



Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
Telephone 01572 722577 Email corporatesupport@rutland.gov.uk
DX28340 Oakham

Meeting: CABINET

Date and Time: Tuesday, 19 December 2017 at 9.30 am

Venue: COUNCIL CHAMBER, CATMOSE, OAKHAM,
RUTLAND, LE15 6HP

Corporate support: Natasha Taylor 01572 720991
Officer to contact: email: corporatesupport@rutland.gov.uk

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at <https://www.rutland.gov.uk/my-council/have-your-say/>

A G E N D A

1) APOLOGIES FOR ABSENCE

2) ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE

3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are required to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

4) RECORD OF DECISIONS

To confirm the Record of Decisions made at the meeting of the Cabinet held on 21 November 2017.

5) ITEMS RAISED BY SCRUTINY

To receive items raised by members of scrutiny which have been submitted to the Leader (copied to Chief Executive and Democratic Services Officer) by 4.30 pm on Friday 15 December 2017.

REPORT OF THE DIRECTOR FOR RESOURCES

6) FEES AND CHARGES 2018-19 (KEY DECISION)

Report No. 213/2017

(Pages 5 - 32)

REPORT OF THE DIRECTOR FOR PEOPLE

7) LOCAL OFFER TO CARE LEAVERS 2017-2020

Report No. 199/2017

(Pages 33 - 50)

REPORT OF THE DIRECTOR FOR PLACES

8) EXCLUSION OF THE PRESS AND PUBLIC

Cabinet is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

9) OAKHAM ENTERPRISE PARK DEVELOPMENT STRATEGY (KEY DECISION)

Report No. 170/2017

(Pages 51 - 98)

10) ANY ITEMS OF URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

---oOo---

MEMBERS OF THE CABINET: Mr T Mathias Chairman

Mr G Brown
Mr O Hemlsey
Mr R Foster
Mr A Walters
Mr D Wilby

SCRUTINY COMMISSION:

Note: Scrutiny Members may attend Cabinet meetings but may only speak at the prior invitation of the person presiding at the meeting.

**ALL CHIEF OFFICERS
PUBLIC NOTICEBOARD AT CATMOSE
CORPORATE SUPPORT TEAM**

This page is intentionally left blank

CABINET

19 December 2017

FEES & CHARGES 2018/19

Report of the Director for Resources

Strategic Aim:	Sound Financial and Workforce Planning	
Key Decision: Yes	Forward Plan Reference: FP/310717	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr T Mathias, Leader of the Council and Portfolio Holder for Finance	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Saverio Della Rocca, Assistant Director (Finance)	01572 758159 sdrocca@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Cabinet RECOMMENDS TO COUNCIL:

1. To approve the level of fees and charges for 2018/19 as set out in Appendices 1-4, and
2. That the fees for local elections and referendum continue to be set in line with other Local Authorities from Leicestershire.

1 PURPOSE OF THE REPORT

- 1.1 This report sets out the proposals for fees and charges for services provided by the Council, for the financial year 2018/19.

2 INTRODUCTION

- 2.1 Fees and charges represent a significant source of finance for the Council. The Council receives approximately £4.6 million from fees and charges each year. It is important that fees and charges are set at an appropriate level so as to maximise income to the Council.
- 2.2 The Council provides a wide range of services for which fees and charges can be made. Some of these fees and charges are set at a statutory level such as planning application fees and environmental protection fees. Others are discretionary and the Council has the ability to decide upon an appropriate charge

for the services. Examples include bulky waste collection and room hire charges.

- 2.3 In addition, the Council provides services to other public sector bodies and other external bodies for which charges are made. For example, the Council provides services to schools to support improvement.
- 2.4 Fees and charges are reviewed annually as part of the budget and council tax setting process. Fees and charges need to be approved in order to be effective from April 2018. In reviewing the level of fees for 2018/19, a 2% increase has been applied to all discretionary fees in line with inflation, unless there is business case to do something different. Sections 3 to 5 of this report highlight the key issues for each Directorate and the rationale for the proposals.

3 PEOPLE DIRECTORATE PROPOSALS

- 3.1 A detailed schedule of all fees and charges is provided at **Appendix 1**. The rationale for the proposals for each service area are set out below. There are currently no fees and charges within Children's Social Care.

Adult Social Care Charges

- 3.2 There were increases to adult social care fees and charges in 2016/17 as a result of a charging review to ensure the sustainability of social care services for the most vulnerable (Cabinet Report 117/2016). The majority of the fees and charges are linked to the costs of care. As we are currently not planning to raise the amount we pay providers the associated charges to service user should not rise. It should be noted that under their contract, providers may evidence increased costs to trigger a review of charges. This would affect charges to service users should this occur. The current position is outlined below:

- 3.3 Following the charging policy review in 2016, three changes to **domiciliary care charging** came into force in October 2016, which it is proposed should be maintained in 2018/19:

- 3.3.1 Service users should pay the full hourly cost of care (£16.46), up to any applicable affordability ceilings.
- 3.3.2 Service users will be charged for care services from their start date, not from the date of financial assessment.
- 3.3.3 Charging of an administration fee of £114.50 for helping individuals with over £23,250 who are setting up a care package (beyond free of charge advice).

The maximum home care rate payable by an individual per week rose to £441 in 2016, mirroring a rise in the lowest residential care rate, to which it is linked. It is proposed that this remains the same in 2018/19.

- 3.4 The other charges for service users in adult social care are for **Deferred Payment Agreements (DPAs)**. DPAs are a form of loan for home owners who move into residential care, enabling them to defer some of the costs of care which are then recovered from their estate or the sale of their property. Two DPA charging amendments were approved by Council in July 2016 relating to increased arrangement fees for DPAs and the charging of interest at the government rate on

deferred payments. It is proposed that these charges, introduced in October 2016, will change in 2018/19 as follows:

- 3.4.1 DPA arrangement fee at the cost recovery level was £470 plus third party charges. Based on the updated calculations the DPA fee should increase to £490 to remain at full cost recovery.
- 3.4.2 Interest charged on Deferred Payments was set at the interest rate set by Government and was to be adjusted when interest rate changes are notified. This is now reviewed every 6 months on 1st Jan and July. The current interest rate is 1.85%, a reduction on the previous rate of 2.25% when the changes were first introduced.

Learning and Skills – School Improvement Service

- 3.5 Services available to schools and charges for school improvement depend upon two factors
 - a) the category of the school identified through risk assessment shared with the school
 - b) the status of each individual school i.e. is the school maintained or Academy/ Free School. Independent schools have a further, higher charging scale.
- 3.6 The charging structures for schools were reviewed during early 2017/18 and no changes are proposed to charges for school activity for the next academic year.

4 PLACES DIRECTORATE PROPOSALS

- 4.1 Fees which are set nationally are set out in **Appendix 2**. Locally set fees are set out in **Appendix 3**. Locally set fees have been reviewed and revised where appropriate or increased by inflation (2%) and rounded appropriately. There are a small number of fees where no increase is proposed. Typically this is either because there has been a recent increase (e.g. parking) or there is competition (e.g. land charges).
- 4.2 A number of changes are recommended for 2018/19, the most significant of which are set out in paragraphs 4.3 to 4.11. This includes the addition of some new charges that we are able to make but have not previously.
- 4.3 A detailed review of fees and charges within the Places Directorate is currently underway, led by an external consultant. This is likely to develop further proposals within the next 6 months that could lead to the introduction of some new charges for services, charges for premium services and further modification of existing charges.

Waste Management

- 4.4 Appendix 3 includes the Green Waste charge that was approved by Full Council in September 2017.
- 4.5 Also proposed is a charge for delivering grey and black bins to new properties. Introducing this charge is likely to generate around £15k per year on average.

Gambling Act and Other Licences

- 4.6 New charges are proposed to cover situations which may occur where no fee is currently set. There is unlikely to be any significant financial impact.

Highways

- 4.7 Charges for A board and street furniture licences are not currently included. There are also several new or revised fees proposed for Road Closures and Traffic Management. These will bring Rutland's fees in line with charges in neighbouring authorities and likely to generate around £25k to £30k per annum if approved.

Museum and Library

- 4.8 After reviewing the fees and income in respect of these areas, it is recommended that a number of reprographics and photography services are withdrawn and the fee therefore abolished. This is either due to the lack of demand for these services or the cost effectiveness of us providing them.
- 4.9 Furthermore, a review of the pricing structure for room hire changed has taken place and a simplified, unified hourly rate is now being recommended. The objective of this is that a clearer pricing structure will make the facilities easier to promote and lead to an increase in usage. This will be kept under review and income budgets closely monitored.

Development Control

- 4.10 Development control fees are set nationally. The Council has already agreed to accept the Governments offer of a 20% increase on condition that the additional revenue is invested exclusively in planning services. The necessary legislation is expected to be in place before the end of the calendar year.

Home to School Transport

- 4.11 Increases to school related transport charges are set out in the home to school and home to college transport policies.

5 RESOURCES DIRECTORATE PROPOSALS

- 5.1 A detailed schedule of all fees and charges is provided at **Appendix 4**.

Reprographics Services

- 5.2 The Council is permitted to make a charge for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act 2000. This legislation allows the Council to recover reasonable costs in respect of providing the documentation. This includes direct material costs plus overheads.
- 5.3 No increase is proposed to this charge.

Legal Services

- 5.4 Charges for the provision of certain legal services under a fee structure are common practice across all areas of Local Government. Developers are required

to pay the legal costs associated with s106 agreements, s38 agreements and s278 agreements this fee income is administered by Peterborough Legal under the Council's shared service agreement. Peterborough Legal have recently reviewed the cost of providing these services and found that increases are required to ensure their costs are adequately covered. Legal fees for planning and highways agreements will be increased to £180 per hour, with a minimum fee of £720 which equates to 4 hours work. Time recording accurately records the time spent on each individual matter to ensure the developer is charged appropriately.

Elections & Referendums – Charges to Parishes

- 5.5 The representation of the People Act 1983, Section 36 (4) requires the Council to cover all expenditure incurred by the Returning Officer in the holding of an election (or the Counting Office in the holding of a referendum). The fees for conducting Parliamentary, and European Parliamentary and Police and Crime Commissioner elections are regulated by the Returning Officers' Fees and Charges Orders made by the Government.
- 5.6 The Act allows the Council to recharge the costs of elections and referendums to parish councils. The Council works collaboratively with other authorities across Leicestershire to agree consistent fees. The fees for 18/19 have not yet been reviewed therefore approval is sought to continue to set the fees using this approach.

Disclosure and Barring Service (DBS) Checks

- 5.7 The HR Service acts as the 'administrator' for processing DBS Applications for:
- Employees and volunteers engaged by the Council
 - Organisations who have some 'affiliation' to the Council or its services and provide voluntary services
 - Fostering/Adoption service
- 5.8 An administration fee for undertaking these checks is charged, as permitted under section 93 of the Local Government Act 2003. This is not a statutory service – RCC and other organisations are able to secure the service from another Registered Body. We process approximately 60 applications per year for voluntary organisations.
- 5.9 The process involves development and maintenance of relevant policies, practice and procedures in line with Government requirements and the DBS Code of Practice – including:
- Appropriate identification/assessment of levels of check (i.e. standard, enhanced, barred)
 - Secure management of private and sensitive data/information e.g. criminal records
 - Ensuring appropriate level of checking of identification
 - Full check of the accuracy of applications prior to submission by a Counter signatory or Lead signatory
 - Resolution of any queries between applicants and the DBS

- Advisory support and guidance to recruiting managers for positive disclosures
- Managing a 3-yearly re-check process for employees
- Management of our registration with the DBS
- Lead on any referrals for barring

5.10 Currently we are also developing an on-line application process which will be passed on to other organisations accessing our services. As such, the cost of providing the service to external organisations has been reviewed. Taking into account the time involved in processing the application, along with the wider role of being an administrator as set out in 5.10, it is recommended that the fee is maintained at £10.

Other Resources Fees & Charges

5.11 Charges levied for Subject Access Requests (SARs) made under the Data Protection Act 1998 will remain at £10 per request in line with statutory limitations.

5.12 Charges levied for Blue Badges (disabled parking permits) will remain at £10 per badge in line with the national Blue Badge Scheme, which allows for Local Authorities to charge successful applicants a maximum of £10.

6 CONSULTATION

6.1 Most existing fees and charges are only being increased in line with inflation. The new charges proposed in respect of Waste Management, Licences and Highways bring us in line with other Authorities therefore no formal consultation is proposed. Consideration will be given to the need to consult if any fundamental changes are proposed in year.

6.2 The proposals were considered by each of the Scrutiny Panels in late November/early December. <DETAIL TO BE ADDED IN AFTER THE MEETINGS>.

7 ALTERNATIVE OPTIONS

7.1 The alternative option is to retain the current level of fees and charges. To do so would have a negative impact on the Council's financial position as we would not be recovering the actual costs of services provided. Costs increase year on year and as such need to be reflected in this Policy.

8 FINANCIAL IMPLICATIONS

8.1 Income budgets are in many instances driven by demand and can be volatile. It is not always the case that an increase in charges will lead to increases in income received. There are two reasons for this: a) demand for the service may reduce, and b) additional income received may help address the underachievement of income targets rather than generate new income above existing budgets. For this reason, even where fees and charges are increased, income budgets are not always amended.

8.2 The introduction of a charge for green waste is expected to generate income of £280k per annum. This has been incorporated into the budget with effect from

2018/19.

- 8.3 The introduction of charges for A boards and Street Furniture is likely to increase income in 2018/19 by c£25k. Other changes may increase income and help avoid budget pressures.

9 LEGAL AND GOVERNANCE CONSIDERATIONS

- 9.1 The annual review of fees and charges is an integral part of the budget and Council Tax Setting process. The approved fees and charges will form part of the overall budget presented to full Council for approval in February.

10 EQUALITY IMPACT ASSESSMENT

- 10.1 TO BE COMPLETED

11 COMMUNITY SAFETY IMPLICATIONS

- 11.1 There are no community safety implications arising from this report.

12 HEALTH AND WELLBEING IMPLICATIONS

- 12.1 There are no health and wellbeing implications arising from this report.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 13.1 The annual review of fees and charges is an integral part of the budget and council tax setting process and is also to ensure the Council is compliant with legislative guidance. It is therefore recommended that Cabinet approve the proposals set out in the document.

14 BACKGROUND PAPERS

- 14.1 There are no additional background papers to the report

15 APPENDICES

Appendix 1 – People Directorate proposed fees and charges 2018/19

Appendix 2 – Places Directorate nationally set fees and charges 2018/19

Appendix 3 – Places Directorate locally set fees and charges 2018/19

Appendix 4 – Resources Directorate proposed fees and charges 2018/19

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank

People Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
ADULT SOCIAL CARE			
Weekly residential care rates			
Residential care	£441	£441	Under their contract, providers may evidence increased costs to trigger a review of charges.
Residential care, dementia	£472	£472	Under their contract, providers may evidence increased costs to trigger a review of charges.
Residential care, nursing	£513	£513	Under their contract, providers may evidence increased costs to trigger a review of charges.
Home care rates			
Hourly cost of care, up to individual applicable affordability ceilings	£16.46	£16.46	Charges apply from the start of provision of service. Hourly rate anticipated to change when domiciliary care is recommissioned in 2017-18.
Maximum weekly home care costs	£441	£441	Aligned to the weekly cost of residential care.
Administrative fee to help individuals with over £23,250 setting up a care package	£114.50	£114.50	This one-off charge was introduced in October 2016. Charge is on a cost recovery basis.
Deferred Payment Agreements (DPAs)			
DPA setup and management fee	£470.00	£490.00	Charge of £470 plus third party charges in place from October 2016. Charges on a cost recovery basis only.
Interest on deferred payments	2.25%	1.85%	Tracks the rate set by government, which is reviewed every 6 months and subject to change.
Learning Disability Day Centre Places - charges to third parties			
Level 1	£50.50	£50.50	The charges are balanced to recover costs and remain competitive.
Level 2 (standard)	£70.70	£70.70	The charges are balanced to recover costs and remain competitive.
Level 3 (1:1 / complex support), daily rate	£90.60	£90.60	The charges are balanced to recover costs and remain competitive.
SCHOOL IMPROVEMENT, INCLUSION AND SUPPORT CHARGES			
Elected school review half day	£300	£300	
Moderation of year 2 and year 6 statutory assessments	£425	£425	
Bespoke data analysis training	£150	£150	
School improvement annual conference, per delegate	£50	£50	

People Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Governor annual conference, per delegate	£50	£50	
Bespoke training for governors	£150	£150	
Additional Early Years Foundation School support beyond core package	£300	£300	
Admissions (ranking and measurements)			
Service level 1, per hour	£35	£35	
Service level 2, primary, per hour	£50	£50	
Service level 2, secondary, per hour	£75	£75	
Inclusion officer (Early years, ASD or EBD)			
Per hour	£70	£70	
Per half day	£200	£200	
Per day	£350	£350	
Educational psychologist (non statutory element)			
Per hour	£120	£120	
Per half day	£350	£350	
Per day	£575	£575	
Bespoke training for SEN			
Per hour	£120	£120	
Per half day	£350	£350	
Per day	£575	£575	
Specialist school improvement services, beyond free of charge entitlement, academies/free schools			
Per hour	£120	£120	
Per half day	£350	£350	
Per day	£575	£575	
Specialist school improvement services, beyond free of charge entitlement, independent schools			
Per hour	Full cost recovery	Full cost recovery	Cost is confirmed depending on requirements.
Per half day	Full cost recovery	Full cost recovery	Cost is confirmed depending on requirements.
Per day	Full cost recovery	Full cost recovery	Cost is confirmed depending on requirements.

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Development Control			
Planning Application Fees			Fees are set nationally. Awaiting regulations for proposed increases by Government.
Environmental Services			
EPA - annual subsistence charge (low risk)	£ 749	£ 749	Add £35 if paid quarterly.
EPA - annual subsistence charge (medium risk)	£ 1,125	£ 1,125	Add £35 if paid quarterly.
EPA - reduce fee activities (dry cleaners, petrol vapour recovery, waste oil burners)	£ 77	£ 77	
EPA - odorising of natural gas	£ 378	£ 378	
Explosives - (licence to store) new application (separation greater than 0 metres) 1 year	£ 178	£ 178	
Explosives - (licence to store) new application (separation greater than 0 metres) 2 year	£ 234	£ 234	
Explosives - (licence to store) new application (separation greater than 0 metres) 3 year	£ 292	£ 292	
Explosives - (licence to store) new application (separation greater than 0 metres) 4 year	£ 360	£ 360	
Explosives - (licence to store) new application (separation greater than 0 metres) 5 year	£ 407	£ 407	
Explosives - (licence to store) new application (no minimum separation)	£ 105	£ 105	
Explosives - (licence to store) new application (no minimum separation distance) 2 year	£ 136	£ 136	
Explosives - (licence to store) new application (no minimum separation distance) 3 year	£ 166	£ 166	
Explosives - (licence to store) new application (no minimum separation distance) 4 year	£ 198	£ 198	
Explosives - (licence to store) new application (no minimum separation distance) 5 year	£ 229	£ 229	
Explosives - (licence to store) renewal of application (no minimum separation distance) 1 year	£ 52	£ 52	
Explosives - (licence to store) renewal of application (no minimum separation distance) 2 year	£ 83	£ 83	
Explosives - (licence to store) renewal of application (no minimum separation distance) 3 year	£ 115	£ 115	
Explosives - (licence to store) renewal of application (no minimum separation distance) 4 year	£ 146	£ 146	
Explosives - (licence to store) renewal of application (no minimum separation distance) 5 year	£ 178	£ 178	
Explosives - (licence to store) transfer/variation/replacement	£ 35	£ 35	
Gambling - Gambling Act Permits Family Entertainment Centres (Application fee)	£ 300	£ 300	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Gambling - Gambling Act Permits Family Entertainment Centres (Renewal fee)	£ 300	£ 300	
Gambling - Gambling Act Permits Family Entertainment Centres (Renewal fee)	£ 25	£ 25	
Gambling - Gambling Act Permits Family Entertainment Centres (Application fee)	£ 15	£ 15	
Gambling - Gambling Act Permits Prize Gaming (Application fee)	£ 300	£ 300	
Gambling - Gambling Act Permits Prize Gaming (Renewal fee)	£ 300	£ 300	
Gambling - Gambling Act Permits Prize Gaming (Change of name)	£ 25	£ 25	
Gambling - Gambling Act Permits Prize Gaming (Copy of Permit)	£ 15	£ 15	
Gambling - Gambling Act Permits Notification of two machines (Application fee)	£ 50	£ 50	
Gambling - Gambling Act Permits ALGMP (Application fee)	£ 150	£ 150	
Gambling - Gambling Act Permits ALGMP (Annual fee)	£ 50	£ 50	
Gambling - Gambling Act Permits ALGMP (Change of name)	£ 25	£ 25	
Gambling - Gambling Act Permits ALGMP (Copy of permit)	£ 15	£ 15	
Gambling - Gambling Act Permits ALGMP (Variation fee)	£ 100	£ 100	
Gambling - Gambling Act Permits ALGMP (Transfer)	£ 25	£ 25	
Gambling - Gambling Act Permits Club Gaming and Machine (Application fee)	£ 200	£ 200	
Gambling - Gambling Act Permits Club Gaming and Machine (Annual fee)	£ 50	£ 50	
Gambling - Gambling Act Permits Club Gaming and Machine (Renewal fee)	£ 200	£ 200	
Gambling - Gambling Act Permits Club Gaming and Machine (Variation fee)	£ 100	£ 100	
Gambling - Gambling Act Permits Club Gaming and Machine (Copy of permit)	£ 15	£ 15	
Gambling - lottery (new application)	£ 40	£ 40	
Gambling - lottery (renewals)	£ 20	£ 20	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - A	£ 70	£ 70	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - B	£ 180	£ 180	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - C	£ 295	£ 295	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - D	£ 320	£ 320	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - E	£ 350	£ 350	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - A	£ 70	£ 70	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - B	£ 180	£ 180	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - C	£ 295	£ 295	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - D	£ 320	£ 320	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - E	£ 350	£ 350	
Licensing - Licensing Act Temporary Event Notice	£ 21	£ 21	
Licensing - Licensing Act Personal Licence	£ 37	£ 37	
Licensing - Licensing Act Premises licence Transfer	£ 23	£ 23	
Licensing - Licensing Act Premises Licence Variation of DPS	£ 23	£ 23	
Licensing - Licensing Act Premises Licence Minor Variation	£ 89	£ 89	
Licensing - Licensing Act Premises Licence Noification of Interest	£ 21	£ 21	
Licensing - Licensing Act Premises Licence Interim Authority Notice	£ 23	£ 23	
Licensing - Licensing Act Premises/Club Copy of Licence	£ 10.50	£ 10.50	
Licensing - Licensing Act Premises/Club Notification of change	£ 10.50	£ 10.50	
Taxis - vehicle plate deposit	£ 20	£ 20	
Petroleum - Licence to keep petroleum spirit (of a quantity not exceeding 2,500 litres)	£ 43	£ 43	
Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 2,500 litres but not exceeding 50,000 litres)	£ 59	£ 59	
Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 50,000 litres)	£ 123	£ 123	
Petroleum - transfer of petroleum fee	£ 8	£ 8	
Petroleum - Driver controlled licence (initial fee)	£ 205	£ 205	
Petroleum - Driver controlled licence (transfer of petroleum fee)	£ 31	£ 31	
Petroleum - Driver controlled licence (notices fee)	£ 5	£ 5	
Dogs - dog recovery fee	£ 25	£ 25	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes (vehicle on road, upright and not substantially damaged, or removal of any two-wheeled vehicle)	£ 150	£ 150	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle on road but either not upright, substantially damaged or both)	£ 250	£ 250	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road, upright and not substantially damaged)	£ 200	£ 200	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road but either not upright, substantially damaged or both)	£ 300	£ 300	
Abandoned Vehicles - storage of two-wheeled vehicles (per day)	£ 10	£ 10	
Abandoned vehicles - storage of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (per day)	£ 20	£ 20	
Abandoned Vehicles - disposal of two-wheeled vehicles	£ 50	£ 50	
Abandoned Vehicles - disposal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles	£ 75	£ 75	
Highways			
Inspection of works and reinstatement following:			
Section 50 works	£ 50	remove	
Defect inspection	£ 50	remove	
Charges in relation to works occupying the carriageway during period of overrun (Prescribed by legislation - New Roads and Street Works Act 1991)			
Traffic-sensitive street or protected street not in road category 2, 3 or 4. -	£ 5,000	£ 5,000	
Amount (£) each subsequent day	£ 1,000	£ 1,000	
Other street not in road category 2, 3 or 4.	£ 2,500	£ 2,500	
Amount (£) each subsequent day	£ 2,500	£ 2,500	
Traffic-sensitive street or protected street in road category 2.	£ 3,000	£ 3,000	
Amount (£) each subsequent day	£ 8,000	£ 8,000	
Other street in road category 2.	£ 2,000	£ 2,000	
Amount (£) each subsequent day	£ 2,000	£ 2,000	
Traffic-sensitive street or protected street in road category 3 or 4	£ 750	£ 750	
Amount (£) each subsequent day	£ 750	£ 750	
Other street in road category 3 or 4.	£ 250	£ 250	
Amount (£) each subsequent day	£ 750	£ 750	
NRSWA sample inspections	£ 50	£ 50	
Defect Inspection	£ 50	£ 50	
Third Party Defect	£ 50	£ 50	
Traffic Management Act 2004 (Section 41)			
Fixed Penalty Notice as prescribed in Traffic Management Act - Incorrect ETON Notices	£ 120	£ 120	
	£ 80	£ 80	If paid within 28 days
Section 74 Traffic Management Act 2004			
Fixed Penalty Notices	£ 120	£ 120	Fixed Fee. As per code of practice (set by central government/as revised by The Traffic
Discounted rate	£ 80	£ 80	Fixed Fee. As per code of practice (Set by central government/as revised by The Traffic

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Land Charges			
Inspection of documents filed in respect of each parcel of land	£ 2.75	£ 2.75	It is proposed that these fees do not increase this year as our fees are already high when compared to other councils. Further increases will increase the likelihood that more solicitors will move to using personal search companies, i.e. we will still have to do the work but the information will be requested under the Environmental Information Regulations (EIR) free of charge.
Official search (including issue of official certificate of search)			
(a) in any one part of the register	£ 11.00	£ 11.00	Time recording has been undertaken to accurately account for these charges. This was necessary as a comparison showed our charges were high in comparison with other authorities.
(b) in the whole of the register			
(i) where the requisition is made by electronic means	£ 22.00	£ 22.00	
(ii) in any other case	£ 22.00	£ 22.00	
(c) in addition, in respect of each parcel of land above one, where more than one parcel is included in the same requisition (whether the requisition is for a search in the whole or any part of the register)	£ 10.00	£ 10.00	
Office copy of any entry in the register (not including a copy or extract of any plan or document filed)	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Standard enquiries (CON29R).	90.00 inc VAT	90.00 inc VAT	A new CON29R with VAT is introduced on 1.1.17.
Additional parcel of land	20.00 inc VAT	19.50 inc VAT	Time recording has been undertaken to accurately account for these charges
Optional enquiry (CON 290)	13.50 inc VAT	13.50 inc VAT	
Additional typed enquiry	35.00 inc VAT	36.00 inc VAT	CON29 Questions inc VAT.
Charges for landowner statements made under s15A of the Commons Act 2006			
Deposit of a Statement and Map . Fee includes provision for a single site notice erected on an existing structure.	£ 200	£ 200	A4 (Fee varies by size of application map)
	£ 225	£ 225	A3
	£ 250	£ 250	A2
	£ 275	£ 275	A1
	£ 300	£ 300	A0
Additional deposit notice (price per notice). Each application (fee) includes provision of a single notice. Deposits with multiple parcels of land will require additional notices	£ 25	£ 25	A4 (Fee varies by size of notice map)
	£ 30	£ 30	A3
	£ 40	£ 40	A2
	£ 50	£ 50	A1
	£ 65	£ 65	A0
Additional fee for joint applications made under s31 Highways Act 1980 AND s15A of the Commons Act 2006			
Charge added to fees described above	£ 25	£ 25	
Village Greens corrective applications			
To remove buildings/land wrongly registered	£ 1,000	£ 1,000	Similar fees charged at other authorities
Correction of a mistake made by the Commons Registration authority	No fee	No fee	Cannot charge for this
Development Control			
Copies of planning documents	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Copy Decision Notices (No charge for Parish Councils)	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Preliminary Planning Advice			
Major Commercial	£ 265	£ 270	£195 where no meeting required. 2% increase applied
Minor commercial, minerals and waste, and wind or solar installations	£ 191	£ 195	£129 where no meeting required. 2% increase applied
Householder and other applications	£ 63	£ 64	2% increase applied
Strategic Residential	£ 509	£ 519	£389 where no meeting required. 2% increase applied
Major Residential or Strategic Commercial	£ 381	£ 389	£255 where no meeting required. 2% increase applied
Minor Residential	£ 191	£ 195	£129 where no meeting required. 2% increase applied
Additional time (in excess of 3hrs) & communications requested by applicant (per hour)	£ 69	£ 70	2% increase applied
High Hedge Complaint	£ 402	£ 410	2% increase applied
Environmental Services			
Housing - House of Multiple Occupation (HMO) licence fee	£ 179	£ 183	2% increase applied
Housing - immigration inspection fee	£ 68	£ 70	2% increase applied
Housing - improvement notice charge	£ 105	£ 108	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Housing - prohibition notice charge	£ 417	£ 426	2% increase applied
Housing - works in default per hour (maximum rate, depending on officer grade)	£ 30	£ 31	Based on current hourly rate from PCC.
H&S - (registrations) Food Premises	Free	Free	Free of charge
H&S - (registrations) Person Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£ 87	£ 89	2% increase applied
H&S - (registrations) Premises Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£ 105	£ 108	2% increase applied
Animals - cat or dog boarding establishments licence	£ 105	£ 108	Increase by 2% plus vets fees if applicable.
Animals - dangerous wild animals licence	£ 144	£ 147	Increase by 2% plus vets fees if applicable.
Animals - dog breeding licence	£ 105	£ 108	Increase by 2% plus vets fees if applicable.
Animals - home boarding licence	£ 64	£ 66	Increase by 2% plus vets fees if applicable.
Animals - pet shop licence	£ 105	£ 108	Increase by 2% plus vets fees if applicable.
Animals - riding establishments licence	£ 144	£ 147	Increase by 2% plus vets fees if applicable.
Animals - zoo licence	£ 163	£ 167	Increase by 2% plus vets fees if applicable.
Gambling - Gambling Act premises (new application)	£ 857	£ 875	2% increase applied
Gambling - Gambling Act premises (annual fee)	£ 387	£ 395	2% increase applied
Gambling - Gambling Act premises (notification of change)	£ -	£ 25	New fee
Gambling - Gambling Act premises (variation fee)	£ -	£ 526	New fee
Gambling - Gambling Act premises (transfer)	£ 322	£ 329	2% increase applied
Gambling - Gambling Act premises (copy licence)	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Gambling - Gambling Act premises (application for provisional statement)	£ -	£ 875	New fee
Gambling - Gambling Act premises (application for reinstatement)	£ 322	£ 329	2% increase applied
Scrap Metal - Site Licence fee	£ 319	£ 326	2% increase applied
Scrap Metal - Metal Collectors Licence fee	£ 224	£ 229	2% increase applied
Street Trading - A1 laybys	£ 657	£ 671	2% increase applied
Street Trading - non-A1 laybys	£ 224	£ 229	2% increase applied
Street Trading - service charge	£ 1,916	£ 1,955	2% increase applied
Taxis - Driver suitability test	£ 26	£ 27	2% increase applied
Taxis - Hackney Carriage Driver's licence (3 year)	£ 133	£ 136	2% increase applied
Taxis - Hackney Carriage vehicle licence (3 year)	£ 148	£ 151	2% increase applied
Taxis - Private Hire Driver's licence (3 year)	£ 133	£ 136	2% increase applied
Taxis - Private Hire vehicle licence (3 year)	£ 148	£ 151	2% increase applied
Taxis - Private Hire Operators licence (5 year)	£ 306	£ 313	2% increase applied
Water Sampling - basic parameters	£ 72	£ 74	2% increase applied
Water Sampling - bacteriological analysis only	£ 37	£ 38	2% increase applied
Bulky Waste - collection of up to four items of bulky waste (exemptions apply)	£ 29	£ 30	2% increase applied
Bulky Waste - collection of up to four heavy duty bags full of soils and rubble (bags provided by the Council)	£ 43	£ 44	2% increase applied
Waste Disposal - chargeable household waste (per tonne)	£ 107	£ 110	2% increase applied
Waste Disposal - Trade Waste (per tonne)	£ 107	£ 110	2% increase applied
Waste Collection - 1100 litre size Recycling or Green Waste (per collection, excluding disposal costs)	£ 7.40	£ 7.60	2% increase applied
Waste Collection - 660 litre size Recycling or Green Waste (per collection, excluding disposal costs)	£ 7.40	£ 7.60	2% increase applied
Waste Collection - 240 litre size Recycling or Green Waste (per collection, excluding disposal costs)	£ 7.40	£ 7.60	2% increase applied
Waste Collection - 1100 litre size Residual Waste (per collection, excluding disposal costs)	£ 8.80	£ 9.00	2% increase applied
Waste Collection - 660 litre size Residual Waste (per collection, excluding disposal costs)	£ 8.80	£ 9.00	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Waste Collection - 240 litre size Residual Waste (per collection, excluding disposal costs)	£ 8.80	£ 9.00	2% increase applied
Waste Collection/Disposal - 1100 Litre size Recycling (per collection)	£ 7.40	£ 7.60	2% increase applied
Waste Collection/Disposal - 660 Litre size Recycling (per collection)	£ 7.40	£ 7.60	2% increase applied
Waste Collection/Disposal - 240 Litre size Recycling (per collection)	£ 7.40	£ 7.60	2% increase applied
Waste Collection/Disposal - 1100 Litre size Green Waste (per collection)	£ 9.50	£ 9.70	2% increase applied
Waste Collection/Disposal - 660 Litre size Green Waste (per collection)	£ 9.50	£ 9.70	2% increase applied
Waste Collection/Disposal - 240 Litre size Green Waste (per collection)	£ 9.50	£ 9.70	2% increase applied
Waste Collection/Disposal - 1100 Litre size Refuse (per collection)	£ 18.80	£ 19.20	2% increase applied
Waste Collection/Disposal - 660 Litre size Refuse (per collection)	£ 14.30	£ 14.60	2% increase applied
Waste Collection/Disposal - 240 Litre size Refuse (per collection)	£ 9.90	£ 10.10	2% increase applied
Green Waste collection charge (annual, per bin)	£ -	£ 35	New annual charge to be introduced for 2018/19
Waste Developer Contributions - provision and delivery of bins (plus associated administration costs), per bin	£ -	£ 40	New one-off charge that could be introduced for 2018/19
Burials - reservation for the next available plot	£ 75	£ 77	2% increase applied
Burials - reservation for a chosen plot	£ 93	£ 95	2% increase applied
Burials - reservation for non-Rutland residents	£ 110	£ 113	2% increase applied
Burials - interment of the body of a stillborn child or child whose age at death did not exceed one year *	£ 108	£ 111	2% increase applied
Burials - interment of the body of a stillborn child or child whose age at death did not exceed one year (administration fee) *	£ 31	£ 32	2% increase applied
Burials - interment of the body of a person whose age at death exceeded one year *	£ 529	£ 540	2% increase applied
Burials - interment of the body of a person whose age at death exceeded one year (administration fee) *	£ 64	£ 66	2% increase applied
Burials - interment of cremated remains *	£ 229	£ 234	2% increase applied
Burials - interment of cremated remains (administration fee) *	£ 64	£ 66	2% increase applied
Burials - additional charge for interment at a depth exceeding five feet *	£ 120	£ 123	2% increase applied
Burials - exclusive right of burial in earthen graves (child's grave) *	£ 93	£ 95	2% increase applied
Burials - exclusive right of burial in earthen graves (single grave up to five feet in depth) *	£ 240	£ 245	2% increase applied
Burials - exclusive right of burial in earthen graves (double depth grave over five feet in depth) *	£ 318	£ 325	2% increase applied
Burials - a flat stone on a single grave space *	£ 64	£ 66	2% increase applied
Burials - a flat stone on a double grave space *	£ 110	£ 113	2% increase applied
Burials - a headstone on a single grave space *	£ 75	£ 77	2% increase applied
Burials - a headstone on a double grave space *	£ 93	£ 95	2% increase applied
Burials - a footstone on a single grave space *	£ 75	£ 77	2% increase applied
Burials - a footstone on a double grave space *	£ 93	£ 95	2% increase applied
Burials - kerbstones or border stones on a single grave space *	£ 130	£ 133	2% increase applied
Burials - kerbstones or border stones on a double grave space *	£ 234	£ 239	2% increase applied
Burials - vase (not exceeding twelve inches in height) *	£ 59	£ 61	2% increase applied
Burials - vase (exceeding twelve inches in height) *	£ 75	£ 77	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Burials - tablet on any grave, gardens of remembrance or in the Chapel (to include Vase in the gardens of remembrance) *	£ 59	£ 61	2% increase applied
Burials - any other monument not exceeding two feet in height on a single grave space *	£ 93	£ 95	2% increase applied
Burials - any other monument exceeding two feet in height on a grave space *	£ 168	£ 172	2% increase applied
Burials - charge for additional inscriptions *	£ 59	£ 61	2% increase applied
Burials - charge for placing a vase not exceeding twelve inches on a grave without exclusive right of burial *	£ 59	£ 61	2% increase applied

* Burial fees doubled for non-Rutland residents

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Highways			
Section 50 licence			
Opening of street/road for new service	£ 384	£ 500	Revised fee in line with neighbouring authorities
Opening of street/road for existing service repairs	£ 164	£ 350	Revised fee in line with neighbouring authorities
Section 171 trial hole		£ 300	New fee
Inspection of works and reinstatement following:			
Brown Signs			
Initial assessment fee (non refundable)	£ 214	£ 219	2% increase applied
Design fee per sign	£ 107	£ 109	2% increase applied
Sign washing fee per sign	£ 42	£ 42	2% increase applied
Manufacture and installation	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Removal fee (at end of agreement period, if agreement not re-applied for and approved)	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Temporary Direction signs (e.g. to new housing developments)			
Application fee	As per Brown Signs (all additional costs calculable in the same way)		
Manufacture and installation fee	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Sign cleaning fee	£ 42	£ 43	Per sign face for one clean per year (over the period of the agreement). 2% increase applied but rounded
Removal fee (at end of agreement period, if agreement not re-applied for and approved)	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Other licences			
Skips - 1 week period – or part thereof		£ 15	New fee - was £31 for 4 weeks
Skips - Extension for 1 weeks or part thereof		£ 15	New fee
Scaffolds/Hoardings - 4 week period – or part thereof	£ 67	£ 68	2% increase applied
Scaffold/Hoarding - Extension for 4 weeks or part thereof	£ 67	£ 68	2% increase applied
Mobile scaffold tower - per day		£ 75	New fee
Mobile tower extension - per day		£ 50	New fee
Cherry picker - per day		£ 75	New fee
Cherry picker extension - per day		£ 50	New fee
Building Material on the Highway - per week	£ 31	£ 31	2% increase applied
Building Material on the Highway - per additional week		£ 15	New fee
Permit for new access	£ 57	£ 58	2% increase applied
H-Bar Marking		£ 150	New fee
Annual			
License to Cultivate	£ 62	£ 64	2% increase applied
License to Cultivate (historical)	£ 26	£ 27	2% increase applied
Other Charges			
Request for accident data – enquiry with no accidents (N.B. to commercial organisations – cost to litigants)	£ 41	£ 41	2% increase applied
Request for accident date (raw data – any enquiry up to 50 accidents) (N.B. to commercial organisations – cost to litigants)	£ 81	£ 83	Plus F.O.I. duplicating & postage charges
Request for accident date (major enquiry – over 50 accidents) (N.B. to commercial organisations – cost to litigants)	Cost plus F.O.I. duplicating & postage charges		
Speed Surveys	£ 334	£ 341	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Post for speed survey	Post at Term Maintenance Contract actual costs, plus staff time		
Land charges enquiry	35.00 inc VAT	36.00 inc VAT	CON29 Questions inc VAT not included in other local search charges.
Section 38, 278 and 106 Agreements			
11% to £100,000 then 5% plus legal fees (as quoted in Appendix 4 - Resources)			
Road Closures and Traffic Management [TM]			
Temporary Road Closure Application	£ 496	£ 750	New Fee
Temporary Traffic Regulation Order Application	£ 490	£ 750	New Fee
Deferring start date of an order already processed		£ 375	New Fee
Emergency Road Closure (by Notice)	£ 490	£ 500	2% increase applied
Advertising Fees for Temporary Traffic Regulation Order	-		At cost plus 10%
Posting of Notice on site	£ 51		Incorporate in closure fee
Removal of Notice on site	£ 51		Incorporate in closure fee
Turning off of traffic signals for required works	£ 229	£ 300	
Temporary Traffic Signals		£ 50	New Fee
Licences to Cultivate Highway Verges (except requests from Charitable Organisations and Parish Authorities)	£ 69	£70	2% increase applied Note if complicated and legal services are instructed, will be charged at £80 per hour
Licences to place items in the Highway for enhancement purposes (except requests from Charitable Organisations and Parish Authorities)	£ 69	£70	2% increase applied Note if complicated and legal services are instructed, will be charged at £80 per hour
Diversions, extinguishments and creations of public rights of way	£ 1,705	£1,740	Actual costs charged at £80 per hour plus advertising. 2% increase applied.
Review of TM proposal:			
Major		£ 200	
Minor		£ 50	
re-submit		£ 50	
design of TM		£ 250	
installation of TM	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Traffic Regulation Orders on / for new development	Highway's staff time, advertising, works at cost, legal fees plus duplication and postage as required		
Rights of Way Orders	Highway's staff time, advertising, works at cost, legal fees plus duplication and postage as required		
Materials & works ordered on behalf of third parties (e.g. Parish Councils)	Term Maintenance Contract actual costs, plus 10% staff time		
Filling of Parish Grit Bins	£ 55	£ 56	2% increase applied
The Removal, Storage and Disposal of Structure with Highway i.e. Caravan, Highways Act 1980			
Removal of vehicles equal to or less than 3.5 tonnes:			
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle	£ 153	£ 200	
Land Drainage			
Land drainage consent application		£ 50	New fee
Forestry			
Forestry Advice & Inspections/hour		£ 34	Charge per hour for external tree services
Road Traffic Accidents			
If fatal and no-one convicted of an offence	No charge	No charge	
Otherwise:	Term Maintenance Contract actual costs, plus 10% staff time		

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Minimum charge	£ 101	£ 150	Term Maintenance Contract actual costs, plus 10% staff time
Other Charges			
Parking			
Penalty Charge Notices			
Higher Level Penalty	£ 70	£ 70	Dependent on the car parking contravention (e.g. parking in a restricted street during prescribed hours)

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Lower Level Penalty	£ 50	£ 50	Dependent on the car parking contravention (e.g. parked after the expiry of paid for time)
Oakham car park tariffs			
0.5 hour (Short Stay = SS)	£ 0.40	£ 0.40	Fees increased last year. No changes proposed.
0.5 (Long Stay = LS)	£ 0.40	£ 0.40	
1 (SS)	£ 0.80	£ 0.80	
1 (LS)	£ 0.80	£ 0.80	
2 hours (SS)	£ 1.60	£ 1.60	
2 (LS)	£ 1.60	£ 1.60	
3 (SS)	£ 2.40	£ 2.40	
3 (LS)	£ 2.40	£ 2.40	
4 (SS)	£ 3.20	£ 3.20	
+3(LS)	£ 4.00	£ 4.00	
Weekly (Monday - Friday = MF)	£ 15.00	£ 15.00	
Weekly (Monday - Saturday = MS)	£ 18.00	£ 18.00	
Season (MF)	£ 432.00	£ 432.00	
Season (MS)	£ 520.00	£ 520.00	
Dispensation (week)	£ 25.00	£ 25.00	
Resident Permit	£ 40.00	£ 40.00	
Transport			
Home to School Transport			
Concessionary fare -Students living in Rutland and attending their qualifying school but lives under the 2 mile primary or 3 mile secondary distance criteria	£99 per year or £33 per double term	£101 per year or £34 per double term	2% rounded increase applied, restricted by policy to increase in line with council tax.
Concessionary fare -Students living in Rutland but not attending their qualifying school	£263 per year or £88 per double term	£268 per year or £90 per double term	2% rounded increase applied, restricted by policy to increase in line with council tax.
Concessionary fare -Students living outside Rutland	£493 per year or £164 per double term	£503 per year or £167 per double term	2% rounded increase applied, restricted by policy to increase in line with council tax.
Denominational transport – students attending a denominational school outside Rutland	£653 per year	£ 666	2% rounded increase applied, restricted by policy to increase in line with council tax.
Replacement bus pass	£ 5	£ 10	Increase in charge to cover replacement pass cost and administration fee.
Post 16 Transport			
Student charge – for receiving assisted transport.	£500/346	£510 / £353	2% rounded increase applied, £500 for new starter and students entering 2nd year, £353 for continuing students who started 2016/17 or earlier.
Concessionary Travel			
English National Concessionary Travel pass – Access & Freedom travel schemes. Initial and replacing life expired passes	Free	Free	Statutory duty to provide a free pass to qualifying residents.
English National Concessionary Travel pass – Access & Freedom travel schemes. Issue of replacement passes for lost or stolen passes	£ 5	£ 10	Increase in charge to cover replacement pass cost and administration fee. Brings RCC in line with other LAs.
Delivery charges			
Delivery of post/meals to schools/colleges and voluntary organisations within Rutland	£10 standard hourly charge plus 0.25p per mile of full journey	£10 standard hourly charge plus 0.25p per mile of full journey	No Change. Charges to cover costs of staff time, vehicle maintenance and fuel.
Cycle training for individuals not resident in Rutland or attending Rutland schools	Officer time plus any additional costs to deliver training		
Road Closures and Traffic Management			
Public Path Orders	Officer time, advertising, works at cost, legal fees plus duplication and postage as required		
Charges for Definitive Map Extracts (rights of way searches)			
A4, first copy	£ 45	£ 46	Each additional copy £8.60. 2% rounded increase applied but rounded
A3, first copy	£ 63	£ 65	Each additional copy £10.60. 2% rounded increase applied but rounded
A2, first copy	£ 77	£ 79	Each additional copy £13.00. 2% rounded increase applied but rounded
A1, first copy	£ 83	£ 85	Each additional copy £15.00. 2% rounded increase applied but rounded

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Charges for landowner statements made under section 31(6) of the Highways Act. These may be waived at the discretion of the Director in consultation with the Portfolio Holder if there is a significant public benefit.			
Deposit of a Statement and Map under section 31(6) of the Highways Act.	£ 175	£ 179	2% rounded increase applied.A4 (Fee varies by size of application map)
	£ 195	£ 199	A3 2% rounded increase applied
	£ 210	£ 214	A2 2% rounded increase applied
	£ 225	£ 230	A1 2% rounded increase applied
	£ 235	£ 240	A0 2% rounded increase applied
Additional fee for joint applications made under s31 Highways Act 1980 AND s15A of the Commons Act 2006			
Charge added to fees described above	£ 25		
Rights of Way enforcement action		Total of various costs including (not limited to) officer time, tools and machinery, contractor time, legal fees and charges	
Planning Policy			
Local Plan			
Rutland Core Strategy - Adopted July 2011	£ 29	£ 30	2% increase applied
Minerals Core Strategy & Development Control Policies DPD - Adopted October 2010	£ 29	£ 30	2% increase applied
Site Allocations & Policies Document - Adopted October 2014	£ 37	£ 38	2% increase applied
Neighbourhood Plans	£ 11	£ 12	2% increase applied
Supplementary Planning Documents	£ 12	£ 12	2% increase applied
Local Development Scheme (July 2017)	£ 12	£ 12	Name amended. 2% increase applied.
Statement of Community Involvement (January 2014)	£ 12	£ 12	2% increase applied.
Authority Monitoring Report	£ 12	£ 12	Name amended. 2% increase applied.
Conservation Area Appraisals	£ 12	£ 12	2% increase applied
Housing Strategy			
Homelessness Review	£ 12	£ 12	2% increase applied
Housing & Homelessness Strategy 2017-22	£ 12	£ 12	Name changed to reflect combined document. 2% increase applied.
Homelessness Strategy	£ 12	-	No longer exists as a separate document
Tenancy Strategy - Adopted January 2013	£ 2	£ 2	2% increase applied
Self-build and Custom Housebuilding Register			
New entry to the register	£ 75	£ 77	2% increase applied. Overall charge comparable to other nearby councils, if they have decided to charge.
Museum			
Standard charge			
Photocopying & Printouts			
A4 B&W per side	£ 0.10	-	Aligned with Library Fees, see below
A3 B&W per side	£ 0.20	-	Aligned with Library Fees, see below
Printouts requiring staff scanning			
A4	£ 4.60	-	Abolish and withdraw service
A3	£ 5.10	-	Abolish and withdraw service
Photographic Paper (in addition to any copying charges)			
A4 per sheet	£ 0.55	-	Abolish and withdraw service
Laminating (in addition to any copying charges)			
A5 pouches	£ 1.00	-	Abolish and withdraw service
A4 pouches	£ 1.10	-	Abolish and withdraw service
A3 pouches	£ 1.50	-	Abolish and withdraw service
Research Fees			
First 30 minutes free			
Subsequent time, per hour	£ 29	£ 30	2% increase applied and rounded
Postage, Packing and Handling			
All sales	£ 2.65	£ 3.00	Increased to account for changes in postal rates
Photography Facility Fee			
Client's own still photography on museum premises for commercial purposes, per hour	£ 32		Abolish and withdraw service - virtually nil use
Client's own video filming on museum premises for commercial purposes, per hour	£ 58		Abolish and withdraw service - virtually nil use
Loan of items for photography elsewhere, per day	£ 51		Abolish and withdraw service - virtually nil use

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Commercial Use Fees			
Still image, per use	£ 33		Abolish and withdraw service - virtually nil use
Video footage, per use	£ 65		Abolish and withdraw service - virtually nil use
Educational or academic publications			
Still image, per use	£ 15		Abolish and withdraw service - virtually nil use
Video footage, per use	£ 33		Abolish and withdraw service - virtually nil use
Storage of archaeological items (per standard box)	£ 50	£ 55	2% increase applied and rounded
Storage of paper archive (per standard box)	£ 30	£ 35	2% increase applied and rounded
Room Hire Charges (External Users)			Meeting rooms only - Museum and Library
Use during opening hours, per hour	N/A	£ 15	New unified rate
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)	N/A	£ 30	New unified rate
Exhibition Space Charges (External Users)			
Use during opening hours, per day	N/A	£ 50	Exhibition Areas - Museum, Castle and Library
Museum & Library Hire Charges (External Users)			
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Weekdays	N/A	£ 40	Whole venue - Museum or Library
Saturdays	N/A	£ 50	Whole venue - Museum or Library
Sundays	N/A	£ 70	Whole venue - Museum or Library
Castle Hire Charges (External Users)			
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Weekdays	£ 60	£ 65	2% increase applied and rounded
Saturdays	£ 70	£ 75	2% increase applied and rounded
Sundays	£ 95	£ 100	2% increase applied and rounded
Use of castle grounds			Price on application
Standard charges			
Museum: Colonel Noel Suite	£ 60		Replace with unified hourly rate above
Oakham Castle: Court No.1	Not available		Replace with unified hourly rate above
Oakham Castle: Great Hall (maintaining public access)	Not available		Replace with unified hourly rate above
Affiliates rates			
Museum: Colonel Noel Suite	£ 30		Replace with unified hourly rate above
Oakham Castle: Court No.1	Not available		Replace with unified hourly rate above
Oakham Castle: Great Hall (maintaining public access)	Not available		Replace with unified hourly rate above
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Standard charges			
Museum: Colonel Noel Suite			
Weekdays	£ 35		Replace with unified hourly rate above
Saturdays	£ 43		Replace with unified hourly rate above
Sundays	£ 57		Replace with unified hourly rate above
Museum: Riding School & Gallery			
Weekdays	£ 50		Replace with unified hourly rate above
Saturdays	£ 60		Replace with unified hourly rate above
Sundays	£ 70		Replace with unified hourly rate above
Oakham Castle: Great Hall & Court No.1			
Weekdays	£ 60		Replace with unified hourly rate above
Saturdays	£ 70		Replace with unified hourly rate above
Sundays	£ 95		Replace with unified hourly rate above
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Affiliates rates			
Museum: Colonel Noel Suite			
Weekdays	£ 28		Replace with unified hourly rate above
Saturdays	£ 34		Replace with unified hourly rate above
Sundays	£ 44		Replace with unified hourly rate above
Museum: Riding School & Gallery			
Weekdays	£ 39		Replace with unified hourly rate above
Saturdays	£ 45		Replace with unified hourly rate above
Sundays	£ 51		Replace with unified hourly rate above
Oakham Castle: Great Hall & Court No.1			
Weekdays	£ 46		Replace with unified hourly rate above
Saturdays	£ 51		Replace with unified hourly rate above
Sundays	£ 73		Replace with unified hourly rate above

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Hire of display screens and/or cases, per event (client to insure and provide transport)	£ 38	-	Abolish - virtually nil use
Civil Ceremonies at Oakham Castle: including Marriages, Civil Partnerships, Naming and Memorial Ceremonies			
Use of Great Hall, including photography permit			
Monday-Thursday	£ 600	£ 620	Small increase following significant increases last year
Friday & Saturday	£ 750	£ 770	Small increase following significant increases last year
Sunday	£ 600	£ 620	Small increase following significant increases last year
Use of grounds only, for photography	£ 75	£ 80	
Drinks Reception Package	£ 250	-	Abolish - replace with hire charge above
Cancellation charges:			
More than two months in advance	£ 100	£ 100	
Less than two months in advance	50% of charge	50% of charge	
Less than 72 hours notice	Full charge	Full charge	
Registrars			The majority of Registrars Fees are set nationally, however there are discretionary charges in the following areas. Registrars Fees have been subject to a review; increases in charges will be made over 2 years to bring income in to line with the cost of service provision. Fees will be charged at the rate in place at the time of booking, rather than at the date of the event, as many ceremonies are booked well in advance.
The majority of Registrars Fees are set nationally, however there are discretionary charges in the following areas.			
Wedding and Civil Partnership Ceremonies at Approved Premises (fee includes 1 certificate)			
Monday - Thursday	£ 320	£ 325	2% increase applied and rounded
Friday	£ 340	£ 345	2% increase applied and rounded
Saturday	£ 420	£ 425	2% increase applied and rounded
Sundays & Bank Holidays	£ 510	£ 520	2% increase applied and rounded
Non-Refundable Deposit	£ 50	£ 50	
Licence Fee for Approval of Premises	£ 1,550	£ 1,600	2% increase applied and rounded
Licence Amendment Fee	£ 200	£ 210	2% increase applied and rounded
Use of the decommissioned Register Office room as an Approved Premises			
Monday - Thursday	£ 150	£ 175	Price increased following facilities improvements (inclusive of VAT)
Friday	£ 200	£ 230	Price increased following facilities improvements (inclusive of VAT)
Saturday	£ 250	£ 280	Price increased following facilities improvements (inclusive of VAT)
Sundays & Bank Holidays	£ 300	£ 330	Price increased following facilities improvements (inclusive of VAT)
Non-Refundable Deposit	£ 50	£ 50	
Fee for diary amendment to an Approved Premise or Decommissioned Room ceremony	£ 20	£ 25	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Library			
Service Charges			
Requests for Rutland residents	£ 1.50	£ 1.60	
Requests for non-Rutland residents	£ 5.50	£ 6.00	
Requests for items that are in stock or on order are free			
Compact Discs (7 day loan)	£ 0.50		Abolish and withdraw service
DVDs & Bluray (7 day loan)	£ 2.00	£ 2.50	2% increase applied and rounded
Childs "U" Cert. DVDs & Bluray (7 day loan)	£ 1.00	£ 1.00	2% increase applied and rounded
Self-service Printer/Photocopier			
B&W A4 per side	£ 0.10	£ 0.10	Coin operated
Colour A4 per side	£ 1.00	£ 1.00	Coin operated
B&W A3 per side	£ 0.20	£ 0.20	Coin operated
Colour A3 per side	£ 1.50	£ 1.50	Coin operated
Fax (Standard rated VAT inclusive)			
United Kingdom			
First page	£ 1.80	£ 2.00	2% increase applied and rounded
Each subsequent page	£ 1.20	£ 1.50	2% increase applied and rounded
Non-United Kingdom & Premium Rate			
First page	£ 4.60	-	Abolish and withdraw service - virtually nil use
Each subsequent page	£ 2.40	-	Abolish and withdraw service - virtually nil use
To receive, per sheet	£ 1.00	£ 1.10	2% increase applied and rounded
Postage, Packing and Handling			
All sales	£ 2.65	£ 3.00	Increased to account for changes in postal rates

Resources Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Reprographics Service			
Fees and charges for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act:			
		1.02	
Price per copy	£0.10	£0.10	No increase applied
Disclosure and Barring Service Checks (DBS)			
Administration fee for voluntary organisations, per check	£10.00	£10.00	No increase applied
Data Protection			
Subject Access Request Fee	£10.00	£10.00	No increase as statutory charge
Blue Badge Scheme			
Fee per application	£10.00	£10.00	No increase as statutory charge
Legal services			
Highways			
Section 38 Agreement	£570	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Section 278 Agreement	£570	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Planning Unilateral Undertaking	£333	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Planning Section 106 Agreement	£610	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Planning Section 106 Agreement - Affordable Housing	£595	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.

This page is intentionally left blank

CABINET

19 December 2017

CARE LEAVERS LOCAL OFFER 2017-2020

Report of the Director for People

Strategic Aim:	Reaching our Full Potential	
Key Decision: No	Forward Plan Reference: FP/141117	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr R Foster, Portfolio Holder for Children and Young People (Safeguarding)	
Contact Officer(s):	Tim O'Neill, Director for People and Deputy Chief Executive	01572 758402 toneill@rutland.gov.uk
	Rebecca Wilshire, Head of Children's Social Care	01572 758258 rwilshire@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

1. That Cabinet approves the Care Leavers Local Offer 2017-2020 (Appendix A)

1 PURPOSE OF THE REPORT

- 1.1. The term “Care Leavers” is used to describe those children and young people who fall within scope of local authority duties set out in sections 23A and 24D of the Children Act 1989.
- 1.2. The new **Children and Social Worker Act 2017** places a duty on the local authority to publish a **Local Offer for Care Leavers** providing information about services which the local authority offers that may assist Care Leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and wellbeing; relationships; education and training; employment; accommodation and participation in society.
- 1.3. This policy is intended to give an overview of Rutland’s offer to Care Leavers.
- 1.4. The Children in Care Council will frequently review offer through the strategy, and ensure we as corporate parents are challenged when needed, our feedback survey will be developed to ensure we capture areas of the strategy in line with the local offer in measuring how well we are doing and what we need to do better.
- 1.5. We are confident outcomes for our children looked after and our care leavers will continue to improve.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1. The **Children and Social Work Bill** seeks to combine a commitment to protect the most vulnerable in society with the “ambition to ensure that disadvantaged children have the brightest possible future”. The Bill has been heard in the House of Lords and will be debated in the House of Commons in October 2017. A subsequent strategy entitled **Keep on Caring – Supporting Young People from Care to Independence** published in July 2016 sets out a plan for the delivery of a ‘step change’ in services for children in and leaving care.
- 2.2. At the same time the House of Commons’ Education Committee published its inquiry into the **Mental Health and well-being of looked-after children 2015/16**.
- 2.3. The **Children and Social Work Act 2017** received Royal Assent on 27th April 2017. The Act aims to:
 - 2.3.1 Improve support for children looked after in England and Wales especially for those leaving care;
 - 2.3.2 Enable better learning about effective approaches to child protection and care in England;
 - 2.3.3 Establish a new regulatory body for the social work profession in England.

2.4. Our Pledges to Children Looked After and Care Leavers are:

Children Looked After and Care Leavers are happy and have good Health and Well Being
Children Looked After and Care Leavers are safe and in safe and stable placements
Children Looked After and Care Leavers achieve their potential and have access to good education, training and/or employment
Children Looked After and Care Leavers are prepared for adulthood
Children Looked After and Care Leavers are listened to and supported to participate in society
Children Looked After and Care Leavers build positive relationships

- 2.5. The overall aim of the Corporate Parenting Board is to ensure the corporate responsibility of the whole council and partner agencies to children looked after and care leavers, through the corporate parenting arrangements and governance. Rutland County Council has a strong track record as a corporate parent and this strategy builds on this so that the Council can become an outstanding corporate parent.
- 2.6. The Corporate Parenting Board holds others to account where the needs and wellbeing of children looked after and care leavers are not met.
- 2.7. The principle of '**would this be good enough for my child**' underpins our Corporate Parenting Board and therefore the objectives of the children looked after and care leaver strategy are to ensure that the whole Council and partner agencies work together towards ensuring better outcomes for children looked after and care leavers.
- 2.8. Care leavers in Rutland receive a Good service, as judged by Ofsted in their inspection in November 2016. Our local offer is based on those good services and good outcomes to ensure we sustain a good service and further build on this.
- 2.9. We have our Pledges which will further support and monitor this local offer and ensure it is effective and ensure all care leavers get the right support.
- 2.10. Relevant professionals from across different partner organisations form the multi-agency **Corporate Parenting Board**. This group, will monitor progress and support activity within the Next Steps Action Plan. Regular updates on progress will be delivered to the **People Directorate Management Team** and **Children in Care Council**.

3. KEY THEMES

- 3.1. The local offer aims to offer a detailed oversight of the different areas of support and guidance which is available for all our care leavers in Rutland
- 3.2. Rutland underwent their Single Inspection Framework in November 2016 which was published in February 2017. **The graded judgement about the experience and progress of Care Leavers was that it was good.**
- 3.3. The local offer will ensure we maintain a judgement of good, as well as enabling us to continue to improve the service and our offer.

4. CONSULTATION

- 4.1. Consultation has taken place with all our care leavers, they the offer has been shared and feedback received.
- 4.2. Our care leavers have confirmed this is the offer they have received and feel this is a good offer and a good offer for future care leavers.
- 4.3. Our care leavers report a good supported service.
- 4.4. The Local Offer has been considered by the Children and Young People Scrutiny Panel.
- 4.5. Whilst no formal consultation has taken place for the local offer to be finalised it has been committed with staff and partners through a variety of ways to gather thoughts and feedback, for example Scrutiny Panel, Corporate Parenting Board and The Children Trust Board.

5. ALTERNATIVE OPTIONS

- 5.1. There is no planned alternative, the local offer is laying out the available support open to care leavers as required within the **Children and Social Worker 2017 Act.**

6. FINANCIAL IMPLICATIONS

- 6.1. There are no financial implications, the strategy is based on support and existing resources we have in place to ensure we offer the best service possible to Care Leavers.
- 6.2. However, the service we do outline such as our Mentoring and Advocacy Service will need to continue within our Early Help provision

7. LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1. Section 2 of the Children and Social Care Act 2017 requires local authorities to publish information about services offered to care leavers and other services that may assist care leavers to transition to adulthood and independent living.

8. EQUALITY IMPACT ASSESSMENT.

- 8.1. Equality Impact Screening has been completed. No adverse or other significant issues were found.

9. COMMUNITY SAFETY IMPLICATIONS

9.1. There are no Community Safety Implications.

10. HEALTH AND WELLBEING IMPLICATIONS

10.1. There are no health or wellbeing implications.

11. ORGANISATIONAL IMPLICATIONS

11.1. There are no organisational implications

12. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

12.1. Rutland has been judged by Ofsted as 'Good', with regards to our work and support to Care Leavers.

12.2. We are very proud of all our Care Leavers and their achievements and would like to thank them for their ongoing support and influence they offer us as a council. We know there are things we can still do better and intend to work on these areas further as part of our local offer.

12.3. With our local offer alongside our promise (Pledges) to Care Leavers we are confident that as a council, and in partnership with our partners and our Care Leavers and those young people looked after, we will enhance our service further and ensure all our Care Leavers have the best start possible into adulthood.

12.4. As a council we want to make sure also our Care Leavers can access a range of services to meet their needs including financial support, access to health, education training and employment, personal advisers, effective pathway planning, appropriate housing including supported accommodation if this is assessed as being a need and mental health and counselling services as required.

12.5. We ask Cabinet to approve the offer outlined in the policy.

13. BACKGROUND PAPERS

13.1. There are no background information

14. APPENDICES

14.1. Appendix A – Local Offer to Care Leaver Strategy 2017 – 2020

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank



Our Local Offer to Care Leavers 2017 – 2020



Version	Version 1
Guardian	Rebecca Wilshire Head of Children's Social Care
Date Produced	July 2017
Next Review Date	April 2020

1. Introduction
2. Legislation
3. Current Position in Rutland
4. Status of Care Leavers
5. Our Local Offer
6. Our Pledges to our Care Leavers
7. Our Care Leavers' voice
8. Conclusions
9. Recommendations
10. Appendices

1. Introduction:

The term “Care Leavers” is used to describe those children and young people who fall within scope of local authority duties set out in sections 23A and 24D of the Children Act 1989.

The new **Children and Social Worker Act 2017** places a duty on the local authority to publish a **Local Offer for Care Leavers** providing information about services which the local authority offers that may assist Care Leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and wellbeing; relationships; education and training; employment; accommodation and participation in society.

This policy is intended to give an overview of Rutland’s offer to Care Leavers.

2. Legislation:

The **Children and Social Work Bill** seeks to combine a commitment to protect the most vulnerable in society with the “ambition to ensure that disadvantaged children have the brightest possible future”. The Bill has been heard in the House of Lords and will be debated in the House of Commons in October 2017. A subsequent strategy entitled **Keep on Caring – Supporting Young People from Care to Independence** published in July 2016 sets out a plan for the delivery of a ‘step change’ in services for children in and leaving care.

At the same time the House of Commons Education Committee published its inquiry into the **Mental Health and well-being of looked-after children 2015/16**.

The **Children and Social Work Act 2017** received Royal Assent on 27th April 2017. The Act aims to:

- Improve support for children looked after in England and Wales especially for those leaving care;
- Enable better learning about effective approaches to child protection and care in England;
- Establish a new regulatory body for the social work profession in England.

3. Current Position:

Rutland underwent their Single Inspection Framework in November 2016 which was published in February 2017. **The graded judgement about the experience and progress of Care Leavers was that it was good.**

Ofsted considered

- Local authority staff make strenuous efforts to maintain frequent contact with all its Care Leavers, and have remained in touch with all of them for the past two years.
- Care Leavers are safe and none are judged to be at risk of harm.
- All current Care Leavers reside in suitable and safe accommodation, either with former foster carers or independently.
- Local authority prioritises the accommodation needs of Care Leavers.
- Care Leavers successful make the transition to independent living and there have been no tenancy breakdown for Care Leavers in the last two years.

4. Status of Care Leavers:

Sections 23B and 23C of the 1989 Act impose duties on local authorities to provide assistance and support to relevant children and former relevant children (namely, children who were formally looked after by a local authority).

- **Eligible child** is a child aged 16 and 17 who has been looked after for at least 13 weeks since the age of 14 and who is still being looked after. The local authority will for all 'eligible' young people undertaken an assessment of the young person's needs and prepare a pathway plan with them. The assessment is defined as determining whether any services offered by the local authority may help to meet the young person's needs and what advice and support would be appropriate for the responsible authority to provide.
- **Relevant child** is a child aged 16 and 17 who has been looked after for at least 13 weeks since the age of 14 and who has left care. This also includes young people who were detained (e.g. in a youth offending institution or hospital) when they turned 16, but who were looked after immediately before being detained. The local authority will for all 'relevant' young people undertake an assessment of the young person's needs and prepare a pathway plan with them. The assessment is defined as determining whether any services offered by the local authority may help to meet the young person's needs, and what advice and support would be appropriate for the responsible authority to provide.
- **Former relevant child** is a young person over 18 who was previously 'eligible' or 'relevant'. Councils support this group until aged 21, or up to 25, if they are in education or training. Where a former relevant child seeks support or advice regardless of pursuing education they must be offered a personal advisor who remains involved until such time as the young person is 25 or the young person advises the local authority that a personal advisor is no longer required.

The former relevant young person will have an updated assessment of their needs and a pathway plan outlining support as assessed.

- **Former relevant child pursuing education** is any former relevant child whose case was closed for any reason. If we are informed that they are planning to continue education or training they can ask the council to assess whether they can get any support. Any help would last until their 25th birthday.
- **Qualifying child** is any young person under 21 (or 25 if in education or training) who stops being looked after or accommodated in a variety of other settings, or being privately fostered, after the age of 16. This also includes young people who are under a special guardianship order. We will offer the same assessment process, support and advice to qualifying children in Rutland to enable the right support to be offered.

5. The Local Offer

The local offer for Care Leavers is a combination of statutory entitlements i.e. what the law says must be given and what Rutland and its partners can give over and above its local duty.

The Children and Social Work Bill wants local authorities to consult on and publish details of their Local Offer to Care Leavers setting out areas such as education, health, employment and accommodation.

5.1. Our Pledges

Our Pledges are our (the Council) promise to Children Looked After and Care Leavers. Our young people have fully contributed to the Pledges and they are based on their voice and what they want from us as their corporate parent.

The pledges have been adjusted to meet the council's commitment following the new Act.

Our Pledges:

Children Looked After and Care Leavers are happy and have good Health and Well Being

Children Looked After and Care Leavers are safe and have stable accommodation (including staying out options)

Children Looked After and Care Leavers achieve their potential and have access to good education, training and/or employment

Children Looked After and Care Leavers are listened to and participate in society

Children Looked After and Care Leavers build positive relationships

Young People are prepared to become independent and successful adults

Our local offer is as follows:

5.2. Personal Advisers

Currently all local authorities must appoint a personal advisor for Care Leavers until they are 21 or until they are 25 if they are in education or training.

Once the Children and Social Work Bill is legislated the right to a personal adviser will be extended to the age of 25.

In Rutland personal advisors' caseloads are on average 15 and we work hard to ensure young people have a consistent advisor. Our personal advisors sit within the Fostering, Adoption and Care Leaver Service to ensure there is access to support, knowledge and advice as it is needed.

5.3. Assessment

All our care leavers will have a needs led assessment which will fully consider their needs including information, advice and guidance around the suitability of their choice of further/higher education or training. Care Leavers will also have a pathway plan which will support their needs and outline the local authority's duty to support and assist as assessed. Pathway plans will be overseen by managers and regularly evaluated as part of our internal audit process.

5.4. Health assessment

All our Care Leavers will have a leaving care health assessment and have information about their health to support them into adulthood.

5.5. Accommodation

Following assessment, care leavers in Rutland are considered priority; we will work with housing to locate appropriate housing based on the young person's needs including access to supported accommodation to continue to prepare them for independence. This means that the Local Authority should

- a. provide accommodation that meets the needs of the care leaver, particularly considering any health needs or needs arising from disability
- b. be satisfied that the landlord is safe and of good character
- c. take into account the care leaver's wishes and feelings and their education, training or employment needs

The Children and Families Act 2004 introduced Staying Put to allow young people to stay with their foster families until the age of 21. Where this is an option, Staying Put is high on our agenda to ensure that young people can access Staying Put options and Rutland will consider this when placing children in care from the earliest stages. Where this is not an option we will work closely with housing to ensure appropriate options are accessed.

Supported lodgings will be accessed and provided when the assessment identifies this as a need; whilst Rutland do not have their own supported lodgings provisions we would and do purchase such provision to ensure the needs of young people are met.

5.6. Advocacy Support

Care Leavers are able to seek support from the Independent Advocacy Service offered by the Rutland Youth Service. Care Leavers are able to access the service directly or through their personal adviser. Advocates support Care Leavers in getting their voice heard and speak up about things they may be unhappy about or wish to change.

5.7. Mentoring Service

Care Leavers are able to access one to one mentoring support via the Youth Service to help them work through any personal difficulties they may be experiencing. Mentors typically support young people with a range of issues including personal relationships, confidence building, being safe online and managing emotions. Young people can self-refer to the service or ask their personal adviser to refer them. A mentor will typically support a young person for up to 12 weeks.

5.8. Education and Careers Support

The Youth Education and Careers Service supports Care Leavers to find suitable education, training and employment opportunities and can work one to one with young people to achieve their identified goals. Support on offer typically includes the Five Steps to Success programme - Steps include skills and interests audit; how to search for jobs/courses; CV writing/completing application forms, preparation for interviews; and action planning/goal setting. The Service also offers drop in appointments for general careers advice and works around the needs of the young person. Young people can drop into Jules House to seek support or ask to be referred by their personal adviser.

5.9. Sexual Health Information Service

Care Leavers are able to access confidential support and advice regarding sexual health through the Jules House Service and dedicated advice phone number. The Service offers 'C' card registration and along with a number of other local providers is able to distribute condoms in a safe and confidential environment, it also offers confidential pregnancy testing and information/advice around relationships and contraception choices.

5.10. SUSO (Speak Up, Speak Out)

SUSO (Speak up, Speak out) is our Children in Care Council (CiCC). Care Leavers are invited to attend and contribute to enable them to have a voice and also to support the development of services, policies and procedures for children looked after, sharing their experiences to allow us to continually improve our service.

5.11. Corporate Parenting Board

Our Care Leavers are invited to our Corporate Parenting Board (CPB) where they can influence practice and policy and have a voice. This is open to all our Care Leavers and Children Looked After (age appropriate). Where there is no attendance, their voice is captured through our Pledges and feedback surveys which is gathered and shared at the CPB.

5.12. Education and Employment:

The Government's [Keep on Caring Strategy](#) sees the local help and support that Care Leavers receive from their local authority as being critical to whether Care Leavers make the transition from care to independence successfully. One of the key outcomes of the strategy is to improve access to education, employment and training.

Our virtual head teacher attends our Corporate Parenting Board and has oversight of all our children looked after and care leavers to ensure we measure attainment.

There is access to performance data which is reviewed regularly with regards to young people accessing education, training and/or employment.

5.13. Mental Health

Care Leavers are able to access free, confidential Mental Health and Wellbeing advice and support through a variety of service providers.

Rutland County Council Early Help Youth team offers a range of support and information services as note above including 1 to 1 mentoring to support young people up to age 19 with personal and social development.

Rutland has a **specialist emotional health and wellbeing practitioner** who covers Melton and Rutland who works with our schools and our young people to deliver support on emotional health and well-being issues. While in Rutland the specialist emotional health and wellbeing practitioner works closely with the youth services team at Jules House. 1 Cold Overton Road, Oakham, LE15 6NT, Telephone on 01572 758301

ChatHealth – 'ChatHealth' is a messaging service for young people to get confidential advice about health related issues. It is for young people attending school or living across Leicester, Leicestershire and Rutland (LLR) aged 11-19 years. **07520615387**, Care Leavers up to the age of 19 can also access this service

Healthforteens – Healthforteens is a website providing information and advice for young people and web chats on a variety of health topics – e.g., ways to deal with peer pressure and 'ways to manage sadness' <https://www.healthforteens.co.uk/>

Kooth - Kooth delivers online counselling, advice and support across LLR: <https://kooth.com/> It delivers 1 to 1 counselling and live and off line advice forums. This can be accessed on your mobile, tablet or desktop.

'Let's Talk-Wellbeing' – provides psychological assessment and treatment for mild to moderate common mental health problems offering a range of approaches including one to one appointments, group workshops, self-help books, leaflets, online and telephone support. This is available to young people aged 16 and over who are registered with a GP and self-referral is available you can call **0115 8760157** or visit <https://www.nottinghamshirehealthcare.nhs.uk/leicestershire-county-and-rutland-service->

For any kind of support Care Leavers will have a personal advisor who can sign post them to ensure that the right support is accessed.

5.14. Transitions and Adult Social Care Support for Care Leavers who have Special Educational Needs.

Rutland County Council can carry out an assessment for an adult who appears to have a need for care and support. The aim of an assessment is to find out what your care and support needs are, to help understand your situation and get the right kind of care and support when needed. It is also a way to recognise and build on strengths, and look at what adults want to achieve in their day to day life.

To find out about having an assessment please contact the Adult Duty Desk on 01572 758341 or email adultduty@rutland.gov.uk or visit our website at <https://www.rutland.gov.uk/>

Transition Planning for Disabled Young People

Until the age of 18, the care of children with long-term health conditions is the responsibility of child health and social care services. From 18, they are usually the responsibility of adult services. Between the ages of 16 and 18, the child will start a "transition" of the services affecting:

- **health and social care**
- **mental health**
- **education**
- **financial benefits for the young person and their family**
- **work**
- **housing**

Planning for this transition should begin when a child is in Year 9 at school (13 or 14 years old) at the latest. Transition should be an ongoing process rather than a single event and should be tailored to suit the child's needs.

The local authority may also combine a transition assessment with any other assessment being carried out (provided everyone agrees). For example, if a hospital is carrying out an assessment the local authority can carry it out jointly with them. Transition assessments could also potentially become part of a young person's **education, health and care plan**.

Assessing needs

If a child, young carer or an adult caring for a child (a 'child's carer') is likely to have needs when they, or the child they care for, turn 18, the local authority must **assess them** if it considers there is a 'significant benefit' to the individual. The local authority has a duty to do this even if the person hasn't asked to be assessed or already receives any other services. This will help the young person to understand whether they (and their carer, where relevant) are likely to be eligible for care and support when they turn 18 and what might be available to them.

When either a child or a young carer approaches their 18th birthday they may ask their local authority for an assessment. A parent or carer may also ask for an assessment as the child they are caring for approaches 18 because the child's situation will potentially be changing dramatically which means that the carer's needs may change too. This right applies to everyone, whether or not they are currently receiving services.

The assessment should provide advice and information about what can be done to meet or reduce the person's needs as well as what they can do to stay well and

prevent or delay the development of needs. It will help you or the person you care for to plan ahead. There is no set age that you have to be assessed at as the best time to plan the move to adult services will be different for each person.

As a care leaver, all other support service as outlined here remains available and your personal advisor will support you to ensure all the support is coordinated.

6. Care leavers success and what they tell us:

From Ofsted report 2016:

Care Leavers feel positive about themselves. A key reason for this is the care and attention given to them by the leaving care worker who attends their parents' evenings and award ceremonies.

These young people feel that the interest and care demonstrated helps them to aspire to future success.

From Care Leavers 2016

I feel supported by my care leaver worker; she is always there to support me

My care leaver worker has supported me with so many things, including graduating from university

I have had a good experience of care, my journey did not start well but this has changed and is going well now

I have felt fully supported in preparing for adulthood

7. Conclusions

Rutland has been judged by Ofsted as 'Good', with regards to our work and support to Care Leavers.

We are very proud of all our Care Leavers and their achievements and would like to thank them for their ongoing support and influence they offer us as a council. We know there are things we can still do better and intend to work on these areas further as part of our local offer.

With our local offer alongside our promise (Pledges) to Care Leavers we are confident that as a council and in partnership with our partners and our Care Leavers and those young people looked after we will enhance our service further and ensure that all our Care Leavers have the best start possible into adulthood.

As a council we want to make sure also that our Care Leavers can access a range of services to meet their needs including financial support, access to health, education training and employment, personal advisers, effective pathway planning, appropriate housing including supported accommodation if this is assessed as being a need and mental health and counselling service as required.

8. Recommendations

- Our offer will be published on our website to ensure all information regarding 'Our Local Offer to Care Leavers' is in one place and accessible to care leavers, their families and our partners.
- Posters and Leaflets offering support and information will be devised which will go to all our young people looked after in preparation for becoming a Care Leaver as well as all current Care Leavers.
- Ensure all Care Leavers, including those who have already left the service, are aware they can access a Personal Advisor up to the age of 25 if they wish.
- We will ensure our Care Leavers are included and consulted in our quarterly survey which will go to all children looked after and Care Leavers to obtain feedback on how we as a local authority are doing.
- Continue work on Fostering sufficiency to consider Staying Put and providing sufficient resources to expand on this in Rutland.
- Begin working on a strategy to develop local supported lodgings locally to provide the 'next step' accommodation to bridge the gap from foster care to independent living.
- We will ensure there is a clear policy for Unaccompanied Asylum Seeking Children nearing their 18th birthday to support them to claim asylum.
- There is a clear and transparent regarding the service offered to Unaccompanied Asylum Seeking Children who have exhausted their appeal rights in respect of asylum claims post 18 years.
- We will extend the invitation to attend part of the Corporate Parenting Board to allow Care Leavers to provide valuable feedback on their journey through care and into independence.

Our Local Offer to Care Leavers POSTER:



The Local Offer to
Care Leavers 2017.doc

Rutland Local Offer to Care Leavers LEAFLET

INSERT once completed (SW)

This page is intentionally left blank

CABINET
19th December 2017
OAKHAM ENTERPRISE PARK DEVELOPMENT STRATEGY
Report of the Director for Places Development and Economy

Strategic Aim:	Building our infrastructure	
Key Decision: Yes	Forward Plan Reference: FP/140717	
Exempt Information	Yes Appendices E, F & G & I are marked as “Not For Publication” because they contain exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).	
Cabinet Member(s) Responsible:	Cllr Oliver Hemsley, Deputy Leader & Portfolio Holder for Growth, Trading Services & Resources (excluding Finance)	
Contact Officer:	James Frieland Economic Development & Tourism Manager	Tel: 01572 758376 jfrieland@rutland.gov.uk
Ward Councillors	Councillor June Fox (Exton)	

DECISION RECOMMENDATIONS

That Cabinet:

1. Endorses the proposals and recommends to Council that it approves £1.77m capital funding to facilitate the infrastructure works & construction of new buildings under development Phase 2a.
2. Approves £420,000 capital funding to facilitate construction of the new access road and improvement of the existing road infrastructure.
3. Approves adoption of the draft development strategy for the OEP site and delegates management of approved capital schemes to the Director for Places Development and Economy in consultation with the Portfolio Holder for Growth, Trading Services & Resources and the Oakham Enterprise Project Board.
4. Delegates authority to the Director for Places Development and Economy in consultation with the Portfolio Holder for Growth, Trading Services & Resources and the Oakham Enterprise Project Board to negotiate and enter into necessary legal agreements for the build of industrial units on the site following a procurement process and for the subsequent lease of the units.
5. Authorises the Director for Places Development and Economy, in consultation with the Portfolio Holder for Growth, Trading Standards & Resources and the OEP Project Board to determine a procurement route, award criteria and if a suitable supplier or suppliers are identified move forward and award contracts for the works detailed in this report.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is for Cabinet to consider and approve the long-term development strategy for the site. It also presents for approval a business case for the investment of £2.2m to develop the central area of the site at OEP. This will facilitate optimisation of the site in accordance with relevant sections of the Constitution.
- 1.2 In certain circumstances it is necessary for the Council to act quickly to take progress opportunities as they arise, namely to accommodate additional business tenants for the Council thus maintaining a revenue stream and ensuring an appropriate rate of return on its investment.

2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Council's Corporate Plan 2016-2020 states that the Council will "plan and support future population and economic growth in Rutland to allow our businesses, individuals, families and communities in reaching their full potential".
- 2.2 In 2013 the Council completed the purchase of the Oakham Enterprise Park site for £1.4m (including Stamp Duty and Legal Fees). This represented substantial value for money for a 25 acre site with existing buildings and facilities. This was supported by the valuation of the site during the diligence process which identified the site could potentially be worth up to £100k per acre.
- 2.3 A further £2.1m was earmarked for investment in conversion works to the former prison buildings to render them suitable for commercial occupation. This brings the total capital investment in the site to £3.5m.
- 2.4 An independent valuation report by Innes England in 2015 valued the site at up to £250k per acre and this was supported by the Council's Affordable Housing Viability Study.
- 2.5 It should be noted that the sale to the Council by the Ministry of Justice (MOJ) includes a clawback in the event of the sale or lease of any part of the site for retail or residential use within a 25 year period expiring 2037. In such a case, 50% of any uplift in value of the site would need to be paid to the MOJ. This strengthens the case for the site to be developed for commercial occupation although the Council may at some stage wish to consider sale of all or part of the asset to generate a capital receipt.
- 2.6 Gross rental income in 2017/18 is forecast to be £438k but this is projected to reach £592k by 2027. The reason for this movement is shown in the table below:

Description	Amount (£000)
New units coming online	23
Full year occupancy (compared to 2017/18)	20
Known rental incomes (based on current leases)	19
Inflationary increases	92
Total	154

- 2.7 The inflationary increase equates to approximately 2% per annum over a 10 year period based on the forecast income for 2017/18.
- 2.8 The Council also benefits from increased levels of business rates, currently generating £214k annually but with reductions for small business rate relief of £101k leaving £113k due from ratepayers. Rutland County Council receives £55k (49%) of this additional income.
- 2.9 Further benefits arise from businesses located at OEP as they buy from and supply to other local businesses thus contributing to the overall economic prosperity in the County and wider regional area. The Council occupies two of the buildings itself. These are the Active Rutland Hub which the Council operates and sub-lets to two primary sports club tenants (rental income totalling around £36k) with additional income being generated from the hire of the dance studio and all weather pitch. Part of Unit 16a is occupied as the Rutland Adult Learning & Skills Service (RALSS), a partnership with Peterborough Regional College for which a rent of £25k per annum is collected.
- 2.10 The original project outcomes and targets are shown in the table below:

Project Objective	Outcome	Target	Current position
Unlocking buildings of a suitable size, type and tenure that inhibit business start-up, retention and growth.	Remediated business space made available to market by 2018/19	103,000sqft	106,000sqft excluding the Events Zone at 153,000sqft
	Remediated business space taken up by 2018/19	77,000sqft	
Facilitating business start-up and early stage business support	Businesses supported & jobs safeguarded/created by 2018/19	Businesses 35 Jobs 250	Businesses 104 Jobs 240
Creating sustainable land & accessible location for new employment facilities	Clearance & remediation of part of the site for new build (2.6 acres)	Demolition complete	Demolition complete
Reusing existing sports facilities for wider community use	Delivering 14,000sqft remediated sports facilities	14,000sqft	14,000sqft
	Club success & membership growth	Achieve	Achieved
	Establishment of new clubs & activities	Achieve	Achieved

- 2.11 Oakham Enterprise Park now provides around 106,000sqft of floorspace to over 100 tenants. This is referred to as 'Phase 1' and the site has reached current capacity. It is now an established & trusted brand within the local community and offers a wide

range of facilities including a day nursery, sports centre, adult learning hub and recreational events zone. The OEP brand is also recognised well beyond the county's borders with over 40% of tenants at the site investing into Rutland from other areas including Leicestershire, Lincolnshire and Northamptonshire.

- 2.12 Average void rates for larger industrial units are quoted at 5.8% for the East Midlands and 4.1% for East of England (source: Savills 'Big Shed Survey', July 2017). At the time of writing, Oakham Enterprise Park has two industrial units vacant equivalent to 4.92% of available floorspace. Both of these have firm interest and occupancy of the larger unit has been delayed by a decision not to continue to let it for leisure use due to associated parking problems. An allowance of 6% has been incorporated into the business plan as a void provision.
- 2.13 The Active Rutland Hub (ARH) located at OEP has become increasingly popular with local sports clubs who have relocated to the site to grow their membership and utilise the excellent facilities to optimise competitive standards.
- 2.14 Two primary tenants of the ARH are Vale Judo Club and Oakham Artistic Gymnastic Academy and between them they have over 600 children attending weekly sessions. Other activities include trampolining, football, dodgeball and inclusive multi-skills and the building also provides a base for exercise referral and fall prevention schemes. Vale Judo Club is now one of the largest judo clubs in the East Midlands and hosts large competitions.
- 2.15 OEP has also proved popular as a filming location for several high profile TV productions which has attracted additional investment from hire fees and created significant incidental benefits for the local tourism economy.
- 2.16 The OEP project was a recent finalist in two national awards; the Municipal Journal Achievement Awards 2016 "Commercialism in the Property Estate" and the Local Government Chronicle 2016 "Entrepreneurial Council of the Year". It also received a commendation in the Municipal Journal Achievement Awards 2015 for the "Innovation in Finance" category. This gained the Council national recognition and OEP has since featured in several national media publications including the Financial Times as a good example of local authority innovation (APPENDIX H).
- 2.17 On 19th July 2016, Cabinet approved investment of £500k to develop the central site area referred to in this report as 'Phase 2a'. The Council is currently reviewing its capital investment projects in order to become more commercial and ensure that desired outcomes, particularly yields, are optimised across the Council's estate. As a result of changes in the market and tenant demand, a new approach has been developed for Phase 2a. This is reflected in this paper.

3. Development Strategy

- 3.1 To date, existing buildings have been used with a wide range of former prison workshops and administrative facilities being converted to accommodate business tenants. Exceptions to this are the two recently constructed modular buildings currently tenanted and operating as The Rutland Cookery School and The Rutland Cake Company. The latter was constructed by the tenant on a ground rent agreement.

- 3.2 Approximately 12 acres of land on the site remains vacant and a phased development strategy is hereby proposed for adoption (APPENDIX A). The objective of this is to drive ongoing investment into OEP and the resulting benefits for the local economy with a particular focus on attracting inward investment.
- 3.3 Detailed ground investigations would form part of future development phases so, whilst assumptions have been made that the land is likely to be viable for redevelopment, residual contamination from previous uses, latterly as a prison and originally as a military base remains a possibility.
- 3.4 The phased approach will enable the Council to continue to benefit from the existing revenue stream from lease of the events zone to the east of the site and from ad-hoc income from use of these areas for additional activities including film location hire until such time as Phase 2 is complete and works are ready to be commenced in other areas.
- 3.5 The anticipated development zones are illustrated in APPENDIX B and summarised in the table below:

Phase	Development Type	Site area (ha)	Estimated floorspace potential (sqft)	Est. annual rental value	Est. Job Creation (FTE)
2a	Industrial	0.63	20,000	£100k	40
2b	Industrial/Start-up	0.60	25,000	£150k	49
3	Office/Start-up	0.30	10,000	£100k	77
4a	Office	2.00	20,000	£200k	154
4b	Office	0.22	10,000	£100k	77
5	Industrial	3.51	100,000	£500k	198

- 3.6 OEP is Rutland's primary business park. As it develops, it will continue to have a clear synergy with the new serviced business centre at Barleythorpe (The King Centre) and any future commercial sites in which the Council may decide to invest, including potential for an enterprise zone as part of the St George's project.
- 3.7 The Employment Land Availability Assessment carried out by the Council in 2015 advised that Rutland would require around 29.09 hectares (72 acres) of commercial development land to ensure adequate provision to 2036.
- 3.8 Phasing is proposed to commence with industrial units at the centre of the site along with supporting new road infrastructure to unlock outlying areas of the site which are currently difficult to access.
- 3.9 New construction will primarily be industrial accommodation being a mixture of large warehouses and small workshops but this may change depending on local demand fluctuations and inward investment requirements.
- 3.10 Elements of office space are also included but these are proposed for areas of the site which are closest to existing residential areas to the north and south where disturbance from industrial operations needs to be considered.

- 3.11 There continues to be significant demand for industrial units and this is likely to grow over the coming years. Most enquiries for larger units (mostly in the 5-10ksqft range) tend to favour a freehold option but as such opportunities in the county are very limited, long leases in excess of 20 years are also popular.
- 3.12 Demand for small workshops of up to 5,000 sqft remains strong and there is a growing waiting list of tenants seeking such premises with a clear preference for roller shutter access. The location of such units within Oakham Enterprise Park enhances desirability due to the secure nature of the site with good access and ample parking.

4. PROPOSED PHASE 2A

- 4.1 Prior to the proposed commencement of Phase 2a, only one new building has been constructed by the Council being an 800sqft (74.3 sqm) modular unit with a total installation cost of £67k. It has been occupied by a tenant since completion in January 2017 and generates an annual rental income of £7.5k. With the modular building itself costing £40,000, a significant amount was required to facilitate new utility connections. Once these are in place, the cost of connecting additional units in the vicinity will be much lower, i.e. construction of further units becomes more efficient.
- 4.2 The first of the new build phases, 'Phase 2a', proposes redevelopment of the central area of the site. This was formerly occupied by four large three-storey 1960s prison cell blocks that were demolished in 2014. This was complicated by the presence of asbestos requiring specialist removal and a significant presence of large reinforced concrete foundation pads.
- 4.3 Much of the concrete from the previous buildings was crushed, graded and stored on site to be recycled in future groundworks and reduce the need to import new material. A large pile of aggregate material therefore currently occupies this part of the site, immediately adjacent to the main entrance gates, which is becoming increasingly overgrown and unsightly to the detriment of the wider business park.
- 4.4 Phase 2a proposes two main elements being a new access road to link the main entrance with future development areas and two new 10,000sqft warehouse buildings. A proposed timeline for the project is attached as APPENDIX G.
- 4.5 A detailed cost estimate is shown in the table below. This is based on a feasibility study by professional design consultants procured earlier this year. Although considered reasonably accurate, should be used as a guide as prices may be liable to change. This is due to detailed ground condition assessments not yet having been undertaken and market fluctuations.

Industrial Units	Cost (£000)
2 no. industrial units at 10ksqft each inclusive of prelims & design fees etc	£1,770
Road Works	
Break out existing roads & kerbs <ul style="list-style-type: none"> • Break out concrete slab – 150mm thick • Cold plane existing tarmac • Break out kerbs & remove 	

<ul style="list-style-type: none"> Remove reinforced prison fencing 	£104
New Road <ul style="list-style-type: none"> Construction of tarmacadam road Earthworks, drainage etc Kerbs to existing 	£170
Additional Works <ul style="list-style-type: none"> Totem signage, main gate 	£2
Total preliminaries (14%)	£38
Overheads & profit (10%)	£31
Contingency (10%)	£34
Professional & design fees	£38
Planning application fees	£10
Building Control fees	£3
Total	£2,200

- 4.6 At an estimated market rent of £5/sqft for the new warehouse buildings, gross revenue of £100k per annum would be generated for the Council. Gross business rates are estimated at around £48k and there are additional benefits to the local economy including creation of new employment opportunities. Assuming a light industrial use, based on employment to floorspace ratios in the Council's Employment land Assessment (2016) of 47m2/FTE, new job creation could be estimated at around 40 FTE posts for the two new buildings. A storage/distribution lease is likely to see a reduction in employment opportunities but would increase market interest.
- 4.7 The estimated cost for the two warehouses, including car parking, loading & turning space is estimated at £1.76m. Ridge & Partners LLP were engaged in March 2017 via a framework to provide this cost estimate which is based on a fully inclusive rate of £88/sqft using RICS Building Cost Information Service (BCIS). It is a base cost with a risk allowance of around 10%. A detailed cost breakdown for the new buildings will be available once detailed designs have been commissioned along with accurate ground surveys.
- 4.8 Building regulation fees for the new buildings are estimated at around £3k and planning application fees will be £10k. These have been included in the cost summary table above.
- 4.9 The groundworks and roadworks associated with Phase 2a will facilitate future development of Phase 2b as the surrounding area will need to be cleared and prepared for redevelopment with new utility provisions put in place where necessary.
- 4.10 They will be designed very much with flexibility in mind to optimise market appeal and make them suitable for straightforward subdivision to form several smaller units if required. This will reduce the risk of void periods in the event of future economic downturns. It is proposed that once the groundworks are completed, the first unit will be constructed and let before the second one is constructed.
- 4.11 Regular interest has been received in units of this size from business located outside Rutland and this has been summarised in exempt APPENDIX I. In each case however, prospective tenants have been deterred by the lack of a physical building to view and with occupation typically being required within six months, an unrealistic timeframe for the Council to meet. Three local companies are currently interested in

leasing large new builds at OEP and have been unable to find suitable alternatives within Rutland. The Council would seek to enter into an agreement for lease on the first unit prior to construction commencing although it is requested that this is not set as a condition of approval so that construction is not unduly delayed; having a building ready to occupy will attract more market interest.

- 4.12 As outlined in paragraph 4.1 of this report, modular buildings present the Council with a more attractive return on investment (around 11%) with a shorter payback period of about 9 years based on an 800sqft example. However, there are other areas of the site which would better suit this type of building including future development phases. The example referred to was sited on existing tarmac so there would also be significant ground preparation costs for the central site area to be added.
- 4.13 They are not suitable for larger business operations or industrial use, have a shorter life-span compared to those being proposed and would not address the growing demand for large warehouses. There is therefore a risk of expanding businesses either moving out of Rutland altogether or deciding not to relocate to the county in the first place.
- 4.14 The second component of Phase 2a is a 7.3m wide industrial grade access road (shown as 'Road A' on APPENDIX C) which is proposed to run from the main entrance gate, across the centre of the site to join up with Phase 5 which is currently occupied by a collection of small workshop units, the Events Zone and the grass field (former football pitch).
- 4.15 At present, circulation around the site is very restricted for HGVs. Daily articulated deliveries to Unit 17 (a commercial kitchen operation) for example struggle to negotiate several pinch points and have to resort to dangerously tight manoeuvres in close proximity to the Active Rutland Hub which is frequented by young children and their parents and are often forced to drive onto grass areas to get through.
- 4.16 The primary access road will significantly reduce traffic flows around and through the main car park serving the Active Rutland Hub and several low volume office units and workshops. It will also present the Council with new development options (see Phase 4a on APPENDIX B) for this area as a result of the reduction in vehicular access requirements.
- 4.17 Two secondary access roads (marked B & C on APPENDIX C) will be widened to 6.75m to improve HGV access & circulation to the existing industrial zone and future development Phase 3.
- 4.18 The original concrete prison roads remain in use but their condition is deteriorating with the concrete crumbling in places especially where the road passes over utility ducting due to the considerable additional traffic which far exceeds that for which they were originally designed.
- 4.19 A new junction will be formed inside the main entrance to improve traffic flow and safety. Specialist traffic modelling & design consultants Morgan Tucker provided detailed design guidance on the road layout around the site in 2016 which have been used to plan the proposed improvements under Phase 2a and for subsequent phases. The Council's Highways team have been consulted and their comments have been included in section 6 of this report.

- 4.20 The estimated cost for the new Road A and improvements to Roads B & C is £420k and it is recommended that this investment proposal be supported regardless of the decision on Phase 2a. This infrastructure investment will greatly improve the existing traffic flow and pedestrian safety around the site, extend the life of existing roads and provide essential access to the proposed future development phases located to the rear (east) of the site.
- 4.21 Improved access to future development phases will increase the rental value of commercial properties constructed thereon. For example, with enhanced access, it would not be unreasonable to increase the charge per square foot for Phase 5 by 10%, generating an additional £50k per annum for the proposed 100ksqft floorspace. A better access road will also improve the appeal of these areas to a wider market sector.
- 4.22 The proposals will transform the existing 'scrubland' in the central site area to tarmac hardstanding which will have a positive impact upon asset value.

5. PLANNING CONSIDERATIONS

- 5.1 Under planning permission 2013/0192, the site currently has planning consent for industrial & office use (Planning Use Classes B1, B2 & B8) along with elements of assembly & leisure (Class D2). The events zone, being primarily used for Airsoft wargames has consent for 'sui generis' (unique) use because shooting related activities are excluded from the standard 'assembly & leisure' category. The existing planning consent granted outline permission for the central development area but reserved matters will need to be submitted by 9 May 2018 in order to keep the outline consent valid.
- 5.2 If the proposal is supported, an outline application will need to be submitted for the wider site for consideration by the Council's Planning & Licensing Committee. If approved, planning applications for future development phases will cover reserved matters only which will simplify applications for new buildings going forwards.
- 5.3 The former prison football field with an area of around 3 acres located to the east of the site has no current planning consent in place as it was intentionally omitted when the original planning application was submitted in 2013 due to an anticipated objection from Sport England at that time. Dialogue with Sport England has recently taken place and they have confirmed in an email that they are no longer likely to object to a potential planning application given that the previous shortage of community football facilities in the Oakham area has subsequently been addressed. Additionally, it is noted that, being a former HMP facility, the field at OEP was never considered a community asset.
- 5.4 A Supplementary Planning Document (SPD) for the site, adopted in January 2013, sets out the framework for development. In particular, Policy CS6 states that "The Council will seek to ensure that any re-use or redevelopment of former military bases or prisons is planned and developed in a comprehensive and co-ordinated manner.
- 5.5 A preliminary enquiry (ref 2017/0365/PRE) has been submitted to the Council's Development Control section seeking feedback on the revised development strategy and Phase 2a proposal.

- 5.6 A response has been received from a Planning Officer which draws the Council's attention to the existing planning consent referred to in para 5.1 of this report and the expiration of the outline consent for the central development area in May 2018. It further refers to the former prison football pitch and recommends that confirmation from Sport England is sought that they are no longer to object to the development of this area. This has been done as outlined in para 5.3 above.
- 5.7 The Planning Officer advises that planning is unlikely to have any concerns with the new warehouses as proposed and advises that the design of the buildings, together with provision of adequate parking are likely to be the main issues. This will be addressed by detailed plans should the project proceed to planning application stage.
- 5.8 There is no planning objection in principle to the future development phases (Appendix B) but it is requested that consideration be given to the layout of new buildings, particularly in Phase 5, and the possibility of keeping them away from site boundaries in order to "avoid their prominence and appearing as cramped tight to the edge". The response goes on to state that parking & circulation space should be located between the buildings and the boundary where possible and suggests that a landscaped buffer would help assimilate the development with the adjacent open countryside.
- 5.9 More controversial elements of the proposed development strategy are suggested to be alternative site uses including residential development as the site is subject to employment protection policies in the current Core Strategy and it is also remote from a sustainable settlement. Living amongst an employment area where Class B2 (industrial) uses could be carried out is not conducive to residential amenity and due to loss of employment protected land. For these reasons, the planning officer concludes that residential development is unlikely to be acceptable without a significant shift in planning policy along with assurances that amenity could be protected.
- 5.10 The proposed commercial development of the former football pitch has been discussed with Sport England to confirm whether their previous anticipated objection to the loss of the grass field has been negated by the significant improvements to local football facilities in the Oakham area. An email from Sport England's Planning Manager in June 2017 advised that they "should not have an objection to the loss" and that "the new showground site could...accommodate growth for Oakham".

6. CONSULTATION

- 6.1 Professional consultants, Ridge & Partners LLP, have been engaged to carry out a feasibility study for Phase 2a and to design a suitable new road layout which forms the basis for the attached appendices B & C.
- 6.2 Feedback from the Council's Highways section advises that the parking standards as indicated on APPENDIX B, are acceptable. Some further detail is required for the proposed new road and for those to be improved relating to width but, along with tracking to evidence unimpeded passage of HGVs around the site this will form part of a detailed planning application.

- 6.3 Highways have confirmed that the proposed scheme could be constructed through their term maintenance contract but that the design will need to come from a third party. Highways comments received in relation to the existing planning consent (APP/2013/0192) have been noted and input on highway design and drainage will be sought from Highways for any detailed plans going forwards.
- 6.4 A transport assessment was commissioned from Waldeck (Northern Transport Planning Limited) in March 2013 as part of the original change of use planning application for the OEP site. This accounted for a maximum of 317,535sqft of commercial floorspace on the site. The proposed phasing plan as it stands will total 185,000 although future demolition of some of the older existing buildings on site is likely to increase this figure to a maximum of 250,000sqft, remaining well within the parameters of the assessment. With the benefit of hindsight and having built up a detailed knowledge of how the OEP site best operates, it is reasonable to suggest that 317,000sqft of floorspace is unrealistic unless the site was to be flooded with large warehouse buildings.
- 6.5 The report estimated a daily maximum of 4,000 two-way trips to the site at peak occupancy being 694 pedestrians, 46 cyclists, 200 via public transport and 3,060 by vehicle. It concluded that the site is well located for commercial, educational & leisure developments being easily accessible on foot, bike and public transport and readily serviced by commercial vehicles.
- 6.6 At certain periods during peak times, the report projected the following weekday vehicle trips:
- Between 0800 & 0900: 214 arrivals, 84 departures
 - Between 1600 & 1700: 98 arrivals, 174 departures
 - Between 1700 & 1800: 68 arrivals, 172 departures
- 6.7 Ashwell Road is a 'c' class distributor road which provides a link into the centre of Oakham. It has a single two-lane carriageway of between 6m & 7m in width with verges on both sides and a footway of around 1.5m width on one side in places. There is occasional development including residential, commercial and agricultural and the road provides direct access to these uses. The road forms part of a bus route, is relatively lightly trafficked and carries a small number of HGVs. Vehicles in excess of 7.5 tonnes are not permitted to use the road except for access.
- 6.8 The original use of the OEP site as a prison generated a significant level of traffic comprising staff, visitor and service vehicle movements.
- 6.9 In accordance with the Government's "Guidance on Transport Assessment" (March 2007), the traffic effects of the development were considered in a 2018 assessment year, 5 years after the then proposed planning application was anticipated to be submitted. Taking into account projected growth figures for Rutland and adjusting these in accordance with national transport model datasets, the assessment was able to calculate existing (2013, pre Oakham Enterprise Park) and future (with OEP operating at maximum projected capacity) traffic flows.
- 6.10 The assessment included detailed analysis of the traffic impact upon the site access junctions, Ashwell Road, nearby roundabouts and feeder roads and junctions. It advised that the site access junctions would satisfactorily provide for vehicular

movement into and out of the site and that that the changes in operation of the local highway network resulting from the proposed OEP development would be modest. It concluded that the development proposals were unlikely to have any material implications for highway capacity or road safety and were satisfactory from transport policy, traffic and highways perspectives.

- 6.11 It is acknowledged that further transport assessments may be required as a component of future planning applications and that this is more likely to be the case for later development phases.

7. ALTERNATIVE OPTIONS

- 7.1 Clearly there is an option not to invest further in the Oakham Enterprise Park site. However this would not address ongoing and increasing demand for good quality, affordable commercial premises and the existing projected shortfall in provision would deteriorate.
- 7.2 The site could be sold as a going concern which would generate a significant capital receipt. The Council would lose control of this important strategic site and its future development along with a substantial and growing revenue stream. Options for a potential investor are limited as residential development would be at odds with the current Local Plan and the Council needs to bear in mind the potential for clawback by the MOJ if residential or retail values are achieved. The ability to control the site to support and nurture small businesses and start-ups would no longer sit with the Council.
- 7.3 Partial sale of the site is another option but this would obviously result in the Council losing control of part of the site especially where freehold elements were located centrally and this may jeopardise future asset values.

8. FINANCIAL IMPLICATIONS

- 8.1 The total cost of the development and how the scheme is proposed to be funded is shown in the table below

	Road (£000)	Buildings (£000)	Total (£000)
Scheme Costs	420	1,780	2,200
Funded By:			
Capital Receipts	0	400	400
Developer Contributions	0	200	200
Prudential Borrowing	420	1,180	1,600
Total Funding	420	1,780	2,200

- 8.2 Appendix F shows the detailed business plan for development Phase 2a. From year three, when the site is fully operational, Phase 2a will generate a surplus of c£50k per annum, this includes taking account of the cost of the financing shown in para 8.1.
- 8.3 The table below shows the rate of the return of Phase 2a compared to the return of the site at various phases.

	Average Net Income Per Annum (£000)	Capital Investment (£000)	Return on Investment
Original 10 Year Business Plan	(-128)	3,333	3.85%
Current 10 Year Business Plan	(-183)	3,556	5.15%
2015/16	(-17)	3,483	0.47%
2016/17	(-30)	3,550	0.83%
2017/18 (Forecast)	(-126)	3,556	3.55%
Phase 2a (Without Road)	(-49)	1,780	2.74%
Phase 2a (Including Road)	(-49)	2,200	2.22%
Current 10 Year + Phase 2a (including road)	(-232)	5,756	4.03%

- 8.4 As the table shows the return on investment for the entire site (after the investment) would be 4.03%. This is higher than the return the Council could get if it invested in the CCLA Local Authority Property Fund, net return after expenses was 3.1% for the year ended 31st March 2017. The CCLA property fund is benchmarked against the AREF/IPD Other Balanced Property Fund index, the yield for the against this was 3.5%. The 10 year return on both funds was 2.1% (CCLA) and 1.91% (AREF/IPD). This does not consider the entry and exit costs associated with property funds (buying above the unit price and selling below the unit price).
- 8.5 Although the return in relation to Phase 2a in isolation is low compared to the current performance of the site, para 4.6 explains that the groundworks required for Phase 2a will benefit future development phases and lead to an increase in yield in these areas.
- 8.6 The Phase 2a development has been risk assessed against security of income, Location of Sector, The Property and Security of Capital / Scope for capital appreciation. The results of the assessment is summarised in the table below.

Risk Category	Description	Comments
Security of Income	<p>The income (or revenue savings) which are likely to be generated by the investment is the most important element.</p> <p>The security of the income will be governed by lots of factors – lease length/terms, rent review, quality of tenants, demand, vacancy risk, management cost etc</p>	<p>The two new buildings are likely to generate £100,000 rent per annum at a market rate of £5/sqft.</p> <p>On these larger buildings, longer lease terms of up to 25 years are considered realistic as larger businesses are likely to need to invest significantly in the site as part of their relocation.</p>
Location of sector	<p>The investment should be in an area which is economically buoyant and has the potential for sustainable financial and economic growth.</p> <p>The quality of the location</p>	<p>The location of the site close to the Oakham bypass and in the centre of Rutland is advantageous.</p> <p>The popularity of the site and demand for units to date evidences this and it has good transport links which makes</p>

Risk Category	Description	Comments
	may depend on the sector. For example, office space in a market town is likely to score higher than office space in a village location.	it a sustainable location for tenants.
The Property	The tenure, age and construction of a building should be considered including the potential for alternative use, obsolescence, requirement for repairs/improvements.	New build portal frame units are proposed and the buildings will come with an appropriate warranty. The land is owned outright by the Council.
Security of Capital / Scope for capital appreciation	An assessment should be made on the security of capital and the scope for capital appreciation in respect of the investment. Properties worth far more than their current value in x years' time will be more desirable than one likely to be worth less than their current value.	The buildings will add value to the wider site which, based on an independent valuation by Innes England in 2015 has already increased in value from around £100,000 per acre in 2012 to £250,000 per acre.

8.7 The main area of concern from the risk assessment was the security of income. The reason for this is that the units are being built before a tenant has been secured. This risk is being mitigated in a number of ways

- Flexible Buildings – The buildings will be designed able to be sub-divided into smaller units should the demand for larger units not arise.
- Phased Building – The second unit will only be constructed once the first has been let. Phasing the building in this way reduces the risk of void periods. Notice periods will be set to optimise opportunities to secure replacement tenants where necessary.
- Comprehensive Vetting Process – All prospective tenants will go through a robust financial vetting process. This will ensure, as far as possible, that tenants have the financial resources to meet the obligations of the lease.
- Level of Interest – The level of interest shown in the central site under the previous approval was good. The main reason the scheme didn't progress was because of the length of time to build units and the desire by prospective tenants to relocate within a 6 month period. At the time of writing, two local businesses have expressed firm interest in the proposed new units.

- Project planning – the proposed Phase 2a and subsequent development phasing will include pre-planned project stages (gates) which will provide opportunities for re-evaluation of the proposals in line with any significant market changes. If necessary, the project can thus be paused, terminated or revises as considered appropriate at the time by the project board. These gates are proposed to be at the following points:

Gate	Phase
1	Completion of detailed design
2	Pre-tender estimate
3	Receipt of tender from contractor (road)
4	Receipt of tender from contractor (buildings)

- 8.8 Award of procurement contracts is proposed to be based on the following weightings or similar:

Criteria	Weighting (%)
Price	90
Resource availability	3
Proposed methodology	3
Relevant experience & technical skills	4

9. LEGAL AND GOVERNANCE CONSIDERATIONS

- 9.1 Legal Services have been consulted and their comments have been incorporated into this report.
- 9.2 Procurement implications: All procurement will be undertaken in line with the Council's Contracts and Procedure Rules and in consultation with the Welland Procurement team. Furthermore it is proposed that procurement be delegated to the Director for Places Development and Economy in consultation with the Portfolio Holder for Growth and Trading Services and with the OEP Project Board. Contracts will be awarded taking into account the weighting criteria detailed in para 8.8 of this report.
- 9.3 Delegation of authority to the Director for Places Development and Economy in consultation with the Portfolio Holder for Growth, Trading Services and Resources and the OEP Project Board will ensure that the works can move forward without delay subject to meeting assessment criteria at each of the proposed project stage gates.

10. EQUALITY IMPACT ASSESSMENT

- 10.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the author of this report.

11. COMMUNITY SAFETY IMPLICATIONS

- 11.1 The improved traffic routing will improve the overall safety of the site to tenants and visitors especially around the main entrance gate area and central car park adjacent to the Active Rutland Hub.

12. HEALTH AND WELLBEING IMPLICATIONS

- 12.1 The proposal will have no adverse impact on health and wellbeing. However it will enable improvements to and expansion of the Oakham Enterprise Park site, unlocking growth for businesses and providing and safeguarding jobs for local people which will contribute to reducing unemployment rates & increase associated health benefits.

13. ORGANISATIONAL IMPLICATIONS

- 13.1 Risk management:

- Surveys not identifying all relevant ground conditions and services information. The surveys undertaken are appropriate to the scale of the development.
- Lack of demand from new tenants, achievability of rental values and Council liability for void rates. A market assessment was undertaken for the whole site which has assessed rental levels and likely void rates. Given the long-term nature of the development strategy and significant economic uncertainties there are a number of key risks attached to the proposal.
- There is currently a degree of volatility in the commercial property market linked to the political & economic ramifications of the Brexit process. However, the outlook for the Midlands region remains positive and the relative shortage of good quality commercial premises to rent in the Rutland area will reduce the risk of new build units remaining empty for long periods.
- The Q2 2017 RICS UK Commercial Property Market Survey results suggest that generally the commercial rental market has become more cautious with many prospective tenants waiting for more clarity about the post-Brexit climate. However, OEP has already demonstrated the popularity of its units and has maintained occupancy rates of over 90% for the last 2 years.
- Currently, although demand for retail premises has fallen slightly, demand for offices has remained stable with industrial properties seeing an increase. Availability of retail property is good but there is a shortage of good quality industrial space which the proposal will seek to address locally. Office availability has remained stable.
- New buildings will be designed with flexibility in mind. This will enable them to be sub-divided into smaller units if a significant market change makes it more difficult to find tenants for larger units. The 10 year business plan for OEP will factor in void provision and an occupancy rate of 80% for each of the new units.
- The phased construction approach will present an opportunity to evaluate the market at each stage and for an appropriate decision on whether or not to proceed at the time to be taken. Each unit will be occupied before further units in each phase are constructed, i.e. a build then lease approach will be applied.

- Extensive background checks will continue to be carried out on prospective tenants especially for larger new build or more specialist units and tenants will ultimately be agreed by the OEP project board with consideration being given to a number of factors including financial position, nature of the business and number of employees etc.
- Framework contractors will be selected where possible to facilitate the planning & build processes and to reduce the risk to the Council arising from contractor failure.
- The Council's new investment policy will be applied to each development phase and the costs and risks carefully deliberated prior to commencement.

13.2 Environmental implications: Around 3 acres of Council owned brownfield land will be decontaminated and developed. Any new buildings will be designed with efficiency in mind.

13.3 Human resource implications: Minimal as an established management structure and project board is already in place for Oakham Enterprise Park.

14. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

14.1 The growing popularity of Oakham Enterprise Park with businesses and the local community in general is a testament to its success. Phase 1 has generally been at capacity occupancy for around 2 years and there is a growing waiting list for industrial units and small offices on the site along with firm interest in the proposed new units.

14.2 The development of the central site area along with the new and improved roads is fundamental in unlocking growth of the wider site in addition to being able to attract larger businesses. The projected financial return of 4.03% even taking into account the construction costs for the new road is an attractive proposition and subsequent buildings, with the bulk of the ground preparation and new roadway in place are likely to improve on this figure.

14.3 Engagement with larger businesses seeking to relocate to Rutland in recent years has revealed a strong preference for 'ready to go' units facilitating a move within a 6 month period. With new buildings constructed and a willingness on the part of the Council to offer longer leases, opportunities for attracting inward investment are significantly increased.

14.4 In addition to a reasonable financial return, the Phase 2a proposals and the revised development strategy offer significant additional economic benefits including new employment opportunities, generation of new income from business rates and enhanced access to and development potential of future development phases.

14.5 Adoption of the new development strategy and approval to proceed with the Phase 2a proposal will enable the Council to take a significant step forward in developing the OEP site. Delegation of the approved capital schemes to the project board will enable development to proceed swiftly and with a degree of flexibility which is important to service the needs of the private sector.

15. BACKGROUND PAPERS

15.1 None

16. APPENDICES

- 16.1 APPENDIX A – OEP Development Strategy
APPENDIX B – Development Strategy Phasing Plan
APPENDIX C – Phase 2a Indicative Layout Plan
APPENDIX D – Existing Site Plan
APPENDIX E - OEP 10 Year Business Plan (EXEMPT)
APPENDIX F – OEP Phase 2a Business Plan (EXEMPT)
APPENDIX G – OEP Phase 2a Proposed Project Plan (EXEMPT)
APPENDIX H – Financial Times article – July 2015
APPENDIX I – Summary of recent interest (EXEMPT)

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.



Development Strategy

August 2017

DRAFT

Oakham Enterprise Park Development Strategy

1. Background

- 1.1. Oakham Enterprise Park (OEP) was purchased by the Council from the Ministry of Justice (MOJ) in December 2012 for the sum of £1.4m (including purchase costs of £55k stamp duty & £5k legal costs). A further £1.38m was spent on building upgrades, refurbishment, demolition & design fees. Other costs including survey fees, whole site costs, roads & project management totalling £0.7m brought the total initial project cost to £3,482,655 against a project budget of £3,482,500.
- 1.2. Funding was provided by a 10 year interest free loan from the LEP (£630k), S106 contributions (£350k), with the remainder (£2.5m) taken from capital receipts.
- 1.3. The site was purchased to boost the local economy, attracting inward investment and supporting businesses in creating new and safeguarding existing jobs. The aim was to provide over 100,000sqft of affordable floorspace for office, industrial & storage use whilst creating a significant new revenue stream primarily from rent but also from business rates for the Council.
- 1.4. A condition of the sale of the site from the MOJ requires that, in the event of the sale or lease of any part of the site for retail or residential use within a 25 year period (i.e. before 2037), 50% of any uplift will need to be paid back.

2. Current Position & Future Demand

- 2.1. OEP is now operating at capacity with nearly all of the available 106k sqft internal floorspace (c.105 business units) being let. Vacancies are due to void periods or buildings being temporarily removed from the market to enable remedial works to take place and at the time of writing, vacant units have strong interest in them.
- 2.2. Further capital investment is therefore required to facilitate new buildings before the site can accommodate additional business tenants.
- 2.3. For Rutland as a whole, an additional 29.09 hectares (72 acres) has been calculated to be required by 2036 as part of the Council's Employment Land Assessment (update January 2016) which uses commercial land take-up data from 2006/07 to 2014/15 to make the forecast.
- 2.4. This report has also demonstrated that there is need for further start-up and micro business accommodation, particularly to meet workshop and

storage needs. The report finds that such provision should be considered at key locations. Given the scale of development and the progress already made OEP is ideally located to particularly address this need and is one of the few areas around Oakham where capacity exists in terms of available space.

- 2.5. In the context of a decision by the Council as part of its continued investment at Oakham Enterprise Park (OEP) to promote the economic, environmental and social well-being the area. This strategy sets out the methodology to be adopted in selecting sites for development. It focusses on the economic test that will be applied and in particular the returns (economic, financial and wellbeing) that the Council have set as a minimum.
- 2.6. The methodology adopted should reflect a suitable balance between the risks inherent in the types of property to be developed and the financial rewards obtainable from those developments, limiting such risks appropriately.

3. The Investment Test

- 3.1. The objective of this exercise is to ensure that investment into OEP continues to facilitate the economic development of Rutland and attract inward investment.
- 3.2. To ensure that the development provides an acceptable financial return a net yield should not normally be less than 5%. Factors that will be taken into account when considering the net yield will include:
 - 3.2.1. Acquisition Costs of the site
 - 3.2.2. Initial Capital Investment into the asset
 - 3.2.3. Capital Repayment of the initial investment
 - 3.2.4. Void Costs
 - 3.2.5. Management Fees
 - 3.2.6. Service Charges
 - 3.2.7. Other benefits from the investment such as NNDR, employment etc.
- 3.3. This represents a high net yield although it should ordinarily be achievable. However, it should be noted that typical yields from alternative investment models are likely to be much lower than 5% and as such, investment projects providing a slightly lower yield should still be considered.

- 3.4. In addition, financial yield is not the only benchmark. The option to proceed with a project will be determined by a number of factors including the overall benefit that a project will bring. Whilst the yield is important, economic, social and wellbeing are other key factors to be considered.

4. Development Opportunities at OEP

- 4.1. Any future development on the site needs to consider the original objectives supporting the acquisition of the site. These are embedded within the Council's Strategic Aims & Objectives. For this reason, each proposed development will be judged against the criteria set out below:
- 4.2. Employment - supporting growth, in particular SMEs
- 4.2.1. Provision of buildings of a suitable size, type & tenure that facilitate business start-up, retention & growth
 - 4.2.2. Facilitating business start-up & early stage business support
 - 4.2.3. Improving performance of mature businesses on site
- 4.3. Redevelopment - ensuring the impact of development is managed
- 4.3.1. Development will contribute to creating a sustainable & accessible location for new employment facilities
 - 4.3.2. Securing brownfield site for regeneration which might otherwise be lost to land banks or inappropriate development
- 4.4. Learning linked to employment – raising the profile, availability & take up of vocational training & apprenticeships
- 4.4.1. Promoting vocational training & apprenticeship opportunities through provision of appropriate space
 - 4.4.2. Integrating opportunities with partner supported apprenticeships & learning
- 4.5. Active Rutland – adequate & affordable health & fitness opportunities including the supporting infrastructure
- 4.5.1. Reusing existing sports facilities for wider community use
 - 4.5.2. Retaining & improving local club status & membership
 - 4.5.3. Creating a sustainable & accessible location for health & fitness opportunities

- 4.6. Capital funding is being sought to facilitate an initial development of 20ksqft (Phase 2a) but there is capacity for significant additional commercial floorspace across the site with the potential to generate significant new revenue from rental income and business rates for the Council.
- 4.7. However this should be looked upon as the initial investment into the site. In the longer term the strategy adopted should ensure the mixed development needs of the site are continued, focusing on education in the education zone and a mixture of recreational, industrial and commercial uses over the remainder of the site.
- 4.8. Following a feasibility study conducted via consultants, Ridge & Partners LLP, a draft development plan has been produced and is attached as APPENDIX B.
- 4.9. This plan includes new road infrastructure capable of providing compliant access for vehicles up to HGV size to all current and proposed areas of the site. The proposal allows for industrial zones to be constructed further away from nearby residential properties with smaller office buildings constructed close to Ashwell Road.
- 4.10. Incorporation of a major new road (Road A) between the main gate to the rear (eastern) areas of the site means that the area currently used as the central car park can also be developed with new buildings. It is proposed that the Active Rutland Hub will be serviced by the Gate 2 car park with a new paved link to facilitate pedestrian access. This will help to improve pedestrian safety around the site.
- 4.11. The main gate, currently only wide enough for a single vehicle to pass will be widened and improved to enable two-way traffic and new totem signage will be added.
- 4.12. Just under 12 acres of land is currently available for development at OEP. Around 8.2 acres of this land already has planning consent for B1 (office), B2 (industrial) and B8 (storage/distribution) use with the remainder being the grass field area which was excluded from the original planning application as there were some concerns at the time around the cessation of use of this area as the former prison sports pitch. Recent liaison with Sport England suggests that, with the significant improvement in sports facility provision around Oakham, this is no longer a concern.
- 4.13. External areas are proposed to be developed in accordance with the assessment criteria in section 4 although there is a possibility that a single large tenant might be secured. OEP has already been approached by several large organisations seeking up to 100ksqft of industrial space which demonstrates that there is a growing demand and that securing a

single large tenant for one or more of the remaining areas at OEP is likely within the next 5 - 10 years.

- 4.14. Development should continue to support the existing tenants with any expansion plans (i.e. 'growing on space'), encourage further start up business and also facilitate larger scale expansions for business new to OEP.
- 4.15. The principle of being relatively risk-averse by limiting fresh development to firm interests for the type of unit and need within the County.

5. Opportunities for future expansion

- 5.1. There are areas of privately owned land to the north & south of OEP which may be suitable for future development by the Council subject to planning permission and successful negotiation with the owners.
- 5.2. Two of these lie to the north and with a distance of just 82m (across an agricultural field) separating OEP from the Ashwell Depot site to the north, there is a clear opportunity for the two sites to be linked.
- 5.3. Appendix C shows an annotated aerial photograph with Oakham Enterprise Park outlined in red, Ashwell Depot shown in yellow and Ashwell Business Units in blue. Rutland Village (Ashwell Garden Centre) is shown in green.

6. Site disposal options

- 6.1. Disposal of all or part of the OEP site remains an option but clearly the length of active leases needs to be borne in mind. At the time of writing, Unit 17 has the longest lease (15 years), terminating in October 2030.
- 6.2. There are areas of the OEP site which remain undeveloped including the Events Zone (3 acres) and Grass Field (3 acres). These are currently proposed for commercial development but residential use, whilst currently at odds with the Local Plan, may become an option in the future. The addition of the Gate 2 car park area (3 acres) located immediately to the rear of the existing residential site, Burley Crescent, is likely to offer a better option.
- 6.3. Using a typical housing density of 40 units per hectare, a shift to residential development in the above areas at OEP is likely to provide space for up to 150 new homes with a post planning permission land value of around £6.6m (based on DCLG land value estimates Feb 2015).
- 6.4. It is possible that land outside OEP could be purchased and developed in a similar manner. For example, a field to the south of OEP would hold a potential value at £7.7m for residential development. Initial approaches to

the landowner however suggest that this is not currently an option although other areas, although less favourable for residential development may be more feasible.

7. Assessment of risks

- 7.1. A rigorous assessment of all risks is required in each case of fresh development in order firstly to value each proposal and then to check its suitability for inclusion within the site. The risks fall into two categories, firstly economic and market risks and secondly development specific risks (as set out below). These can be measured and an assessment made of the likely future performance of the development carried out based on the ranges of likely future rental growth of the property and also the socio-economic impact for the county. Financial returns are modelled over a medium-term horizon of five years, based on proposed development prices, to determine the acceptability of each development, and can be compared against general market forecasts.
- 7.2. The financial return will be calculated as per section 2. Calculations will be carried out to model the expected cash flows from each development. The anticipated returns can be modelled on different bases to reflect the range of risks applicable in each case, to ensure that forecast returns properly reflect the measured risks. In this way a Business Case is put together to support each recommended development phase.

8. Asset-specific risks

- 8.1. Each development phase will depend principally on the following five main characteristics:
 - 8.1.1. Building specification quality
 - 8.1.2. Length of lease expected
 - 8.1.3. Financial credentials of tenant
 - 8.1.4. Rental levels payable relative to current open market rental values
 - 8.1.5. Non-financial benefits e.g. job creation.
- 8.2. See Appendix A (risk matrix) for details of anticipated development risks.

9. Building specification & quality

- 9.1. New office buildings are likely to include modular designs which can have a lifespan exceeding 25 years. Construction time is much faster, normally measured in weeks, which allows the Council to be very responsive to tenants' requirements and the buildings can ultimately be relocated to

other areas of the site if required. However, this will be determined by the quality of the development proposed.

- 9.2. Industrial units are likely to be steel frame portal buildings with external cladding. This will enable flexible sub-division as required depending on tenant requirements at any given time.
- 9.3. All structures will be designed to meet current building regulation standards.

10. Length of lease

- 10.1. Lease terms currently at OEP typically range from 12 months to 5 years although Unit 17 (commercial kitchen facility) currently has a 15 year agreement in place. Bearing in mind the level of investment likely to be required by tenants seeking to occupy larger buildings, longer leases of up to 20 years should not be ruled out.
- 10.2. In areas of the site which are likely to require redevelopment, shorter leases will be granted or leases will have rolling break clauses which ensures the Council will retain optimum flexibility with the site.
- 10.3. Leases will ordinarily be aligned with the needs of the tenant but protection of the future requirements of the Landlord will also be borne in mind.
- 10.4. Financial strength of tenant(s) – assessment will be required of each tenant of potential developments through analysis of their published accounts and management accounts where necessary. Risk of tenant default in rent payment is the main issue but the relative strength of a tenant's financial standing also impacts upon capital value of property which is let to that tenant and careful analysis of financial strength is a key part of due diligence prior to commencement of development.
- 10.5. All new tenants will be subject to due diligence checks in line with established tenancy procedures which have been agreed with internal audit. These will include comprehensive financial checks for existing businesses especially where annual rent is above £5k pa.
- 10.6. New and start-up companies will clearly present more of a risk but debt will be closely managed with arrears of more than one month being reported to the OEP project board and eviction procedures commenced rapidly where necessary. A standard minimum deposit equivalent to three months' rent will be required with all new leases. Any exceptions will be agreed with the project board.
- 10.7. Leases will generally be contracted out to give the Landlord flexibility to regain control of the unit at the end of the lease.

11. Rental levels

- 11.1. Rents at OEP will vary depending on the location within the site and layout and quality of the unit and wider building.
- 11.2. These are set to be in line with local market rates and leases include regular review clauses to facilitate rent increases when market conditions change.
- 11.3. Rents will be set at a level necessary to provide the desired yield where this exceeds the local market rate. If the market rate does not meet the target yield or any other objective as specified above, the project will not normally proceed unless there are overriding other benefits.
- 11.4. Environmental and regulatory risks - Risks such as flooding, energy performance, building regulations and planning are taken into account during the due diligence process on every development.

12. Non-Financial benefits

- 12.1. Whilst the site is generating a steadily increasing revenue stream for the Council, there are a number of other benefits to be had from its development.
- 12.2. Employment opportunities continue to be created by tenants as they grow. Associated apprenticeship & traineeship placements provide educational benefits and the site has strong links with Peterborough Regional College and the Rutland Adult Learning Hub, both of which have an on-site presence.
- 12.3. Increased business take-up generates an increase in inward investment into Rutland. This includes personal spend by staff & business clients in local shops, cafes and trade suppliers during the working day.
- 12.4. Reputational risks – There exists a policy on specific types of commercial tenant which may not be acceptable to the Council such as tobacco, gambling or alcohol-related companies could be adopted. Properties tenanted by such companies would not then be considered for development. However, this would not necessarily protect the Council in the event of a future transfer of any tenancy to a prohibited company.
- 12.5. There will be a clear synergy between OEP and the Council's other commercial assets, particularly the new King Centre at Barleythorpe and the St George's Park proposal at North Luffenham.

13. Approval of Developments

- 13.1. Approval will be required from the Director for Places (Development & Economy), in consultation with the Cabinet Member with portfolio for Growth, Trading Services & Resources (excluding Finance) and the Project Investment Board (formerly OEP Project Board) before any development plans will be progressed.

14. Document Review

- 14.1. To reflect the changes to the property market the Development Strategy will be revised every 2 years or more frequently if the market changes.

DRAFT

APPENDIX A – Risk matrix

Risk	Likelihood/ occurrence	Impact	Action to mitigate
Delay in finding tenant for property	Medium	High – capital spend will be committed without revenue income for an amount of time	Ordinarily, plans would be drawn up and an accurate build cost confirmed. An agreement for lease would be drawn up and signed by a potential tenant prior to works commencing on site. This will minimise the Council's exposure to risk of having an empty unit. There is the risk of an existing lease ending resulting in a void period but this would be accommodated by factoring a void provision into the annual revenue budget
Works on site delayed	Medium	Medium – Under an agreement for lease, a long-stop date would be established and the Council might risk losing a tenant or compensation for delay being sought	For smaller leases the amount is likely to be minimal. For large buildings a framework contractor would normally be used and in any case there would be a 'pain/gain' clause in the contract so that the Council would have the right to seek compensation from the contractor for any significant delay.
Change in market conditions	Medium	Low – a change in economic/market conditions may see the requirement for floorspace change, e.g. it may become difficult to find tenants for larger buildings if demand shifts	Buildings will be designed with flexibility in mind so that they are relatively easy to sub-divide in order to provide multiple smaller units if required.

		significantly towards smaller units.	
Planning Policy changes	Medium	High – a shift in planning policies, particularly local plan policies could rule out certain types of development, most likely to be related to residential development either within or outside the OEP site. Also commercial development outside of the core OEP site.	Liaison with the LPA will be ongoing and strategic development decisions made taking advice into account.

APPENDIX B – Proposed Site Layout Plan



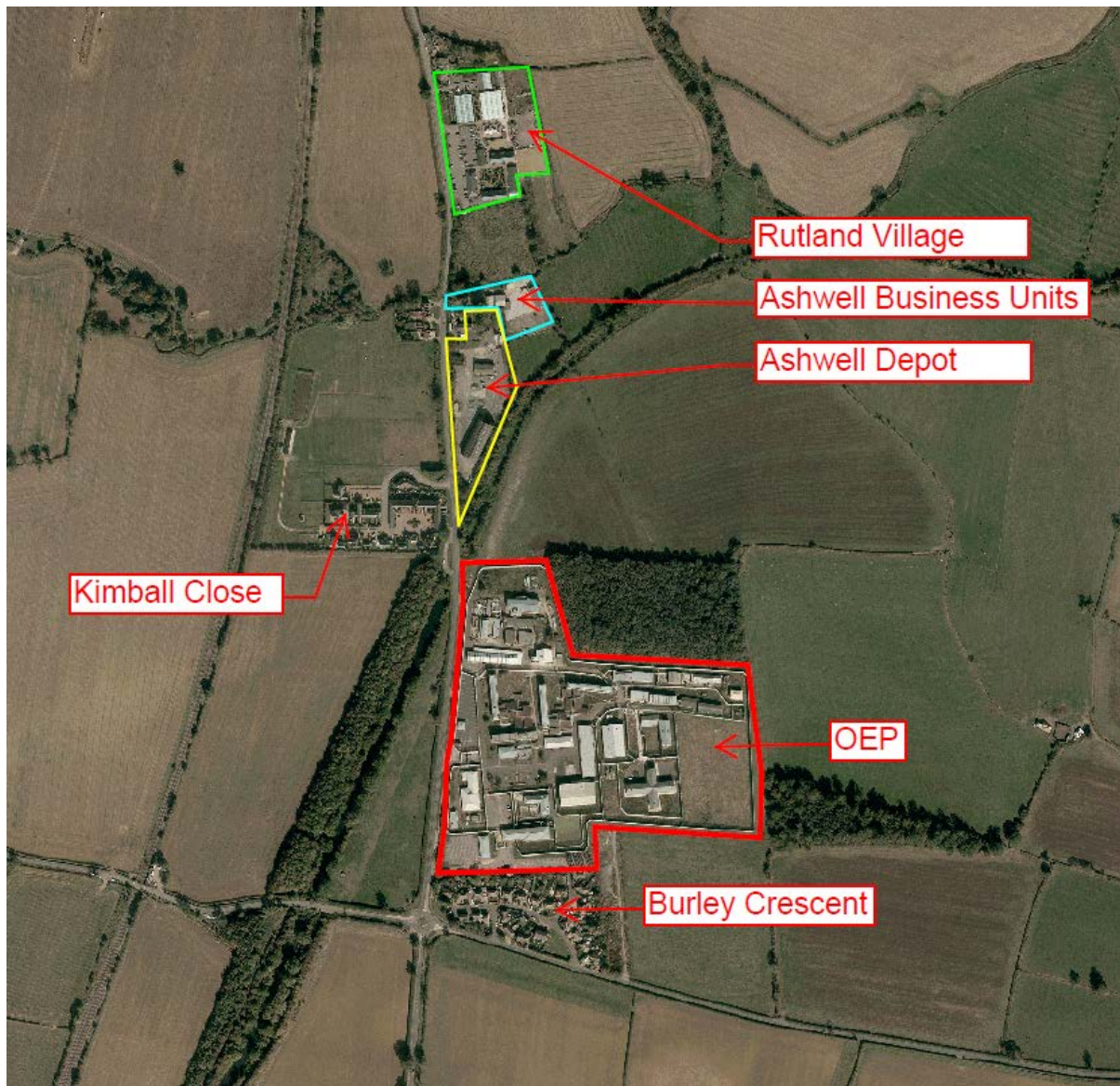
Notes

Road layout to comply with the 6C's Design Guide. Car parking standards also to comply with the guidance.

Note: Office one space for every 30sqm
General Industry one space for every 55m²
Warehousing one space for every 120m²



APPENDIX C – Potential expansion areas



APPENDIX B

Proposed Future Phasing Plan



Notes

Road layout to comply with the 6C's Design Guide. Car parking standards also to comply with the guidance.

Note: Office one space for every 30sqm

General Industry one space for every 55m²

Warehousing one space for every 120m²

KEY

	Industrial
	Office

83

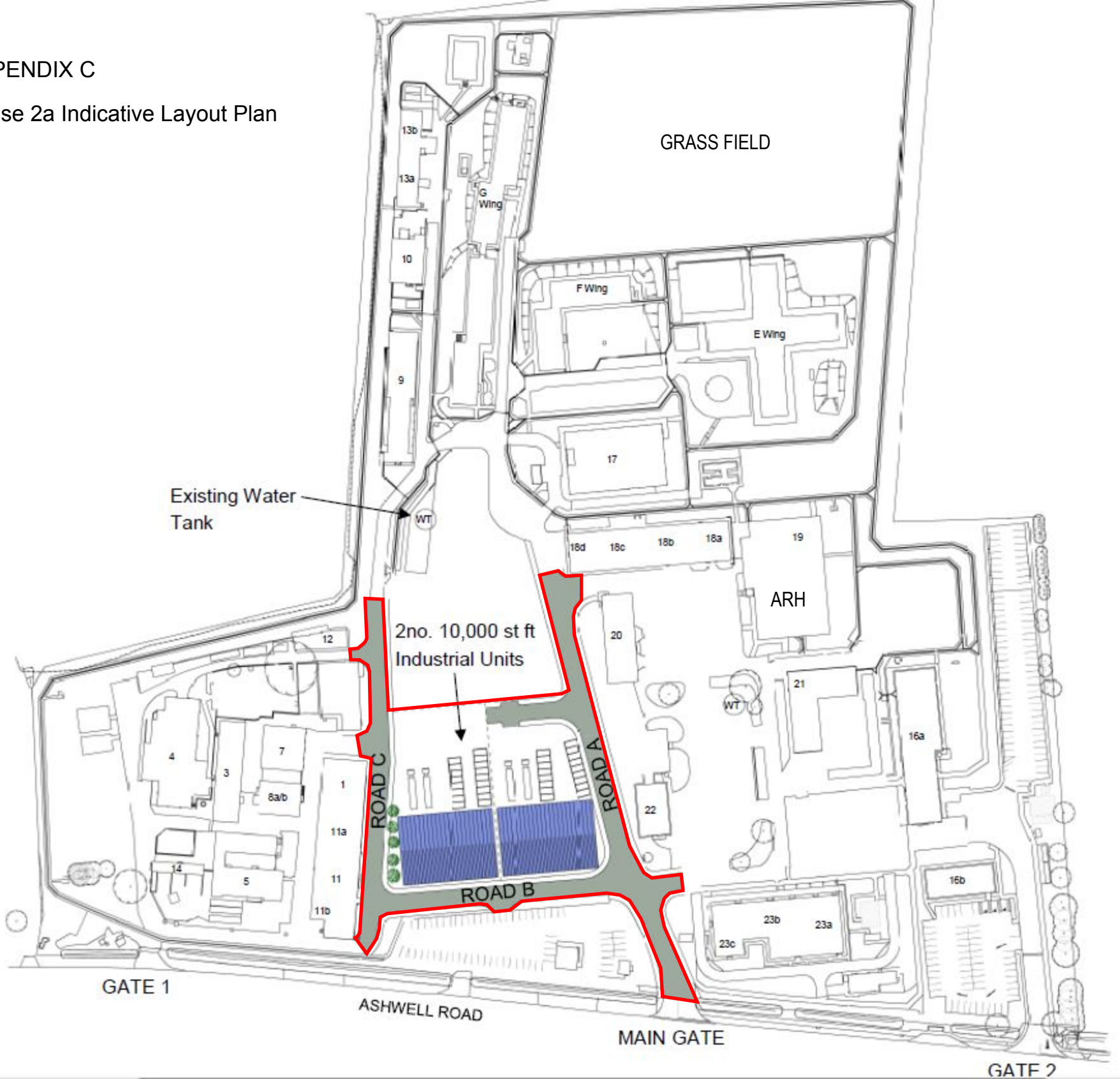


This page is intentionally left blank

APPENDIX C

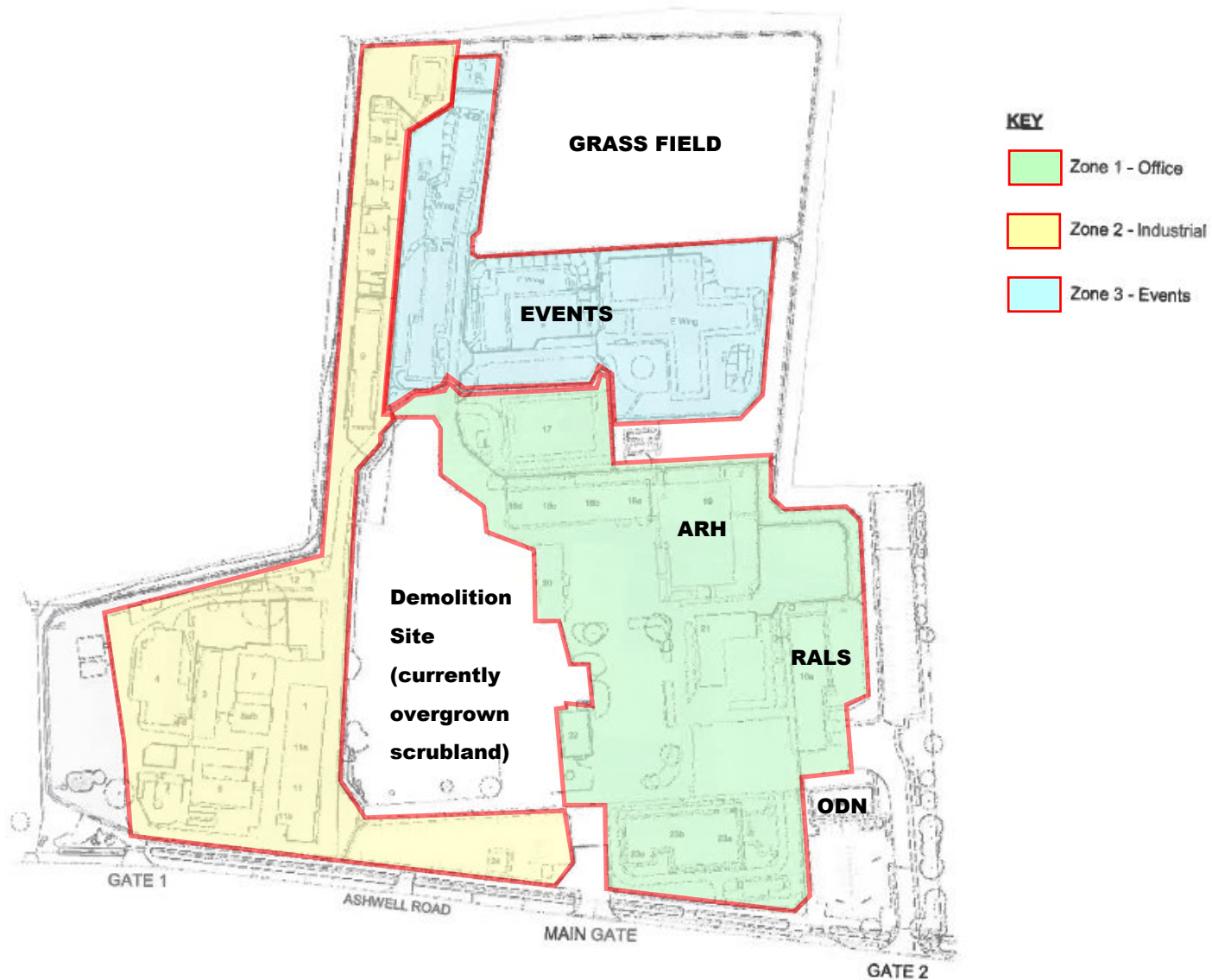
Phase 2a Indicative Layout Plan

85



This page is intentionally left blank

**APPENDIX D
EXISTING SITE PLAN**



RALS - Rutland Adult Learning Hub

ARH - Active Rutland Hub

ODN - Oakham Day Nursery

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



Caroline Lawson, left, and her friend Maureen Lees work on Oldham's secret garden
Charlie Bibby

ch serves an area of high
 also developed a focus
 early to prevent higher
 ine.

believes that local peo-
 ed few reductions, an
 out by a recent council
 that showed almost two-
 sified with the council's
 up from 22 per cent in

ency savings have soft-
 erity blow. "We have
 nistration costs, back
 We've been talking now
 to the public about cuts
 t been feeling them; sat-
 ved."

ouncil has implemented
 in the number of people
 llect rubbish and clean
 s have been merged and
 terms and conditions
 staff on seven-day rotas.
 used to be street clean-
 o maintain elements of
 explains.

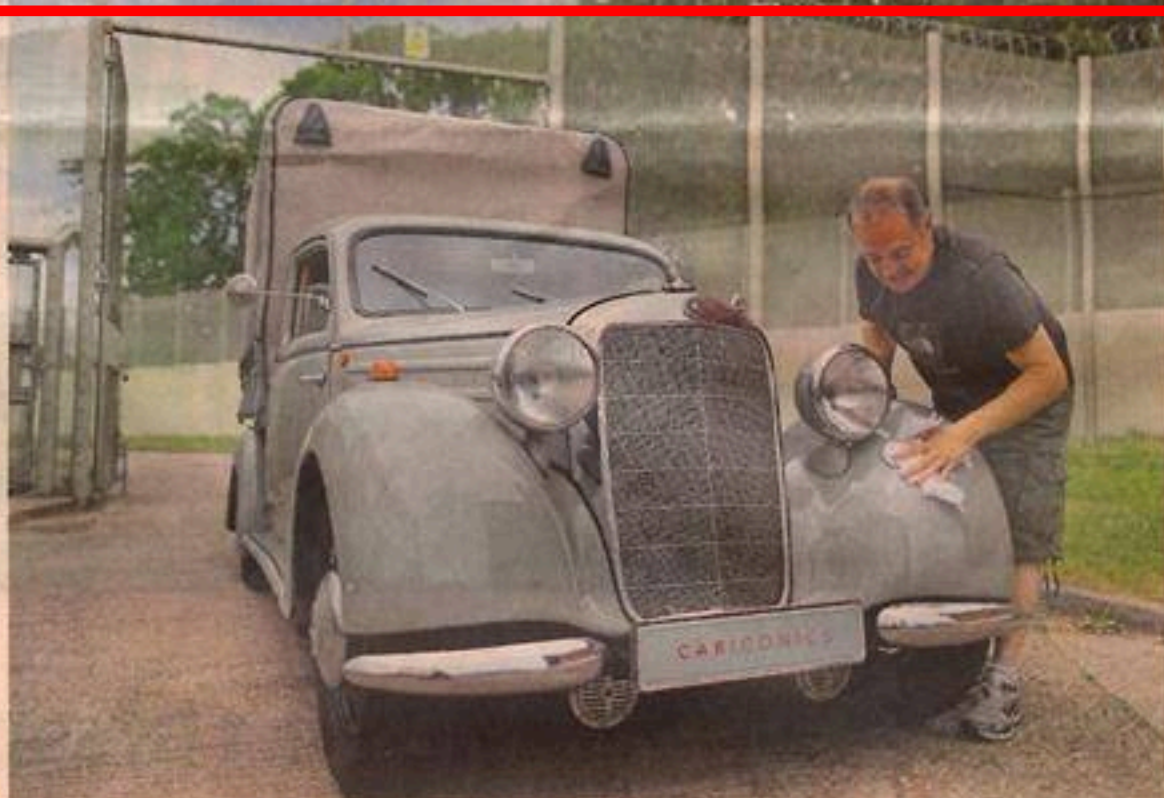
such savings may have
 i, he says.

it we are getting to is a
 the efficiencies have
 ople will see the service

"very clear with people
 ere is a community facil-
 whether it's a park or a
 sure centre, your best
 ould be that it's going to
 can find a way of keep-
 e done well."

ts "a fundamental shift",
 es, but it is part of build-
 onship with local people.
 , actually these things
 it the deal will be you'll
 y decent facility. We'll
 ll make sure it's the best
 ney." Sarah Neville

"The measure
 of success
 used to be
 how big's
 your budget
 and how
 many staff do
 you employ?
 Now it is
 about saying
 to the public,
 actually, the
 place doesn't
 belong to the
 council"



Car Iconics, a vintage car dealer, has relocated to the former jail now known as Oakham Enterprise Park, managed by James Frieland, below
Charlie Bibby

Rutland Focus on growth and investment

A world away from Oldham's metropolitan challenges, Rutland, Britain's smallest county, has gambled on growth.

The Conservative-run council has bought a riot-scarred prison and invested £3m turning it into a business park. Already at more than 96 per cent occupancy, less than two years after opening, the council estimates it will generate about £200,000 a year in rent and business rates, relieving some of the budgetary pressures and creating local employment.

Many of the business units retain the original bars and doors while razor wire, largely removed, has been retained in one part of the prison for visiting film and television companies.

Almost all the tenants credit the council's efforts for their decision to locate here. Most crack jokes about the unrivalled security on offer.

The council, says its chief executive, Helen Briggs, is focused on generating income as much as on finding cuts. She cites its decision to step into the void left by commercial providers, by investing £1.67m to ensure the county has near universal broadband cover.

Already it has seen evidence that local businesses are choosing to expand in Rutland rather than 50 miles away in Cambridge. "We have been driven towards trying to support our economy where we can," says Terry King, deputy leader of the county council.

Rutland exemplifies the trend among local authorities to share services with others to reduce costs. Peterborough

council, for example, provides its trading standards and legal services. Rutland, in turn, provides services for some of its neighbours.

By and large, locals in this relatively affluent area have been realistic about the need for savings and happy to volunteer to keep services going.

Mr King says: "In nearly every instance where we've looked to reduce library opening hours, volunteers have stepped in . . . without a battle royal. The community's worked with us on trying to solve those problems and recognise the issues."

The council views the charitable sector as a partner in delivering public services and has hired a network of salaried "community agents" to help co-ordinate provision and encourage voluntary effort. A principal aim is to provide support to help people remain in their own homes, relieving pressure on both the National Health Service and adult social care budgets.

This is not, emphasises Ms Briggs, "about us trying to replace statutory functions with volunteers . . . It is about how we can use the voluntary and community sector [through] commissioning services from them." She adds that there are "some things they will continue to do on a voluntary basis that will fit hand in glove with the services that they will be commissioned to provide by us".

This community response is apparent in Ketton, where both the library and GP surgery were threatened with closure. The solution, after a local campaign, was to bring them together in a single building. Now, a librarian and doctors' receptionist dispense books and prescriptions within 10 feet of each other. Anne McQuistan, a local who set up the petition to save both surgery and library, says: "We have to cut our coat to fit our cloth." Sarah Neville



This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank