

Report to: **Joint Overview and Scrutiny Panel and Development Management Committee**

Date: **18 January 2018**

Title: **Review of Fees and Charges for 2018/19**

Portfolio Area: **Support Services – Cllr S Wright**

Wards Affected: **All**

Relevant Scrutiny Committee: **N/A**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Pauline Henstock** Role: **Finance Cop Lead & Deputy S151 Officer**

Contact: **Tel. 01803 861377**  
**E-mail: pauline.henstock@swdevon.gov.uk**

#### **RECOMMENDATION**

**That the Joint Meeting RESOLVES that the Executive RECOMMEND to Council that:-**

- 1) it approves the proposed fees and charges set out for Parks, Open Spaces and Outdoor Sports in Appendix A.**
- 2) it approves the proposed Environmental Health charges not in bold in Appendix B. (Those proposed charges in bold in Appendix B will need to be separately considered by the Licensing Committee).**
- 3) it approves the proposed fees and charges set out for Development Management in Appendix C.**
- 4) delegated authority is given to the Group Manager for Commercial Services in consultation with the Portfolio holder, to set the Lower Ferry fees to take account of market conditions including competitor charges.**
- 5) it approves:**
  - a. An overall percentage increase of 2% to car park charges and to delegate responsibility of implementing the increase to the Group Manager for Commercial Services in consultation with the Portfolio holder following consultation with representative bodies (including parish councils).; and**
  - b. Withdrawal of weekly parking tickets;**
- 6) delegated authority is given to the Group Manager for Commercial Services in consultation with the Portfolio holder, to set the Commercial Waste charges, once all the price modelling factors are known.**
- 7) delegated authority is given to the Group Manager for Commercial Services in consultation with the Portfolio**

**holder, to set the Public Conveniences Pay on Entry charges, following completion of works and a review of appropriate charges.**

**8) it approves the changes to Boat Storage Charges set out in paragraph 3.7.**

## **1. Executive summary**

1.1 This report sets out proposals for fees and charges for all services for 2018/19.

## **2. Background**

2.1 The Council has the power to levy fees and charges for various services and functions it undertakes. Some of these fees are set by statute while for others the Council can make "reasonable" charges for the services it provides. The undertaking of regular reviews of charges allows, where possible, for the Council to recover the cost of officers' time in providing the service.

## **3. Proposals for Charges 2018/19**

### **3.1 Parks, Open Spaces, Outdoor Sport and Recreation**

Appendix A sets out proposals related to Parks, Open Spaces, Outdoor Sport and Recreation. For pitches and courts the proposal is that charges for 2018/19 be increased by 9% to cover the next three years of inflation. This would minimise the administrative costs of reflecting inflationary increases every year. Officers are continuing to pursue options to transfer management of facilities to local clubs and organisations, with some transfers already completed.

For most other charges, the proposal is to increase by 3% to reflect inflation and the rising costs to the Council of providing these services. There are some exceptions to this, most notably Dinghy Parking at Coronation Park where significant increases to fees were made last year. Taken together, it is anticipated that these increases will generate additional income of £1,000.

The Council adopted a new Events Policy at Full Council on 27<sup>th</sup> July 2017 (Minute 29/17 E.04/17 refers). The policy introduced a standard administration fee for each event of £55 which is a non-negotiable one-off charge to process each application. The use of Council land is provided free of charge, on the basis that no damage or loss occurs as a result of an event. An exception to this may be if an event is held in a Pay & Display car park, where the estimated loss of income would also be charged, and the

applicant will need to contact the Council to discuss this as the amount varies depending on location and time of year.

The Council continues to offer a play area inspect and insure service to community groups and town and parish councils. This annual service provides 12 visits by a qualified inspector (Mobile Locality Officers), an annual Allianz engineering report and insurance premium. Since 2009 the cost of the service was set at £100 + VAT, this price increased by £30 in 2017/18 to £130+VAT (to recover some of the shortfall in costs associated with delivering this service). To continue to close the gap and reduce the degree to which the Council subsidises this inspection service, it is proposed to increase the annual charge to £200 per play area. In the next year it is proposed to undertake consultation with relevant community groups and parishes upon a range of options with respect a new charging structure to further reduce the degree of Council subsidisation of this service. The consultation which seek to reflect the variation in costs related to the size of play areas, and seek a fair increase which does not penalise smaller play parks. It is anticipated that this will generate additional income of about £2,000.

### **3.2 Environmental Health Charges**

Appendix B sets out proposals for Environmental Health Charges for 2018/19.

Environmental Health charges were reviewed for 2016/17 to ensure that the Council charges were consistent across SHDC and WDBC and complied with the legislation in terms of the maximum charge being full cost recovery. The charges were changed to reflect this requirement and the review of charges for 2018/19 reflects the full cost recovery concept and the proposal is to increase most charges by 3% to reflect inflation and the additional cost to the Council of providing these services.

It should be noted that those charges in Appendix B which are highlighted in bold fall within the jurisdiction of the Licensing Committee. As such, the highlighted charges will need to be submitted to the Licensing Committee for approval. If the Licensing Committee approves the charges, it is estimated that these will generate additional income of about £300.

A review of Taxi Licensing Fees has been considered by the Licensing Committee on 11 January. The Local Government (Miscellaneous Provisions) Act 1976 requires the Licensing Committee to set fees at a level 'they consider reasonable with a view to recovering the costs of issue and administration'. This review has been conducted and resulted in a reduction in fees with a projected reduction in income of £11,200.

There has also been an increase in existing Environmental Health charges, notably food export certificates and private water supply sampling charges to reflect additional service costs. It is estimated that these additional charges will bring in an additional £10,000.

A small number of charges have been introduced for services which were previously provided for no fee. These include food hygiene revisit fees and review of film classification. It is estimated that these new charges will bring in an additional £5,000.

### **3.3 Lower Ferry, Dartmouth**

It is requested that responsibility for setting Lower Ferry charges is delegated to Group Manager for Commercial Services in consultation with the Portfolio holder. This will provide assurance that the charges are set to reflect the competitive environment in which the ferry operates.

### **3.4 Car Parking**

The budget proposals report for 2018/19 considered by the Executive on 7 December 2017 set an income target equivalent to a 2% increase in car parking fees which would provide additional income of £38,000. The charges would be set by the Manager for Commercial Services in consultation with the Portfolio holder following consultation with communities as to how the increase will be achieved through the community led tariffs policy.

It is proposed to withdraw weekly parking tickets and this is likely to result in increased Pay & Display income of £15,000 per annum due to increased sales across the District.

### **3.5 Commercial Waste Charges**

The pricing model for Commercial Waste charges requires consideration of budget performance, disposal charges and market factors, but it is considered too early in the financial year for this review to be undertaken. Given the timing of these factors, it is requested that the Group Manager for Commercial Services is given delegated authority in consultation with the Portfolio holder, to set these charges once the outcome of the review is known.

### **3.6 Planning**

The Government sets planning application fees and the long awaited 20% increase in fees comes into force on 17 January 2018. Although this will significantly increase income from planning applications, it is important to recognise that this increase is ring-fenced for the planning service and is in addition to the existing budget for the planning service.

A review of other Development Management fees has been undertaken and a proposed fee structure is included at Appendix C. This includes new fees covering enforcement compliance and validation checking and changes to the pre-application service charges following consultation with the Agents Forum. Based on the existing demand for these services the estimated additional income from the proposed fee structure is £10,000.

Additionally, it is proposed to increase the Duty Planning appointment time by 15 minutes and increase the charge to £30 per appointment. It is anticipated that this measure will increase income by £5,000.

### **3.7 Boat Storage Charges**

The budget proposals report for 2018/19 considered by the Executive on 7 December 2017 set an income target of £14,300 for Boat Storage Fees. The proposed increase in fees is summarised below:

Batson Boat Park	2017/18	2018/19
Daily Rate	£8 per day	£10 per day
Weekly rate (paid in advance)	£49 per week	£60 per week
Weekly rate (paid on arrival)	£59 per week	£60 per week
Time Zone/Area 1 (Oct to end Mar)	£53/m	£58.30
Time Zone/Area 2 (Oct to end Apr)	£75.50/m	£83.05
Weekly charge (only avail Dec-Feb)	£3/m/week	£3.30/m/month
Lift out	£13.20/m	£14.52/m
Launch	£13.20/m	£14.52/m
Environmental levy for filtering of scrubbing water	£1.20/m	£1.32/m
Yacht cradle hire (9m and over) Zone 1 and 2	£240.00	£264.00
Or yacht cradle hire per month	£45.00/month	£49.50/month
Powerboat props hire Zone 1 and 2	£180.00	£198.00
Or powerboat props per month	£36.00/month	£39.60/month

### **3.8 Public Conveniences Pay on Entry**

The budget proposals report for 2018/19 considered by the Executive on 7 December 2017 set an income target of £16,000 for pay on entry public conveniences at Bigbury, Whitestrand, Creek (Salcombe), North Sands, South Sands, Coronation Road, Steamer Quay (Totnes), Civic Hall, Fore Street, Slapton Line, Glanville's Mill, Wembury, Dittisham.

The income will only be achieved after these public conveniences have been adapted to accept pay on entry and so it is requested that responsibility for setting pay on entry charges is delegated to Group Manager for Commercial Services in consultation with the Portfolio holder following completion of works and a review of appropriate charges.

## **4. Proposed Way Forward**

1) The level of fees and charges will continue to be monitored during the year.

## 5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council has the power to introduce, maintain and increase charges under S.19 of the Local Government (Miscellaneous Provisions) Act 1976 or as set out in specific pieces of relevant legislation.
Financial	Y	The estimated additional income that could be generated from the review of fees and charges for 2018/19 if the recommendations are agreed is £105,400. This excludes any additional income from commercial waste and the Lower Ferry, Dartmouth and is made up as follows: <ul style="list-style-type: none"> <li>• Additional income from parks and open spaces £1,000 (section 3.1)</li> <li>• Additional income from playground inspections £2,000 (section 3.1)</li> <li>• Additional licensing income £300 (section 3.2)</li> <li>• Reduced Taxi Licensing income -£11,200 (section 3.2)</li> <li>• New and increased EH charges £15,000 (section 3.2)</li> <li>• Additional Car Parking charges £53,000 (section 3.4)</li> <li>• Additional planning income £15,000 (section 3.6)</li> <li>• Additional income from boat storage charges £14,300 (section 3.7)</li> <li>• Additional income from pay on entry in public conveniences £16,000 (section 3.8)</li> </ul>
Risk	Y	Achieving anticipated income targets in the current financial climate – regular monitoring of corporate income streams and revenue budgets ensures early identification of variances.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	Charging helps to support the provision of a wide range of public facilities available to all ages and all abilities.
Safeguarding	Y	Charging assists in supporting the running and management of a range of facilities in appropriate locations for local communities.
Community Safety, Crime and Disorder	Y	Charging helps to maintain the range of facilities.
Health, Safety and Wellbeing	N	

Other implications	N	None directly arising from this report.
--------------------	---	---

**Supporting Information**

Appendix A – 2018/19 Proposed Charges for Outdoor Recreation  
Appendix B – 2018/19 Proposed Charges for Environmental Health  
Appendix C – 2018/19 Proposed Charges for Development Management.

**Background Papers:**

Budget Proposals Report for 2018/19– Executive 7 December 2017