

Report to: **Overview and Scrutiny Panel**  
Date: **14 January 2021**  
Title: **Review of Fees and Charges for 2021/22**  
Portfolio Area: **Support Services – Cllr H Bastone**  
Wards Affected: **All**  
Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: Executive 28 January 2021

Author: **Alexandra Walker** Role: **Finance Business Partner**  
**Pauline Henstock** **Head of Finance Practice and Deputy S.151 Officer**  
Contact: **01803 861345** [alexandra.walker@swdevon.gov.uk](mailto:alexandra.walker@swdevon.gov.uk)  
**01803 861377** [pauline.henstock@swdevon.gov.uk](mailto:pauline.henstock@swdevon.gov.uk)

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#### **Recommendations:**

**That the Panel RECOMMEND that the Executive RECOMMEND to Council that:**

- 1. it approves the level of fees and charges for Parks, Open Spaces and Outdoor Sports with no proposed increases for 2021/22 as set out in Appendix A.**
- 2. it approves the Environmental Health charges in Appendix B, with no proposed increases for 2021/22.**
- 3. it approves the level of fees and charges set out for Planning Applications and Enforcement in Appendix C, with no proposed increases for 2021/22.**
- 4. it approves the proposed fees and charges for Street Naming as set out at the end of Appendix C.**
- 5. it approves the proposed Section 106 Monitoring fee shown at the end of Appendix C.**
- 6. delegated authority is given to the Director of Place and Enterprise in consultation with the Portfolio holder, to set the Lower Ferry fees to take account of market conditions including competitor charges.**
- 7. it approves the changes to Boat Storage Charges set out in paragraph 3.10.**
- 8. delegated authority is given to the Section 151 Officer in consultation with the Portfolio Holder to set the Local Land Charges as appropriate for cost recovery.**

- 9. delegated authority is given to the relevant Head of Practice, in consultation with the relevant Portfolio Holder, to adjust Fees and Charges within their service area by inflation at suitable periodic intervals, reporting to the Executive as appropriate.**

## **1. Executive summary**

- 1.1 This report sets out proposals for any changes to fees and charges for all services for 2021/22.

## **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. Outcomes/outputs**

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

- 3.1 For Outdoor Recreation and associated charges, fees are normally increased by inflation each year. Given that inflation has been running at less than 1% the proposal is to keep the level of fees the same for 2021/22 as set out in Appendix A.

### **Environmental Health Charges**

- 3.2 Appendix B sets out the Environmental Health Charges. These fees were reviewed in 2020/21 to ensure that they complied with the legislation in terms of the maximum charge being full cost recovery. It is proposed to keep the charges at the current levels for 2021/22 as it is more cost effective to increase fees by inflation in suitable periodic intervals, due to the administrative costs of implementing a change in the fee level.

### **Development Management – Planning Applications and Enforcement**

- 3.3 Substantial changes were made to the Planning Applications and Enforcement fees in 2019/20. It is considered that the current figures represent fair and appropriate amounts to charge for 2021/22 and so the proposal is to keep charges at their current levels. A breakdown of these fees can be found at Appendix C to this report.

## **Development Management - Street Naming and Numbering**

- 3.4 Street Naming and Numbering is a statutory service covered by Sections 17 and 19 of the Public Health Act 1925 which was formally adopted by the Council in 1976. The purpose of this control is to make sure that any new street names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency services vehicles are able to locate any address to which they may be summoned. Anyone wishing to change the name or number of their property or seeking an address for a new property or wish to change the name of an existing street should apply in writing to the Council following the procedures detailed in the adopted Street Naming and Numbering Policy which was adopted in 2017. The fees charged under this policy have remained the same for a number of years. Following a full review of Street Naming and Numbering charges it is proposed to increase these fees for 2021/22 in order to ensure that the cost of providing the service is covered. The proposals are set out at the end of Appendix C.

The proposed fee for 2021/22 is (as set out in Appendix C):-

- £25 per property for changes to house names (20/21 fee £21)
- £40 per property for changes to street names (20/21 fee £37)
- £40 per property for naming and numbering new developments (20/21 fee £36)

These changes are expected to yield additional income of approximately £1,500 in 2021/22, increasing the income target from £18,000 to £19,500 next year.

## **Development Management - Section 106 Monitoring**

- 3.5 Since 2019 Councils can charge a monitoring fee through section 106 planning obligations, to cover the cost of monitoring and reporting on delivery of that section 106 obligation. Monitoring fees can be used to monitor and report on any type of planning obligation, for the lifetime of that obligation. Monitoring fees should not be sought retrospectively for historic agreements. Benchmarking the proposed fees with other Councils has taken place and shows a variety of levels with many Councils in the process of setting a fee. The local context for seeking a Section 106 Agreement or undertaking is provided within the planning policies in the Joint Local Plan (JLP) and the guidance within the Supplementary Planning Document (SPD) both of which cover South Hams District Council, West Devon Borough Council and Plymouth City Council. The proposed monitoring fee for 2021/22 set out at the end of Appendix C covers the cost of the monitoring required and aligns with the other Councils that are covered by the JLP and SPD.

As set out in Appendix C the proposed fee for 2021/22 is £667 per trigger point within the agreement/undertaking for a payment to be made or other action to be taken by the developer.

- 3.6 Currently no specific fee is in place, the cost of monitoring is deducted from each Section 106 on an individual basis. It is expected that this new fee will equate to the cost of administration resulting in no additional income for the Council.

### **Lower Ferry, Dartmouth**

- 3.7 It is requested that responsibility for setting Lower Ferry charges is delegated to the Director of Place and Enterprise 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. It is not recommended to increase the income target within the 2021-22 budget as income is already expected to be below budgeted levels due to COVID 19.

### **Commercial Waste**

- 3.8 The current pricing model for Commercial Waste fees and charges has been reviewed and no increases are proposed for 2021/22.

### **Car Parking Pay and Display**

- 3.9 On 3<sup>rd</sup> December the Executive approved a report that sought to implement a previous decision taken by the Council to raise parking charges once only during the current political term up to May 2023. (Minute reference E.39/20 refers). The increase of 4% is predicted to be less than the inflation increase between 2018 when it was last increased and 2023 when it could next be reviewed. The additional income target of £80,000 has already been built into the base budget for 2020/21 onwards.

### **Boat Storage**

- 3.10 Boat storage charges are reviewed annually and set in line with boat yards offering similar facilities for winter storage, once our lifting costs have been allowed for. The proposed fees for 2021/22 are summarised in the table below and are expected to yield approximately £2,000 of additional income:

<b>Batson Boat Park</b>	<b>2020/21 Current Fee</b>	<b>2021/22 Proposed Fee</b>
Daily Rate	£10.00	£10.00
Daily Rate – Large Space	£15.00	£15.00
Weekly Rate	£60.00	£60.00
Weekly Rate – Large Space	£90.00	£90.00
Trailer (under 4.5m) per day	£6.00	£6.00

<b>Batson Boat Park</b>	<b>2020/21 Current Fee</b>	<b>2021/22 Proposed Fee</b>
Trailer (over 4.5m) per day	£8.00	£8.00
Trailer (under 4.5m) per week	£36.00	£36.00
Trailer (over 4.5m) per week	£48.00	£48.00
Time Zone/Area 1 (Oct to end Mar)	£57.00	£60.00
Time Zone/Area 2 (Oct to end Apr)	£82.00	£85.00
Weekly charge (only avail Dec-Feb)	£3.50/m	£4.00/m
Lift in or out	£15.00/m (not less than £120)	£15.00/m (not less than £120)
Launch	£15.00/m	£15.00/m
Environmental levy for filtering of scrubbing water	£1.50/m	£1.50/m
Yacht cradle hire (9m and over) Zone 1 and 2	£260.00	£260.00
Or yacht cradle hire per month	£50.00/month	£50.00/month
Powerboat props hire Zone 1 and 2	£200.00	£200.00
Or powerboat props per month	£40.00/month	£40.00/month
<b>Bowcombe</b>		
Dinghy parking (per annum)	£109.00	£115.00
Dinghy parking racks (per annum)	£88.00	£90.00

### **Local Land Charges**

3.11 Local Land Charges (LLC) is a statutory service where the income raised is intended to cover the cost of providing the service, so far as it's possible to do so. Officers are in the process of determining the actual cost of providing the service in order to ensure the appropriate fees are being charged. It is proposed that delegated authority is given to the Section 151 Officer in consultation with the Portfolio Holder to agree the LLC fees for 2021/22.

## **4. Options available and consideration of risk**

**4.1** The recommendations contained in this report are the actions proposed by officers of the Council in appropriate positions relating to each area. A key risk of not increasing fees where proposed is that the Council fails to raise income sufficient to cover the running of a particular service. In the current environment this needs to be carefully balanced against the economic and financial impact of Covid-19.

## **5. Proposed Way Forward**

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

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council has express or implied statutory authority to make or levy the fees and charges proposed.
Financial implications to include reference to value for money	Y	The estimated additional income that could be generated from the review of fees and charges for 2021/22 is £3,500. This is made up of £2,000 in relation to boat storage and £1,500 from Street Naming and Numbering. Other areas are expected to be either cost neutral or have a non-material impact in 2021/22.
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.
Supporting Corporate Strategy	Y	The Fees & Charges setting process supports all six of the Corporate Strategy Themes of Council, Homes, Enterprise, Communities, Environment and Wellbeing.
Climate Change - Carbon / Biodiversity Impact	Y	<p>The Council declared a Climate Change and Biodiversity Emergency on 25 July 2019 and a Climate Change Action Plan was presented to Council in December 2019. Following this report, a strategy will be implemented as to how the Council could finance the items within the Action Plan, whether that is from external grant sources or some funding from the Council's own resources. The Council has Earmarked £400,000 in a Climate Change Earmarked Reserve as part of the 2020-21 Budget.</p> <p>On 17<sup>th</sup> December 2020, Council adopted the Climate Change and Biodiversity Strategy. The Council has committed to the following aims;</p> <ul style="list-style-type: none"> <li>a) to reduce its organisational carbon emissions (Scope 1, 2 and 3 emissions) to net-zero by 2030;</li> <li>b) to commit to working with partners through the Devon Climate Emergency Response Group to aim to reduce the District of South Hams' carbon emissions to net-zero by 2050 at the latest;</li> </ul>

		<p>c) That the Council aim for a 10% Biodiversity Net Gain in the habitat value of its green and wooded public open space by 2025;</p> <p>The report also set out the proposed initiatives for the £400,000 in the Climate Change Earmarked Reserve. (£20,000 has already been allocated to support the delivery of work to improve the energy efficiency of the existing housing stock in light of the successful Green Homes Grant bid – Minute E.31/20 refers).</p>
<i>Comprehensive Impact Assessment Implications</i>		
Equality and Diversity		None directly arising from this report.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

**Supporting Information**

**Appendices:**

Appendix A – 2021/22 Proposed Charges for Outdoor Recreation

Appendix B – 2021/22 Proposed Charges for Environmental Health

Appendix C – 2021/22 Proposed Charges for Development Management

**Background Papers:**

None