

REVIEW OF FEES AND CHARGES 2022/23 – SUMMARY OF RECOMMENDATIONS

(1) REVIEW OF CHARGES AND FEES 2022/23 – HMOs and Caravan Licences

Item CH 21/33 referred from Communities and Housing Advisory Board of 9 November 2021

The report provided an update of the existing fees charges to licence a house in multiple occupation (HMO) or caravan site for permanent residential use and the recommended fee charge following a review of the costs to process the respective applications. The proposals if adopted would result in fee increases for both HMO and Caravan site licencing.

RECOMMENDED: That charges from the 1 April 2022 be agreed as follows:

- (1) £570 for processing a new mandatory HMO licence application;
- (2) £520 for the processing of a renewal application for a mandatory HMO licence;
- (3) £410 for processing a new caravan site licence application where the use of the site is for permanent residential use;
- (4) £200 for the transfer of a caravan site licence for a permanent residential use site; and
- (5) £235 for processing a fit and proper person test application for licence holders of relevant protected sites other than non-commercial family occupied sites.

***Referred to Cabinet**

(2) REVIEW OF CEMETERY CHARGES 2022/23

Item CH 21/34 referred from Communities and Housing Advisory Board of 9 November 2021

Consideration was given to the joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation regarding a strategic approach to the review and implementation of charges applied at Tonbridge Cemetery. A list of existing charges for the cemetery compared where possible with charges applied by other Kent councils were set out at Annex 2 to the report.

RECOMMENDED: That

- (1) the approach to pass the increase in material costs directly on to the purchasers to ensure the subsidy currently provided did not increase, be agreed; and

- (2) Option 3, to apply a one-off increase to eliminate the entire subsidy and allow fees and charges to cover the full management and maintenance costs of the Cemetery site, which would need an 89% increase to be applied across all charges based on the 2021/22 Original Estimates, be agreed.

***Referred to Cabinet**

(3) REVIEW OF PRE-APPLICATION ADVICE SERVICE

Item PE 21/23 referred from Planning and Transportation Advisory Board of 10 November 2021

The report of the Director of Planning, Housing and Environmental Health provided a review of the pre-application advice service offered by the Council and set out details of a number of revisions to the service and proposed new charges for the 2022/23 financial year.

RECOMMENDED: That Cabinet approve the following amendment with effect from 1 April 2022:-

- Adopt the updated Pre-application Charging Schedule 2022/23 as attached at Annex 2 to the report to the Planning and Transportation Advisory Board.

***Referred to Cabinet**

(4) REVIEW OF PLANNING PERFORMANCE AGREEMENT AND FEE CHARGING SCHEDULE

Item PE 21/24 referred from Planning and Transportation Advisory Board of 10 November 2021

The report of the Director of Planning, Housing and Environmental Health provided details of a review of the planning performance protocol and set out the proposed new charges for 2022/23.

RECOMMENDED: That

- (1) the following amendment be approved with effect from 1 April 2022:-

- Adopt the updated Planning Performance Agreement Charging Schedule 2022/23 as attached at Annex 2 to the report to the Planning and Transportation Advisory Board

- (2) the amendment and publication of the Planning Performance Agreement Protocol after 11 November 2021 be delegated to the Director of Planning, Housing and Environmental Health in consultation with the Cabinet Member for Strategic Planning and Transportation.

***Referred to Cabinet**

(5) REVIEW OF FEES AND CHARGES – STREET SCENE, WASTE AND ENVIRONMENTAL

Item SSE 21/30 referred from Street Scene and Environment Services Advisory Board of 23 November 2021

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 green waste subscriptions, 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 2022.

Members expressed particular concern about the renewal date and proposed increase in charge for subscriptions to the green waste service which had been suspended in July 2021 and the implications this could have on renewals and future take-up of the scheme. An amendment was proposed and agreed to remove the proposed increases to garden waste subscriptions from the scale of charges for 2022/23.

RECOMMENDED: That

- (1) the proposed 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 proposed scale of charges be implemented from 1 April 2022.

***Referred to Cabinet**

(6) REVIEW OF CAR PARKING FEES AND CHARGES

Item SSE 21/31 referred from Street Scene and Environment Services Advisory Board of 23 November 2021

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation brought forward recommendations for existing car parking fees and charges for implementation from 1 April 2022.

RECOMMENDED: That, subject to

- (1) the removal of the proposal to extend the Tonbridge car park charging period from 8am-6pm to 8am-8pm, Monday to Saturday (paragraph 1.5.2 refers); and
- (2) the addition of a quarterly payment regime in respect of Season Tickets, Tonbridge (paragraph 1.6.4 refers),

the proposed fees and charges outlined in the report be implemented from 1 April 2022.

***Referred to Cabinet**

(7) REVIEW OF FEES AND CHARGES 2022/23

Item FIP 22/3 referred from Finance, Innovation and Property Advisory Board of 12 January 2022

The report of the Management Team brought forward for consideration, as part of the Budget setting process for 2022/23 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:

- (1) That the legal charges follow the rates set out in 1.2.1 of the report for 2022/23 and continue to reflect the existing practices highlighted (as set out in 1.2. of the report);
- (2) That the proposed scale of fees for local land charges searches and enquiries (as set out at Annex 1 to the report) be adopted with effect from 1 April 2022;
- (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 (as set out in 1.4.4 of the report);
- (4) That the fee Schedule for Street Naming and Numbering (as set out in 1.5 of the report) be adopted from 1 April 2022;
- (5) That the amount of Council Tax and Business Rate court costs charged in 2021/22 should remain the same for the 2022/23 financial year (as set out in 1.7 of the report);

- (6) The fees and charges 2022/23 related to Tonbridge Castle tours (as set out in 1.8.2 of the report), fees for schools (as set out in 1.8.4 and 1.8.7 of the report) and the fee models for ceremonies (as set out in 1.8.8 to 1.8.12 of the report) be approved.

(7.1) REVIEW OF FEES & CHARGES 2022/23 – BUILDING CONTROL

Item FIP 22/3 referred from Finance, Innovation and Property Advisory Board of 12 January 2022

The supplementary report brought forward for consideration as part of the budget setting process for 2022/23, proposals in respect of building control fees.

RECOMMENDED: That a rounded 2% increase to the Building Control Charges from the 1 April 2022 as per the list of Building Control fees attached at Annex 1 be agreed.

(8) REVIEW OF FEES AND CHARGES 2022/23 – LICENSING FEES

Item LA 21/20 referred from Licensing and Appeals Committee of 16 November 2021

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 2022/23 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.

The Head of Licensing, Community Safety and Customer Service made a number of suggestions for fees and charges for 2022/23. During discussion, further clarification was sought on scrap metal fees, street trading consents and animal welfare licences. After careful consideration, it was

RESOLVED: That the proposed scale of fees for licences, consents and registrations, as set out at the revised Annex 1 (attached to the Minutes), be adopted with effect from 1 April 2022.