

Report to	-	Cabinet
Date	-	4 December 2017
Report of the	-	Executive Director of Business Operations
Subject	-	Fees and Charges 2018/19

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**Recommendation:** It be **RESOLVED:** That:

- 1) the charges shown in Appendices 1 - 6 be approved and brought into effect from 1 April 2018;
  - 2) the charges in Appendices 7 and 8 be brought into effect from 1 January 2018; and
  - 3) the concession for school run times be introduced at Little Common car park.
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**Service Manager: Brenda Mason**

**Lead Cabinet Member: Councillor Lord Ampthill**

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**Introduction**

1. This report proposes a set of revised charges for a range of services provided by the Council. The policy for charges has been to cover the total cost of service provision to the Council, increasing fees as required. This review takes this policy into account as well as the cost of inflation, assumed at 3%. The anticipated income from these proposals, if approved, will be built into the draft Revenue Budget for 2018/19.
2. The charges set out are inclusive of value added tax (VAT) at the current rate, where appropriate.

**Park Activities – Sports Pitches (Appendix 1)**

3. Sports pitches across the District provide areas for local clubs to carry out their activities. These clubs play an important role in maintaining the health and wellbeing of residents as well as providing activities for young people to take part in.
4. Current charges for sports pitches cover the costs to the Council in providing them. The pitches are maintained by our grounds maintenance contractors and their costs are subject to an annual increase based on inflation (RPI). Additional costs in providing services such as showers are also subject to increases in contractor cleaning charges and utilities. Therefore officers recommend that an increase of 3% is applied to all charges to cover the effects of inflation.

## **Park Activities – Special Events (Appendix 1)**

5. The number of events being held on public land within the District is continuing to increase year on year with the current level of charges for both charitable and commercial events not perceived as a deterrent.
6. The administration requirement for park events has increased in recent years with a more onerous responsibility to ensure that the events have appropriate safety measures, insurance and risk assessments.
7. In 2017/18, Cabinet reviewed special event charges (Minute CB16/69 refers). It resolved that charges for special events were to be held for a period of up to two years at April 2016 levels. In preparation for April 2018, officers have reviewed the charges and recommend the following.
  - a) Fees for events, with the exception of large multi-day (over 5 days), rise by 5% to cover the effects of inflation and increased administration costs.
  - b) Following an increase in the number of multi-day bookings that provide significant income to the council, fees for large multi-day events remain at current levels to promote usage.

## **Park Activities – Allotments (Appendix 1)**

8. Following devolvement the Council now operates just two allotment sites (Preston Road and Sidley) and a single plot in Pett. Work on the devolution of Preston Road and Sidley has commenced.
9. Charges for allotment sites have remained static for two years whilst devolution work was undertaken. Plot take up at the two remaining sites has increased over the last year and it is hoped that if this trend continues there will be an appetite for the local committees to come forward.
10. Officers recommend that charges are held at current levels whilst devolution options are continued to be explored. An increase in charges could see a reduction in tenants and therefore limit the ability to devolve. Should devolution of these sites not proceed in 2018/19, officers will look at the longer term options for these sites and report back to Members.

## **Cemetery Charges (Appendix 3)**

11. In October 2017, officers reported to Cabinet on the provision of cemetery services (minute CB 17/29 refers). This report outlined the challenges for the service and compared charges with other local authorities.
12. The current charges for interments cover all costs to the Council, including a contribution to the administration and upkeep of the cemeteries. As reported to Cabinet take-up of the service has reduced in recent years with the costs being identified as one of the potential contributory factors. Therefore to assist in protecting the income provided by interments and exclusive rights of burial, it is recommended that these fees remain fixed at 2017/18 charges.
13. Other memorial services such as benches, book of remembrance engraving and trees, as well as grounds maintenance and the hire of the chapel, are provided as part of the cemeteries service. Where these services employ contractors to carry out the works with charges subject to an annual rise it is recommended that fees are increased by 3% to protect against inflation.

### **Beach Activities (Appendix 3)**

14. A full review of beach hut provision was reported to Cabinet in November 2016 (Minute CB16/43 refers). The review included the identification of additional beach hut sites and a change in the management policy to reduce the administration undertaken by officers. The result of these changes will see an additional yearly income of £17,000 through the addition of up to 43 new beach hut site licence fees and the introduction of a transfer fee based at 10% of the sale price of the hut or three times the licence fee, whichever is the higher.
15. There has also been a reduction in overall costs incurred by the Council for beach hut sites following instruction by the Valuation Office Agency to transfer the liability of Non-Domestic Rates from Rother District Council to the licensee. This will reduce the ongoing costs of this service. It is very likely that the licensee will be able to claim 100% small business rate relief and therefore will not incur any additional cost.
16. In previous years the charges applied to beach hut site licences has risen above inflation to ensure that all costs to the Council are recovered. As a non-statutory service the income from beach hut sites can be used to cover costs of other services. The increase in sites, the additional transfer charges and changes in the management now ensures that this service covers all associated costs and provide an income to the Council. Income generation is a key part of the Rother 2020 programme and therefore it is not proposed to reduce fees in line with the full in costs.
17. To ensure that the beach hut sites remain in demand the recommendation is for the licence fee to rise by inflation at 3% for 2018/19. Officers will monitor the impact of recent changes in the provision and use this information to recommend any future charges.
18. For other foreshore services, such as winch and boat licences, it is recommended that an increase of 3% is applied.

### **Car Parking (Appendix 4)**

19. Members will be aware that a task and finish group is looking at the proposal from East Sussex County Council to bring in Civil Parking Enforcement (CPE). The terms of reference of the group includes a review of the impact of CPE on off-street car parking within the District. The task and finish group will be making recommendations to the Overview and Scrutiny Committee in 2018. Officers therefore recommend that car park charges remain broadly unchanged until this review is complete. However, as part of the review, a number of small changes were identified that could assist in the reduction of on-street congestion.
20. The CPE Task and Finish Group requested that the long stay car parking provision within Battle was reviewed to maximise the use of Lower Market car park as long stay and release spaces within the alternative car parks at Upper Market and Mount Street for shorter stays. Officers will look into these proposals, and meanwhile recommend that the current pricing structure should remain at current levels, until such time as the outcome of the introduction of CPE is concluded.

21. Cabinet agreed in February 2012 (Minute CB11/92 refers) that permit charges would increase annually by 10% plus RPIX. This decision has been implemented over the intervening five years, bringing permits up to a level where they continue to offer value for money for the users, and a fair contribution to the costs of providing the service. Following five years of above inflation rises, charges for permits have now reached a level where this objective has been met and therefore no increase in permit charges is recommended. Two permits are recommended for reduction.
22. The first reduction affects Little Common car park which is currently operating at approximately 33.5% occupancy with no permit users. The only permit currently available is a nominated permit at £498.50 per annum. This does not offer users the same level of savings as other council car parks. To assist with the reduction in congestion on-street and encourage long stay use within the car park, officers recommend that the charge for an annual permit is reduced to £175 for Little Common car park.
23. The second recommendation affects Wainwright Road car park, located on the edge of Bexhill town centre. This car park is underutilised with an occupancy rate of 11% producing an annual income of approximately £4,000. The current annual charge for a permit in this car park is £234.50 with none currently sold. To promote the use of this car park it is recommended that the annual charge for a permit is reduced to £125 to reflect the same level of savings available for permit users in other council car parks.
24. Additionally, officers have been asked to consider introducing a concession in Little Common car park similar to those applied in Rye (Rye Swimming Pool) and Battle (Lower Market) car parks. With congestion in the surrounding areas at school drop off and pick up times, a concession at Little Common would allow for the use of the car park without a charge at school run times during term time only. The impact of the introduction of the concession would be minimal and would potentially relieve some congestion within Little Common at these peak times. Officers recommend therefore that a concession is granted in Little Common car park and a period of 45 minutes is granted twice a day during term time, at a time to be confirmed with the school to assist with the reduction of congestion.

### **Bulky Waste Collections (Appendix 5)**

25. The cost to provide a Bulky Waste Service forms part of the Joint Waste contract. In view of the increases seen in the incidence of fly-tipping it is recommended that the charges for all Bulky Waste services remain as they are.

### **Garden Waste Collections**

26. At Cabinet in December 2015 (Minute CB15/55 refers), it was agreed that the annual charge for the green waste collection service be set at £35 to July 2019.

### **Scrap Metal Dealers Act 2013 (Appendix 6)**

27. It is recommended that the charges for scrap metal dealers as set out in Appendix 6 rise to cover the increase in costs to the Council.

28. To ensure that the costs of providing non-statutory services are covered by the user, officers have reviewed services and identified two areas where a charge can be levied under section 3 of the Localism Act 2011. There recommendations are as follows:

**a) Food Hygiene Rating Scheme (FHRS) (Appendix 7)**

The Food Standards Authority amended its brand standard earlier in the year to allow Councils to charge if a food business requests a revisit to re-score their premises under the FHRS. Previously requests for revisits could only be made after three months and the Council was not permitted to charge. As a revisit to rate a premises under the FHRS is not a statutory duty it is therefore recommended that the scale of fees shown in Appendix 7 is introduced. This will be monitored throughout the year and once a reliable estimate of income can be estimated will be built into the Revenue Budget.

**b) Health Certificates (for food exported outside the EU) (Appendix 8)**

Food exported to countries outside the EU currently requires a health certificate. The Council receives requests for certification and therefore as this is not a statutory service it is recommended that the scale of fees shown in Appendix 8 is introduced.

**Conclusion**

29. The increases recommended within this report support the Medium Term Financial Strategy of the Council, ensure that non-statutory services are broadly self-funding and ensure that income levels are protected against the effects of inflation.
30. Members are requested to consider the proposals and determine the range of charges applying for 2018/19.

Dr Anthony Leonard  
Executive Director of Business Operations

**Risk Assessment Statement**

If the increases in charges are too high income levels may drop due to customer resistance and affordability for the customer. Usage and uptake of services needs to continue at optimum levels to ensure income covers increasing costs, including administration and contract uplifts where applicable. Failure to achieve sufficient income and to reduce subsidy on non-essential services will compromise the Council's ability to fund statutory services.

**PARKS ACTIVITIES**

Unless stated all charges include VAT @ 20%

**Sports Bookings**

	Current Charges per Booking (2017/2018)			Proposed Charges per Booking (2018/2019)		
	Adult (over 16)	Youth (12 – 16)	Under 12's	Adult (over 18)	Youth (12 – 18)	Under 12's
Football	£75.00	£16.75	£12.75	£77.00	£17.00	£13.00
	Adult (Over 16)	Colts		Adult (Over 18)	Colts	
Cricket	£75.00	£16.75		£77.00	£17.00	

		Current Charges (2017/2018)	Proposed Charges (2018/2019)
Stoolball	Casual Games	£25.50	£26.00
Additional Charges	Showers	£26.50	£27.00
	Closed Gate	£44.00	£45.00
	Cancellation (pitch fees)	£21.50	£22.00

**Events and Fairs**

		Current Charges (2017/2018)	Proposed Charges (2017/2018)
Commercial Event – Small	Per Day	£105.00	£110.00
Commercial Event – Med	Per Day	£315.00	£330.00
Commercial Event – Large	Per Day 1 – 4	£590.00	£620.00
	Per Day 5 +	£477.00	£477.00
Charitable / Not for Profit Event – Small	Per Day	£57.50	£60.00
Charitable / Not for Profit - Medium	Per Day	£175.00	£185.00
Charitable / Not for Profit - Large	Per Day 1 – 4	£325.00	£340.00
	Per Day 5 + days	£270.00	£270.00
Damage Deposits	Small Events	£300.00	£315.00
	Medium Events	£500.00	£525.00
	Large Events	£1000.00	£1050.00

**Allotment Gardens**

		Current Charges (2017/2018)	Proposed Charges (2018/2019)
Small Plot	<125sqm	£48.50	£48.50
Large Plot	>125sqm	£91.50	£91.50

**CEMETERY CHARGES**

	<b>Current Charges (2017/2018)</b>	<b>Proposed Charges (2018/2019)</b>
<b>INTERMENTS – For the burial of:</b>		
The body of a child up to 18 years old	£0	£0
The body of a person whose age at the time of death exceeded 18 years. At 1.52m (5') deep	£950.00	£950.00
Each additional 0.61m (2') depth	£380.00	£380.00
Cremated remains - internment	£260.00	£260.00
<b>EXCLUSIVE RIGHTS – For the Exclusive Right of Burial at the time of interment, for 50 years, including the preparation of the Deed of Grant</b>		
Full size plot (2.74m x 1.22m)	£950.00	£950.00
Small size plots (1.37m x 0.61m)	£470.00	£470.00
Garden of Remembrance at Rye (0.69m x 0.61m)	£270.00	£270.00
<b>Plot Reservation for 5 year period</b>		
Full size plot (2.74m x 1.22m)	£240.00	£240.00
Small size plots (1.37m x 0.61m)	£120.00	£120.00
Garden of Remembrance at Rye (0.69m x 0.61m)	£70.00	£70.00
<b>OTHER CHARGES</b>		
Use of Chapel	£190.00	£190.00
Transfer of burial rights	£120.00	£120.00
Search fee – 10 years to present	No Charge	No Charge
Search fee – before 10 years	£120.00	£120.00
d) Disinterring: Double appropriate re-opening fees, plus any additional charges to be determined by the proper officer according to the circumstances.		

**Cemetery Charges**

The whole of the foregoing fees and charges will be doubled in the case of any person who at the time of death was not a Council Tax payer or resident of the Rother District and has not so resided at any time during the twelve months preceding his or her death.

## Cemetery Charges – continued

	Charges (2017/2018)	Proposed Charges (2018/2019)
<b>GROUNDWORK – maintenance and planting in respect of Bexhill Cemetery only</b>		
<b>Lawn Sections</b>		
Twice yearly planting with bedding plants	£148.00	£153.00
For Exclusive Burial Rights	£1,999.00	£2,060.00
<b>Traditional Sections</b>		
Turfing of a grave space	£169.00	£174.00
Maintenance with twice yearly planting per annum	£448.00	£461.00
<b>MEMORIALS</b>		
Permission to erect a memorial – (Cemeteries Only)	£120.00	£120.00
Permission to insert an additional inscription – (Cemeteries Only)	£49.00	£49.00
<b>Commemorative BENCHES AND TREES</b>		
<b>Commemorative Benches</b>		
10 year scheme, including installation, plaque and 10 year maintenance.	£671.00	£691.00
Cost of bench to be in addition - selection of four benches provided at current cost plus 5% charge.	On request	On request
Replacement / Additional Plaque for bench (not including inscription)	-	-
Replacement / Additional Plaque for bench, including inscription - maximum of four lines of text	£151.00	£155.00
<b>Commemorative Trees</b>		
Planting of a commemorative tree, including ground preparation, soil nourishment, stabilisation and protection of the sapling. Cost price plus 5% charge (not including tree)	£216.25	£222.00
A selection of trees and shrubs are available for planting, cost for the supply of the tree will be provided at time of request, current cost plus 5% charge	On Request	On Request
Plaque – including up to four lines of inscription	£62.25	£64.00
Installation and Plaque Mount for commemorative tree	£182.00	£187.00
Additional line of engraving on plaque	£7.00	£7.25
<b>FOR INSCRIPTIONS IN THE BOOK OF REMEMBRANCE</b>		
Up to five-line entry	£248.00	£255.00
Standard Embellishments (Extra)	£377.50	£388.50



**BEACH AND FORESHORE**

Unless stated all charges include VAT @ 20%

	<b>Charges 2017/2018</b>	<b>Proposed Charges 2018/2019</b>
<b>Beach Hut Site Licenses – Annual</b> East/West Parade	£500.00	£525.00
Glyne Gap	£500.00	£525.00
<b>Beach Hut Site Licenses – Seasonal</b> Tent Sites, 6 months only	£348.00	£365.00
<b>Beach Hut Site Transfer Fees</b>	£1500 or 10% of sale price (whichever is highest)	£1575 or 10% of sale price (whichever is highest)
<b>Foreshore Licenses</b> Boat Sites	£67.75	£70.00
Winches	£34.00	£35.00
Equipment Boxes	£34.00	£35.00
Sailing & Angling Boats	£45.00	£46.00
Commercial fishing sites	£338.75	£349.00

**CAR PARK PERMITS**

Unless stated all charges include VAT @ 20%

	<b>Charges 2017/2018</b>	<b>Proposed Charges 2018/2019</b>
Annual Permit – All Car Parks	£815.00	£815.00
Half Yearly Permit – All Car Parks	£498.50	£498.50
Nominated Permit – Single Named Car Park	£498.50	£498.50
Wainwright Road	£234.50	£125.00
Gibbets Marsh	£321.50	£321.50
Little Common	£498.50	£175.00
Gun Gardens – Rye	£1090.00	£1090.00
Western Road – Bexhill	£715.00	£715.00
The Strand – Rye	£655.00	£655.00

All other current car park tariffs, including pay and display charges are available online at;  
[www.rother.gov.uk/carparks](http://www.rother.gov.uk/carparks)

**WASTE CHARGES**

Unless stated all charges include VAT @ 20%

**Bulky Waste Charges**

	<b>Charges 2017/2018</b>	<b>Proposed Charges 2018/2019</b>
Up to 3 items	£35.00	£35.00
4 – 6 items	£68.00	£68.00
7 – 9 items	£100.00	£100.00
Additional items above, per 3 items	£35.00	£35.00

**SCRAP METAL DEALER ACT CHARGES**

Unless stated all charges include VAT @ 20%

	<b>Current Charge 2017/2018</b>	<b>Proposed Charge 2018/2019</b>
New Application	£460.00	£470.00
Renewal	£360.00	£370.00
Variation	£55.00	£55.00

**Food Hygiene Rating Scheme (FHRS)**

Unless stated all charges include VAT @ 20%

	<b>Current Charge 2017/2018</b>	<b>Proposed Charge 2017/2018 From 01/01/18</b>
First request for an inspection for FHRS scoring within 3 months of planned inspection	N/A	£150.00
Further request for an inspection for FHRS scoring within 3 months of planned inspection	N/A	£200.00
First request for an inspection for FHRS scoring after 3 months of planned inspection	N/A	Free
Further request for an inspection for FHRS scoring after 3 months of planned inspection	N/A	£200.00

**Health Certificates (for food exported outside the EU)**

Unless stated all charges include VAT @ 20%

	<b>Current Charge 2016/2017</b>	<b>Proposed Charge 2017/2018 From 01/01/2018</b>
First certificate issued	N/A	£65.00
Subsequent certificates issued on the same working day (same batch)	N/A	£20.00 each