

Report to	-	Cabinet
Date	-	3 December 2018
Report of the	-	Executive Director
Subject	-	Fees and Charges 2019/20

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

- 1) charges shown in Appendices 1-6 be approved and brought into effect from 1 April 2019;
  - 2) charges shown in Appendix 5(b) be brought in from July 2019; and
  - 3) charges in Appendix 9 be brought into effect from 1 January 2019.
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**Head of Service: Joe Powell**

**Lead Cabinet Member: Councillor Lord Ampthill**

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### **Introduction**

1. This report proposes a set of revised fees and charges for a range of services provided by the Council. The Council regularly reviews and revises its rates for fees and charges so that either all or a proportion of the cost of service provision can be met and built into the Revenue Budget accordingly. In most cases the recommended increases to fees and charges are in line with the current cost of inflation as based on the Consumer Price Index (CPI). The CPI rate as at September 2018 is 2.4%. If approved, the new rates for fees and charges will be built into the draft Revenue Budget for 2019/20.
2. It should be noted that 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 support funding of increasing service costs, including administration and contract uplifts where applicable. Failure to achieve sufficient income and thereby reduce subsidy on non-essential services may compromise the Council's ability to fund statutory services and savings may need to be made elsewhere in the budget to mitigate against loss of income.
3. The charges set out are inclusive of value added tax (VAT) at the current rate, where appropriate.

### **Park Activities – Sports Pitches**

4. A detailed illustration of the recommended increases to fees and charges for Park Activities and Sports Pitches can be found at Appendix 1.
5. 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.

6. Current charges for sports pitches help to subsidise 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 (CPI). 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 2.4% is applied to all charges to cover the effects of inflation.

### **Park Activities – Special Events**

7. A detailed illustration of the recommended increases to fees and charges for Special Events can be found at Appendix 1.
8. 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.
9. The administration and officer resource requirement for park events continues to increase in line with increased volumes and with an ever more stringent responsibility to ensure that each event has the appropriate safety measures, insurance and risk assessments in place.
10. Work carried out to parks and open spaces by contractors to maintain areas before and after events and to provide assistance during events are subject to annual increases in contract charges based on CPI.
11. Therefore officers recommend that an increase in line with inflation of 2.4% is applied to all charges to cover the effects of inflation and work undertaken by officers.

### **Park Activities – Allotments**

12. A detailed illustration of the recommended increases to fees and charges for Allotments can be found at Appendix 1.
13. 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, although interest remains muted.
14. Charges for allotment sites have remained static for two years whilst devolution work was undertaken. The costs to manage the sites, however, have increased through contractor charges.
15. Officers recommend that charges rise in line with inflation of 2.4% to cover rises in costs for grounds maintenance and utilities.

### **Cemetery Charges**

16. A detailed illustration of the recommended increases to fees and charges for Cemeteries can be found at Appendix 2.

17. In October 2017 officers reported to Cabinet on the provision of cemetery services (Minute CB17/29 refers). This report outlined the challenges for the service and compared charges with other local authorities. These challenges have persisted during 2018/19 to date.
18. The current charges for interments have remained static since 2016 to encourage use of local services; however, contractor costs for services have risen annually by inflation creating a real terms reduction in income to the Council over the period. The current rates of fees and charges still meet the cost to the Council. Therefore to reduce the impact of future increases to contract charges on the Council's income in real terms, it is recommended that these fees are increased by 2.4%, in line with CPI.
19. 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 2.4%, in line with CPI.

### **Beach and Foreshore**

20. A detailed illustration of the recommended increases to fees and charges for Beach Activities can be found at Appendix 3.
21. A full review of beach hut provision was reported to Cabinet in November 2016 (Minute CB16/43 refers) and works resulting from the Beach Hut Working Group have now been implemented.
22. Members will recall from the Fees and Charges report in 2018, that following a change in legislation, the Council is no longer responsible for the non-domestic rate charges (NNDR) associated with beach hut sites. Individual licensees are now responsible for their own NNDR charges. In the review of Fees and Charges for 2018/19 Members decided to fix beach hut site licences at £500 for the year due to these changes. Therefore there has been no rise in beach hut licence fees since 2017/18, which represents a real terms reduction in income to the Council over the period.
23. Beach hut sites remain in high demand and are not a statutory service. The recommendation therefore is for the licence fee for Beach Huts to rise by £12 per licence in 2019/2020, equivalent to a 2.4% increase.
24. For other foreshore services, such as winch and boat licences it is recommended that a similar increase of 2.4% is applied.

### **Car Parking**

25. A detailed illustration of the recommended increases to fees and charges for Car Parking can be found at Appendix 4.
26. At the Cabinet meeting held on the 4 December 2017 (Minute CB17/51 refers), it was agreed that car park charges will remain unchanged until the process of implementing Civil Parking Enforcement (CPE) is completed. The CPE Task and Finish Group is to be reconvened within six months prior to the implementation of the scheme in 2020, therefore officers recommend that car park charges continue to be left unchanged in the interim.

## **Bulky Waste Collections**

27. A detailed illustration of the recommended increases to fees and charges for Bulky Waste Collections can be found at Appendix 5.
28. The cost to provide a Bulky Waste Service forms part of the Joint Waste contract. The recommendation is that an increase of 2.4% is applied to this charge to cover the effects of inflation.

## **Garden Waste Collections**

29. A detailed illustration of the recommended increases to fees and charges for Garden Waste Collections can be found at Appendix 5.
30. At Cabinet in December 2015 (Minute CB15/55 refers), it was agreed that the annual charge for the garden waste collection service be set at £35 per container until July 2019, the date of the annual renewal of the Garden Waste subscription. It is recommended that the annual charge is reviewed during the summer 2019 as part of the overall revenue budget strategy.

## **Scrap Metal Dealers Act 2013**

31. 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.

## **Localism Act 2011**

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

## **Food Hygiene Rating Scheme (FHRS)**

34. As 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 approved.

## **Health Certificates (for food exported)**

36. Food exported to countries outside the EU requires a health certificate. At the time of writing, it is not known if all food exported from the UK will require a health certificate after 23:00 on 29 March 2019. 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.

## **HMO Licences**

37. A recent Supreme Court judgement has determined that local authorities must have two sets of fees. One fee to cover the costs of applying for a licence (not refundable) and a fee for issuing the licence and on-going enforcement. It is recommended that the Council also have a combined fee to reflect the reduced administration costs associated with only one fee being paid and processed, as set out in Appendix 9.

## **Conclusion**

38. 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.
39. Members are requested to consider the proposals and determine the range of charges applying for 2019/20.

Malcolm Johnston  
Executive Director

## **Risk Assessment Statement**

As highlighted within this report, if the increases in charges are too high income levels may drop due to customer resistance and affordability for the customer. Failure to achieve sufficient income and to reduce subsidy on non-essential services may compromise the Council's ability to fund statutory services in the future.

**PARK ACTIVITIES**

Unless stated all charges include VAT @ 20%

**Sports Bookings**

	Current Charges per Booking per Pitch (2018/2019)			Proposed Charges per Booking per Pitch (2019/2020)		
	Adult (over 16)	Youth (12 – 16)	Under 12's	Adult (over 18)	Youth (12 – 18)	Under 12's
Football Pitch	£77.00	£17.00	£13.00	£79.00	£17.50	£13.50
Cricket Pitch	Adult (Over 16)	Colts		Adult (Over 18)	Colts	
	£77.00	£17.00		£79.00	£17.50	

		Current Charges per Booking per Pitch (2018/2019)	Proposed Charges per Booking per Pitch (2019/2020)
Stoolball Pitch	Casual Games	£26.00	£26.50
Additional Charges	Showers	£27.00	£27.50
	Closed Gate	£45.00	£46.00
	Cancellation (pitch fees)	£22.00	£22.50

**Events and Fairs**

		Current Charges (2018/2019)	Proposed Charges (2019/2020)
Commercial Event – Small	Per Day	£110.00	£113.00
Commercial Event – Med	Per Day	£330.00	£338.00
Commercial Event – Large	Per Day 1 – 4	£620.00	£635.00
	Per Day 5 +	£477.00	£488.00
Charitable / Not for Profit Event – Small	Per Day	£60.00	£61.00
Charitable / Not for Profit - Medium	Per Day	£185.00	£189.00
Charitable / Not for Profit - Large	Per Day 1 – 4	£340.00	£348.00
	Per Day 5 + days	£270.00	£276.00
Damage Deposits	Small Events	£315.00	£323.00
	Medium Events	£525.00	£538.00
	Large Events	£1,050.00	£1,075.00

**Allotment Gardens**

		Current Charges per Plot per Annum (2018/2019)	Proposed Charges per Plot per Annum (2019/2020)
Small Plot	<125sqm	£48.50	£49.50
Large Plot	>125sqm	£91.50	£94.00

**CEMETERY CHARGES**

	<b>Current Charges (2018/2019)</b>	<b>Proposed Charges (2019/2020)</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	£973.00
Each additional 0.61m (2') depth	£380.00	£389.00
Cremated remains - interment	£260.00	£266.00
<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	£973.00
Small size plots (1.37m x 0.61m)	£470.00	£481.00
Garden of Remembrance at Rye (0.69m x 0.61m)	£270.00	£276.00
<b>Plot Reservation for 5 year period</b>		
Full size plot (2.74m x 1.22m)	£240.00	£246.00
Small size plots (1.37m x 0.61m)	£120.00	£123.00
Garden of Remembrance at Rye (0.69m x 0.61m)	£70.00	£72.00
<b>OTHER CHARGES</b>		
Use of Chapel	£190.00	£195.00
Transfer of burial rights	£120.00	£123.00
Search fee – 10 years to present	No Charge	No charge
Search fee – before 10 years	£120.00	£123.00
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 (2018/2019)	Proposed Charges (2019/2020)
<b>GROUNDWORK – maintenance and planting in respect of Bexhill Cemetery only</b>		
<b>Lawn Sections</b>		
Twice yearly planting with bedding plants	£153.00	£157.00
For Exclusive Burial Rights	£2,060.00	£2109.00
<b>Traditional Sections</b>		
Turfing of a grave space	£174.00	£178.00
Maintenance with twice yearly planting per annum	£461.00	£472.00
<b>MEMORIALS</b>		
Permission to erect a memorial – (Cemeteries Only)	£120.00	£123.00
Permission to insert an additional inscription – (Cemeteries Only)	£49.00	£50.00
<b>Commemorative BENCHES AND TREES</b>		
<b>Commemorative Benches</b>		
10 year scheme, including installation, plaque and 10 year maintenance.	£691.00	£708.00
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	£155.00	£159.00
<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)	£222.00	£227.00
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	£64.00	£66.00
Installation and Plaque Mount for commemorative tree	£187.00	£191.00
Additional line of engraving on plaque	£7.25	£7.50
<b>FOR INSCRIPTIONS IN THE BOOK OF REMEMBRANCE</b>		
Up to five-line entry	£255.00	£261.00
Standard Embellishments (Extra)	£388.50	£397.00



**BEACH AND FORESHORE**

Unless stated all charges include VAT @ 20%

	<b>Charges 2018/2019</b>	<b>Proposed Charges 2019/2020</b>
<b>Beach Hut Site Licenses – Annual charge per hut</b> East/West Parade	£500.00	£512.00
Glyne Gap	£500.00	£512.00
<b>Beach Hut Site Licenses – Seasonal charge per site</b> Tent Sites, six months only	£348.00	£356.00
<b>Beach Hut Site Transfer Fee per hut</b>	Minimum fee £1,575 or 10% of sale price (whichever is highest)	Minimum fee £1,575 or 10% of sale price (whichever is highest)
<b>Foreshore License – Annual charge per item:</b> One Boat Site	£70.00	£72.00
Winches – Annual charge per winch	£35.00	£36.00
Equipment Boxes – Annual charge per box	£35.00	£36.00
Sailing/Angling Boat Site	£46.00	£47.00
Commercial Fishing Boat Site	£349.00	£357.00

**CAR PARK PERMITS**

Unless stated all charges include VAT @ 20%

	<b>Charges 2018/2019</b>	<b>Proposed Charges 2019/2020</b>
Annual Permit for One Car – All Car Parks	£815.00	£815.00
Half Yearly Permit for One Car – All Car Parks	£498.50	£498.50
Nominated Permit for One Car – Single Named Car Park	£498.50	£498.50
Wainwright Road – Annual Permit per Car	£125.00	£125.00
Gibbets Marsh – Annual Permit per Car	£321.50	£321.50
Little Common – Annual Permit per Car	£175.00	£175.00
Gun Gardens – Rye – Annual Permit per Car	£1,090.00	£1,090.00
Western Road – Bexhill – Annual Permit per Car	£715.00	£715.00
The Strand – Rye – Annual Permit per Car	£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 (a)**

	<b>Charges 2018/2019</b>	<b>Proposed Charges 2019/2020</b>
Up to 3 items	£36.00	£37.00
4 – 6 items	£70.00	£72.00
7 – 9 items	£103.00	£106.00
Additional items above, per 3 items	£36.00	£37.00

**Garden Waste Charges (b)**

	<b>Charges 2018/2019</b>	<b>Proposed Charges 2019/2020 (From July 2019)</b>
Annual charge per container	£35.00	£35.00

**SCRAP METAL DEALER LICENCE (3 years)**

Unless stated all charges include VAT @ 20%

	<b>Current Charge 2018/2019</b>	<b>Proposed Charge 2019/2020</b>
New Application	£470.00	£500.00
Renewal	£370.00	£400.00
Variation	£55.00	£60.00

**FOOD HYGIENE RATING SCHEME (FHRS)**

Unless stated all charges include VAT @ 20%

	<b>Current Charge 2018/2019</b>	<b>Proposed Charge 2019/2020</b>
First request for an inspection for FHRS scoring within three months of planned inspection	£150.00	£150.00
Further request for an inspection for FHRS scoring within three months of planned inspection	£200.00	£200.00
First request for an inspection for FHRS scoring after three months of planned inspection	Free	Free
Further request for an inspection for FHRS scoring after three months of planned inspection	£200.00	£200.00

**HEALTH CERTIFICATES (for food exported)**

Unless stated all charges include VAT @ 20%

	<b>Current Charge 2018/2019</b>	<b>Proposed Charge 2019/2020</b>
First certificate issued	£65.00	£70.00
Subsequent certificates issued on the same working day (same batch)	£20.00 each	£20.00 each

**HMO LICENCES (5 YEARS)**

	<b>Current Charge 2018/2019</b>	<b>Proposed Charge 2019/2020</b>
Initial (first) Application Fee	From £914.00	£920.00
Initial Issuing Fee	£50.00	£50.00
Combined Fee (if paid at the same time)	From £944.00	£950.00
Additional fee if premises inspected and found not to be licensed	From £274.20	£300.00
Renewal Application Fee	From £645.00	£650.00
Renewal Issuing Fee	£50.00	£50.00
Combined Fee (if paid at the same time)	£675.00	£680.00