

**Item SSE 17/16 referred from Street Scene and Environment Services  
Advisory Board minutes of 6 November 2017**

**SSE 17/16 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 2018.

Careful consideration was given to the options set out in the report and Members noted that, whilst the Council regularly reviewed its fees and charges for services provided for the local community, the last review of car parking charges in 2016 had not recommended any increases. Consequently, there had been no increase in any parking charges in the Borough for the last two years.

Additionally, Members were provided with details of the set of guiding principles established by the Council for the setting of fees and charges together with a summary of the level of investment and cost to the Authority of providing the parking service.

**RECOMMENDED:** That the following proposals be approved by Cabinet with effect from 1 April 2018:

- (1) the schedule of charges for short and long stay parking in Tonbridge, shown in Table 1 to the report, be introduced;
- (2) week day short day parking charges to the car parking bays in the Tonbridge Castle grounds, including the purchase of a new car parking ticket machine, be introduced;
- (3) the schedules of Peak and Off-Peak Season ticket charges in Tonbridge, shown in Tables 2 and 3 to the report, be adopted;
- (4) the Ryarsh Lane, West Malling Annual Season ticket charges be increased to £175;
- (5) the schedule of charges for short stay parking in West Malling, shown in Table 5 to the report, be introduced with the new 4 hour tariff amended to £3.20;
- (6) the schedule of charges for Blue Bell Hill car park, shown in Table 6 to the report, be introduced;
- (7) the schedule of charges for Borough Green Western Road car park, shown in Table 7 to the report, be introduced;
- (8) Residents Permits (Residential Preferential Parking Scheme) be retained at £40 per year;

- (9) the schedule of charges for Business Permits and Dispensations, shown in Table 8 to the report, be introduced;
- (10) Visitor Permits be retained at £12 for a book of 10 permits, the current offer of 10 free Visitor Permits be limited to new applicants for a Residents Permit and the offer of 10 free Visitor Permits on renewal of a Residents Permit be discontinued;
- (11) the schedule of charges for Haysden and Leybourne Lakes country parks, shown in Table 9 to the report, be introduced;
- (12) the schedule of charges for On-Street Pay and Display parking in Tonbridge, shown in Table 10 to the report, be introduced; and
- (13) the potential introduction of On-Street Permit and Pay and Display parking in designated areas of North Tonbridge be investigated.

**\*Referred to Cabinet**

**Item SSE 17/17 referred from Street Scene and Environment Services  
Advisory Board minutes of 6 November 2017**

**SSE 17/17 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 household bulky refuse and fridge/freezer collections, "missed" refuse collections, stray dog redemption fees, pest control, condemned food certificates, exported food certificates, contaminated land monitoring and private water supplies from April 2018.

In bringing forward the proposals for 2018/19, 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.

**RECOMMENDED:** That Cabinet approve the scale of charges for household bulky refuse and fridge/freezer collection, "missed" refuse collection, stray dog redemption fees, pest control, condemned food certificates, exported food certificates, contaminated land monitoring and sampling private water supplies with effect from April 2018, as detailed in the report to the Advisory Board.

**\*Referred to Cabinet**

**Item CH 17/31 referred from Communities and Housing Advisory Board minutes of 13 November 2017**

**CH 17/31 REVIEW OF CEMETERY CHARGES 2018/19**

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 2018/19 with regard to Tonbridge Cemetery.

**RECOMMENDED:** That the proposed charges for Tonbridge Cemetery, as detailed at Annex 2 to the report, be agreed and implemented with effect from 1 April 2018.

**\*Referred to Cabinet**

**Item PE 17/17 referred from Planning and Transportation Advisory Board minutes of 5 December 2017**

**PE 17/17 PRE-APPLICATION PLANNING ADVICE CHARGING REGIME AND BUILDING CONTROL APPLICATION FEES**

Consideration was given to the report of the Director of Planning, Housing and Environmental Health regarding proposed changes to the Pre-application Planning Advice Charging Regime and an overall approach to Building Control Fees. It was noted that detailed monitoring between 1 April and 1 November 2017 indicated that no changes to the Pre-application Protocol were necessary but the fees should be adjusted in order to recover costs of providing advice, as set out at Annex 1 to the report.

Reference was made to the partnership arrangement with Sevenoaks District Council for provision of building control services, overseen by a Management Board, and to an approach aiming at a fee increase of approximately 3% across the range of application types. Since further detailed work was required to set the precise fee scales, it was suggested that the Director of Planning, Housing and Environmental Health be authorised to agree them within the overall context in liaison with Sevenoaks through the Management Board.

**RECOMMENDED:** That

- (1) the updated pre-application charging regime for planning, set out at Annex 1 to the report, be approved; and
- (2) the Director of Planning, Housing and Environmental Health be given delegated authority to set the detailed building control application fee scales within a general guide of a 3% increase.

**\*Referred to Cabinet**

**Item FIP 18/5 referred from Finance, Innovation and Property Advisory Board minutes of 3 January 2018**

**FIP 18/5 REVIEW OF FEES AND CHARGES 2018/2019**

The report of the Management Team brought forward for consideration as part of the Budget setting process for 2018/19 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 at Annex 1 to the report be adopted with effect from 1 January 2018;
- (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 fee schedule for street naming and numbering set out in section 1.6 of the report be adopted with effect from 1 April 2018; and
- (5) the amount of council tax and business rate Court costs recharged remain as set out at paragraph 1.7.2 of the report for the 2018/19 financial year.

**\*Referred to Cabinet**

**Item FIP 18/6 referred from Finance, Innovation and Property Advisory Board minutes of 3 January 2018**

**FIP 18/6 TONBRIDGE CASTLE - REVIEW OF FEES AND CHARGES**

The report of the Director of Central Services and Monitoring Officer presented a comprehensive review of fees and charges in respect of the variety of services and functions delivered at Tonbridge Castle and made recommendations to increase revenue streams from a number of different areas.

**RECOMMENDED:** That

- (1) the new pricing model for the Castle Tour at Tonbridge Castle be approved as set out at paragraph 1.4.10 of the report;

## Annex 2

- (2) the new pricing model for Schoolchildren Educational Workshops at Tonbridge Castle be approved as set out at paragraph 1.5 of the report;
- (3) the new pricing model for Weddings at Tonbridge Castle be approved as set out at paragraph 1.6.2 of the report;
- (4) authority be delegated to the Director of Central Services and Monitoring Officer for a 12 month trial period to depart from the fixed fee structure at paragraph 1.6.2 of the report where he considers that it is in the financial interests of the Council to do so in a particular case;
- (5) the new pricing model for entries into the Wedding Diary at Tonbridge Castle be approved as set out at paragraph 1.6.6 of the report;
- (6) the list of concessionary users of the Tonbridge Castle Council Chamber set out at Annex 2 to the report and the rate of discount, if any, to be given to any booking by an approved concessionary user be reviewed by the Overview and Scrutiny Committee;
- (7) the new model for hiring out the Council Chamber at Tonbridge Castle be approved as set out at paragraph 1.8.3 of the report;
- (8) the Director of Central Services and Monitoring Officer be authorised to agree Gate House fee charges for special events; and
- (9) authority be delegated to the Director of Central Services and Monitoring Officer to negotiate and agree fees with parties wishing to use Tonbridge Castle for filming purposes.

**\*Referred to Cabinet**

### LA 17/77 REVIEW OF FEES AND CHARGES 2018/19 - 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 2018/19 in respect of Hackney Carriage and Private Hire Licences, Pleasure Boats and Boatmen, Scrap Metal Dealers, Animal Licensing, Street Trading Consents and Sex Establishments.

**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 2018.