



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every week when required and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrqll6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Tuesday 14 September 2021. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Wednesday 15 September 2021 if they are not called-in.

Delegated Decisions

1. Councillor Nick Kelly (The Leader):

1.1. Millbay Boulevard & Associated Works Update, July 2021 **(Pages 1 - 24)**

2. Councillor Mark Deacon (Cabinet Member for Customer Services, Culture, Leisure and Sport):

2.1. Registration Fees and Charges - 2022/2023 and 2023/2024 **(Pages 25 - 38)**

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L12 21/22


Decision	
1	Title of decision: Millbay Boulevard & Associated Works Update, July 2021
2	Decision maker (Cabinet member name and portfolio title): Councillor Nick Kelly, Leader of the Council
3	Report author and contact details: Richard Bara , Urban Designer, Strategic Growth Team, Strategic Planning & Infrastructure Tel. 01752 307848 Email. richard.bara@plymouth.gov.uk
4	Decision to be taken: To approve the Business Case update, July 2021 Allocates £460,623 into the capital programme, funded by £428,210 of Section 106 and £32,413 of new EU grant funding.
5	Reasons for decision: To bring additional funding into the project to address some of the cost challenges faced with the Covid 19 Pandemic, costs associated with delivering for the first time in this city a ground source district heating system and a comprehensive sustainable urban drainage system. Additionally this action seeks to resolve additional cost pressures associated with adapting the structure of the Plymouth Pavilions building to accommodate the new Boulevard and its programme and the impact this had on running contracts simultaneously. These sums total £460,623, with the majority of the cash coming from infrastructure monies collected through Developers Contributions administered by your Planning Department. In addition the Project Team has also secured a further £32,413 of European Regional Funding from its involvement with the Water Resilient Cities Interreg Programme which it ran on behalf of European Member States and which the Project Team would like to bring into the scheme.
6	Alternative options considered and rejected: This would mean not using the Developers Contributions for Infrastructure Planning as outlined in the report and mean losing the additional EU grant funding (£32,413). This would leave us with the task of balancing our ledger, and mean finding funding from elsewhere, currently unknown, or making an ask for corporate borrowing which we are otherwise trying to avoid.

7	Financial implications: The solution outlined in item 4 above would avoid the Council having to secure any additional corporate borrowing and would preserve the Council's percentage funding of this significant scheme at below 50%.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p>The successful delivery of these proposals will act as a catalyst to the regeneration of this part of the city which without public sector intervention will continue to underperform and present a poor image.</p> <p>The project would directly open up links to the waterfront and surrounding communities and support investment of up to 600 new homes planned in Millbay and Colin Campbell Court and support the delivery of a 200 bed hotel. This is underpinned by Plymouth Plan Policy PLY 37 (2) for delivering strategic Infrastructure and demonstrates support for PLY 31 and 30 delivering growth.</p> <p>The project supports the creation of positive public spaces for residents from across the city, supporting also the achievement of good health and wellbeing outcomes and social inclusion.</p>		
10	Please specify any direct environmental implications of the decision (carbon impact)	<p>This additional investment will support this project in delivering for the first time in this city the first phase of its ground source district heating network and an integrated sustainable urban drainage system supporting 26 new semi-mature trees and 625 sqm of rain gardens which uses water wisely and tackles localised flood risk. In so doing it is a living demonstration of the Council's commitment to tackling some of the direct effects of climate change and directly responds the to the Council's current Climate Emergency Action Plan.</p>		

Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?			If yes, please discuss with the Monitoring Officer
		No		
15	Which Corporate Management Team member has been consulted?	Name	Paul Barnard	
		Job title	Service Director for Strategic Planning and Infrastructure	
		Date consulted	17.6.21	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS45 21/22	
		Finance (mandatory)	ba.21.22.91	
		Legal (mandatory)	MS/29.07.21	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	

		Procurement (if applicable)	N/A
Appendices			
17	Ref.	Title of appendix	
	A	Millbay Boulevard & Associated Works Briefing Report 08.07.21	
	B	Millbay Boulevard & Associated Works Equalities Impact Assessment 10.07.21	
Confidential/exempt information			
18a	Do you need to include any confidential/exempt information?	No	<p>If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.</p> <p>(Keep as much information as possible in the briefing report that will be in the public domain)</p>
		Exemption Paragraph Number	
		1	2
		3	4
		5	6
		7	
18b	Confidential/exempt briefing report title:		
Background Papers			
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>		
Title of background paper(s)		Exemption Paragraph Number	
		1	2
		3	4
		5	6
		7	
None			
Cabinet Member Signature			
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further</p>		

	details please see the EIA attached.		
Signature		Date of decision	3 September 2021
Print Name	Cllr Nick Kelly, Leader of Plymouth City Council		

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BUSINESS CASE UPDATE

PROJECT TITLE: MILLBAY BOULEVARD & ASSOCIATED WORKS

**1.0 SCHEME SUMMARY / PROJECT PROPOSAL**

This note provides an update to the Millbay Boulevard and Associated Infrastructure Works Business Case approved by executive decision published 20/08/18 and updated in 21/04/20.

This project ran for 3 years from September of 2019 and involved the provision of necessary infrastructure works to help facilitate the delivery of two strategic housing-led sites at Bath Street and a further one at Colin Campbell Court. These infrastructure works included securing additional land from the Plymouth Pavilion's to transform Bath Street into the Council's long standing Millbay Boulevard concept for a new wide linking street between the City Centre and Millbay Waterfront and measures to improve connectivity between Colin Campbell Court, North Stonehouse and Millbay.

The Millbay Boulevard project has its origins in the Mackay Plan of 2003 and has been supported throughout the evolution of this council's planning strategy to our current day Joint Local Plan policies.

Since that time the work to deliver the project has now concluded with the new Millbay Boulevard widened street fully open to the public and the benefits realised.



To recap the scheme involved:

- removing footbridges over Union Street and Western Approach which had come to the end of their servicable life and linked our Western Approach car park with the Pavilions and the city centre at Frankfort gate with improvements then made to pedestrian crossings,
- the construction of a storage facility to the Plymouth Arena Complex, to offset space lost from under the vehicle ramp,
- works to deliver the new Boulevard public realm scheme which commenced at the Union Street end in September 2019 and worked southwards through the Covid 19 Pandemic and a period of shutdown to finally complete in June 2021, delivering a much needed sustainable transport infrastructure which improves the link between the City Centre and Waterfront at Millbay, focusing on walking and cycling,
- achieving a significant gain in Green Infrastructure through the planting of 26 new pine trees, and 600 sqm of new coastal planting within rain gardens,
- the demolition of a large vehicle ramp from the rear of the Pavilions Arena building to physically widen Bath Street and for it to have the space to become the new Boulevard separating it from the Pavilion's structure,
- constructing for the first time in Plymouth a Sustainable Urban Drainage system with a capacity of 250 cum (equivalent to the volume of seven standard shipping containers) and which protects 1.7 sq km of this locality properties, homes and businesses from flooding given it sits at the city's lowest datum,
- engineering for the first time in Plymouth a District Heating Network, comprising 1260 linear metres of pipework and two thermal boreholes tapping into Plymouth's warm water aquifer, and capable of distributing this heat to the future housing led developments that will be built around the Boulevard, providing low cost energy to this part of Plymouth that can be rolled out across the city centre in the future,
- providing a new public square in the north of the Boulevard equipped with power for local events
- delivering an extension to the city's CCTV system,
- laying ducting for the city's future 5G network,
- And providing the cabling for two on-street electrical vehicle-charging stations.

2.0 FINANCIAL BACKGROUND

At its outset this project was fortunate enough to attract significant inward investment meaning that the Council's financial commitment to the project was held below 50% of the anticipated £6.2 Million estimated project cost.

The breakdown of that funding is shown below:

£2.5M - Land Release Funding (Ministry of Housing Communities & Local Government (MHCLG),
£0.3M - Developers Contributions through Section 106 Monies,
£0.5M - European Union Regional Grant (Water Resilient Cities Interreg & Heatnet programmes).
£2.9M - Plymouth City Council Corporate Borrowing,

£6.2M – Total

The project was expedited promptly with the intent to expend £2.5M of MHCLG Land Release Grant as quickly as possible and avoid any risk of it being clawed back by Central Gov't. This was achieved and the project moved in phases from its demolition and site clearance to in ground civils works and finally securing the public realm improvements we see today. The demolition ran from 2nd to 4th quarter 2019 with construction work following quickly behind from 1st quarter 2020 and finally completing in 2nd quarter 2021.

3.0 KEY BUDGET CHANGES

The key purpose of this update report is to seek approval to bring additional funding into the project to resolve current budget pressures totalling £460K.

Members should note that none of this additional investment will be coming from the Council's corporate borrowing, but instead comes from additional grant aid that the project has been able to lever in and additional funding in the form of Developers Contributions (Section 106) from the City's Planning System.

This funding will address the financial challenges the project faced including funding shortfalls as a result of unforeseen construction events, the co-ordination of many interrelated processes to deliver the significant benefits now realised to deliver the scheme sequentially, and the effects of the Covid 19 Pandemic.

A. The details of those financial challenges are set out in the table (i) below:

Table (i) Challenges			
Issue	Reason	Impact upon Programme	Cost
Protracted demolition of the Pavilion's Vehicle Ramp	The Team discovered the construction of the ramp was not as originally designed and documented & as a result the structural stability had to be understood & assured.	8.8 weeks	£127K
Unfavourable and unforeseen ground conditions, obstructions and delapidated services	The Team were faced with challenging ground conditions given the geology and history of the site and the condition of the ageing services that had been poorly maintained meant repairs had to be undertaken.	7.3 weeks	105.4K
Covid 19 Pandemic	The site had to shutdown to avoid otherwise escalating costs to PCC of inactivity and issues with material supply. The contractor had to devise appropriate new working methodologies incorporating new welfare facilities, responses to possible infections, need for new Personal Protective Equipment, requirements for testing and social distancing practices for delivering the work.	13.8 weeks	£103.2K,
Protracted District Heating Borehole drilling	The nature of the Plymouth geology with its limestone bed some 100 metres below the Boulevard caused the borehole drill to fail and it took significant time to realign it and cap it off delaying the main civils works.	6.2 weeks	74.9K
Additional Consultants fees and administrative costs	The Team required additional consultant support to resolve the significant unforeseen challenges faced in the items above and other associated project costs.	All of the above	£29K
Additional unplanned infrastructure	The Millbay Compound Hoardings had to be realigned to allow the scheme to progress and the project took the opportunity to deliver on street Electrical Vehicle charging knowing that delivering it later would be cost prohibitive	n/a	£20.5K
TOTAL			£460K

B. The details of the proposed final resolution is shown in table (ii) below:

Table (ii) Proposed Resolution	
Source	Amount
European Regional Grant - Interreg 2 Seas Water Resilient Cities Programme	£ 32,413.00
Developers Contribution (S.106) - 13/00688 Millbay Plot A1	£299,534.88
Developers Contribution (S.106) - 16/02303 Runway Road, Derriford	£52,000.00
Developers Contribution (S.106) - 13/00688 Millbay Plot A1	£20,301.71
Developers Contribution (S.106) - 11/00750/FUL ESCo Low Carbon Contribution - Energy From Waste Plant,	£56,373.16
TOTAL	£460,622.75

- C. The resultant impact on the project's budget if you agree to these measures is set out below in table (iii):

Table (iii) Proposed Budget Overview		
	Previous	Proposed Change
Corporate Borrowing	£2,910,503	£2,910,503
Land Release Grant	£2,500,000	£2,500,000
Developers Contributions (106)	£346,000	£774,210
EU Interreg 2 seas WRC Grant	£383,230	£415,643
EU Heat Net Grant	£147,000	£147,000
Vastint Contribution	£6,970	£6,970
TOTAL	£6,293,703	£6,754,326

4.0 REVENUE IMPLICATIONS

There no additional revenue implications associated with this report.

5.0 RISKS

In relation to the European Union grants identified in this report, please note all EU grants have now been received and are in the Council's holding account awaiting your direction.

All new Developers Contributions in the form of Section 106 monies set out in this report have been received and are in the Council's holding account awaiting your direction.

As a result of the above facts Officers consider there are no risks at all associated with the proposed decision set out below.

6.0 RECCOMENDATION

It is recommended that the Leader of the Council:

- Approves this Business Case update
- Allocates £460,623 into the capital programme, funded by £428,210 of Developers Contributions (Section 106) and £32,413 EU grant funding

BRIEFING REPORT

PROJECT TITLE: MILLBAY BOULEVARD & ASSOCIATED WORKS



“This innovative urban streetscape just keeps giving to its people, providing not just a wonderful environment, but provides future answers to some of the toughest climate change challenges the world faces.

The reimagined street which connects Plymouth’s city centre to the sea has transformed what was a dark and narrow back-street into one of the city’s best addresses. In achieving this the city has put planning at the fore and trusted its policies to deliver a holistic set of sustainable and low carbon technologies into a scheme which is a living example of how we should approach tomorrow.”

1.0 SCHEME SUMMARY

Millbay Boulevard and its Associated Works as reported in recent press releases is complete and the city now has a working example of how within an inner city environment this Council along with its partners can deliver a response to the current climate emergency we find ourselves within.

This project is an important example of how we might respond to climate change and it will attract attention from all those interested in dealing with such matters and learning from our experiences and we will be able to explain how:

1. It deliver multiple holistic benefits to the city in one hit,
2. it supports growth attracting further future investment,
3. it has protected this locality from flooding,
4. it uses water wisely,
5. it accommodates the first phase of the city’s ground source district heating system,
6. it uses rain gardens and distinctive planting to best effect,
7. its robust surfaces and objects will reduce our maintenance costs,
8. it is so beautiful and compelling to use,
9. it will simply get better with time.
10. we have done all this with major external investment at a time when money is in short supply.

2.0 FINANCIAL RE-ALIGNMENT:

The project as now reached its final account stage and the Project Team sees an opportunity to bring additional funding into the project to address some of the cost challenges faced with the Covid 19 Pandemic, costs associated with delivering for the first time in this city a ground source district heating system and a comprehensive sustainable urban drainage system.

Additionally this action also seeks to resolve cost pressures associated with adapting the structure of the Plymouth Pavilions building to accommodate the new Boulevard and its programme and the impact this had on running contacts simultaneously.

The additional sums involved total £460,623, with the majority of the cash coming from infrastructure monies collected through Developers Contributions administered by Plymouth’s Local Planning Authority. In addition the Project Team has also secured a further £32,413 of European Regional Funding from its involvement with the Water Resilient Cities Interreg Programme which it ran on the Council’s behalf and those of member European States and which the Project Team would like to bring into the scheme.



EQUALITY IMPACT ASSESSMENT

Millbay Boulevard & Associated Works



STAGE 1: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?	The Allocation of additional funds to address the current and predicted shortfall in the project budget.
Responsible Officer	Richard Bara
Department and Service	PLACE - Strategic Planning & Infrastructure.
Date of Assessment	16 August 2021

STAGE 2: Evidence and Impact

Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	The ONS mid-year population estimates from 2016 are as follows: Under 5 15,881 6.0% Under 16 46,808 17.7%	None	N/A	N/A

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
	Under 18 52,354 19.8% 18-24 33,253 12.6% 15-64 172,805 65.4% 65 and over 47,112 17.8% 75 and over 21,401 8.1% 85 and over 6,224 2.4%			
Disability	More people are living with a disability now than in the past because we're living longer and improved medical treatments are enabling more people to manage long-term health problems. The Equality and Human Rights Commission says that the majority of people over 50 will have a long-term health condition by 2020.	None	N/A	N/A

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
	<p>A total of 31,164 people declared themselves as having a long-term health problem or disability in the 2011 Census.</p> <p>1,297 adults currently registered with a GP in Plymouth have some form of a Learning Disability (2013/14).</p>	None	N/A	N/A
Faith, Religion or Belief		No adverse impact	No action required	N/A
Gender - including marriage, pregnancy and maternity		No adverse impact	No action required	N/A


STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Gender Reassignment		No adverse impact	No action required	N/A
Race	The racial composition of the City is changing and not all residents and visitors understand English.	No adverse impact	N/A	N/A
Sexual Orientation -including Civil Partnership		No adverse impact	No action required	N/A

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	No adverse impact	No action required

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken

Local Priorities	Implications	Timescale and who is responsible?
Good relations between different communities (community cohesion).	No adverse impact	No action required
Human Rights	No implications	No action required

STAGE 4: Publication

Director, Assistant Director/Head of Service approving EIA.		Date	16 August 2021
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Certificate of Section 106

This certificate confirms the availability of Section 106 funds and sets out the specific spend governance principles, however it does not directly approve the use of those funds. See next steps at the end of the certificate for further guidance on approval.

Project Manager/Lead Officer to complete

In the case of unknown fields, values or references, please contact the City Planning Team on 304154 or 305614 for advice and/or assistance

Project Manager/Lead Officer: Richard Bara	Directorate: Place
S106 Project Code (refer to City Planning Team if not known): 1A38/2K68	Service: SP&I
Project Name/Title: Millbay Boulevard (inc District Energy)	Has this project already received s106 monies? Yes



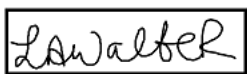
Project description: Millbay Boulevard consists of transforming the former narrow Bath Street into the Council's long standing Millbay Boulevard concept for a new wide linking street between the City Centre and Millbay Waterfront, primarily to encourage walking and cycling. The project incorporates:

- A series of integrated holistic benefits which attempts to address some of challenges we face with the current acknowledged Climate Emergency,
- Much needed sustainable transport infrastructure which improves the link between the City Centre and Waterfront at Millbay, focusing on walking and cycling providing a highly distinctive and attractive widened street of average width 8.5 metres and 0.27km in length,
- An important setting to future new development sites east and west of Bath Street which would include up to 600 new residential units, employment in the form of offices, a 200 bed hotel, new leisure, cultural and community uses and small scale retailing,
- A significant gain in Green Infrastructure through the planting of 26 new pine trees, and 600 sqm of new coastal planting within rain gardens,
- The first phase of this City's Sustainable Urban Drainage system which has capacity of 250 cum (equivalent to the volume of seven standard shipping containers) and which protects 1.7 sq km of this locality from flooding, providing key links to what will be the city's future new storm water sewer system,
- The first phase of this City's District Heating Network, comprising 1260 linear metres of pipework and two thermal boreholes tapping into Plymouth's warm water aquifer, and capable of distributing this heat to the future developments that will be built around the Boulevard, providing low cost energy to this part of Plymouth that can be rolled out across the city centre in the future
- A new public square in the north of the Boulevard equipped with power for local events
- Extension to the city's CCTV system,
- Ducting for future 5G network,
- Infrastructure for two on-street electrical vehicle-charging stations.

Old business case decision reference: L14 18/19. Additional S106 funding sought to meet additional costs. This spend certificate seeks to redirect and allocate further S106 funds due to increased project costs, and to implement a SPIMPT decision (project closedown approval – note some figures were rounded) on 17/06/2021. The proposed S106 allocations/redirections to support the SPIMT direction are laid out below:

9990/xxxx/1300688/FUL	20,301.71	Capital - new allocation of funds to meet the Council's costs for the inspections of Millbay Boulevard.
9990/xxxx/1300688/FUL	299,534.88	Capital - replaces previous draft spend cert signed 14/04/2021 – due to finalised Governance
9990/xxxx/1100750/FUL	56,373.16	Capital. redirection of unspent funds in spend cert signed 26/07/2012 for Plymouth Energy Service Co (ESCO). Jon Selman approved. Note £110k total agreed to be released
9990/0114/1602303/FUL	52,000.00	Capital. replaces previous draft spend cert signed 14/04/2021 – due to finalised Governance
Total	428,209.75	
Start and delivery dates (projected if not started): July 2019. Revised completion date early June 2021		
Is this project part of a bigger over-arching one (if yes please name): Millbay Boulevard & Associated Works		
Total Project Cost: £6.2m		
Ward/s in which the project will be delivered: St Peter & the Waterfront		
Project Finance:		
Is this project already in the Capital Programme? Highlight:		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Total S106 monies requested: £428,209.75		
Please indicate how monies will be spent, split by capital and revenue:		
CAPITAL	£428,209.75	REVENUE £NIL
Proposed s106 spend in this financial year: £428,209.75		
Proposed s106 spend in future years: £0		
Capital Project Ledger Code (for future fund transfer/journals)	8345/xxxx/5989	
Revenue Project Ledger Code (for future fund transfer/journals)	N/A	
City Planning Team (CPT) to complete		
S106 Funding Detail. Proposed project commitment and spend must be directly related to the original planning obligation).		
Planning application Ref/s Clause No/s and obligation wording must be listed		
Application ref and clause No	Obligation wording (inc. pertinent definitions)	Spend timescale restrictions (if any)
13/00688/FUL Plot A1 Millbay (Clause 4.4.4)	Technical and on-site inspection of the Design and the construction of the Interim Boulevard	None

13/00688/FUL Plot A1 Millbay (Clause 4.5.2)	4.5.2 In the event that the Appraisal as agreed between the Owners and the Council (or in the absence of such agreement as determined by the Valuer in accordance with the provisions of clause 5) identifies that the final development profit (on cost) exceeds the Required Development Profit then 50% of the Additional Profit up to and not exceeding the Total Cap shall be paid to the Council in lieu of the Infrastructure Contributions	None
11/00750/FUL Land N Yard EFW (Clause 4.1)	<p>4.1 The Developer hereby covenants with the Council so as to bind the Site and its successors in title that the Developer shall comply with the obligations set out in Schedules 2 to 8 1.1 Within twenty-eight (28) days of commencement of the Preliminary Works MVV shall pay to the Council the First Low Carbon Infrastructure Contribution</p> <p>"Low Carbon Infrastructure Contribution" The First Low Carbon Infrastructure Contribution the Second Low Carbon Infrastructure Contribution the Third Low Carbon Infrastructure Contribution the Fourth Low Carbon Infrastructure Contribution and any one or more of them "First Low Carbon Infrastructure Contribution" The sum of five hundred thousand pounds (£500,000) towards the Low Carbon Infrastructure Purposes</p> <p>"Low Carbon Infrastructure Purposes" To facilitate and enable the delivery of low carbon infrastructure which may include: (i) Education, advice, services and/or equipment designed to lower the energy demands of individuals and Micro Businesses including but not limited to insulation double glazing solar panels and photovoltaics; and (ii) A Future District Heating Network including implementation and delivery costs of the distribution network but for the avoidance of doubt excluding any costs related to heat generation including the generation of heat from the Plant</p>	20/04/2022
16/02303/FUL Runway Road (Clause 4.1.1)	<p>4.1 The Owner hereby covenants with the Council so as to bind the successors in title as follows:</p> <p>4.1.1 to pay the Infrastructure Contributions in the following instalments:</p> <p>a) not to Commence Development until 40% of the Infrastructure Contributions have been paid to the Council;</p>	None

	<p>"Infrastructure Contributions" means contributions of 130,000 (one hundred and thirty thousand pounds) payable towards the cumulative impacts of the Development on both local and strategic infrastructure and the provision of off-site Affordable Housing within the City of Plymouth</p>																															
CPT and Finance to complete and sign																																
<p>I confirm that the above project(s) have given acceptable reasoning to comply with Section 106 principles and the wording of the original obligation:</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Signed (electronic signature): _____ Date: 16/08/2021</p> <p>Lead Planning Officer for CIL and S106 Name: Ruth Willcox</p>																																
<p>Proposed S106 spend authorised:</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Signed (electronic signature): J A Bell Date: 16/08/2021</p> <p>Head of Development Planning Name: Jonathan Bell</p>																																
<p>I confirm that the above monies have been paid and are under the following ledger code:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ledger Code(s):</th> <th style="text-align: right;">Sum: £</th> <th></th> </tr> </thead> <tbody> <tr> <td>9990/xxxx/1300688</td> <td style="text-align: right;">20,301.71</td> <td>Capital</td> </tr> <tr> <td></td> <td></td> <td>Capital Allocated in 2020/21</td> </tr> <tr> <td></td> <td></td> <td>Spend Cert signed</td> </tr> <tr> <td>9990/xxxx/1300688</td> <td style="text-align: right;">299,534.88</td> <td>14/04/2021</td> </tr> <tr> <td>9990/xxxx/1100750</td> <td style="text-align: right;">56,373.16</td> <td>Capital</td> </tr> <tr> <td></td> <td></td> <td>Capital Allocated in 2020/21</td> </tr> <tr> <td></td> <td></td> <td>Spend Cert signed</td> </tr> <tr> <td>9990/xxxx/1602303</td> <td style="text-align: right;">52,000.00</td> <td>14/04/2021</td> </tr> <tr> <td>Total (£)</td> <td style="text-align: right;">428,209.75</td> <td></td> </tr> </tbody> </table> <p>Total Section 106 Spend on this project to date including these contributions: £774,210</p> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>Signed: </p> <p>Finance Rep Name: Lynn Walter</p> </div> <div> <p>Date: 18/08/2021</p> </div> </div> </div>			Ledger Code(s):	Sum: £		9990/xxxx/1300688	20,301.71	Capital			Capital Allocated in 2020/21			Spend Cert signed	9990/xxxx/1300688	299,534.88	14/04/2021	9990/xxxx/1100750	56,373.16	Capital			Capital Allocated in 2020/21			Spend Cert signed	9990/xxxx/1602303	52,000.00	14/04/2021	Total (£)	428,209.75	
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This certificate, once signed by the Obligations Officer and Finance confirms:

- The funds are currently available in the cost centre - a further certificate will not normally be issued for these same funds.

This certificate does not:

- Fully approve direct use of funds. You will need to follow the process below in order to formally approve and authorise the proposed spend.

NEXT STEPS - obtaining further approval to spend resources:**CAPITAL project with total project cost £10,000 plus:**

You will need to liaise with the Capital Finance Team for support and guidance through the Capital Programme Process. Email @capitalaccountants@plymouth.gov.uk.

For larger projects over £200,000.00 further Corporate Governance consideration is likely to be required. Further guidance is here:

<https://www.plymouth.gov.uk/democracyandgovernance/governancetemplates>

If the value of your project is under 200k, business cases can be signed off via the Section 151 Officer process. For project values over £200k, Leader approval is required.

Capital project with total project cost under £10,000 or Revenue project:

Capital: seek 151 Officer approval. Revenue: please liaise with your Revenue Finance Partner (within your directorate) to agree an approval route for your spend proposals.

Spend not covered by above:**Monies paid to a THIRD PARTY:**

You may need to form an agreement with the organization that is benefitting. Including (but not necessarily limited to):

- a) How, when and on what the money will be spent.
- b) Statutory regulation consideration
- c) Provision for supply of evidence to demonstrate how, when, and on what funds have been spent.

IMPORTANT NOTE: This is for you, corporate governance and information, in case of enquiry.

Advice at an appropriate level should be sought. Legal advice may also be required.

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EXECUTIVE DECISION

made by a Cabinet Member




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – CCLS02 21/22

Decision				
1	Title of decision: Registration Fees and Charges – 2022/2023 and 2023/2024			
2	Decision maker (Cabinet member name and portfolio title): Councillor Mark Deacon, Cabinet Member for Customer Services, Culture, Leisure and Sport			
3	Report author and contact details: Cheryl Spear Cheryl.spear@plymouth.gov.uk			
4	Decision to be taken: To: <ul style="list-style-type: none"> • Authorise the Registration Service to increase and set ceremony fees for 2022/2023 and 2023/2024; and to • Approve a 3% increase to the ceremony fees for the next two financial years 			
5	Reasons for decision: The uplift is in accordance with the Plymouth City Council Fees and Charges Policy. Setting the fees and charges two years in advance enables the Council to maintain it's cost recovery.			
6	Alternative options considered and rejected: To leave fees and charges at 2021/22 levels.			
7	Financial implications: Uplift is either in accordance with Consumer Price Index (CPI) uplift, cost recovery or commercial viability.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
				in the case of revenue projects when the decision involves entering into new commitments and/or making new

				savings in excess of £1 million
				is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:			The decision is in accordance with the PCC Fees and Charges Policy and contributes towards a balanced budget.
10	Please specify any direct environmental implications of the decision (carbon impact)			None directly arising from the setting of fees and charges.
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			

13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs	
		Job title	Strategic Director of Customer and Corporate Services	
		Date consulted	09.08.21	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS39 21/22	
		Finance (mandatory)	djn.21.22.87	
		Legal (mandatory)	lt/37157/120821	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication		
	B	Equalities Impact Assessment		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	x	

		Exemption Paragraph Number						
		1	2	3	4	5	6	7
I 8b	Confidential/exempt briefing report title:							
Background Papers								
I 9	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature					Date of decision		7 September 2021	
Print Name		Councillor Mark Deacon						

BRIEFING REPORT

Registration Fees and Charges – 2022/2023 and 2023/2024
July 2021

**I. BACKGROUND**

Further to the agreed delegated decision for Registration fees and charges, the service is now seeking approval to increase and set ceremony fees for 2022/23 and 2023/2024.

Approval was granted on 24 March 2021 of the revised fees and charges here:

[Registration Fees & Charges - 24 March 2021](#)

The new fees and charges were implemented from 1 April 2021 and below is a table of the charges that were agreed at the decision:

Function	Ceremony Type	2021/22 £
Ceremony Administration Fees	Ceremony administration booking fee	45.00
	Booking amendment administration fee	35.00
Attendance at Approved Premises (marriage and civil partnership)	Monday to Thursday (office hours)	575.00
	Monday-Thursday (5pm-midnight)	710.00
	Friday & Saturday (office hours)	625.00
	Fridays & Saturday (5pm-midnight)	755.00
	Sunday (office hours)	785.00
	Bank Holidays (office hours)	1300.00
Reception Room The Council House, Plymouth (marriage, civil partnership and celebratory Ceremonies)	30 minutes Friday & Saturday (marriage and civil partnerships)	375.00
	30 minutes Friday & Saturday (Celebratory Ceremonies)	405.00
Celebratory Ceremonies (approved premises)	Monday-Thursday (office hours)	415.00
	Monday-Thursday (5pm-midnight)	480.00
	Fridays & Saturday (office hours)	465.00
	Fridays & Saturday (5pm-midnight)	530.00
	Sunday (office hours)	555.00
	Bank Holiday (office hours)	815.00
Citizenship Ceremonies Private individual or family ceremonies	Monday to Friday (office hours)	150.00
Approved Premises Licensing	New License Application	1875.00
	License Renewal	1215.00

2. REASON FOR ADVANCE FEE SETTING

In 2020, the Registration Service implemented a new registration software solution (Stopford) with online bookings and payments to support the service in dynamic diary management to ensure

good appointment availability. Customers can book birth and notice of marriage appointments online and pay for certificates and notices in advance of their appointment.

Ceremony bookings are being taken using the new system and a ceremony planner will shortly be launched with a customer-facing portal so couples can plan their big day and make ceremony choices online. Couples will have the option to pay for their ceremony at booking or there is a requirement for payment to be made 3 months in advance of the ceremony date.

Each financial year charges will generally be increased by Consumer Price Index (CPI) and the Council will ensure the full cost of a service is recovered. The Registration Service are committed to undertaking an annual review of their fees and charges.

As the Registration Service takes ceremony bookings two years in advance, the online system requires fees to be set for future years. The online system will therefore quote the appropriate fee to the customer, which reflects the cost of providing the service in the correct year. In view of this, the recommendation is to set fees and charges for 2022/2023 and 2023/2024.

3. PROPOSAL – 2022/2023 AND 2023/2024

A full list of proposed fees and charges are set out at Page 4 of this document.

The recommendation is to apply a 3% increase to the ceremony fees for the next two financial years:

- Attendance at Approved Premises
- Reception Room, the Council House
- Celebratory Ceremonies (Council House and Approved Premises)
- Citizenship Ceremonies Private individual or family ceremonies

As part of the fee setting, the service looked at an increase between 3%-10%. It is estimated that a general CPI uplift is not enough to cover the future costs of providing the service. The recommended 3% rise for ceremony fees reflects the demand without increasing the price to a level that it becomes out of reach for our customers.

The recommendation is not to uplift Ceremony and Booking Administration Fees by CPI for the next 2 years to encourage customers to book ceremonies and over the last 2 years, these fees have been subject to considerable increases.

The recommendation is to increase Approve Premises Licensing fees by CPI for the next 2 years. This fits with the service plan to increase the number of licenced premises across the city to ensure the residents of Plymouth have choices when choosing to marry or enter into a civil partnership. Keeping the cost at CPI will support local businesses by only increasing the price to a level that is affordable for them to enter into a new licence and to renew existing licences.

The fees and charges will be set for two years however; these fees will be monitored and are subject to change. The service with the support of finance are committed to undertaking a full review of all fees and charges annually to ensure the full costs of the service are always recovered.

4. SUMMARY

Setting the fees and charges two years in advance enables the Council to maintain it's cost recovery whilst offering customers a more modernised and flexible way of booking their big day instantly with Plymouth Registration Service online.

5. NEXT STEPS

Following the approval of the fees being set for 2022/2023 and 2023/2024 as set out in the attached document, fees will be uploaded and implemented as from 16 September 2021, giving reasonable notice to service users. For any existing bookings made for ceremonies and hire of assets after 16 September 2021, where a fee has been quoted and a booking fee has been paid, previously prices will be honoured.

Registration Fees and Charges Review - Proposal 2022/2023 and 2023/2024

Function	Ceremony Type	2021/22 Costs £	2022/23 3% £	2022/23 Proposed Costs £	2023/24 3% £	2023/24 Proposed Costs £
Attendance at Approved Premises (marriage and civil partnership)	Monday to Thursday (office hours)	575	592.25	590.00	607.70	605.00
	Monday-Thursday (5pm-midnight)	710	731.30	730.00	751.90	750.00
	Friday & Saturday (office hours)	625	643.75	645.00	664.35	665.00
	Fridays & Saturday (5pm-midnight)	755	777.65	780.00	803.40	805.00
	Sunday (office hours)	785	808.55	810.00	834.30	835.00
	Bank Holidays (office hours)	1300	1339.00	1340.00	1380.20	1380.00
Reception Room The Council House, Plymouth (marriage, civil partnership and celebratory Ceremonies)	30 minutes Friday & Saturday (marriage and civil partnerships)	375	386.25	385.00	396.55	395.00
	30 minutes Friday & Saturday (Celebratory Ceremonies)	405	417.15	415.00	427.45	425.00
Celebratory Ceremonies (approved premises)	Monday-Thursday (office hours)	415	427.45	430.00	442.90	445.00
	Monday-Thursday (5pm-midnight)	480	494.40	495.00	509.85	510.00
	Fridays & Saturday (office hours)	465	478.95	480.00	494.40	495.00
	Fridays & Saturday (5pm-midnight)	530	545.90	545.00	561.35	560.00
	Sunday (office hours)	555	571.65	570.00	587.10	585.00
	Bank Holiday (office hours)	815	839.45	840.00	865.20	865.00
Citizenship Ceremonies Private individual or family ceremonies	Monday to Friday (office hours)	150	154.50	155.00	159.65	160.00
Function	Ceremony Type	2021/22 Costs £	2022/23 CPI 1.2% £	2022/23 Proposed Costs £	2023/24 CPI 1.2% £	2023/24 Proposed Costs £
Approved Premises Licensing	New License Application	1875	1897.50	1900.00	1922.90	1925.00
	License Renewal	1215	1229.58	1230.00	1244.76	1245.00

EQUALITY IMPACT ASSESSMENT

Registration Service Fees and Charges - 2022/2023 and 2023/2024



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	<p>The fees and charges policy sets out the principles that the Council will use when setting a charge for a service. It ensures consistency in charging customer and community groups.</p> <p>Its aim is that in each financial year charges will generally be increased by Consumer Price index (CPI) to ensure that the charges keep pace with the cost of providing services. The policy states that the Council will ensure the full cost of the service is recovered and where the charging objective is Commercial then it will be priced to generate a surplus. Non-residents may be charged differently where appropriate and charging decisions will be informed by intelligence from other local authorities and providers.</p> <p>The policy also sets out the concessions that can be offered and states that fees and charges can be revised at any stage of the financial year.</p> <p>This assessment covers the fees and charges for the Registration Services within the Corporate and Customer Services Department. The service is seeking approval to increase and set ceremony fees for 2022/23 and 2023/2024.</p> <p>As the Registration Service takes ceremony bookings two years in advance, the online system requires fees to be set for future years. The online system will therefore quote the appropriate fee to the customer, which reflects the cost of providing the service in the correct year. In view of this, the recommendation is to set fees and charges for 2022/2023 and 2023/2024.</p>
Author	Cheryl Spear
Department and service	Customer Services – Registration Service
Date of assessment	9 August 2021

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	<p>To legally marry or form a civil partnership you need to be aged 16 years or over.</p> <p>It is estimated that 6.4 per cent (330) of young people in our city aged 16 and 17 are Not in Education, Employment or Training (NEET) (DFE, 2019). Young people highlight training and employment opportunities, particularly apprenticeships, as a key priority.</p> <p>Of the 16 South West authorities we have the third lowest percentage of older people (75 years), and the fifth highest percentage of children and young people (under 18). Children and young people (CYP) under 18 account for 19.9 per cent of our population, within this 90 per cent are under 16.</p> <p>People are living longer and one in three people in our community is aged over 50. There will be a shift in the population structure of Plymouth over the next fifteen years as the proportion of the population aged 65 and over increases.</p>	No adverse effect as the fees and charges are the same for all customers		<p>Departmental managers</p> <p>Ongoing</p>

Disability	<p>10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability. – 2011 census data</p> <p>Similarly, 148,950 people were registered as partially sighted (640 in Plymouth). Our Translate Plymouth services recorded that BSL is amongst our most requested languages.</p> <p>British Sign Language (BSL) is the preferred language of over 87,000 Deaf people in the UK for whom English may be a second or third language (British Deaf Association).</p> <p>1,845 adults registered with a GP have some form of learning disability (as recorded on practice disease registers), 2017/18.</p> <p>A total of 31,164 people declared themselves as having a long-term health problem or disability in the 2011 Census.</p> <p>1,224 adults currently registered with a GP in Plymouth have some form of a Learning Disability.</p>	No adverse effect as the fees and charges are the same for all customers		
Faith/religion or belief	Data shows that 32.9% of the Plymouth population stated they had no religion.	No adverse effect as the fees and charges are the same for all customers regardless of faith/religion or belief.		

	<p>Hindu, Buddhist, Jewish and Sikh combined totalled less than 1%.</p> <p>0.5% of the population had a current religion that was not Christian, Islam, Buddhism, Hinduism, Judaism, or Sikh such as Paganism or Spiritualism.</p>			
Gender - including marriage, pregnancy and maternity	<p>Citywide data shows that overall 50.2% of our population are women; this reflects the national figure of 50.7%</p> <p>Of those aged 16 and over, 90,765 people (42.9 per cent) are married and 78,544 (37.1 per cent) are single. 5,190 (2.5 per cent) are separated and still legally married or legally in a same-sex civil partnership. 22,272 (10.5 per cent) are divorced.</p>	No adverse effect as the fees and charges are the same for customers regardless of gender, marriage, pregnancy or maternity.		
Gender reassignment	<p>There are no official estimates for gender reassignment at either national or local level. However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIREs) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	No adverse effect as the fees and charges are the same for all customers regardless of gender reassignment.		

Race	<p>92.9% of Plymouth's population is White British</p> <p>7.1% are Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common.</p> <p>Our recorded BME population rose from 3 per cent in 2001 to 6.7 per cent in 2011, and therefore has more than doubled since the 2001 census. Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three</p>	No adverse effect as the fees and charges are the same for all customers regardless of race.		
Sexual orientation - including civil partnership	<p>When looking to specifically profile LGBT+ issues in Plymouth there is very little local data to draw on and much of the data refers to the LGBT+ community and therefore includes 'transgender'.</p> <p>New figures from the annual population survey have revealed that the number of people identifying as lesbian, gay or bisexual in the UK has increased from 1.6% in 2014 to 2.2% in 2018, an increase of more than a third.</p>	No adverse effect as the fees and charges are the same for all customers regardless of sexual orientation.		

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2021.	None	
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	None	
Good relations between different communities (community cohesion)	No	
Human rights Please refer to guidance	None	

STAGE 4: PUBLICATION

Responsible Officer Cheryl Spear

Date 9 August 2021

Strategic Director, Service Director or Head of Service