

**Item SSE 16/11 referred from Street Scene and Environment Services  
Advisory Board minutes of 7 November 2016**

**SSE 16/11 REVIEW OF 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 proposed fees and charges for the provision of services in respect of food certificates, contaminated land monitoring, private water supplies, pest control, stray dog redemption fees, household bulky refuse and fridge/freezer collections, "missed" refuse collections and the Council's car parks from April 2017.

In bringing forward the proposals for 2017/18, it was noted that consideration had been given to a range of factors including the Council's overall financial position, trading patterns, the current rate of inflation, competing facilities and customer demand. Particular reference was made to the comprehensive review of car parking charges undertaken at the beginning of 2016 and the conclusion that no further changes be made but the position be reviewed again in 12 months' time.

**RECOMMENDED:** That Cabinet approve the scale of charges for mandatory condemned food certificates, exported food certificates, contaminated land monitoring, sampling private water supplies, stray dog redemption fees, household bulky refuse and fridge/freezer collection, "missed" refuse collection and car parking charges with effect from 1 April 2017, as detailed in the report to the Advisory Board.

**\*Referred to Cabinet**

**Item CH 16/21 referred from Communities and Housing Advisory  
Board minutes of 14 November 2016**

**CH 16/21 HOUSES IN MULTIPLE OCCUPATION (HMO) AND CARAVAN SITE  
LICENSING**

The report of the Director of Planning, Housing and Environmental Health set out the proposed fees and charges in respect of the mandatory licensing scheme for Houses in Multiple Occupation (HMOs) and Caravan Sites for 2017/18.

**RECOMMENDED:** That the existing charges for the licensing of Houses in Multiple Occupation and Caravan Sites, as detailed in the report, remain unchanged and be agreed with effect from 1 April 2017.

**\*Referred to Cabinet**

**Item CH 16/22 referred from Communities and Housing Advisory Board minutes of 14 November 2016**

**CH 16/22 REVIEW OF CEMETERY CHARGES 2017/18**

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation outlined the proposed charges for 2017/18 with regard to Tonbridge Cemetery.

**RECOMMENDED:** That

- (1) the proposed charges for Tonbridge Cemetery, as detailed at Annex 2 to the report, be agreed and implemented with effect from 1 April 2017; and
- (2) a review of the future capacity of grave space at the Cemetery be progressed and reported back to a future meeting of the Communities and Housing Advisory Board.

**\*Referred to Cabinet**

**Item FP 17/5 referred from Finance, Innovation and Property Advisory Board minutes of 4 January 2017**

**FIP 17/5 REVIEW OF FEES AND CHARGES 2017/18**

The report of the Management Team brought forward for consideration as part of the Budget setting process for 2017/18 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.

It was noted that there would be a fundamental review of operations at Tonbridge Castle in the light of changes in the Gateway facility.

**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 2017, noting that property search fees are to be subject to VAT as shown in the table at Annex 1 to the report from 1 January 2017 unless HMRC confirms that any element shown as Vatable should not be subject to VAT;
- (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 4 to the report be approved for implementation from 1 April 2017;
  - (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 2018;
  - (6) the fees schedule for street naming and numbering set out in section 1.8 of the report be adopted with effect from 1 April 2017; and
  - (7) the amount of council tax and business rate Court costs recharged remain as set out at paragraph 1.9.2 of the report for the 2017/18 financial year.
- \*Referred to Cabinet**

**Item FP 17/6 referred from Finance, Innovation and Property Advisory Board minutes of 4 January 2017**

**FIP 17/6 BUILDING REGULATION FEES**

Consideration was given to the joint report of the Director of Planning, Housing and Environmental Health and Director of Finance and Transformation which referred to the annual review of fees schedules and recommended amendments to the charging regime to cover more accurately the costs of the fee earning aspects of the Building Control Partnership service provided with Sevenoaks District Council. Members were advised of some changes in staffing of the service.

**RECOMMENDED:** That the revised Building Control Charges, as detailed in Annex 1 to the report, be approved and adopted from 1 April 2017.

**\*Referred to Cabinet**

**Item FP 17/7 referred from Finance, Innovation and Property Advisory Board minutes of 4 January 2017**

**FIP 17/7 REVIEW OF PRE-APPLICATION PLANNING CHARGING REGIME**

The joint report of the Director of Finance and Transformation and Director of Planning, Housing and Environmental Health provided an update on the pre-application procedures for planning and reviewed the protocol and scale of charges introduced in 2016 in accordance with Decision Number D160018CAB.

**RECOMMENDED:** That

- (1) the updated protocol for providing Pre-Application and Other Technical Planning Advice, as set out at Annex 1 to the report, be adopted; and

- (2) the Pre-Application Charging Schedule for 2017/18, as set out at Annex 2 to the report, be adopted.  
**\*Referred to Cabinet**

**LA 16/94 REVIEW OF FEES AND CHARGES 2017/18 - LICENSING FEES**

The report of the Director of Central Services and Monitoring Officer set out details of the proposed scale of fees and charges for 2017/18 in respect of Hackney Carriage and Private Hire Licences, Pleasure Boats and Boatmen, Scrap Metal Dealers, Animal Welfare Licences, Street Trading Consents, Sex Establishments, Acupuncture, Tattooing, Ear Piercing and Electrolysis and Hypnotism.

**RESOLVED:** That the proposed scale of fees for licences, consents and registrations, as set out in Annex 1 to the report, be adopted with effect from 1 April 2017.