

Report to:	Cabinet
Date:	10 February 2020
Title:	Annual Review of Fees and Charges
Report of:	Chief Finance Officer
Cabinet member:	Councillor Zoe Nicholson, Leader of Council and Cabinet Member for Finance
Ward(s):	All
Purpose of report:	To propose the schedule of Fees and Charges to apply from 1 April 2020.
Decision type:	Key Decision
Officer recommendation(s):	<p>(1) To approve the scale of Fees and Charges proposed within Appendix 1 to apply from 1 April 2020.</p> <p>(2) To implement changes to statutory fees and charges for services shown within Appendix 1 as and when notified by Government.</p>
Reasons for recommendations:	The Council's Constitution requires that all fees and charges, including nil charges, be reviewed at least annually and agreed by Cabinet.
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1 Introduction

- 1.1 Following a systematic review in light of an Audit Commission report entitled 'Positively Charged' Cabinet approved guiding principles, as set out on Appendix 1, for setting fees and charges.
- 1.2 The guiding principle and the recommended actions arising from the systematic review of services have been applied in reviewing and proposing a scale of fees and charges to apply from 1 April 2020.

2 Fees and Charges Proposals to apply from 1 April 2020

- 2.1 Fees and Charges are reviewed by Cabinet at least once each year, principally during the winter prior to the next financial year. This enables Cabinet's decision

to be incorporated in the coming budget cycle. Cabinet is not restricted to an annual review; it can conduct further reviews at any time in the year with implementation of decisions from any point in the year

- 2.2 As in previous years all of the fees and charges are covered, so far as is practicable, within a single report. In this way Cabinet is able to consider all of the fees and charges which apply to the Council's services as an overall package. There is only one exception to this and that is licensing fees which are excluded from this report because they are set by the Licensing Committee.
- 2.3 Cabinet will be aware that fees and charges applicable at the Council-owned indoor leisure facilities and at Newhaven Fort are set by Wave Leisure under the terms of the management agreements it has with the Council
- 2.4 Within Appendix 1 to this report there are some significant services, with significant income estimates, where the Council has discretion to set the level of fees and charges. These are summarised below between those services where changes are proposed and those services where no changes are proposed
- 2.5 In addition Appendix 1 includes those services where fees are statutory and where any changes can only be made by Government.

3. Services where changes to fees and charges are proposed.

3.1

Service	Arts Development
Appendix ref	lines 59 to 69
Reason for change	Fees and charges have been reviewed along with the introduction of new options to support charitable and educational organisations.
Financial impact	The 2020/21 income budget has been increased by £8,000 to £28,000 to reflect an increase in activity.

Service	Tourism
Appendix ref	lines 71 to 79
Reason for change	Review of fees and charges to cover increase in costs.
Financial impact	The 2020/21 income budget has been increased to £18,000. £14,000 increase is in respect of an increase in activity and £1,000 increase is in respect of increased fees.

Service	Street Naming and Numbering
Appendix ref	lines 231 to 244
Reason for change	Fees and Charges have been reviewed so that they remain appropriate for the services on offer.
Financial impact	The 2020/21 budget will remain at £12,500

Service	Allotments
Appendix ref	lines 246 to 247
Reason for change	An increase of £3 per plot is proposed in order to maintain value.
Financial impact	No change to the income budget of £1,000.

Service	Cemeteries
Appendix ref	lines 249 to 270
Reason for change	The Council's policy is to maintain its charges within the upper quartile of local authority burial charges. The proposed increases are intended to maintain the Council's position.
Financial Impact	The 2020/21 budget will become £141,000, an increase of £700. £4,100 increase is in respect of the proposed increase in fees and charges and a reduction of £3,400 is in respect of reduced activity.

Service	Parks and Open Spaces
Appendix ref	lines 272 to 325
Reason for change	To maintain recovery of a fair share of the costs of providing services.
Financial impact	The 2020/21 budget will become £53,700 a reduction of £300. £4,500 increase is in respect of the proposed increase in fees and charges and a reduction of £4,800 is in respect of reduced activity.

Service	Waste Collection (excluding Commercial Trade Waste)
Appendix ref	lines 327 to 371
Reason for change	Delegated authority was previously given to the Director of Service Delivery, in consultation with the Portfolio holder for Waste and Recycling, to vary commercial trade waste charges upwards or downwards by up to 10% in order to respond to developing market conditions.
Financial impact	No change to the income budget of £446,500.

Service	Land Charges
Appendix ref	Lines 401 to 407
Reason for change	ESCC are increasing the fee they charge in respect of the footpath enquiry from 1 st April 2020. In order to cover this cost an increase of £6.00 is recommended. Due to a reduction in the volume of activity it is estimated that income will reduce by £10,000.
Financial impact	The estimated income budget will reduce to £125,000.

4. Services where no changes to fee and charges are proposed

4.1

Service	Car Parks
Appendix ref	lines 1 to 33
Reason for no change	Cabinet agreed the current pricing tariff in January 2018 to apply from 1 April 2018, the first increase since 1 April 2013. This was consistent with the principle established by Cabinet that future increases would be based on inflation and implemented only when accumulated inflation increased fees to easily collectable amounts.
Financial impact	The income budget for 2019/20 for £1,002,000 is being achieved so no change is proposed to 2020/21.

Service	Electric Vehicle Chargers
Appendix ref	lines 35 to 37
Reason for no change	Usage of this service continues to grow and officers believe that leaving the current pricing structure in place for another year will encourage further growth.
Financial impact	The income budget will remain at £4,000.

Service	Lewes House
Appendix ref	lines 39 to 57
Reason for no change	The offer of rooms and garden for events like wedding receptions is operating in a competitive environment. Officers judge that the current level of fees remains at the right level to maintain a share of that market.
Financial impact	The income budget will remain at £10,000.

Service	Animal Wardens
Appendix ref	lines 81 to 86 (Excluding line 83)
Reason for no change	Very limited activity to justify change.
Financial impact	No income budget is set for this service because of the uncertainty around volumes and the very low levels of income generated.

Service	Public Health
Appendix ref	lines 101 and 102
Reason for no change	Limited activity to justify change.
Financial impact	No income budget is set for this discretionary service because of the uncertainty around volumes and the very low levels of income generated.

Service	Private Sector Housing
Appendix ref	lines 129 to 131
Reason for no change	Fees will continue to be set in line with officer costs.
Financial impact	Income Budget for 2020/21 to remain at £2,000

Service	Building Control
Appendix ref	lines 133 to 156
Reason for no change	Building control operates in a competitive environment and officers judge that the current fees remain at the appropriate level for the services on offer.
Financial impact	Income Budget for 2020/21 to remain at £281,500

Service	Recycling - Section 106 Developers' Contributions
Appendix ref	lines 183 to 184
Reason for no change	A charge is made solely to maintain recovery of a fair share of the costs of providing the service.
Financial impact	No income budget is set because of the uncertainty around volumes and timing as well as the relatively low levels of income generated.

Service	Planning Services
Appendix ref	lines 186 to 229
Reason for no change	Officers judge that the current fees remain at the appropriate levels for the services on offer.
Financial impact	Income budget for 2020/21 will remain at £30,000

Service	Council Tax and Business Rates Summons income
Appendix ref	lines 373 to 376
Reason for no change	Because both this Council and Wealden Council use the same court the policy has been to keep our fees in line. Therefore no changes are proposed at this time.
Financial impact	Income budget for 2020/21 will remain at £210,000

Service	Legal Services
Appendix ref	lines 378 to 390
Reason for no change	Maintains recovery of costs and positioning with other local authorities.
Financial impact	Supports the viability of the shared legal service.

Service	Estate Surveyor Services
Appendix ref	lines 392 to 399
Reason for no change	These charges are complimentary to those already charged by Legal Services and are similar in nature to those which commercial lessees might expect to pay in the private sector.
Financial impact	The income budget will remain at £15,000.

5. Services where statutory fees and charges apply

- 5.1 The current level of fees and charges will continue to apply until such time as the Council is notified by Government of changes. Such changes will be implemented in accordance with the relevant statutory notices.

5.2

Service	Animal Wardens
Appendix ref	line 83
Financial impact	No budget for 2019/20 is proposed because of the very low levels of income generated from this service

Service	Port Health
Appendix ref	lines 88 to 98
Financial impact	A small budget of £1,000 is proposed for 2020/21.

Service	Public Health
Appendix ref	lines 100 to 127 (excluding lines 101 and 102)
Financial impact	The income budget will remain at £4,000.

Service	Development Control
Appendix ref	lines 158 to 175
Financial impact	Income budget for 2020/21 will remain at £429,000

Service	Community Infrastructure Levy (CIL)
Appendix ref	lines 177 to 181
	The Charging Schedule implemented on 1 December 2015 under The Community Infrastructure Levy Regulations 2010 remains appropriate and provides the baseline for the levy. CIL regulations require that fees are uplifted annually in line with the change in a national price index. This change is applied each year once the index data becomes available.

Service	Register of Electors
Appendix ref	lines 409 to 415
Financial impact	The income budget will remain at £1,000.

6 Financial appraisal

- 6.1 The forecast medium term financial plan strategy was that income would increase by 2% and that this would generate an additional £56,000 in income. However, due to increases and decreases in income budgets the overall net increase is estimated to be £14,000.

7 Legal implications

- 7.1 There are no legal implications arising directly from this report.

8 Risk management implications

- 8.1 The recommendations of this report are not significant in terms of risk. However, there is a possibility that forecast income for demand led services may be adversely affected by economic factors outside of the council's control.

9 Equality analysis

- 9.1 An Equalities and Fairness Impact Assessment has been undertaken and made available to the equality checking group. The assessment indicates that the proposed changes to fees and charges set out in this report are unlikely to have any significant impact on equalities and fairness. All changes are in line with the Guiding Principles for setting fees and charges previously agreed by Cabinet.

10 Appendices

- 10.1
 - Appendix 1 – Fees and Charges proposals 2020/21

11 Background papers

- 11.1 The background papers used in compiling this report were as follows:

- 11.2 [Guiding principles for setting fees and charges](#)

- 11.3
 - Equalities and Fairness Impact Assessment.