

**REVIEW OF FEES AND CHARGES – SUMMARY OF  
RECOMMENDATIONS FROM ADVISORY BOARDS**

**Item LEM 12/041 referred from Local Environmental Management  
Advisory Board minutes of 27 November 2012**

**LEM  
12/041**

**REVIEW OF ENVIRONMENTAL HEALTH SERVICES FEES AND  
CHARGES**

Consideration was given to the joint report of the Director of Health and Housing, Director of Finance and Cabinet Member for Environmental Services which proposed fees and charges for the provision of services in respect of food certificates, stray dog redemption fees, household bulky refuse collection, rats and mice and contaminated land enquiries. Members were advised of an amendment to the report regarding contaminated land charges which were not subject to VAT.

**RECOMMENDED:** That the scale of charges for condemned food certificates, exported food certificates, contaminated land enquiries, sampling private water supplies, stray dog redemption fees, household bulky refuse collection and rats and mice be approved with effect from 1 April 2013 as detailed in the report (as amended).

**Item LAA 12/050 referred from Leisure and Arts Advisory Board  
minutes of 10 December 2012**

**LAA  
12/050**

**LEISURE SERVICES - REVIEW OF CHARGES 2013/14**

The joint report of the Chief Leisure Officer and Director of Finance outlined the charging proposals in respect of Poulton Wood Golf Centre, Tonbridge Cemetery, moorings in Tonbridge, Tonbridge Castle Council Chamber and weddings, the Summer Playscheme and pitch hire for Sportsgrounds in Tonbridge. It was noted that proposed charges for the Council's indoor leisure facilities were reported separately.

Members were advised that the proposed charges took into account a range of factors including policy objectives for each of the facilities, market conditions and customer feedback and had been brought forward within the context of the Council's Medium Term Financial Strategy. Reference was made to the wide range of concessions available within the charging structure and the Leisure Pass Scheme which ensured that the Council's leisure facilities and services were available to all. In response to concern raised about the rate and level of concessionary use of the Council Chamber at Tonbridge Castle the Board was advised that this would be clarified prior to consideration of this item at Cabinet.

**RECOMMENDED:** That

## Annex 2

- (1) the proposed charges for Poulton Wood Golf Centre as detailed at Annex 2 to the report be agreed and implemented with effect from 1 April 2013;
- (2) the proposed pitch hire charges for Tonbridge Sportsgrounds as detailed at Annex 3 to the report be agreed and implemented with effect from 1 April 2013;
- (3) the proposed charges for Tonbridge Cemetery as detailed at Annex 5 to the report be agreed and implemented with effect from 1 April 2013;
- (4) the proposed charges for Tonbridge Castle Chamber as shown at Annex 8 to the report be approved and implemented from 1 April 2013;
- (5) the proposed charges for Weddings in 2014/15 at Tonbridge Castle be agreed as detailed in Annex 9 to the report; and
- (6) the proposed charges for the 2013 Summer Playscheme as detailed at Annex 10 to the report be approved.

### **Item LAA 12/051 referred from Leisure and Arts Advisory Board minutes of 10 December 2012**

**LAA  
12/051**

#### **LEISURE SERVICES BUSINESS UNIT - REVIEW OF CHARGES**

The joint report of the Chief Leisure Officer and Director of Finance outlined the charging proposals in respect of Larkfield Leisure Centre, Angel Centre, Tonbridge Swimming Pool, Tonbridge Farm All Weather Area and Tonbridge Racecourse Sportsground Games Hut. Reference was made to the later report on financial performance and attention drawn to the need for the charging proposals to be considered within the context of the Leisure Services Business Unit draft revenue estimates which would be reported to the Finance and Property Advisory Board on 9 January 2013. It was noted that proposed charges had been subject to consultation with the Tonbridge Sports Association and members of the Customer Panels at each site.

**RECOMMENDED:** That the scale of charges for the Council's leisure facilities as set out in Annexes 1-3 of the report be implemented with effect from 1 April 2013.



Item FP 13/008 referred from Finance and Property Advisory Board minutes of 9 January 2013

FP  
13/008

**REVIEW OF FEES FOR STREET NAMING AND NUMBERING SERVICES**

Consideration was given to the report of the Central Services Director on a comprehensive review of fees for Street Naming and Numbering services.

**RECOMMENDED:** That

(1) the following fee schedule for Street Naming and Numbering be adopted from 1 April 2013:

1. Fee for addressing one new in-fill property: £165.
2. Fee for addressing two to three in-fill properties: £85 per property.
3. Where four or more properties are to be named or numbered, the fee for new developments (below) will be levied.
4. Fee for naming of a street, other than in relation to new property addressing: £200.
5. Fee for addressing plots, including street naming if required:

1-4 units	£200 + £30 per unit
5-10 units	£200 + £25 per unit
11 or more units	£400 + £10 per unit
6. Developments are considered to be separate if they are received on separate applications and/or they do not share a common road which is also being named for the first time as part of the application.
7. Individual flats are considered as individual plots.
8. Renumbering an existing property: £50.
9. Renaming an existing property, not in a current numbering scheme: £50.
10. Registering the addition or change or an alias to a numbered property: £50.
11. Removing an existing alias from a numbered property: No charge.
12. Renaming an existing street: £1,500.
13. Renaming a block of flats: £1,500.

14. Fee for addressing units (flats) when splitting an existing property: £85 per unit.

15. Fee for addressing a single property when merging separate units: £165; and

(2) the existing fee for providing duplicate certificates be removed as this service is no longer available.

**Item FP 13/009 referred from Finance and Property Advisory Board minutes of 9 January 2013**

**FP  
13/009**

**REVIEW OF FEES AND CHARGES 2013/14**

The joint report of the Central Services Director and Director of Finance brought forward for consideration proposals in respect of those fees and charges which fell within the remit of the Cabinet Member for Finance and those where there was no appropriate Advisory Board.

**RECOMMENDED:** That

(1) in respect of the recovery of legal fees payable by third parties, the Council's charges continue to follow the rates published by the Secretary of State as set out as paragraph 1.2.1 of the report;

(2) the proposed scale of fees for local land charges searches and enquiries set out at paragraph 1.3.5 of the report be adopted with effect from 1 April 2013; and

(3) a photocopying charge of 10p (inclusive of VAT) be retained for each page of the same document or additional copies of the same page plus postage as appropriate.

**Item FP 13/010 referred from Finance and Property Advisory Board minutes of 9 January 2013**

**FP  
13/010**

**REVIEW OF FEES AND CHARGES 2013/14 - LICENSING FEES**

The joint report of the Director of Finance and Chief Solicitor gave details of the outcome of the review of all licensing fees undertaken by the Licensing Manager.

**RECOMMENDED:** That the proposed scale of fees for licences, consents and registrations set out in Annex 1 of the report be adopted with effect from 1 April 2013 with the addition of the following fees:

Houses in multiple occupation - initial fee: £390; renewal: £270.

**Item FP 13/011 referred from Finance and Property Advisory Board minutes of 9 January 2013**

**FP  
13/011**

**BUILDING REGULATION FEES**

The joint report of the Director of Planning, Transport and Leisure and Director of Finance proposed an amended charging regime intended to cover more accurately the costs of the fee earning aspects of the Building Control service provided by the Council as part of the annual review of the fees schedules. A revised annex was circulated at the meeting amending a number of figures in the tables.

**RECOMMENDED:** That the revised scheme for the Recovery of Building Regulation Charges and Associated Matters, as set out at Annex 1 to the report, and the Charges for Building Control Applications as detailed in Tables 1 - 3, as amended, be approved and adopted from 1 March 2013. 