

REVIEW OF FEES AND CHARGES 2021/22 – SUMMARY OF RECOMMENDATIONS

(1) REVIEW OF CHARGES AND FEES 2021/22 – HMOs and Caravan Licences

Item CH 20/26 referred from Communities and Housing Advisory Board of 10 November 2020

The report of the Director of Planning, Housing and Environmental Health provided an update on existing fees for licensing a house in multiple occupation (HMO) or caravan site together with recommended charges following a review of the 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 2021:

£545 for processing a new mandatory HMO licence application;
 £500 for the processing of a renewal application for a mandatory HMO licence;
 £395 for processing a new caravan site licence application where the use of the site is for permanent residential use; and
 £190 for the transfer of a caravan site licence for a permanent residential use site.

***Referred to Cabinet**

(2) REVIEW OF CEMETERY CHARGES 2021/22

Item CH 20/27 referred from Communities and Housing Advisory Board of 10 November 2020

Consideration was given to the joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation setting out charging proposals for 2021/22 regarding Tonbridge Cemetery. Details of the proposed charges were set out at Annex 2 to the report. A comparison with other Kent district councils' charges was provided and it was anticipated that the proposals would generate additional net income of approximately £700.

A number of Members expressed concern that the low level of income in comparison to expenditure meant that Tonbridge Cemetery was, effectively, being subsidised and suggested that a strategic and comprehensive review of the charges should be undertaken. It was hoped that, as the facility became more self-sustained, the burden on the general tax-payer could be reduced in the longer term.

RECOMMENDED: That Cabinet be asked to consider whether the Overview and Scrutiny Committee should undertake a broad, strategic review of the charges applied at Tonbridge Cemetery.


***Referred to Cabinet**

(3) REVIEW OF PLANNING APPLICATION CHARGING REGIME

Item PE 20/24 referred from Planning and Transportation Advisory Board of 11 November 2020

The report of the Director of Planning, Housing and Environmental Health provided a review of the pre-application charging regime and set out proposed new charges for 2021/22. It was necessary to review the protocol annually to ensure that the Borough Council continued to provide a comprehensive, high quality service and that the evidence base remained up to date. The charging schedule was also considered annually and to ensure that this was applied fairly and cost recovery continued to take place proportionately, an increase in fees was proposed.

Attention was drawn to a drafting error in the pre-application charging schedule 2021/22 (Annex 1) and it was confirmed that the fee for large scale, strategic development should read £1,200.

RECOMMENDED: That the updated Pre-application Charging Schedule 2021/22 (as attached at Annex 1 to the report) be adopted; subject to 


- (1) the correction of a drafting error (as set out above) and that the fee for large scale, strategic development was £1,200 plus VAT.

***Referred to Cabinet**

(4) REVIEW OF PLANNING PERFORMANCE AGREEMENT AND CHARGING SCHEDULE

Item PE 20/25 referred from Planning and Transportation Advisory Board of 11 November 2020

The report of the Director of Planning, Housing and Environmental Health provided a review of the planning performance agreement protocol and set out proposed new charges for 2021/22. To ensure that the Borough Council continued to provide a comprehensive, high quality service and that the evidence based remained up to date it was necessary to review the protocol and charging schedule annually.


RECOMMENDED: That the updated Planning Performance Agreement Charging Schedule 2021/22 (attached at Annex 1 of the report) be adopted. 

***Referred to Cabinet**

(5) REVIEW OF BUILDING CONTROL FEES 2021/22***Item PE 20/26 referred from Planning and Transportation Advisory Board of 11 November 2020***

Members were provided with an update on the working arrangement with Sevenoaks District Council and following internal discussions the Borough Council had been given notice to dissolve this partnership. A full assessment of service requirements was being undertaken and revised arrangements would be presented to Members in due course.

The report also recommended Building Control fees for 2021/22 for the Borough Council only.

RECOMMENDED: That a 1% increase to the Building Control Charges from 1 April 2021, as per the list of fees attached at Annex 1 to the report, be approved. 

***Referred to Cabinet**

(6) REVIEW OF FEES AND CHARGES – STREET SCENE, WASTE AND ENVIRONMENTAL***Item SSE 20/24 referred from Street Scene and Environment Services Advisory Board of 8 December 2020***

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Planning, Housing and Environmental Health set out the proposed fees and charges for the provision of services in respect of garden waste subscriptions, fixed penalty notices for littering, 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 with effect from 1 April 2021.

Consideration had been given to a range of factors, including the Borough Council's overall financial position, market position, trading patterns, the current rate of inflation and customer feedback. In addition, the set of guiding principles for the setting of fees and charges approved by the Finance, Innovation and Property Advisory Board had also been taken into account.

RECOMMENDED: That 

- (1) the proposed scale of charges for garden waste subscriptions, fixed penalty notices for littering, household bulky refuse and fridge/freezer collections, 'missed' refuse collections, stray dog redemption fees, pest control, food certificates, contaminated land monitoring and private waste supplies, as detailed in the report, be approved; and
- (2) the proposed scale of charges be implemented from 1 April 2021.

***Referred to Cabinet**

(7) REVIEW OF FEES AND CHARGES 2021/22***Item FIP 21/6 referred from Finance, Innovation and Property Advisory Board of 6 January 2021***

The report of the Management Team brought forward for consideration, as part of the Budget setting process for 2021/22, 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 remain the same for 2021/22 and continue to reflect existing practices as highlighted in paragraph 1.2 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 2021;
- (3) the current photocopying charges of £0.10 (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 1.5 of the report be adopted with effect from 1 April 2021;
- (5) the amount of council tax and business rates Court costs recharged remain the same for the 2021/22 financial year (as set out at paragraph 1.6.4 of the report); and
- (6) the fees and charges 2021/22 related to Tonbridge Castle tours (as set out at paragraph 1.7.2), fees for schools (as set out at paragraphs 1.7.6 and 1.7.7) and the fee models for ceremonies (as set out at paragraphs 1.7.8 to 1.7.12 of the report) be approved.

Referred to Cabinet*(8) REVIEW OF FEES AND CHARGES 2021/22 – LICENSING FEES*****Item LA 20/15 decision taken by Licensing and Appeals Committee of 17 November 2020***

Following a review of the existing fee structure the report of the Director of Central Services and Deputy Chief Executive set out details of the proposed licensing fees and charges for 2021/22 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 2021.