

**PLANNING AND ECONOMIC DEVELOPMENT  
DIRECTORATE  
2013/14 ESTIMATES**

## Planning & Economic Development

### Revenue Budget 2013/14

#### Introduction

The Planning & Economic Development Directorate is responsible for the services listed on the summary page, opposite.

Further detail of the services and the related CSB growth and DDF items are shown on the appropriate budget page.

#### Directorate Savings

Within each directorate, a saving line has been included within the Growth listing that has been achieved through the budget process. This saving is the result of identifying scope to reduce budgets, based on the averaging of the last three years actuals.

#### Depreciation

Where a service employs fixed assets in service delivery, depreciation on those assets is charged to the relevant service. This however does not impact on the level of Council Tax, these charges are reversed out in the Revenue Expenditure, Income and Financing Summary after the net operating expenditure is calculated.

#### Pension costs

The budget shows the cost of the pension scheme relating to those employees currently in service. Although this cost has increased it is reversed out in the budget summary in the same way as Depreciation.

#### Revenue Expenditure funded from Capital under statute

Some expenditure incurred by the authority is of a capital nature but does not relate to fixed assets of the Authority. In this situation the expenditure is classified as revenue but can be funded from capital resources the funding side of the transaction like the depreciation reversals is shown in the Revenue Expenditure, Income and Financing Summary after the net operating expenditure is calculated.

#### Compliance with accounting guidance

The 2013/14 budget has been prepared in accordance with the latest guidance, in particular the Service Reporting Code of Practice for Local Authorities (SeRCOP). The code of practice replaced the Best Value Accounting Code of Practice and has the status of statutory "proper practice". It is also expected that members of CIPFA will comply with all the requirements of the Code as it defines best professional practice in terms of financial reporting. The only divergence from the code in these budget papers occurs where the Directorate service groupings differ from those required by the Code of Practice. The Directorate groupings are given precedence in these papers.

In order to increase the degree of consistency across all sectors of the economy when presenting financial information, central government has adopted International Financial Reporting Standards (IFRS). Local Authorities have adopted this for financial years beginning on 1 April 2010. IFRS is more concerned with the presentation of financial information in the Statutory Statement, but there is a minor impact on the budget figures.

#### Budget format

The format of the attached budget papers is the same as that adopted last year. The summary page is split into three groups: Direct Services, Regulatory Services and Support & Trading Services. Not all Directorates will have all three types of service grouping.

**Direct Services** –These reflect the headline services provided by the directorate.

**Regulatory Services** –The Cabinet has no part to play in the exercise of regulatory functions such as planning and licensing. However the Cabinet is responsible for the totality of the Council's budget. The costs of the regulatory functions therefore have been included in the appropriate Directorate budgets.

## Planning and Economic Development

### General Fund Estimate Summary

2011/12 Actual £000	2012/13 Original Estimate £000	2012/13 Probable Outturn £000		Gross Expend £000	2013/14 Gross Income £000	Net Expend £000
<b>Direct Services</b>						
127	135	139	Economic Development	162	0	162
236	268	256	Conservation Policy	249	0	249
246	254	257	Countrycare	260	2	258
45	43	42	Environmental Co-Ordination	41	0	41
439	1,049	1,140	Forward Planning	832	0	832
255	323	284	Town Centre Enhancements	219	0	219
(18)	0	(2)	Building Control Surveying	3	5	(2)
<b>1,330</b>	<b>2,072</b>	<b>2,116</b>	<b>Total Direct Services</b>	<b>1,766</b>	<b>7</b>	<b>1,759</b>
<b>Regulatory Services</b>						
263	275	233	Planning Appeals	222	5	217
442	469	500	Development Control Enforcement	476	0	476
342	358	445	Development Control	1,008	549	459
0	0	0	Building Control Fee Earning	459	459	0
138	157	152	Building Control Non Fee Earning	167	0	167
<b>1,185</b>	<b>1,259</b>	<b>1,330</b>	<b>Total Regulatory Services</b>	<b>2,332</b>	<b>1,013</b>	<b>1,319</b>
<b>2,515</b>	<b>3,331</b>	<b>3,446</b>	<b>Total (Transferred to GF Summary)</b>	<b>4,098</b>	<b>1,020</b>	<b>3,078</b>
<b>Support and Trading Services</b>						
594	667	707	Planning Administration	677	0	677
413	428	414	Planning Policy	436	0	436
(916)	(1,001)	(1,025)	Recharged to this Directorate	(1,018)	0	(1,018)
(91)	(94)	(96)	Recharged to other Directorates	(95)	0	(95)
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2,515</b>	<b>3,331</b>	<b>3,446</b>	<b>Directorate Total</b>	<b>4,098</b>	<b>1,020</b>	<b>3,078</b>
2,501	2,713	2,756	Continuing Services Budget			2,752
12	10	157	Continuing Services Budget - Growth			0
(44)	(116)	(200)	Continuing Services Budget - Savings			(50)
<b>2,469</b>	<b>2,607</b>	<b>2,713</b>	<b>Total Continuing Services Budget</b>			<b>2,702</b>
147	787	890	District Development Fund - Expenditure			426
(101)	(63)	(157)	District Development Fund - Savings			(50)
<b>46</b>	<b>724</b>	<b>733</b>	<b>Total District Development Fund</b>			<b>376</b>
<b>2,515</b>	<b>3,331</b>	<b>3,446</b>	<b>Directorate Total</b>			<b>3,078</b>



## Planning and Economic Development

### Development Fund & Growth Items

		Original 2012/13 £000's	Probable 2012/13 £000's	Original 2013/14 £000's
<b>CSB Growth Items</b>				
Development Control	Planning Fees increase	(100)	(20)	(50)
Countrycare	Staff restructure			
Planning Appeals	Professional Fees	(6)	(6)	
Development Control	Publicity		(10)	
Building Control Ring Fenced Acct	Consultants Saving on Fees	(10)	(7)	
Building Control Ring Fenced Acct	Consultants Saving on Fees	10	7	
Building Control Ring Fenced Acct	Reduction in fees		150	
Building Control Ring Fenced Acct	Reduction in fees		(150)	
Directorate Savings	General		(7)	
		<b>(106)</b>	<b>(43)</b>	<b>(50)</b>

		Original 2012/13 £000's	Probable 2012/13 £000's	Original 2013/14 £000's
<b>Development Fund Items</b>				
Building Control Group	Salary saving re vacant posts (net of Consultants)	(63)	(106)	(36)
Building Control Group	Salary saving re vacant posts Ring Fenced Element	42	68	24
Countrycare	BRIE - SLA	4	5	5
Countrycare	Protected species/habitat related consultation	9	9	9
Development Control	Contingency for Appeals	25	66	50
Development Control	Fees & Charges-additional large applications		(40)	
Development Control	Pre Application Consultants Fees - saving		(10)	(10)
Development Control	Pre Application Fees(Increase)/Reduction		(19)	(4)
Economic Development	Economic Development Strategy	3	6	
Economic Development	Business Promotion & Support		(7)	
Economic Development	LABGI regeneration	12	12	
Economic Development	Town Centres Support			35
Forward Planning	Admin Assistant	21	21	
Forward Planning	Local Plan	586	595	282
Forward Planning	Local Plan St Johns Rd Development		25	
Forward Planning	Senior Planner	22	38	
Planning Services	Planning Delivery Grant 4	17	24	
Planning Services	Records Scanning		25	
Town Centre Regeneration	Waltham Abbey Regeneration Projects	46	21	21
		<b>724</b>	<b>733</b>	<b>376</b>

## **Planning and Economic Development**

### **Direct Services**

#### **Economic Development**

This budget includes annual grants to the Town Centre Partnerships in Buckhurst Hill, Epping, Loughton High Road, Loughton Broadway, Waltham Abbey and Ongar Town Forum and other local business support activities. A DDF item of £12,000 funded by Local Authorities Business Growth Initiative Grant for various regeneration projects, carried forward from 2010/11 was carried forward to 2012/13, and is shown in the probable outturn although only £3,000 is expected to be spent. DDF for £6,000 is also included for strategy. Cabinet in December 2012, approved a DDF item of £35,000 to provide support to the districts Town Centres.

#### **Economic Development - Tourism**

The Tourism budget includes an annual contribution to Waltham Abbey Tourist Information Centre of £15,000. There are no other significant changes to this budget.

#### **Conservation Policy**

This budget includes a payment to Essex County Council of £23,960 for advice on various conservation issues. The decrease in this budget is a result of reallocation of staff time from the Planning Policy & Conservation group.

#### **Countrycare**

The Countrycare Team provides a service to the Local Nature Reserves that fall into the Leisure & Wellbeing and Environment Portfolios. The budgets for 2012/13 and 2013/14 include a DDF contribution of £5,000 (years 2 & 3 of 6 years) towards the development of a Biological Records Centre in Essex, and an amount of £8,840 for other protected species and habitat related consultation. Both of these are funded from the Habitats Regulations and Climate Change Planning Policy Grant received in a previous year.

#### **Environmental Co-Ordination**

This budget makes up the costs of measuring the Councils performance on National Indicators relating to carbon footprint and other environmental issues. There are no significant changes to this budget.

#### **Forward Planning**

Forward Planning is responsible for the work on the Local Plan, and have recently completed Issues and Options consultation. The DDF budget for the local plan 2012/13 currently stands at £620,000 (including £25,000 for the St Johns Road development scheme) with £282,000 in 2013/14 and £152,000 in 2014/15 respectively.

#### **Highway Infrastructure**

This mainly relates to depreciation charges of £198,000, resulting from the completion of various Town Centre Enhancement schemes, most recently Loughton Broadway. Included in the 2012/13 and 2013/14 budget are DDF amounts of £21,000 for various regeneration projects in Waltham Abbey. Also included in the budgets is an amount of £65,000 in the probable outturn 2012/13 for regeneration items that are of a capital nature but charged to revenue as no council asset is created.

#### **Building Control Surveying**

This relates to additional work being undertaken when it is available to supplement other building control activities and to assist in maintaining the viability of the main Building Control account.

The surveying work, is a chargeable activity that is outside the scope of the fee earning account and is for an area of work that was not previously undertaken by the Building Control Group.

## Planning and Economic Development

### Direct Services

2011/12 Actual £000	2012/13 Original Estimate £000	2012/13 Probable Outturn £000		2013/14 Gross Expend £000	2013/14 Gross Income £000	Net Expend £000
98	108	112	Economic Development - General	134	0	134
29	27	27	Economic Development - Tourism	28	0	28
<b>127</b>	<b>135</b>	<b>139</b>	<b>Total Economic Development</b>	<b>162</b>	<b>0</b>	<b>162</b>
236	268	256	Conservation Policy	249	0	249
246	254	257	Countrycare	260	2	258
45	43	42	Environmental Co-Ordination	41	0	41
439	1,049	1,140	Forward Planning	832	0	832
255	323	284	Town Centre Enhancements	219	0	219
(18)	0	(2)	Building Control Surveying	3	5	(2)
<b>1,330</b>	<b>2,072</b>	<b>2,116</b>	<b>Total (Transferred to Summary)</b>	<b>1,766</b>	<b>7</b>	<b>1,759</b>
1,226	1,352	1,405	Continuing Services Budget			1,407
0	0	0	Continuing Services Budget - Growth			0
(7)	0	0	Continuing Services Budget - Savings			0
<b>1,219</b>	<b>1,352</b>	<b>1,405</b>	<b>Total Continuing Services Budget</b>			<b>1,407</b>
114	720	824	District Development Fund - Expenditure			352
(3)	0	(113)	District Development Fund - Savings			0
<b>111</b>	<b>720</b>	<b>711</b>	<b>Total District Development Fund</b>			<b>352</b>
<b>1,330</b>	<b>2,072</b>	<b>2,116</b>	<b>Directorate Total</b>			<b>1,759</b>

## **Planning and Economic Development**

### **Regulatory Services**

#### **Planning Appeals**

The Planning Appeals contingency budget of £100,000 allocated in January 2009, of which £26,000 was carried forward into 2012/13 but has now been spent. A further allocation of £90,000 has been agreed, of which £50,000 is expected to be spent in 2013/14. Time allocations from the Development Control group have reduced in both 2012/13 and 2013/14.

#### **Development Control - Enforcement**

This budget contains the costs of carrying out planning enforcement action on properties in the District. The probable outturn 2012/13 budget includes £20,000 for Enforcement works at the Old Foresters Site, this budget has been created using salary savings on the Development Control Group.

#### **Development Control**

The 2012/13 probable outturn includes a CSB reduction of £10,000 in publicity costs, it has been possible to reduce this budget by £30,000 over three years. Allocations from the Development Control group have increased expenditure in both 2012/13 and 2013/14, this was previously charged to Planning Appeals. The governments proposed change to planning charges has now been dropped and an inflationary increase has been agreed by Parliament instead. The increase in fees as a result is estimated at £20,000 for the final quarter of the 2012/13, and £70,000 in 2013/14 reflecting a 15% full year increase. There has some income from larger applications and pre-application fees that have been treated as additional DDF of £40,000 and £10,000 respectively.

#### **Building Control Fee Earning**

The Building Control chargeable activities relate mainly to passing of plans in accordance with work deposited under section 16 of the Building Act 1984, and site inspections in accordance with the regulations 2000.

Building Control income has been suffering from the downturn in the economy and 2012/13 includes a CSB reduction in income of £150,000. The balance on the Building Control Ring Fenced account at 31 March 2012 was a surplus £95,000, which will be eliminated by 31 March 2014. Various measures have been introduced to minimise the impact of the anticipated deficits.

#### **Building Control Non Fee Earning**

The Building Control non fee earning budget relates to aspects of the service which are not chargeable activities. Non-chargeable activities include liaison with statutory authorities, enforcement of national and local acts relating to building regulations, general advice, work relating to health, safety and welfare, and all other non chargeable services listed in the 2010 regulations.

The reduction in overall staff costs in 2012/13 are an effect of the measures in place to reduce the costs on the Fee Earning account.



## Planning and Economic Development

### Regulatory Services

2011/12	2012/13			2013/14		
Actual	Original	Probable		Gross	Gross	Net
£000	Estimate	Outturn		Expend	Income	Expend
	£000	£000		£000	£000	£000
263	275	233	Planning Appeals	222	5	217
442	469	500	Development Control Enforcement	476	0	476
342	358	445	Development Control	1,008	549	459
0	0	0	Building Control Fee Earning	459	459	0
138	157	152	Building Control Non Fee Earning	167	0	167
<b>1,185</b>	<b>1,259</b>	<b>1,330</b>	<b>Total (Transferred to Summary)</b>	<b>2,332</b>	<b>1,013</b>	<b>1,319</b>

1,250	1,361	1,369	Continuing Services Budget	1,345
12	10	157	Continuing Services Budget - Growth	0
(37)	(116)	(193)	Continuing Services Budget - Savings	(50)
<b>1,225</b>	<b>1,255</b>	<b>1,333</b>	<b>Total Continuing Services Budget</b>	<b>1,295</b>
33	67	66	District Development Fund - Expenditure	74
(73)	(63)	(69)	District Development Fund - Savings	(50)
<b>(40)</b>	<b>4</b>	<b>(3)</b>	<b>Total District Development Fund</b>	<b>24</b>
<b>1,185</b>	<b>1,259</b>	<b>1,330</b>	<b>Directorate Total</b>	<b>1,319</b>

## **Planning and Economic Development**

### **Support & Trading Services**

#### **Planning Administration**

The Planning Administration budget includes all the non-service specific costs for the directorate.

The 2012/13 budget includes a carry forward of £25,000 from 2011/12 for scanning work. Other changes to this budget are the termination of a temporary staff post in May 2013/14, supplies and services savings totalling £4,500 and an increases in support services charges totalling £21,000.

#### **Planning Policy Group**

The Planning Policy Group incorporates the cost and overheads of the Director and Assistant Directors of Planning and Economic Development.

The 2012/13 probable outturn is reduced due to salary savings relating to the Building Control team. The increase on this budget in 2013/14 relates to an increase in Pension Current Service costs and an increase in Committee attendance allowances.

## Planning and Economic Development

### Support & Trading Services

2011/12	2012/13			2013/14		
Actual	Original	Probable		Gross	Gross	Net
£000	Estimate	Outturn		Expend	Income	Expend
£000	£000	£000		£000	£000	£000
594	667	707	Planning Administration	677	0	677
413	428	414	Planning Policy Group	436	0	436
<b>1,007</b>	<b>1,095</b>	<b>1,121</b>	<b>Total (Transferred to Summary)</b>	<b>1,113</b>	<b>0</b>	<b>1,113</b>
1,032	1,095	1,096	Continuing Services Budget			1,113
0	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			0
<b>1,032</b>	<b>1,095</b>	<b>1,096</b>	<b>Total Continuing Services Budget</b>			<b>1,113</b>
0	0	0	District Development Fund - Expenditure			0
(25)	0	25	District Development Fund - Savings			0
<b>(25)</b>	<b>0</b>	<b>25</b>	<b>Total District Development Fund</b>			<b>0</b>
<b>1,007</b>	<b>1,095</b>	<b>1,121</b>	<b>Directorate Total</b>			<b>1,113</b>

**PLANNING & ECONOMIC DEVELOPMENT DIRECTORATE  
SUBJECTIVE ANALYSIS 2013/14 ORIGINAL**

Cost Centre	Employees	Premises	Transport	Supplies	Contracted Services	Support Services	Depreciation	Gross Expenditure	(Internally recharged)	Fees & Charges	Government Grants	Other Contributions	Gross Income	Net Expenditure
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>DIRECT SERVICES</b>														
Economic Development	39,750	0	1,320	52,850		39,870		133,790					0	133,790
Tourism	8,940		290	15,010		3,300		27,540					0	27,540
Environmental Co-Ordination	25,110		840	4,420		10,430		40,800					0	40,800
Conservation Policy	150,810		5,010	36,460		56,950		249,230					0	249,230
Forward Planning	323,130		10,740	284,730		213,520		832,120					0	832,120
Town Centre Enhancements				21,000			198,000	219,000					0	219,000
Countrycare	129,270	9,320	9,050	61,430		47,710	3,610	260,390				2,000	2,000	258,390
<b>REGULATORY SERVICES</b>														
Planning Appeals	53,090		2,170	74,880		91,820		221,960		4,500			4,500	217,460
Enforcement	235,760		10,010	3,440		226,900		476,110		500			500	475,610
Development Control	448,900		19,970	31,540		506,040	1,150	1,007,600		548,740			548,740	458,860
Building Control Fee Earning	179,620		13,250	(3,120)		269,260	230	459,240		459,180			459,180	60
Building Control Non Fee Earning	61,040		3,860	4,010		97,850		166,760					0	166,760
Building Control Surveying				3,400				3,400		5,000			5,000	(1,600)
<b>TOTAL (Transferred to GF Summary)</b>	<b>1,655,420</b>	<b>9,320</b>	<b>76,510</b>	<b>590,050</b>	<b>0</b>	<b>1,563,650</b>	<b>202,990</b>	<b>4,097,940</b>	<b>0</b>	<b>1,017,920</b>	<b>0</b>	<b>2,000</b>	<b>1,019,920</b>	<b>3,078,020</b>
<b>SUPPORT SERVICES</b>														
Planning Administration	324,340		460	63,070		287,430	1,320	676,620	(676,620)				0	0
Planning Policy	334,200		18,860	260		82,930		436,250	(436,250)				0	0
<b>TOTAL</b>	<b>658,540</b>	<b>0</b>	<b>19,320</b>	<b>63,330</b>	<b>0</b>	<b>370,360</b>	<b>1,320</b>	<b>1,112,870</b>	<b>(1,112,870)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Directorate TOTAL</b>	<b>2,313,960</b>	<b>9,320</b>	<b>95,830</b>	<b>653,380</b>	<b>0</b>	<b>1,934,010</b>	<b>204,310</b>	<b>5,210,810</b>	<b>(1,112,870)</b>	<b>1,017,920</b>	<b>0</b>	<b>2,000</b>	<b>1,019,920</b>	<b>3,078,020</b>
Building Control Group	321,420		20,510	60		318,320		660,310	(660,310)				0	0
Development Control Group	640,960		27,340	2,600		583,030		1,253,930	(1,253,830)			100	100	0
Planning Policy & Conservation	734,270		24,500	520		211,170		970,460	(970,430)			30	30	0