

Rother District Council

Report to	-	Cabinet
Date	-	4 November 2019
Report of the	-	Executive Director
Subject	-	Fees and Charges 2020/21

Recommendation: It be RESOLVED: That:

- 1) the charges shown in Appendices 1 – 6 (except for 5b) be approved and brought into effect from 1 April 2020;
 - 2) the charges shown in Appendix 5(b) be brought in from July 2020;
 - 3) the charges in Appendix 10 be brought into effect if and when future trade agreements following BREXIT make this necessary; and
 - 4) Members' views are sought on the garden waste charges as per paragraph 29.
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Head of Service: Joe Powell

Lead Cabinet Member: Councillor Oliver

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 2019 is 1.7%. If approved, the new rates for fees and charges will be built into the draft Revenue Budget for 2020/21.
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 a loss of income.
3. The charges set out are inclusive of value added tax (VAT) at the current rate, where appropriate.
4. Some new fees to cover the cost of issuing export health certificates for the inspection and exportation of fish and molluscs from the port of Rye to the EU post Brexit are being proposed, if future trade agreements make this necessary.

Park Activities – Sports Pitches

5. A detailed illustration of the recommended increases to fees and charges for Park Activities and Sports Pitches can be found at Appendix 1.
6. 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.
7. 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 1.7% is applied to all charges to cover the effects of inflation.

Park Activities – Special Events

8. A detailed illustration of the recommended increases to fees and charges for Special Events can be found at Appendix 1.
9. The number of events being held on public land within the District is continuing to increase year on year and it is important that the level of charges for both charitable and commercial events are not perceived as a deterrent.
10. 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.
11. 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.
12. Therefore officers recommend that an increase in line with inflation of 1.7% is applied to all charges to cover the effects of inflation and work undertaken by officers.

Park Activities – Allotments

13. A detailed illustration of the recommended increases to fees and charges for Allotments can be found at Appendix 1.
14. Following devolution the Council now operates just two allotment sites in Sidley (Preston Road and Sidley House). Work on the devolution of Preston Road has commenced, although interest remains muted.
15. Officers recommend that charges rise in line with inflation of 1.7% 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 Cemetery services 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 2019/20 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 it is recommended that these fees are held at the current rate for 2020/21.
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 1.7%, 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 working group have now been implemented.
22. 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 £9 per licence in 2020/2021, equivalent to a 1.7% increase.
23. For other foreshore services, such as winch and boat licences it is recommended that a similar increase of 1.7% is applied.

Car Parking

24. A detailed illustration of the recommended increases to fees and charges for Car Parking can be found at Appendix 4.
25. At the Cabinet meeting held in 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. The date for the implementation for CPE is currently anticipated to be in June 2020.

Bulky Waste Collections

26. A detailed illustration of the recommended increases to fees and charges for Bulky Waste Collections can be found at Appendix 5(a).
27. The recommendation is fees are increased by 1.7%, in line with CPI.

Garden Waste Collections

28. The annual charge for the garden waste collection service is currently £35 per bin and has not changed since July 2016 as per Cabinet agreement in December 2015 (Minute CB15/55 refers) [Appendix 5(b)]. The garden waste subscription charge in neighbouring authorities are:
 - Hastings £66
 - Eastbourne £52
 - Lewes £70
 - Wealden £50 (under review)
29. The present number of garden waste collection customers is 18,785. Before the last renewal the number of customers was 19,435. The contract cost for the collection of garden waste, based on the current number of customers, is expected to be in the region of £750,000 per annum before any inflationary award. This excludes the annual cost of administering the customer accounts (approximately £30,000) and also the sunk costs of approximately £500,000 in providing the garden waste wheelie bins. The income generated from the current £35 per week charge per bin at the current rate of subscribers for 2019/20 is approximately £745,000, leaving a deficit to the Council of £35,000 against the annual operating costs and before recovering any of the capital investment in the wheelie bins. Having reviewed the surrounding Councils' charges, it is recommended that the annual subscription cost for garden waste service is increased. A rise to £50 per annum would deliver income of £939,000 and generate an annual surplus of £195,300. Members may also wish to consider a phased increase from a £50 annual charge to £60 over the next three years. The surplus quoted excludes the original cost of the wheelie bins. There are no legal restrictions preventing the Council making a surplus from this activity.
30. There is a risk that the higher cost of the service could deter some residents from renewing their garden waste collection subscription. If the total number of subscribers fell below 14,999 there would be a higher cost per subscription paid to the contractor. If customer numbers reduced to 14,999 the projected surplus would fall by between £85,000 and £140,000 depending on the annual charge to the customer. It is however expected that any reduction in customer numbers would not be this significant.

Scrap Metal Dealers Act 2013

31. It is recommended that the charges for scrap metal dealers as set out in Appendix 6 do not increase as there has been no 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 Environmental Services, Licensing and Community Safety have previously identified two areas where a charge can be levied under Section 3 of the Localism Act 2011:

a. **Food Hygiene Rating Scheme (FTRS)**

A revisit to rate a premises under the FTRS is not a statutory duty and it is therefore recommended that the scale of fees shown in Appendix 7 is approved. As a Council we would want food businesses to have the highest rating and therefore the fee only reflects the costs incurred by the Council.

b. **Export Health Certificates (for food exported)**

The Council receives requests for health certificates which must be signed by Environmental Health Officers or Official Veterinarian. If the health certificates are not correct and not authorised, the Port Health Authority of the importing country will reject the consignment of food. By issuing health certificates, the Council is supporting local businesses to export food. The fees in Appendix 8 are recommended to cover the Council's costs, which are only sufficient if businesses provide adequate time and accurate information to allow certificates to be produced efficiently.

Export Health Certificates for fish and molluscs (BREXIT)

33. Post BREXIT (subject to future trading agreements with the EU), the exportation of fish to the EU may require the inspection of the product at the port of Rye and the issuing of an export health certificate (by an Environmental Health Officer or an Official Veterinarian) or an internal export health certificate if the fish is transported to another approved food establishment in the United Kingdom for subsequent export. The Council does not have a statutory duty to issue export health certificates including to the European Union and will take considerable Officer time to do so. Appendix 9 sets out the proposed charges. This will be reviewed as the full impact of this work becomes more apparent.

HMO Licences

34. It is recommended that the charges for HMO as set out in Appendix 10 are not increased.
35. A 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 has a combined fee to reflect the reduced administration costs associated with only one fee being paid and processed, as set out in Appendix 10. Fees can only be set which reflect the costs incurred by the Council.

Conclusion

36. 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.
37. Members are requested to consider the proposals and determine the range of charges applying for 2020/21.

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.

PARKS ACTIVITIES

Unless stated all charges include VAT @ 20%

Sports Bookings

	Current Charges per Booking per Pitch (2019/2020)			Proposed Charges per Booking per Pitch (2020/2021)		
	Adult (over 18)	Youth (12 – 18)	Under 12's	Adult (over 18)	Youth (12 – 18)	Under 12's
Football Pitch	£79.00	£17.50	£13.50	£80.00	£17.75	£13.75
	Adult (Over 18)	Colts		Adult (Over 18)	Colts	
Cricket Pitch	£77.00	£17.00		£78.00	£17.25	

		Current Charges per Booking per Pitch (2019/2020)	Proposed Charges per Booking per Pitch (2020/2021)
Stoolball Pitch	Casual Games	£26.50	£27.00
Additional Charges	Showers	£27.50	£28.00
	Closed Gate	£46.00	£47.00
	Cancellation (pitch fees)	£22.50	£23.00

Events and Fairs

		Current Charges (2019/2020)	Proposed Charges (2020/2021)
Commercial Event – Small	Per Day	£113.00	£115.00
Commercial Event – Med	Per Day	£338.00	£344.00
Commercial Event – Large	Per Day 1 – 4 Per Day 5 +	£635.00 £488.00	£646.00 £496.00
Charitable / Not for Profit Event – Small	Per Day	£61.00	£62.00
Charitable / Not for Profit - Medium	Per Day	£189.00	£192.00
Charitable / Not for Profit - Large	Per Day 1 – 4 Per Day 5 + days	£348.00 £276.00	£354.00 £281.00
Damage Deposits	Small Events	£323.00	£329.00
	Medium Events	£538.00	£547.00
	Large Events	£1,075.00	£1,093.00

Allotment Gardens

		Current Charges per Plot per Annum (2019/2020)	Proposed Charges per Plot per Annum (2020/2021)
Small Plot	<125sqm	£49.50	£50.00
Large Plot	>125sqm	£94.00	£95.50

CEMETERY CHARGES

	Current Charges (2019/2020)	Proposed Charges (2020/2021)
INTERMENTS – For the burial of:		
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
EXCLUSIVE RIGHTS – For the Exclusive Right of Burial at the time of interment, for 50 years, including the preparation of the Deed of Grant		
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
Plot Reservation for 5 year period		
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
OTHER CHARGES		
Use of Chapel	£190.00	£193.00
Transfer of burial rights	£120.00	£122.00
Search fee – 10 years to present	No Charge	No Charge
Search fee – before 10 years	£120.00	£122.00
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 (2019/2020)	Proposed Charges (2020/2021)
GROUNDS WORK – maintenance and planting in respect of Bexhill Cemetery only		
Lawn Sections		
Twice yearly planting with bedding plants	£153.00	£156.00
For Exclusive Burial Rights	£2,060.00	£2,095.00
Traditional Sections		
Turfing of a grave space	£174.00	£177.00
Maintenance with twice yearly planting per annum	£461.00	£469.00
MEMORIALS		
Permission to erect a memorial – (Cemeteries Only)	£120.00	£122.00
Permission to insert an additional inscription – (Cemeteries Only)	£49.00	£50.00
Commemorative BENCHES AND TREES		
Commemorative Benches		
10 year scheme, including installation, plaque and 10 year maintenance.	£691.00	£703.00
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	£158.00
Commemorative Trees		
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	£226.00
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	£65.00
Installation and Plaque Mount for commemorative tree	£187.00	£190.00
Additional line of engraving on plaque	£7.25	£7.50
FOR INSCRIPTIONS IN THE BOOK OF REMEMBRANCE		
Up to five-line entry	£255.00	£260.00
Standard Embellishments (Extra)	£388.50	£395.00

BEACH AND FORESHORE

Unless stated all charges include VAT @ 20%

	Charges 2019/2020	Proposed Charges 2020/2021
Beach Hut Site Licenses – Annual charge per hut East/West Parade	£512.00	£521.00
Glyne Gap	£512.00	£521.00
Beach Hut Site Licenses – Seasonal charge per site Tent Sites, 6 months only	£356.00	£362.00
Beach Hut Site Transfer Fee per hut	Minimum fee £1,575 or 10% of sale price (whichever is highest)	Minimum fee £1,575 or 10% of sale price (whichever is highest)
Foreshore License – Annual charge per item: One Boat Site	£72.00	£73.00
Winches – Annual charge per winch	£36.00	£36.50
Equipment Boxes – Annual charge per box	£36.00	£36.50
Sailing/Angling Boat Site	£47.00	£48.00
Commercial Fishing Boat Site	£357.00	£363.00

CAR PARK PERMITS

Unless stated all charges include VAT @ 20%

	Charges 2019/2020	Proposed Charges 2020/2021
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

WASTE CHARGES

Unless stated all charges include VAT @ 20%

Bulky Waste Charges (a)

	Charges 2019/2020	Proposed Charges 2020/2021
Up to 3 items	£37.00	£38.00
4 – 6 items	£72.00	£73.00
7 – 9 items	£106.00	£108.00
Additional items above, per 3 items	£37.00	£38.00

Garden Waste Charges (b)

	Charges 2019/2020	Proposed Charges 2020/2021 (from July 2020)
Annual charge per container	£35.00	£50.00

Appendix 6**SCRAP METAL DEALER LICENCE (3 years)**

Unless stated all charges include VAT @ 20%

	Current Charge 2019/2020	Proposed Charge 2020/2021
New Application	£500.00	£500.00
Renewal	£400.00	£400.00
Variation	£60.00	£60.00

FOOD HYGIENE RATING SCHEME (FHRS)

Unless stated all charges include VAT @ 20%

	Current Charge 2019/2020	Proposed Charge 2020/2021
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
Replacement FHRS sticker	NA	£25.00

Appendix 8**EXPORT HEALTH CERTIFICATES (EXCEPT FISH INSPECTIONS)**

Unless stated all charges include VAT @ 20%

	Current Charge 2019/2020	Proposed Charge 2020/2021
First certificate issued	£70.00	£70.00
Subsequent certificates issued on the same working day (same batch)	£20.00 each	£20.00 each

**[INTERNAL] EXPORT HEALTH CERTIFICATES FOR FISH AND MOLLUSCS,
INCLUDING INSPECTION**

Unless stated all charges include VAT @ 20%

	Current Charge 2019/2020	Proposed Charge 2020/2021
First hour (minimum)	NA	£100.00
Subsequent hours or part thereof	NA	£100.00 per hour

HMO LICENCES (5 years)

	Current Charge 2019/2020	Proposed Charge from January 2020
Initial (first) Application Fee	£920.00	£920.00
Initial Issuing Fee	£50.00	£50.00
Combined Fee (if paid at the same time)	£950.00	£950.00
Additional fee if premises inspected and found not to be licensed	£300.00	£300.00
Renewal Application Fee	£650.00	£650.00
Renewal Issuing Fee	£50.00	£50.00
Combined Fee (if paid at the same time)	£680.00	£680.00