

Report to:	Cabinet
Date:	3 February 2022
Title:	Annual Review of Fees and Charges
Report of:	Homira Javadi, Chief Finance Officer
Cabinet member:	Councillor Zoe Nicholson, Leader of the Council, Chair of Cabinet and Cabinet Member for Finance and Assets
Ward(s):	All
Purpose of report:	To propose the schedule of Fees and Charges to apply from 1 April 2022.
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 2022.</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.
Contact Officer(s):	<p>Name: Isabel Brittain</p> <p>Post title: Deputy Chief Finance Officer</p> <p>E-mail: Isabel.Brittain@lewes-eastbourne.gov.uk</p>

1 Introduction

- 1.1 Following a systematic review in light of an Audit Commission report entitled 'Positively Charged' Cabinet approved guiding principles for setting fees and charges. A copy is included in Background Papers.
- 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 2022.

2 Fees and Charges Proposals to apply from 1 April 2022

- 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 the fees and charges are covered, so far as is practicable, within a single report. In this way Cabinet is able to consider all 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. There are currently no changes proposed to fees and charges and budgets have been amended, where necessary, to reflect any increases or decreases in volume. These are summarised below.
- 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 budgets have changed but no changes to fee and charges are proposed

3.1

Service	Car Parks
Appendix ref	lines 1 to 33
Reason for no fee change	Cabinet agreed the current pricing tariff in January 2018 to apply from 1 April 2018. 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. There has been a significant reduction in income this year due to a reduction in usage and this is expected to continue into 2022-23.
Financial impact	The 2022-23 income budget has been reduced to £672,000

3.2

Service	Arts Development
Appendix ref	lines 59 to 69
Reason for no fee change	There has been a reduction in usage of this service and it is proposed for the current pricing structure to remain in place for another year to try to encourage growth.
Financial impact	The 2022-23 income budget has been reduced to £22,500.

3.3	Service	Tourism
	Appendix ref	lines 71 to 79
	Reason for no fee change	Fees and Charges have increased in line with increased costs but these will have limited impact upon the amount of fee income collected
	Financial impact	The 2022-23 income budget has been reduced to £13,000

3.4	Service	Waste Collection (excluding Commercial Trade Waste)
	Appendix ref	lines 381 to 432
	Reason for no fee 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% to respond to developing market conditions.
	Financial impact	The 2022-23 income budget will become £623,100, an increase of £24,800.

3.5	Service	Land Charges
	Appendix ref	Lines 456 to 462
	Reason for no fee change	A review of the current levels of fees and the current volume of activity suggests that charges remain appropriate to recover costs as permitted by Government regulation.
	Financial impact	The 2022-23 income budget will become £125,000.

4 Services where statutory fees and charges apply

4.1 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.

4.2	Service	Animal Wardens
	Appendix ref	lines 81 to 86
	Financial impact	No budget for 2022-23 is proposed because of the very low levels of income generated from this service

4.3	Service	Port Health
	Appendix ref	lines 88 to 99
	Financial impact	Income budget for 2022-23 will remain at £2,000.

4.4	Service	Development Control
	Appendix ref	lines 212 to 229
	Financial impact	Income budget for 2022-23 will remain at £429,000

4.5	Service	Community Infrastructure Levy (CIL)
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Appendix ref	lines 231 to 239
Financial impact	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.

4.6

Service	Register of Electors
Appendix ref	lines 464 to 479
Financial impact	The income budget for 2022-23 will remain at £1,500

5 Financial appraisal

5.1 The effect of the proposed changes in budgets due to variations in demand, is set out at service level below:

5.2

	2021/22 income estimate £	Financial impact of: change in usage £	change in fees £	2022/23 income forecast £
Car Parking	1,002,000	-330,000	0	672,000
Electric Vehicle Charges	4,000	0	0	4,000
Lewes House	10,000	0	0	10,000
Arts Development	28,000	-5,500	0	22,500
Tourism	18,000	-5,000	0	13,000
Private Sector Housing	2,000	0	0	2,000
Building Control	281,500	0	0	281,500
Planning Services	30,000	0	0	30,000
Allotments	1,000	0	0	1,000
Cemeteries	141,000	0	0	141,000
Parks and Open Spaces	57,150	0	0	57,150
Waste Collection	598,300	24,800	0	623,100
Council Tax and Business Rates	170,850	0	0	170,850
Legal Services	24,100	0	0	24,100
Estate Surveyor Services	15,000	0	0	15,000
Land Charges	105,000	20,000	0	125,000
Register of Electors	1,500	0	0	1,500
Discretionary fees – set by LDC	2,489,400	-295,700	0	2,193,700
Port Health	2,000	0	0	2,000
Development Control	429,000	0	0	429,000
Statutory fees – set by Government	431,000	0	0	431,000
Total income estimates	2,920,400	-295,700	0	2,624,700

5.3 If Cabinet chooses to amend the proposed charges the impact will be reflected in the final budget report to be presented to Cabinet on 3 February 2022.

6 Legal implications

6.1 There are no legal implications arising directly from this report.

7 Risk management implications

7.1 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.

8 Equality analysis

8.1 An Equalities and Fairness Impact Assessment has not been undertaken as it is recommended not to increase any fees and charges for 2022/23.

9 Appendices

Appendix 1 – Fees and Charges proposals 2022/23

10 Background papers

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

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

Equalities and Fairness Impact Assessment