

**Item SSE 18/21 referred from Street Scene and Environment Services  
Advisory Board minutes of 5 November 2018**

**SSE 18/21 REVIEW OF FEES AND CHARGES**

The joint report of the Director of Street Scene, Leisure and Technical Services, the Director of Central Services 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, food certificates, contaminated land monitoring, private water supplies and the Council's car parks from April 2019.

In bringing forward the proposals for 2019/20, it was noted that consideration had been given to a range of factors including the Council's overall financial position, market position, trading patterns, the current rate of inflation and customer feedback.

**RECOMMENDED:** That

- (1) the scale of charges for household bulky refuse and fridge/freezer collection, "missed" refuse collection, stray dog redemption fees, pest control, food certificates, contaminated land monitoring and private water supplies be approved;
- (2) no changes be made to the Council's existing car parking charges;
- (3) the new charges be implemented from 1 April 2019; and
- (4) the option for new waste and recycling bins/containers for new housing developments to be funded by developers be investigated further and a report submitted to a future meeting of the Street Scene and Environment Services Advisory Board.

**\*Referred to Cabinet**

**Item CH 18/26 referred from Communities and Housing Advisory  
Board minutes of 12 November 2018**

**CH 18/26 REVIEW OF CEMETERY CHARGES 2019/20**

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 2019/20 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 2019.

**\*Referred to Cabinet**

**Item CH 18/28 referred from Communities and Housing Advisory Board minutes of 12 November 2018**

**CH 18/28 REVIEW OF HOUSES IN MULTIPLE OCCUPATION AND CARAVAN SITE LICENSING FEES FOR 2019/20**

The report of the Director of Central Services provided an update on the existing fees charged to license a house in multiple occupation or caravan site and outlined the proposed charge to be applied following a review of the administrative costs of processing applications for Houses in Multiple Occupation (HMOs) and for residential mobile (park) home sites.

**RECOMMENDED:** That the charges for the following be agreed with effect from 1 April 2019:

- (1) £524 for a new mandatory HMO licence application;
- (2) £483 for the renewal of a mandatory HMO licence application;
- (3) £380 for a new caravan site licence where the use of the site is for permanent residential use; and
- (4) £180 for the transfer of a caravan site licence for a permanent residential use site.

**\*Referred to Cabinet**

**Item PE 18/17 referred from Planning and Transportation Advisory Board minutes of 13 November 2018**

**PE 18/17 REVIEW OF THE PLANNING APPLICATION CHARGING REGIME**

The report of the Director of Central Services and Monitoring Officer provided a review of the pre-application charging regime and set out proposed new charges for 2019/20. It was noted that the Pre-Application Protocol had been effective in delivering technical planning advice in a timely way since its introduction in 2016 and no changes were proposed although further monitoring would be carried out to ensure that it remained up to date and met the needs of customers. However, it was considered appropriate to adjust the fees to recover the full costs of providing advice, including an increase of 3% to the hourly rate, and a revised Charging Schedule was set out at Annex 1 to the report.

**RECOMMENDED:** That the updated Pre-application Charging Schedule 2019/20 set out at Annex 1 to the report be approved with effect from 1 April 2019 subject to the correction of the fee for written advice for medium development to £186.

**\*Referred to Cabinet**

**Item FIP 19/3 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019**

**FIP 19/3 REVIEW OF FEES AND CHARGES 2019/20**

The report of the Management Team brought forward for consideration as part of the Budget setting process for 2019/20 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 April 2019;
- (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 2019; 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 2019/20 financial year.  
**\*Referred to Cabinet**

**Item FIP 19/4 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019**

**FIP 19/4 TONBRIDGE CASTLE - REVIEW OF FEES AND CHARGES**

The report of the Director of Central Services and Monitoring Officer presented a 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. It was noted that the fee model for wedding bookings had been approved in 2018 for the period to 2020/21 and that fees for concessionary users of the Council Chamber would be reviewed by the Overview and Scrutiny Committee in June 2019.

**RECOMMENDED:** That

- (1) the new pricing model for the Castle Tour at Tonbridge Castle be approved as set out at paragraph 1.5.4 of the report;

- (2) the new pricing model for Schoolchildren Educational Workshops at Tonbridge Castle be approved as set out at paragraph 1.6.1 of the report;
- (3) authority be delegated to the Director of Central Services to depart from the fixed fee structure for wedding bookings where he considers it is in the financial interests of the Council to do so in a particular case; and
- (4) the pricing model for hiring out the Council Chamber at Tonbridge Castle be approved as set out at paragraph 2.3.3 of the report.  
**\*Referred to Cabinet**

**Item FIP 19/5 referred from Finance, Innovation and Property Advisory Board minutes of 9 January 2019**

**FIP 19/5 PROPOSED 3% SURCHARGE ON BUILDING CONTROL STANDARD CHARGES**

The report of the Director of Central Services and Monitoring Officer referred to the partnership arrangement with Sevenoaks District Council for provision of the Building Control Service, overseen by a Management Board. Consideration was given to a proposed overall fee increase of 3% for the standard charges which would reflect the current cost of the works supervised by the Building Control Partnership.

In the interests of transparency, Members were advised that the increase in charges approved in 2018 on the recommendation of the Planning and Transportation Advisory Board (Decision No D180011CAB) had unfortunately not been implemented. Hence the proposed scale of charges represented a 3% increase over the 2017/18 scale shown at Appendix B to the report.

**RECOMMENDED:** That the proposed fees scales for 2019/20, as set out at Appendix A to the report and representing an overall increase of 3%, be approved.

**\*Referred to Cabinet**

**Decision taken by Licensing and Appeals Committee of 27 November 2018**

**LA 18/110 REVIEW OF LICENSING FEES AND CHARGES 2019/20**

The report of the Director of Central Services and Monitoring Officer presented proposed fees and charges for 2019/20 in respect of hackney carriage and private hire licences, pleasure boats and boatmen, scrap metal dealers, animal welfare licences, street trading consents, sex establishments and acupuncture/tattooing.

It was noted that the provisions of the European Union Services Directive had been taken into account in setting the fees, together with a recent judgment of the Supreme Court which clarified the type of costs that could properly be

covered. Whilst taxi licensing was exempt from this ruling, Annex 2 to the report set out details of the fee model showing officer cost and time in validating, processing, issuing and enforcement cost where applicable.

It was noted that animal welfare licence applications were being monitored and an update would be presented to the next meeting.

**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 2019.