

**REVIEW OF FEES AND CHARGES – SUMMARY OF  
RECOMMENDATIONS FROM ADVISORY BOARDS AND  
RESOLUTION OF LICENSING AND APPEALS COMMITTEE**

**Item HE 15/20 referred from Housing and Environmental Services Advisory Board minutes of 9 November 2015**

**HE 15/20      REVIEW OF HOUSING, ENVIRONMENTAL HEALTH AND  
WASTE AND STREET SCENE SERVICES FEES AND  
CHARGES**

The joint report of the Director of Street Scene, Leisure and Technical Services, the Director of Planning, Housing and Environmental Health and the Director of Finance and Transformation set out details of the proposed fees and charges for the provision of services in respect of condemned food certificates, exported food certificates, contaminated land, private water supplies, houses in multiple occupation, caravan site licensing, pest control, stray dog redemption fees, household bulky refuse collection and “missed” refuse collection. The Advisory Board was advised that the proposed charge for an Exported Food Certificate was based on ‘cost recovery’ and noted that this reflected the Council’s priority for supporting local business development. Members supported the proposal of introducing a new charge for fridge and freezer collection and noted that a further, detailed, report would be submitted to the next meeting of the Advisory Board.

**RECOMMENDED:** That Cabinet

- (1) approve the scale of charges for mandatory HMO licensing, caravan site licensing, condemned food certificates, exported food certificates, contaminated land monitoring, sampling private water supplies, stray dog redemption fees, household bulky refuse collection and “Missed” refuse collection charges with effect from 1 April 2016, as detailed in the report to the Advisory Board; and
- (2) approve the introduction of a new charge for fridge and freezer collections and a report on the proposed charges be submitted to the next meeting of the Housing and Environment Services Advisory Board.

**\* Referred to Cabinet**

**Item COM 16/5 referred from Communities Advisory Board minutes of 11 January 2016**

**COM 16/5 REVIEW OF CEMETERY CHARGES 2016/17**

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation outlined the proposed fees and charges for 2016/17 in respect of Tonbridge Cemetery.

**RECOMMENDED:** That the proposed charges for Tonbridge Cemetery, as detailed at Annex 2 to the report, be implemented with effect from 1 April 2016.

\* **Referred to Cabinet**

**Item PE 16/3 referred from Planning and Transportation Advisory Board minutes of 12 January 2016**

**PE 16/3 REVIEW OF CAR PARKING FEES AND CHARGES**

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation set out recommendations for car parking fees and charges for implementation from 1 April 2016. In addition, the report identified a number of fees and charges for review over the forthcoming year and outlined the Borough Council's ongoing investment in the parking service.

Careful consideration was given to the options set out and Members noted that, whilst the Council regularly reviewed its fees and charges for services provided for the local community, the last annual review of car parking charges in 2015 did not recommend any increases or other changes. Consequently, there had been no increase in any parking charges in the Borough for the last two years.

Members were advised of a petition from West Malling Parish Council asking that short term parking remain free in the town. The petition comprising over 2,500 signatures had been received immediately prior to the meeting and would be dealt with in accordance with the Council's Petition Scheme.

The views of the Tonbridge Sports Association regarding Lower Castle Fields car park, Tonbridge were referenced and the Cabinet Member for Planning and Transportation offered to discuss how to minimise the effect on sports users with the organisation.

**RECOMMENDED:** That the following proposals be approved by Cabinet with effect from 1 April 2016:

- (1) the schedule of charges for short and long stay parking in Tonbridge shown in Table 1 to the report be introduced;
- (2) the schedule of charges for parking in Lower Castle Fields car park shown in Table 2 be introduced;
- (3) the schedules of Peak and Off-Peak Season ticket charges in Tonbridge shown in Tables 3 and 4 be adopted;
- (4) the schedules of charges for short and long stay parking in West Malling shown in Table 6 be introduced, with the exception of the 'over 3 hour' option which would be deleted and having noted the receipt of a petition;
- (5) the schedule of charges for Blue Bell Hill car park shown in Table 7 be introduced, subject to reviewing levels of charging increase within the context of extending the charging period to include a charge for Saturday;
- (6) the schedule of charges for parking in Borough Green Western Road car park shown in Table 8 be introduced, subject to the introduction of a 30 minute tariff at 10p, 20p for 1 hour and 40p for 2 hours;
- (7) Residents permits be increased to £40 applied across the whole Borough and Officers investigate further options for the introduction of tiered pricing structure for parking permits for more than one vehicle per residential household;
- (8) the schedule of charges for business permits and dispensation shown in Table 9 be introduced, subject to clarification over the dispensation period and definition of the dispensations;
- (9) visitor permits be increased to £12 for a book of 10 permits;
- (10) the schedule of charges for Haysden and Leybourne Lakes country parks shown in Table 10 be introduced;
- (11) the schedule of charges for on-street pay & display parking in Tonbridge be introduced but amended to be consistent with the proposed short stay charges in Table 1 for periods of up to 3 hours; and

(12) separate reviews be brought forward on Evening and Sunday charging, on existing car parking concessions and those car parks not addressed within the report.

**\*Referred to Cabinet**

**PE 16/4**

**REVIEW OF PRE-APPLICATION PLANNING PROCEDURES AND CHARGING REGIME**

The report of the Director of Planning, Housing and Environmental Health presented a review of the procedures and practice adopted in providing advice and guidance in respect of planning matters, in particular assistance provided to those intending to submit planning applications. Importantly, the report also reviewed the charges made for the service and recommended a new regime to reflect the costs and value of the advice provided.

Members recognised that there were significant costs involved in providing good quality pre-application advice and although this was highly beneficial to the planning application process and local communities it was now appropriate to critically review charges in the context of increasing focus on service efficiency.

A summary of the different charging regimens for all the local planning authorities in Kent was provided in Annex 1 to the report. Details of the proposed new pre-application protocol, together with the fee structure and pre-application form were set out in Annexes 2 and 3 respectively.

The financial and value for money considerations set out in the report were noted by Members.

**RECOMMENDED:** That the following proposals be approved by Cabinet with effect from 1 April 2016:

- (1) the Protocol for providing Pre-application advice be adopted, as attached at Annex 2 to the report; and
- (2) the Pre-application Charging Schedule 2016/17 be introduced as attached at Annex 3 to the report

**\*Referred to Cabinet**

**Item FIP 16/5 referred from Finance, Innovation and Property Advisory Board minutes of 13 January 2016**

**FIP 16/5 REVIEW OF FEES AND CHARGES 2016/17**

The report of the Management Team brought forward for consideration as part of the Budget setting process for 2016/17 proposals in respect of those fees and charges that were the responsibility of the Cabinet Member for Finance, Innovation and Property or not reported elsewhere.

**RECOMMENDED:** That

- (1) in respect of the recovery of legal fees payable by third parties, the Council's fees continue to follow the Supreme Court guideline hourly rates as set out at paragraph 1.2.1 of the report;
- (2) the proposed scale of fees for local land charges searches and enquiries set out in the report be adopted with effect from 1 April 2016 noting that with effect from 1 February 2016 property search fees, in the main, are to be subject to VAT on the basis set out in paragraphs 1.3.4 and 1.3.5 of the report;
- (3) the current photocopying charges of 10p (inclusive of VAT) for each page of the same document or additional copies of the same page plus postage as appropriate be retained;
- (4) the proposed charges for Tonbridge Castle Chamber as set out in Annex 3 to the report be approved for implementation from 1 April 2016 and the list of concessionary users at Annex 1 to the report be endorsed;
- (5) the proposed charges for weddings at Tonbridge Castle as outlined in paragraph 1.6.3 of the report be approved for implementation from 1 April 2017;
- (6) the fees schedule for street naming and numbering set out at paragraphs 1.8.2 and 1.8.3 of the report be adopted with effect from 1 April 2016, subject to the fee for addressing one new in-fill property remaining at £169; and
- (7) the amount of council tax and business rate Court costs recharged to the taxpayer remain as set out at paragraph 1.9.2 of the report for the 2016/17 financial year.

**\*Referred to Cabinet**

**Minute LA 15/111 of Licensing and Appeals Committee of  
2 December 2015**

**LA 15/111      REVIEW OF FEES AND CHARGES 2016/17 - LICENSING  
FEES**

The report of the Director of Central Services and Monitoring Officer gave details of proposed licensing fees and charges for 2016/17. The report focused on the fees to be charged for hackney carriage and private hire licensing, together with other miscellaneous licences/registrations dealt with by Licensing Services. The fee model sheets for the main taxi fee increases were set out at Annex 2 to the report and showed the officer cost and time in validating, processing and issuing licences and enforcement costs where applicable.

In considering the proposed fees at Annex 1 to the report, Members suggested in respect of the miscellaneous licences that those above £50 should be rounded up to the nearest £5.

**RESOLVED:** That the proposed scale of fees for licences, consents and registrations contained in Annex 1 to the report be adopted with effect from 1 April 2016 subject to the Hackney Carriage new vehicle licence being amended to £225 and the miscellaneous licences above £50 being rounded up to the nearest £5, as set out in the revised table annexed to these Minutes.

[In accordance with Council and Committee Procedure Rule 8.6 Councillor B Elks requested that his vote against the motion to amend the proposals contained in the report be recorded.]