00 | 4.2% |
| Football - Adults | Monday to Friday | Per match | 77.50 | 80.50 | 3.9% |
| | Saturday and Sunday | Per match | 122.00 | 127.00 | 4.1% |
| Football - Juniors | Monday to Friday | Per match | 38.20 | 39.80 | 4.2% |
| | Saturday and Sunday | Per match | 60.00 | 62.50 | 4.2% |
| Mini Soccer - Juniors | Monday to Friday | Per match | 23.70 | 24.60 | 3.8% |
| | Saturday and Sunday | Per match | 33.70 | 35.00 | 3.9% |
| Harrier Centre | | | | | |
| Hall | Monday to Sunday Softplay | Per day | 76.25 | 78.20 | 2.6% |
| | Monday to Friday (15:00 to 21:00 hrs) | Per hour | 26.60 | 27.30 | 2.6% |
| Track | Annual Membership | Per year | 161.00 | 166.00 | 3.1% |
| | Monday to Friday (08:00 to 21:00hrs) | per hour | 31.00 | 32.00 | 3.2% |
| | Saturday and Sunday | per hour | 31.00 | 32.00 | 3.2% |
| | Sports Days Monday to Friday | per day | 247.00 | 255.00 | 3.2% |
| | Charities | per hour | 11.85 | 12.20 | 3.0% |
| | Drop in Session | per session | 2.90 | 3.00 | 3.4% |
| Hall & Track | Athletics Activities Monday to Friday | per hour | 30.20 | 31.00 | 2.6% |
| Bowling Home Ground Agreement - Pavilion | | | | | 3.0% |
| Bowling Home Ground Agreement - Bowling Green | | | | | 3.0% |
| Epsom Cricket Club - Alexandra Pavilion | | | | | 4.0% |
| Football Home Ground Agreement - Auriol Park | | | | | |
| | The conditions of the Football Foundation grant for Auriol Park and Pavilion prohibits EEBC from raising home ground agreements above RPI annually, without their written permission. | | | Sept 2020 RPI: 1.1% | 1.1% |
| Football Home Ground Agreement - All other pitches | | | | | 4.0% |

Service: Community & Wellbeing Centre
 Service Manager: Ian Dyer

| Service | Charged At | Description | Unit | 2020/21 | 2021/22 | % Change |
|-----------------------|------------|--|----------|------------|------------|------------|
| | | | | with | with | with |
| | | | | caretaking | caretaking | caretaking |
| Social Centre | | | | | | |
| Community Rate | | | | | | |
| | | Counselling Room - Monday to Friday 6pm-11pm | Per hour | 18.90 | 19.50 | 3.2% |
| | | Counselling Room - Monday to Friday 9am-6pm | Per hour | 16.40 | 16.90 | 3.0% |
| | | Counselling Room - Saturday and Sunday 6pm-11pm | Per hour | 28.60 | 29.40 | 2.8% |
| | | Counselling Room - Saturday and Sunday 9am-6pm | Per hour | 19.30 | 19.90 | 3.1% |
| | | Dining Room (50) - Monday to Friday 18.00 to 23.00 | Per hour | 27.30 | 28.00 | 2.6% |
| | | Dining Room (50) - Monday to Friday 9.00 to 18.00 | Per hour | 25.60 | 26.30 | 2.7% |
| | | Dining Room (50) - Saturday/Sunday 18.00 to 23.00 | Per hour | 37.80 | 39.00 | 3.2% |
| | | Dining Room (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 27.50 | 28.20 | 2.5% |
| | | Half Hall (60) - Monday to Friday 18.00 to 23.00 | Per hour | 20.60 | 21.20 | 2.9% |
| | | Half Hall (60) - Monday to Friday 9.00 to 18.00 | Per hour | 17.00 | 17.50 | 2.9% |
| | | Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 20.60 | 21.20 | 2.9% |
| | | Hall (120) - Monday to Friday 18.00 to 23.00 | Per hour | 30.60 | 31.50 | 2.9% |
| | | Hall (120) - Monday to Friday 9.00 to 18.00 | Per hour | 28.40 | 29.20 | 2.8% |
| | | Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs) | Per hour | 42.30 | 43.40 | 2.6% |
| | | Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 30.60 | 31.50 | 2.9% |
| | | Park Lounge (50) - Monday to Friday 18.00 to 23.00 | Per hour | 27.30 | 28.00 | 2.6% |
| | | Park Lounge (50) - Monday to Friday 9.00 to 18.00 | Per hour | 25.60 | 26.40 | 3.1% |
| | | Park Lounge (50) - Saturday/Sunday 18.00 to 23.00 | Per hour | 37.80 | 38.80 | 2.6% |
| | | Park Lounge (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 27.80 | 28.50 | 2.5% |
| | | Small lounge (25) - Monday to Friday 18.00 to 23.00 | Per hour | 19.50 | 20.00 | 2.6% |
| | | Small lounge (25) - Monday to Friday 9.00 to 18.00 | Per hour | 16.70 | 17.20 | 3.0% |
| | | Small lounge (25) - Saturday/Sunday 18.00 to 23.00 | Per hour | 28.90 | 29.80 | 3.1% |
| | | Small lounge (25) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 19.50 | 20.10 | 3.1% |
| Standard Rate | | | | | | |
| | | Counselling Room - Monday to Friday 6pm-11pm | Per hour | 23.95 | 24.60 | 2.7% |
| | | Counselling Room - Monday to Friday 9am-6pm | Per hour | 19.80 | 20.40 | 3.0% |
| | | Counselling Room - Saturday and Sunday 6pm-11pm (Min 2 hrs) | Per hour | 31.30 | 32.20 | 2.9% |
| | | Counselling Room - Saturday and Sunday 9am-6pm (Min 2 hrs) | Per hour | 23.95 | 24.60 | 2.7% |
| | | Dining Room (50) - Monday to Friday 18.00 to 23.00 | Per hour | 34.50 | 35.50 | 2.9% |
| | | Dining Room (50) - Monday to Friday 9.00 to 18.00 | Per hour | 31.70 | 32.50 | 2.5% |
| | | Dining Room (50) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 45.60 | 46.80 | 2.6% |
| | | Dining Room (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 35.10 | 36.00 | 2.6% |
| | | Half Hall (60) - Monday to Friday 18.00 to 23.00 | Per hour | 24.50 | 25.20 | 2.9% |
| | | Half Hall (60) - Monday to Friday 9.00 to 18.00 | Per hour | 20.00 | 20.50 | 2.5% |
| | | Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 24.50 | 25.20 | 2.9% |
| | | Hall (120) - Monday to Friday 18.00 to 23.00 | Per hour | 40.00 | 41.00 | 2.5% |
| | | Hall (120) - Monday to Friday 9.00 to 18.00 | Per hour | 35.60 | 36.50 | 2.5% |
| | | Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 48.40 | 50.00 | 3.3% |
| | | Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 39.50 | 40.50 | 2.5% |
| | | Park Lounge (50) - Monday to Friday 18.00 to 23.00 | Per hour | 34.50 | 35.40 | 2.6% |
| | | Park Lounge (50) - Monday to Friday 9.00 to 18.00 | Per hour | 31.70 | 32.50 | 2.5% |
| | | Park Lounge (50) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 45.90 | 47.20 | 2.8% |
| | | Park Lounge (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 34.50 | 35.50 | 2.9% |
| | | Small lounge (25) - Monday to Friday 18.00 to 23.00 | Per hour | 24.50 | 25.20 | 2.9% |
| | | Small lounge (25) - Monday to Friday 9.00 to 18.00 | Per hour | 20.00 | 20.50 | 2.5% |
| | | Small lounge (25) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 32.10 | 33.00 | 2.8% |
| | | Small lounge (25) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 24.50 | 25.30 | 3.3% |

Service: Community & Wellbeing Centre
 Service Manager: Ian Dyer

| Service | Charged At | Description | Unit | 2020/21 | 2021/22 | % Change |
|-----------------------|------------|--|----------|------------|------------|------------|
| | | | | self | self | self |
| | | | | caretaking | caretaking | caretaking |
| Social Centre | | | | | | |
| Community Rate | | | | | | |
| | | Counselling Room - Monday to Friday 6pm-11pm | Per hour | 17.50 | 18.00 | 2.9% |
| | | Counselling Room - Monday to Friday 9am-6pm | Per hour | 15.20 | 15.60 | 2.6% |
| | | Counselling Room - Saturday and Sunday 6pm-11pm | Per hour | 26.50 | 27.20 | 2.6% |
| | | Counselling Room - Saturday and Sunday 9am-6pm | Per hour | 17.80 | 18.40 | 3.4% |
| | | Treatment Rooms - Monday to Friday 9am-6pm | Per hour | 15.20 | 15.70 | 3.3% |
| | | Dining Room (50) - Monday to Friday 18.00 to 23.00 | Per hour | 25.25 | 26.00 | 3.0% |
| | | Dining Room (50) - Monday to Friday 9.00 to 18.00 | Per hour | 23.70 | 24.30 | 2.5% |
| | | Dining Room (50) - Saturday/Sunday 18.00 to 23.00 | Per hour | 35.00 | 36.00 | 2.9% |
| | | Dining Room (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 25.40 | 26.20 | 3.1% |
| | | Half Hall (60) - Monday to Friday 18.00 to 23.00 | Per hour | 19.00 | 19.60 | 3.2% |
| | | Half Hall (60) - Monday to Friday 9.00 to 18.00 | Per hour | 15.70 | 16.20 | 3.2% |
| | | Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 19.00 | 19.60 | 3.2% |
| | | Hall (120) - Monday to Friday 18.00 to 23.00 | Per hour | 28.30 | 29.20 | 3.2% |
| | | Hall (120) - Monday to Friday 9.00 to 18.00 | Per hour | 26.30 | 27.00 | 2.7% |
| | | Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs) | Per hour | 39.10 | 40.20 | 2.8% |
| | | Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 28.30 | 29.20 | 3.2% |
| | | Park Lounge (50) - Monday to Friday 18.00 to 23.00 | Per hour | 25.20 | 26.00 | 3.2% |
| | | Park Lounge (50) - Monday to Friday 9.00 to 18.00 | Per hour | 23.70 | 24.40 | 3.0% |
| | | Park Lounge (50) - Saturday/Sunday 18.00 to 23.00 | Per hour | 35.00 | 36.00 | 2.9% |
| | | Park Lounge (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 25.75 | 26.40 | 2.5% |
| | | Small lounge (25) - Monday to Friday 18.00 to 23.00 | Per hour | 18.00 | 19.00 | 5.6% |
| | | Small lounge (25) - Monday to Friday 9.00 to 18.00 | Per hour | 15.45 | 15.00 | -2.9% |
| | | Small lounge (25) - Saturday/Sunday 18.00 to 23.00 | Per hour | 26.80 | 27.50 | 2.6% |
| | | Small lounge (25) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 18.00 | 18.50 | 2.8% |
| Standard Rate | | | | | | |
| | | Counselling Room - Monday to Friday 6pm-11pm | Per hour | 22.15 | 22.90 | 3.4% |
| | | Counselling Room - Monday to Friday 9am-6pm | Per hour | 18.30 | 18.80 | 2.7% |
| | | Counselling Room - Saturday and Sunday 6pm-11pm (Min 2 hrs) | Per hour | 28.90 | 29.80 | 3.1% |
| | | Counselling Room - Saturday and Sunday 9am-6pm (Min 2 hrs) | Per hour | 22.15 | 22.90 | 3.4% |
| | | Dining Room (50) - Monday to Friday 18.00 to 23.00 | Per hour | 31.90 | 32.80 | 2.8% |
| | | Dining Room (50) - Monday to Friday 9.00 to 18.00 | Per hour | 29.40 | 30.40 | 3.4% |
| | | Dining Room (50) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 42.20 | 43.40 | 2.8% |
| | | Dining Room (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 32.45 | 33.40 | 2.9% |
| | | Half Hall (60) - Monday to Friday 18.00 to 23.00 | Per hour | 22.70 | 23.40 | 3.1% |
| | | Half Hall (60) - Monday to Friday 9.00 to 18.00 | Per hour | 18.50 | 19.00 | 2.7% |
| | | Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 22.70 | 23.40 | 3.1% |
| | | Hall (120) - Monday to Friday 18.00 to 23.00 | Per hour | 37.00 | 38.00 | 2.7% |
| | | Hall (120) - Monday to Friday 9.00 to 18.00 | Per hour | 33.00 | 34.00 | 3.0% |
| | | Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 44.80 | 46.00 | 2.7% |
| | | Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 36.60 | 37.80 | 3.3% |
| | | Park Lounge (50) - Monday to Friday 18.00 to 23.00 | Per hour | 31.90 | 33.00 | 3.4% |
| | | Park Lounge (50) - Monday to Friday 9.00 to 18.00 | Per hour | 29.40 | 30.30 | 3.1% |
| | | Park Lounge (50) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 42.50 | 43.80 | 3.1% |
| | | Park Lounge (50) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 31.90 | 32.80 | 2.8% |
| | | Small lounge (25) - Monday to Friday 18.00 to 23.00 | Per hour | 22.70 | 23.30 | 2.6% |
| | | Small lounge (25) - Monday to Friday 9.00 to 18.00 | Per hour | 18.50 | 19.00 | 2.7% |
| | | Small lounge (25) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs) | Per hour | 29.70 | 30.50 | 2.7% |
| | | Small lounge (25) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs) | Per hour | 22.70 | 23.40 | 3.1% |

Service: Community & Wellbeing Centre
Service Manager: Ian Dyer

| Service | Description | Unit | 2020/21 | 2021/22 | % Change |
|-------------------------|---|--------------|------------|------------|----------|
| Wellbeing Centre | | | | | |
| | Bathing service | Per occasion | 15.00 | 15.50 | 3.3% |
| | Bathing Service (persons in receipt of Benefits) | Per occasion | 8.00 | 8.25 | 3.1% |
| | Hairdressing (Multiple hairdressers) | Per day | 45.50 | 47.00 | 3.3% |
| | Hairdressing (Multiple hairdressers) | Per half day | 23.50 | 24.20 | 3.0% |
| | Hairdressing (Single hairdressers) | Per day | 37.50 | 38.50 | 2.7% |
| | Hairdressing (Single hairdressers) | Per half day | 19.75 | 20.40 | 3.3% |
| | Social Centre Membership - out of borough | Per year | 22.70 | 23.40 | 3.1% |
| | Social Centre Membership - single person | Per year | 11.75 | 12.10 | 3.0% |
| | Social Centre Membership (persons in receipt of Benefits) | Per year | 6.80 | 7.00 | 2.9% |
| | Weekday meal - Members | Per meal | 5.30 | 5.45 | 2.8% |
| | Weekday meal - Non-Members | Per meal | 5.80 | 6.00 | 3.4% |
| Daycare+ Service | | | | | |
| | Activities at Community & Wellbeing Centre | Per session | as advised | as advised | |
| | Extra Support Day Care | Half Day | 20.00 | 20.00 | 0.0% |
| | Extra Support Day Care | Full Day | 40.00 | 40.00 | 0.0% |

Service: Community Services

Service Manager: Ian Dyer

| Service | Description | Unit | 2020/21 | 2021/22 | % Change |
|----------------------------|---|-------------------------------|------------|------------|----------|
| Community Alarm | | | | | |
| | Equipment not returned on discontinuance of service | Alarm and pendant | 145.00 | 150.00 | 3.4% |
| | Key safe rental | Per month | 3.00 | 3.10 | 3.3% |
| | Replacement of lost pendants | Per item | 57.00 | 58.50 | 2.6% |
| | Sale of key boxes | Per item | 57.00 | 57.00 | 0.0% |
| | Standard charge | Per person per unit per month | 21.50 | 21.50 | 0.0% |
| | Standard Charge - mobile phone units | Per person per unit per month | 27.60 | 28.30 | 2.5% |
| | Standard charge (existing client in residential home on benefits 2,3,7) | Per person per unit per month | 20.00 | 20.50 | 2.5% |
| | GPS Tracking Unit | Per person per unit per month | 0.00 | 22.50 | |
| Meals at Home | | | | | |
| | Delivery Service | Per sandwich | 2.70 | 2.75 | 1.9% |
| | Delivery Service | Main Meal only | 3.60 | 3.70 | 2.8% |
| | Delivery Service | Dessert only | 1.35 | 1.40 | 3.7% |
| | Delivery service out of borough | Per sandwich | 2.90 | 3.05 | 5.2% |
| | Delivery service out of borough | Main meal only | 4.20 | 4.35 | 3.6% |
| | Delivery service out of borough | Dessert only | 1.45 | 1.55 | 6.9% |
| | Shopping Service | Per occasion | 6.00 | 6.00 | 0.0% |
| | Shopping Service - reduced charge | Per occasion | 4.50 | 4.50 | 0.0% |
| Transport from Home | | | | | |
| | Day Centre Transport | Return | 4.55 | 4.70 | 3.3% |
| | Dial-a-bus | Return | 6.70 | 6.90 | 3.0% |
| | Dial-a-ride | Single | 6.10 | 6.30 | 3.3% |
| | Dial-a-ride | Return | 12.00 | 12.30 | 2.5% |
| | Excursions | Per excursion | as advised | as advised | |
| | Membership | Annual | 15.50 | 16.00 | 3.2% |
| | Nursing Home adj Borough | Return | 12.60 | 13.00 | 3.2% |
| | Out of Borough Hospitals | Return | 23.00 | 23.80 | 3.5% |
| Shopmobility | | | | | |
| | Annual membership (2 hours free equipment use per visit) | Annual | 22.00 | 22.00 | 0.0% |
| | Non members - Day rate (includes 2 hours use of equipment) | Per visit | 5.50 | 5.50 | 0.0% |

Service: Private Sector Housing
Service Manager: Rod Brown

| Service | Description | Unit | 2020/21 | 2021/22 | % Change |
|--------------------------------------|-------------------------------------|----------------------------|---------|---------|----------|
| Houses of Multiple Occupation | | | | | |
| | Application over 5 units (or lets) | Per unit (or let) | 125.00 | 130.00 | 4.0% |
| | Application up to 5 units (or lets) | Per application or renewal | 628.00 | 645.00 | 2.7% |

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