

**Item SSE 19/25 referred from Street Scene and Environment Services
Advisory Board minutes of 30 October 2019**

SSE 19/25 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 brought forward proposals for fees and charges for existing car parking to be implemented from 1 April 2020. In addition, the report sought approval for the introduction of charges in a number of the Council's smaller car parks, highlighted a review of initiatives to improve digital access for customers and the intention to introduce electric charging points and confirmed parking arrangements for the Blood Transfusion Service and the Breast Screening Unit in Tonbridge.

RECOMMENDED: That,

- (1) subject to consideration of the consultation referred to at paragraph 1.22 of the report, Cabinet be commended to approve the following proposals with effect from 1 April 2020:-
 1. introduce the schedule of charges for short and long stay parking in Tonbridge as shown in Table 1 of the report;
 2. revise the parking arrangements at Tonbridge Castle to maximise public use whilst still retaining appropriate parking arrangements for staff;
 3. adopt the schedules of Peak and Off-Peak Season Ticket charges in Tonbridge as shown in Tables 2 and 3;
 4. increase Ryarsh Lane annual season ticket charges to £255;
 5. introduce the schedules of charges for short stay parking in West Malling shown in Table 5;
 6. introduce the schedule of charges for Blue Bell Hill car park shown in Table 6;
 7. introduce the schedule of charges for parking in Borough Green Western Road car park shown in Table 7;
 8. increase Residents Permits to £45 per year and introduce a rising scale of charges for those parking more than 2 cars in the road;
 9. introduce the schedule of charges for Business Permits and dispensations shown in Table 8, subject to consideration of a 'means tested regime' at the next annual review;
 10. visitor permits be retained at £12 for a book of 10 permits, with the current offer of 10 free permits to new applicants retained;

11. introduce the schedule of charges for Haysden and Leybourne Lakes Country Parks shown in Table 9;
12. introduce the schedule of charges for on-street pay & display parking in Tonbridge shown in Table 10 and incorporate the existing parking bays in the northern end of the High Street and Lyons Crescent; and
13. parking charges on Sunday and Bank Holidays remain free of charge.

(2) the following be commended to Cabinet:-

1. car parking charges be introduced to the Council's existing car parks in Aylesford, Martin Square Larkfield and Snodland, as outlined in the report, and a period of formal consultation be undertaken in accordance with the requirements of Statutory Regulations;
2. a Capital Plan evaluation be undertaken for consideration at the Finance, Innovation and Property Advisory Board for the provision of new parking machines, CCTV (subject to the outcome of the Overview and Scrutiny Committee), signage and Improvements in Aylesford, Martin Square Larkfield and Snodland car parks, Tonbridge Castle Grounds and on street parking bays in Tonbridge High Street and Lyons Crescent;
3. a report be presented to a future meeting of the Street Scene and Environment Services Advisory Board on initiatives to support the priorities outlined in the Council's Digital Strategy;
4. the Parking Service back office administration system be upgraded with the existing suppliers;
5. parking initiatives to support the Council's commitment to a sustainable low-carbon future be incorporated in the emerging Climate Change Strategy, with a report on the introduction of electric car charging points across the Council's car parks being considered at a future meeting of the Street Scene and Environment Services Advisory Board;
6. the parking concessions for the Blood Transfusion Services and Breast Screening Unit, as outlined in the report, be approved;
7. the possibility of additional parking provision in the Castle Fields area of Tonbridge be investigated; and

8. the long term future of the Sovereign Way East car park be reviewed as part of a future review of assets in Tonbridge Town Centre to determine the best use of the site.

***Referred to Cabinet**

**Item SSE 19/27 referred from Street Scene and Environment Services
Advisory Board minutes of 30 October 2019**

SSE 19/27 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 the 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 and private water supplies from 1 April 2020.

RECOMMENDED: That

- (1) the scale of charges for household bulky refuse and fridge/freezer collections, “missed” refuse collections, stray dog redemption fees, pest control, food certificates, contaminated land monitoring and private water supplies, as detailed in the report, be approved; and
- (2) the above charges be implemented from 1 April 2020.

***Referred to Cabinet**

**Item CH 19/40 referred from Communities and Housing Advisory
Board minutes of 12 November 2019**

CH 19/40 REVIEW OF CEMETERY CHARGES 2020/21

Consideration was given to the joint report of the Director of Street Scene, Leisure and Technical Services and Director of Finance and Transformation setting out charging proposals for 2020/21 regarding Tonbridge Cemetery. A comparison with other Kent district councils’ charges was provided and it was anticipated that the proposals would generate additional net income of approximately £1,200.

RECOMMENDED: That the proposed charges for Tonbridge Cemetery, as detailed at Annex 2 to the report, be approved and implemented from 1 April 2020.

***Referred to Cabinet**

Item CH 19/41 referred from Communities and Housing Advisory Board minutes of 12 November 2019

CH 19/41 REVIEW OF HOUSE IN MULTIPLE OCCUPATION AND CARAVAN SITE LICENSING FEES 2020/21

The report of the Director of Planning, Housing and Environmental Health provided an update on existing fees for licensing houses in multiple occupation (HMOs) and caravan sites together with recommended charges following a review of costs of processing the respective applications. The proposed fee increases had been benchmarked against neighbouring authorities.

RECOMMENDED: That the following charges be approved with effect from 1 April 2020:

£537 for a new mandatory HMO licence application;
£495 for the renewal of a mandatory HMO licence application;
£390 for a new caravan site licence where the use of the site is for permanent residential use; and
£185 for the transfer of a caravan site licence for a permanent residential use site.

***Referred to Cabinet**

Item PE 19/24 referred from Planning and Transportation Advisory Board minutes of 13 November 2019

PE 19/24 REVIEW OF PLANNING APPLICATION CHARGING REGIME

The report of the Director of Planning, Housing and Environmental Health provided a review of the pre-application charging regime and set out the proposed new charges for 2020-2021. The report advised of the need to review the protocol each year to ensure the evidence base was up-to-date while the annual consideration of the charging schedule ensured that it was fairly applied and ensured proportionate recovery of costs incurred in providing pre-application advice.

RECOMMENDED: That Cabinet approve the adoption of the updated Pre-application Charging Schedule 2020/21, as set out at Annex 1 to the report, with effect from 1 April 2020.

***Referred to Cabinet**

Item FIP 20/3 referred from Finance, Innovation and Property Advisory Board minutes of 8 January 2020

FIP 20/3 REVIEW OF FEES AND CHARGES 2020/21

The report of the Management Team brought forward for consideration as part of the Budget setting process for 2020/21 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 charges follow the rates set out at section 1.2 of the report and continue to reflect existing practices highlighted therein;
- (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 2020;
- (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 2020; 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 2020/21 financial year.
***Referred to Cabinet**

Item FIP 20/4 referred from Finance, Innovation and Property Advisory Board minutes of 8 January 2020

FIP 20/4 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 it had been agreed to end concessionary fees for Council Chamber bookings following a review by the Overview and Scrutiny Committee.

RECOMMENDED: That

- (1) the new pricing model for the Castle Tour at Tonbridge Castle be approved as set out at paragraph 1.5.6 of the report;
- (2) the new pricing model for Schoolchildren Educational Workshops at Tonbridge Castle be approved as set out at paragraph 1.6.3 of the report; and
- (3) the pricing model for hiring out the Council Chamber and meeting rooms at Tonbridge Castle be approved as set out at paragraph 1.8.3 of the report.
***Referred to Cabinet**

Item FIP 20/5 referred from Finance, Innovation and Property Advisory Board minutes of 8 January 2020

FIP 20/5 REVIEW OF BUILDING CONTROL PARTNERSHIP FEES FOR 2020/21

The report of the Director of Planning, Housing and Environmental Health referred to the partnership arrangement with Sevenoaks District Council for provision of the Building Control Service, overseen by a Management Board. It was noted that a fee increase would not be applied for 2020/21 Building Control Partnership standard charges due to surpluses accrued since 2017/18. However there would be a review of building control services in 2020/21 to ensure that the correct percentage split was being applied between chargeable and non-chargeable services.

RECOMMENDED: That the charges set out at Annex 1 to the report be approved from 1 April 2020.

***Referred to Cabinet**

Decision taken by Licensing and Appeals Committee of 26 November 2019

LA 19/41 REVIEW OF FEES AND CHARGES 2020/21 - LICENSING FEES

Following a review of the existing fee structure the report of the Director of Central Services set out details of the proposed licensing fees and charges for 2020/21 in respect of Hackney Carriage and Private Hire, Pleasure Boats and Boatmen, Scrap Metal Dealers, Animal Welfare, Street Trading Consents in Tonbridge, Sex Establishments and the licensing of premises and practitioners providing Acupuncture, Tattooing, Ear Piercing, Semi-permanent make-up and Electrolysis.

RESOLVED: That the proposed scale of fees for licences, consents and registrations, as set out at Annex 1 to the report, be adopted with effect from 1 April 2020.