

Fees & Charges Setting for 2021/22

For Cabinet on 19 November 2020

Summary

Lead Member: Councillor Tom Dawlings, Portfolio Holder for Finance & Governance

Lead Director: Lee Colyer, Director of Finance, Policy & Development

Head of Service: Jane Fineman, Head of Finance, Procurement & Parking

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Wards Affected: All

Approval Timetable	Date
Management Board	21 October 2020 (Verbal Update)
Portfolio Holder	26 th October 2020
Finance & Governance Cabinet Advisory Board	10 November 2020
Cabinet	19 November 2020

Recommendations

Officer / Committee recommendations as supported by the Portfolio Holder:

1. That Cabinet agrees the fees and charges set out within this report and the attached appendices, and delegates authority to the s151 Officer to make any necessary amendments.
2. That Cabinet agrees the timings for the price increases to be implemented on 1 April 2021 or as otherwise indicated in the report.
3. That Cabinet agrees the amendments to the eligibility criteria for Bulky Waste and Pest Control concessions.
4. That Cabinet agrees to withdraw the option to pay for Council Services by cheque, except in extremis.

1. Introduction and Background

- 1.1 This report details the proposed fees and charges for 2021/22 and seeks Cabinet approval for their implementation on 1 April 2021, except where otherwise indicated.
- 1.2 This report excludes fees and charges for Property Rents, Central Government set Licensing fees, for example alcohol and gambling licences and taxi fees, which will all be presented in separate reports. Whilst it is not proposed to change the hourly off-street Parking fees or Parking season ticket prices this year, there is a change to the Pay by Phone discount proposed in Note 3.1 and some prices to be set for the opening of the newly rebuilt Union House car park (Note 3.2).
- 1.3 Heads of Service are responsible for the proposed fees and charges for their service areas and Finance have consolidated this report. Each service has considered both their fees and charges and expected sales volumes for 2021/22 in order to establish a total budget for their service. These budgets will be carried forward into the 2021/22 budgeting process.
- 1.4 The Medium Term Financial Strategy (MTFS) usually assumes a 3% year on year increase in income from the sale of the services and products detailed in this report. However, on the 10 September 2020, Cabinet agreed a revised Budget Projection & Strategy 2021/22 due to the Covid pandemic. This assumes that there will be an overall loss of £3m in fees and charges related income for next year (including Parking income). Through a combination of price and volume changes, this report is proposing a decrease in revenue of £252,832, from the £6,296,920 reported in the 2020/21 fees & charges report. This will contribute to the £3m shortfall expected from Covid related losses. It should be noted that £209,000 of income has been transferred from the fees & charges budget to Property Rents and Assembly Hall Ticket Sales, and a VAT amendment for Bulky Waste takes the reported £6,498,000 fees and charges income in 2020/21 to £6,296,920.
- 1.5 This should be seen in the context of the Retail Price Index of 0.5% and the Consumer Price Index of 0.2% for August 2020.
- 1.6 It should be noted that concessions for all services that are currently offered are retained. It is proposed however, that the eligibility criteria applying to Bulky Waste Collections and Pest Control is updated to ensure that the concession continues to be provided to those most in need, as originally envisaged. At present, anyone in receipt of Job Seekers Allowance, Guaranteed Credit, Employment Support Allowance, Income Support and latterly Universal Credit is entitled to a free Bulky Waste Collection every 30 days and a free Pest Control Service. The concession is intended to benefit those on the lowest incomes and most in need. Universal Credit was introduced in Tunbridge Wells in November 2018 to gradually replace the different benefits listed. Universal Credit is paid to

residents both in work and out of work, with a range of incomes and is not therefore, an appropriate identifier on its own, of those most in need. It is proposed to align the eligibility for free Bulky Waste Collections and Pest Control Services to the new Band 1 eligibility category in the proposed Council Tax Reduction Scheme. This identifies those most in need and aligns with those who would have been eligible for these free services prior to the introduction of Universal Credit. Analysis of eligibility has shown that there are currently 5,422 residents who would be eligible, whereas if the Band 1 eligibility approach was accepted, 2,878 working age residents would be eligible, in addition to 2,186 pensioners, totalling 5,064. The difference in numbers is not significant, but does extract the residents in receipt of Universal Credit on higher incomes and will prevent the subsidy being further extended as more residents are migrated over to Universal Credit. In addition, it is proposed that the number of Bulky Waste Collections should be reduced from 1 per month to 1 every 3 months (4 per year). Over the last year, 12 residents had 5 or more free collections and rather than calling us to collect more frequently, we would ask them to consolidate their requests.

- 1.7 This report has been created by Management Team and each service has reviewed its own pricing structure and assessed its sales volumes in the light of the present economic conditions. The fees and charges they propose and their forecast sales volumes for 2021/22 are attached in the Appendices for Cabinet approval.
- 1.8 The proposed fees and charges and volumes, if approved, will form the income budgets for fees and charges revenue.
- 1.9 It should be noted that it has been extremely difficult to budget for sales volumes for 2021/22 due to the Covid pandemic. There is considerable uncertainty about the state of the economy going forward and it must be accepted that there is risk attached to the achievement of these budgets.

2. Fees and Charges 2021/22

- 2.1 Appendices A to P detail the fees and charges and the forecast sales volumes for each of the Services.

	Fees and Charges	2020/21 Budget plus MTFS	2021/22 Proposed Budget	Budgeted (Increase) / Decrease	Budgeted (Increase) / Decrease
		£	£	£	%
A	Legal Services	75,140	75,380	(240)	(0.3%)
B	NNDR & Council Tax	280,550	280,550	0	0.0%
C	Land Charges	293,460	279,648	13,812	4.7%

D	Offence Penalties	129,000	92,135	36,865	28.6%
E	Crematorium & Cemetery	2,059,890	2,048,935	10,955	0.5%
F	Parks	173,040	162,470	10,570	6.1%
G	Environmental Licensing	50,000	53,430	(3,430)	(6.9%)
H	Waste & Recycling	1,145,100	1,246,470	(101,370)	(8.9%)
I	Planning	1,546,200	1,312,400	233,800	15.1%
J	Street Naming	29,510	22,330	7,180	24.3%
K	Administration Charges	2,250	2,250	0	0.0%
L	Camden Centre	66,200	24,000	42,200	63.7%
M	Wesley Centre	15,910	13,090	2,820	17.7%
N	TN2	11,670	12,000	(330)	(2.8%)
O	Assembly Hall	110,000	110,000	0	0.0%
P	Ice Rink	309,000	309,000	0	0.0%
	MTFS 0% increase	0			
	TOTAL	6,296,920	6,044,088	252,832	4.0%

2.2 The Medium Term Financial Strategy (MTFS) assumes fees and charges income, including Parking, for 2021/22 to be £3m below the 2020/21 budget. The Fees and Charges element of the budget was £6,296,920 in 2020/21 and it is forecast in this report to be £6,044,088 for 2021/22, a reduction of £252,832 (4%) on last years' budget. This will form part of the £3m income deficit in the MTFS.

Mid Kent Services (Appendices A – C)

2.3 Appendix A lays out the Legal fees charged for various legal services. They are based on a blended rate of all of the levels of expertise in the service and aim to recover actual costs. Legal services are delivered via the Mid Kent Services Partnership and Cabinet is not required to approve the charges applied. However, the income does come to this council and partially offsets its Legal Services costs. It can be seen that as a minimum they intend to increase their hourly rate by 1.81% to £225, in 2021/22. This is the same charge as for Maidstone and Swale (the other Mid Kent Services partners). The revised amount will reflect the overall cost of undertaking work in this area including S106 matters and is comparable to the maximum hourly court cost guideline issued by the HM Court and Tribunal Service.

2.4 Appendix B shows the charges for Council Tax and NNDR summonses and liability orders. These are periodically benchmarked with those charged around Kent and the proposed charges are comparable. It should be noted that the Council Tax fees have not been increased since 2016/17. The courts assess whether they consider the charges to be fair and are putting pressure on Councils to reduce the charges, so it is not proposed to make any further increase. The volumes are assumed to be the same as for 2020/21. Whilst it could be argued that the significantly reduced numbers of summons and liability orders being issued in 2020/21 due to the Covid Pandemic, will be deferred to next year and increase the volumes, it is felt that the number won't increase;

more that the amount sought will increase. It will be the same customers that are issued with the summonses and liability orders, but for the 2 years of debt rather than just one.

- 2.5 Land Charges fees (Appendix C) are set by the Council and, as with Building Control fees, there is a statutory requirement to just recover costs, albeit over a rolling 3 year period to account for in year market changes. It is proposed to leave the prices for 2021/22 unchanged as a benchmarking exercise with the other authorities in Kent show that our prices are in the top half of the range. The volumes have been reduced by 5%, as the demand has remained reasonably steady this year despite the Covid Pandemic. However, there might be benefit being enjoyed from the stamp duty holidays/reductions, so when these expire in the next financial year, they may be a further impact. At the moment, this is unknown and this is the best estimate at this time. Government has indicated that they intend to provide the LLC1 searches themselves in the future, although the Council will still be responsible for providing the information contained within them. This means that the Government will take the income of around £68,000, but there will be no cost saving accruing to the Council. Government will need to give the council notice of implementation and this has not been received, so all income is included in this report for 2021/22, as it is very unlikely that the transfer will be completed next year.

Environmental and Street Scene (Appendices D – H)

- 2.6 Offence Penalty Charges (Appendix D) are mainly set in law through the Environmental Protection Act of 1990, but also through various other Acts of Parliament and our own local policies. Each offence has a charge range and authorities may select their charge providing it falls within the range set. Our charges are set at the top of the range as these are totally avoidable charges and are set to deter anti-social behaviour. There has been a significant reduction in the number of Littering Fixed Penalty Notices expected to be issued due to the Covid pandemic. Fewer people are going shopping and the wearing of masks seems to be deterring people from smoking and dropping their cigarette ends. The stray dog charges have also been restated to separately identify the fine at £25, which is a statutory charge, from the non-statutory element for returning the dog to its owner or the kennels. There has also been an increase in the charge to reflect increased costs to the council.
- 2.7 Due to the pandemic and changing situation, Covid-19 control measures issued by government include a number of Fixed Penalty Notices that district authorities can issue. Fee scales are subject to variation and their purpose is to act as a deterrent to the spread of Coronavirus. These will be issued under the Public Health Control of Diseases Act 1984.
- 2.8 It is proposed to leave the pricing for cremations unchanged for 2021/22 (Appendix E). This is to remain competitive with the new crematorium in Horsham. The cremation volumes remain unchanged and in line with those

experienced thus far this year. There has been a small reduction in the sales of memorials forecast, again in line with actual sales experienced this year.

- 2.9 The charges for the parks facilities (Appendix F) have been increased, but as the prices are relatively low the rounded amounts create percentage increases that vary a little. Generally they have increased between 3% and 6%. The usage of astro-turf has declined over the last year as other pitches have become available with competitive facilities. The usage of adult pitches has also fallen considerably which reflects a national decline in participation. 2 teams in the local area have folded and there has been a reduction in the number of adult leagues in the South East. The allotment prices must be set at least one year in advance and allotment holders given notice, so the prices for 2022/23 are included in this report for approval.
- 2.10 There is a new charge for a Dog Boarding/Day Care licence and for an Export Health Certificate for transferring live animals through a non EU country (Appendix G). The legislation relating to private water supplies has changed allowing local authorities to set their own fees. Previously, there was a set charge, but it is proposed to amend this to a new hourly rate of £55.00. The Group A and B analysis costs have been removed as they are just a recharge to the customer of the laboratory costs charged to the council. The Council has recruited a new, more junior member of staff, who will be delivering licence application advice and has been able to pass the saving onto the customer, hence the 33% reduction in the fee.
- 2.11 Wheelie bin and recycling box sales are entirely for new homes and are generally purchased by the property developer. The charges have been increased by 5% to support the budget. The charge for Garden Waste Collection will remain the same but the budgeted volume has increased significantly. This is to reflect the actual sales volumes in 2020/21 (Appendix H).

Planning (Appendix I)

- 2.12 Planning application fees are still set nationally and were last increased by 20% on 17 January 2018. The budget for planning fees has been reduced by £196,000, due to the uncertainty around development resulting from the Covid pandemic.
- 2.13 Building Control Fees are set by the Council and are a combination of fixed and negotiated fees making the pricing structure quite complex. There is also a legal requirement to just cover costs but not make 'excessive profits' over time, which further complicates any change in prices. The market is also quite competitive, so it is important that the flexibility to negotiate is retained. The budgeted income for 2021/22 Fee Related Applications has been decreased by £25,000 to reflect the uncertainty being felt in the building trade resulting from the Covid pandemic.

Digital Services & Transformation (Appendix J)

- 2.14 Government guidance indicates that Councils should be able to recover the costs incurred in carrying out their Street Naming and Numbering service. Each year prices are benchmarked against other authorities and the time taken to deliver the service reviewed to ensure the prices charged are still reasonable. It is not proposed to amend the prices this year for new developments, but the volumes are assumed to reduce by some 25% in the short term due to construction uncertainty surrounding the Covid pandemic. There is a £5 increase proposed to change the name of existing streets/properties, in line with market prices.

Policy & Governance (Appendix K)

- 2.15 The fees for the sale of print and data remain unchanged from last year.

HR, Customer Services & Culture (Appendices L - P)

- 2.16 The hire fees at the Camden Centre will remain the same as last year (Appendix L). The Lounge and Gallery have been leased to Little Pips Nursery, so have been removed from the Fees & Charges budget and included in property leases. In addition, it is assumed that the Camden Centre will only open for 3 days per week as demand has reduced dramatically due to the Covid pandemic. It may be that it recovers in time.
- 2.17 It is proposed that the prices at the Wesley Centre remain the same for 2021/22. The Fees & Charges report used to include the fees for the Food Bank, but they now have a lease, so this has been removed and added to the Property leases. Kent County Council rent space at the Wesley Centre for their Children's Centre, but have not opened again since the Covid lockdown. Thus far the council has been told that they could return at some point in the New Year. (Appendix M).
- 2.18 The prices at the TN2 Community Centre have been increased marginally to support the budget (Appendix N).
- 2.19 It is proposed that the standard rate of hiring the Assembly Hall remains unchanged at £4,100 per day. The specifically agreed rates for Royal Tunbridge Wells Symphony Orchestra, Tunbridge Wells Operatic and Dramatic Society and the Royal Tunbridge Wells Choral Society will remain in place. The overall budget has not been changed, as last year this budget over-performed and achieved income of £154,000. The Covid pandemic is anticipated to adversely affect the number of hires, hence the budget remaining at £110,000. The Theatre Fee (was called the booking fee) is now included within the advertised ticket price at £2.75 inclusive of VAT. As it forms part of the contract with the producers it will no longer form part of the Fees & Charges in the future. This is in line with Advertising Standards Authority guidelines and is considered to be more transparent for customers. All other set charges are commercially sensitive and

need to be varied according to the show. It can be seen that the total income has decreased by £165,000, reflecting the removal of the Theatre Fee. (Appendix O).

- 2.20 It is proposed that dynamic pricing should be continued for the Ice Rink, which should range between £5 (Go Card) and £15.50 including VAT for 2021/22. It was agreed that the upper limit for the ice rink should be £15.50 in 2020/21, for a full price adult, but due to the Covid pandemic it is proposed to reduce this to £15.00 to encourage demand, albeit it that fewer skaters can be on the rink at the same time. The ticket prices will be varied to attract skaters to poorer selling sessions and charge higher prices for premium sessions. This also gives the opportunity to make early booking discounts available. The objective is to ensure that everyone can afford to go skating in Tunbridge Wells providing they carefully select the time. This should also drive customers to book in advance on the website to relieve congestion at the Box Office and enable better planning for skater numbers.

3. Other Fees & Charges Considerations

Other Proposed Fees & Charges

- 3.1 Whilst it is not proposed to amend the off-street parking hourly charges this year, it is proposed to further reduce the discount provided to Pay by Phone customers. Historically, customers paying for their parking by phone were charged a 20p administration fee per transaction, by the service provider. The council was also trying to incentivise customers to pay electronically and therefore introduced a discount for customers paying by phone in order to recompense for the administration fee and to encourage usage. The discount was generally 30p for 1 hour of parking and 40p for 2 hours or more. However, when the council renegotiated the pay by phone contract the 20p customer administration charge was removed. Customers are only charged if they request additional services such as reminder texts. At the point of re-tender the council did not reduce the discount to recognise the removal of the 20p administration fee, however in 2019/20 this was implemented and usage of Pay by Phone was monitored to see if it impacted usage. The latest statistics are reported in Note 3.8 below. As can be seen, it didn't and indeed most payments for parking are now made electronically. The need to incentivise the public further to use Pay by Phone has therefore decreased, so it is proposed to reduce the discount of 20p for 2 hours or more, to a flat 10p discount for using Pay by Phone. This will apply to all hourly/daily parking tickets from the 1st January 2021. It could be argued that the discount should be removed altogether to create pricing parity for all users, however at this point it is proposed that a small incentive is retained at the 10p discount.
- 3.2 In October 2018 the Union House car park was closed whilst the site was developed for residential use. It is anticipated that it will re-open in the summer of 2021. It is therefore necessary to agree the prices for inclusion into the new Parking Places Order. The proposed pricing structure can be found in Appendix

Q. Union House car park is adjacent to the council's Linden Park car park. It therefore seems appropriate that the hourly rates, set for short stay customers (up to 5 hours) should be the same.

However, Union House car park is situated on the main road and therefore easy for visitors to locate. It will also be brand new and therefore a very pleasant introduction to a visit to The Pantiles. It is therefore proposed to incentivise workers (generally all day parkers) to park in Linden Park car park, which is much older and more difficult to access, leaving Union House spaces for visitors. It is therefore proposed to reduce the all day tariff in Linden Park to £6.30, the same as Crescent Road car park and set the all day rate at Union House to £10.40 (the present day rate at Linden Park).

It is also proposed to create a small number of permits to be available at both Union House and Linden Park car parks. The owners of the 127 apartments in 1887 The Pantiles above Union House car park, will not be eligible for residents parking permits in the area due to the insufficient roadside parking space. Most apartments will have their own space in their private car park, but there may be residents with more than one vehicle who would need somewhere to park their second car. It is proposed to offer up to 30 annual permit equivalents in Union House car park at £1,050, which is the standard rate in Crescent Road, Great Hall and Meadow Road car parks. It is then proposed to offer up to 38 annual permit equivalents for the lower floor of Linden Park at £800. This is to incentivise workers to park all day in spaces that are somewhat tight and unpopular. It will also give the residents of 1887 The Pantiles a cheaper alternative if they wish to walk across the road. Part time permits will also be available at both car parks.

Net Revenue Streams being considered but not Proposed

- 3.3 Whilst Management Team is considering a number of new income generation ideas, they are not sufficiently developed to be included in this report. As soon as the business cases are agreed they will be brought to Cabinet for approval. This is an ongoing objective of the Team.

Value Added Tax

- 3.4 The VAT status of each of the fees and charges is stated in the Appendices. All fees and charges that are subject to VAT are quoted net of VAT.

Net Cost of Service

- 3.5 This report has considered the level of fees and charges and the income projections for 2021/22. The direct costs associated with obtaining this income will be considered as part of the 2021/22 budget setting process. Informed

decisions can then be taken as to whether income streams should cover their total costs or whether they should be subsidised to meet Council priorities.

Benchmarking

- 3.6 Services have endeavoured to obtain benchmarking data from neighbouring authorities and private sector operators where relevant to inform the proposed fees and charges.

Payment Collection Methods

- 3.7 The Council has been working hard to ensure that payment collection is carried out in the most efficient, cost effective manner. To this end, the council has just upgraded its online payment system, is simplifying customer's ability to create an online customer account that saves payment histories and will soon have the facility to create a recurring card payment (seen to be preferable to direct debit for some customers because there are no bank charges in the event of insufficient funds).
- 3.8 Other work to progress electronic and cost efficient payment collection and contact with the customer is as follows:
- The number of cheques cashed continues to fall as the council has been slowly process engineering each service to ensure that customers pay by electronic means. Since September 2016 when we processed 12,344 cheques, we have reduced the number to just 3,679 in 2019/20, a further fall of 20% since last year.
 - Paperless billing is in place for council tax and business rates with 15,411 households (14,517 last year) registered, representing 30.69% (29.2% last year) of customer accounts. 72.39% of businesses are now signed up for ebilling for their Business Rates accounts (up from 65% in 2019/20).
 - Direct Debits are still being promoted with some success. The Financial Management System now has direct debits set up for 225 customers (201 last year) of the 320 allotment accounts (70%). Parking direct debit accounts for season ticket holders have fallen dramatically to 173, compared with 394 last year. Working from home has become the norm for many people during the pandemic and customers have cancelled their parking season tickets. In addition, we now have 1,609 direct debit customers for Garden Waste (1,593 in 2019/20) and it is intended to increase this significantly over the next year.
 - The overall percentage of council tax payers paying by Direct Debit continues to increase, rising from 77.15% in 2019/20 to 77.23% in 2020/21. This is an extra 454 properties signed up over the year. Direct

Debit is the cheapest method of payment so we are very grateful that the public are responding to our requests to pay in this way.

- In 2019/20 Cash Pay & Display payments accounted for 19% of transactions (2018/19 27%), 42% were Pay by Phone (2018/19 36%) and 39% (2018/19 37%) Card Pay on Exit payments. Car park payment machines have recently been replaced in Paddock Wood East and West car parks and are now able to take card payments rather than just coin. Thus far in 2020/21, cash payments have fallen to 6%, Phone payments have increased to 45% and card payments have increased to 49%. Whilst the merchant fees associated with card payments has increased with the volumes, it has been more than offset by the cost of cash handling and the reduced risk of theft along with the accompanying damage to the machines.

- 3.9 As explained above, the Council has been working towards reducing the number of cheque payments received for some years. Contrary to popular opinion, cheques are not legal tender; rather than a promise to pay they are a request to their bank to pay. They are expensive to process compared to other electronic methods of payment. A review of the costs this year has shown it costs around £1.85 to process each cheque compared to 61p for the average card payment. As a result, many councils up and down the country, have moved away from accepting cheques. Whilst we had already reduced numbers to low levels, when the Covid lockdown was imposed, the council was unable to process cheques at all. We therefore wrote to all residents who had paid their council tax by cheque in recent months, to ask them to find another method of payment. Since April just 105 cheques have been received from residents and 96 (91%) of those have subsequently found another method of payment (over 75% Direct Debit). We are in the process of contacting the remaining 9 residents to help them to find the best way for them to pay. We have also not received a single cheque for a Penalty Charge Notice, for which we used to receive around 400 cheques per year. 77.23% of residents in Tunbridge Wells pay their council tax by direct debit – a significant achievement as this is by far the cheapest way to collect it. Customers are able to pay online or over the phone by credit/debit card. They are able to speak to someone who will enter their details onto the payment system for them and take their card payment whilst helping them through the process, if they find using the automated payment line difficult. Residents can pay by bank transfer or by standing order. They can also pay in cash at the kiosk in the Gateway. This experience confirms that whilst customers may prefer to pay by cheque, they do have access to alternative methods of payment. It is therefore proposed that from the 1st April 2021 the council removes cheques as an option to pay. Clearly, we will still be able to process cheques again (Covid permitting) and in order to help people in extremis, will still do so.
- 3.10 Reducing cash transactions at the kiosk in the Gateway will be another focus, as once Customers Services moves into the Cultural and Learning Hub, it would be preferable for them to concentrate on providing services rather than supporting people just to settle their bills.

4. Options Considered

- 2.1 Leave prices and volumes the same as 2020/21. This does not reflect the economic position post Covid 19 and will not allow the council to manage its finances appropriately.
- 2.2 Amend the prices up and down subjectively. Considerable efforts have been made to benchmark prices and to reflect the new market conditions.

5. Preferred Option and Reason

- 2.1 That the Fees and Charges, as set out in this report and appendices, are agreed.
- 2.2 Paragraphs to set out the details and reasons for the recommended Fees and Charges for 2021/22, detailed within the appendices.

6. Consultation on Options

- 2.1 All prices and volumes have been proposed by the service areas which have benchmarked prices and researched new pricing options. Management Board have also reviewed these proposals and consider them appropriate.

Recommendation from Cabinet Advisory Board

- 2.2 The Finance & Governance Cabinet Advisory Board were consulted on 10 November 2020 and agreed the following:

That Bulky Waste fees should be amended to accommodate new VAT treatment.

The recommendations to Cabinet set out in the report be supported.

7. Implementation

- 2.1 Finance will communicate decisions to the appropriate services and notification to the public will be made via the Internet

8. Appendices and Background Documents

Appendices:

- Appendix A: Legal Fees
- Appendix B: Business Rates and Council Tax Summons and Liability Orders

- Appendix C: Land Charges
- Appendix D: Offence Penalties
- Appendix E: Crematorium and Cemetery
- Appendix F: Parks and Outdoor Sports
- Appendix G: Environmental Licensing (excl. Taxis and Private Hire)
- Appendix H: Waste & Recycling
- Appendix I: Planning
- Appendix J: Street Naming and Numbering
- Appendix K: Administration Charges
- Appendix L: Camden Centre
- Appendix M: Wesley Centre Paddock Wood
- Appendix N: TN2 Community Centre
- Appendix O: Assembly Hall Theatre
- Appendix P: Ice Rink
- Appendix Q: Parking Charges for Linden Park and Union House Car Parks

Background Papers:

- The Local Authorities (England) (Charges for Property Searches) Regulations 2008
- Local Authority Property Search Services – Costing and Charging Guidance – Communities and Local Government
- Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008
- Environmental Information Regulations 2004 (EIR)
- Environmental Protection Act of 1990
- The Housing in Multiple Occupation and Residential Property Licensing Reform

9. Cross Cutting Issues

A. Legal (including the Human Rights Act)

Section 93 of the Local Government Act 2003 permits best value authorities to charge for discretionary services provided the authority has the power to provide that service and the recipient agrees to take it up on those terms. The authority has a duty to ensure that taking one financial year with another, income does not exceed the costs of providing the service.

A number of the fees and charges made for services by the Council are set so as to provide the service at cost. In other cases the fee is set by statute and the Council must charge the set fee. In both cases the proposals in this report meet the Council's obligations.

Keith Trowell, Team Leader (Corporate (Governance)), MKLS 23/10/20.

B. Finance and Other Resources

This report will inform the budget setting process for 2021/22. It is vitally important for the Council that income targets in the Medium Term Financial Strategy are achieved in order to preserve Council services. The Covid Pandemic has had significant adverse repercussions for the finances of the council, however Government has promised to support Local Authorities to continue providing their services through the Pandemic.

Jane Fineman, Head of Finance, Procurement & Parking 23/10/2020

C. Staffing

Where income activity undergoes significant change, staffing resources associated with the activity will need to be reviewed. Any additional costs of changing staffing levels would need to be weighed against the changes in income.

Jane Fineman, Head of Finance, Procurement & Parking 23/10/2020

D. Risk Management

There is considerable risk around the volumes projected in this report, due to the economic uncertainties relating to the Covid Pandemic. Whilst each manager has very carefully reviewed the position of their area, circumstances are changing constantly and are mostly out of our control.

Jane Fineman, Head of Finance, Procurement & Parking 23/10/2020

E. Environment and Sustainability

No implications

F. Community Safety

No implications

G. Equalities

No implications

H. Data Protection

No implications

I. Health and Safety

No implications

J. Health and Wellbeing

No implications