

PLANNING SERVICES

ANNUAL ESTIMATES 2008/09

1. INTRODUCTION

1.1 The report sets out estimates for the services administered by this Committee.

2. REVISED ESTIMATES 2007/08

2.1 The revised estimates for 2007/08 have been prepared on a similar basis to the original estimates. The major income and expenditure variations on the original budget are listed below:

Table 1 – Variations from 2007/08 Original Budget	
	£000
Original 2007/08 Budget	1,369
Planned Underspends brought forward from 2006/07	44
Adjusted 2007/08 Budget	1,413
<u>Policy & Implementation</u> : Net reduction in Local Plan/LDF budget after developer contributions (paragraph 2.2)	(14)
<u>Planning Delivery grant</u> : Additional grant (paragraph 3)	(92)
Other items	7
Revised 2007/08 Budget	1,314

2.2 The original estimates included provisions for the cost of inquiries, assessments and consultants necessary to deliver the LDF and a £50,000 provision from developer contributions to offset these costs. The inquiry is not now expected until 2010 and these budgets have been reduced accordingly.

3. PLANNING DELIVERY GRANT (2007/08)

3.1 Planning Delivery Grant (PDG) is based on achieving a range of government targets. These include

- Development Control performance in three categories of planning applications
- Progress on targets in the Local Development Scheme
- Progress on meeting national targets to deliver planning services electronically
- An allocation based on housing demand and provision of housing land supply

3.2 The Government announced two tranches of PDG for 2007/08. The first tranche awarded Runnymede £54,133 (out of a national pot of £28.8m). The second tranche was announced in June 2007 and Runnymede was awarded £294,824 (out of a national pot of £28.8m). Therefore, the total PDG for Runnymede in 2007/08 is £348,957.

3.3 The award was a substantial increase over the £139,600 of PDG awarded for 2006/07.

3.4 PDG was introduced in the 2003/04 financial year. The resources have been used to increase staffing in the planning division, and to meet the cost of various projects and surveys. PDG has also been used to supplement the overall budget when income from planning fees has been less than forecast. However, the link between PDG and the current staffing structure (and other items originally financed through PDG) has become increasingly tenuous, and the

previous practice of matching PDG to specific items in the budget no longer provides relevant information.

- 3.5 The 2007/08 original estimate was based on a total PDG of £270,800 being awarded. The total actual award was £348,957. The betterment of £78,157 was recognised in the financial forecast. The revised estimate now includes an additional £13,800 of PDG from previous awards that had not been credited to the revenue account. This credit brings the PDG for 2007/08 up to the revised estimate figure of £362,800.

4. HOUSING AND PLANNING DELIVERY GRANT (2008/09)

- 4.1 On 14 September 2007, the Housing and Planning Minister announced the replacement for Planning Delivery Grant.
- 4.2 The new Housing and Planning Delivery Grant (HPDG), is designed to reward councils which speed up housing supply delivery and maximise the supply of building land in their areas. Local authorities which show they are leading the way in both of these, and helping to meet the Government's ambition of 240,000 new homes per year, will receive a share of the new funding incentive.
- 4.3 The Minister will propose that HPDG will be awarded to those councils which deliver against their housing plans to meet local needs and meet agreed 'development timetables' to speed up new housing. The timetables will commit councils to set out clear and ambitious plans on the number and type of homes needed in a local area, including family homes; and identify banks of deliverable land suitable for new homes.
- 4.4 On 25 October 2007 the government issued a consultation paper about how the Government proposes to allocate this funding over the next three years. HPDG will be very different to PDG, with a large "housing" element based on number of extra "units" delivered over a threshold. The threshold is 0.75% of the housing stock. There is potentially a lot of HPDG from the housing element if significantly more units are built above the threshold. It is also based on a 3 year rolling average. Each property above the threshold could be worth c£1,600 of HPDG. This could potentially draw in about £90,000 per annum for this element based on past trends.
- 4.5 The planning element of HPDG will be linked to the local plan making process and a small element of this will go to the county. The paper explains these elements in more detail and illustrates that DCLG are proposing quite a complex mechanism. It is based on achievement/measurement of some PI's, which the government had promised to abolish!
- 4.6 The HPDG national "pot" will be £100m; bigger than the PDG pot for 2007/08. However, the paper states that the 2008/09 HPDG announcement will be in summer 2008; not at all helpful for estimate making or financial planning purposes.
- 4.7 Therefore, the resources that Runnymede might receive from HPDG are uncertain. There is a risk that Runnymede will be penalised in the calculation of HPDG by past overachievement. The draft estimates include HPDG of £171,000.
- 4.8 It is difficult to predict the income from a further source of funding but the Planning obligations regime will be introduced from March 2008. This will levy a tariff on each new dwelling and net gain in commercial floor space. Whilst the bulk of this funding will go to the County Council for its services, a significant element will be received by this Council. Part of the tariff is to provide for monitoring and implementing the new system. This is likely to require additional resources but funded by the tariff. Further details will be highlighted in the Annual Pay and Workforce Plan.

5 ESTIMATES FOR 2008/09

Development Control

- 5.1 The estimate for appeals and inquiries has been set based on the established budget provision. The report to this Committee on appeals expenditure makes clear that there is pressure on this budget resulting from the increasing number and complexity of appeals and inquiries. If these trends continue, it will be necessary to seek supplementary estimates if compensating savings or alternative sources of income cannot be achieved.
- 5.2 The draft estimates include a saving of £11,000 on the enforcement budget (contractors' element) to reflect the expected use of this provision. This saving was not factored into the Financial Forecast.
- 5.3 The Forecast included a sum of £100,000 from 2008/09 for additional planning income through increases in statutory planning fees. The government consultation paper on HPDG announced that the government will increase statutory planning fees in April 2008 by 23% plus a higher maximum fee (currently £50,000). Income from Planning Application fees has been set at £540,000 for the year 2008/09 on the assumption that the fees will increase as expected, and that demand remains stable.

Building Control

- 5.4 The Building Control (Local Authority Charges) Regulations 1998 aim to allow local authorities to respond to competition from the private sector by devolving the setting of charges for some building control functions. The Regulations require authorities to prepare systems within which they will fix and recover charges for the performance of the prescribed building regulation control functions. The aim is to recover the full cost of operating a building control service by breaking even over each three-year period.
- 5.5 The budget for 2008/09 for the Building Control Fee Related account is based on a reduced level of work and an increase in local charging structure in order to balance the account.

6. FEES AND CHARGES FOR 2008/09

Council Policy

- 6.1 Income generation is an important part of the strategy to achieve the revenue to achieve the revenue reduction target.
- 6.2 General
In accordance with the Council's net revenue reductions target those charges not set by statute have generally been increased by 5.5%.
- 6.3 Development Control
Planning fees are set by statute. The estimates reflect the expected fee structure from April 2008.
- 6.4 Building Control
These fees are currently set at the maximum level recommended in the guidance issued by the Local Government Association. There will be a 5.5% increase to some of these charges from 1 April 2008.

7. **COMPARISON WITH THE FINANCIAL FORECAST**

7.1 The following tables show the additional spending commitments and new savings identified since the publication of the Forecast approved in December 2007:

Table 2 - Additional commitments in 2008/09 compared to the Forecast	
	£000
None	
Total additional commitments	

Table 3 - Savings identified in 2008/09 since the Forecast was approved	
	£000
Development Control – Enforcement budget savings (paragraph 5.1)	11
Total additional savings	11

PLANNING AND DEVELOPMENT

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>SUMMARY</u>				
Planning Policy and Implementation	394,065	448,700	437,800	468,800
Development Control				
Non Fee Related	867,194	843,200	889,900	887,000
Fee Related	102,717	176,800	177,400	86,100
Planning Delivery Grant	(248,800)	(270,800)	(362,800)	0
Housing and Planning Delivery Grant				(171,000)
Building Control				
Non Fee Related	164,860	175,900	175,800	192,000
Fee Related	(18,284)	(4,500)	(4,100)	-
Net Expenditure	1,261,751	1,369,300	1,314,000	1,462,900

PLANNING POLICY AND IMPLEMENTATION

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	255,900	272,700	273,200	292,100
Training and Recruitment	3,917	6,000	9,000	9,000
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	11,068	11,200	11,200	10,800
<u>Supplies and Services</u>				
General Office Expenses	1,344	3,400	3,400	2,400
Communication and Computing	2,200	2,700	2,700	2,800
Fees & Consultancy	8,447	7,500	7,500	7,500
Strategic Environmental Assessments	6,203	0	0	0
Development Plan:				
- Local Plan/LDF	4,783	31,600	17,200	17,500
- LDF Inquiries, Assessment & Consultancy	-	50,000	3,000	3,000
<u>Support Services</u>				
Financial Services	3,100	3,400	3,400	3,700
Information Technology	29,200	32,100	32,100	32,900
Personnel Services	3,100	3,400	3,400	3,400
Office Accommodation	18,600	21,800	21,800	30,000
Legal and Admin Services	11,500	12,000	12,000	17,300
Technical Support Services	35,400	42,000	42,000	39,900
Gross Expenditure	394,763	499,800	441,900	472,300
<u>INCOME</u>				
Developers Contributions	-	50,000	3,000	3,000
Sale of Local Development Framework	0	500	500	500
Other Fees and Charges	698	600	600	0
Gross Income	698	51,100	4,100	3,500
Net Expenditure	394,065	448,700	437,800	468,800

PLANNING POLICY AND IMPLEMENTATION

SERVICE DESCRIPTION

Budget Manager:	Policy and Implementation Manager - Vacant
Service Function:	Development Plan and implementation of planning policies, urban design and landscape improvements and monitoring of development trends.
Legal Status:	Planning and Compulsory Purchase Act 2004. Local Government Act 2003.
Policy Objectives:	<p>Prepare Local Development Framework to set the context for spatial planning in the Borough. This needs to be set within the context of a sustainable communities framework . Particular attention is given to policy guidance that will safeguard and support retail provision in towns and villages.</p> <p>Mitigate environmental impact from housing demands and road congestion. Resist the use of Green Belt land for housing.</p>

BUDGET VARIATIONS

	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
	£	£
2007/08 Original Estimate	448,700	448,700
Allowance for Inflation		16,700
<u>Employees</u>		
Salaries - increase in time allocations		7,100
Training budget increased	3,000	3,000
<u>Supplies & Services</u>		
Planned Underspend brought forward from 2006/07 - Local Plan/LDF	2,200	
Virement of budget to Runnymede Travel Initiative	(2,500)	
Local Plan/LDF budget reduced - no inquiry expected until 2009/10	(61,100)	(61,100)
<u>Support Services</u>		
Office Accommodation - revised allocation to reflect new office		8,200
Legal & Admin - new Front of House service recharge		4,800
Technical Services Administration - time allocation reduced		(2,500)
Engineering Services - allocation reduced		(1,700)
<u>Income</u>		
Developers Contributions reduced to match LDF spending	47,000	47,000
Other Net Changes	500	(1,400)
2007/08 Probable Outturn	437,800	
2008/09 Estimate		468,800

DEVELOPMENT CONTROL - NON FEE RELATED

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	348,000	367,200	369,900	379,900
Training and Recruitment	10,351	6,200	10,200	10,400
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	16,750	18,700	18,700	18,800
<u>Supplies and Services</u>				
General Office Expenses	15,138	12,200	12,200	10,100
Communication and Computing	8,352	9,600	9,600	9,600
Fees & Consultancy	9,473	8,300	8,300	8,500
Backscanning Fees	12,594	9,000	51,400	9,000
Public Liability Insurance	700	700	700	700
Appeals and Court Cases	73,815	52,100	52,100	53,400
Franklands/Wapshot Inquiry	72,527	0	0	0
Enforcement - Contractors Element	6,503	16,900	16,900	6,100
<u>Support Services</u>				
Financial Services	4,600	4,600	4,600	4,600
Information Technology	63,300	68,600	68,600	77,100
Personnel Services	4,500	4,500	4,500	4,700
Office Accommodation	27,400	32,100	32,100	40,800
Legal and Admin Services	118,000	130,900	130,900	156,100
Leisure Services	13,300	13,100	13,100	13,800
Technical Support Services	93,900	108,500	108,500	104,200
Gross Expenditure	899,203	863,200	912,300	907,800
<u>INCOME</u>				
Legal Fees Recovered	2,337	5,000	5,000	5,000
Sale of Copy Approvals	29,672	15,000	17,400	15,800
Gross Income	32,009	20,000	22,400	20,800
Net Expenditure	867,194	843,200	889,900	887,000

DEVELOPMENT CONTROL - NON FEE RELATED

SERVICE DESCRIPTION

Budget Manager:	Development Control Manager - Mr C Harrison
Service Function:	Provision of informed advice to Councillors, developers & the public; Dealing with contraventions of planning control and enforcement and planning appeals.
Legal Status:	Planning and Compulsory Purchase Act 2004.
Policy Objectives:	To carry out enforcement activities promptly and efficiently.

BUDGET VARIATIONS

	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
2007/08 Original Estimate	843,200	843,200
Allowance for Inflation	.	28,400
<u>Employees</u>		
Salaries - pay benchmarking reviews	2,700	
Salaries - reduction in time allocations		(3,800)
Training budget increased	4,000	4,000
<u>Supplies and Services</u>		
Planned Underspend brought forward from 2006/07 - Backscanning Fees	42,400	
Printing & Stationery budgets replaced with Business Centre recharge		(2,100)
Enforcement - Willow Farm budget removed		(11,000)
<u>Support Services</u>		
Document Management - increase in allocation		5,500
Runnymede on Line - increase in allocation		3,000
Office Accommodation - revised allocation to reflect new office		8,700
Legal & Admin - new Front of House service recharge		21,800
Technical Services Administration - decrease in allocation		(6,500)
Engineering Services - decrease in allocation		(2,000)
Procurement Services - increased recharge to include Business Centres		3,500
<u>Income</u>		
Increase in income from Plans, Consents & Prints	(2,000)	
Other Net Changes	(400)	(5,700)
2007/08 Probable Outturn	889,900	
2008/09 Estimate		887,000

SERVICE STATISTICS

	<u>2006/07</u> Actual	<u>2007/08</u> Estimate	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
Number of Appeals	75	90	90	90
Number of Enforcement Cases Investigated	400	600	450	500
Number of Enforcement / Breach notices served	3	25	50	30

DEVELOPMENT CONTROL - FEE RELATED

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	234,700	249,300	249,800	256,500
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	11,522	12,200	12,200	12,400
<u>Supplies and Services</u>				
General Office Expenses	6,457	11,900	11,900	10,900
Communication and Computing	13,594	13,000	13,000	13,400
Public Liability Insurance	1,400	1,400	1,500	1,500
<u>Support Services</u>				
Financial Services	4,400	7,400	7,400	4,300
Information Technology	14,800	18,700	18,700	18,900
Personnel Services	2,700	2,700	2,700	2,800
Office Accommodation	31,300	36,600	36,600	26,800
Legal and Admin Services	41,000	45,500	45,500	57,300
Technical Support Services	190,400	218,100	218,100	221,300
Gross Expenditure	552,273	616,800	617,400	626,100
<u>INCOME</u>				
Planning Application Fees	449,555	440,000	440,000	540,000
Gross Income	449,555	440,000	440,000	540,000
Net Expenditure	102,717	176,800	177,400	86,100

DEVELOPMENT CONTROL - FEE RELATED

SERVICE DESCRIPTION

Budget Manager:	Development Control Manager - Mr C Harrison
Service Function:	To determine and process all planning applications under the provisions of the Town and Country Planning Act 1990 and related statutory instruments.
Legal Status:	Planning and Compulsory Purchase Act 2004.
Policy Objectives:	Determine 80% of householder applications within 8 weeks. Determine 75% overall of applications within 8 weeks. Use Information Communication Technology (ICT) to increase efficiency and improve service delivery. Planning reports and recommendations to be available on the Council's Web site.

BUDGET VARIATIONS

	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
2007/08 Original Estimate	176,800	176,800
Allowance for Inflation		9,400
<u>Supplies and Services</u>		
Printing & Stationery budgets replaced with Business Centre recharge		(1,000)
<u>Support Services</u>		
Internal Audit planned for 2007/08 only		(3,100)
Office Accommodation - revised allocation to reflect new office		(9,800)
Legal & Admin - new Front of House service recharge		9,600
Legal Services - increase in allocation		2,200
Procurement Services - increased recharge to include Business Centres		1,500
<u>Income</u>		
Planning Application Fees increase		(100,000)
Other Net Changes	600	500
2007/08 Probable Outturn	177,400	
2008/09 Estimate		86,100

SERVICE STATISTICS

	<u>2006/07</u> Actual	<u>2007/08</u> Estimate	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
Number of Applications Determined	1,173	1,400	1,400	1,400
Percentage determined within 8 weeks	93%	88%	90%	90%
Percentage which would have been determined within 8 weeks had improvements not been sought from the applicant	95%	95%	95%	95%

BUILDING CONTROL - NON FEE RELATED

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	84,100	86,100	86,100	89,000
Training and Recruitment	4,768	4,900	4,400	4,900
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	6,820	6,800	6,900	7,300
<u>Supplies and Services</u>				
General Office Expenses	5,882	6,500	6,900	6,000
Communication and Computing	4,358	4,300	4,500	5,300
Structural Engineers Fees	132	300	0	0
Public Liability Insurance	700	700	700	700
<u>Support Services</u>				
Financial Services	1,800	3,000	3,000	3,000
Information Technology	27,700	30,800	30,800	32,100
Personnel Services	800	700	700	700
Office Accommodation	2,200	2,600	2,600	2,600
Legal and Admin Services	0	0	0	7,600
Technical Support Services	25,600	29,200	29,200	32,800
Gross Expenditure	164,860	175,900	175,800	192,000

BUILDING CONTROL - NON FEE RELATED

SERVICE DESCRIPTION

Budget Manager:	Building Control Manager - Mr D Rodgers
Service Function:	Carrying out work and giving advice to the public including dangerous structures, demolitions and unauthorised works that are not covered under the prescribed fee regulations.
Legal Status:	Building Act 1984 and Building Regulations 2000
Policy Objectives:	Seek to investigate customer complaints within three working days of receipt. Maintain ISO accreditation.

BUDGET VARIATIONS

	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
2007/08 Original Estimate	175,900	175,900
Allowance For Inflation		6,100
<u>Supplies and Services</u>		
Virement from Building Control Fee Related - Computer Maintenance Upgrade		1,000
Printing & Stationery budgets replaced with Business Centre recharge		(500)
Structural Engineers budget removed		(300)
<u>Support Services</u>		
Legal & Admin - new Front of House service recharge		7,600
Technical Services Administration - increase in allocation		3,300
Other Net Changes	(100)	(1,100)
2007/08 Probable Outturn	175,800	
2008/09 Estimate		192,000

SERVICE STATISTICS

	<u>2006/07</u> Actual	<u>2007/08</u> Estimate	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
Number of dangerous structures resolved	15	10	10	10
Number of demolitions controlled	43	30	30	30
Number of unauthorised works resolved	15	30	30	30

BUILDING CONTROL - FEE RELATED

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	215,100	225,500	220,500	227,000
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	15,349	15,500	15,500	16,600
<u>Supplies and Services</u>				
General Office Expenses	1,785	3,100	3,100	1,900
Communication and Computing	7,030	5,600	8,900	5,700
Fees & Consultancy	17,356	30,000	27,000	30,000
Public Liability Insurance	2,100	2,100	2,200	2,200
<u>Support Services</u>				
Financial Services	6,500	8,700	8,700	8,600
Information Technology	10,800	12,700	12,700	13,700
Personnel Services	2,300	2,100	2,100	2,100
Office Accommodation	5,200	6,100	6,100	7,900
Legal and Admin Services	0	0	0	2,000
Technical Support Services	23,700	26,100	26,100	24,000
Gross Expenditure	307,221	337,500	332,900	341,700
<u>INCOME</u>				
<u>Fees and Charges</u>				
Application / Inspection Fees	324,775	341,000	336,000	340,700
Other Fees and Charges	730	1,000	1,000	1,000
Gross Income	325,506	342,000	337,000	341,700
Net Expenditure	(18,284)	(4,500)	(4,100)	0

BUILDING CONTROL - FEE RELATED

SERVICE DESCRIPTION

Budget Manager:	Building Control Manager - Mr D Rodgers
Service Function:	To ensure buildings and works comply with Building Act 1984 / Building Regulation 2000.
Legal Status:	Building Act 1984 / Building Regulations 2000.
Policy Objective:	Examine 94% of applications in 10 working days. Determine 100% of applications within statutory period. Maintain ISO accreditation. Undertake biennial customer survey.

BUDGET VARIATIONS

	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
	£	£
2007/08 Original Estimate	(4,500)	(4,500)
Allowance For Inflation		(7,100)
<u>Employees</u>		
Casual Budget - Savings	(5,000)	(4,000)
Virement to Building Control Non Fee - Computer Maintenance		(1,000)
Salaries - reduction in time allocations		(3,400)
<u>Supplies and Services</u>		
Printing & Stationery budgets replaced with Business Centre recharge		(1,200)
<u>Support Services</u>		
Computer Services - increase in allocation		1,000
Office Accommodation - revised allocation to reflect new office		1,800
Legal & Admin - new Front of House service recharge		2,000
Technical Services Administration - decrease in allocation		(2,700)
Procurement Services - increased recharge to include Business Centres		700
<u>Income</u>		
Fee Income - anticipated decrease in fees received	5,000	20,000
Other Net Changes	400	(1,600)
2007/08 Probable Outturn	(4,100)	
2008/09 Estimate		0

SERVICE STATISTICS

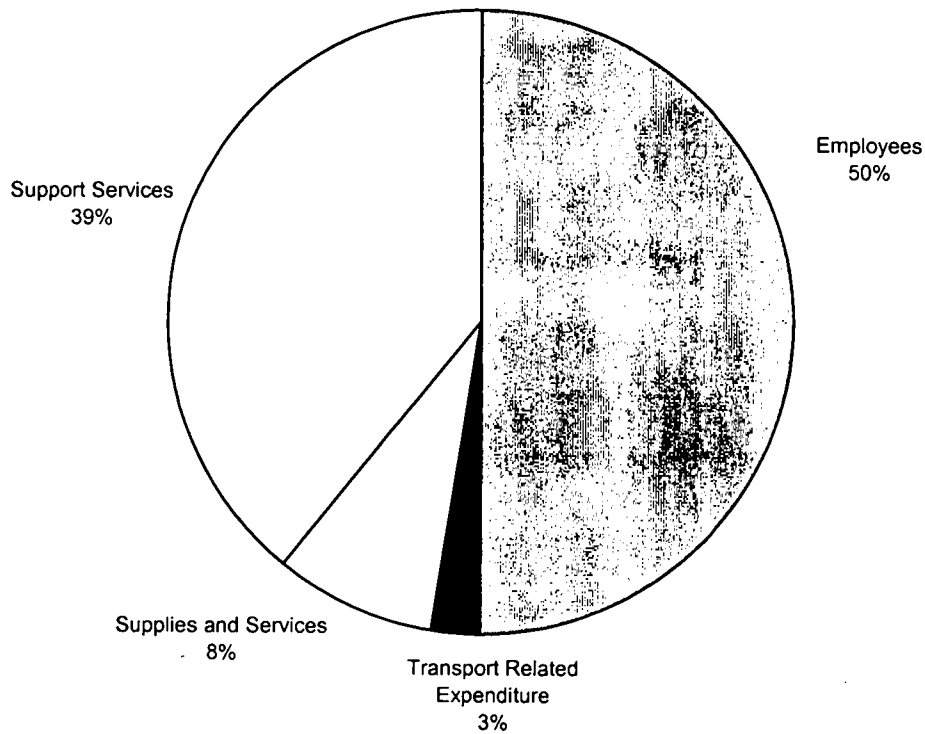
	<u>2006/07</u> Actual	<u>2007/08</u> Estimate	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
Number of Applications Received	781	800	800	800
Average time to examine applications	9 days	9 days	9 days	9 days
Number of inspections carried out	7,875	8,000	8,000	8,000
Value of Building Control Work	£51m	£60m	£60m	£60m

PLANNING AND DEVELOPMENT SERVICES

SUBJECTIVE ANALYSIS

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
Employees	1,156,836	1,217,900	1,223,100	1,268,800
Transport Related Expenditure	61,510	64,400	64,500	65,900
Supplies and Services	282,874	282,900	264,700	208,200
Support Services	817,100	928,000	928,000	997,000
Gross Expenditure	2,318,319	2,493,200	2,480,300	2,539,900
<u>INCOME</u>				
Fees and Charges	807,768	853,100	803,500	906,000
Planning Delivery Grant	248,800	270,800	362,800	171,000
Gross Income	1,056,568	1,123,900	1,166,300	1,077,000
Net Expenditure	1,261,751	1,369,300	1,314,000	1,462,900

Expenditure Analysis 2008/09

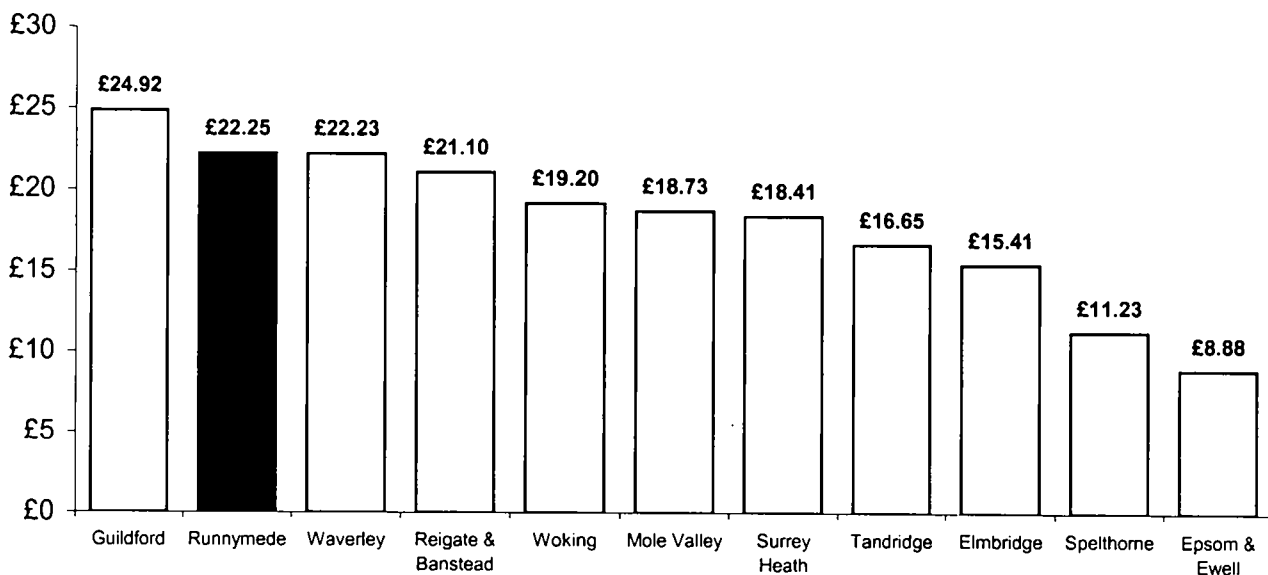


PLANNING AND DEVELOPMENT - COMPARATIVE STATISTICS

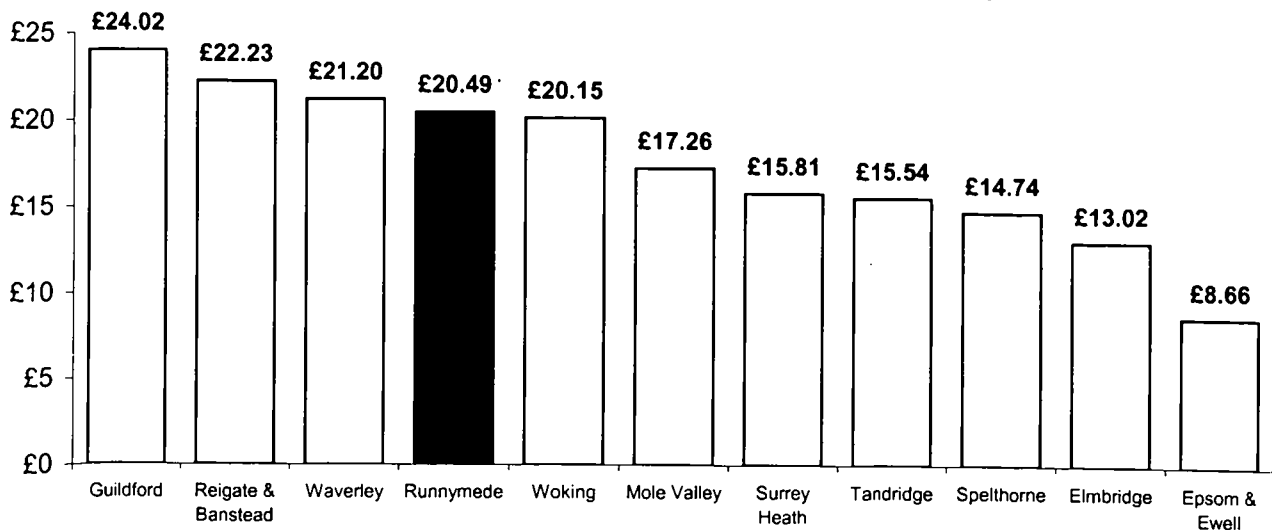
The costs included in these charts relate to all building control services, development control, planning policy, and environmental initiatives (the budget for which is reported to the Economic Development Committee). All figures are taken from the "General Fund Revenue Accounts Return" submitted to the DCLG.

This functions included in this service area are particularly varied and the results of the statistics are sensitive to the way local authorities categorise activities like land and property holdings. These figures are also meant to exclude government grant (in this case, Planning Delivery Grant) and the extraordinary low figure for Epsom and Ewell (and Spelthorne) may be because they have incorrectly included that grant as income in their return to the government.

Budgeted spend per head in Surrey
2007/08 estimates for Planning policy, building and development control



Budgeted spend per head in Surrey
2006/07 estimates for Planning policy, building and development control



FEES AND CHARGES

PLANNING SERVICES

	2007/08 £	2008/09 £	Yield £	
<u>BOROUGH LOCAL PLAN</u>				
<u>Commercial Organisations</u>				
Borough Local Plan (1986)	49.00	49.00	} 600	
Borough Local Plan (First Alteration 1989)				
Statement of Consultation	49.00	49.00		
Deposit Draft	49.00	49.00		
Borough Local Plan (First Alteration 1993)	49.00	49.00		
Inspectors Report	49.00	49.00		
Borough Local Plan Second Alteration				
Consultation Draft (1995)	49.00	49.00		
Deposit Draft (1996)	49.00	49.00		
Deposit Draft (1996) - text only	19.00	19.00		
Statement of Consultation 1996	19.00	19.00		
Runnymede Borough Local Plan :				
Second Alteration Deposit Draft	49.00	49.00		
Black and White Proposals map	19.00	19.00		
Runnymede Borough Local Plan :				
Second Alteration Proposed Changes	25.00	25.00		
Second Alteration Further Proposed Changes	8.00	8.00		
Inspectors Report	25.00	25.00		
Inspectors Report Appendix	25.00	25.00		
<u>Local Residents Groups and Community Groups</u> (representing a broad range of interests)				
Borough Local Plan (1986)	44.00	44.00		
Borough Local Plan (First Alteration 1989)				
Statement of Consultation	19.00	19.00		
Deposit Draft	44.00	44.00		
Borough Local Plan (First Alteration 1993)	44.00	44.00		
Inspectors Report	19.00	19.00		
Borough Local Plan Second Alteration				
Consultation Draft (1995)	44.00	44.00		
Deposit Draft (1996)	44.00	44.00		
Deposit Draft (1996) - text only	14.00	14.00		
Statement of Consultation 1996	14.00	14.00		
Runnymede Borough Local Plan :				
Second Alteration Deposit Draft	44.00	44.00		
Black and White Proposals map	14.00	14.00		
Runnymede Borough Local Plan :				
Second Alteration Proposed Changes	19.00	19.00		
Second Alteration Further Proposed Changes	8.00	8.00		
Inspectors Report	19.00	19.00		
Inspectors Report Appendix	19.00	19.00		

FEES AND CHARGES

PLANNING AND BUILDING CONTROL SERVICES

	2007/08 £	2008/09 £	Yield £	
<u>Borough Local Plan (Second Alteration) Adopted Version 2001</u>				
Hard Copy (including Proposals Map)	36.00	36.00	} Included Above	
Hard Copy (Text only)	24.00	24.00		
Hard Copy (Proposals Map only)	12.00	12.00		
CD ROM Version	13.00	13.00		
Revised Parking Standards	8.00	8.00		
The Local Plan is also available on the Internet on www.runnymede.gov.uk/useful info/local plan				
<u>PLANNING FEES</u>				
Planning Control Fees	Set by Regulation		440,000	
<u>High Hedges Complaint Fee</u>				
– Charge for processing and resolving dispute	469.00	495.00	400	
<u>BUILDING CONTROL FEES</u>				
Set separately by the Planning Committee following guidance issued by the Local Government Assoc. (LGA)			336,000	
Regularisation Fees - set separately by the Planning Committee following guidance issued by the Local Government Assoc. (LGA)				
<u>Supply of Planning & Building Control histories, technical enquiries, background information and for checking compliance with Planning Consents and Conditions.</u>				
A minimum fee in respect of enquiries involving site inspections for the purpose of checking compliance with planning conditions	159.00	167.70	} 500	
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	63.00	66.45		
In addition to the above fees, a pro rata rate is charged after the first hour at	(per hour) 44.00	46.40		
Advice in respect of works to trees	(per hour) 50.00	52.75	0	
Building Control Completion Letter	29.00	30.60	0	
<u>BOOKLETS</u>				
Landscape Strategy	9.00	9.50	} 500	
Development Trend Booklet - List of Residential Planning Permissions	25.00	26.40		
<u>COPIES OF OTHER PLANS (Includes VAT)</u>				
Undetermined Planning Applications:				
A4 Size	0.30	0.30	} 17,500	
A3 Size	1.00	1.05		
Larger	14.00	14.75		
Other Plans:				
A4 Size	8.00	8.45		
A3 Size	9.00	9.50		
Larger	18.00	19.00		

FEES AND CHARGES

PLANNING AND BUILDING CONTROL SERVICES

	2007/08 £	2008/09 £	Yield £
<u>SEARCH AND COPYING FEES (Includes VAT)</u>			
Search and Copying Fees - Planning / Building Control Decision Notices	21.00	22.15	} Included Above
Search and Copying Fees - Tree Preservation Orders	21.00	22.15	
Copies of 106 Agreements and Appeal decisions	21.00	22.15	
Background Papers / Miscellaneous	2.00	2.10	
<u>WEEKLY PLANS LIST (Includes VAT)</u>			
Weekly Planning Lists (Per Annum)	89.00	93.90	0
Weekly Planning Lists	3.00	3.15	0
<u>MISCELLANEOUS DOCUMENTS</u>			
Planning Briefs	42.00	44.30	0
Runnymede Atlas	21.00	22.15	0

BUDGET ASSUMPTIONS 2008/09

1. Format of estimates

The estimates show the detailed financial estimates for each service area or activity, and information on service levels and policy aspirations. The aim is to allow Members and other users to compare the level of the budget to a range of qualitative and quantitative output measures.

2. Council policy

The Council approved the Financial Forecast in December 2007. The Forecast is a key financial planning tool and it sets out the medium term financial strategy of the Council. It includes the programme for achieving savings targets and the financial impact of other anticipated changes in budgetary provision at service level.

The Council faces considerable financial challenges over the next few years. The Forecast sets out proposals to bring expenditure and income into balance over the medium term. This included a set of new net revenue reductions.

These estimates include only those revenue reductions that have reasonable likelihood of being delivered in 2008/09. Also, as a step to create additional savings, budgets have been cash limited wherever possible. This will create an incentive for managers to work creatively within tighter budgets without placing undeliverable burdens on existing service levels. However, where budgets have already been reduced by approved spending initiatives, it may not be possible to achieve any further incremental reductions.

3. Comparative statistics

The Audit Commission encourages local authorities to look at how costs compare to others as a starting point in value for money assessments. This analysis should not be an over complicated process that seeks perfect comparisons but a high-level exercise taking an overview of service costs. For this reason, a series of high-level cost comparisons have been included in the draft estimates that compare Runnymede to the other Surrey district councils.

These comparisons are based on original estimates and are taken from the "General Fund Revenue Accounts Return" that all authorities have to complete and submit to the DCLG. During 2008 Officers will attempt to identify reasons for variations – these could be influenced by service quality or quantity – in order to better inform judgement about value for money.

The definition of capital charges has changed for the figures used in the comparative statistics for 2007/08. In particular, the notional interest charge has been removed, in order that charges more closely align with "UK Generally Accepted Accounting Practice". (UK GAAP). This means that any comparative statistics including capital charges will not be directly comparable with previous years.

4. Capital charges

The assets used in the provision of services comprise the land and buildings, vehicles and equipment used by each service. The accounting charges for these assets – the capital charges – are shown as a separate line on each relevant service page. In Runnymede, we have decided to continue including a notional interest charge when preparing our estimates in order that the full cost of capital (i.e. depreciation and the cost of capital tied up in a service) can be recognised. The net impact on taxation of these accounting charges is neutral because a corresponding credit for all capital charges is made in the General Fund Summary statement.

5. Staff costs: Pay assumptions and pension contributions

The estimates for 2008/09 assume a local inflationary pay increase of 2.5% effective from July 2008. Allowance has also been made in the estimates for staff progression through the pay scales awarded via the performance related pay scheme. There are some significant changes in staff costs resulting from the job evaluation and pay benchmarking exercise. This means that for some services the cost of staffing in 2007/08 and 2008/09 is substantially more than for 2006/07, even though there have been no changes in personnel or staff numbers.

The salary and wages allocations to services for 2008/09 draft estimates are based on employers pension contributions of 12.5% of pensionable pay (i.e. same as for 2007/08). The scheme actuary has since determined that the employer contribution rate for 2008/09, 2009/10 and 2010/11 shall be 16.3% of pensionable pay. The additional cost of this increase is held in the Employers Costs budget head in the Corporate Management Committee estimates. It will be necessary to allocate this cost to services when preparing the 2008/09 accounts.

6. Five-year strategic maintenance programme

The first five-year programme of repairs, planned maintenance and improvement works to the corporate property portfolio commenced in April 2003. The programme was constructed following a detailed survey. The second five-year programme will commence in April 2008.

Much of the programme is financed from revenue, with improvement works met from capital resources. To simplify control and management, and to provide transparency about the scale of the programme, service budgets include the estimated cost of all the works (i.e. both capital and revenue financed). A global adjustment is made in the General Fund Summary Revenue Account to account for the proportion financed from capital resources.

All works falling under the programme are scheduled in order of priority. This means that there will be large year on year variances in the bottom line of some services because of the incidence of planned and cyclical works on individual budgets. The timing of the programme was reviewed in 2005 as part of the exercise to identify potential revenue savings. As a result, some of the works were rescheduled.

7. New civic offices

The cost of the new civic offices will be greater than the old civic offices because of the increases in business rates and the capital charge. These are offset by reductions in maintenance and energy costs. There will inevitably be some degree of volatility in running costs during the early period of occupation of the new offices as experience is gained of working arrangements and other requirements. The main costing assumptions used for move to the new civic offices are:

- Capital charges: The charge for the new offices is based on the estimated full cost of building and the value of the land. A charge for the old civic office site will be made until such time as the site is sold (assumed as June 2008).
- Business rates: Based on provisional valuations supplied by the District Valuer. While the building is empty there is a 3 month void allowance period after which full rates are payable.
- Old offices: It has been assumed that the building will be empty from 1 March and that the cost of services and other liabilities (cleaning, lighting, fuel, security) will be kept to a minimum until the date of sale.
- Allocation of costs to services: The very different layout of the new offices translates into significant changes in charges made to individual services. The residual running costs for the vacant old civic offices are not allocated to services.

8. Customer services (front of house)

The costing arrangements for the new service arrangements for reception and front of house are:

- Receptionists: These were previously costed to the civic offices budget. They are now included in the new 'customer services' budget.
- Transferred and additional staff resources are recognised in this new heading too.
- Information technology: The new heading includes the cost of the proposed "customer relationship management" system as well as the other IT related services used.
- Allocation of costs to services: These are based on estimated usage i.e. the numbers of telephone and personal callers routed through front of house services. These allocations will become more accurate as data of actual usage is gained.

The budget for front of house services is included with the other control and establishment budgets held by the Corporate Management Committee. The allocations to services are included in the "Legal and Administration Services" line in service estimates.

9. Procurement services

A new charge for procurement services was introduced in 2006/07. This replaced the previous method of recovering this overhead of a "stores on-cost", and reflects the decision to replace the central stores function with a central procurement section. From 2008/09, the cost of the procurement service includes the management of the "business centres" in the new civic offices. This will increase the recharges of procurement costs to services accordingly.

10. General assumptions

The following general assumptions have been made in the detailed preparation of estimates for 2008/09:

General expenses

Salaries	2.5% from 1 July 2008
Wages	2.5% from the appropriate pay review date
Other expenses	2.5% or lower if appropriate
Contracted services	2.5%

Capital charges

Assets valued at:	<u>2007/08</u>	<u>2008/09</u>
Historic cost (e.g. infrastructure assets, community assets)	4.15%	4.70%
Current cost (e.g. operational assets, investment properties)	3.50%	3.50%

Income

Income from fees and charges is based on estimated demand and the tariff set out in the fees and charges schedule..

Investment interest – average rates

	<u>2007/08</u>	<u>2008/09</u>
Externally managed fund	6.10%	6.00%
Internally managed investments	6.10%	5.75%

11. Support Service Costs

The "Best Value Accounting Code of Practice" requires the cost of overheads to be allocated to those services that use that overhead. The following table shows the basis upon which each support service has been allocated.

Support Service	Basis of allocation
Depot	Area occupied
Central expenses	Estimated usage
Financial advice	Time allocations
Income and expenditure accounting	Number of cost codes
Budgeting and final accounts	Turnover
Cash collection and accounting	Number and type of transactions
Payroll services	Number of employees
Payments to creditors	Invoices processed
Debtors accounting and collection	Number of bills sent to debtors
Internal Audit	Audit days
Computing services	Estimated usage / No. of terminals and printers
Document management	Estimated and potential usage
Runnymede On-line	Estimated usage/No. of terminals
Personnel services	Number of employees
New Civic Offices	Area occupied
Front of house / reception services	Estimated usage
Legal, committee, typing etc. services	Estimated time spent by staff
Technical support services	Time allocations
Geographical Information Service	Estimated usage
Runnymede Direct Services	Estimated usage
Procurement services	Estimated usage
Safer Runnymede	Time allocations & No. of cameras
Other managerial and professional services	Estimated time spent by staff