

# Public Document Pack



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Budget Planning Committee

**Date:** Tuesday 9 December 2025

**Time:** 6.30 pm

**Venue:** 39 Castle Quay, Banbury, OX16 5FD

## Membership

**Councillor Edward Fraser  
Reeves (Chair)**

Councillor Tom Beckett

Councillor Mark Cherry

Councillor Frank Ideh

Councillor Robert Parkinson

Councillor Les Sibley

**Councillor Dom Vaitkus (Vice-Chair)**

Councillor Gordon Blakeway

Councillor Andrew Crichton

Councillor Zoe McLernon

Councillor Rob Pattenden

Councillor Barry Wood

## AGENDA

### 1. Apologies for Absence and Notification of Substitute Members

### 2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

### 3. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting held on 16 September 2025.

### 4. Chair's Announcements

To receive communications from the Chair.

### 5. Requests to Address the Meeting

The Chair to report on any requests to address the meeting.

## **6. Urgent Business**

The Chair to advise whether they have agreed to any item of urgent business being admitted to the agenda.

## **7. Budget Proposals 2026/27 - 2030/31 (Pages 9 - 50)**

Report of Assistant Director of Finance (Section 151 Officer)

### **Purpose of report**

This report sets out the capital bid, investments, efficiencies and income changes for Cherwell District Council for the period 2026/27 to 2030/31.

### **Recommendations**

The Budget Planning Committee resolves:

- 1.1 To provide feedback on the capital bid, investments, efficiencies and income changes to provide to the Executive to consider in finalising its 2026/27 budget proposal.

## **8. Fees and Charges Benchmarking 2026/27 (Pages 51 - 88)**

Report of Assistant Director of Finance (Section 151 Officer)

### **Purpose of report**

This report is to provide information to the Committee on proposed Fees and Charges as compared to some other districts to feed back to the Executive as part of the 2026/27 Budget and Business Planning Process.

### **Recommendations**

The Budget Planning Committee resolves:

- 1.1 To note the benchmarking information between the council's fees and charges and those of other Oxfordshire districts.
- 1.2 To recommend any changes to the fees and charges schedule to Executive when considering the budget.

## **9. October Monthly Performance Report 2025-2026 (Pages 89 - 122)**

Report of Assistant Director of Finance (Section 151 Officer)

### **Purpose of report**

To report to the committee the council's financial position at the end of the financial year 2025-2026 as at 31 October 2025.

### **Recommendations**

The Budget Planning Committee resolves:

1.1 To note the contents of this report.

## **10. Review of Committee Work Plan (Pages 123 - 124)**

To review the Committee Work Plan.

**Councillors are requested to collect any post from their pigeon hole in the Members Lounge at the end of the meeting.**

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221534 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

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If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber, you are consenting to being recorded and to the possible use of those images for and sound recordings for webcasting and/or training purposes.

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**Queries Regarding this Agenda**

Please contact Matt Swinford, Democratic and Elections Team [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

**Shiraz Sheikh**  
**Monitoring Officer**

Published on Monday 1 December 2025

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at 39 Castle Quay, Banbury, OX16 5FD, on 16 September 2025 at 6.30 pm

#### **Present:**

Councillor Dom Vaitkus (Vice-Chair, in the Chair)  
Councillor Tom Beckett  
Councillor Mark Cherry  
Councillor Andrew Crichton  
Councillor Frank Ideh  
Councillor Rob Pattenden  
Councillor David Rogers  
Councillor Les Sibley  
Councillor Barry Wood

#### **Present Virtually (no voting rights):**

Councillor Robert Parkinson

#### **Apologies for absence:**

Councillor Edward Fraser Reeves (Chairman)  
Councillor Gordon Blakeway

#### **Also Present:**

Councillor Lesley McLean, Deputy Leader and Portfolio Holder for Finance, Regeneration and Property

#### **Officers:**

Joanne Kaye, Head of Finance and Deputy Section 151 Officer  
Leanne Lock, Strategic Business Partner - Business Partnering & Controls  
Matt Swinford, Democratic and Elections Officer

## **12 Declarations of Interest**

There were no declarations of interest.

## **13 Minutes**

The Minutes of the meeting of the Committee held on 8 July 2025 were agreed as a correct record and signed by the Chair.

14 **Chair's Announcements**

There were no Chair's announcements.

15 **Requests to Address the Meeting**

There were no requests to address the meeting.

16 **Urgent Business**

There were no items of urgent business.

17 **Quarter 1 Finance Monthly Performance Report 2025-2026**

The Assistant Director of Finance (Section 151 Officer) submitted a report to advise of the Council's position at the end of the financial year 2025-2026.

In introducing the report, the Portfolio Holder for Finance, Property and Regeneration advised the Committee that as of June 2025, the Resources & Transformation and Communities directorates were forecasting an overall year end overspend of £2.291m, which was a significant increase from the forecast year end position of £0.296m in May 2025. The Council forecast overspend was mainly driven by pressures in Property and Environmental Services. Within Executive Matters there was an underspend on treasury of £0.35m. Given the last two years of dividends from Graven Hill, officers considered a further £0.5m receipt could be forecast this year

The Portfolio Holder for Finance, Property and Regeneration explained that it was proposed that £1.1m of Market Risk be released from Policy Contingency to offset the remaining forecast directorate overspend until mitigations were put in place. This would result in a total forecast deficit of £0.132m.

In response to a Committee question regarding the forecast overspend, the Portfolio Holder for Finance, Property and Regeneration explained that discussions with those services with a significant forecast overspend would be considered at the Budget Oversight Group so that mitigations could be identified and service implications considered.

**Resolved**

- (1) That the report be noted.

18 **Budget Process 2026/27**

The Assistant Director of Finance (Section 151 Officer) submitted a report to inform the Committee of the proposed approach to the 2026/27 Budget Process, as approved by the Executive at its meeting 2 September 2025. The report provided context and background information on the existing Medium-

Term Financial Strategy (MTFS) and information on latest Government announcements relevant to the Strategy.

The Portfolio Holder for Finance, Property and Regeneration advised that there was an uncertainty in Government funding for 2026/27 and beyond, however, the Government had committed to providing a 3-year settlement. The Provisional Financial Settlement was not expected until late November 2025.

The Portfolio Holder for Finance, Property and Regeneration reported that the Government had consulted on phased relief and the use of 'funding floors'. The planning assumption in the MTFS as at February 2025 was for the Fairer Funding formula and a reset of business rates to be phased over three years, beginning in 2026/27. That would remain until the Government provided a policy statement in October 2025.

In response to a Committee question asking for clarification on the funding floor, the Head of Finance explained that in the consultation, the Government had advised some Councils would be in a category of 0% floor and others would be in a minus 5 to minus 7% floor. The Head of Finance confirmed that Cherwell was proposed to be in the minus 5 to minus 7% floor. The Council's response on this aspect of the consultation was that all Councils should be included in the 0% floor category.

In response to a Committee comment regarding the process and that non-Budget Planning Committee members would not have an opportunity to comment on the budget until it was discussed at Full Council in February 2026, the Portfolio Holder for Finance, Property and Regeneration advised that budget setting was following the timetable that had been followed in previous years and this included meetings for Group Leaders.

### **Resolved**

- (1) That the Budget Process for 2026/27 be noted.
- (2) That the base assumptions to be used for the 2026/27 budget be noted.
- (3) That it be noted that a five-year period for the Medium-Term Financial Strategy to 2030/31 and five-year period for the Capital Programme to 2030/31 has been set.

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### **Review of Committee Work Plan**

The Chair asked the Committee if any Members had any queries or additional items for the Committee Work Plan to which no response was received.

### **Resolved**

- (1) That the work programme be noted.

The meeting ended at 18:51

Chair:

Date:



| This report is public                  |  |
|--|--|
| Budget Proposals 2026/27 – 2030/31     |  |
| Committee                              | Budget Planning Committee  |
| Date of Committee                      | 9 December 2025  |
| Portfolio Holder presenting the report | Portfolio Holder for Finance, Property and Regeneration, Councillor Lesley McLean, |
| Date Portfolio Holder agreed report    | 26 November 2025   |
| Report of                              | Assistant Director of Finance (S151 Officer), Michael Furness                      |

## Purpose of report

This report sets out the capital bid, investments, efficiencies and income changes for Cherwell District Council for the period 2026/27 to 2030/31.

## 1. Recommendations

The Budget Planning Committee resolves:

- 1.1 To provide feedback on the capital bid, investments, efficiencies and income changes to provide to the Executive to consider in finalising its 2026/27 budget proposal.

## 2. Executive Summary

- 2.1 This report sets out the capital bid, investments, efficiencies and income changes for Cherwell District Council for the period 2026/27 to 2030/31. Feedback on the efficiencies will be taken into account as part of the overall response to the budget consultation. Feedback from the Committee on the investments and capital bids will be provided to the Executive to consider in finalising its budget proposals for Council.

## Implications & Impact Assessments

| Implications | Commentary   |
|--------------|--|
| Finance      | There are no immediate financial implications associated with this report. It is a consultation on budget proposals for 2026/27 and beyond for which no decisions have yet been taken.<br>Michael Furness, Assistant Director of Finance, 26 November 2025 |

|  |  |         |          |  |
|--|--|---------|----------|--|
| <b>Legal</b>   | <p>The provisions of the Local Government Finance Act 1992 set out what the council has to base its budget calculations upon and require the council to set a balance budget with regard to the advice of its section 151 officer. The setting of the budget is a function reserved to full Council, who will consider the draft budget as prepared by the Executive. This report, alongside the consultation document issued on 20 November 2025, form part of that process.</p> <p>Shiraz Sheikh, Assistant Director of Law and Governance, 26 November 2025</p> |         |          |  |
| <b>Risk Management</b>   | <p>There are no risk implications arising directly from this report. The budget consultation alongside this report form part of the process the council must go through in setting its budget for 2026/27.</p> <p>Celia Prado-Teeling, Performance Team Leader, 26 November 2025</p>   |         |          |  |
| <b>Impact Assessments</b>  | Positive   | Neutral | Negative | Commentary   |
| <b>Equality Impact</b>   |  |         |          | The approach to assessing equality impact of the budget and business planning process is addressed in the body of this report. |
| <b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?               |  | X       |          |  |
| <b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? |  | X       |          |  |
| <b>Climate &amp; Environmental Impact</b>  |  |         |          | Climate Impact Assessment at Appendix 4  |
| <b>ICT &amp; Digital Impact</b>  |  |         |          | N/A  |
| <b>Data Impact</b>   |  |         |          | N/A  |
| <b>Procurement &amp; subsidy</b>   |  |         |          | N/A  |
| <b>Council Priorities</b>  | All  |         |          |  |
| <b>Human Resources</b>   | N/A  |         |          |  |

|                                      |   |
|--------------------------------------|---|
| <b>Property</b>                      | N/A   |
| <b>Consultation &amp; Engagement</b> | The council began a consultation on its proposed efficiencies for 2026/27 on 20 November 2025, with the consultation closing on 19 December 2025. |

## Supporting Information

### 3. Background

- 3.1 The Medium-Term Financial Strategy (MTFS) to 2029/30, agreed by Council in February 2025, identified savings of £4.997m to be delivered in 2026/27. The MTFS also reflects expected growth for demographic and other additional directorate spending needs and inflationary costs plus impacts of agreed savings and other income growth.
- 3.2 The uncertainties around government funding, rising costs, and growing demands on our services has made planning for the 2026/27 budget and updated Medium Term Financial Strategy (MTFS) very challenging. At the time of publishing this report, details of government funding at individual local authority level for 2026/27 have not been announced.
- 3.3 The Policy Statement on local government funding for 2026/27 to 2028/29 was published on 20 November 2025, alongside the response to the Fair Funding consultation. The Policy Statement provides an outline of the policy settings that will be used in the 2026-27 provisional Local Government Finance Settlement, announced late December. Our funding advisors, PIXEL Financial Management, are modelling the impact of the proposals on individual authorities, some of the proposals in the Policy Statement are outside the range expected and there are still elements where uncertainties remain until funding allocations are announced in the provisional settlement.
- 3.4 The council began a consultation on its proposed efficiencies for 2026/27 on 20 November 2025, with the consultation closing on 19 December 2025. In February 2026, as part of their proposed budget for 2026/27, the Executive will consider feedback from Budget Planning Committee on the budget proposals; it will also consider feedback from the public on the budget consultation taking place. In determining which of the budget proposals will be included in the proposed budget for 2026/27, the Executive will also consider the outcome of the Provisional Local Government Finance Settlement and other resources available through Council Tax and Business Rates.

### 4. Details

#### Funding Assumptions

- 4.1 Damping floors will now have a massively increased role in distributing funding and will absorb a much higher share of the funding available to local government than

was previously proposed. The last MTFS planning assumptions reported in September, was for additional transitional support when resource losses are -7% lower than the funding floor, for those authorities with the largest losses from the funding reforms. This changed to -15% in the Policy Statement and the inclusion of pooling gains in the damping floor, which will be very beneficial to pooled authorities including Cherwell.

### **Government Grants**

- 4.2 As previously assumed, most of the existing government grants will be rolled into the Revenue Support Grant from 2026/27 including New Homes Bonus, Funding Guarantee and Employer NICs grant. The Homelessness Prevention Grant will remain outside of the Revenue Support Grant and distributed in 2026/27 using a new formula, more details should be released in the provisional settlement.

### **Business Rates**

- 4.3 A package of changes to the Business Rates Retention System will be implemented in 2026/27; baseline reset, 2026 revaluation, and new multipliers. Authorities are to assume all business rates growth will be lost and that business rates income is at baseline from April 2026. The safety net threshold will be increased to 100% in 2026/27, and will then reduce to 97% in 2027/28, and then revert to its current level of 92.5% in 2028/29.
- 4.4 Including income from pools and pilots was not expected and makes a huge difference to the way that both the phasing of gains and losses, and the damping floors, operate. It means that damping payments will be calculated from a higher baseline and pooled authorities will see their income increase in 2026/27 compared to previous modelling.

### **Council Tax**

- 4.5 As there have been no specific announcements on council tax, the current assumptions are that the Government will place a referendum limit of a £5 increase on Band D Council Tax. This will equate to a 3.2% increase on the council's 2025/26 Band D Council Tax of £158.50. An additional £5 increase has been assumed in each year of the MTFS.

### **Corporate Updates**

- 4.6 The council has considered a number of items that have been reviewed as part of a corporate assessment that do not form part of the budget consultation as they are unavoidable, or policy decisions have already been taken. These include:
- setting aside a corporate figure for inflation
  - interest rates
  - Minimum Revenue Provision
  - areas where policy decisions have been taken
- 4.7 In order to address cost pressures relating to inflation, officers have reviewed and reflected inflationary increases within contracts. This has resulted in £0.980m of allowance for inflation in 2026/27. This figure also includes assumptions relating to pay inflation and inflation on our fees and charges (where applicable).

- 4.8 Interest rates have a direct impact on the council's budget. Budgets are set using forecasts from the council's Treasury advisors, MUFG. Officers, in consultation with the council's treasury advisors and the Portfolio Holder for Finance, took out Public Works Loan Board loans ranging from 5 to 10 years in July 2022. This has allowed the council to refinance its essentially variable rate short-term borrowing from other Local Authorities when they became due. This reduced the council's exposure to interest rate refinancing risk in the short term. However, interest rates have remained higher for longer than expected, and future loans will need to be refinanced.

Additional interest has been earned on investments due to the higher than forecast interest rates. This has been put into the Interest Volatility Reserve and can be utilised when future loans need to be refinanced at higher than forecast interest rates.

### **Budget Investments**

- 4.9 In addition to the current uncertainty around future government funding the council has also identified a number of additional budget investments that it is anticipating will need to be funded in 2026/27 and beyond. Investments identified and proposed to be funded in the period 2026/27 – 2030/31 are set out in Table 1. Details are set out in Appendix 1.

*Table 1: Budget Investments*

| Directorate              | 2026/27<br>£m | 2027/28<br>£m  | 2028/29<br>£m  | 2029/30<br>£m | 2030/31<br>£m | Ongoing<br>Impact<br>£m |
|--------------------------|---------------|----------------|----------------|---------------|---------------|-------------------------|
| Chief Executive's Office | -             | -              | -              | -             | -             | 0.000                   |
| Resources                | 0.507         | (0.022)        | -              | -             | -             | 0.485                   |
| Place & Regeneration     | 0.503         | (0.101)        | (0.072)        | -             | -             | 0.330                   |
| Neighbourhood Services   | 1.107         | -              | -              | -             | -             | 1.107                   |
| <b>Total Pressures</b>   | <b>2.117</b>  | <b>(0.123)</b> | <b>(0.072)</b> | <b>0.000</b>  | <b>0.000</b>  | <b>1.922</b>            |

### **Financial Impact of Budget Investments and Reduced Funding**

- 4.10 After considering the changes in funding, investments and inflation assumptions, in order to set a balanced budget, new efficiencies and income changes of £1.785m have been identified for 2026/27 as shown in Table 2 below.

*Table 2: Medium Term Financial Strategy*

|                                       | 2026/27      | 2027/28      | 2028/29      | 2029/30      | 2030/31      | Ongoing Impact |
|---------------------------------------|--------------|--------------|--------------|--------------|--------------|----------------|
|                                       | £m           | £m           | £m           | £m           | £m           | £m             |
| <b>Feb 2025 Funding Gap/(Surplus)</b> | <b>4.997</b> | <b>5.162</b> | <b>5.325</b> | <b>0.937</b> | <b>-</b>     | <b>16.421</b>  |
| Corporate Items                       | (1.373)      | 2.073        | 0.507        | 0.376        | 0.462        | 2.045          |
| Investment Items                      | 2.117        | (0.123)      | (0.072)      | -            | -            | 1.922          |
| Grant Changes                         | (1.700)      | -            | -            | -            | -            | (1.700)        |
| Fair Funding                          | (1.790)      | (4.109)      | (4.815)      | 2.691        | 0.984        | (7.039)        |
| <b>Sub Total</b>                      | <b>2.251</b> | <b>3.003</b> | <b>0.945</b> | <b>4.004</b> | <b>1.446</b> | <b>11.649</b>  |
| Efficiencies & Income Changes         | (1.785)      | (1.079)      | (0.478)      | -            | -            | (3.342)        |
| Use of Reserves to balance            | (0.466)      | 0.466        | -            | -            | -            | 0.000          |
| <b>Funding Gap/(Surplus)</b>          | <b>0.000</b> | <b>2.400</b> | <b>0.457</b> | <b>4.004</b> | <b>1.446</b> | <b>8.307</b>   |

### Efficiency and Income Changes

- 4.11 New efficiencies and income changes totalling £1.785m in 2026/27 have been identified and are being consulted upon as set out in Table 3. Details are set out in Appendix 2.

*Table 3: Efficiencies and Income Changes*

| Directorate                                      | 2026/27<br>£m  | 2027/28<br>£m  | 2028/29<br>£m  | 2029/30<br>£m | 2030/31<br>£m | Ongoing<br>Impact<br>£m |
|--|----------------|----------------|----------------|---------------|---------------|-------------------------|
| Chief Executive's Office                         | -              | -              | -              | -             | -             | 0.000                   |
| Resources  | (1.140)        | (0.250)        | (0.250)        | -             | -             | (1.640)                 |
| Place & Regeneration                             | (0.298)        | -              | -              | -             | -             | (0.298)                 |
| Neighbourhood Services                           | (0.347)        | (0.829)        | (0.228)        | -             | -             | (1.404)                 |
| <b>Total Efficiencies and<br/>Income Changes</b> | <b>(1.785)</b> | <b>(1.079)</b> | <b>(0.478)</b> | <b>-</b>      | <b>-</b>      | <b>(3.342)</b>          |

### Medium Term Financial Forecast

- 4.12 After taking into account the assumed phased reduction in a business rates reset from 2026/27 and other corporate updates detailed in sections 4.1 – 4.14, the savings gap to address in future years has changed to the profile found in Table 2 above. This sees the council's challenge for future years reduce across the period in total from £16.421m forecast in Feb 2025 to £8.307m.
- 4.13 Therefore, the council recognises that it has considerably more work to do to identify the additional savings that will be required in 2027/28 and beyond. In line with the MTFS approved in February 2025 the Council will:
- Adopt a transformational approach to service delivery to shape the thinking for the future design of the Council.

- Review the Council's service level priorities and alignment of resources to maximise delivery of priorities within the resources available.
- Maximise income opportunities.
- Continue to lobby policy makers.

### **Council Priorities 2026/27**

- 4.14 The budget proposals being consulted upon take into consideration the ability for the council to continue to progress its priorities. The council's Vision is to be a place where communities thrive, and businesses grow. Its four key strategic priorities are:
- Quality housing and place making
  - Environmental stewardship
  - Economy prosperity
  - Community Leadership

In addition to the above strategic priorities, the council will continue to make progress against the themes supporting all that we do. The budget proposals will enable the council to deliver its Annual Delivery Plan 2026/27, which will be approved by Executive in February 2026.

### **Capital Bids**

- 4.15 The council has a varied capital programme to deliver on its corporate priorities. The council recognises it is consulting on efficiencies in 2026/27 and with significantly greater levels of efficiencies anticipated in future years. Therefore, the council has sought to maximise capital bids to be funded from external sources of funding and keep the value of new capital bids proposed for 2026/27, which are required to be funded by borrowing, to a minimum. In addition, the current capital programme has been reviewed to ensure the projects previously approved still provide good value for money and meet the council's corporate priorities.
- 4.16 The new capital bids have a total value of £6.556m. Grants and other funding are available amounting to £1.694, making the council's net capital spend on new bids £6.556. These have a focus on spend to save, asset management and climate sustainability proposals to keep the additional borrowing costs that will need to be included in the revenue budget to a minimum. For 2026/27, this includes investment in new temporary accommodation to reduce homelessness and cut emergency housing costs, as well as routine improvements at places like Bicester Leisure Centre, Franklin's House, and Castle Quay. A summary of the capital bids are set out in Table 4 and Appendix 3.

Table 4: Summary of Capital Bids by Directorate

| <b>Directorates</b>    | <b>Total Project Cost<br/>£m</b> | <b>Grants and other Funding<br/>£m</b> | <b>Net Total Project Cost to Council<br/>£m</b> |
|------------------------|----------------------------------|--|---|
| Resources              | 0.136                            | -                                      | 0.136   |
| Place & Regeneration   | 1.462                            | -                                      | 1.462   |
| Neighbourhood Services | 6.652                            | (1.694)                                | 4.958   |
| <b>Grand Total</b>     | <b>8.250</b>                     | <b>(1.694)</b>                         | <b>6.556</b>                                    |

### Budget Approval

- 4.17 Executive will make its budget proposal to Council on 2 February 2026 and will consider comments from BPC and feedback from the public consultation. As well as the capital bids, investments, efficiencies and income this will include:
- Annual Delivery Plan 2026/27
  - Capital and Investment Strategy
  - Treasury Management Strategy
  - Capital Programme
  - Earmarked Reserves and General Balances Policy
  - Fees and Charges Schedule
  - Pay Policy Statement

Council will then consider the Budget at its meeting on 23 February 2026.

### Equality Impact

- 4.18 The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise ‘due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.’
- 4.19 In developing budget proposals, services have considered the potential impact of change with respect to equality, diversity and inclusion, in line with our framework: *Including Everyone*. The budget engagement document summarises each service proposal and the response to the engagement will help inform the final assessment of equality impact. Following the public engagement, where a potential material service impact has been identified, an Equality Impact Assessment will be finalised. Individual assessments and an overarching summary impact assessment, taking into account the overall impact of the budget proposals, will be included within the Business & Budget Planning Report to Executive in February 2026 to inform the decision-making process. Appendix 4 details the overall Equality Impact Assessment (EIA) for the efficiency proposals.



## 5. Alternative Options and Reasons for Rejection

- 5.1 There are no alternative options. This report consists of budget proposals which are being consulted on and no decisions have taken place at this stage. The council is looking for responses to the budget proposals to be considered in finalising the budget for 2026/27, which will be proposed by the Executive and then considered by council in February 2026.

## 6 Conclusion and Reasons for Recommendations

- 6.1 Budget Planning Committee is asked to comment and provide feedback to the Executive on the capital bids, investments, efficiencies and income changes for 2026/27 and beyond. This will form part of the overall consultation process for the production of the 2026/27 Budget and Annual Delivery Plan.

### Decision Information

|                                    |     |
|------------------------------------|-----|
| Key Decision                       | N/A |
| Subject to Call in                 | N/A |
| If not, why not subject to call in | N/A |
| Ward(s) Affected                   | All |

### Document Information

|                               |  |
|-------------------------------|--|
| Appendices                    |  |
| Appendix 1                    | Proposed Budget Investments  |
| Appendix 2                    | Proposed Efficiencies and Income Changes   |
| Appendix 3                    | Capital Bids   |
| Appendix 4                    | Equalities & Climate Impact Assessment   |
| Background Papers             | None   |
| Reference Papers              | Budget Process 2026/27<br><a href="#">Budget Consultation 2026/27</a>  |
| Report Author                 | Lynsey Parkinson, Strategic Finance Business Partner – Strategic Budget Setting                              |
| Report Author contact details | <a href="mailto:Lynsey.parkinson@cherwell.dc.gov.uk">Lynsey.parkinson@cherwell.dc.gov.uk</a><br>01295 221739 |

|  |   |
|--|---|
| <b>Executive Director<br/>Approval (unless<br/>Executive Director or<br/>Statutory Officer report)</b> | Report of statutory officer, S151 Officer |
|--|---|

# Investments (Unavoidable Pressures)

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***Cherwell***  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Planning – Unavoidable Pressures

| Reference | Title  | Description   | 2026/27<br>£m | 2027/28<br>£m  | 2028/29<br>£m  | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m  |
|-----------|--|---|---------------|----------------|----------------|---------------|---------------|--------------|
| DPD2602   | Temporary Development Management staff to enable delivery of improvement plans     | Support the implementation of critical improvement plans through the appointment of temporary resource in the form of 1.5 full time equivalent Principal Planning Officers for a six-month period – requiring investment of £0.101m in 2026/27. | 0.101         | (0.101)        | -              | -             | -             | 0.000        |
| DPD2604   | Additional Planning Policy Staff to support Planning Appeals and Major Development | Recruit a two-year fixed term resource to support planning appeals and major development projects to ensure that complex planning matters are managed efficiently – requiring investment of £0.072m in 2026/ 27 for two years.                  | 0.072         | -              | (0.072)        | -             | -             | 0.000        |
| DPD2609   | New Post – Planning Systems Coordinator  | Recruit a new permanent post (Planning Systems Co-Ordinator) to lead the development and integration of systems to improve efficiency through the release of team capacity – requiring investment of £0.072m in 2026/ 27.                       | 0.072         | -              | -              | -             | -             | 0.072        |
| DPD2610   | New Post – Development Management Team Leader                                      | Recruit a new permanent post (Development Management Team Leader) to lead major development projects – requiring investment of £0.80m from 2026/ 27.  | 0.080         | -              | -              | -             | -             | 0.080        |
|           | Member Priority  | Recruit a new permanent post (Planning Performance Supervisor) – requiring investment of £0.31m from 2026/ 27.  | 0.031         | -              | -              | -             | -             | 0.031        |
|           |  |   | <b>0.356</b>  | <b>(0.101)</b> | <b>(0.072)</b> | <b>0.000</b>  | <b>0.000</b>  | <b>0.183</b> |

# Housing & Wellbeing – Unavoidable Pressures

| Reference | Title                         | Description  | 2026/27<br>£m | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m |
|-----------|-------------------------------|--|---------------|---------------|---------------|---------------|---------------|-------------|
| DHW2602   | Temporary Accommodation costs | Continue to fund nightly charged accommodation – requiring investment of £0.500m in 2026/ 27.<br><br>Note that the cost of this provision has reduced year on year and continues to be an area that the council is looking to reduce through the provision of more cost-effective solutions. | 0.500         | -             | -             | -             | -             | 0.500       |
|           |                               |  | 0.500         | -             | -             | -             | -             | 0.500       |

# Environmental 1 - Unavoidable Pressures

| Reference | Title                             | Description  | 2026/27<br>£m | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m  |
|-----------|-----------------------------------|--|---------------|---------------|---------------|---------------|---------------|--------------|
| DEV12605  | Transfer Costs for Residual Waste | Provide additional budget to fund the increased costs of the Grundon transfer station in Banbury – requiring investment of £0.060m in 2026/ 27.<br><br>Note that the cost increase is due to inflation and not an increase of the processing of residual waste which is circa 13,000 tonnes per annum. | 0.060         | -             | -             | -             | -             | 0.060        |
| DEV12606  | Reduction of third party works    | Reduce third-party works at Bicester to cut costs, improve efficiency, and strengthen internal control over operations – requiring investment of £0.20m in 2026/ 27.   | 0.020         | -             | -             | -             | -             | 0.020        |
| DEV12608  | Commercial Waste IT system        | Implement an IT system to effectively manage the demand on the waste management service which is growing by circa 17% per year – requiring investment of £0.020m in 2026/ 27.  | 0.020         | -             | -             | -             | -             | 0.020        |
|           | Glass Recycling                   | Implement kerbside glass collection and recycling – requiring investment of £0.427m in 2026/27.  | 0.427         | -             | -             | -             | -             | 0.427        |
|           |                                   |  | <b>0.527</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.527</b> |

# Regulatory - Unavoidable Pressures

| Reference | Title   | Description   | 2026/27<br>£m | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m |
|-----------|---|---|---------------|---------------|---------------|---------------|---------------|-------------|
| DRG2601   | Service charges from Oxfordshire County Council for resource provided | Fund increased charges from Oxfordshire County Council for the provision of Emergency Planning and Business Continuity services to the council – requiring investment of £0.032m in 2026/ 27. | 0.032         | -             | -             | -             | -             | 0.032       |
|           |   |   | 0.032         | 0.000         | 0.000         | 0.000         | 0.000         | 0.032       |

# Customer Focus - Unavoidable Pressures

| Reference | Title              | Description  | 2026/27<br>£m | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m |
|-----------|--------------------|--|---------------|---------------|---------------|---------------|---------------|-------------|
| DCF2601   | Performance System | Renew the council's existing performance management system, including the integration of performance and risk management, to improve reporting, compliance and transparency – requiring investment of £0.44m in 2026/27. | 0.044         | (0.022)       | -             | -             | -             | 0.022       |
|           |                    |  | 0.044         | (0.022)       | 0.000         | 0.000         | 0.000         | 0.022       |



# Property - Unavoidable Pressures

| Reference | Title  | Description   | 2026/27<br>£m | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m  |
|-----------|--|---|---------------|---------------|---------------|---------------|---------------|--------------|
| DPROP2601 | Property Facilities Management Support Assistant | Fund the cost of the Property Facilities Management Support Assistant– requiring investment of £0.041m in 2026/ 27.     | 0.041         | -             | -             | -             | -             | 0.041        |
| DPROP2602 | Bodicote House - office relocation costs         | Fund the remaining relocation costs from Bodicote House to Castle Quay – requiring an investment of £0.015m in 2026/27. | 0.015         | -             | -             | -             | -             | 0.015        |
| DPROP2605 | CDC Council Offices - CQ                         | Fund the contract cleaning service for the council Castle Quay offices – requiring investment of £0.074m in 2026/ 27.   | 0.074         | -             | -             | -             | -             | 0.074        |
| DPROP2606 | CDC Council Offices - CQ                         | Fund the contract security service for the council Castle Quay offices – requiring investment of £0.017m in 2026/ 27.   | 0.017         | -             | -             | -             | -             | 0.017        |
|           |  |   | <b>0.147</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.147</b> |

# Finance- Unavoidable Pressures

| Reference | Title                               | Description  | 2026/27<br>£m | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m  |
|-----------|-------------------------------------|--|---------------|---------------|---------------|---------------|---------------|--------------|
| DFI2601   | Computer Software and Licensing     | Fund computer software and licensing costs previously not included in the core budget as other sources are no longer available – requiring £0.050m in 2026/27. | 0.050         | -             | -             | -             | -             | 0.050        |
| DFI2602   | Court Costs Income                  | Fund the strategic change in approach to agree council tax recovery options before court action is required, resulting in less court cost income of £0.150m.   | 0.150         | -             | -             | -             | -             | 0.150        |
| DFI2603   | Housing Benefits Overpayment Income | Fund the reduced grant income received by the council of £0.050m as housing benefit claimants transfer to universal credit.                                    | 0.050         | -             | -             | -             | -             | 0.050        |
|           |                                     |  | <b>0.250</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.250</b> |

# Law & Governance- Unavoidable Pressures

| Reference | Title                                       | Description  | 2026/27<br>£m | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m  |
|-----------|---|--|---------------|---------------|---------------|---------------|---------------|--------------|
| DLG2603   | District Elections<br>May 2026              | Fund increased costs associated with district elections in 2026/ 27 – requiring £0.200m in 2026/ 27.<br><br>Note that the council will continue to drive associated costs wherever possible whilst maintaining compliance to relevant legislation. | 0.200         | -             | -             | -             | -             | 0.200        |
| DLG2604   | IG Case<br>management and<br>logging system | Improve the longer-term efficiency and costs associated with Information Governance case management through the identification and implementation of an IT system – requiring investment of £0.013m in 2026/ 27.                                   | 0.013         | -             | -             | -             | -             | 0.013        |
|           |   |  | <b>0.213</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.000</b>  | <b>0.213</b> |

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# Savings

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# Planning – Savings

| Reference | Title           | Description  | 2026/27<br>£m  | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m    |
|-----------|-----------------|--|----------------|---------------|---------------|---------------|---------------|----------------|
| EPD2601   | Planning Income | Continue the operation of national changes made to the household applications fee (introduced in April 2025 by central government) – providing an estimated planning income of £0.224m in 2026/27. | (0.224)        | -             | -             | -             | -             | (0.224)        |
|           |                 | <b>Total</b>   | <b>(0.224)</b> | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>(0.224)</b> |

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# Housing & Wellbeing - Savings

| Reference    | Title                        | Description   | 2026/27<br>£m  | 2027/28<br>£m  | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m    |
|--------------|------------------------------|---|----------------|----------------|---------------|---------------|---------------|----------------|
| EHW2601      | Housing Services Realignment | Implement administrative service changes within the Housing Team to allocate resources toward critical delivery areas, aiming to improve customer outcomes - providing savings of £0.115m in 2026/27.   | (0.115)        | -              | -             | -             | -             | (0.115)        |
| EHW2603      | Empty Homes Resource         | Increase our focus on achieving fewer empty homes, aiming to boost supply within the local housing system - providing a progressive saving of £0.005m in 2026/27 and a further £0.003m in 2027/28.  | (0.005)        | (0.003)        | -             | -             | -             | (0.008)        |
| EHW2604      | Money Advice Contract        | Continue to support the Money Advice Service, currently delivered by Citizens Advice, when the current contract concludes in 2026 through external grant funding - providing a saving of £0.153m in 2026/27.  | (0.153)        | -              | -             | -             | -             | (0.153)        |
| EHW2605      | Banbury Museum               | Support Banbury Museum to transition to a new operating model of sustainable funding sources by 2027/28, reducing its dependency on council grant funding and building a more resilient, community-driven institution - providing a saving of £0.258m in 2027/28. | -              | (0.258)        | -             | -             | -             | (0.258)        |
| <b>Total</b> |                              |   | <b>(0.273)</b> | <b>(0.261)</b> | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>(0.534)</b> |

# Environmental 1 - Savings

| Reference | Title   | Description   | 2026/27<br>£m  | 2027/28<br>£m  | 2028/29<br>£m  | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m    |
|-----------|---|---|----------------|----------------|----------------|---------------|---------------|----------------|
| EEV12601  | Three- Weekly Residual Waste Collections –              | Explore moving to a three-weekly green bin collection to cut landfill by 14%, boost recycling and capture more food waste - providing a saving of £0.265m in 2027/28.   | -              | (0.265)        | -              | -             | -             | (0.265)        |
| EEV12603  | Increase Garden Waste subscription fee                  | Increase garden waste fees to keep Cherwell's garden waste service sustainable and broadly aligned with neighbouring districts – providing an increase in income of £0.203m in 2027/28 and £0.228m in 2028/29. Neighbouring 2025/26 district fees are: Vale of White Horse (£70), South Oxfordshire (£75), and Oxford City (£94). In Cherwell, an annual subscription fee increases to £59 for 2026/27 was consulted and approved last year and the current proposal introduces a rise to £67 in 2027/28 and a potential gradual increase in subsequent years, while continuing to provide 25 collections per year. | 0.127          | (0.203)        | (0.228)        | -             | -             | (0.304)        |
| EEV12604  | Charge for lost/damaged containers                      | Introduce the deferred charge for lost or damaged bins to ensure our waste container service is fair, sustainable and financially responsible – providing an income of £0.142m in 2026/27. Currently, free replacements increase costs and may discourage careful use. This proposal introduces modest charges—£40 for bins, £10 for outdoor food caddies and £5 for indoor caddies.  | (0.142)        | -              | -              | -             | -             | (0.142)        |
| EEV12605  | Transfer/Closure of Public Convenience - Pioneer Square | Look again at closing or transferring the public convenience facilities in Pioneer Square, Bicester to reduce costs for cleaning, maintenance, utilities and cash collection when the current contract is due for retendering – providing a saving of £0.026m in 2026/27. Note that the council will retain the toilets at Claremount Car Park, Bicester, which meet Changing Places standards.   | (0.026)        | -              | -              | -             | -             | (0.026)        |
|           |   | <b>Total</b>  | <b>(0.041)</b> | <b>(0.468)</b> | <b>(0.228)</b> | <b>0.000</b>  | <b>0.000</b>  | <b>(0.737)</b> |



# Environmental 2 - Savings

| Reference | Title   | Description  | 2026/27<br>£m  | 2027/28<br>£m  | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m    |
|-----------|---|--|----------------|----------------|---------------|---------------|---------------|----------------|
| EEV22601  | Reduced Frequency of OCC Highway Verge Mowing in Banbury, Bicester & Kidlington | Move from the current general amenity cut (75mm height, 16–20 cuts annually) to a flail cut (300mm height, 3–4 cuts annually) to significantly reduce mowing frequency of grass verges in urban areas, improving cost efficiency and sustainability. Funding will be provided through the Oxfordshire County Council Agency Agreement Grant, supplemented by contributions from Cherwell District Council and local town and parish councils - providing a saving of £0.100m in 2027/28. | -              | (0.100)        | -             | -             | -             | (0.100)        |
| EEV22602  | Reduction in cost of urban Floral Provision.                                    | Generate commercial sponsorship and contributions from third parties to provide the floral provision, delivered in partnership with Cherwell District Council, to achieve a 10% reduction in costs incurred by the council in Banbury, Bicester, and Kidlington - providing a saving of £0.014m in 2026/27.  | (0.014)        | -              | -             | -             | -             | (0.014)        |
|           |   | <b>Total</b>   | <b>(0.014)</b> | <b>(0.100)</b> | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>(0.114)</b> |

# Regulatory - Savings

| Reference | Title                                      | Description   | 2026/27<br>£m  | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m    |
|-----------|--|---|----------------|---------------|---------------|---------------|---------------|----------------|
| ERG2601   | Regulatory Services Resources Optimisation | Optimise resources within Regulatory Services to align with automation-driven efficiencies, enabling a more streamlined and future-focused operating model that does not impact on the service received by the public - providing a saving of £0.019m in 2026/27. | (0.019)        | -             | -             | -             | -             | (0.019)        |
|           |  | <b>Total</b>  | <b>(0.019)</b> | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>(0.019)</b> |

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# Property – Savings

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| Reference | Title                                     | Description   | 2026/27<br>£m  | 2027/28<br>£m | 2028/29<br>£m | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m    |
|-----------|---|---|----------------|---------------|---------------|---------------|---------------|----------------|
| EPROP2601 | Consultants Fees                          | Reduce expenditure on property consultants and other fees, increasing rental income through lettings, lease renewals, and rent reviews of commercial properties, alongside managing service charges for community associations - providing an overall saving of £0.021m in 2026/27. | (0.007)        | -             | -             | -             | -             | (0.007)        |
| EPROP2601 | Rental Income Commercial                  |   | (0.010)        | -             | -             | -             | -             | (0.010)        |
| EPROP2601 | Service charge for Community Associations |   | (0.004)        | -             | -             | -             | -             | (0.004)        |
| EPROP2601 | Repair, Maintenance and services          |   | (0.053)        | -             | -             | -             | -             | (0.053)        |
|           |   | <b>Total</b>  | <b>(0.074)</b> | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>(0.074)</b> |

# Finance- Savings

| Reference                       | Title                         | Description   | 2026/27<br>£m  | 2027/28<br>£m  | 2028/29<br>£m  | 2029/30<br>£m | 2030/31<br>£m | Total<br>£m    |
|---------------------------------|-------------------------------|---|----------------|----------------|----------------|---------------|---------------|----------------|
| EF12601,<br>EF12605,EF12<br>606 | Removal of unfilled positions | Remove unfilled positions within the Council, streamlining workload and building efficiencies - providing a saving of £0.140m in 2026/27.   | (0.140)        | -              | -              | -             | -             | (0.140)        |
| EF12603                         | Pensions Review               | Agree revised employer pension contributions based on the improved valuation of the council pension fund -providing a saving of £0.500m in 2026/27, £0.250m in 2027/28 and £0.250m in 2028/29.  | (0.500)        | (0.250)        | (0.250)        | -             | -             | (1.000)        |
| EF12604                         | Treasury Management           | Continue to optimise cash flow and investment strategies through effective treasury management, resulting in higher interest income. This additional revenue will be retained to support the council's general operations and contribute to the delivery of its strategic objectives - providing a benefit of £0.500m in 2026/27. | (0.500)        | -              | -              | -             | -             | (0.500)        |
| <b>Total</b>                    |                               |   | <b>(1.140)</b> | <b>(0.250)</b> | <b>(0.250)</b> | <b>0.000</b>  | <b>0.000</b>  | <b>(1.640)</b> |

# Appendix 3 - Capital Bids

|  |                                |
|--|--------------------------------|
|  | Positive Carbon Impact (Green) |
|  | Neutral Carbon Impact (Amber)  |
|  | Negative Carbon Impact (Red)   |

| Year                           | Service             | Ref       | Project   | Carbon Impact | Expenditure |         |         |       | Financing | Borrowing | Service Net Income | Capital Financing Costs | Net Revenue Cost |
|--------------------------------|---------------------|-----------|---|---------------|-------------|---------|---------|-------|-----------|-----------|--------------------|-------------------------|------------------|
|                                |                     |           |   |               | 2026/27     | 2027/28 | 2028/29 | Total |           |           |                    |                         |                  |
| 2026/27                        | Housing & Wellbeing | CAP2602   | Bicester Leisure centre 3G resurfacing  | G             | 152         |         |         | 152   |           | 152       | 0                  | 19                      | 19               |
| 2026/27                        | Property            | CAP2608   | EPC Remedial & Improvement Works  | TBC           | 125         | 166     | 425     | 716   |           | 716       | 0                  | 100                     | 100              |
| 2026/27                        | Property            | CAP2609   | Refurbishment Works to Canal Side Entrance to Castle Quay Centre                      | TBC           | 146         |         |         | 146   |           | 146       | (4)                | 13                      | 9                |
| 2026/27                        | Property            | CAP2610-1 | Replacement of lifts and the Refurbishment Works to Castle Quay Centre South Car Park | G             | 470         |         |         | 470   |           | 470       | TBC                | 50                      | 50               |
| 2026/27                        | Property            | CAP2612   | Unit 28 Castle Quay   | A             | 50          |         |         | 50    |           | 50        | TBC                | TBC                     | TBC              |
| 2026/27                        | Property            | CAP2614   | Franklins House Waterproof Membrane   | TBC           | 80          |         |         | 80    |           | 80        | 0                  | 9                       | 9                |
| 2026/27                        | IT                  | CAP2615   | Laptop Refresh  | G             | 68          | 68      |         | 136   |           | 136       | 0                  | 33                      | 33               |
| Total Asset Management 2026/27 |                     |           |   |               | 1,091       | 234     | 425     | 1,750 | 0         | 1,750     | (4)                | 223                     | 219              |
| 2026/27                        | Housing & Wellbeing | CAP2604   | North Oxfordshire Academy 3G pitch  | A             | 1,500       |         |         | 1,500 | (1,194)   | 306       | (60)               | 38                      | (22)             |
| 2026/27                        | Housing & Wellbeing | CAP2606-1 | Self contained Temporary Accommodation Units – Bicester                               | A             |             | 2,000   |         | 2,000 | (500)     | 1,500     | (45)               | 90                      | 45               |
| 2026/27                        | Housing & Wellbeing | CAP2607   | Purchase of Temporary Accommodation   | G             | 3,000       |         |         | 3,000 |           | 3,000     | (48)               | 180                     | 132              |
| Total Investments 2026/27      |                     |           |   |               | 4,500       | 2,000   | 0       | 6,500 | (1,694)   | 4,806     | (153)              | 308                     | 155              |

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**Cherwell District Council**  
**Equality and Climate Impact Assessment**  
**Budget Proposals 2026/27**

**Section 1: Summary details**

|   |  |
|---|--|
| <b>Directorate and Service Area</b>   | All Directorates and Service Areas   |
| <b>What is being assessed?</b><br>(e.g. name of policy, procedure, project, service or proposed service change).  | This assessment sets out the overall impact that the budget and business planning proposals have on a range of equality and diversity characteristics, including the nine protected characteristics defined under the Equality Act 2010, and against our climate change commitments, setting out any mitigations that have been put in place against possible negative impacts.  |
| <b>Is this a new or existing function or policy?</b>  | This impact assessment provides an overview of the 2026/27 budget and business planning proposals and so comments on changes to existing programmes as well as new proposals.  |
| <b>Summary of assessment</b><br>Briefly summarise the policy or proposed service change and its possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (Following completion of the assessment). | <p>This assessment covers the overall budget and business planning proposal for Cherwell District Council and seeks to highlight key evidence and intelligence that the Council has used to assess the impact of its budget proposals on the nine protected characteristics set out in the Equality Act 2010. The Council has also assessed the impact on those living in rural areas, those living with social deprivation, armed forces communities and carers.</p> <p>An initial review of all proposals was completed by the Performance and Insight Team to review their potential impact and determine where mitigations would be required. This overarching impact assessment has been carried out considering any individual Equalities Impact Assessments plus the combined impact of proposals for the budget.</p> <p>After assessing the and their com we have determined that none of the proposals will have an impact on residents within the protected characteristics.</p> |
| <b>Completed by</b>   | Celia Prado-Teeling – Performance & Insight Team Leader<br>Hitesh Mahawar - Climate Change Programme Manager   |
| <b>Authorised by</b>  | Ian Boll, Corporate Director of Communities  |
| <b>Date of Assessment</b>   | 26 November, 2025  |

Section 2: Detail of proposal

**Context / Background**

Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.

Cherwell Council’s 2026–2027 budget and business planning proposals aim to deliver the priorities set out in the Council Plan: fostering economic prosperity, strengthening community leadership, promoting environmental stewardship, and ensuring quality housing and placemaking. These priorities are supported by key themes such as climate action, operational excellence, and tackling inequality, all of which are essential to achieving the Council’s vision of thriving communities and sustainable growth.

The budget-setting process has been challenging due to uncertainty in government funding, rising costs, and increased service demand driven by the cost-of-living crisis and high inflation. Despite these pressures and the need to identify £1.785m in savings, the Council is proposing a balanced budget that protects vital frontline services while maintaining financial responsibility. A transformation programme is central to this approach, ensuring resources are used efficiently and services remain resilient.

To safeguard fairness and inclusivity, all proposals undergo an initial Equalities Impact Assessment, with full assessments required for new projects, policies, and strategies. Changes to fees and charges are considered carefully, considering inflation, service needs, and market conditions, with any potential impacts on vulnerable groups addressed through the equality impact process. This ensures that decision-making remains transparent, equitable, and aligned with the Council’s commitment to supporting communities and businesses.



**Proposals**

Explain the detail of the proposals, including why this has been decided as the best course of action

The overall budget proposals for 2026-27 have been developed with the objective of effectively targeting services, so that we continue to meet the needs of the most vulnerable and fulfil our statutory duties. They are mixture of efficiency and savings proposals which have been reviewed:

- Continue the operation of national changes made to the household applications fee (introduced in April 2025 by central government).
- Implement administrative service changes within the Housing Team to allocate resources toward critical delivery areas, aiming to improve customer outcomes.
- Increase our focus on achieving fewer empty homes, aiming to boost supply within the local housing system.
- Continue to support the Money Advice Service, currently delivered by Citizens Advice, when the current contract concludes in 2026 through external grant funding.
- Support Banbury Museum to transition to a new operating model of sustainable funding sources by 2027/28, reducing its dependency on council grant funding and building a more resilient, community-driven institution.
- Explore moving to a three-weekly green bin collection to cut landfill by 14%, boost recycling and capture more food waste.
- Raise garden waste subscription fees to £67 in 2027/28 (with potential gradual increases thereafter) to keep the service sustainable and aligned with neighboring districts.
- Introduction of a deferred charge for lost or damaged bins—£40 for bins, £10 for outdoor food caddies, and £5 for indoor caddies—to make the waste container service fair, sustainable, and financially responsible.
- Closing or transferring the Pioneer Square public toilets in Bicester during contract retendering to cut cleaning, maintenance, utility, and cash collection costs, saving £0.026m in 2026/27, while retaining the Changing Places facility at Claremount Car Park.
- Switch urban grass verge maintenance from frequent general amenity cuts to fewer flail cuts (300mm height, 3–4 times annually) to improve cost efficiency and sustainability, funded through county and local council contributions.
- Generate commercial sponsorship and contributions from third parties to provide the floral provision, delivered in partnership with Cherwell District Council, to achieve a 10% reduction in costs incurred by the council in Banbury, Bicester, and Kidlington.
- Optimise resources within Regulatory Services to align with automation-driven efficiencies, enabling a more streamlined and future-focused operating model that does not impact on the service received by the public.
- Reduce expenditure on property consultants and other fees, increasing rental income through lettings, lease renewals, and rent reviews of commercial properties, alongside managing service charges for community associations.

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Conduct a comprehensive review of property contracts to assess the necessity of services and works, implementing adjustments where appropriate.</li> <li>• Remove unfilled positions within the Council, streamlining workload and building efficiencies.</li> <li>• Agree revised employer pension contributions based on the improved valuation of the council pension fund.</li> <li>• Continue optimising cash flow and investments through effective treasury management to boost interest income for supporting council operations and strategic goals.</li> </ul> <p>Our income proposals for 2026-27 include our income sources, fees and charges, most fees will increase by around 3.5% to match inflation; however, we are considering higher increases in some fees which have been reviewed from an Equalities point of view, ensuring there is no impact to residents within the protected characteristics.</p>  |
| <p><b>Evidence / Intelligence</b><br/>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact</p> | <p>In considering the impact of budget proposals before they are formally agreed, the Council undertakes a detailed process of democratic and community engagement. This includes:</p> <ul style="list-style-type: none"> <li>• Using the Oxfordshire Joint Strategic Needs Assessment (JSNA) of health and wellbeing needs, the associated Equalities Briefing and Cherwell District Profile and the results of the 2021 Census, to consider the making of our communities, and the possible impact of the proposals as they are drawn up.</li> <li>• A public consultation process, the results of which are published alongside the Budget and Business Planning proposals.</li> <li>• A democratic process including agreement of proposals by Executive, analysis and comment on those proposals by Budget and Business Planning Committee, and adoption of the budget by Full Council. Each of these stages provides an opportunity to invite comment and engagement from the public and representatives of particular organisations or population groups.</li> </ul> |

Section 3: Impact Assessment - Equalities Impact

Assessing the evidence and impact on those within the protected and additional characteristics

**Age:** According to the 2021 Census there are 161,016 residents in Cherwell, of which 2.3% (3,751) are aged 85+. Cherwell's population is ageing with the 85+ population predicted to increase by 88% by 2037. No specific issues relating to residents' age have been identified as likely to arise as a result of these proposals.

**Disability:** Around 15% of Cherwell's population have a disability, according to the Census 2021. The proposed transfer/closure of the toilets in Pioneer Square could have a potential impact on residents with disabilities, however, the existence of changing places enable toilets in Claremont mitigates this potential impact.

**Gender Reassignment:** During the 2021 Census, a total of 657 residents stated that their gender identity is different from the sex registered at birth. No specific issues relating to gender reassignment have been identified as likely to arise as a result of these proposals.

**Pregnancy and Maternity:** There were 1,784 live births in Cherwell in 2022, a higher fertility rate in comparison with the county average. No specific issues relating to pregnancy nor maternity have been identified as likely to arise because of these proposals.

**Marriage and Civil Partnership:** According to the 2021 Census 48.6% of residents in Cherwell were married or in a civil partnership and 682 registered same-sex civil partnerships. No specific issues relating to marriage and civil partnership have been identified as likely to arise as a result of these proposals.

**Race including ethnic or national origin, colour or nationality:** In the 2021 Census, 88.7% of Cherwell's residents identified as white, 6% as Asian/Asian British or Asian Welsh, 2.9% as mixed or multiple ethnic groups, 1.8% were Black/Black African/ Black Caribbean or Black British and 1.3% were other ethnic groups. The majority of ethnic minority populations in Cherwell are based in Banbury. In regard to nationality 86.7% of residents only have UK national identity, 11% have a non-UK identity and 2.3% has UK identity and a non-UK identity (simultaneously). No specific issues relating to race including ethnic or national origin, colour or nationality have been identified as likely to arise as a result of these proposals.

**Religion or belief:** Regarding religion and belief, in the 2021 Census 50% of Cherwell residents identified as Christians, 38% as having no religion, 6.1% did not answer, 3.2% as Muslim, 0.8% as Hindu, 0.6% as Buddhist, 0.4% as Sikh, 0.5% other religion and 0.1% Jewish. No specific issues relating to religion or belief have been identified as likely to arise as a result of these proposals.

**Sex:** In the 2021 Census, Cherwell reported to have a population composed by 81,112 females (50.4%) and 79,904 (49.6%) males. No specific issues relating to sex have been identified as likely to arise as a result of these proposals.

**Sexual Orientation:** According to the Census 2021, of all over 16 years old Cherwell residents, 90.3% identified as heterosexual, 1.3% as gay or lesbian, 1.1% bisexual, 0.2% pansexual, 0.1 asexual and 6.8% did not respond. No specific issues relating to sexual orientation have been identified as likely to arise as a result of these proposals.

**Rural Communities:** Oxfordshire is the most rural county in the South East at 2.6 people per hectare and 40% of our population live in smaller towns and villages. No specific issues relating to rural communities have been identified as likely to arise as a result of these proposals.

**Armed Forces:** According to the Census 2021 there are 4,214 residents in Cherwell that have previously served in regular UK armed forces. No specific issues relating to the armed forces have been identified as likely to arise as a result of these proposals.

**Carers:** In 2021 there were a total of 11,597 unpaid carers in Cherwell. No specific issues relating to carers have been identified as likely to arise as a result of these proposals.

**Carer leavers:** Care Leavers face many challenges as they move into adulthood, such as those relating to careers, education, accommodation, and personal change. This assessment has identified no specific impact of our budget and business planning proposals on Care Leavers.

**Areas of Social Deprivation:** Although Oxfordshire is generally considered to be relatively affluent, there are pockets of deprivation and a number of these are in Cherwell wards. Parts of Banbury Cross and Neithrop, Banbury Ruscote, Bicester South and Ambrosden, Bicester West, Kidlington East, and Launton and Otmoor are within the 20% most deprived areas of Cherwell. No specific issues relating to Areas of Social Deprivation have been identified as likely to arise as a result of these proposals.

## Section 4: Impact Assessment - Climate Change Impacts

CDC aim to be carbon neutral by 2030. How will your proposal affect our ability to reduce carbon emissions related to

| Climate change impacts                  | No Impact                | Positive                 | Negative                 | Description of impact  | Any actions or mitigation to reduce negative impacts   | Timescale and monitoring arrangements  |
|---|--------------------------|--------------------------|--------------------------|--|--|--|
| Energy use in our buildings or highways | x                        | <input type="checkbox"/> | <input type="checkbox"/> | <p>The largest source of building-related emissions remains our four leisure centres, where targeted investment in energy efficiency measures will deliver the most significant reductions.</p> <p>Planned development at leisure centres and the addition of new sports pitches may lead to an increase in Scope 3 emissions, which are currently outside the Council's 2030 carbon net zero target.</p> <p>Historically, Bodicote House accounted for approximately 6% of CDC's total emissions. This figure is expected to decrease following the relocation of office operations to Castle Quay.</p> | <p>CDC has secured approximately £1.1 million through the Public Sector Decarbonisation Scheme Phase 4 (PSDS4) to implement energy efficiency measures across leisure centres and sports pavilions.</p> <p>The relocation of CDC offices to Castle Quay is anticipated to further reduce operational emissions, subject to performance monitoring.</p> | <p>PSDS4 is a three-year programme scheduled for completion by March 2028. Progress is overseen by the Climate Change Programme Board (CCPB) and embedded within business-as-usual governance frameworks.</p> <p>To accurately assess Castle Quay's energy performance, a minimum of one year's consumption data will be required before emissions reductions can be quantified.</p> |
| Our fleet                               | <input type="checkbox"/> | x                        | <input type="checkbox"/> | Measures proposed by Environmental Services are expected to have a slightly positive impact on CDC's overall emissions through reduced fuel consumption  | The largest source of fleet emissions is from Refuse Collection Vehicles (RCVs), where investment in new technology could deliver significant reductions.  | <p>The HVO supply tender is expected to be finalized by December 2025.</p> <p>Current plans for investment in RCVs to transition to EVs are anticipated no earlier than 2026.</p>  |

|              |                          |          |                          |   |  |  |
|--------------|--------------------------|----------|--------------------------|---|--|--|
| Page 46      |                          |          |                          | <p>and improved recycling rates.</p> <p>Continued replacement of small vehicles with electric vehicles (EVs), subject to budget allowance, will further support emissions reduction.</p>  | <p>The Executive has approved transitioning CDC's fleet to Hydrotreated Vegetable Oil (HVO) fuel, replacing diesel with a renewable fuel source for approximately 90 heavy goods vehicles used in waste collection and other services across North Oxfordshire.</p> <p>This change is projected to:</p> <ul style="list-style-type: none"> <li>• Reduce fleet emissions by around 80%</li> <li>• Cut overall council emissions by 25–30%</li> <li>• Save an estimated 1,150 tonnes of CO<sub>2</sub> over two years</li> </ul> <p>HVO fuel is produced from vegetable and waste oils, primarily used cooking oils, offering a cleaner and more sustainable alternative to fossil diesel.</p> |  |
| Staff travel | <input type="checkbox"/> | <b>x</b> | <input type="checkbox"/> | <p>Emissions from staff travel currently account for approximately 2% of CDC's overall emissions. While relatively small, this is an area where CDC can influence reductions, and investments that encourage lower-carbon travel options remain valuable.</p> | <p>An EV pool car was trialed in 2024 with limited uptake; however, the relocation to Castle Quay offers an opportunity to revisit staff travel arrangements due to its more central location.</p> <p>An internal survey indicates strong interest and appetite for an EV pool</p>   | <p>To restart this initiative, a central budget allocation will be required.</p> |

|  |                          |                          |          |   |  |  |
|--|--------------------------|--------------------------|----------|---|--|--|
|  |                          |                          |          |   | car scheme, suggesting potential for improved engagement.  |  |
| <b>Purchased services and products (including construction)</b><br><br>Page 47 | <input type="checkbox"/> | <input type="checkbox"/> | <b>x</b> | <p>This proposal may lead to an increase in CDC's Scope 3 emissions, which represent indirect emissions from purchased goods, services, and construction activities.</p> <p>A high-level estimate of emissions from purchased goods and services was completed in early 2024. To achieve reductions in our supply chain emissions, changes to CDC's procurement practices will be required.</p> | <p>CDC has commissioned a Net Zero Pathways study, which includes Scope 3 emissions and procurement. The report is in its final stages and will provide pathways and recommendations to reduce emissions from purchased services and products.</p> <p>Initial steps have already been taken:</p> <ul style="list-style-type: none"> <li>• Collaboration with CDC's procurement team</li> <li>• Inclusion of sustainable procurement principles in the procurement strategy</li> </ul> <p>Further refinement of procurement and contract strategies will be necessary to implement these recommendations effectively.</p> | <p>The final Scope 3 emissions and Net Zero Pathways report is expected by January 2026 (may receive mid Dec'25). Subject to capacity and resource availability, CDC may begin introducing new procurement rules thereafter.</p> |

We are also committed to enable Cherwell , and Oxfordshire to be carbon neutral well ahead of 2050. How will your proposal affect our ability to:

| Climate change impacts   | No Impact                | Positive | Negative                 | Description of impact  | Any actions or mitigation to reduce negative impacts   | Timescale and monitoring arrangements  |
|--|--------------------------|----------|--------------------------|--|--|--|
| <b>Enable carbon emissions reduction at district/county level?</b><br><br><div>Page 48</div> | <input type="checkbox"/> | <b>x</b> | <input type="checkbox"/> | <p>CDC has the potential to influence emissions beyond our own operations by enabling district-wide and county-wide decarbonisation initiatives. Actions such as improving energy efficiency in public assets, promoting low-carbon transport options, and supporting renewable energy deployment contribute to Oxfordshire's collective net zero ambition.</p> <p>Our collaboration on the Local Area Energy Plan (LAEP), and leadership role within the Pathways to a Zero Carbon Oxfordshire (PaZCO), Zero Carbon Oxfordshire Partnership (ZCOP) ensures alignment with regional priorities and accelerates delivery of shared targets.</p> <p>Integrating nature-based solutions such as tree planting, wetland restoration, and green corridors can deliver co-benefits for carbon sequestration, flood resilience, and biodiversity enhancement.</p> | <p>Collaborating with Oxfordshire councils and stakeholders to implement LAEP recommendations and leverage funding opportunities.</p> <p>Supporting district-wide EV infrastructure through Oxfordshire Local Electric Vehicle Infrastructure (OxLEVI), and active travel schemes to reduce transport emissions</p> <p>Facilitating renewable energy projects through the Cherwell Solar Strategy, which sets a locally defined contribution of 225–300 MW solar PV by 2030</p> <p>Embedding sustainable procurement and planning policies to influence emissions from construction and development across the district</p> <p>CDC will align projects with the Oxfordshire Nature Recovery Strategy, embed biodiversity net gain in planning, and prioritize habitat protection in all developments. We will integrate nature-based solutions such as tree planting and green corridors into climate initiatives and work</p> | <p>Progress will be monitored through:</p> <ul style="list-style-type: none"> <li>Climate Change Programme Board (CCPB) oversight of enabling projects</li> <li>Integration with Oxfordshire-wide reporting frameworks</li> <li>Annual review of district emissions data and LAEP implementation milestones</li> <li>Collaboration with Oxfordshire Local Nature Partnership to track progress against Nature Recovery Strategy targets</li> </ul> <p>Key deliverables include LAEP adoption, EV chargers through OxLEVI, Cherwell Solar Strategy implementation (2025–2030), with measurable impacts tracked against Oxfordshire's net zero trajectory.</p> |



|  |  |  |  |  |   |  |
|--|--|--|--|--|---|--|
|  |  |  |  |  | <p>with local partners to deliver co-benefits for carbon sequestration and ecosystem resilience.</p> <p>These measures ensure that CDC’s proposals enable wider decarbonisation and act as catalysts for systemic change within district and across county.</p> |  |
|--|--|--|--|--|---|--|

Section 5: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

|                               |   |
|-------------------------------|---|
| Review Date                   | 26 November 2025  |
| Person Responsible for Review | Celia Prado -Teeling Performance & Insight Team Leader<br>Hitesh Mahawar - Climate Change Programme Manager |
| Authorised By                 | Ian Boll, Corporate Director of Communities, 28 November 2024   |

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| This report is public.                 |   |
|--|---|
| Fees & Charges Benchmarking 2026/27    |   |
| Committee                              | Budget Planning Committee   |
| Date of Committee                      | 9 December 2025   |
| Portfolio Holder presenting the report | Portfolio Holder for Finance, Property and Regeneration, Councillor Lesley McLean |
| Date Portfolio Holder agreed report    | 26 November 2025  |
| Report of                              | Assistant Director of Finance (S151 Officer), Michael Furness                     |

## Purpose of report

This report is to provide information to the Committee on proposed Fees and Charges as compared to some other districts to feed back to the Executive as part of the 2026/27 Budget and Business Planning Process.

## 1.0 Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the benchmarking information between the council's fees and charges and those of other Oxfordshire districts.
- 1.2 To recommend any changes to the fees and charges schedule to Executive when considering the budget.

## 2.0 Introduction

- 2.1 The Fees and Charges schedule is approved annually as part of the budget process. The council will look to increase its fees and charges in line with its planning assumptions where it has the ability to set the fee level (e.g. some fees are set nationally). Fees and charges are reviewed annually to ensure that they are reasonable and can deviate from the council's planning assumptions where appropriate.
- 2.2 The planning assumption for fees and charges in 2026/27 is an increase of at least 2% which is in line with the current levels of inflation (with the exception of car parking fees which are assumed to increase by 20p per hour).

## Implications & Impact Assessments

| Implications              | Commentary  |         |          |            |
|---------------------------|---|---------|----------|------------|
| <b>Finance</b>            | There are no financial implications as a result of this report.<br>Joanne Kaye, Head of Finance, 26 November 2025   |         |          |            |
| <b>Legal</b>              | <p>The Council legally has to set a balanced budget each year. Ensuring there is a robust process in place will help it to achieve that.</p> <p>Local authorities have a variety of powers to charge for specific statutory services as set out in Section 93 of the Local Government Act 2003. The 2003 Act also provides a power to trade and a power to charge for discretionary services, the latter on a cost recovery basis. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.</p> <p>The Localism Act 2011 also provides local authorities with a general power of competence that confers on them the power to charge for services unless there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.</p> <p>Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.</p> <p>All items/services listed in the Appendix 1 are pursuant to a power to provide the relevant service whether it is provided because of a statutory obligation to do so, or on a discretionary basis where the authority is not obliged to provide the service but can choose to do so. In relation to the latter, an authority charging for such services would do so on a cost recovery basis, pursuant to the Local Government Act 2003/Localism Act 2011.</p> <p>Shiraz Sheikh, Assistant Director of Law and Governance and Democratic Services and Monitoring Officer, 26 November 2025</p> |         |          |            |
| <b>Risk Management</b>    | <p>The Council faces significant risks given the scale of the financial challenge for 2026/27. Having a robust process in place to develop budget proposals and the associated Corporate Plan will help to mitigate these. These risks are managed as part of the operational and leadership risk register.</p> <p>Celia Prado-Teeling, Performance Team Leader, 18 November 2025</p>   |         |          |            |
| <b>Impact Assessments</b> | Positive  | Neutral | Negative | Commentary |

|  |     |   |  |  |
|--|-----|---|--|--|
| <b>Equality Impact</b>   |     | X |  | There are no Equality, Diversity and Inclusion implications arising as a direct consequence of this report. However, as per our equalities framework, all proposals are developed in line with the Equality Act 2010.<br><br>Celia Prado-Teeling, Performance Team Leader,<br>18 November 2025 |
| <b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?               |     | X |  |  |
| <b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? |     | X |  |  |
| <b>Climate &amp; Environmental Impact</b>  |     | X |  |  |
| <b>Council Priorities</b>  | All |   |  |  |
| <b>Consultation &amp; Engagement</b>   | n/a |   |  |  |

## Supporting Information

### 3.0 Report Details

- 3.1 Appendix 1 lists all the fees and charges uplifted by a minimum of 2%, where possible, from the 2025/26 levels. Appendix 2 provides benchmarking against other Oxfordshire councils of the fees and charges which provide the council the most significant income. Appendix 2 also provides the council's annual budgeted income from each fee or group of fees for context. This will give some indication as to the financial impact of any extra increase recommended.
- 3.2 The average fee charged has been provided in Appendix 2 and those of Cherwell's which are lower than average have been highlighted. There are 16 charges across several services where Cherwell's charge is lower than the average charged by the other districts. Other districts also employ different scale fees for their charges than Cherwell. If Cherwell were to raise the fees which are currently below average to

the average fee, an additional £0.558m could be generated (assuming no changes in demand).

- 3.3 The highest fees in a range of fees which can be directly compared has also been highlighted and reveals that Cherwell charges the most for 9. Oxford City has the most fees at the highest point at 22. If Cherwell were to match the highest fees, an additional £1.466m could be generated (assuming no changes in demand).

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 Budget Planning Committee are invited to note and comment on the contents of Appendices 1 and 2 and recommend to Executive any that should be considered for an increase in excess of the planning assumption.

## **5.0 Consultation**

- 5.1 None required.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 No alternative options have been considered.

## **Decision Information**

|   |     |
|---|-----|
| <b>Key Decision</b>                       | N/A |
| <b>Subject to Call in</b>                 | N/A |
| <b>If not, why not subject to call in</b> | N/A |
| <b>Ward(s) Affected</b>                   | All |

## **Document Information**

|                          |  |
|--------------------------|--|
| <b>Appendices</b>        |  |
| <b>Appendix 1</b>        | DRAFT 2026/27 Fees and Charges Schedule              |
| <b>Appendix 2</b>        | 2025/26 Fees and Charges Benchmarking                |
| <b>Background Papers</b> | None   |
| <b>Reference Papers</b>  | None   |
| <b>Report Author</b>     | Lynsey Parkinson, Strategic Finance Business Partner |

|  |  |
|--|--|
| <b>Report Author contact details</b>   | <a href="mailto:lynsey.parkinson@cherwell-dc.gov.uk">lynsey.parkinson@cherwell-dc.gov.uk</a><br>01295 221739 |
| <b>Executive Director Approval (unless Executive Director or Statutory Officer report)</b> | Report of statutory officer, S151 Officer  |

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| <b>Lawyer Hourly Rates / Fees</b>   |   |  |                            |                       |                                      |
|---|---|--|----------------------------|-----------------------|--------------------------------------|
| <b>Fees and Charges</b>   | <b>Fee 25-26<br/>(Excl.<br/>VAT)<br/>National 1</b> | <b>Proposed<br/>Fee 26-27<br/>(Excl.<br/>VAT)<br/>National 1</b> | <b>Actual<br/>Increase</b> | <b>%<br/>Increase</b> | <b>Statutory/<br/>Discretionary?</b> |
|   |   |  |                            |                       |                                      |
|   |   |  |                            |                       |                                      |
| Solicitors and legal executives with over 8 years qualified experience        | £278.00   | £288.00  | £10.00                     | 3.6%                  | Discretionary                        |
| Solicitors and legal executives with over 4 years qualified experience        | £233.00   | £242.00  | £9.00                      | 3.9%                  | Discretionary                        |
| Other solicitors or legal executives and fee earners of equivalent experience | £190.00   | £197.00  | £7.00                      | 3.7%                  | Discretionary                        |
| Trainee solicitors, paralegals and other fee earners                          | £134.00   | £139.00  | £5.00                      | 3.7%                  | Discretionary                        |

| Planning  |                          |                                      |                    |            |                              |
|---|--------------------------|--------------------------------------|--------------------|------------|------------------------------|
|   | Fee 25-26<br>(Excl. VAT) | Proposed<br>Fee 26-27<br>(Excl. VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
| Fees and Charges  |                          |                                      |                    |            |                              |
| Planning Application fees   |                          |                                      |                    |            |                              |
| 1. Erection of dwellings  |                          |                                      |                    |            |                              |
| (1) Where the application is for outline planning permission and:   |                          |                                      |                    |            |                              |
| (a) Site Area less than 0.5 hectares, £588 per 0.1ha  | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| (b) Site Area between 0.5 and 2.5 hectares, £635 per 0.1 ha   | £624.00                  | £635.00                              | £11.00             | 1.8%       | Statutory                    |
| (c) Site exceed 2.5 hectares (£15,695; and an additional £189 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £205,943) (No VAT)   | £15,433.00               | £15,695.00                           | £262.00            | 1.7%       | Statutory                    |
| 1A) Where the application is for permission in principle (£512 for each 0.1 hectare of the site area) (No VAT)  | £503.00                  | £512.00                              | £9.00              | 1.8%       | Statutory                    |
| (2) In other cases (full and reserved matters; or Technical Details Consent):   |                          |                                      |                    |            |                              |
| (a) Where the number of dwellinghouses to be created by the development is less than 10 (£588 for each dwellinghouse) (No VAT)  | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| (a) Where the number of dwellinghouses to be created by the development is 50 or fewer (£635 for each dwellinghouse) (No VAT)   | £624.00                  | £635.00                              | £11.00             | 1.8%       | Statutory                    |
| (b) Where the number of dwellinghouses exceeds 50 (£31,385 and an additional £189 for each dwellinghouse, subject to a maximum in total of £300,000) (No VAT)   | £30,860.00               | £31,385.00                           | £525.00            | 1.7%       | Statutory                    |
| 2. The erection of buildings  |                          |                                      |                    |            |                              |
| (1) Where the application is for outline planning permission and:   |                          |                                      |                    |            |                              |
| (a) Site area less tan 1 ha, £588 per 0.1 ha  | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| (b) Site area between 1ha and 2.5ha   | £624.00                  | £635.00                              | £11.00             | 1.8%       | Statutory                    |
| (c) Site exceed 2.5 hectares (£15,695; and an additional £189 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £202,500) (No VAT)   | £15,433.00               | £15,695.00                           | £262.00            | 1.7%       | Statutory                    |
| (1A) Where the application is for permission in principle (£512 for each 0.1 hectare of the site area) (No VAT)   | £503.00                  | £512.00                              | £9.00              | 1.8%       | Statutory                    |
| (2) In other cases:   |                          |                                      |                    |            |                              |
| (a) Where no floor space is to be created by the development (No VAT)   | £293.00                  | £298.00                              | £5.00              | 1.7%       | Statutory                    |
| (b) Where the area of gross floor space to be created by the development does not exceed 40 square metres (No VAT)  | £293.00                  | £298.00                              | £5.00              | 1.7%       | Statutory                    |
| (c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 1000 square metres, £588 for each 75sqm (No VAT)   | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| (d) where the area of the gross floor space to be created by the development between 1000 and 3750 square metres (for each 75 square metres of that area) (No VAT)  | £634.00                  | £635.00                              | £1.00              | 0.2%       | Statutory                    |
| (e) where the area of gross floor space to be created by the development exceeds 3750 square metres. £31,385 plus £189 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £405,000   | £30,680.00               | £31,385.00                           | £705.00            | 2.3%       | Statutory                    |
| 3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes.   |                          |                                      |                    |            |                              |
| (1) where the application is for outline planning permission and:   |                          |                                      |                    |            |                              |
| Site area is less than 1 ha, for each 0.1 ha of the site  | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| site area is between 1 and 2.5ha, for each 0.1 ha of the site   | £624.00                  | £635.00                              | £11.00             | 1.8%       | Statutory                    |
| site area exceeds 2.5ha , £15,433 + £186 for each additional 75 sqm (or part thereof) in excess of 4,215 square metres. Maximum fee of £202,500   | £15,433.00               | £15,695.00                           | £262.00            | 1.7%       | Statutory                    |
| (2) where the application is for Full planning permission and:  |                          |                                      |                    |            |                              |
| (a) gross floorspace not more than 465 square metres  | £120.00                  | £122.00                              | £2.00              | 1.7%       | Statutory                    |
| (a) gross floor space more than 465sqm but not more than 540sqm   | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| gross floorspace more than 540 sqm but less than 1,000 sqm, £588 per 75sqm  | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| gross floorspace between 1000 sqm and 4215sqm, 5,077 for first 1000 sqm, then £635 per 75sqm  | £624.00                  | £5,077.00                            | £4,453.00          | 713.6%     | Statutory                    |
| gross floorspace more than 4215 sqm , £31,385 + £189 for each additional 75 sqm (or part thereof) in excess of 4,215 square metres. Maximum fee of £411,885   | £30,860.00               | £31,385.00                           | £525.00            | 1.7%       | Statutory                    |
| (1A) Where the application is for permission in principle. Per each 0.1 hectare of the site area.   | £503.00                  | £512.00                              | £9.00              | 1.8%       | Statutory                    |
| (2) In other cases:   |                          |                                      |                    |            |                              |
| 4. The erection of glasshouses on land used for the purposes of agriculture.  |                          |                                      |                    |            |                              |
| (1) Where the area of gross floor space to be created by the development does not exceed 465 square metres  | £120.00                  | £122.00                              | £2.00              | 1.7%       | Statutory                    |
| (2) where the area of gross floor space to be created by the development exceeds 465 sqm but less than 1000 sqm   | £3,225.00                | £3,280.00                            | £55.00             | 1.7%       | Statutory                    |
| (2) where the area of gross floor space to be created by the development exceeds 1000sqm  | £3,483.00                | £3,542.00                            | £59.00             | 1.7%       | Statutory                    |
| 5. The erection, alteration or replacement of plant or machinery.   |                          |                                      |                    |            |                              |
| (1) Where the site area is less than 1 ha. Per each 0.1 hectare of the site area  | £578.00                  | £588.00                              | £10.00             | 1.7%       | Statutory                    |
| (1) Where the site area is between 1 and 5 hectares. Per each 0.1 hectare of the site area  | £624.00                  | £635.00                              | £11.00             | 1.8%       | Statutory                    |
| (2) where the site area exceeds 5 hectares. £31,385 plus £189 for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £411,885   | £30,860.00               | £31,385.00                           | £525.00            | 1.7%       | Statutory                    |
| 6. The enlargement, improvement or other alteration of existing dwellinghouses.   |                          |                                      |                    |            |                              |
| (1) Where the application relates to one dwellinghouse.   | £258.00                  | £528.00                              | £270.00            | 104.7%     | Statutory                    |
| (2) where the application relates to two or more dwellinghouses   | £509.00                  | £1,043.00                            | £534.00            | 104.9%     | Statutory                    |
| 7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse. |                          |                                      |                    |            |                              |
| 8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.  | £258.00                  | £262.00                              | £4.00              | 1.6%       | Statutory                    |
|   | £293.00                  | £298.00                              | £5.00              | 1.7%       | Statutory                    |

|   |                              |                              |                              |                              |           |
|---|------------------------------|------------------------------|------------------------------|------------------------------|-----------|
| <b>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</b>  |                              |                              |                              |                              |           |
| (1) Where the site area does not exceed 7.5 hectares, £698 for each 0.1 hectare of the site area;   | £686.00                      | £698.00                      | £12.00                       | 1.7%                         | Statutory |
| (2) where the site area exceeds 7.5 hectares. £52,269 plus £207 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £411,885   | £51,395.00                   | £52,269.00                   | £874.00                      | 1.7%                         | Statutory |
| <b>9A. The carrying out of any operations for the winning and working of oil or natural gas.</b>  |                              |                              |                              |                              |           |
| Where the site area:  |                              |                              |                              |                              |           |
| (a) Less than 15 hectares. Per each 0.1 hectare of the site area  | £347.00                      | £353.00                      | £6.00                        | 1.7%                         | Statutory |
| (b) exceeds 15 hectares. £52,886 plus £207 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £107,090   | £52,002.00                   | £52,886.00                   | £884.00                      | 1.7%                         | Statutory |
| <b>10. The carrying out of any operations not coming within any of the above categories.</b>  |                              |                              |                              |                              |           |
| (1) In the case of operations for the winning and working of minerals (excluding oil and natural gas)   |                              |                              |                              |                              |           |
| (a) where the site area does not exceed 15 hectares. Per each 0.1 hectare of the site area  | £316.00                      | £321.00                      | £5.00                        | 1.6%                         | Statutory |
| (b) where the site area exceeds 15 hectares. £47,963 plus £189 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £107,090   | £47,161.00                   | £47,963.00                   | £802.00                      | 1.7%                         | Statutory |
| (2) in any other case. Per each 0.1 hectare of the site area, subject to a maximum in total of £2,578   | £293.00                      | £298.00                      | £5.00                        | 1.7%                         | Statutory |
| <b>11. The change of use of a building to use as one or more separate dwellinghouses.</b>   |                              |                              |                              |                              |           |
| (1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:   |                              |                              |                              |                              |           |
| (a) where the change of use is fewer than 10 dwellinghouses, for each additional dwellinghouse  | £578.00                      | £588.00                      | £10.00                       | 1.7%                         | Statutory |
| (a) where the change of use is between 10 and 50 dwellinghouses, for each additional dwellinghouse  | £624.00                      | £635.00                      | £11.00                       | 1.8%                         | Statutory |
| (b) where the change of use is to use as more than 50 dwellinghouses. £31,385 plus £189 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £411,885  | £30,860.00                   | £31,385.00                   | £525.00                      | 1.7%                         | Statutory |
| <b>12. The use of land for:</b>   |                              |                              |                              |                              |           |
| (a) the disposal of refuse or waste materials;  |                              |                              |                              |                              |           |
| (b) the deposit of material remaining after minerals have been extracted from land; or  |                              |                              |                              |                              |           |
| (c) the storage of minerals in the open.  |                              |                              |                              |                              |           |
| (1) Where the site area does not exceed 15 hectares, for each 0.1 hectare of the site area  | £316.00                      | £321.00                      | £5.00                        | 1.6%                         | Statutory |
| (2) where the site area exceeds 15 hectares, £47,693 plus £189 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £107,090   | £47,161.00                   | £47,693.00                   | £532.00                      | 1.1%                         | Statutory |
| <b>13. The making of a material change in the use of a building or land</b>   | £578.00                      | £588.00                      | £10.00                       | 1.7%                         | Statutory |
| <b>Fees for Advertisements</b>  |                              |                              |                              |                              |           |
| 1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters:  |                              |                              |                              |                              |           |
| (a) the nature of the business or other activity carried on on the premises;  | £165.00                      | £168.00                      | £3.00                        | 1.8%                         | Statutory |
| (b) the goods sold or the services provided on the premises; or   |                              |                              |                              |                              |           |
| (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.  |                              |                              |                              |                              |           |
| 2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site. | £165.00                      | £168.00                      | £3.00                        | 1.8%                         | Statutory |
| 3. All other advertisements.  | £578.00                      | £588.00                      | £10.00                       | 1.7%                         | Statutory |
| <b>Lawful Development Certificate</b>   |                              |                              |                              |                              |           |
| Application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out. Same as Planning Application fee for that use or operation.   | same as full                 | same as full                 | same as full                 | same as full                 | Statutory |
| Application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed on a planning permission.   | £293.00                      | £298.00                      | £5.00                        | 1.7%                         | Statutory |
| Application for a certificate to state that a proposed use would be lawful. Half as Planning Application fee for that use or operation.   | half the normal planning fee | half the normal planning fee | half the normal planning fee | half the normal planning fee | Statutory |
| <b>Prior Approval</b>   |                              |                              |                              |                              |           |
| Larger Home Extensions  | £120.00                      | £240.00                      | £120.00                      | 100.0%                       | Statutory |
| Additional storeys on a home  | £120.00                      | £240.00                      | £120.00                      | 100.0%                       | Statutory |
| Agricultural and Forestry buildings & operations  | £120.00                      | £240.00                      | £120.00                      | 100.0%                       | Statutory |
| Demolition of buildings   | £120.00                      | £240.00                      | £120.00                      | 100.0%                       | Statutory |
| Communications  | £578.00                      | £588.00                      | £10.00                       | 1.7%                         | Statutory |
| Changes of use  | £120.00                      | £240.00                      | £120.00                      | 100.0%                       | Statutory |
| Change of Use of a building and any land. £258 if it includes building operations in connection with the change of use  | £120.00                      | £240.00                      | £120.00                      | 100.0%                       | Statutory |
| Other prior approvals   | £120.00                      | £240.00                      | £120.00                      | 100.0%                       | Statutory |
| <b>Reserved Matters</b>   |                              |                              |                              |                              |           |
| Application for approval of reserved matters following outline approval. Full fee due, but if full fee already paid £588m.  | £578.00                      | £588.00                      | £10.00                       | 1.7%                         | Statutory |
| <b>Approval/Variation/Discharge of Condition</b>  |                              |                              |                              |                              |           |
| Application for removal or variation of a condition following grant of planning permission  | £293.00                      | £586.00                      | £293.00                      | 100.0%                       | Statutory |
| Request to discharge one or more planning conditions (Householder)  | £43.00                       | £86.00                       | £43.00                       | 100.0%                       | Statutory |
| Request to discharge one or more planning conditions (Non Householder)  | £145.00                      | £298.00                      | £153.00                      | 105.5%                       | Statutory |
| Application for a non-material amendment following a grant of planning permission   |                              |                              |                              |                              |           |
| (a) Applications in respect of householder developments   | £43.00                       | £44.00                       | £1.00                        | 2.3%                         | Statutory |
| (b) Applications in respect of other developments   | £293.00                      | £298.00                      | £5.00                        | 1.7%                         | Statutory |

| Pre-Application Charges  |           |           |         |      |               |
|--|-----------|-----------|---------|------|---------------|
| The Council has reviewed its pre-application offer to ensure that we continue to offer a suitable avenue for prospective applicants to obtain feedback on their proposals before making a formal application, at a fee that reflects the impact it has on our resources. The variation of the fee structure outlined below will ensure that proportionate fees will be charged so that this service is appropriately funded. |           |           |         |      |               |
| <b>Category A (Householder)</b>  |           |           |         |      |               |
| Written Advice only (Desktop Assessment)   | £156.06   | £161.52   | £5.46   | 3.5% | Discretionary |
| <b>Category B (1-9 Dwellings)</b>  |           |           |         |      |               |
| Meeting and Written Advice - 1 Dwelling  | £390.15   | £403.81   | £13.66  | 3.5% | Discretionary |
| Meeting and Written Advice - Per each additional dwelling  | £76.50    | £79.18    | £2.68   | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel)   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category C (10-99 dwellings)</b>  |           |           |         |      |               |
| Meeting and Written Advice - 10 dwellings  | £1,020.00 | £1,055.70 | £35.70  | 3.5% | Discretionary |
| Meeting and Written Advice - Per additional dwelling   | £30.60    | £31.67    | £1.07   | 3.5% | Discretionary |
| Meeting and Written Advice - Maximum   | £4,590.00 | £4,750.65 | £160.65 | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel)   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category D (250+ Dwellings)</b>   |           |           |         |      |               |
| Minimum Charge   | £5,100.00 | £5,278.50 | £178.50 | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer   | £86.70    | £89.73    | £3.03   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer  | £102.00   | £105.57   | £3.57   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer   | £122.40   | £126.68   | £4.28   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader  | £137.70   | £142.52   | £4.82   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager   | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category E (Hotels, HMOs, Communal housing of elderly &amp; disabled)</b>   |           |           |         |      |               |
| Meeting and Written Advice - Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher)  | £122.40   | £126.68   | £4.28   | 3.5% | Discretionary |
| Meeting and Written Advice Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Minimum  | £367.20   | £380.05   | £12.85  | 3.5% | Discretionary |
| Meeting and Written Advice Per 100 sqm of building/0.1 hectare of site area (whichever fee is the higher) - Maximum  | £4,590.00 | £4,750.65 | £160.65 | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response  | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category F (Listed building and Conservation Area advice)</b>   |           |           |         |      |               |
| Bespoke charge agreed in advance based on agreed assumptions on hourly rate for officer(s)   |           |           |         |      |               |
| Officer hourly rate - Conservation Officer   | £80.22    | £83.03    | £2.81   | 3.5% | Discretionary |
| Officer hourly rate - Senior Conservation Officer  | £104.91   | £108.58   | £3.67   | 3.5% | Discretionary |
| Officer hourly rate - Manager  | £154.28   | £159.68   | £5.40   | 3.5% | Discretionary |
| Site Visit (Set charge in addition to hourly rate)   | £81.60    | £84.46    | £2.86   | 3.5% | Discretionary |
| <b>Category G - Shopfronts</b>   |           |           |         |      |               |
| Written Advice only (Desktop Assessment)   | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category H - Advertisements</b>   |           |           |         |      |               |
| Written Advice only (Desktop Assessment)   | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category I (Telecommunications)</b>   |           |           |         |      |               |
| Written Advice only (Desktop Assessment)   | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category J (Agricultural, forestry &amp; glasshouse devt – less than 465 sqm)</b>   |           |           |         |      |               |
| Written Advice only (Desktop Assessment)   | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response  | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| <b>Category K (Agricultural, forestry &amp; glasshouse devt – more than 465 sqm)</b>   |           |           |         |      |               |
| Meeting and Written Advice - Up to 540 sqm   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Meeting and Written Advice - Per each additional 75 sqm (or part thereof)  | £122.40   | £126.68   | £4.28   | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response  | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category L (Change of use of land to equestrian)</b>  |           |           |         |      |               |
| Written Advice only (Desktop Assessment)   | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response  | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Meeting - Bespoke charge based on agreed assumptions on hourly rate for officer(s)   | £0.00     | £0.00     | £0.00   | 0.0% | Discretionary |
| Officer hourly rate - Planning Officer   | £86.70    | £89.73    | £3.03   | 3.5% | Discretionary |
| Officer hourly rate - Senior Planning Officer  | £102.00   | £105.57   | £3.57   | 3.5% | Discretionary |
| Officer hourly rate - Principal Planning Officer   | £122.40   | £126.68   | £4.28   | 3.5% | Discretionary |
| Officer hourly rate - Team Leader  | £137.70   | £142.52   | £4.82   | 3.5% | Discretionary |
| Officer hourly rate - Senior Manager   | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category M (Anemometer masts or single wind turbines of less than 100 m in height)</b>  |           |           |         |      |               |
| Meeting and Written Advice   | £612.00   | £633.42   | £21.42  | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excludes written response  | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category N (Wind and solar farm developments)</b>   |           |           |         |      |               |
| Minimum charge   | £4,080.00 | £4,222.80 | £142.80 | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer   | £95.37    | £98.71    | £3.34   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer  | £112.20   | £116.13   | £3.93   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer   | £134.64   | £139.35   | £4.71   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader  | £151.47   | £156.77   | £5.30   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager   | £168.30   | £174.19   | £5.89   | 3.5% | Discretionary |
| <b>Category O (Other developments inc change of use: floorspace less than 200 sqm and the site area is less than 0.1 hectares)</b>   |           |           |         |      |               |
| Meeting and Written Advice   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category P (Other developments inc change of use: floorspace less than 1000 sqm and the site area is less than 0.5 hectares)</b>  |           |           |         |      |               |
| Meeting and Written Advice   | £357.00   | £369.50   | £12.50  | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category Q (Other developments inc change of use: floorspace less than 5000 sqm and the site area is less than 1 hectare)</b>   |           |           |         |      |               |
| Meeting and Written Advice   | £1,530.00 | £1,583.55 | £53.55  | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |
| <b>Category R (Other developments inc change of use: floorspace less than 10000 sqm and the site area is less than 2 hectares)</b>   |           |           |         |      |               |
| Meeting and Written Advice   | £2,805.00 | £2,903.18 | £98.18  | 3.5% | Discretionary |
| Site Visit (Set charge for 1 officer for 2 hours inc travel), excluding written response   | £204.00   | £211.14   | £7.14   | 3.5% | Discretionary |
| Follow-up Written Clarification  | £153.00   | £158.36   | £5.36   | 3.5% | Discretionary |

|   |            |            |         |      |               |
|---|------------|------------|---------|------|---------------|
| <b>Category S (Other developments inc change of use: floorspace more than 10000 sqm and the site area is more than 2 hectares)</b>                              |            |            |         |      |               |
| Meeting and Written Advice  | £4,080.00  | £4,222.80  | £142.80 | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Planning Officer  | £95.37     | £98.71     | £3.34   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Senior Planning Officer   | £112.20    | £116.13    | £3.93   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Principal Planning Officer  | £134.64    | £139.35    | £4.71   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Team Leader   | £151.47    | £156.77    | £5.30   | 3.5% | Discretionary |
| Officer hourly rate after first 30 hours (collective input of all officers) - Senior Manager  | £168.30    | £174.19    | £5.89   | 3.5% | Discretionary |
| <b>Category T (Written requests for information)</b>  |            |            |         |      |               |
| Bespoke charge based on levels of officer input with minimum of £300 (ex VAT)   | £306.00    | £316.71    | £10.71  | 3.5% | Discretionary |
| Officer hourly rate - Officer   | £66.30     | £68.62     | £2.32   | 3.5% | Discretionary |
| Officer hourly rate - Senior Officer  | £86.70     | £89.73     | £3.03   | 3.5% | Discretionary |
| Officer hourly rate - Principal Officer   | £102.00    | £105.57    | £3.57   | 3.5% | Discretionary |
| <b>Category U (Parish/Town Council developments and other exemptions)</b>   |            |            |         |      |               |
| Fee   | £0.00      | £0.00      | £0.00   | 0    | Discretionary |
| <b>Planning Performance Agreements</b>  |            |            |         |      |               |
| Setting up PPA (Administration charge)  | £561.00    | £580.64    | £19.64  | 3.5% | Discretionary |
| Meetings (assumptions on hourly rate of officer preparation, attendance and follow-up) plus set,  | £67.32     | £69.68     | £2.36   | 3.5% | Discretionary |
| Officer hourly rate - Planning Officer  | £95.37     | £98.71     | £3.34   | 3.5% | Discretionary |
| Officer hourly rate - Senior Planning Officer   | £112.20    | £116.13    | £3.93   | 3.5% | Discretionary |
| Officer hourly rate - Principal Planning Officer  | £134.64    | £139.35    | £4.71   | 3.5% | Discretionary |
| Officer hourly rate - Team Leader   | £151.47    | £156.77    | £5.30   | 3.5% | Discretionary |
| Officer hourly rate - Senior Manager  | £168.30    | £174.19    | £5.89   | 3.5% | Discretionary |
| Officer hourly rate - Assistant Director  | £213.18    | £220.64    | £7.46   | 3.5% | Discretionary |
| Officer hourly rate - Conservation Officer  | n/a        | £83.03     | £0.00   | 0.0% | Discretionary |
| Officer hourly rate - Senior Conservation Officer   | n/a        | £108.58    | £0.00   | 0.0% | Discretionary |
| Officer hourly rate - Planning Policy, Conservation & Design Manager  | n/a        | £159.68    | £0.00   | 0.0% | Discretionary |
| Officer hourly rate - Senior Ecologist  | n/a        | £108.58    | £0.00   | 0.0% | Discretionary |
| Officer hourly rate - Urban Design – Team Leader  | n/a        | £156.77    | £0.00   | 0.0% | Discretionary |
| Officer hourly rate - Principal Landscape Officer   | n/a        | £126.68    | £0.00   | 0.0% | Discretionary |
| <b>Development Monitoring</b>   |            |            |         |      |               |
| Registration charge for S106 agreements (per agreement)   | £561.00    | £580.64    | £19.64  | 3.5% | Discretionary |
| S73 Variations, linking agreements and modifications - Bespoke charge   | £0.00      | £0.00      | £0.00   | 0.0% | Discretionary |
| Less than 10 dwellings and/or 1,000sqm of floorspace) - Bespoke charge based on number of obligations and triggers with minimum of £500 (exc VAT)               | £561.00    | £580.64    | £19.64  | 3.5% | Discretionary |
| 10 - 100 dwellings and/or 1,000 - 10,000sqm of floorspace) - Bespoke charge based on number of obligations and triggers with minimum of £1,000 (exc VAT)        | £1,122.00  | £1,161.27  | £39.27  | 3.5% | Discretionary |
| 100 - 250 dwellings units and/or 10,000 - 75,000sqm of floorspace - Bespoke charge based on number of obligations and triggers with minimum of £5,000 (exc VAT) | £5,610.00  | £5,806.35  | £196.35 | 3.5% | Discretionary |
| 251+ dwellings units and/or 75,001sqm+ of floorspace - Bespoke charge based on number of obligations and triggers with minimum of £10,000 (exc VAT)             | £11,220.00 | £11,612.70 | £392.70 | 3.5% | Discretionary |
| Desktop records check and guidance on compliance issued via email (per request)   | £224.40    | £232.25    | £7.85   | 3.5% | Discretionary |
| Fee for remedial inspections for on-site provisions (Monitoring officer only)   | £224.40    | £232.25    | £7.85   | 3.5% | Discretionary |
| <b>High Hedges</b>  |            |            |         |      |               |
| Application fee for High hedges complaint   | £444.31    | £459.86    | £15.55  | 3.5% | Discretionary |
| <b>Planning Enforcement</b>   |            |            |         |      |               |
| Confirmation of closure of enforcement case where it was found not expedient to take action (available for a 12-month period following closure of the case)     | £95.37     | £98.71     | £3.34   | 3.5% | Discretionary |
| Confirmation that an Enforcement Notice had been complied with  | £224.40    | £232.25    | £7.85   | 3.5% | Discretionary |
| Request to withdraw enforcement notice  | £224.40    | £232.25    | £7.85   | 3.5% | Discretionary |
| <b>Supplementary Fees</b>   |            |            |         |      |               |
| Administration charges for invalid submissions not made valid.  |            |            |         |      |               |
| Householder, Minor and Other applications with no planning officer input  | £44.88     | £46.45     | £1.57   | 3.5% | Discretionary |
| Major Applications and applications where officer input required  | £100.98    | £104.51    | £3.53   | 3.5% | Discretionary |
| <b>Section 106 Legal Agreements Deed Of Variation Application (not including legal fees)</b>  |            |            |         |      |               |
| Application for Deed of Variation for a non-major application   | £832.08    | £861.20    | £29.12  | 3.5% | Discretionary |
| Application for Deed of Variation for a major application for changing 1-5 obligations)   | £2,490.45  | £2,577.62  | £87.17  | 3.5% | Discretionary |
| Application for Deed of Variation for a major application for changing more than 5 obligations)   | £4,882.66  | £5,053.55  | £170.89 | 3.5% | Discretionary |
| <b>Urban Design, Conservation and Environment</b>   |            |            |         |      |               |
| <b>Section 106 Legal Agreements Habitat Bank Monitoring</b>   |            |            |         |      |               |
| Habitat Bank Monitoring fee per hour.   | £72.71     | £75.25     | £2.54   | 3%   | Discretionary |

## Building control

| Fees and Charges                               | Fee 25-26<br>(Excl. VAT) | Proposed Fee<br>26-27 (Excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
|--|--------------------------|--------------------------------------|--------------------|------------|------------------------------|
| <b>New Dwellings</b>                           |                          |                                      |                    |            |                              |
| 1 Dwelling                                     | £1,000.00                | £1,050.00                            | £50.00             | 5.0%       | Discretionary                |
| 2 Dwellings                                    | £1,350.00                | £1,400.00                            | £50.00             | 3.7%       | Discretionary                |
| 3 Dwellings                                    | £1,700.00                | £1,800.00                            | £100.00            | 5.9%       | Discretionary                |
| 4 Dwellings                                    | £1,900.00                | £2,000.00                            | £100.00            | 5.3%       | Discretionary                |
| 5 Dwellings                                    | £2,150.00                | £2,250.00                            | £100.00            | 4.7%       | Discretionary                |
| <b>Other New Builds</b>                        |                          |                                      |                    |            |                              |
| New Garage <40m2                               | £400.00                  | £425.00                              | £25.00             | 6.3%       | Discretionary                |
| New Garage 40m2 - 60m2                         | £525.00                  | £550.00                              | £25.00             | 4.8%       | Discretionary                |
| <b>Extensions</b>                              |                          |                                      |                    |            |                              |
| Extn<10m2                                      | £500.00                  | £525.00                              | £25.00             | 5.0%       | Discretionary                |
| Extn 10m2-40m2                                 | £750.00                  | £775.00                              | £25.00             | 3.3%       | Discretionary                |
| Extn 40m2-80m2                                 | £850.00                  | £900.00                              | £50.00             | 5.9%       | Discretionary                |
| <b>Conversions</b>                             |                          |                                      |                    |            |                              |
| Garage Conversion                              | £400.00                  | £425.00                              | £25.00             | 6.3%       | Discretionary                |
| Loft conversion <80m2                          | £700.00                  | £725.00                              | £25.00             | 3.6%       | Discretionary                |
| Loft Conversion 80m2-100m2                     | £750.00                  | £775.00                              | £25.00             | 3.3%       | Discretionary                |
| <b>Miscellaneous Works</b>                     |                          |                                      |                    |            |                              |
| Underpinning                                   | £467.50                  | £490.00                              | £22.50             | 4.8%       | Discretionary                |
| Up to 6 doors/windows                          | £180.00                  | £187.50                              | £7.50              | 4.2%       | Discretionary                |
| Each additional door/window                    | £36.00                   | £37.50                               | £1.50              | 4.2%       | Discretionary                |
| Heating Appliance                              | Quotation on request     |                                      |                    |            | Discretionary                |
| Electrical Appliance                           | Quotation on request     |                                      |                    |            | Discretionary                |
| Thermal upgrade                                | £300.00                  | £315.00                              | £15.00             | 5.0%       | Discretionary                |
| Up tp 6 Solar Panels                           | £700.00                  | £735.00                              | £35.00             | 5.0%       | Discretionary                |
| <b>Based on Construction Value</b>             |                          |                                      |                    |            |                              |
| £0-£5K   | Quotation on request     |                                      |                    |            | Discretionary                |
| £5K-£10K                                       | £400.00                  | £425.00                              | £25.00             | 6.3%       | Discretionary                |
| £10K-£40K                                      | £650.00                  | £675.00                              | £25.00             | 3.8%       | Discretionary                |
| £40K-£100K                                     | £1,000.00                | £1,050.00                            | £50.00             | 5.0%       | Discretionary                |
| Building notice supplement                     | 10%                      | 10%                                  | £0.00              | 0.0%       | Discretionary                |
| <b>Supplementary Fees</b>                      |                          |                                      |                    |            |                              |
| Additional Visits per hour                     | £80.00                   | £80.00                               | £0.00              | 0.0%       | Discretionary                |
| Copies of Certificates                         | £50.00                   | £50.00                               | £0.00              | 0.0%       | Discretionary                |
| Land Drainage Advice per hour.                 | £75.76                   | £80.00                               | £4.24              | 5.6%       | Discretionary                |
| Reopening applications after less than 3 years | £60.00                   | £60.00                               | £0.00              | 0.0%       | Discretionary                |
| Reopening applications after more than 3 years | £120.00                  | £120.00                              | £0.00              | 0.0%       | Discretionary                |



| Housing Standards  |                          |                                      |                    |            |                              |
|--|--------------------------|--------------------------------------|--------------------|------------|------------------------------|
| Fees and Charges   | Fee 25-26<br>(Excl. VAT) | Proposed Fee<br>26-27 (Excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
| HMO Licence category A - Higher rate new application (where the HMO has been unlicensed for 6 weeks or more)   | £1,285.00                | £1,340.00                            | £55.00             | 4.3%       | Discretionary                |
| HMO Licence category B - Standard new application (where the HMO was acquired or became licensable within 6 weeks, or change of existing licence holder) | £800.00                  | £830.00                              | £30.00             | 3.8%       | Discretionary                |
| HMO Licence category C - Higher rate renewal (where we have concerns about the HMO management or conditions)   | £800.00                  | £830.00                              | £30.00             | 3.8%       | Discretionary                |
| HMO Licence category D - Standard rate renewal (valid application made and paid on time with no compliance issues)                                       | £550.00                  | £570.00                              | £20.00             | 3.6%       | Discretionary                |
| Landlord advice visits (per visit)   | £180.00                  | £190.00                              | £10.00             | 5.6%       | Discretionary                |
| Desktop review of plans etc.   | £125.00                  | £130.00                              | £5.00              | 4.0%       | Discretionary                |
| Copy of HMRO Register  | £50.00                   | £52.00                               | £2.00              | 4.0%       | Discretionary                |
| Empty Homes VAT-exemption letter   | £50.00                   | £52.00                               | £2.00              | 4.0%       | Discretionary                |
| Housing Act 2004 - serving an Improvement Notice   | £540.00                  | £560.00                              | £20.00             | 3.7%       | Discretionary                |
| Housing Act 2004 - making a Prohibition Order  | £540.00                  | £560.00                              | £20.00             | 3.7%       | Discretionary                |
| Housing Act 2004 - taking emergency remedial action  | £540.00                  | £560.00                              | £20.00             | 3.7%       | Discretionary                |
| Housing Act 2004 - Making an emergency prohibition order   | £540.00                  | £560.00                              | £20.00             | 3.7%       | Discretionary                |
| Housing Act 2004 - Reviewing suspended improvement notice or prohibition order   | £270.00                  | £280.00                              | £10.00             | 3.7%       | Discretionary                |
|  |                          |                                      |                    |            |                              |
| Housing Allocations  |                          |                                      |                    |            |                              |
| Fees and Charges   | Fee 25-26<br>(Excl. VAT) | Proposed Fee<br>26-27 (Excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
| Fee charged to Registered Providers for advertising available lettings   | £87.55                   | £90.00                               | £2.45              | 2.8%       | Discretionary                |

## Land Drainage

| Fees and Charges        | Fee 25-26 (Excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary? |
|-------------------------|-----------------------|--------------------------------|-----------------|------------|---------------------------|
| Consent Application fee | £50.00                | £50.00                         | £0.00           | 0.0%       | Statutory                 |

## Street Naming and Numbering

| Fees and Charges                           | Fee 25-26 (Excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary? |
|--|-----------------------|--------------------------------|-----------------|------------|---------------------------|
| Assigning official address's to properties | £50.00                | £50.00                         | £0.00           | 0.0%       | Discretionary             |



| Environmental Services  |                          |                                      |                    |            |   |
|---|--------------------------|--------------------------------------|--------------------|------------|---|
| Fees and Charges  | Fee 25-26<br>(excl. VAT) | Proposed Fee<br>26-27 (excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/ Discretionary?                 |
| <b>SPECIAL COLLECTIONS</b>  |                          |                                      |                    |            |   |
| Special Collections - Clearout (Garden waste or waste package)            | £86.99                   | £88.75                               | £1.76              | 2.0%       | Discretionary                             |
| Special Collections - Clearout (Garden waste or waste package)            | £143.00                  | £148.00                              | £5.00              | 3.5%       | Discretionary                             |
| Special Collections - Any (3 Items Collected)                             | £33.99                   | £35.50                               | £1.51              | 4.4%       | Discretionary                             |
| New: Special Collection - 1 item  | £12.99                   | £14.50                               | £1.51              | 11.6%      | Discretionary                             |
| New: Special Collection - 1 large item                                    | £19.99                   | £21.50                               | £1.51              | 7.6%       | Discretionary                             |
| Premium Collection (Within 72 hours of booking) - Any (3 Items Collected) | £74.99                   | £76.00                               | £0.00              | 0.0%       | Discretionary                             |
| Special Collections - Any (3 Items Collected) During Blitz Weeks          | £22.00                   | £24.00                               | £2.00              | 9.1%       | Discretionary                             |
| <b>BINS AND WASTE SACKS</b>   |                          |                                      |                    |            |   |
| Blue Wheeled Bins   | £41.00                   | £42.00                               | £1.00              | 2.4%       | Discretionary                             |
| 240L Additional Green Bin - Annual Charge                                 | £135.00                  | £138.00                              | £3.00              | 2.2%       | Discretionary                             |
| Bundles of 25 Trade Waste Sacks   | £71.00                   | £74.00                               | £3.00              | 4.2%       | Both Statutory and Discretionary elements |
| Bundles of 25 Trade Recycling Sacks                                       | £51.00                   | £53.00                               | £2.00              | 3.9%       | Both Statutory and Discretionary elements |
| <b>COMMERCIAL REFUSE COLLECTION - PER LIFT</b>                            |                          |                                      |                    |            |   |
| 240 litre bin   | £8.50                    | £8.90                                | £0.40              | 4.7%       | Both Statutory and Discretionary elements |
| 360 litre bin   | £10.80                   | £11.20                               | £0.40              | 3.7%       | Both Statutory and Discretionary elements |
| 660 litre bin   | £15.50                   | £15.90                               | £0.40              | 2.6%       | Both Statutory and Discretionary elements |
| 1100 litre bin  | £19.50                   | £19.75                               | £0.25              | 1.3%       | Both Statutory and Discretionary elements |
| <b>COMMERCIAL RECYCLING COLLECTION - PER LIFT</b>                         |                          |                                      |                    |            |   |
| 240 litre bin   | £5.50                    | £5.80                                | £0.30              | 5.5%       | Both Statutory and Discretionary elements |
| 360 litre bin   | £7.30                    | £7.70                                | £0.40              | 5.5%       | Both Statutory and Discretionary elements |
| 660 litre bin   | £10.00                   | £10.40                               | £0.40              | 4.0%       | Both Statutory and Discretionary elements |
| 1100 litre bin  | £12.50                   | £12.75                               | £0.25              | 2.0%       | Both Statutory and Discretionary elements |
| <b>COMMERCIAL GLASS RECYCLING COLLECTION - PER LIFT</b>                   |                          |                                      |                    |            |   |
| 240 litre bin   | £6.25                    | £6.25                                | £0.00              | 0.0%       | Both Statutory and Discretionary elements |
| 360 litre bin   | £7.75                    | £7.75                                | £0.00              | 0.0%       | Both Statutory and Discretionary elements |
| * Discount of 10% for >5 bins, 20% for >10 bins                           |                          |                                      |                    |            |   |
| <b>COMMERCIAL FOOD RECYCLING - PER LIFT</b>                               |                          |                                      |                    |            |   |
| 140 litre bin   | £5.50                    | £5.75                                | £0.25              | 4.5%       | Both Statutory and Discretionary elements |

| Environmental Services                               |                          |                                      |                    |            |   |
|--|--------------------------|--------------------------------------|--------------------|------------|---|
| Fees and Charges                                     | Fee 25-26<br>(excl. VAT) | Proposed Fee<br>26-27 (excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/ Discretionary?                 |
| <b>Schedule II Collections - Schools</b>             |                          |                                      |                    |            |   |
| 240L Wheeled Bin Package                             | £195.00                  | £205.00                              | £10.00             | 5.1%       | Both Statutory and Discretionary elements |
| 360L Wheeled Bin Package                             | £270.00                  | £285.00                              | £15.00             | 5.6%       | Both Statutory and Discretionary elements |
| 660L Wheeled Bin Package                             | £400.00                  | £420.00                              | £20.00             | 5.0%       | Both Statutory and Discretionary elements |
| 1100L Wheeled Bin Package                            | £515.00                  | £535.00                              | £20.00             | 3.9%       | Both Statutory and Discretionary elements |
| <b>Trade Glass Collection (1 bell)</b>               |                          |                                      |                    |            |   |
| Trade Glass Collection (1 bell)                      | £137.50                  | £145.00                              | £7.50              | 5.5%       | Discretionary                             |
| <b>Garden Waste Charges - 240L Brown Wheeled Bin</b> |                          |                                      |                    |            |   |
| Garden Waste Subscription Charges                    | £49.00                   | £59.00                               | £10.00             | 20.4%      | Both Statutory and Discretionary elements |
| Bundles of 25 Biodegradable Garden Waste Sacks       | £53.00                   | £56.00                               | £3.00              | 5.7%       | Discretionary                             |
| Roll of 52 Compostable Liners                        | £5.10                    | £5.25                                | £0.15              | 2.9%       | Discretionary                             |
| <b>Dog bin emptying charge</b>                       |                          |                                      |                    |            |   |
| For parishes with more than 20 bins                  | £1.90                    | £2.00                                | £0.10              | 5.3%       | Discretionary                             |
| For parishes with more than 5 bins                   | £2.05                    | £2.15                                | £0.10              | 4.9%       | Discretionary                             |
| For parishes with less than 5 bins                   | £2.20                    | £2.30                                | £0.10              | 4.5%       | Discretionary                             |
| <b>MOT's</b>   |                          |                                      |                    |            |   |
| Class IV for Trade, Staff and Account Customers      | £47.00                   | £48.00                               | £1.00              | 2.1%       | Discretionary                             |
| Class IV for General Public                          | £52.00                   | £53.00                               | £1.00              | 1.9%       | Discretionary                             |
| Class V for Trade, Staff and Account Customers       | £52.00                   | £53.00                               | £1.00              | 1.9%       | Discretionary                             |
| Class V for General Public                           | £57.00                   | £58.00                               | £1.00              | 1.8%       | Discretionary                             |
| Class VII for Trade, Staff and Account Customers     | £52.00                   | £53.00                               | £1.00              | 1.9%       | Discretionary                             |
| Class VII for General Public                         | £57.00                   | £58.00                               | £1.00              | 1.8%       | Discretionary                             |
| <b>Other</b>   |                          |                                      |                    |            |   |
| Hourly Rate - Workshop (External)                    | £65.00                   | £68.00                               | £3.00              | 4.6%       | Discretionary                             |
| Use of Washdown facility at Thorpe Lane Depot        | £60.00                   | £65.00                               | £5.00              | 8.3%       | Discretionary                             |
| Use of Public Conveniences - Bicester                | £0.20                    | £0.20                                | £0.00              | 0.0%       | Discretionary                             |
| Use of Public Conveniences - Banbury and Kidlington  | £0.20                    | £0.20                                | £0.00              | 0.0%       | Discretionary                             |
| Pitch Fees 'Casual'                                  | £35.20                   | £35.20                               | £0.00              | 0.0%       | Discretionary                             |
| Pitch Fees 'Regular'                                 | £27.00                   | £27.00                               | £0.00              | 0.0%       | Discretionary                             |
| Pitch Fees 'Charity/Community'                       | £16.00                   | £16.00                               | £0.00              | 0.0%       | Discretionary                             |
| Highway Closures                                     | £110.00                  | £115.00                              | £5.00              | 4.5%       | Discretionary                             |

| Car Parking   |  |  |  |  |  |
|---|--|--|--|--|--|
| Fees and Charges  | Fee 25-26<br>(excl. VAT)                               | Proposed Fee<br>26-27 (excl.<br>VAT)                   | Actual<br>Increase   | % Increase   | Statutory/<br>Discretionary?                           |
| <b>Banbury Short Stay (Charges apply 8am-6pm. Free Parking after 6pm)</b> |  |  |  |  |  |
| <b>Market Place Monday To Saturday</b>                                    |  |  |  |  |  |
| 0 -30 minutes   | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| 0 - 1 hour  | £2.10  | £2.30  | £0.20  | 11.80%   | Discretionary  |
| <b>Market Place Sunday and Bank Holidays</b>                              |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| Over 1 hour flat rate   | £2.00  | £2.20  | £0.20  | 12.50%   | Discretionary  |
| <b>Horsefair West Monday To Saturday</b>                                  |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| 1 - 2 hours   | £2.60  | £2.80  | £0.20  | 9.10%  | Discretionary  |
| 2 - 3 hours   | £3.60  | £3.90  | £0.30  | 10.00%   | Discretionary  |
| <b>Horsefair West Sunday and Bank Holidays</b>                            |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| Over 1 hour flat rate   | £2.00  | £2.20  | £0.20  | 12.50%   | Discretionary  |
| <b>Calthorpe Street West (part) Monday To Saturday</b>                    |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| 1 - 2 Hours   | £2.60  | £2.80  | £0.20  | 9.10%  | Discretionary  |
| 2 - 3 Hours   | £3.60  | £3.90  | £0.30  | 10.00%   | Discretionary  |
| <b>Calthorpe Street West (part) Sunday and Bank Holidays</b>              |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| Over 1 hour flat rate   | £2.00  | £2.20  | £0.20  | 12.50%   | Discretionary  |
| <b>Calthorpe Street East Monday To Saturday</b>                           |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| 1 - 2 Hours   | £2.60  | £2.80  | £0.20  | 9.10%  | Discretionary  |
| 2 - 3 Hours   | £3.60  | £3.90  | £0.30  | 10.00%   | Discretionary  |
| <b>Calthorpe Street East Sunday and Bank Holidays</b>                     |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| Over 1 hour flat rate   | £2.00  | £2.20  | £0.20  | 12.50%   | Discretionary  |
| <b>South Bar East (part) up to Calthorpe Street Monday To</b>             |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| 1 - 2 Hours   | £2.60  | £2.80  | £0.20  | 9.10%  | Discretionary  |
| 2 - 3 Hours   | £3.60  | £3.90  | £0.30  | 10.00%   | Discretionary  |
| <b>South Bar East (part) up to Calthorpe Street Sunday and Bank</b>       |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| Over 1 hour flat rate   | £2.00  | £2.20  | £0.20  | 12.50%   | Discretionary  |
| <b>North Bar East Monday To Saturday</b>                                  |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| 1 - 2 Hours   | £2.60  | £2.80  | £0.20  | 9.10%  | Discretionary  |
| 2 - 3 Hours   | £3.60  | £3.90  | £0.30  | 10.00%   | Discretionary  |
| <b>North Bar East Sunday and Bank Holidays</b>                            |  |  |  |  |  |
|   | <b>North Bar East<br/>Sunday and<br/>Bank Holidays</b> | <b>North Bar East<br/>Sunday and<br/>Bank Holidays</b> | <b>North Bar<br/>East<br/>Sunday and<br/>Bank<br/>Holidays</b> | <b>North Bar<br/>East<br/>Sunday and<br/>Bank<br/>Holidays</b> | <b>North Bar East<br/>Sunday and Bank<br/>Holidays</b> |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| Over 1 hour flat rate   | £2.00  | £2.20  | £0.20  | 12.50%   | Discretionary  |
| <b>The Mill Monday To Saturday</b>  |  |  |  |  |  |
| 0 - 1 hour  | £1.40  | £1.60  | £0.20  | 8.30%  | Discretionary  |
| 1 - 2 Hours   | £2.60  | £2.80  | £0.20  | 9.10%  | Discretionary  |
| 2 - 3 Hours   | £3.60  | £3.90  | £0.30  | 10.00%   | Discretionary  |

| Car Parking   |                          |                                      |                    |            |                              |
|---|--------------------------|--------------------------------------|--------------------|------------|------------------------------|
| Fees and Charges  | Fee 25-26<br>(excl. VAT) | Proposed Fee<br>26-27 (excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
| <b>The Mill Sunday and Bank Holidays</b>                |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Chamberlaine Court Monday To Saturday</b>            |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| <b>Chamberlaine Court Sunday and Bank Holidays</b>      |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Bridge Street (Blue Badge Holders Only)</b>          |                          |                                      |                    |            |                              |
| Monday To Saturday                                      | £0.00                    | £0.00                                | £0.00              | 0.00%      | Discretionary                |
| Sunday and Bank Holidays                                | £0.00                    | £0.00                                | £0.00              | 0.00%      | Discretionary                |
| Free of charge up to maximum stay permitted             | £0.00                    | £0.00                                | £0.00              | 0.00%      | Discretionary                |
| <b>Banbury Long Stay (charges apply 8am-6pm. Free</b>   |                          |                                      |                    |            |                              |
| <b>Riverside Monday To Saturday</b>                     |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                      | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
| <b>Riverside Sunday and Bank Holidays</b>               |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>South Bar East and West Monday To Saturday</b>       |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.90                                | £0.30              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                      | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
| <b>South Bar East and West Sunday and Bank Holidays</b> |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>North Bar West Monday To Saturday</b>                |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                      | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
| <b>North Bar West Sunday and Bank Holidays</b>          |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Calthorpe Street West Monday To Saturday</b>         |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                      | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |

| Car Parking   |                          |                                      |                    |            |                              |
|---|--------------------------|--------------------------------------|--------------------|------------|------------------------------|
| Fees and Charges                                      | Fee 25-26<br>(excl. VAT) | Proposed Fee<br>26-27 (excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
| <b>Calthorpe Street West Sunday and Bank Holidays</b> |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                 | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Windsor Street Monday To Saturday</b>              |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                    | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
| <b>Windsor Street Sunday and Bank Holidays</b>        |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                 | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Bolton Road Monday To Saturday</b>                 |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                    | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
| <b>Bolton Road Sunday and Bank Holidays</b>           |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                 | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
|   | £0.00                    | £0.00                                |                    |            |                              |
| <b>Cherwell Drive Monday to Saturday</b>              |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                    | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
|   | £0.00                    | £0.00                                |                    |            |                              |
| <b>Cherwell Drive Sunday and Bank Holidays</b>        |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                 | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Compton Road Monday To Saturday</b>                |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                    | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
| <b>Compton Road Sunday and Bank Holidays</b>          |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                 | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Drop Off - Pick Up Points</b>                      |                          |                                      |                    |            |                              |
| Bridge Street (all week)                              |                          |                                      |                    |            |                              |
| 0 - 15 minutes  | £0.50                    | £0.70                                | £0.20              | 0.00%      | Discretionary                |
| Horsefair East - Coaches Drop Off/Pick Up - no charge | £0.00                    | £0.00                                | £0.00              | 0.00%      | Discretionary                |
| <b>Permits Banbury &amp; Bicester</b>                 |                          |                                      |                    |            |                              |
| <b>5 Day Permit Valid Monday - Friday</b>             |                          |                                      |                    |            |                              |
| Annual  | 938.00                   | 1030.00                              | 92.00              | 10.40%     | Discretionary                |
| Quarterly   | 252.00                   | 290.00                               | 38.00              | 9.50%      | Discretionary                |
| Monthly   | 101.00                   | 110.00                               | 9.00               | 12.50%     | Discretionary                |
| <b>7 Day Permit Valid Monday - Sunday</b>             |                          |                                      |                    |            |                              |
| Annual  | £1,200.00                | £1,300.00                            | £100.00            | 9.10%      | Discretionary                |
| Quarterly   | £330.00                  | £360.00                              | £30.00             | 10.00%     | Discretionary                |
| Monthly   | £120.00                  | £135.00                              | £15.00             | 9.10%      | Discretionary                |

| Car Parking   |                          |                                      |                    |            |                              |
|---|--------------------------|--------------------------------------|--------------------|------------|------------------------------|
| Fees and Charges  | Fee 25-26<br>(excl. VAT) | Proposed Fee<br>26-27 (excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
| <b>Bicester Short Stay (Charges apply 8am-7pm. Free</b> |                          |                                      |                    |            |                              |
| <b>Market Square Monday To Saturday</b>                 |                          |                                      |                    |            |                              |
| 0 - 30 Minutes  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 0 - 1 Hour  | £2.10                    | £2.30                                | £0.20              | 11.80%     | Discretionary                |
| <b>Market Square Sunday and Bank Holidays</b>           |                          |                                      |                    |            |                              |
| 0 - 1 Hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Claremont Monday To Saturday</b>                     |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| <b>Claremont Sunday and Bank Holidays</b>               |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Chapel Brook Monday To Saturday</b>                  |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| <b>Chapel Brook Sunday and Bank Holidays</b>            |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Victoria Road Monday To Saturday</b>                 |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| <b>Victoria Road Sunday and Bank Holidays</b>           |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Bicester Long Stay</b>                               |                          |                                      |                    |            |                              |
| <b>Cattle Market Monday To Saturday</b>                 |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| 1 - 2 Hours   | £2.60                    | £2.80                                | £0.20              | 9.10%      | Discretionary                |
| 2 - 3 Hours   | £3.60                    | £3.90                                | £0.30              | 10.00%     | Discretionary                |
| 3 - 4 Hours   | £4.60                    | £5.00                                | £0.40              | 10.50%     | Discretionary                |
| Day rate up to 6pm                                      | £6.50                    | £7.50                                | £1.00              | 9.10%      | Discretionary                |
| <b>Cattle Market Sunday and Bank Holidays</b>           |                          |                                      |                    |            |                              |
| 0 - 1 hour  | £1.40                    | £1.60                                | £0.20              | 8.30%      | Discretionary                |
| Over 1 hour flat rate                                   | £2.00                    | £2.20                                | £0.20              | 12.50%     | Discretionary                |
| <b>Kidlington</b>                                       |                          |                                      |                    |            |                              |
| Curtis Place (all week) - no charge                     | £0.00                    | £0.00                                | £0.00              | 0.00%      | Discretionary                |

| Land Charges                               |                          |                                      |                    |            |  |
|--|--------------------------|--------------------------------------|--------------------|------------|--|
| Fees and Charges                           | Fee 25-26<br>(Excl. VAT) | Proposed Fee<br>26-27 (Excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary?   |
| Full Search Fee (LLC1 & CON29R)            | £222.00                  | £240.00                              | £18.00             | 8.1%       | Both Statutory and<br>Discretionary<br>elements as<br>combination of LLC1<br>and CON29 |
| Additional parcel CON29                    | £26.00                   | £28.00                               | £2.00              | 7.7%       | Discretionary  |
| Additional parcel LLC1                     | £2.00                    | £2.00                                | £0.00              | 0.0%       | Statutory  |
| Additional parcel Q22                      | £0.00                    | £0.00                                | £0.00              | N/A        | Discretionary - Fee<br>set by OCC  |
| LLC1 Only (Register search )               | £52.00                   | £60.00                               | £8.00              | 15.4%      | Statutory  |
| CON 29R only (no LLC1)                     | £170.00                  | £180.00                              | £10.00             | 5.9%       | Discretionary  |
| CON29O (Optional enquiries Question 4-21)  | £20.00                   | £23.00                               | £3.00              | 15.0%      | Discretionary  |
| CON29O (Question 22) Administration Charge | £10.00                   | £10.00                               | £0.00              | 0.0%       | Discretionary  |
| CON29O Question 22                         | £45.50                   | £45.50                               | £0.00              | 0.0%       | Discretionary - Fee<br>set by OCC  |
| PART 3 Own worded enquiries                | £30.00                   | £32.00                               | £2.00              | 6.7%       | Discretionary  |



## Electoral Services - Electoral Register - Statutory Charges\*

| Fees and Charges  | Fee 25-26 (excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary? |
|---|-----------------------|--------------------------------|-----------------|------------|---------------------------|
| Electoral Register Data format - per transaction  | £20.00                | £20.00                         | £0.00           | 0.00%      | Statutory                 |
| Electoral Register Data format - per 1000 names or part thereof   | £1.50                 | £1.50                          | £0.00           | 0.00%      | Statutory                 |
| Electoral Register Print format - per transaction   | £10.00                | £10.00                         | £0.00           | 0.00%      | Statutory                 |
| Electoral Register Print format - per 1000 names or part thereof  | £5.00                 | £5.00                          | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Marked copies of Register and Absent Lists - Data format - per transaction                 | £10.00                | £10.00                         | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Marked copies of Register and Absent Lists - Data format - per 1000 names or part thereof  | £1.00                 | £1.00                          | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Marked copies of Register and Absent Lists - Print format - per transaction                | £10.00                | £10.00                         | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Marked copies of Register and Absent Lists - Print format - per 1000 names or part thereof | £2.00                 | £2.00                          | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Overseas elections - Data format - per transaction   | £20.00                | £20.00                         | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Overseas elections - Data format - per 100 names or part thereof                           | £1.50                 | £1.50                          | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Overseas elections - Print format - per transaction  | £10.00                | £10.00                         | £0.00           | 0.00%      | Statutory                 |
| Electoral Register - Overseas elections - Print format - per 100 names or part thereof                          | £5.00                 | £5.00                          | £0.00           | 0.00%      | Statutory                 |

\*Prescribed fees as set out in the Representation of the People (England and Wales) Regulations 2001

## Returning Officer (RO)\* - Local Elections (scheduled & unscheduled)\*\*

| Fees and Charges   | Current fee | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary?              |
|--|-------------|--------------------------------|-----------------|------------|--|
| For each district ward (3 seats) - 1 seat uncontested  | £51.29      | £52.58                         | £1.28           | 2.50%      | Statutory role - personal appointment* |
| For each district ward (3 seats) - 2 seats uncontested   | £102.59     | £105.15                        | £2.56           | 2.50%      | Statutory role - personal appointment* |
| For each district ward (3 seats) - 3 seats uncontested   | £153.88     | £157.73                        | £3.85           | 2.50%      | Statutory role - personal appointment* |
| For each district ward (3 seats) - 1 seat contested  | £106.86     | £109.53                        | £2.67           | 2.50%      | Statutory role - personal appointment* |
| For each district ward (3 seats) - 2 seats contested   | £213.72     | £219.06                        | £5.34           | 2.50%      | Statutory role - personal appointment* |
| For each district ward (3 seats) - 3 seats contested   | £320.58     | £328.59                        | £8.01           | 2.50%      | Statutory role - personal appointment* |
| Deputy Returning Officer*** (district elections contested and uncontested)                                 | 85% RO fee  | 85% RO fee                     | ***             | ***        | Statutory role - personal appointment  |
| Returning Officer Count Fee - for each district ward (3 seats) - 1 seat                                    | £64.12      | £65.72                         | £1.60           | 2.50%      | Statutory role - personal appointment* |
| Returning Officer Count Fee - for each district ward (3 seats) - 2 seats contested                         | £128.23     | £131.44                        | £3.21           | 2.50%      | Statutory role - personal appointment* |
| Returning Officer Count Fee - for each district ward (3 seats) - 3 seats contested                         | £192.35     | £197.16                        | £4.81           | 2.50%      | Statutory role - personal appointment* |
| Returning Officer - recount fee for each recount   | £26.72      | £27.38                         | £0.67           | 2.50%      | Statutory role - personal appointment* |
| Deputy Returning Officer**** count fee district elections  | 85% RO fee  | 85% RO fee                     | ***             | ***        | Statutory role - personal appointment* |
| For each Parish Council / Parish Council Ward - uncontested  | £37.40      | £38.34                         | £0.94           | 2.50%      | Statutory role - personal appointment* |
| For each Parish Council / Parish Council Ward - contested  | £74.80      | £76.67                         | £1.87           | 2.50%      | Statutory role - personal appointment* |
| Deputy Returning Officer*** (parish elections contested and uncontested)                                   | 85% RO fee  | 85% RO fee                     | ***             | ***        | Statutory role - personal appointment  |
| Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate under 1000        | £48.09      | £49.29                         | £1.20           | 2.50%      | Statutory role - personal appointment* |
| Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate 1000 - 2000       | £53.43      | £54.77                         | £1.34           | 2.50%      | Statutory role - personal appointment* |
| Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate 2000 - 3000       | £58.77      | £60.24                         | £1.47           | 2.50%      | Statutory role - personal appointment* |
| Returning Officer Count fee - For each Parish Council / Parish Council Ward - electorate greater than 3000 | £64.12      | £65.72                         | £1.60           | 2.50%      | Statutory role - personal appointment* |
| Returning Officer - recount fee for each recount   | £26.72      | £27.38                         | £0.67           | 2.50%      | Statutory role - personal appointment* |
| Deputy Returning Officer count fee**** (parish elections)  | 85% RO fee  | 85% RO fee                     | ***             | ***        | Statutory role - personal appointment  |

\*Returning Officer, fee for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided

\*\*Returning Officer fees for county elections and national elections / referenda are set by the body responsible for funding the election

\*\*\*The CDC Returning Officer fee is increased in line with staff annual pay award. At present 2.5% is budgeted so this is applied.

\*\*\*\*Appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, other than where appointed to a role for which separate fees are provided.

The Returning Officer has delegation to agree the fees their staff working on elections. The Oxfordshire County Council fee schedule for staff working on elections is adopted by all Oxfordshire districts/City, subject to local amendments for local circumstances by the respective Returning Officer



## Parish Elections - Uncontested Election

| Fees and Charges                                   | Fee 25-26 (excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary?   |
|--|-----------------------|--------------------------------|-----------------|------------|---|
| Uncontested Election recharge - scheduled-election | £200.00               | £200.00                        | £0.00           | 0.0%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level and recharge consistent with other Oxfordshire districts |
| Uncontested Election recharge - by-election        | £200.00               | £200.00                        | £0.00           | 0.0%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level and recharge consistent with other Oxfordshire districts |

## Parish Elections - Contested Scheduled Election (combined)\*

| Fees and Charges                            | Fee 25-26 (excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary?  |
|---|-----------------------|--------------------------------|-----------------|------------|--|
| Adderbury                                   | £2,695.61             | £2,789.95                      | £94.35          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Ambrosden                                   | £2,203.90             | £2,281.04                      | £77.14          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Ardley with Fewcott                         | £1,895.04             | £1,961.36                      | £66.33          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Arncott                                     | £2,018.07             | £2,088.71                      | £70.63          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Calthorpe North Ward | £3,909.64             | £4,046.48                      | £136.84         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Calthorpe South Ward | £3,389.71             | £3,508.35                      | £118.64         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Easington North Ward | £2,000.07             | £2,070.07                      | £70.00          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Easington South Ward | £3,375.87             | £3,494.03                      | £118.16         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Grimsbury Ward       | £4,326.39             | £4,477.81                      | £151.42         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Hardwick East Ward   | £2,093.55             | £2,166.83                      | £73.27          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Hardwick West Ward   | £4,722.26             | £4,887.54                      | £165.28         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Neithrop North Ward  | £2,888.80             | £2,989.91                      | £101.11         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Neithrop South Ward  | £2,838.90             | £2,938.26                      | £99.36          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Park Road Ward       | £3,473.31             | £3,594.87                      | £121.57         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Ruscote Ward         | £6,240.37             | £6,458.79                      | £218.41         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Town Centre Ward     | £3,547.17             | £3,671.32                      | £124.15         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Barford St John and St Michael              | £2,067.20             | £2,139.55                      | £72.35          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Begbroke                                    | £2,016.47             | £2,087.05                      | £70.58          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - East Ward           | £5,084.97             | £5,262.95                      | £177.97         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - North Ward          | £4,136.74             | £4,281.52                      | £144.79         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - South Ward          | £6,885.98             | £7,126.99                      | £241.01         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - West Ward           | £5,154.78             | £5,335.20                      | £180.42         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Blackthorn                                  | £1,917.07             | £1,984.17                      | £67.10          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bletchington                                | £2,065.93             | £2,138.23                      | £72.31          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bloxham                                     | £3,155.61             | £3,266.06                      | £110.45         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bodicote                                    | £2,297.87             | £2,378.29                      | £80.43          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bourton                                     | £2,007.56             | £2,077.83                      | £70.26          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Broughton                                   | £1,930.45             | £1,998.01                      | £67.57          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bucknell                                    | £1,959.36             | £2,027.94                      | £68.58          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Caversfield                                 | £3,972.90             | £4,111.95                      | £139.05         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |

## Appendix 1 - Fees and Charges Schedule

|  |           |           |         |      |  |
|--|-----------|-----------|---------|------|--|
| Charlton-on-Otmoor                         | £1,951.48 | £2,019.79 | £68.30  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Chesterton                                 | £2,088.55 | £2,161.65 | £73.10  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Claydon with Clattercot                    | £1,975.97 | £2,045.12 | £69.16  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Cropredy                                   | £2,007.79 | £2,078.06 | £70.27  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Deddington                                 | £2,470.12 | £2,556.57 | £86.45  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Drayton                                    | £1,954.32 | £2,022.72 | £68.40  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Duns Tew                                   | £2,038.21 | £2,109.55 | £71.34  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Epwell                                     | £1,924.57 | £1,991.93 | £67.36  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Fencott & Murcott                          | £1,973.83 | £2,042.92 | £69.08  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Finmere                                    | £1,950.04 | £2,018.29 | £68.25  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Fringford                                  | £2,014.83 | £2,085.35 | £70.52  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Fritwell                                   | £1,984.72 | £2,054.18 | £69.47  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Gosford & Water Eaton                      | £2,464.44 | £2,550.69 | £86.26  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hanwell                                    | £1,998.11 | £2,068.05 | £69.93  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hethe                                      | £1,951.86 | £2,020.18 | £68.32  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Heyford Park                               | £2,224.02 | £2,301.86 | £77.84  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hook Norton                                | £2,429.69 | £2,514.73 | £85.04  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Horley                                     | £1,925.96 | £1,993.37 | £67.41  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hornton                                    | £1,930.61 | £1,998.19 | £67.57  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Horton-cum-Studley                         | £1,978.06 | £2,047.30 | £69.23  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Islip                                      | £2,062.99 | £2,135.19 | £72.20  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Dogwood Ward   | £2,715.91 | £2,810.97 | £95.06  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Exeter Ward    | £2,353.60 | £2,435.97 | £82.38  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Orchard Ward   | £2,883.01 | £2,983.92 | £100.91 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - St Mary's Ward | £2,845.30 | £2,944.89 | £99.59  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Roundham Ward  | £2,438.44 | £2,523.79 | £85.35  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kirtlington                                | £1,994.55 | £2,064.35 | £69.81  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Launton                                    | £2,130.35 | £2,204.91 | £74.56  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Lower Heyford                              | £2,021.07 | £2,091.81 | £70.74  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Merton                                     | £1,954.46 | £2,022.86 | £68.41  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Middleton Stoney                           | £1,936.22 | £2,003.99 | £67.77  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Milcombe                                   | £2,039.12 | £2,110.49 | £71.37  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Mollington                                 | £2,029.46 | £2,100.49 | £71.03  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| North Newington                            | £2,113.42 | £2,187.39 | £73.97  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Piddington                                 | £1,965.30 | £2,034.08 | £68.79  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Shenington with Alkerton                   | £1,944.26 | £2,012.31 | £68.05  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Shipton-on-Cherwell & Thrupp               | £2,018.05 | £2,088.68 | £70.63  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Shutford                                   | £1,962.20 | £2,030.88 | £68.68  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Sibford Ferris                             | £1,961.01 | £2,029.64 | £68.64  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Sibford Gower                              | £1,974.35 | £2,043.45 | £69.10  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Somerton                                   | £1,973.62 | £2,042.70 | £69.08  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |

## Appendix 1 - Fees and Charges Schedule

|                     |           |           |        |      |  |
|---------------------|-----------|-----------|--------|------|--|
| Souldern            | £2,000.27 | £2,070.28 | £70.01 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| South Newington     | £1,943.88 | £2,011.91 | £68.04 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Steeple Aston       | £2,076.80 | £2,149.49 | £72.69 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Stoke Lyne          | £1,944.83 | £2,012.90 | £68.07 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Stratton Audley     | £2,057.57 | £2,129.58 | £72.01 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Swalcliffe          | £1,897.17 | £1,963.57 | £66.40 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Tadmarton           | £1,976.63 | £2,045.81 | £69.18 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Upper Heyford       | £1,968.49 | £2,037.39 | £68.90 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Wardington          | £2,045.19 | £2,116.77 | £71.58 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Wendlebury          | £1,933.25 | £2,000.91 | £67.66 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Weston-on-the-Green | £1,976.69 | £2,045.88 | £69.18 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Wigginton           | £1,933.63 | £2,001.31 | £67.68 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Wroxton             | £1,971.50 | £2,040.50 | £69.00 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Yarnton             | £2,717.82 | £2,812.94 | £95.12 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |

\*Increased in line with inflation. Reflects actual costs but with a fixed maximum amount to enable parish councils to budget accordingly. Scheduled elections are combined with scheduled district elections and a combined poll card is issued.

| Parish Elections - By-Election*, excludes poll cards** |             |                                |                 |            |  |
|--|-------------|--------------------------------|-----------------|------------|--|
| Fees and Charges                                       | Current fee | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary?  |
| Adderbury  | £3,375.02   | £3,493.15                      | £118.13         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Ambrosden  | £2,574.90   | £2,665.02                      | £90.12          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Ardley with Fewcott                                    | £2,198.11   | £2,275.04                      | £76.93          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Arncott  | £2,352.76   | £2,435.10                      | £82.35          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Calthorpe North Ward            | £4,287.11   | £4,437.15                      | £150.05         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Calthorpe South Ward            | £4,470.00   | £4,626.45                      | £156.45         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Easington North Ward            | £2,386.29   | £2,469.81                      | £83.52          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Easington South Ward            | £4,478.91   | £4,635.67                      | £156.76         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Grimsbury Ward                  | £5,903.86   | £6,110.50                      | £206.64         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Hardwick East Ward              | £2,544.10   | £2,633.14                      | £89.04          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Hardwick West Ward              | £6,637.28   | £6,869.59                      | £232.30         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Neithrop North Ward             | £3,776.01   | £3,908.17                      | £132.16         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Neithrop South Ward             | £3,598.21   | £3,724.15                      | £125.94         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Park Road Ward                  | £5,299.13   | £5,484.60                      | £185.47         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Ruscote Ward                    | £9,644.33   | £9,981.88                      | £337.55         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Banbury Town Council - Town Centre Ward                | £4,984.64   | £5,159.10                      | £174.46         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Barford St John and St Michael                         | £2,513.26   | £2,601.22                      | £87.96          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Begbroke   | £2,404.51   | £2,488.67                      | £84.16          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - East Ward                      | £7,384.58   | £7,643.04                      | £258.46         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - North Ward                     | £5,655.40   | £5,853.33                      | £197.94         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - South Ward                     | £9,119.58   | £9,438.77                      | £319.19         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bicester Town Council - West Ward                      | £7,509.60   | £7,772.44                      | £262.84         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Blackthorn   | £2,227.60   | £2,305.56                      | £77.97          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bletchington   | £2,481.56   | £2,568.42                      | £86.85          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bloxham  | £3,842.87   | £3,977.37                      | £134.50         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bodicote   | £2,723.27   | £2,818.59                      | £95.31          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bourton  | £2,386.71   | £2,470.24                      | £83.53          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Broughton  | £2,254.36   | £2,333.26                      | £78.90          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Bucknell   | £2,319.47   | £2,400.65                      | £81.18          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Caversfield  | £4,211.67   | £4,359.08                      | £147.41         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Charlton-on-Otmoor                                     | £2,289.13   | £2,369.25                      | £80.12          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Chesterton   | £2,534.09   | £2,622.79                      | £88.69          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Claydon with Clattercot                                | £2,345.38   | £2,427.47                      | £82.09          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Cropredy   | £2,387.16   | £2,470.71                      | £83.55          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Deddington   | £3,041.58   | £3,148.04                      | £106.46         | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Drayton  | £2,280.23   | £2,360.04                      | £79.81          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Duns Tew   | £2,462.59   | £2,548.78                      | £86.19          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Epwell   | £2,242.59   | £2,321.08                      | £78.49          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Fencott & Murcott                                      | £2,348.42   | £2,430.62                      | £82.19          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Finmere  | £2,286.24   | £2,366.26                      | £80.02          | 3.5%       | Statutory requirement to run elections on behalf of parishes - discretionary fee level |

## Appendix 1 - Fees and Charges Schedule

|  |           |           |         |      |  |
|--|-----------|-----------|---------|------|--|
| Fringford                                  | £2,408.53 | £2,492.83 | £84.30  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Fritwell                                   | £2,341.01 | £2,422.94 | £81.94  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Gosford & Water Eaton                      | £3,139.73 | £3,249.62 | £109.89 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hanwell                                    | £2,396.98 | £2,480.88 | £83.89  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hethe                                      | £2,304.48 | £2,385.13 | £80.66  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Heyford Park                               | £2,600.55 | £2,691.57 | £91.02  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hook Norton                                | £3,011.89 | £3,117.30 | £105.42 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Horley                                     | £2,245.38 | £2,323.97 | £78.59  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Hornton                                    | £2,254.69 | £2,333.61 | £78.91  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Horton-cum-Studley                         | £2,342.30 | £2,424.28 | £81.98  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Islip                                      | £2,504.85 | £2,592.52 | £87.67  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Dogwood Ward   | £3,430.23 | £3,550.29 | £120.06 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Exeter Ward    | £2,900.94 | £3,002.48 | £101.53 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Orchard Ward   | £3,757.14 | £3,888.64 | £131.50 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - St Mary's Ward | £3,640.19 | £3,767.60 | £127.41 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kidlington Parish Council - Roundham Ward  | £3,022.11 | £3,127.88 | £105.77 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Kirtlington                                | £2,353.37 | £2,435.74 | £82.37  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Launton                                    | £2,464.26 | £2,550.51 | £86.25  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Lower Heyford                              | £2,428.31 | £2,513.30 | £84.99  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Merton                                     | £2,302.37 | £2,382.95 | £80.58  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Middleton Stoney                           | £2,265.91 | £2,345.22 | £79.31  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Milcombe                                   | £2,457.11 | £2,543.11 | £86.00  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Mollington                                 | £2,445.10 | £2,530.67 | £85.58  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| North Newington                            | £2,620.30 | £2,712.01 | £91.71  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Piddington                                 | £2,324.04 | £2,405.39 | £81.34  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Shenington with Alkerton                   | £2,274.69 | £2,354.30 | £79.61  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Shipton-on-Cherwell & Thrupp               | £2,429.56 | £2,514.59 | £85.03  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Shutford                                   | £2,310.57 | £2,391.44 | £80.87  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Sibford Ferris                             | £2,315.47 | £2,396.51 | £81.04  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Sibford Gower                              | £2,334.87 | £2,416.59 | £81.72  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Somerton                                   | £2,340.71 | £2,422.63 | £81.92  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Souldern                                   | £2,393.99 | £2,477.78 | £83.79  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| South Newington                            | £2,288.51 | £2,368.61 | £80.10  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Steeple Aston                              | £2,454.49 | £2,540.39 | £85.91  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Stoke Lyne                                 | £2,290.42 | £2,370.58 | £80.16  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Stratton Audley                            | £2,501.31 | £2,588.85 | £87.55  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Swalcliffe                                 | £2,195.09 | £2,271.92 | £76.83  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Tadmorton                                  | £2,339.41 | £2,421.29 | £81.88  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Upper Heyford                              | £2,330.44 | £2,412.00 | £81.57  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Wardington                                 | £2,469.26 | £2,555.69 | £86.42  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Wendlebury                                 | £2,252.67 | £2,331.52 | £78.84  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Weston-on-the-Green                        | £2,339.55 | £2,421.43 | £81.88  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Wigginton                                  | £2,268.02 | £2,347.40 | £79.38  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |

## Appendix 1 - Fees and Charges Schedule

|         |           |           |         |      |  |
|---------|-----------|-----------|---------|------|--|
| Wroxton | £2,329.17 | £2,410.69 | £81.52  | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |
| Yamton  | £2,953.82 | £3,057.21 | £103.38 | 3.5% | Statutory requirement to run elections on behalf of parishes - discretionary fee level |

\*Increased in line with inflation. Reflects actual costs but with a fixed maximum amount to enable parish councils to budget accordingly.

\*\* If a parish council requests poll cards for a by-election, the actual cost of poll cards (production and postage) will be recharged in addition to the fee.

| Public Protection, Environmental Health, Licensing                              |                       |                                |                 |            |                           |
|---|-----------------------|--------------------------------|-----------------|------------|---------------------------|
| Fees and Charges  | Fee 25-26 (Excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary? |
| Environmental Health, Environmental Protection and Licensing                    |                       |                                |                 |            |                           |
| Gambling Act  |                       |                                |                 |            |                           |
| Premises  | Various               |                                |                 |            | Statutory                 |
| Animal Licensing  |                       |                                |                 |            |                           |
| Animal Boarding Establishment Licence   | £469.55               | £485.00                        | £15.45          | 3.3%       | Discretionary             |
| Pet Shop Licence  | £469.55               | £485.00                        | £15.45          | 3.3%       | Discretionary             |
| Riding Establishment Licence  | £469.55               | £485.00                        | £15.45          | 3.3%       | Discretionary             |
| Dog Breeding Establishment Licence  | £469.55               | £485.00                        | £15.45          | 3.3%       | Discretionary             |
| Dangerous Wild Animals Licence  | £469.55               | £485.00                        | £15.45          | 3.3%       | Discretionary             |
| Zoo Licence   | £701.25               | £750.00                        | £48.75          | 7.0%       | Discretionary             |
| Variation of Animal Licence   | N/A                   | £49.00                         | N/A             | N/A        | Discretionary             |
| Skin Piercing, Tattooing, Acupuncture, Electrolysis etc.                        |                       |                                |                 |            |                           |
| Registration Fee  | £129.00               | £135.00                        | £6.00           | 4.7%       | Discretionary             |
| Registration of Premises  | £190.75               | £200.00                        | £9.25           | 4.8%       | Discretionary             |
| Scrap Metal   |                       |                                |                 |            |                           |
| Variation of scrap metal dealers licence type Collector - Dealer                | £252.45               | £265.00                        | £12.55          | 5.0%       | Discretionary             |
| Variation of scrap metal dealers licence - Admin, change of name or replacement | £127.35               | £135.00                        | £7.65           | 6.0%       | Discretionary             |
| Scrap metal dealers site  | £583.45               | £605.00                        | £21.55          | 3.7%       | Discretionary             |
| Scrap metal collectors licence  | £345.00               | £360.00                        | £15.00          | 4.3%       | Discretionary             |
| Street Trading consent charges  |                       |                                |                 |            |                           |
| 12 month period   | £1,408.00             | £1,450.00                      | £42.00          | 3.0%       | Discretionary             |
| 6 month period  | £701.25               | £725.00                        | £23.75          | 3.4%       | Discretionary             |
| 3 month period  | £359.00               | £372.50                        | £13.50          | 3.8%       | Discretionary             |
| 1 month period  | £201.95               | £205.00                        | £3.05           | 1.5%       | Discretionary             |
| Table and Chairs consent charges  |                       |                                |                 |            |                           |
| New licence   | £19.07                | £242.50                        | £223.43         | 1171.6%    | Discretionary             |
| Licence renewal   | N/A                   | £182.50                        |                 |            | Discretionary             |
| Private Hire and Hackney Carriage DRIVER Fees and Charges                       |                       |                                |                 |            |                           |
| Grant of Licence 1 Year   | £145.25               | £148.20                        | £2.95           | 2.0%       | Discretionary             |
| Grant of licence 3 Years  | £237.85               | £242.50                        | £4.65           | 2.0%       | Discretionary             |
| Renewal of existing licence 1 year  | £121.15               | £123.60                        | £2.45           | 2.0%       | Discretionary             |
| Renewal of existing licence 3 years   | £209.25               | £213.50                        | £4.25           | 2.0%       | Discretionary             |
| DBS (was CRB) check and DVLA check  | £78.55                | £81.00                         | £2.45           | 3.1%       | Discretionary             |
| Knowledge Test  | £35.35                | £37.00                         | £1.65           | 4.7%       | Discretionary             |
| Cost of badge/ replacement badge  | £39.25                | £41.00                         | £1.75           | 4.5%       | Discretionary             |
| Cost of replacement paper licence   | £19.10                | £20.00                         | £0.90           | 4.7%       | Discretionary             |
| Disability and Safeguarding Awareness Training                                  |                       |                                |                 |            | Fee set by OCC            |
| English Testing   | £51.05                | £52.10                         | £1.05           | 2.1%       | Discretionary             |
| Hackney Carriage VEHICLE Fees and Charges                                       |                       |                                |                 |            |                           |
| Grant of licence  | £365.75               | £373.00                        | £7.25           | 2.0%       | Discretionary             |
| Renewal of existing licence   | £317.50               | £324.00                        | £6.50           | 2.0%       | Discretionary             |
| Replacement licence plate   | £28.05                | £29.00                         | £0.95           | 3.4%       | Discretionary             |
| Replacement bracket   | £28.05                | £29.00                         | £0.95           | 3.4%       | Discretionary             |
| Change of vehicle only  | £138.00               | £141.00                        | £3.00           | 2.2%       | Discretionary             |
| Transfer of licensee only   | £70.00                | £72.00                         | £2.00           | 2.9%       | Discretionary             |
| Change of vehicle and licensee  | £208.00               | £212.50                        | £4.50           | 2.2%       | Discretionary             |
| Private Hire VEHICLE Fees and Charges   |                       |                                |                 |            |                           |
| Grant of new licence  | £333.70               | £340.50                        | £6.80           | 2.0%       | Discretionary             |
| Renewal of licence  | £306.80               | £313.00                        | £6.20           | 2.0%       | Discretionary             |
| Internal Plate Replacement  | £14.00                | £15.00                         | £1.00           | 7.1%       | Discretionary             |
| Plate or bracket replacement  | £28.00                | £29.00                         | £1.00           | 3.6%       | Discretionary             |
| Cost of replacement paper licence   | £19.10                | £20.00                         | £0.90           | 4.7%       | Discretionary             |
| Change of vehicle only  | £138.00               | £141.00                        | £3.00           | 2.2%       | Discretionary             |
| Transfer of licensee only   | £70.00                | £72.00                         | £2.00           | 2.9%       | Discretionary             |
| Plate exemption application   | N/A                   | £79.00                         | N/A             | N/A        | Discretionary             |
| Change of vehicle and licensee  | £208.00               | £212.50                        | £4.50           | 2.2%       | Discretionary             |
| Private Hire OPERATOR Fees and Charges  |                       |                                |                 |            |                           |
| Operator's Licence (one vehicle only) - 1 year                                  | £162.50               | £166.00                        | £3.50           | 2.2%       | Discretionary             |
| Operator's Licence (one vehicle only) – 5 year                                  | £176.00               | £180.00                        | £4.00           | 2.3%       | Discretionary             |
| For each additional vehicle   | £25.80                | £26.50                         | £0.70           | 2.7%       | Discretionary             |
| Sex Establishment Venue   |                       |                                |                 |            |                           |
| Application   | £1,958.00             | £2,025.00                      | £67.00          | 3.4%       | Discretionary             |
| Renewal   | £1,296.00             | £1,340.00                      | £44.00          | 3.4%       | Discretionary             |
| Contaminated land enquiry   |                       |                                |                 |            |                           |
| Charge per hour or part thereof   | £84.00                | £90.00                         | £6.00           | 7.1%       | Discretionary             |



| Public Protection, Environmental Health, Licensing               |                       |                                |                 |            |                           |
|--|-----------------------|--------------------------------|-----------------|------------|---------------------------|
| Fees and Charges   | Fee 25-26 (Excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary? |
| <b>Health Protection</b>   |                       |                                |                 |            |                           |
| Food Export/Hygiene Certificates                                 | £142.00               | £147.00                        | £5.00           | 3.5%       | Discretionary             |
| Food Hygiene Rating Scheme Rescore Visit                         | £345.00               | £352.00                        | £7.00           | 2.0%       | Discretionary             |
| Food Surrender Certificates                                      | £153.00               | £160.00                        | £7.00           | 4.6%       | Discretionary             |
| Copies of Food Premises Register (a) Single Entry                | £5.35                 | £5.75                          | £0.40           | 7.5%       | Discretionary             |
| Copies of Food Premises Register (b) Full Register               | £399.00               | £415.00                        | £16.00          | 4.0%       | Discretionary             |
| Factual Statements for Civil Proceedings                         | £197.00               | £205.00                        | £8.00           | 4.1%       | Discretionary             |
| Reports provided under the Environmental Information Regulations | £165.00               | £170.00                        | £5.00           | 3.0%       | Statutory                 |
| <b>Water Sampling</b>  |                       |                                |                 |            |                           |
| Large/Commercial use supplies (each assessment at £68/hour)      | £500.00               | £600.00                        | £100.00         | 20.0%      | Statutory                 |
| Risk assessment (each assessment at £68)                         | £500.00               | £600.00                        | £100.00         | 20.0%      | Statutory                 |
| Sampling (each visit)  | £100.00               | £105.00                        | £5.00           | 5.0%       | Statutory                 |
| Investigation  | £100.00               | £105.00                        | £5.00           | 5.0%       | Statutory                 |
| Granting an authorisation  | £100.00               | £105.00                        | £5.00           | 5.0%       | Statutory                 |
| Analysing a sample:  |                       |                                |                 |            |                           |
| Taken under regulation 10  | £25.00                | £35.00                         | £10.00          | 40.0%      | Statutory                 |
| Taken during Check monitoring                                    | £100.00               | £150.00                        | £50.00          | 50.0%      | Statutory                 |
| Taken during Audit monitoring                                    | £500.00               | £600.00                        | £100.00         | 20.0%      | Statutory                 |
| <b>Water Sampling Fees:</b>                                      |                       |                                |                 |            |                           |
| Lab Fees (Depending on criteria)                                 | £103.75               | £107.00                        | £3.25           | 3.1%       | Discretionary             |
| Pools (basic swimming pool test)                                 | £40.50                | £42.00                         | £1.50           | 3.7%       | Discretionary             |
| Sampling and admin cost recovery hourly rate                     | £56.50                | £58.00                         | £1.50           | 2.7%       | Discretionary             |
| Courier charge   | £40.50                | £42.00                         | £1.50           | 3.7%       | Discretionary             |
|  |                       |                                |                 |            |                           |
| <b>Health Protection - Food Safety</b>                           |                       |                                |                 |            |                           |
| Level 2 Food Safety in Catering Course                           |                       |                                |                 |            |                           |
| Taught Course  | £92.00                | £95.00                         | £3.00           | 3.3%       | Discretionary             |
| Taught - Voluntary Groups  | £51.99                | £53.50                         | £1.51           | 2.9%       | Discretionary             |
| Taught - Unemployed  | £51.99                | £53.50                         | £1.51           | 2.9%       | Discretionary             |
| E-learning (all level 2 courses)                                 | £33.50                | £35.00                         | £1.50           | 4.5%       | Discretionary             |
| Level 2 Personal license Holder elearning and invigilated exam   | £101.00               | £105.00                        | £4.00           | 4.0%       | Discretionary             |
| Invigilated exam resit   | £32.00                | £35.00                         | £3.00           | 9.4%       | Discretionary             |
| Level 3 Food Hygiene Course Taught Course                        | £359.00               | £375.00                        | £16.00          | 4.5%       | Discretionary             |
|  |                       |                                |                 |            |                           |
| Cost recovery - Commercial & Business Support                    |                       |                                |                 |            |                           |
| Basic cost recovery (qualified officer)                          | £86.50                | £90.00                         | £3.50           | 4.0%       | Discretionary             |
| Full cost recovery (qualified officer)                           | £95.50                | £99.50                         | £4.00           | 4.2%       | Discretionary             |
| Mileage cost per mile  | £0.51                 | £0.55                          | £0.04           | 7.8%       | Discretionary             |
| Strive for 5   | £312.00               | £325.00                        | £13.00          | 4.2%       | Discretionary             |
| SFBB Packs (without diary)                                       | £19.99                | £20.70                         | £0.71           | 3.6%       | Discretionary             |
| SFBB 48 week diary refills                                       | £18.99                | £19.70                         | £0.71           | 3.7%       | Discretionary             |
| SFBB Pack with 48 week diary refill                              | £31.00                | £32.25                         | £1.25           | 4.0%       | Discretionary             |
| <b>Mobile Home Sites Fees</b>                                    |                       |                                |                 |            |                           |
| New Application  |                       |                                |                 |            |                           |
| 1 to 10 pitches  | £368.50               | £377.50                        | £9.00           | 2.4%       | Discretionary             |
| 11 to 30 pitches   | £541.25               | £555.00                        | £13.75          | 2.5%       | Discretionary             |
| 31 to 99 pitches   | £702.50               | £719.99                        | £17.49          | 2.5%       | Discretionary             |
| 100 or more pitches  | £875.00               | £899.00                        | £24.00          | 2.7%       | Discretionary             |
|  |                       |                                |                 |            |                           |
| Annual Fee   |                       |                                |                 |            |                           |
| 1 to 10 pitches  | £288.25               | £295.00                        | £6.75           | 2.3%       | Discretionary             |
| 11 to 30 pitches   | £368.50               | £377.00                        | £8.50           | 2.3%       | Discretionary             |
| 31 to 99 pitches   | £455.00               | £465.00                        | £10.00          | 2.2%       | Discretionary             |
| 100 or more pitches  | £541.25               | £555.00                        | £13.75          | 2.5%       | Discretionary             |
|  |                       |                                |                 |            |                           |
| Transfer/amendment   | £203.65               | £209.00                        | £5.35           | 2.6%       | Discretionary             |
| Replacement paper licence  | £19.10                | £20.00                         | £0.90           | 4.7%       | Discretionary             |
| Lodging rules  | £70.00                | £72.50                         | £2.50           | 3.6%       | Discretionary             |
|  |                       |                                |                 |            |                           |



| Public Protection, Environmental Health, Licensing                   |                       |                                |                 |            |   |
|--|-----------------------|--------------------------------|-----------------|------------|---|
| Fees and Charges   | Fee 25-26 (Excl. VAT) | Proposed Fee 26-27 (Excl. VAT) | Actual Increase | % Increase | Statutory/ Discretionary?                 |
| <b>Environmental Enforcement</b>                                     |                       |                                |                 |            |   |
| Rats & Mice, Per consultation - 3 visits                             | £70.25                | £73.50                         | £3.25           | 4.6%       | Discretionary                             |
| Additional visit   | £23.00                | £24.00                         | £1.00           | 4.3%       | Discretionary                             |
| Fleas, cockroaches ants, carpet beetles, and other household insects | £88.75                | £92.50                         | £3.75           | 4.2%       | Discretionary                             |
| Bedbugs  | £126.25               | £132.00                        | £5.75           | 4.6%       | Discretionary                             |
| Wasps Nests  | £76.25                | £80.00                         | £3.75           | 4.9%       | Discretionary                             |
|  |                       |                                |                 |            |   |
| Collection of stray dogs   | £285.00               | £290.00                        | £5.00           | 1.8%       | Both Statutory and Discretionary Elements |
| Kennel Costs (per day/part of)                                       | £28.00                | £0.00                          | £-28.00         | -100.0%    | Discretionary                             |

| NOA, Cooper School and Stratfield Brake                                |                             |  |                    |            |                              |
|--|-----------------------------|--|--------------------|------------|------------------------------|
| Fees and Charges   | Fees 2025-26<br>(excl. VAT) | Proposed Fee<br>2026-27 (excl.<br>VAT) | Actual<br>Increase | % Increase | Statutory/<br>Discretionary? |
| <b>NORTH OXFORDSHIRE ACADEMY ATP BANBURY</b>                           |                             |  |                    |            |                              |
| <b>ATP/GRASS INNER PITCH</b>   |                             |  |                    |            |                              |
| Senior Match   | £69.85                      | £72.65                                 | £2.80              | 4.0%       | Discretionary                |
| Junior Match   | £34.80                      | £36.20                                 | £1.40              | 4.0%       | Discretionary                |
| Senior Training Whole Pitch  | £50.45                      | £52.50                                 | £2.05              | 4.1%       | Discretionary                |
| Senior Training Half Pitch   | £31.40                      | £32.65                                 | £1.25              | 4.0%       | Discretionary                |
| Junior Training Whole Pitch  | £26.95                      | £28.05                                 | £1.10              | 4.1%       | Discretionary                |
| Junior Training Half Pitch   | £15.80                      | £16.45                                 | £0.65              | 4.1%       | Discretionary                |
| <b>NORTH OXFORDSHIRE ACADEMY ATP FOR KEYHOLDERS</b>                    |                             |  |                    |            |                              |
| <b>60 Minutes Hire</b>   |                             |  |                    |            |                              |
| Senior Match   | £59.95                      | £62.35                                 | £2.40              | 4.0%       | Discretionary                |
| Junior Match   | £22.05                      | £22.95                                 | £0.90              | 4.1%       | Discretionary                |
| <b>NORTH OXFORDSHIRE ATHLETICS TRACK BANBURY</b>                       |                             |  |                    |            |                              |
| <b>Fixtures</b>  |                             |  |                    |            |                              |
| Non Cherwell Based Clubs Fixtures                                      | £54.70                      | £56.90                                 | £2.20              | 4.0%       | Discretionary                |
| Cherwell Clubs – Seniors Fixtures                                      | £41.75                      | £43.45                                 | £1.70              | 4.1%       | Discretionary                |
| Cherwell Clubs – Juniors Fixtures                                      | £33.05                      | £34.40                                 | £1.35              | 4.1%       | Discretionary                |
| Seniors Training   | £43.45                      | £45.20                                 | £1.75              | 4.0%       | Discretionary                |
| Juniors  | £22.45                      | £23.35                                 | £0.90              | 4.0%       | Discretionary                |
| <b>PAVILION/CHANGING/CLUB ROOM HIRE</b>                                |                             |  |                    |            |                              |
| Pavilion/Changing/Club Room Hire                                       | £17.70                      | £18.40                                 | £0.70              | 4.0%       | Discretionary                |
| <b>COOPER SCHOOL, BICESTER</b>   |                             |  |                    |            |                              |
| <b>ATP – 60 Minutes</b>  |                             |  |                    |            |                              |
| Senior Whole Pitch   | £54.80                      | £57.00                                 | £2.20              | 4.0%       | Discretionary                |
| Senior Half Pitch  | £36.00                      | £37.45                                 | £1.45              | 4.0%       | Discretionary                |
| Senior Quarter Pitch   | £30.15                      | £31.35                                 | £1.20              | 4.0%       | Discretionary                |
| Junior Whole Pitch   | £46.20                      | £48.05                                 | £1.85              | 4.0%       | Discretionary                |
| Junior Half Pitch  | £28.75                      | £29.90                                 | £1.15              | 4.0%       | Discretionary                |
| Junior Quarter Pitch   | £20.15                      | £20.95                                 | £0.80              | 4.0%       | Discretionary                |
| <b>Hockey Club – Whole Pitch</b>                                       |                             |  |                    |            |                              |
| Senior Match – 90 Minutes  | £96.50                      | £100.35                                | £3.85              | 4.0%       | Discretionary                |
| Senior Training – 60 Minutes   | £55.10                      | £57.30                                 | £2.20              | 4.0%       | Discretionary                |
| Junior Match – 90 Minutes  | £50.35                      | £52.40                                 | £2.05              | 4.1%       | Discretionary                |
| Junior Training – 60 Minutes   | £32.55                      | £33.85                                 | £1.30              | 4.0%       | Discretionary                |
| Public Liability Insurance re-charge charged at 10% of total hire fee. |                             |  |                    |            |                              |

Appendix 2 - Fees & Charges Benchmarking

| Appendix 2 - Fees & Charges Benchmarking      |   |              | Lower than average | Highest Charge       |                   |                     |                     |                |
|---|---|--------------|--------------------|----------------------|-------------------|---------------------|---------------------|----------------|
| Year: 25/26                                   | Description                                   | Budget 25/26 | Cherwell           | WODC                 | Oxford city/ODS   | SODC                | VOWH                | Average charge |
| Local Land Charges                            | CON29R only                                   | -£243,680    | £170.00            | £159.00              | £237.00           | £158.30             | £146.47             | £174.15        |
| Licence - Street Trading Permits              | Annual consent                                | -£31,855     | £1,408.00          | £2,287.00            | £3,257.00         | £517.00             | £517.00             | £1,597.20      |
| Licence - Vehicle (Driver)                    | Grant of licence (3 year)                     | -£171,665    | £237.85            | £311.00              | £405.00           | £395.00             | £395.00             | £348.77        |
| Licence - Vehicle (Driver)                    | Renewal of license (3 year)                   |              | £209.25            | £229.00              | £0.00             | £0.00               | £0.00               | £219.13        |
| Licence - Vehicle (Hackney Carriage)          | Grant of licence (1 year)                     |              | £365.75            | £311.00              | £472.00           | £389.00             | £370.00             | £381.55        |
| Licence - Vehicle (Hackney Carriage)          | Renewal of license (1 year)                   |              | £317.50            | £229.00              | £0.00             | £0.00               | £0.00               | £273.25        |
| Licence - Vehicle (Private Hire)              | Grant of licence (1 year)                     |              | £333.70            | £311.00              | £309.00           | £242.00             | £242.00             | £287.54        |
| Licence - Vehicle (Private Hire)              | Renewal of license (1 year)                   |              | £306.80            | £229.00              | £0.00             | £0.00               | £0.00               | £267.90        |
|   |   |              |                    |                      | Over 4 + vehicles | For 5 - 14 vehicles | For 5 - 14 vehicles |                |
| Licence - Vehicle (Operator)                  | Grant of licence (5 year)                     |              | £176.00            | £497.00              | £5772             | £517                | £890                |                |
| Bulky Waste/Special Collection                | Special Collections - Any (3 Items Collected) | -£231,443    | £33.99             | £40.00               | £0.00             | £58.50              | £58.50              | £47.75         |
| Bulky Waste/Special Collection                | New: Special Collection - 1 item              |              | £12.99             | £14.00               | £23.50            | £11.25              | £11.25              | £14.60         |
| Other Fees & Charges                          | Garden Waste Subscription Charges             | -£2,138,648  | £59.00             | £52.50               | £90.00            | £75.00              | £70.00              | £69.30         |
|   |   |              |                    |                      |                   |                     |                     |                |
| Car Park Income - General                     | 0-1 hr (General)                              | -£1,698,029  | £1.40              | £0.00                | £3.54             | £0.00               | £0.00               | £2.47          |
|   | Up to 2 hours (General)                       |              | £2.60              | £0.00                | £4.82             | £2.20               | £1.86               | £2.87          |
|   | Up to 3 hours (General)                       |              | £3.60              | £0.00                | £6.79             | £2.93               | £2.88               | £4.05          |
|   | Up to 4 hours (General)                       |              | £4.60              | £0.00                | £9.90             | £4.00               | £3.86               | £5.59          |
|   | Up to 5 hours (General)                       |              | £0.00              | £0.00                | £18.45            | £5.00               | £0.00               |                |
|   |   |              |                    |                      |                   |                     |                     |                |
| Building Regs - Full Plans - New Dwelling     | 1 Dwelling                                    | -£190,111    | £1,000.00          | £663.00              | £1,200.00         | £1,314.74           | £1,314.74           | £1,098.50      |
|   |   |              | £1,350.00          | Price on application |                   | Quotation           |                     |                |
|   | 2 Dwellings                                   |              |                    |                      | £1,500.00         |                     |                     | £1,425.00      |
| Building Regs - Full Plans - Other new Builds | New Garage <40m2                              |              | £400.00            | £0.00                | £0.00             | £454.78             | £454.78             | £436.52        |
|   | New Garage 40m2 - 60m2                        |              | £525.00            | £324.00              | £700.00           | £545.74             | £545.74             | £528.10        |
| Building Regs - Full Plans - Extensions       | Extn<10m2                                     |              | £500.00            | £501.00              | £700.00           | £545.74             | £545.74             | £558.50        |
|   | Extn 10m2-40m2                                |              | £750.00            | £663.00              | £850.00           | £818.61             | £818.61             | £780.04        |

| Year: 25/26   | Description                                    | Budget 25/26 | Cherwell  | WODC                    | Oxford<br>city/ODS                | SODC  | VOWH  | Average charge |
|---|--|--------------|-----------|-------------------------|-----------------------------------|---|---|----------------|
| Building Regs - Full Plans - Conversions            | Extn 40m2-80m2                                 |              | £850.00   | £833.00                 | £950.00                           | £909.57   | £909.57   | £890.43        |
|   | Garage Conversion                              |              | £400.00   | £243.00                 | £600.00                           | £545.74   | £545.74   | £466.90        |
|   | Loft Conversion 80m2-100m2                     |              | £750.00   | £647.00                 | £900.00                           | £0.00   | £0.00   | £765.67        |
|   |  |              |           | Up to 8<br>Windows      | Up to 7<br>windows and<br>2 doors | Replacement<br>windows and doors,<br>up to 20 units | Replacement<br>windows and doors,<br>up to 20 units |                |
| Building Regs - Full Plans - Miscellaneous<br>Works | Up to 6 doors/windowows                        |              | £180.00   | £131.00                 | £300.00                           | £219.12   | £219.12   | £209.85        |
|   | Thermal upgrade                                |              | £300.00   | £0.00                   | £300.00                           | £219.12   | £219.12   | £259.56        |
|   | Up tp 6 Solar Panels                           |              | £700.00   | £0.00                   | £300.00                           | £0.00   | £0.00   | £500.00        |
| Building Regs - Full Plans - Construction<br>Value  | 0 -£5K   |              | Quotation | £239.00                 | £300.00                           | £350.60   | £350.60   | £310.05        |
|   | 0-£10K (change to 5k-10k)                      |              | £400.00   | £319.00                 | £450.00                           | £438.25   | £438.25   | £409.10        |
|   | £10K-£40K                                      |              | £650.00   | £757.00                 | £700.00                           | £613.54   | £613.54   | £666.82        |
| Building Regs - Full Plans - Supplementary<br>Fees  | £40K-£100K                                     |              | £1,000.00 | Price on<br>application | £1,300.00                         | £0.00   | £0.00   | £1,150.00      |
|   | Additional Visits per hour                     |              | £80.00    | £66.50                  | £100.00                           | £0.00   | £0.00   | £82.17         |
|   | Copies of Certificates                         |              | £50.00    | £0.00                   | £41.67                            | £29.21  | £29.21  | £37.52         |
|   | Reopening applications after less than 3 years |              | £60.00    | £0.00                   | £100.00                           | £95.62  | £95.62  | £87.81         |
|   | Reopening applications after more than 3 years |              | £120.00   | £133.00                 | £100.00                           | £95.62  | £95.62  | £108.85        |
|   |  |              |           |                         |                                   |   |   |                |
| Planning - Pre- Application Advice                  |  | -£263,678    |           |                         |                                   |   |   |                |
| Category A (Householder)                            | Written Advice only (Desktop Assessment)       |              | £156.06   | £171.00                 | £70.50                            |   |   | £132.52        |
| Category B (1-9 Dwellings)                          | Meeting and Written Advice - 1 Dwelling        |              | £390.15   | £564.00                 | £0.00                             | 1-2 Dwellings<br>£1,016.02                          | 1-2 Dwellings<br>£1,016.02                          | £746.55        |
|   |  |              |           |                         |                                   | 10-50 Dwellings                                     | 10-50 Dwellings                                     |                |
| Category C (10-99 dwellings)                        | Meeting and Written Advice - 10 dwellings      |              | £1,020.00 | £0.00                   | £0.00                             | £2492.14  | £2492.14  | £1,020.00      |

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| Year: 25/26       | Description  | Budget 25/26            | Cherwell  | WODC      | Oxford city/ODS | SODC                | VOWH                | Average charge      |
|-------------------|--|-------------------------|-----------|-----------|-----------------|---------------------|---------------------|---------------------|
|                   | There are other fees and charges for Pre – Application Advice, however scale measurements are different when comparing to neighbouring councils. |                         |           |           |                 |                     |                     |                     |
| HMO Registrations | total fee for new application (stage 1 and stage 2)  | -£30,291                | £1,285.00 | £1,300.00 | £2,900.00       | £1,175.00           | £1,175.00           | £1,567.00           |
| Legal Costs       | Solicitors and legal executives with over 8 years experience (p/hr)  | Based on Staffing costs | £278.00   | £250.00   | £210.00         | £245.00             | £245.00             | £245.60             |
|                   | Solicitors and legal executives with over 4 years experience (p/hr)  |                         | £233.00   | £250.00   | £210.00         | £245.00             | £245.00             | £236.60             |
|                   | Other Solicitors or legal executives and fee earners of equivalent experience (p/hr)   |                         | £190.00   | £250.00   | £210.00         | £245.00             | £245.00             | £228.00             |
|                   | Trainee solicitors, paralegals and other fee earners (/hr)   |                         | £134.00   | £250.00   | £210.00         | £147.00             | £147.00             | £177.60             |
|                   |  |                         |           |           |                 |                     |                     |                     |
|                   | Section 106 agreements -hourly rate for all agreements   |                         |           | £250.00   | £265.00         | £245.00             | £245.00             | £251.25             |
|                   | Execution and other post completion formalities on external section 106 agreements going forward.  |                         |           | 0         | 0               | £245.00             | £245.00             | £245.00             |
|                   | Redemption of mortgages (DSI)  |                         |           | 0         | 0               | £147.00             | £146.77             | £146.89             |
|                   | Acquisitions - hourly rate   |                         |           | 0         | 0               | £245.00             | £245.00             | £245.00             |
|                   | Grant of a lease *   |                         |           | 0         | 0               | 1,973.00 - 4,133.00 | 1,973.00 - 4,133.00 | 1,973.00 - 4,133.00 |
|                   | Grant of an easement *   |                         |           | 0         | 0               | 1,356.00 - 2,712.00 | 1,356.00 - 2,712.00 | 1,356.00 - 2,712.00 |
|                   | Licences to Assign\Underlet\Charge\Alter\Undertake works *   |                         |           | £300.00   | £910.00         | 1,027.00 - 2,407.00 | 1,027.00 - 2,407.00 | 1,027.00 - 2,407.00 |
|                   |  |                         |           |           |                 |                     |                     |                     |

| Year: 25/26           | Description   | Budget 25/26 | Cherwell                              | WODC    | Oxford<br>city/ODS | SODC                | VOWH                | Average charge      |
|-----------------------|---|--------------|---------------------------------------|---------|--------------------|---------------------|---------------------|---------------------|
| Legal Costs continued | Scaffolding licence *   |              |                                       | £0.00   | £0.00              | 866.00 - 1,726.00   | 866.00 - 1,726.00   | 866.00 - 1,726.00   |
|                       | Sales *   |              | Spoken to                             | £0.00   | £0.00              | 1,356.00 - 1,996.00 | 1,356.00 - 1,996.00 | 1,356.00 - 1,996.00 |
|                       | Tenancy at Will/ Licence to occupy/use *  |              | Legal and                             | £0.00   | £0.00              | 892.00 - 1,761.00   | 892.00 - 1,761.00   | 892.00 - 1,761.00   |
|                       | Consent under a restriction/ miscellaneous matters such as Deeds of Covenant/ Release *       |              | they are reviewing but no list as yet | £0.00   | £0.00              | 241.00 - 1,849.00   | 241.00 - 1,849.00   | 241.00 - 1,849.00   |
|                       | Grant of Wayleave *   |              |                                       | £0.00   | £530.00            | 986.00 - 1,356.00   | 986.00 - 1,356.00   | 986.00 - 1,356.00   |
|                       | New Commercial Lease  |              |                                       | £595.00 | £0.00              | £0.00               | £0.00               | £595.00             |
|                       | Renewal Leases  |              |                                       | £115.00 | £0.00              | £0.00               | £0.00               | £115.00             |
|                       | Dead of Variation   |              |                                       | £300.00 | £990.00            | £0.00               | £0.00               | £645.00             |
|                       | Deed of grant/release   |              |                                       | £595.00 | £990-£1,325        | £0.00               | £0.00               | £595.00             |
|                       | Deed of surrender   |              |                                       | £300.00 | £0.00              | £0.00               | £0.00               | £300.00             |
|                       | Licence for Use   |              |                                       | £300.00 | £0.00              | £0.00               | £0.00               | £300.00             |
|                       | Disposal  |              |                                       | £595.00 | £0.00              | £0.00               | £0.00               | £595.00             |
|                       | Legal Hub Transaction   |              |                                       | £0.00   | £140.00            | £0.00               | £0.00               | £140.00             |
|                       | Deed of Covenant  |              |                                       | £0.00   | £530.00            | £0.00               | £0.00               | £530.00             |
|                       | <b>Register of Electors</b>   |              |                                       |         |                    |                     |                     |                     |
|                       | Printed copy of the Electoral Register (edited version) - basic charge                        |              | £10.00                                | 0       | 0                  | £10.00              | £10.00              | £10.00              |
|                       | Printed copy of the Electoral Register (edited version) - additional charge per 1,000 entries |              | £5.00                                 | 0       | 0                  | £5.00               | £5.00               | £5.00               |
|                       | Data Copy of the Electoral Register (edited version) - basic charge                           |              | £20.00                                | 0       | 0                  | £20.00              | £20.00              | £20.00              |
|                       | Data Copy of the Electoral Register (edited version) - additional charge per 1,000 entries    |              | £1.50                                 | 0       | 0                  | £1.50               | £1.50               | £1.50               |
|                       | Printed copy of the List of Overseas Electors   |              | £10.00                                | 0       | 0                  | £10.00              | £10.00              | £10.00              |
|                       | Printed copy of the List of Overseas Electors - additional charge per 1,000 entries           |              | £5.00                                 | 0       | 0                  | £5.00               | £5.00               | £5.00               |
|                       | Data copy of the list of overseas electors  |              | £20.00                                | 0       | 0                  | £20.00              | £20.00              | £20.00              |
|                       | Data copy of the list of Overseas Electors – additional charge per 1,000 entries              |              | £1.50                                 | 0       | 0                  | £1.50               | £1.50               | £1.50               |
|                       | Copy of a return or declaration of election expenses (or accompanying document) – per side    |              | £0.00                                 | 0       | 0                  | £0.20               | £0.20               | £0.20               |
|                       | Marked copy of the register used at Election, admin fee for each request                      |              | £10.00                                | 0       | 0                  | £10.00              | £10.00              | £10.00              |

| Year: 25/26 | Description   | Budget 25/26 | Cherwell | WODC | Oxford<br>city/ODS | SODC  | VOWH  | Average charge |
|-------------|---|--------------|----------|------|--------------------|-------|-------|----------------|
|             | Marked copy of Register used at Election –<br>additional charge per 1,000 entries printed<br>format |              | £2.00    | 0    | 0                  | £2.00 | £2.00 | £2.00          |
|             | Marked register 1000 entries data   |              | £1.00    | 0    | 0                  | £1.00 | £2.00 | £2.00          |

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| This report is public                         |  |
|---|--|
| October Monthly Performance Report 2025-2026  |  |
| <b>Committee</b>                              | Budget Planning Committee  |
| <b>Date of Committee</b>                      | 9 December 2025  |
| <b>Portfolio Holder presenting the report</b> | Portfolio Holder for Finance, Property and Regeneration, Councillor Lesley McLean, |
| <b>Date Portfolio Holder agreed report</b>    | 27 November 2025   |
| <b>Report of</b>                              | Assistant Director of Finance (Section 151 Officer), Michael Furness               |

## Purpose of report

To report to the committee the council's financial position at the end of the financial year 2025-2026 as at 31 October 2025.

## 1. Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of this report.

## 2. Executive Summary

- 2.1 At its 2 December Meeting Executive were recommended:

- To consider and note the contents of the council's financial management report as at the end of October 2025.
- To approve the Use or Reserve and Grant Funding Requests in Appendix 4.
- To resolve to recommend to Council to allocate £1.65m capital budget to undertake roof replacement works at Castle Quay, details are held within 4.1.7 of this report.

- 2.2 CDC monitors its financial position on a monthly basis. This report provides the forecast outturn position for the year end based on the position as at 31 October 2025.

- 2.3 This report sets out the forecast year-end position for 2025/26, projecting an overspend of £0.400m to the financial year end.

- 2.4 The capital forecast year-end position will be reported on a Quarterly basis with the third report being December 2025.

## Implications & Impact Assessments

| Implications   |  | Commentary  |         |          |
|--|--|---|---------|----------|
| <b>Finance</b>   |  | Financial and Resource implications are detailed within sections 4.1 and 4.2 of this report. The reserves policy requires Executive to agree transfers to and from earmarked reserves and general balances during the financial year.<br>Joanne Kaye, Head of Finance, 26 November 2025   |         |          |
| <b>Legal</b>   |  | There are no legal implications arising at this stage. However the report emphasises the importance of budget management and the need to maintain budgetary control.<br>The Council has a fiduciary duty to council taxpayers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers. The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables Executive to remain aware of issues and understand the actions being taken to maintain a balanced budget.<br>The report sets out as at October 2025 the finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring.<br>Denzil Turbervill, Head of Legal, 26 November 2025 |         |          |
| <b>Risk Management</b>   |  | There are no risk implications arising directly from this report. Financial resilience risk is managed, and reported quarterly, through the Leadership Risk register.<br>Celia Prado-Teeling, Performance & Insight Team Leader, 26 November 2025   |         |          |
| Impact Assessments   |  | Positive  | Neutral | Negative |
|  |  |   |         |          |
| <b>Equality Impact</b>   |  |   | X       |          |
|  |  |   |         |          |
| <b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality? |  |   | X       |          |
| <b>B</b> Will the proposed decision have an impact upon the lives of people with protected   |  |   | X       |          |

|   |   |   |  |     |
|---|---|---|--|-----|
| characteristics, including employees and service users? |   |   |  |     |
| <b>Climate &amp; Environmental Impact</b>               |   | X |  | N/A |
| <b>ICT &amp; Digital Impact</b>                         |   | X |  | N/A |
| <b>Data Impact</b>                                      |   | X |  | N/A |
| <b>Procurement &amp; subsidy</b>                        |   | X |  | N/A |
| <b>Council Priorities</b>                               | N/A   |   |  |     |
| <b>Human Resources</b>                                  | N/A   |   |  |     |
| <b>Property</b>   | N/A   |   |  |     |
| <b>Consultation &amp; Engagement</b>                    | This report sets out the financial forecast for the financial year ended 31 March 2026, therefore no formal consultation or engagement is required. |   |  |     |

## Supporting Information

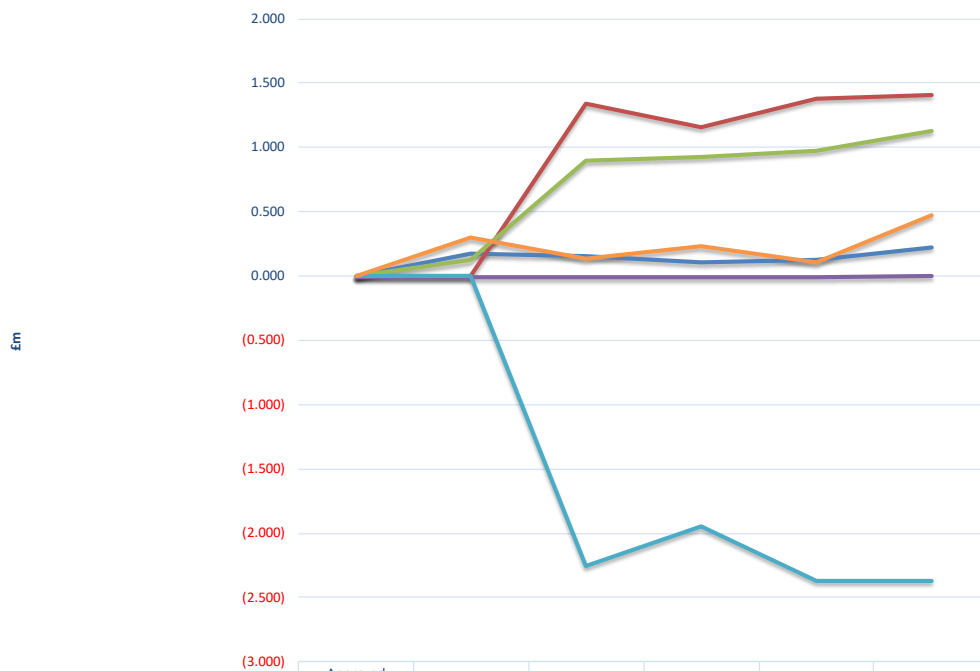
### 3. Background

- 3.1 The council actively and regularly monitors its financial position to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place monthly for finance, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.

### 4. Details

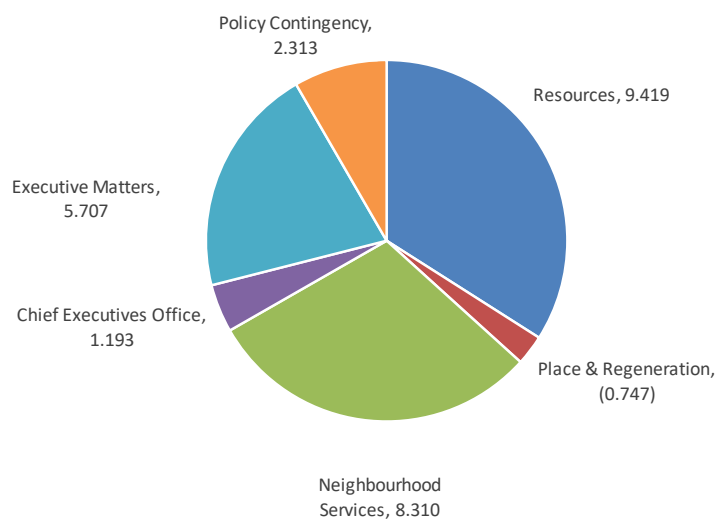
- 4.1.1 The Finance section presents the forecast year-end revenue position for the 2025/26 financial year and in a summary dashboard as detailed below:

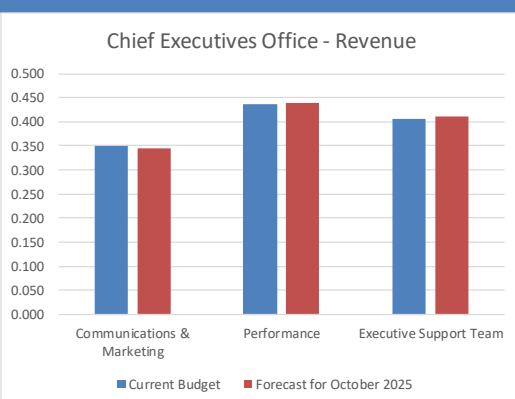
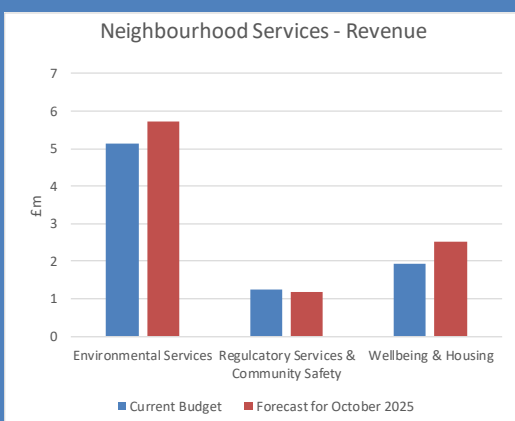
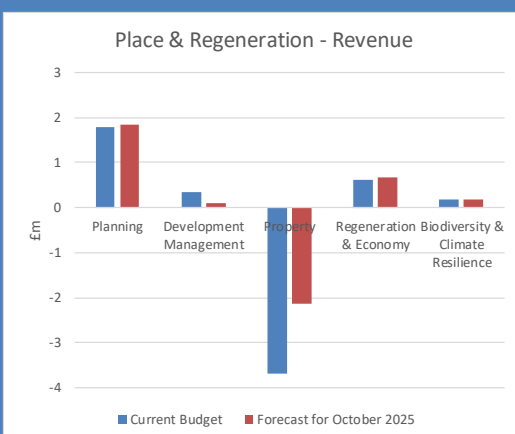
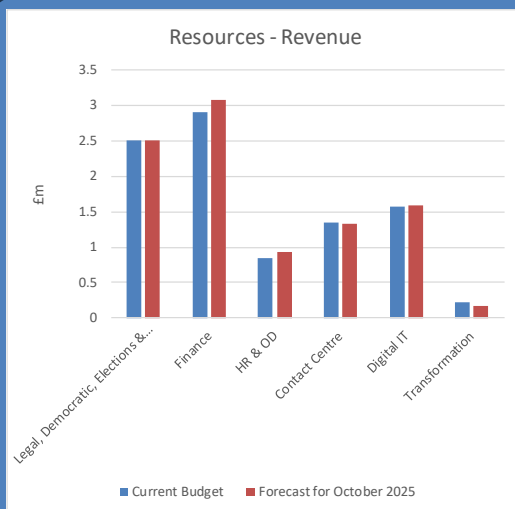
### Monthly Forecast Variance By Directorate



### Current Budget By Service Area

Total Net Budget £26.195m





| Directorate Analysis  |           |                      |                        |                        |                   |                    |        |
|---|-----------|----------------------|------------------------|------------------------|-------------------|--------------------|--------|
| Service   | Resources | Place & Regeneration | Neighbourhood Services | Chief Executive Office | Executive Matters | Policy Contingency | Total  |
| Budget approved by Council  | 9.419     | -0.747               | 9.710                  | 1.193                  | 4.306             | 2.428              | 26.309 |
| Budget Adjustments approved:  |           |                      |                        |                        |                   |                    |        |
| Move of the EPR Budget to Env Servs   |           |                      | -1.400                 |                        | 1.400             |                    |        |
| Current Budget  | 9.419     | -0.747               | 8.310                  | 1.193                  | 5.706             | 2.428              | 26.309 |
| Wellbeing & Housing - Top slice of grants, IT license costs and temporary accommodation costs   |           |                      | 0.575                  |                        |                   |                    | 0.575  |
| Environmental - gate fees, agency   |           |                      | 0.915                  |                        |                   |                    | 0.915  |
| Property - shortfall in projected income  |           | 1.539                |                        |                        |                   | -1.100             | 0.439  |
| Environmental Services - Additional EPR funding   |           |                      | -0.309                 |                        |                   |                    | -0.309 |
| Treasury  |           |                      |                        |                        | -0.769            |                    | -0.769 |
| Dividend  |           |                      |                        |                        | -0.500            |                    | -0.500 |
| Customer Focus underspend - over recovery of land charges income and vacancies  | -0.046    |                      |                        |                        |                   |                    | -0.046 |
| Contact Centre - minor underspend   | -0.009    |                      |                        |                        |                   |                    | -0.009 |
| Planning & Development underspend - over recovery of income   |           | 0.046                |                        |                        |                   |                    | 0.046  |
| Development Management - Over Recovery of Income  |           | -0.239               |                        |                        |                   |                    | -0.239 |
| Biodiversity & Climate Resilience   |           | 0.010                |                        |                        |                   |                    | 0.010  |
| Regulatory Services underspend - staffing changes & less Contribution to CCTV than anticipated  |           |                      | -0.049                 |                        |                   |                    | -0.049 |
| Regeneration & Economy - primarily due to staffing costs where a full-time post is only partially funded (50%) through the service budget |           | 0.052                |                        |                        |                   |                    | 0.052  |
| IT - Minor overspends across the service  | 0.015     |                      |                        |                        |                   |                    | 0.015  |
| HR & OD - Overtime policy changes non-deliver   | 0.041     |                      |                        |                        |                   |                    | 0.041  |
| HR & OD - Legal employment advice   | 0.020     |                      |                        |                        |                   |                    | 0.020  |
| HR & OD - Recruitment costs   | 0.007     |                      |                        |                        |                   |                    | 0.007  |
| HR & OD - other minor overspends  | 0.018     |                      |                        |                        |                   |                    | 0.018  |
| Communications & Marketing - Minor Underspend   |           |                      |                        | -0.004                 |                   |                    | -0.004 |
| Finance - increased expenditure on temporary accommodation & supported accommodation claims   | 0.247     |                      |                        |                        |                   |                    | 0.247  |
| Finance - Additional New Burdens Grant Income   | -0.069    |                      |                        |                        |                   |                    | -0.069 |
| Performance - Minor Overspend   |           |                      |                        | 0.003                  |                   |                    | 0.003  |
| Executive Support Team - Minor Overspend  |           |                      |                        | 0.006                  |                   |                    | 0.006  |
|   |           |                      |                        |                        |                   |                    | 0.000  |
| Current (Under)/Overspends  | 0.224     | 1.408                | 1.132                  | 0.005                  | -1.269            | -1.100             | 0.400  |

| Mitigation Table                             |                    |                       |                                    |   |
|--|--------------------|-----------------------|------------------------------------|---|
| Service                                      | Forecast Overspend | Potential Mitigations | Potential revised Forecast Outturn | Detail on mitigation                            |
| Legal, Democratic, Elections & Procurement   | 0.000              |                       | 0.000                              |   |
| Finance                                      | 0.247              |                       | 0.247                              |   |
| HR & OD                                      | 0.086              |                       | 0.086                              |   |
| Contact Centre                               | (0.009)            |                       | (0.009)                            |   |
| Digital IT                                   | 0.015              |                       | 0.015                              | Filling a vacant post part way through the year |
| Transformation                               | (0.046)            |                       | (0.046)                            |   |
| Resources                                    | 0.293              | 0.000                 | 0.293                              |   |
| Planning                                     | 0.046              |                       | 0.046                              |   |
| Development Management                       | (0.239)            |                       | (0.239)                            |   |
| Property                                     | 1.539              |                       | 1.539                              |   |
| Regeneration & Economy                       | 0.052              |                       | 0.052                              |   |
| Biodiversity & Climate Resilience            | 0.010              |                       | 0.010                              |   |
| Place & Regeneration                         | 1.408              | 0.000                 | 1.408                              |   |
| Environmental Services                       | 0.606              |                       | 0.606                              |   |
| Regulatory Services & Community Safety       | (0.049)            |                       | (0.049)                            |   |
| Wellbeing & Housing                          | 0.575              |                       | 0.575                              |   |
| Neighbourhood Services                       | 1.132              | 0.000                 | 1.132                              |   |
| Communications & Marketing                   | (0.004)            |                       | (0.004)                            |   |
| Performance                                  | 0.003              |                       | 0.003                              |   |
| Executive Support Team                       | 0.006              |                       | 0.006                              |   |
| Chief Executives Office                      | 0.005              | 0.000                 | 0.005                              |   |
| Executive Matters                            | (1.269)            | 0.000                 | (1.269)                            |   |
| Policy Contingency                           | (1.100)            | 0.000                 | (1.100)                            |   |
| Total  | 0.469              | 0.000                 | 0.469                              |   |
| Funding                                      | 0.000              | 0.000                 | 0.000                              |   |
| Potential Revised Forecast (Surplus)/Deficit |                    |                       | 0.469                              |   |

4.1.2 The council's overall forecast year-end position for 2025/26 is an overspend of £0.400m. The forecast currently shows an overspend across Directorates with potential mitigations that are currently being investigated, these mitigations are not part of the forecast.

The projected outturn for the services is summarised below in Table 1 and further details providing explanations for variances can be found in Appendix 2.

4.1.3 The October 2025 forecast shows a projected overspend of £0.400m against the current budget of £26.195m, representing a 1.5% variance. Since September, the overall position has worsened by £0.292m, mainly due to increased pressures in Resources £0.102m and Neighbourhood Services £0.162m, these movements reflect rising operational costs and demand pressures. Offsetting these overspends are significant and stable underspends in Executive Matters (£1.269m), Policy Contingency (£1.100m), which together provide a strong mitigating effect against directorate-level increases.

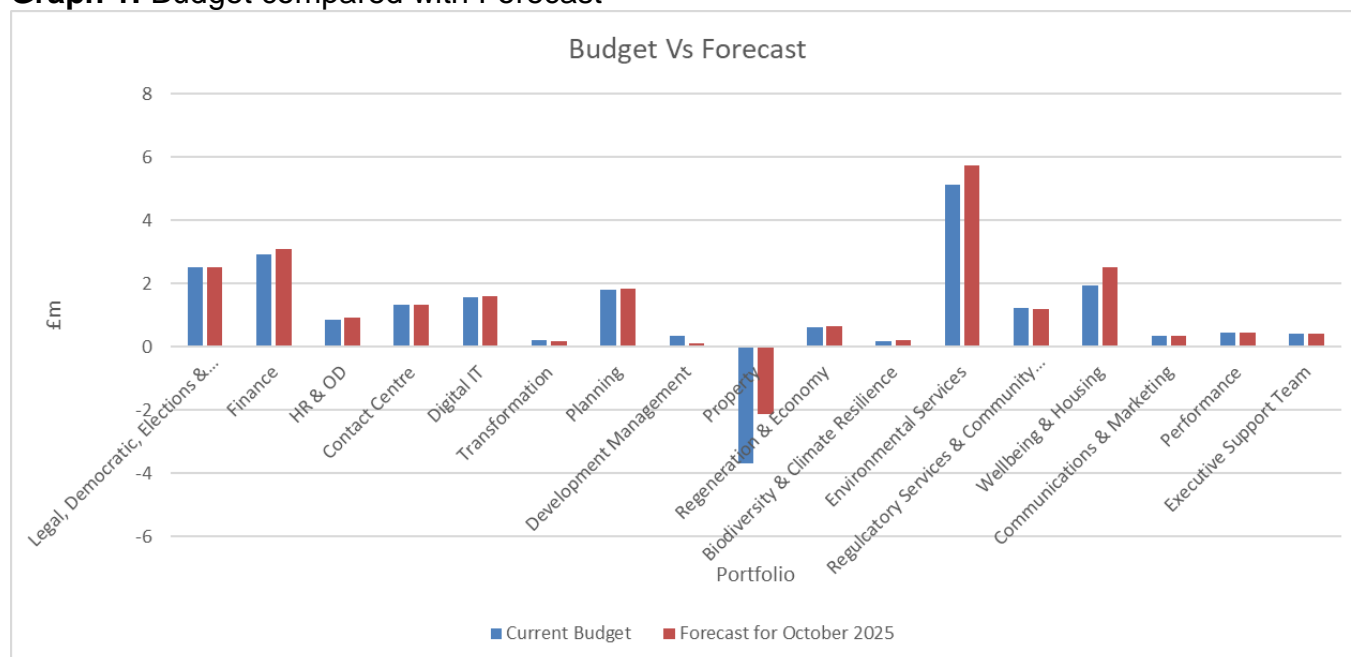
**Table 1: Forecast Year End Position**

| Service                                    | Current Budget<br>£m | October 2025<br>Forecast to<br>Year End<br>£m | October<br>Variance<br>(Under) / Over<br>£m | % Variance<br>to current<br>budget<br>% | September<br>Variance<br>(Under) / Over<br>£m | Change since<br>Previous<br>(better) / worse<br>£m |
|--|----------------------|---|---|---|---|--|
| Legal, Democratic, Elections & Procurement | 2.518                | 2.518   | 0.000                                       | 0.0%                                    | 0.000   | 0.000  |
| Finance                                    | 2.911                | 3.089   | 0.178                                       | 6.1%                                    | 0.087   | 0.091  |
| HR & OD                                    | 0.852                | 0.938   | 0.086                                       | 10.1%                                   | 0.060   | 0.026  |
| Contact Centre                             | 1.340                | 1.331   | (0.009)                                     | 0.7%                                    | 0.000   | (0.009)  |
| Digital IT                                 | 1.575                | 1.590   | 0.015                                       | 1.0%                                    | 0.015   | 0.000  |
| Transformation                             | 0.223                | 0.177   | (0.046)                                     | -20.6%                                  | (0.040)                                       | (0.006)  |
| <b>Resources</b>                           | <b>9.419</b>         | <b>9.643</b>                                  | <b>0.224</b>                                | <b>2.38%</b>                            | <b>0.122</b>                                  | <b>0.102</b>                                       |
| Planning                                   | 1.796                | 1.842   | 0.046                                       | 2.6%                                    | 0.057   | (0.011)  |
| Development Management                     | 0.344                | 0.105   | (0.239)                                     | -69.5%                                  | (0.252)                                       | 0.013  |
| Property                                   | (3.681)              | (2.142)                                       | 1.539                                       | -41.8%                                  | 1.539   | 0.000  |
| Regeneration & Economy                     | 0.609                | 0.661   | 0.052                                       | 8.5%                                    | 0.038   | 0.014  |
| Biodiversity & Climate Resilience          | 0.185                | 0.195   | 0.010                                       | 5.4%                                    | 0.003   | 0.007  |
| <b>Place &amp; Regeneration</b>            | <b>(0.747)</b>       | <b>0.661</b>                                  | <b>1.408</b>                                | <b>-188.5%</b>                          | <b>1.385</b>                                  | <b>0.023</b>                                       |
| Environmental Services                     | 5.132                | 5.738   | 0.606                                       | 11.8%                                   | 0.439   | 0.167  |
| Regulatory Services & Community Safety     | 1.232                | 1.183   | (0.049)                                     | -4.0%                                   | (0.044)                                       | (0.005)  |
| Wellbeing & Housing                        | 1.946                | 2.521   | 0.575                                       | 29.5%                                   | 0.575   | 0.000  |
| <b>Neighbourhood Services</b>              | <b>8.310</b>         | <b>9.442</b>                                  | <b>1.132</b>                                | <b>13.6%</b>                            | <b>0.970</b>                                  | <b>0.162</b>                                       |
| Communications & Marketing                 | 0.350                | 0.346   | (0.004)                                     | -1.1%                                   | 0.000   | (0.004)  |
| Performance                                | 0.437                | 0.440   | 0.003                                       | 0.7%                                    | 0.000   | 0.003  |
| Executive Support Team                     | 0.406                | 0.412   | 0.006                                       | 1.5%                                    | 0.000   | 0.006  |
| <b>Chief Executives Office</b>             | <b>1.193</b>         | <b>1.198</b>                                  | <b>0.005</b>                                | <b>0.4%</b>                             | <b>0.000</b>                                  | <b>0.005</b>                                       |
| <b>Subtotal for Directorates</b>           | <b>18.175</b>        | <b>20.944</b>                                 | <b>2.769</b>                                | <b>15.2%</b>                            | <b>2.477</b>                                  | <b>0.292</b>                                       |
| Executive Matters                          | 5.707                | 4.438   | (1.269)                                     | -22.2%                                  | (1.269)                                       | 0.000  |
| Policy Contingency                         | 2.313                | 1.213   | (1.100)                                     | -47.6%                                  | (1.100)                                       | 0.000  |
| <b>Total</b>                               | <b>26.195</b>        | <b>26.595</b>                                 | <b>0.400</b>                                | <b>1.5%</b>                             | <b>0.108</b>                                  | <b>0.292</b>                                       |
| <b>FUNDING</b>                             | <b>(26.195)</b>      | <b>(26.195)</b>                               | <b>0.000</b>                                | <b>0.0%</b>                             | <b>0.000</b>                                  | <b>0.000</b>                                       |
| <b>Forecast (Surplus)/Deficit</b>          | <b>0.000</b>         | <b>0.400</b>                                  | <b>0.400</b>                                |   | <b>0.108</b>                                  | <b>0.292</b>                                       |

4.1.4 Table 2 below analyses the variances to distinguish between base budget variances and variances resulting from the non-delivery of previously approved savings. The non-delivery of savings has a knock-on impact on the Medium-Term Financial Strategy as failure to deliver on an ongoing basis adds to future pressures.

**Table 2: Analysis of Variance – October 2025**

| Breakdown of current month forecast | October 2025<br>Forecast to Year<br>End<br>£m | Base<br>Budget<br>Over/<br>(Under)<br>£m | Savings Non-<br>Delivery<br>£m |
|-------------------------------------|---|--|--------------------------------|
| Resources                           | 9.643   | 9.572                                    | 0.071                          |
| Place & Regeneration                | 0.661   | 0.603                                    | 0.058                          |
| Neighbourhood Services              | 9.442   | 9.151                                    | 0.291                          |
| Chief Executives Office             | 1.198   | 1.193                                    | 0.005                          |
| <b>Subtotal Directorates</b>        | <b>20.944</b>                                 | <b>20.519</b>                            | <b>0.425</b>                   |
| Executive Matters                   | 4.438   | 4.438                                    | 0.000                          |
| Policy Contingency                  | 1.213   | 1.213                                    | 0.000                          |
| <b>Total</b>                        | <b>26.595</b>                                 | <b>26.170</b>                            | <b>0.425</b>                   |
| <b>FUNDING</b>                      | <b>(26.195)</b>                               | <b>(26.195)</b>                          | <b>0.000</b>                   |
| <b>(Surplus)/Deficit</b>            | <b>0.400</b>                                  | <b>(0.025)</b>                           | <b>0.425</b>                   |

**Graph 1: Budget compared with Forecast**

**Note:** A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received. Green represents an underspend and red represents a overspend for the current month's forecast.



4.1.5 Table 3 below summarises the major forecast variances for the reporting period. Further details can be found in Appendix 2.

**Table 3: Top Major Variances:**

| <b>Service</b>      | <b>Current Budget</b> | <b>Variance</b> | <b>% Variance</b> |
|---------------------|-----------------------|-----------------|-------------------|
| Property            | (3.681)               | 1.539           | -41.8%            |
| Environmental       | 5.132                 | 0.606           | 11.8%             |
| Wellbeing & Housing | 1.946                 | 0.575           | 29.5%             |
| <b>Total</b>        | <b>3.397</b>          | <b>2.720</b>    |                   |

4.1.6 Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested as at 31 October 2025, more details can be found within Appendix 4.

**Table 4: Reserves:**

| <b>Reserves</b>            | <b>Balance<br/>1 April<br/>2025</b> | <b>Original<br/>Budgeted use/<br/>(contribution)</b> | <b>Changes<br/>agreed<br/>since<br/>budget<br/>setting</b> | <b>Changes<br/>proposed<br/>October<br/>2025</b> | <b>Balance<br/>31 March<br/>2026</b> |
|----------------------------|-------------------------------------|--|--|--|--------------------------------------|
|                            | <b>£m</b>                           | <b>£m</b>  | <b>£m</b>  | <b>£m</b>  | <b>£m</b>                            |
| General Balance            | (8.021)                             | 0.000  | 0.000  | 0.000  | (8.021)                              |
| Earmarked                  | (31.264)                            | (2.444)  | (1.642)  | 0.005  | (35.345)                             |
| Non-Ringfenced             | (0.033)                             | 0.000  | 0.033  | 0.000  | 0.000                                |
| Grant timing<br>Difference |                                     |  |  |  |                                      |
| Ringfenced Grant           | (1.918)                             | 0.523  | 0.129  | 0.000  | (1.266)                              |
| <b>Subtotal Revenue</b>    | <b>(41.236)</b>                     | <b>(1.921)</b>                                       | <b>(1.480)</b>   | <b>0.005</b>                                     | <b>(44.632)</b>                      |
| Capital                    | (5.321)                             | 0.720  | 0.000  | 0.000  | (4.601)                              |
| <b>Total</b>               | <b>(46.557)</b>                     | <b>(1.201)</b>                                       | <b>(1.480)</b>   | <b>0.005</b>                                     | <b>(49.233)</b>                      |

\*According to the Reserves Policy Executive are not required to approve contributions to Capital Reserves.

### **Castle Quay Roof Repairs**

4.1.7 The Executive was asked to recommend to Council that it approve £1.65m of capital budget for the remedial roof works to Castle Quay Centre roof. This budget estimate is inclusive of contingency and fees. There are a number of areas of the roof fabric that are, due to age, deteriorating and leaks are becoming more frequent.

- 4.1.8 Customer and tenant complaints are numerous, with wet areas on the tiled floors of the mall presenting potential slip/trips and fall hazards which are having to be managed by the centre management team to ensure public safety. Tenants have made representations, seeking damages and impacting letting of vacant and void units, where the council are fully liable for all costs incurred:
- Works required are of a capital nature to extend the asset life of the main frame and structure of the premises, noting the roof is now 25 years old in operational use and the works seek to extend the life by 10yrs+.
  - This also provides opportunity to include infrastructure works, including re-enforcement panels, ducting and routes which may be utilised as part of ongoing green energy (photo-voltaic panels) as advances in technology, future proofing and environmental considerations are now available (and were not economically viable at original construction) and would support Council climate strategies.

## 5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report summarises the council's forecast financial position up to the end of October 2025, therefore there are no alternative options to consider.

## 6 Conclusion and Reasons for Recommendations

- 6.1 It is recommended that the contents of the report are noted.

### Decision Information

|                                    |     |
|------------------------------------|-----|
| Key Decision                       | N/A |
| Subject to Call in                 | N/A |
| If not, why not subject to call in | N/A |
| Ward(s) Affected                   | All |

### Document Information

|            |   |
|------------|---|
| Appendices |   |
| Appendix 1 | Detailed Revenue Narrative on Forecast October 2025 |
| Appendix 2 | Virements October 2025                              |
| Appendix 3 | Funding October 2025                                |
| Appendix 4 | Use of Reserves and Grant Funding October 2025      |
| Appendix 5 | Castle Quay Works                                   |

|  |  |
|--|--|
| <b>Background Papers</b>   | N/A  |
| <b>Reference Papers</b>  | N/A  |
| <b>Report Author</b>   | Leanne Lock  |
| <b>Report Author contact details</b>   | <a href="mailto:Leanne.lock@cherwell-dc.gov.uk">Leanne.lock@cherwell-dc.gov.uk</a><br>01295 227098 |
| <b>Executive Director Approval (unless Executive Director or Statutory Officer report)</b> | Report of statutory officer, S151 Officer  |

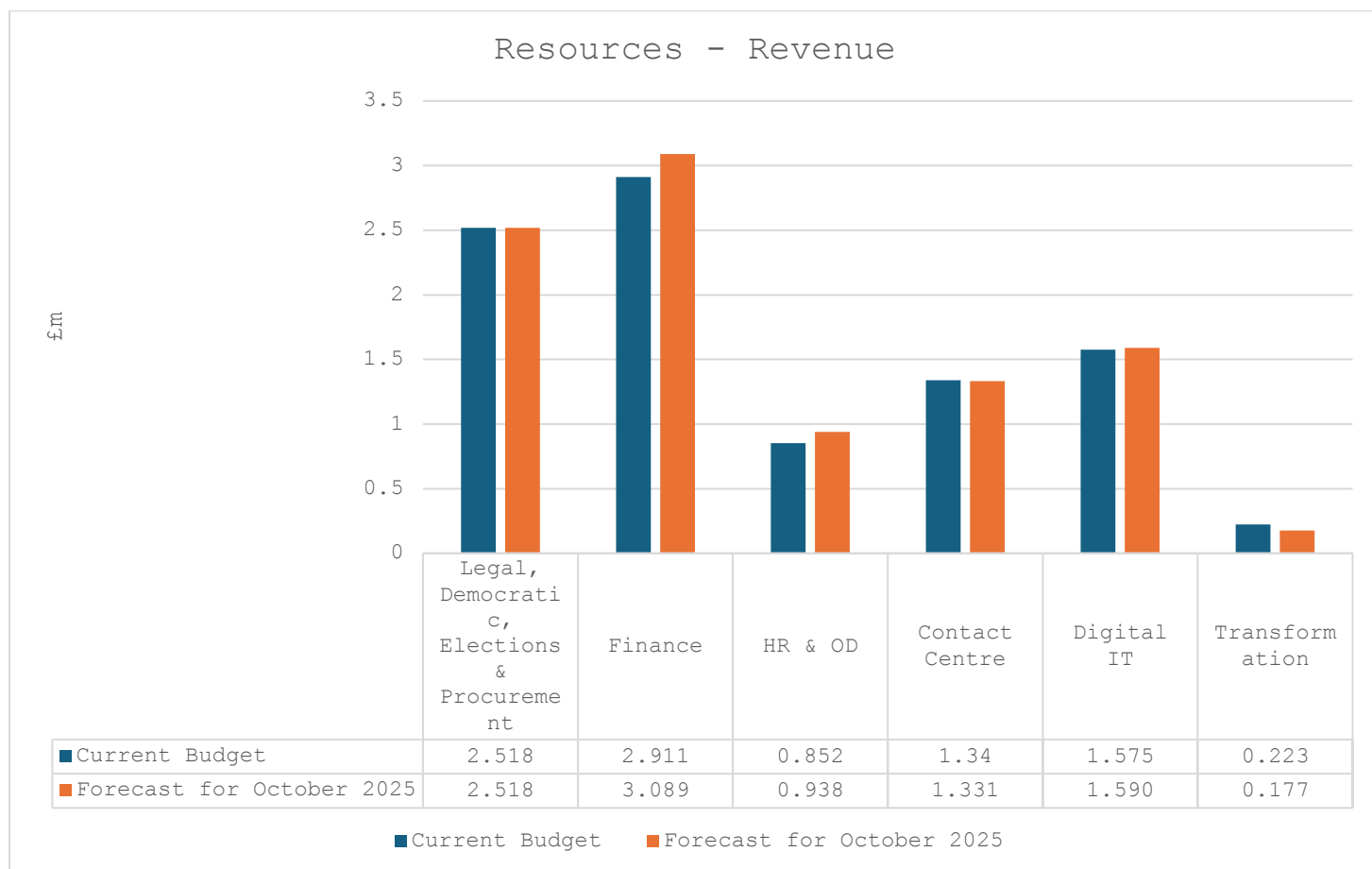
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## Appendix 1 – Detailed Narrative on Forecast October 2025

### Resources

#### Revenue:

Resources are forecasting £0.224m overspend against a budget of £9.419m (2.38%). The majority of the directorate's overspend relates to a share of the overtime policy implications, whilst being offset by other minor underspends. Whilst there is limited ability to reduce the actual overspend due to the reason for it occurring, the directorate monitors all spend to minimise any unnecessary costs and spend and embodies the councils aim for striving to excellence in financial management.



|  |  |
|--|--|
| <p>Legal, Democratic, Elections &amp; Procurement</p> <p>Variation £0.000m</p> | <p>We are currently showing no overspend however there is a real risk that overspend occurs. We have increased the income forecast, based on current projection, but this is very much dependent on developers/planners agreeing S106 agreements. Continued recruitment issues also mean that we continue use locum staff in high-risk areas such planning and litigation.</p> |
|--|--|

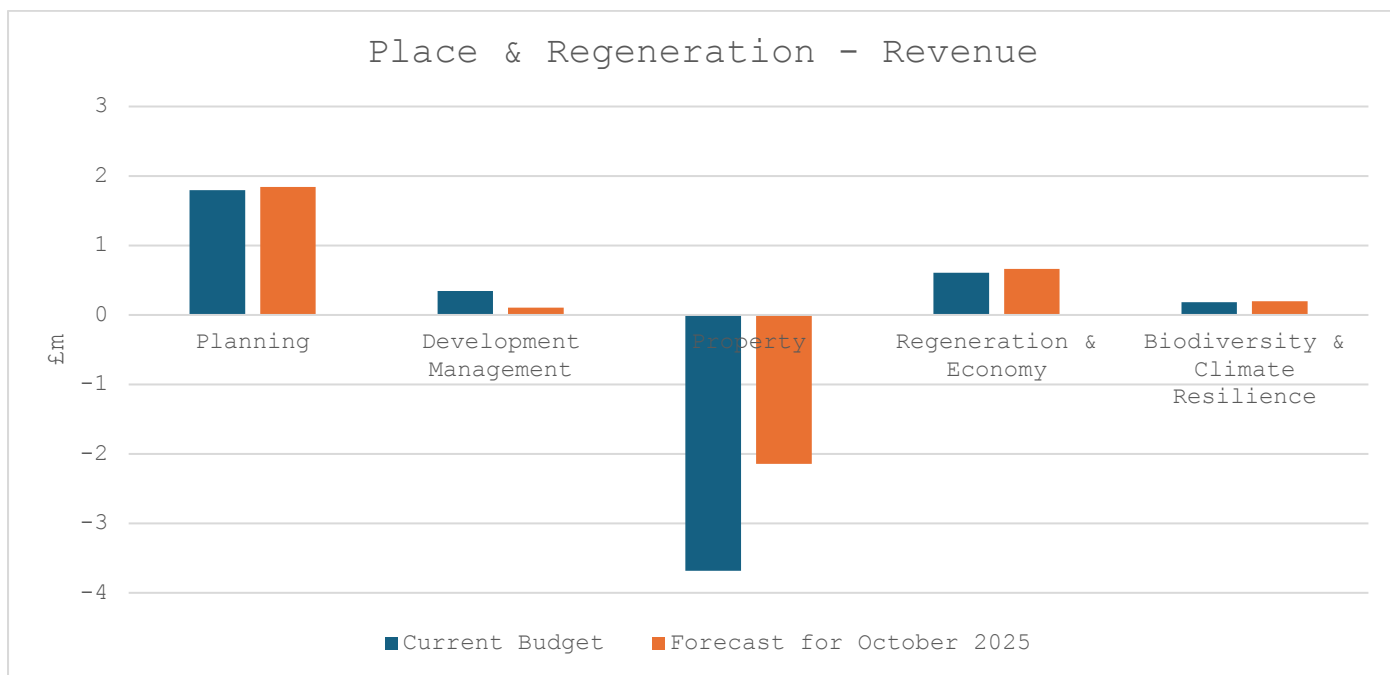
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|---|--|
| Variations To September's Forecast £0.000m  |  |
| <p>Finance</p> <p>Variation £0.178m Overspend</p> <p>Variation to September's Forecast £0.091m</p>            | <p>The forecast year end position at Q2 is an overspend of £0.178m. Following the submission of the Mid-year estimate for Housing Benefit Grant to the DWP and including a review of the caseload, despite a reduction in the overall grant payments to be made, we are forecasting a overspend due to increased expenditure on Temporary accommodation and Supported accommodation claims which are not fully grant funded by the Government, but the council has an obligation to pay. Additional New Burdens grant funding has also been received of (£0.069m).</p> <p>Vacancies are being held in the Revenues and Benefits service.</p>   |
| <p>HR &amp; OD</p> <p>Variation £0.086m Overspend</p> <p>Variation to September's Forecast £0.026m</p>        | <p>The main driver of the forecasted overspend is the corporate decision not to proceed with changes to the current overtime policy, resulting in the non-delivery of £0.041m savings. Other overspends have emerged during the year, that were not anticipated at the time of budget setting for 2025/26. These overspends include legal costs for employment advice £0.020m, graduate recruitment costs £0.007m, training software licence costs £0.012m and consultants fees relating to the structure project £0.006m</p> <p>The overspend has increased due to more legal costs anticipated and the recruitment costs for the graduates that was not included in previous forecast.</p> |
| <p>Contact Centre</p> <p>Variation (£0.009) Underspend</p> <p>Variation to September's Forecast (£0.009m)</p> | <p>Customer Services is running to budget. Land Charges is showing a small underspend due to additional income. However, will need to monitor closely as there is a risk that post budget impact on the housing market could reduce income during remainder of financial year.</p>   |
| <p>Digital IT</p> <p>Variation £0.015m Overspend</p>  | <p>Minor overspends across the service.</p>  |

|   |  |
|---|--|
| Variation to September's Forecast (£0.000m) |  |
| Transformation                              |  |
| Variation (£0.046m) Underspend              | Underspend is due to current Business Process Analyst Vacancy. Planning to recruit for this in Quarter four of this financial year, assuming greater clarity and stability of pipeline of work for the Transformation PMO. |
| Variation to September's Forecast (£0.006m) |  |

## Place & Regeneration

### Revenue:

Place & Regeneration are forecasting £1.408m overspend against a budget of (0.747m) (-188.5%).



|                                      |  |
|--------------------------------------|--|
| Planning & Development Management    |  |
| Planning Variation £0.046m Overspend | Building Control is presently forecast to be within budget assisted by income receipts. Planning Policy, Conservation & Design is presently forecast to be overbudget by some £79k due to staff resource costs associated with the submission of the Local Plan and its Examination. A |
| Development                          |  |

|   |   |
|---|---|
| <p>Management Variation Underspend (£0.239m)</p>  | <p>reserve is available for the Local Plan Examination that can be called upon if required in due course. Overall, Planning &amp; Development Management are presently forecast to be well within budget (-£0.193m) by the year end. This is mainly due to Development Management fee income being bolstered by the receipts from a number of strategic planning applications. However, the staff resourcing needs remains under review and the indicative under-spend could therefore change significantly before the year end.</p>  |
| <p>Variation to September's Forecast Planning (£0.011m)</p> <p>Development Management £0.013m</p> | <p>The current forecast has changed by £0.002m.</p> <p>The additional income has brought with it significant additional demand on staff resource from the submitted planning applications. The additional resource needs remain under review.</p>   |
| <p>Property</p> <p>Variation £1.539m Overspend</p>  | <p>Property is forecasting an overspend of £1.539m. The main reason for this forecast is:</p> <p>Property has experienced a shortfall in projected income and higher-than-anticipated costs associated with managing its properties during the current financial period.</p> <p>Income under-recovery is primarily due to slower-than-expected tenant uptake, compounded by broader economic challenges impacting the market and the need to agree competitive lease terms to attract tenants. Void property costs exceeded budget due to extended vacancy periods and increased operational costs required to maintain the properties in a safe and marketable condition.</p> <p>We are intensifying marketing efforts to secure new tenants, reviewing cost controls on properties, and updating our financial forecasts regularly to ensure they reflect the most up to date tenancy and property information.</p> <p>These variances are being actively managed and monitored.</p> <p><b>Under-Recovery of Income:</b></p> <ul style="list-style-type: none"> <li>• Slower-than-expected tenant uptake.</li> <li>• Market challenges affecting the property sector.</li> </ul> <p><b>Mitigations:</b></p> <ul style="list-style-type: none"> <li>• Intensified marketing to attract occupiers</li> <li>• Cost control measures across the service.</li> <li>• Regular review of financial forecasts to reflect current position.</li> <li>• Ongoing review of procurement and oversight processes.</li> </ul> |
| <p>Variation to September's Forecast £0.000m</p>  | <p>The service has some increased operational expenditure reflecting material price increases, and anticipated increases in cleaning costs partly offset by expected reductions in repair and maintenance expenditure.</p>  |



|   |   |
|---|---|
|   | The Service is carrying out a thorough review of the portfolio to identify any further mitigations that can be identified.  |
| <p>Regeneration &amp; Economy</p> <p>Variation £0.052m<br/>Overspend</p> <p>Variation to<br/>September's<br/>Forecast £0.014m</p>           | <p>Regeneration &amp; Growth is currently reporting an overspend of £0.052m, primarily due to staffing costs where a full-time post is only partially funded (50%) through the service budget. A review of the team's structure and budget allocation is underway, with the aim of identifying opportunities to mitigate the overspend.</p> |
| <p>Biodiversity &amp; Climate Resilience</p> <p>Variation £0.010<br/>Overspend</p> <p>Variation to<br/>September's<br/>Forecast £0.007m</p> | <p>The forecasted pressure of £0.010m within Biodiversity &amp; Climate Resilience is largely due to an increase in forecast studies and annual reports required in 2025/26.</p> <p>The annual amount from grants is lower than anticipated of £0.001m and an increase in consultancy costs of £0.006m.</p>                                 |

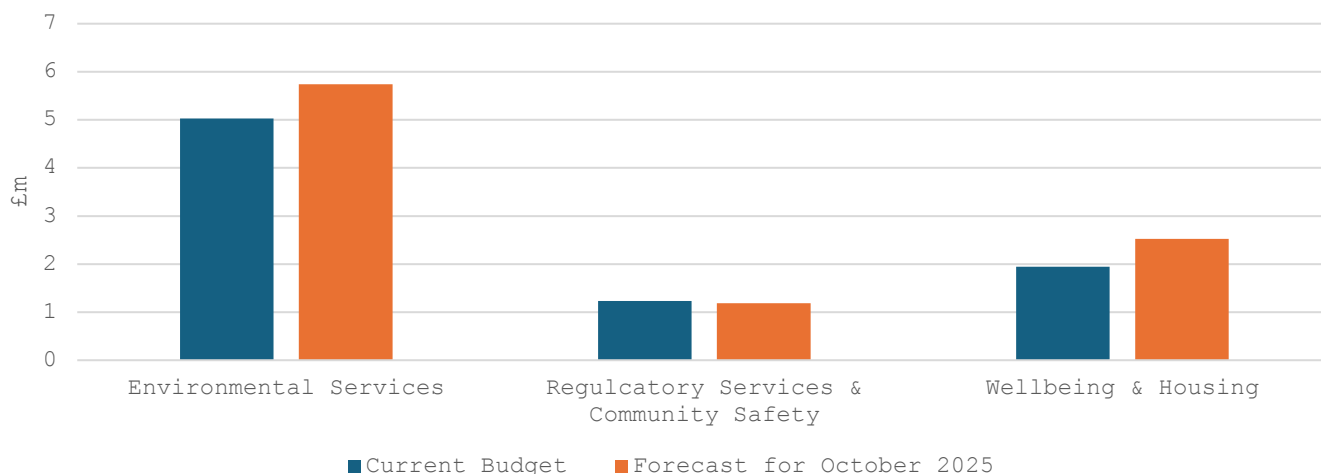
## **Neighbourhood Services**

### **Revenue:**

Neighbourhood Services are forecasting £1.132m overspend against a budget of £8.310m (13.6%).

The forecast overspend should remain stable as whole year costs have been reflected based on the first 6 months activity. Mitigations are being sought where possible and close working across the services to identify programmes that can be slowed or delayed to ease the budget pressures are being sought. The drivers for the overspend are long term sickness in our waste crew, additional temporary accommodation costs, and the delayed delivery of implementing an Agency arrangement in our Leisure Centres

## Neighbourhood Services - Revenue



### Environmental Services

Variation  
£0.606m  
Overspend

The forecasted pressure of £0.606m within Environmental Services is largely due to staffing pressures £0.593 within Waste and Recycling primarily as a result of agency staff usage, this continues to be closely monitored and managed alongside HR.

As part of the 2025/26 budget setting process HR proposed a cross-cutting saving reducing the overtime rate from time and a half to plain time during the working week. The policy change is not set to take place in 2025/26, so this has now been identified as an additional pressure of £0.040m within Waste and Recycling.

Higher than anticipated residual waste tonnage being direct delivered to Transfer station has resulted in an overspend of £0.094m of which £0.038m relates to 2024/25.

Delays to contract start date for new dry recycling processor have increased costs by £0.089m, this is also a result of a fall in commodity prices worldwide resulting in 67% increase in gate fee.

A reduction in garden waste subscriptions due to a predicted 1,400 less uptake compared to 2024/25 resulting in an under recovery of income of £0.058m.

Recycling Banks are currently reporting an overspend of £0.105m. The reduction in income received from sale of glass collected is also due to a 40% reduction in glass rebates received from the processor, due to a reduction in glass income and PRN's (packaging recovery notes) on the international market.

This is partly offset by non-recruitment to vacant posts of (£0.198m) within Environmental Services Admin, Vehicle Maintenance, Landscaping Street Scene and Street Cleansing. A reduction in the amount of fuel required through usage and price (£0.080m) and carrying out additional work on behalf of local partners (£0.017m)

As per the recommendation in the report the Extended Producer Responsibility (EPR) budget and forecast has been moved into

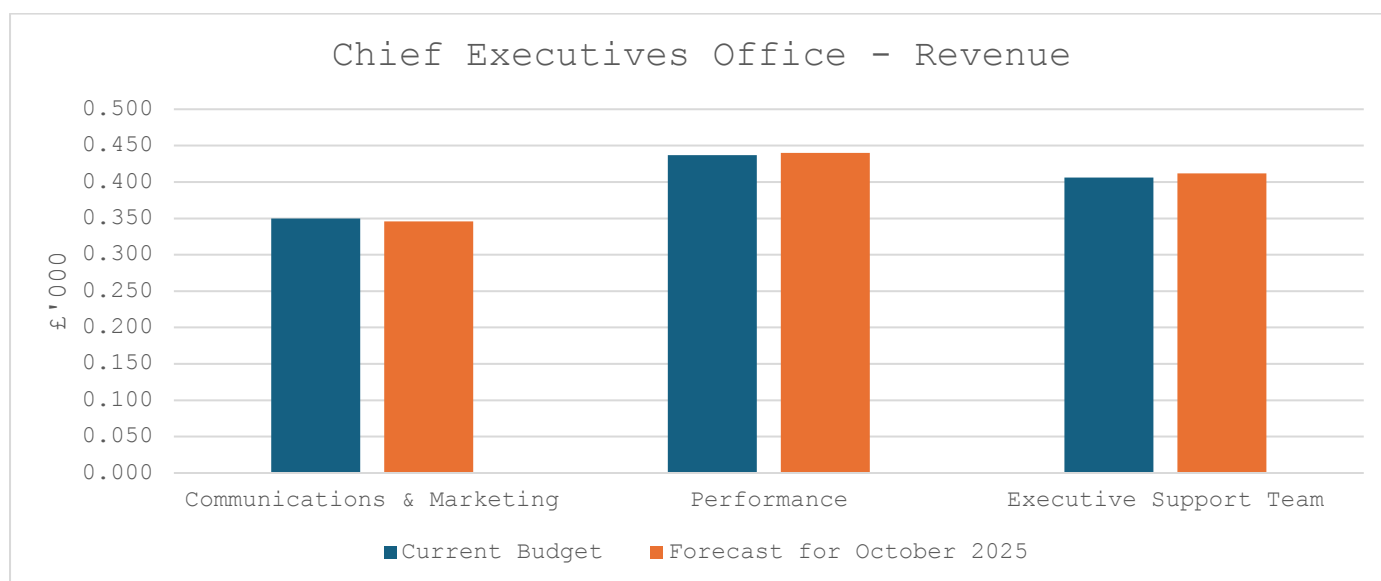
|  |  |
|--|--|
| <p>Variation to September's Forecast £0.167m</p>   | <p>the service from Executive Matters resulting in a reduction of overspend of (£0.309m).</p> <p>An increase in vehicle maintenance and repairs of £0.007m and vehicle hire costs of £0.008m have been required for the Street Cleansing vehicles, this as a result of an ageing fleet. This ageing fleet has also resulted in an increase in overtime for the vehicle workshop team of £0.025m in addition to an increase in annual costs for the fleet management software costs of £0.004m. An under recovery of anticipated income for the Vehicle workshop for internal and external for labour on vehicle repairs of £0.103m. A reduction of £0.015m in anticipated income for street markets and annual fairs.</p> <p>Environmental services are continuing to investigate ways to mitigate this overspend, to date they include non-recruitment to several vacant posts across the service, a reduction in Arboricultural works carried out at sites, additional work on behalf of local partners, a reduction in training carried out. This will be continued to be monitored and mitigations identified throughout the year including any noncritical services to offset this overspend.</p> |
| <p>Regulatory Services &amp; Community Safety</p> <p>Variation (£0.049m) Underspend</p> <p>Variation to September's Forecast (£0.005m)</p> | <p>Regulatory Services and Community Safety are forecasting an underspend of £0.049m.</p> <p>We are expecting lower costs than previously forecast for kennelling, this is due to lower stray dog numbers than anticipated.</p>  |
| <p>Wellbeing &amp; Housing</p> <p>Variation £0.575m Overspend</p> <p>Variation to September's Forecast £0.000m</p>                         | <p>The forecast is based on whole year expenses being needed as budgeted and accounts for increased IT license costs, legal fees and the increase in temporary accommodation demand due to rising homelessness.</p> <p>Changes in temporary accommodation provision is likely to increase forecasted costs in the short term, separate from demand pressures, and this is reflected through the new forecast. Potential efficiencies from changes in contractual arrangements within the service are yet to be realised, but are being accelerated, but are not yet forecastable.</p>  |

Over the course of the year, it may be possible to underspend on some provisions within the budget and reduce the forecasted overspend. Allowing for the increased budget provision for temporary accommodation the scale of the eventual overspend will depend on the demand for temporary accommodation

## **Chief Executives Office**

### **Revenue:**

Chief Executives Office are forecasting £0.005m overspend against a budget of £1.193m (1.0%).



|  |                                      |
|--|--------------------------------------|
| <p>Communications &amp; Marketing</p> <p>Variation (£0.004m)<br/>Underspend</p> <p>Variation to September's Forecast (£0.004m)</p> | Minor Variations within the service. |
| <p>Performance</p> <p>Variation £0.003m<br/>Overspend</p> <p>Variation to September's Forecast £0.003m</p>                         | Minor Variations within the service. |
| Executive Support Team   |                                      |

|   |   |
|---|---|
| <p>Variation £0.006m<br/>Overspend</p> <p>Variation to<br/>September's<br/>Forecast £0.006m</p> | <p>Minor Variations within the service.</p> |
|---|---|

## **Executive Matters**

### **Revenue:**

Executive Matters are forecasting a (£1.269m) underspend against a budget of £5.707m (-22.2%).

|   |   |
|---|---|
| <p>Executive<br/>Matters</p> <p>Variation<br/>(£1.269m)<br/>Underspend</p> <p>Variation to<br/>September's<br/>Forecast<br/>£0.000m</p> | <p>Executive Matters are forecasting an underspend of (£1.269m) funding that is due to be received in July, (£0.500m) dividend expected from Graven Hill and an over recovery of net interest of (£0.769m).</p> |
|---|---|

## **Policy Contingency**

### **Revenue:**

Policy Contingency are forecasting a (£1.100m) underspend against a budget of £2.420m (-45.5%).

|  |   |
|--|---|
| <p>Policy<br/>Contingency</p> <p>Variation<br/>(£1.100m)<br/>Underspend</p> <p>Variation to<br/>September's<br/>Forecast<br/>£0.000m</p> | <p>Policy Contingency includes £1.100m for Market Risk. This has been released (and shown as an underspend) in order to offset overspends in the directorates</p> |
|--|---|

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## Appendix 2 - Virement Summary

### Virement Movement

This table shows the movement in Net Budget from September 2025 to October 2025.

| Virements - Movement in Net Budget      | £m       |
|---|----------|
| Directorate Net Budget - October 2025   | 18.068   |
| Directorate Net Budget - September 2025 | 18.068   |
| <b>Movement</b>                         | <b>0</b> |

| Breakdown of Movements | £m           |
|------------------------|--------------|
|                        |              |
| <b>Total</b>           | <b>0.000</b> |

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## Appendix 3 - Funding for 2025/26

### Specific Funding received since budget was set:

| Dept.       | Grant Name   | Funding<br>£    |
|-------------|--|-----------------|
| DLUHC       | Homelessness Prevention Grant                              | (£0.246)        |
| DLUHC       | Rough Sleepers Accommodation Programme                     | (£0.035)        |
| DLUHC       | Redmond Review Implementation                              | (£0.024)        |
| DLUHC       | Local Audit Backstop New Burdens                           | (£0.046)        |
| DLUHC       | New Burdens Funding for Accommodation-based Domestic Abuse | (£0.037)        |
| DEFRA       | Biodiversity Net Gain Grant                                | (£0.027)        |
| DEFRA       | Food Waste Collection Grant                                | (£0.005)        |
| DWP         | Welfare Reform New Burdens Funding                         | (£0.035)        |
| DWP         | LA IT changes Scottish Government Grant                    | (£0.005)        |
| DWP         | LA IT Changes SHBE   | (£0.001)        |
| DWP         | IT Suppliers   | (£0.001)        |
| DWP         | Housing Benefit Award Accuracy Initiative                  | (£0.017)        |
| Home Office | Afghan Relocations and Assistance Policy                   | (£1.643)        |
| Home Office | Syrian Resettlement Programme                              | (£0.006)        |
| DSIT        | Innovate   | (£0.003)        |
|             |  | <b>(£2.131)</b> |

### Grants included as part of Budget setting:

| Directorate               | Grant Name                               | £m              |
|---------------------------|--|-----------------|
| <b>Communities</b>        | Afghan Relocations and Assistance Policy | (0.244)         |
|                           | Asylum Accommodation Dispersal           | (0.029)         |
|                           | Homeless Prevention Grant                | (0.763)         |
|                           | Syrian Resettlement Scheme               | (0.183)         |
|                           | Homes for Ukraine                        | (0.417)         |
|                           | UK Shared Prosperity Fund                | (0.335)         |
|                           | <b>Communities Total</b>                 | <b>(1.972)</b>  |
| <b>Resources</b>          | NNDR Cost of Collection Allowance        | (0.231)         |
|                           | Rent Allowances                          | (25.004)        |
|                           | <b>Resources Total</b>                   | <b>(25.235)</b> |
| <b>Services Sub-total</b> |  | <b>(27.207)</b> |
| <b>Corporate</b>          | Extended Producer Responsibility         | (1.400)         |

|                                |  |                 |
|--------------------------------|--|-----------------|
|                                | Funding Floor                                | (3.400)         |
|                                | National Insurance Contribution Compensation | (0.258)         |
|                                | <b>Corporate Total</b>                       | <b>(5.058)</b>  |
| <b>Cost of Services total</b>  |  | <b>(32.265)</b> |
| <b>Funding</b>                 | Business Rates Retained Scheme               | (7.490)         |
|                                | New Homes Bonus                              | (0.935)         |
|                                | Revenue Support Grant                        | (0.368)         |
|                                | <b>Funding Total</b>                         | <b>(8.793)</b>  |
| <b>Government Grants Total</b> |  | <b>(41.058)</b> |

Appendix 4 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

| Directorate              | Type    | Description            | Reason   | Amount £m |
|--------------------------|---------|------------------------|--|-----------|
| Place & Regeneration     | Reserve | Climate Action Reserve | To extend the pathways study expanding on the current net zero study to further develop mitigation measures and develop our net zero strategy. | 0.005     |
| Total Earmarked Reserves |         |                        |  | 0.005     |
|                          |         |                        |  |           |
| Total Grants             |         |                        |  | 0.000     |

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## Appendix 5 – Castle Quay Roof Works

### 1.0 Summary

- 1.1 Executive is recommended to recommend to Council to approve the utilisation of Capital Programme funds of £1.65m to undertake landlords works to ensure a fit for purpose watertight roof to mitigate loss of rent and further claims from occupiers at Castle Quay Banbury. The Budget estimate is inclusive of contingency and fees.
- 1.2 There are a number of areas of the roof fabric that are, due to age, deteriorating and leaks are becoming more frequent.
- 1.3 Customer and tenant complaints are numerous. Wet areas on the tiled floors in mall areas present potential slip/trips and fall hazards and need be managed by the centre management team to ensure public safety. Tenants have made representations, seeking damages, about some let areas. Leaks impact letting of vacant and void units, where CDC are fully liable for all costs incurred.
- 1.4 Works required are of a capital nature to extend the life of the of the asset. The existing roof is now at least 25 years old. The works will have a warranty of between 10 and 15 years.
- 1.5 The Council's climate strategies support installation of solar energy PV panels in suitable locations. It is not possible to include PV panel installation as part of the works proposed in this report as they are two separate workstreams requiring specialist and different contractors. However, the roof enhancement works proposed in this report will help support future delivery of PV panels by upgrading the roof area, removing redundant plant and other equipment, provision of re-enforcement panels, infrastructure ducting and routes. Installation of solar energy PV panels will require a separate report to Executive.
- 1.6 The plan, attached to this appendix, shows the roof of Castle Quay roof with some areas marked up to help with orientation.

### 2.0 Implications

- 2.1 **Finance:** The proposed capital expenditure will incur revenue costs associated with financing the project. Minimum revenue provision (MRP) and interest are estimated to amount to c£0.080m per annum. This will need to be built into the council's medium term financial strategy.  
Joanne Kaye, Head of Finance (D151), 12 November 2025
- 2.2 **Legal:** The report notes that the contract to undertake the works will be procured, and detailed procurement/legal advice will need to be provided in relation to this procurement exercise and the contract to undertake the works.  
Executive approval will be required to enter into the contract once the procurement exercise has been completed.  
Denzil–John Turbervill, Head of Legal Services, 12 November 2025

- 2.3 **Risk Management:** There are no risks arising directly from this report. Any arising risks will be managed by the relevant service operational risk register and escalated to the corporate leadership risk register as and when necessary.  
Shiraz Sheikh, Assistant Director Law & Governance & Monitoring Officer, 24 November 2025
- 2.4 **Climate & Environmental Impact:** The proposed works will help extend the life of the asset, will improve insulation in parts and enable future installation of PV solar panels subject to feasibility, budget and approval.
- 2.5 **Procurement & Subsidy:** Any procurement activity undertaken must comply with the Council's Procurement Rules and Regulations. All expenditure must be properly recorded using the appropriate forms and go through the relevant approval process. Subject to receiving the necessary approvals and governance, we will look to carry out a procurement exercise under an appropriate framework.  
Darren Jacobs, Procurement Manager, 11 November 2025

### 3. Background

- 3.1 The Council as Landlord, are responsible for undertaking repair and maintenance to the structure of Castle Quay, subject to a Service Charge mechanism allowing recovery of qualifying expenditure. Undertaking a timely programme of necessary replacement of the roof fabric maintains the structure and reduces overall expenditure in the long term by avoiding the need for emergency repair. In addition, a structured replacement programme creates an attractive environment necessary to attract occupiers and consumers to the Centre.
- 3.2 The proposed works and the associated capital investment demonstrate the Council's ongoing commitment not only to Castle Quay but the wider town of Banbury by supporting the wider economy and protecting the continuing effective function of the Centre and Banbury Town Centre.
- 3.3 The proposed replacement works to the roof fabric are required to address works needed to areas of the roof fabric that are, due to age, deteriorating and leaks are becoming more frequent.
- 3.4 The procurement will be carried out by CDC Capital and Special Projects team, and they will oversee the works. Competitive Tenders will be obtained to ensure the works are delivered at best value.

### 4. Details

- 4.1 To undertake works in the sum of £1.65 m, inclusive of contingency and fees, comprising: -
- Removal of redundant equipment from the roof areas and capping of redundant apertures.
  - Strip back existing roof coverings to a sound substrate and localised replacement of insulation where this has been damaged due to water ingress.
  - New roof waterproofing fabric to priority areas. New roof fabric will have a warranty of no less than 10 years.

- Electrical installation alterations as required to undertake the roof works
- Lightning Protection and reinstatement as required to undertake the roof works
- Install suitable edge protection and ladder access to ensure future safe access for maintenance of the roof areas.

- 4.2 These proposals will reduce CDC's exposure to continued repair and long term escalating maintenance costs, reduce costs of continued call out and emergency repairs impacting on tenants, customers and visitors. The proposal will continue to support the shopping centre experience and its environment demonstrating a continuing commitment to Castle Quay and Banbury.
- 4.3 The new roof membrane and removal of redundant plant and equipment on the roof will allow CDC to install solar PV onto this roof space, under a separate contract of works, helping to reduce the councils carbon emissions.
- 4.4 There is potential that the cost associated with some of the proposed works could be recoverable under the Service Charge provision, mitigating the overall cost incurred, although having regard to the nature and location of the proposed works it is speculative.
- 4.5 Works will not be carried out on any part of Castle Quay that will form part of the area identified for Castle Quay Repurposing.
- 4.6 The plan attached to the appendix shows the roof of Castle Quay roof with some areas marked up to help with orientation.

## **5.0 Alternative Options and Reasons for Rejection**

- 5.1 The following options have been identified. Option 4 is the preferred/recommended option. The other options have been rejected for the reasons as set out below.

### **Option 1: Do Nothing**

This option has been rejected because not undertaking the works would lead to deterioration of the Castle Quay Centre, both in terms of its structural longevity and its commercially viability.

- Structurally - leading to a greater overall repair & maintenance cost. Water ingress in some localised areas is already causing concern.
- Commercially - a deteriorating unattractive environment would impair the ability of the Centre to retain and attract retail and other occupiers, resulting in occupiers relocating to alternative venues and undermining the viability of the Centre.
- Safety - Water ingress can cause issues with health and safety both in the short term through slips and longer term in the form of mould growth and fungal spores.

### **Option 2: Reducing the scope or complete works to a reduced area or lower specification.**

This option has been rejected because the proposed new roofing works identified are regarded as essential to prolonging the life of the structure, reduce long term revenue expenditure and protecting the asset value. Ad hoc and short term repairs are not a sufficient remedy to ensuring the longevity of the assets.

### **Option 3: Replace the entire roof.**

The whole roof does not yet need replacement. Wholesale replacement would incur significant cost. This option has been rejected on the basis of need not being established.

Option 4: Undertaking the works as described in this report with approval by Executive and Council in December 2025:

The following timeline would apply:

- CSR approval asap after Council approval on 15 Dec.
- By early Jan – procure via Framework on a mini -competition. We are currently reviewing frameworks but several are known to be suitable. We most recently used Public Procure for roof works at another property. We will be able to make that decision/recommendation within a couple of weeks.
- Feb – award contract
- Late Feb/early March – start on site. The initial phase of works is removing redundant equipment and preparation for works. During the initial phase we are not exposing the property/existing roof and it is therefore acceptable to commence onsite in late Feb/early March
- July/Aug – works completed, programme of c5 months with the works exposing the property completed during the summer months.

This is the preferred/recommended option as it means the later phase of the works are less likely to be impacted by inclement weather. In addition Property have the capacity and resources to manage the CQ roof project at this time without impacting on the procurement and delivery programme for the Salix project. It is not possible to accelerate or delay the Salix project to grant funding conditions.

Option 5: Undertaking the works as described in this report with approval by Executive and Council in March 2026:

- CSR approval asap after Council approval on 16 Mar.
- By early April – procure via Framework on a mini -competition. We are currently reviewing frameworks but several are known to be suitable. We most recently used Public Procure for roof works at another property. We will be able to make that decision/recommendation within a couple of weeks.
- May – award contract
- Late May/early June – start on site. The initial phase of works is removing redundant equipment and preparation for works.
- Oct/Nov – works completed, programme of c5 months with the later phases of works exposing the property to potentially inclement weather completed during late autumn/early winter.

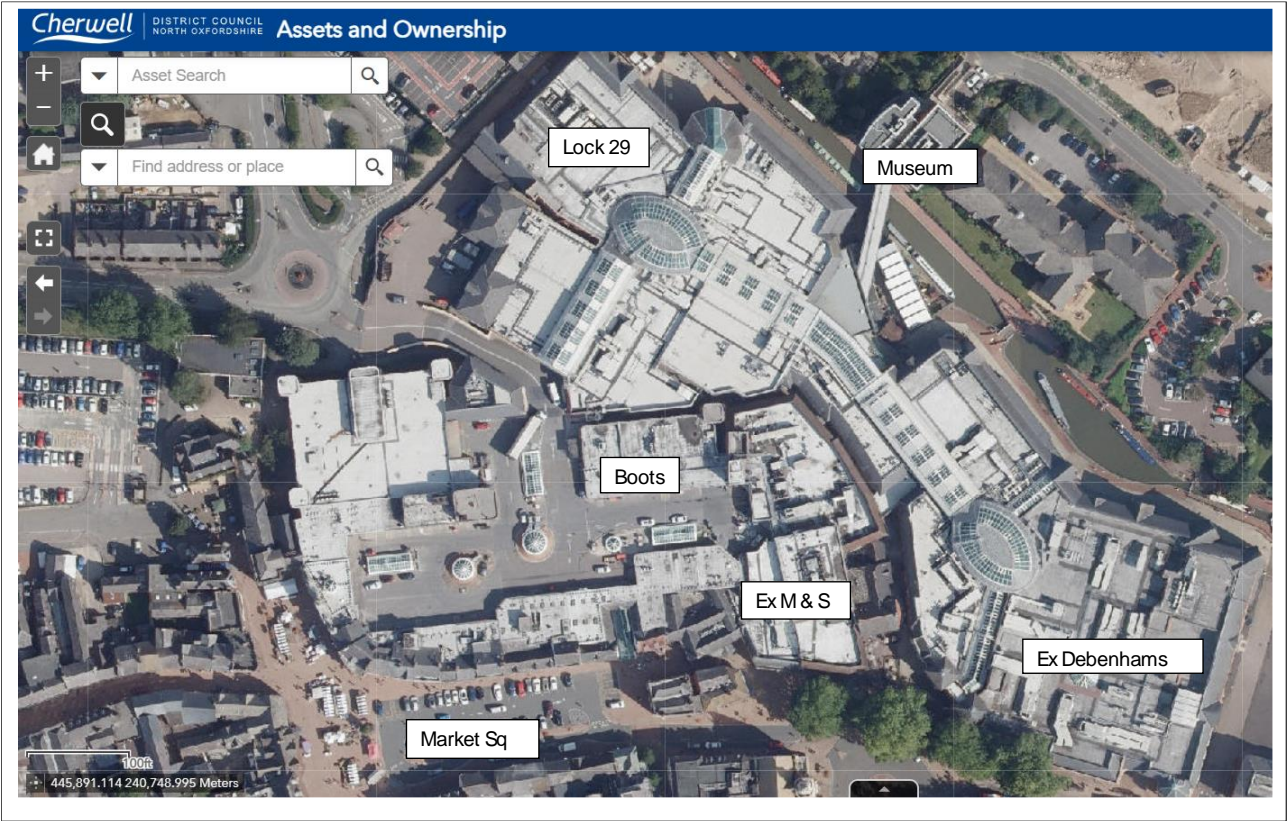
This option has been rejected because it would mean the later phases of the project taking place in late autumn/late winter when there is a greater risk of inclement weather. In addition Property will not have the capacity or resources to manage this project and the Salix project at the same time. It not possible to accelerate or delay the Salix project.

## **6 Conclusion and Reasons for Recommendations**

- 6.1 Undertaking the works to the roof maintains the structure and reduces overall expenditure in the long term by avoiding the need for emergency repair. In addition, a structured replacement programme creates an attractive environment necessary to attract occupiers and consumers to the Centre. The work will have a warranty of at least 10 years helping maintain the future commercial value and structural



viability of the centre and will support future installation of solar PV panels as a separate project.



Castle Quay roof plan

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| <b>Budget Planning Committee</b> |   |
|----------------------------------|---|
| <b>Work Programme 2025/2026</b>  |   |
| <b>Date</b>                      | <b>Agenda Items</b>   |
|                                  |   |
| <b>20 January 2026</b>           | Draft 2026/27 Capital and Investment Strategy                 |
|                                  | Draft 2026/27 Reserves Strategy and Medium-Term Reserves Plan |
|                                  | Budget Management Period 8 (November)                         |
|                                  | Work Programme Update   |
|                                  |   |
|                                  |   |
| <b>10 March 2026</b>             | Finance Monitoring Report – Q3 (December 2025)                |
|                                  | Work Programme Update   |
|                                  |   |

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