

Thurrock - An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future

# Planning, Transport, Regeneration Overview and Scrutiny Committee

The meeting will be held at **7.00 pm** on **7 December 2021**

**Training Room, The Beehive Community Resource Centre, West Street, Grays, RM17 6XP**

## Membership:

Councillors Alex Anderson (Chair), David Van Day (Vice-Chair), Tom Kelly, Martin Kerin, Graham Snell and Lee Watson

## Substitutes:

Councillors Qaisar Abbas, Adam Carter, Colin Churchman and Maureen Pearce

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## Agenda

Open to Public and Press

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<b>1. Apologies for Absence</b>	
<b>2. Minutes</b>	<b>5 - 14</b>
To approve as a correct record the minutes of the Planning, Transport, Regeneration Overview and Scrutiny Committee meeting held on 5 October 2021.	
<b>3. Items of Urgent Business</b>	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972. To agree any relevant briefing notes submitted to the Committee.	

<b>4.</b>	<b>Declaration of Interests</b>	
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Agenda published on: **29 November 2021**

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# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

## Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

## When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

**What is a Non-Pecuniary interest?** – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

## **Pecuniary**

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

**Unless you have received dispensation upon previous application from the Monitoring Officer, you must:**

- **Not participate or participate further in any discussion of the matter at a meeting;**
- **Not participate in any vote or further vote taken at the meeting; and**
- **leave the room while the item is being considered/voted upon**

**If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps**

## **Non- pecuniary**

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



**You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.**

## Our Vision and Priorities for Thurrock

An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

1. **People** – a borough where people of all ages are proud to work and play, live and stay
  - High quality, consistent and accessible public services which are right first time
  - Build on our partnerships with statutory, community, voluntary and faith groups to work together to improve health and wellbeing
  - Communities are empowered to make choices and be safer and stronger together
  
2. **Place** – a heritage-rich borough which is ambitious for its future
  - Roads, houses and public spaces that connect people and places
  - Clean environments that everyone has reason to take pride in
  - Fewer public buildings with better services
  
3. **Prosperity** – a borough which enables everyone to achieve their aspirations
  - Attractive opportunities for businesses and investors to enhance the local economy
  - Vocational and academic education, skills and job opportunities for all
  - Commercial, entrepreneurial and connected public services

## Minutes of the Meeting of the Planning, Transport, Regeneration Overview and Scrutiny Committee held on 5 October 2021 at 6.00 pm

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**Present:** Councillors Alex Anderson (Chair), David Van Day (Vice-Chair), Tom Kelly, Martin Kerin, Graham Snell and Lee Watson

**In attendance:** Shane Hebb, Ward Councillor Stanford-le-Hope West  
Julie Nelder, Assistant Director of Highways, Fleet and Logistics  
Leigh Nicholson, Assistant Director of Planning, Transport and Public Protection  
Keith Rumsey, Interim Assistant Director, Regeneration and Place Delivery  
Sarah Bennett, Assistant Fleet and Logistic Manager  
Phil Carver, Strategic Lead Enforcement and Community Protection  
Matthew Ford, Chief Engineer  
Mat Kiely, Transportation Services Strategic Lead  
Lisa Preston, Enforcement Operations Manager  
Navtej Tung, Strategic Transport Manager  
Grace Le, Senior Democratic Services Officer

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Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

The Chair stated that there was a time limit for the use of the Beehive venue which was until 9.30pm. He said that if the items on the agenda were not concluded by 9.30pm, the meeting would be adjourned and would recommence at the next Planning, Transport, Regeneration (PTR) Overview and Scrutiny Committee meeting on 7 December 2021.

As the Extraordinary PTR O&S meeting on 15 September 2021 had been postponed to the 5 October 2021 meeting, the Chair opened the agenda for 15 September 2021. He stated that the items on the agenda had been rearranged for the 5 October 2021 meeting and that he had agreed for the Thurrock Transport Strategy and Vision update to be circulated to Members as a briefing note. He closed the agenda for the 15 September 2021 meeting and went on to open the agenda for the 5 October 2021 meeting.

### **10. Minutes**

The minutes of the meeting held on 6 July 2021 were approved as a true and correct record.

### **11. Items of Urgent Business**

There were no items of urgent business.

The Chair asked the Committee if they were happy to approve the Thurrock Transport Strategy and Vision Briefing Note that had been circulated to Members. The Committee did not agree this briefing note as it had only been circulated the day before the meeting.

## **12. Declaration of Interests**

In regards to item 6, Councillor Snell declared that he lived in a Permitted Parking Area (PPA).

## **13. Flooding in Thurrock**

The report was presented by Navtej Tung.

The Chair queried how effective the 'innovative techniques' would be in preventing future flood events. Navtej Tung explained that the purpose of the project was to identify how effective these techniques would be. He said that some implemented measures had shown to be effective and there were some measures to be implemented as it required more work with Riparian land owners. The project was currently at a business case scenario and more details would be brought back to committee.

Referring to 3.5 on page 17, Councillor Kerin sought further detail on whether the test cases had been completed yet and asked for a briefing note to update the committee on the test cases. In regards to the action plan, he asked what actions had been completed for the committee to endorse and queried whether there was flood strategy in place before the flooding incidents that had occurred in January 2021. Navtej Tung answered that the test cases were not completed yet and that the service was working with the Enforcement Team to manage these. The next step would be to issue the section 25 process. He said that an update would be shared with a full list of the measures and processes to be implemented. He went on to say that there were processes for flooding issues in place before January 2021 but there had not been many flooding incidents before this time. Since the incidents, it had enabled the service to work better with other council departments to improve the council's flooding strategy.

Councillor Watson queried the timeline for the action plan. She highlighted concerns of the coming winter season, climate change issues and that parts of Thurrock were at higher risk particularly areas that were on a flood plain. Navtej Tung answered that the timeline was dependent on a number of factors that included resourcing as there was currently one staff member in the Flood Team. Some measures were easily undertaken such as updating the flood information on the Council's website and some measures would take longer such enforcement processes as it involved legal input. He said that the action plan was constantly reviewed and would ideally be implemented by the end of the year. The biggest challenge was in how to make residents more

aware of managing and preventing flood issues. Mat Kiely added that the service was looking at the service's internal structure to find the resources to support the Flood Team.

Councillor Snell queried the process that followed a flooding report from residents and the contact number for flooding reports. Navtej Tung said that the Highways Team would provide sandbags to reported flood issues for immediate protection. He explained that the protection of the home would be the responsibility of the homeowner. He stated that the improvement on the website would provide a number to call for these sandbags and to report flood issues.

The Chair invited Councillor Hebb to speak as the Ward Councillor for Stanford-le-Hope West where most of the flooding incidents in January 2021 had occurred. Councillor Hebb thanked officers for the report and the discussion that had taken place which had given context to the flooding issues. He thanked Julie Nelder for her support and help in the flooding incidents in January 2021. He mentioned that these flooding issues had not occurred in his ward before and many of his constituents had felt stressed and upset and he pointed out that the flooding strategy would need a multi-agency approach going forward to prevent potential future flooding incidents. He requested that the Committee look into sending a representative to sit on the Regional Flood and Coastal Committee to ensure that Thurrock was equipped with the right flood defences. He highlighted the need for the service to work with the Enforcement Team on the flood prevention processes and asked that the phone number for flood management issues be included in the Members Induction handbook. He asked whether there would be flood drills and if residents could be included in these. The Chair agreed and asked if the phone number would be easily searched online through Google search. Navtej Tung answered that the phone number would be easy to find and designed to be easily located if searched on the Thurrock website.

#### **RESOLVED:**

**Members of the committee were asked to note this report and endorse the action plan set out at 3.1.**

#### **14. Parking Policy and Strategy and Parking Design & Development Standards**

The report was presented by Navtej Tung.

The Chair noted that there were 1.5 spaces per dwelling in flats with medium accessibility and commented that the bare minimum was too low as page 38 showed that there was an increase in car ownership. He questioned whether it was unreasonable to ask for a higher minimum of car parking spaces.

Matthew Ford explained that extensive research had been undertaken in the car parking standards which had been based on Chafford Hundred as a viable research area. The research had looked at how various government parking

policies had affected the development over the past 20 years. There had been a very high level of parking provision until 2013 when the government applied the Planning Policy Guidance 2013 (PPG2013) for maximum parking standards and developers had to reduce the level of parking demand by providing a lower parking standard. The research had identified on the eastern side of Chafford Hundred, there had been a very high level of parking provision at the start but most of that relied on off street parking or garage spaces due to people converting their garages or extending out onto their driveways. In western Chafford Hundred, there were more on street parking and allocated parking spaces so the level of parking was quite consistent.

Matthew Ford went on to say that since 2013, the PPG2013 had been removed as a policy statement and the National Planning Policy Framework (NPPF) provided guidance on a more reasonable approach to parking spaces which should be based on local circumstances. The Council had considered a range of parking scenarios for flats and houses to ensure the right mix in the right location.

Referring to page 39 on car ownership figures in Thurrock from the 2011 census data, Matthew Ford gave examples of Aveley Upland and Grays Riverside which showed a level of consistent car ownership with the one to two parking provisions. He pointed out that the increase in car ownership between 2001 and 2011 was not enough to change parking standards. He said that the service worked with developers on parking spaces to reduce car ownership for their sites otherwise they would not be able to provide the density needed on the site. Parking provision was taken into consideration on certain sites such as a recent development near a school which had a rigid one space per unit provision for two, three, and four bedroom properties. The Highways Team had identified that there was a very high level of on-street parking provision that would overspill onto the road network so they had requested for more parking spaces as part of these standards. This would also enable people to install electric vehicle charging points on their properties. The service encouraged developers from providing garage spaces to avoid conversion of these into rooms which would reduce a parking space on a property. For four or more bedroom properties, the service requested for an additional parking space due to larger amount of people living in those properties. The Council's parking standards was evidence based on the census 2011 data and the research undertaken and would be looking into the census 2021 data once it was ready.

In regards to flats with high accessibility, the Chair noted that zero spaces were allocated per dwelling and questioned this. Matthew Ford answered that this was an opportunity for a car free development where the use of a car club could be provided. He said that based on research did not necessarily wish to own a car but to have access to one instead. This was ideal for people who commuted regularly but only needed a car for the weekend.

Referring to pages 56 and 124 in regards to school parking, Councillor Kerin queried how the Council supported schools and residents in school areas with parking issues. Matthew Ford answered that there was a parking standard for

schools and that schools had to provide an adequate drop off and pick up point within the school's site. He said that it was for schools to provide a travel plan to the Council and there was a Road Safety Team that worked with schools. There were planning and transport policies that schools needed to comply with.

Councillor Kerin pointed out that in some schools that had expanded, there was not enough space for a drop off and pick up point and that this was only possible in a newly built school who had that space. He felt that this was a highways issue as it required making the roads around schools accessible. Navtej Tung said that there were measures in place to resolve these issues such as closing a road during school rush hours which the service had undertaken recently through working with residents. The process was to engage with schools on these issues and to improve road safety whilst minimising traffic impact to local residents.

Referring to page 52 in regards to parking permits, Councillor Kerin noted that the Council aimed to be more sustainable but pointed out that public transport was not ideal for families. He said that it was not the right time to increase permit fees either and was not happy to endorse these increases as set out in the report's recommendations. Phil Carver explained that the fee increases were only applied on the third permit and not the first and second permits.

Referring to page 69, Councillor Snell said that whilst there were parking facilities at train stations, people did not use these and parked in residential areas around the station. This was the issue for Ockendon hence why a PPA was implemented. He felt it was unfair to make residents pay for their own permits. He noted the charges on electric vehicles and pointed out that the infrastructure for electric vehicles in Thurrock was not ready yet. He went on to say that people needed a car to drive around Thurrock as the bus and rail links were not good and people were only to get around Thurrock but not outside of Thurrock. The Chair agreed and noted an introduction of a new tax on vehicles as reported on page 61. He stated that he could not endorse the recommendations in the report either.

Referring to the new tax on page 61, Matthew Ford explained that the tax was in regards to air quality and that the charges would encourage use of electric vehicles. This was a strategy for the Council to possibly explore but would not necessarily implement. The Chair felt that this option should not be explored until 5 to 10 years later.

Councillor Watson agreed with Members and said that there were not enough electric vehicle charging points in the borough. She said that there were planning issues with parking spaces and decreasing the amount of spaces did not help. She noted that London boroughs had limited parking spaces and pointed out that Thurrock was not part of London and the Council should only be considering what Thurrock needed. Councillor Kelly said that it was good to see the parking standards refreshed but felt that the standards needed to be increased and referred to recent developments of The Springhouse Club and Thames school. In regards to school drop off and pick up points, he said

that parents did not go into school sites to use these as it was hard for them to get out afterwards. He did not agree with the use of a car club as it may not work in Thurrock and said that he would not endorse the report's recommendations. He also suggested that there should be large parking bays for delivery vehicles to use on large developments.

In regards to the Springhouse Club, Matthew Ford explained that the development was in a medium accessible zone and had complied with parking standards but noted that Members had been able to compel the developers to increase the parking spaces. He went on to say that the parking standards had been implemented since 2012 and had been tested in planning appeals and that the standards were based on evidence. He also explained that the service was currently in the tender process for an electric vehicle partner to install the charging points as outlined in the report to PTR back in January 2021. Navtej Tung added that the car clubs were based on research.

Mat Kiely explained that the wider vision of the parking standards was set out in the Transport Strategy which encouraged people to use other modes of transports. The service was exploring ways to improve walking and cycling networks with more accessible routes as well as opportunities to encourage greater use of sustainable travel modes such as bus and rail. He said that with more homes, there would be an increased pressure on the road network, if active Travel and sustainable travel alternatives were not supported and enhanced as Local Plan growth aspirations were developed. There needed to be a balanced approach.

The Committee stated that they could not endorse and agree the recommendations as set out in the report.

#### **UNRESOLVED:**

**1.1 To note and endorse the Parking Policy and Strategy document for adoption by Thurrock Council.**

**1.2 To note and endorse the Parking Design & Development Standards document for adoption by Thurrock Council.**

**1.3 To note and endorse the Parking Enforcement Strategy document for adoption by Thurrock Council**

#### **15. Procurement of Fuel Cards**

The report was presented by Sarah Bennett.

The Vice-Chair asked if there were other fuel card providers that the service had considered. Sarah Bennett explained that other fuel card providers were considered in the procurement process but the service had to be particular in who to choose in regards to fuel station locations that accepted fuel cards and costs.

**RESOLVED:**

**Planning, Transport and Regeneration Overview and Scrutiny Committee were requested to:**

**1.1 Note the content contained within the report and;**

**1.2 To provide Cabinet with any relevant observations or recommendations to aid their consideration of this proposed procurement.**

**16. A13 Widening Project**

The report was presented by Keith Rumsey.

The Chair sought clarification on the completion date of the project. Keith Rumsey answered that the forecasted date was February 2022.

Councillor Kerin felt that the report was short and did not have enough details considering the number of issues with the project. He referred to the July 2020 report on the project which had given a completion date of Autumn/Winter 2021. He said that the completion date was constantly pushed back from the original date of 28 October 2019. He noted that the report in July 2020 had costs on the project and questioned the current cost of the project. Keith Rumsey explained that the figures were being looked at and there were compensation events to negotiate with the contractor so was unable to provide the costs yet. He would provide information concerning the number of compensation events.

Councillor Snell pointed out that the costs of the project would need to be known soon. He mentioned that a barrier had been completed on the project but was demolished shortly after and questioned if this was a compensation event and whether it had caused a delay to the project. Keith Rumsey explained that the cause was likely to be a design element which was the Contractors responsibility but this was complicated by a number of parties contributing to the design inputs. This could have a minor impact to the schedule which was why the forecasted date for completion was February 2022.

Councillor Watson raised concerns on the completion of the project which was now delayed by two years and also wished to know the costs. She said that the A13 was closed every weekend for the works which caused traffic issues in Thurrock. She asked whether there were more planned weekend closures. She also requested that the report come back to every committee meeting for the rest of the municipal year and for a breakdown of the costs to be included in those reports. Keith Rumsey answered that there would be three more planned weekend closures.

Councillor Kerin proposed a recommendation to be added – ‘To request Cabinet to commission a LGA peer review into the A13 project’ which

Councillor Watson seconded. He said that the review should provide the service with learning outcomes. The Chair, Vice-Chair, Councillors Kelly and Snell voted against the proposed recommendation.

**RESOLVED:**

**That the Planning, Transportation and Regeneration Overview and Scrutiny Committee noted and commented on the report content.**

**17. Stanford-le-Hope Interchange Report**

The report was presented by Keith Rumsey.

Councillor Kerin stated that the report was not detailed enough and pointed out that the July 2020 report on this project had reported no delays and had a completion date of August 2021. He questioned when the project and each of its phases would be completed and the final estimated budget. He also asked if the Daybreak Windows site would be part of the hub. Keith Rumsey answered that the completion dates were indicative only and subject to the tender process which was currently in process. The commencement date for phase 1 was potentially September 2022 with potential completion around December 2023 and phase 2 would start afterwards. He was unable to give further details due to the confidential nature of the tender process.

The Committee asked that the report be brought back to each meeting with the milestones completed on the project timeline along with costs. The reports needed to include completion dates for each phase and more details of the project.

**RESOLVED:**

**That the Planning Transport Regeneration Overview and Scrutiny Committee noted and commented on the information provided relating to the Stanford le Hope Interchange project.**

**18. Bus Service Improvement Plan**

The report was presented by Navtej Tung.

At 8.27pm, the Committee agreed to suspend standing orders to allow the agenda to be completed.

Councillor Snell noted that there was a total of 100 responses on page 190 and commented that this was not enough people to give a representative view of the bus service in Thurrock. He stated that bus services could be better and that it was mostly used by people who did not have a car and that it would be hard to persuade car users to take a bus instead of driving. He pointed out that Thurrock was not similar to London or other cities so the bus network would not necessarily work in Thurrock. He also raised concerns over traffic issues with buses. Navtej Tung said that it was worth trying to persuade

people to use a bus instead of a car and this could be done by providing more bus services in Thurrock. He said that buses should be used and not seen as a last resort mode of transport or for non-car users only.

Councillor Kerin commented that integration was a key point and that Thurrock needed to work with neighbouring boroughs to join bus routes as people wanted to travel outside of Thurrock as well. He questioned the amount of funding that the Council could receive from the £3 billion from government. He also asked when the bus services plan would be implemented. Navtej Tung answered that the service was looking into integrated fares and engaging with other boroughs to explore options with other bus operators. He stated that funding was needed to explore these options. He explained that the first step was to develop the BSIP and integrate this into the Thurrock Transport Strategy which would be revised as part of the submission to government for the funding. He went on to say that there were a number of measures needed to support the BSIP that included the Local Plan.

Councillor Snell stated that he did not agree with or endorse the recommendations.

#### **UNRESOLVED:**

**To note and endorse the Bus Service Improvement Plan for adoption by Thurrock Council.**

#### **19. Approach to the Local Plan**

The report was presented by Leigh Nicholson.

Councillor Kerin stated that the Local Plan needed to include specific details on social housing in addition to affordable housing. He also said that the cultural assets of Thurrock needed to be preserved. Leigh Nicholson said that a report on the Models of Housing was due in the next Local Development Plan Task Force meeting which could be circulated to the Committee as a briefing note.

Councillor Watson said that the housing strategy and green spaces strategy needed to be included in the Local Plan. Regarding the technical studies in 3.6, she asked when these would be ready. Leigh Nicholson answered that these strategies were linked to the Local Plan and also fell in with the design charrettes. He referred to 3.5 and said that the service continued to work on the technical studies and the evidence from these would help to support the Local Plan which was constantly refreshed.

#### **RESOLVED:**

**1.1 That the Committee noted the report and provide comment on the approach being adopted by the Council in preparing a new Local Plan.**

**1.2 That the Committee continued to receive regular progress reports on the preparation of the Local Plan and provides oversight of the Plan making process.**

**20. Work Programme**

The following reports were added to the work programme:

- A13 Widening Project (to include costs, completion dates and more details) – 7 December 2021 and 1 February 2022.
- Stanford-le-Hope (to include costs, project timeline, completion dates for each phase and more details) – 7 December 2021 and 1 February 2022.
- Paid for Car Parking – 7 December 2021.

The Committee agreed for the Approach to Local Plan report on 7 December 2021 to go as a briefing note instead.

**The meeting finished at 8.59 pm**

Approved as a true and correct record

**CHAIR**

**DATE**

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<b>7 December 2021</b>	<b>ITEM: 5</b>
<b>Planning, Transport, Regeneration Overview and Scrutiny Committee</b>	
<b>Fees and Charges Pricing Strategy 2022/23</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Kelly McMillan, Business Development Manager	
<b>Accountable Assistant Director:</b> Leigh Nicholson, Assistant Director – Planning Transport and Public Protection, Julie Nelder, Assistant Director – Highways, Fleet and Logistics, Michelle Thompson - Corporate Property.	
<b>Accountable Director:</b> Julie Rogers, Director of Public Realm and Sean Clark, Corporate Director of Resources and Place Delivery, Corporate Finance	
<b>This report is Public</b>	

## Executive Summary

This report specifically sets out the charges in relation to services within the remit of this Overview and Scrutiny Committee. Charges will take effect from the 1 April 2022, unless otherwise stated. In preparing the proposed fees and charges, Directorates have worked within the charging framework and commercial principles set out in Section Three of the report. We have also taken into account the effect that Covid-19 has and will continue to have on services, residents and the local economy.

Further director delegated authority will be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to legal, regulatory or commercial requirements.

The full list of proposed charges is detailed in Appendix 1, and the proposed deletion of current fees and charges are detailed in Appendix 2 to this report.

### 1. Recommendations

- 1.1 **That Planning, Transport and Regeneration Overview and Scrutiny Committee note the revised fees, including those no longer applicable, and comment on the proposals currently being considered within the remit of this committee.**
- 1.2 **That Planning, Transport and Regeneration Overview and Scrutiny Committee note that director delegated authority will be sought via**

## **Cabinet to allow Fees & Charges to be varied within a financial year in response to commercial requirements.**

### **2. Background**

- 2.1 This paper describes the fees and charges approach for the services within the Planning, Transport and Regeneration Overview and Scrutiny Committee remit for 2022/23 and will set a platform for certain pricing principles moving forward into future financial years.
- 2.2 The paper provides narrative for the Planning, Transport and Regeneration areas:
- Highways and Fleet
  - Parking
  - Passenger Transport
  - Highways Infrastructure
  - Network Management
  - Transport Development
  - Planning and Growth
  - Development Management
  - Building Control

### **3. Thurrock Charging Policy**

- 3.1 The strategic ambition for Thurrock is to adopt a policy on fees and charges that is aligned to the wider commercial strategy and ensures that all discretionary services cost recover.
- 3.2 Furthermore, for future years, while reviewing charges, services will also consider the level of demand for the service, the market dynamics and how the charging policy helps to meet other service objectives.
- 3.3 Rather than a set increase across all service lines, when considering the pricing strategy for 2022/23 some key questions were considered:
- Where can we apply a tiered/premium pricing structure
  - How sensitive are customers to price (are there areas where a price freeze is relevant )
  - Consideration with regards to COVID 19 and the impact on fees & charges locally & nationally
  - What new charges might we want to introduce for this financial year
  - How do our charges compare to neighbouring boroughs and private sector competitors (particularly in those instances where customers have choice)
  - How can we influence channel shift
  - Can we set charges to recover costs
  - How sensitive is demand to price
  - Statutory services may have discretionary elements that we can influence

- Do we take deposits, charge cancellation fees, and charge an admin fee for duplicate services (e.g. lost certificates).

3.4 For Planning, Transport and Regeneration a number of different methods to tier their charges depending on the service area are used:

- **Highways Licensing** – Uses a combination of fixed minimum charges, and variable percentage charge based on specific financial thresholds being exceeded.
- **Transport Development** – Use a number of different charging methods, including minimum charges, deposit retention, financial bonds and percentage based charges based on specific financial threshold levels.
- **Planning Performance Agreements** – Uses the number of properties being developed by the developer per annum to set the charge levels.
- **Street Naming** – Use tiered charges based on number of properties

3.5 The key following points should be noted for 2022/23 fees and charges:

- **Permits** – Fees and charges remain unchanged for the 1<sup>st</sup> and 2<sup>nd</sup> permit and have increased by £5 (7%) for the 3<sup>rd</sup> permit for 2022/23
- **Off Street Pay and Display car park charges** – A consistent parking charge has now been set across the council car parks offering the same long stay option in Darnley Road, Grays at the same current charge as all long stay car parks in the area.

To achieve the required consistency across car parks, the tariff linked to long stay at Grays beach will now be set in line with other long stay car parks owned and managed by Thurrock.

Canterbury Parade will continue to offer free parking for the 1<sup>st</sup> hour to all visitors. Any stay exceeding the 1<sup>st</sup> free hour will then be charged in line with all other long stay car parks in Thurrock

- **Parking Suspensions** – Charges have increased from £30 to £50 (66%) Parking suspensions do not have a direct impact on residents but mainly effect large private companies who carry out planned works linked to utilities, building or highways. Such applications also serve as requests for priority enforcement at these paid for locations. The increase in charge is reflective of the admin and CEO priority resource required to legally process and effectively support such applications.
- **On street Parking Charges** – Remain unchanged for 2022/23.
- **Penalty Charge Notices** – Are set statutorily and unchanged for 2022/23.
- **Highways infrastructure** – The introduction of several new fees centring on Licensing, and Vehicle Crossing construction. Specific fees and

charges have been revised to better scale with larger application requirements, using value thresholds to switch to a percentage value of actual costs; as well as having the minimum charge fee increased in line with actual costs where applicable.

- **Transport Development** – The majority of transport development fees and charges are unchanged for 2022/23, with the exception of crane oversail, which have increased by 9% (£20) and accident data provision which has increased by 2% (£4)
- **Transport (Fleet)** – Vehicular MOT Testing – charges have increased for 2022/23 except the class 4 & 7 re-test fee which remains at £15
- **Pre-Planning Application** – Charges have increased for 2022/23 between 1% - 8%
- **Planning Performance Agreement** – Charges remain unchanged for 2022/23
- **Land Charges** – A number of previous land charges are now available in the public domain and are therefore now free of charge to access. The remainder of the charges have been increased by 9%-10% for 2022/23, there are also 3 new charges relating to searches.

#### **4. Proposals and Issues**

- 4.1 The fees and charges for each service area have been considered and the main considerations are set out below.
- 4.2 To allow the Council services to better respond to changes in the commercial environment for fees and charges; delegated authority will be sought through Cabinet to permit the Director of the Service Area jointly with the Director of Finance to vary service charges within financial year due to commercial considerations.
  - This will allow service areas, providing services on a traded basis to vary their fees and charges to reflect commercial and operational considerations that impact the cost recoverability calculations.
  - Any changes to Fees and Charges due to commercial considerations will require consultation with, and agreement of, the relevant Portfolio Holder.

#### **5. Transport and Highways**

##### **5.1 Visitors Permits**

Resident Permit schemes were introduced in order to preserve the limited parking spaces available on-street for residents around towns and train stations and to protect residents from the incursion of commuter parking.

All residents entitled to a Resident Permit are entitled to purchase Visitor Permits.

With the first book of Visitor Permits free annually to each household within a Permit area, they are provided in blocks of 20. The cost of Additional Visitor Permit sheets thereafter is £7, a proposed increase from £6.50

## 5.2 Residents Permits

1<sup>st</sup> and 2<sup>nd</sup> permits remain free of charge and the 3<sup>rd</sup> permit has been increased to £75 which is a £5 (7%) increase

## 5.3 Parking Charges

The COVID-19 pandemic impacted significantly on vehicle use across the borough as businesses were forced to close and commuters encouraged to work from home in support of government guidance. The total Pay & Display ticket transactions saw a 60% reduction from 250,332 in 19/20 to 97,931 in 20/21.

As a result of reduced occupancy within the car parks and On-Street the overall Pay and Display revenue decreased from £475,761.70 in 19/20 to £133,037.80 in year 20/21. This equates to a decrease in pay and display revenue of 72% over the last financial year.

	2019/20	2020/21	+/-
<i>Pay &amp; Display Revenue</i>	£475,761.70	£133,037.80	-72%
<i>Total Transactions</i>	250,332	97,971	-60%

A number of the Thurrock Borough Council owned and managed car parks have inconsistent car parking charges and there is a need to streamline the tariff where appropriate. In addition there has been no increase in off street Pay and Display charges for over 3 years, not even in line with inflation. As part of this fees and charges review, proposals are being suggested to address these key areas. The below recommendations are:

- **Darnley Road car park** - Currently a short stay car park, it is proposed to offer long stay parking and bring this car park in line with all other long stay (LS) car parks in Grays. The short stay and long stay tariff is the same charge, however a short stay car park does not allow customers to stay over 4 hours. Therefore changing this car park to long stay simply offers the long stay option and is another parking option for commuters.
- **Grays Beach car park** - A long stay car park but does not have consistent charges with all other long stay car parks in Grays it is

therefore proposed to bring this tariff in line with all Grays long stay car parks.

- **Canterbury Parade car park** – A long stay car park but does not have consistent charges with other long stay car parks in Thurrock, it is therefore proposed to bring this tariff in line with all other long stay car park charges, with one exception. It was recognised that this car park is not located in Grays and has a different demographic and client base, attracting less commuters and more local customers who are supporting smaller independent shops. Therefore In support of the local shops and business owners, Thurrock Borough Council recommend 1 free hour of parking to all customers at this car park. Any stay over 1 hour will then fall in line with all other long stay car parks ensuring a more consistent tariff approach.
- **New Pay and Display car parks x 4** – In reference to the paper being considered by PTR O&S in relation to introducing charges to existing free car parks, subject to Cabinet approval, it is recommended the following Council owned and managed car parks will become chargeable and enforced Pay and Display long stay car parks effective Friday 1<sup>st</sup> April 2022. It is proposed the tariff will be consistent with all Thurrock Borough Council long stay car parks. (Exemption Canterbury Parade)
  - **Coalhouse Fort**
  - **Tamarisk Car Park**
  - **South Ockendon Recreation Park**
  - **Langdon Hills Country Park**
- **Annual Country Park Parking Season Pass (3hr Max Stay)** - In support of regular walkers/dog walkers to the Country Parks, it is recommended that Thurrock Borough Council will offer an annual parking season pass at a charge of £75 per annum. This entitles the season pass holder to park for up to 3hrs with their season pass in the following locations:
  - Coalhouse Fort
  - South Ockendon Recreation Park
  - Langdon Hills Country Park

The pass has been restricted to 3hrs max stay per day to avoid abuse from commuters. The minimum charge for 1 hour parking of £1 across all car parks is recommended as part of the fees and charges review. Based on 5 x 1 hr visits per week, per annum the cost for the customer without the annual permit would be £5 x 52 = £260. The purchase of the annual Country Parking Permit would be a saving of £185 per year for the customer. This saving would be increased if the customer was to visit the parks 7 days a week

**Proposal - Pay and Display Tariff increased.**

It is proposed to increase all off street car parking tariffs in support of inflation, management and maintenance costs. The income from Pay and Display

revenue contributes towards operational costs, business rates, surface maintenance, and signs and line repairs.

Please see below a table which confirms what the increases across all Pay and Display charges will look like to the customer. *Please note Grays Beach and Canterbury Parade will be subject to the original tariff change required to bring them in line with the long stay tariff as detailed in point 2 & 3 above.*

<b>Car Parks</b>	<b>Current Charges</b>	<b>Proposed Charges</b>	<b>Increase</b>
Argent Street Cromwell Road Crown Road Station House	up to 1 hour = 70p	up to 1 hour = £1	42%
	up to 2 hours = £1.30	up to 2 hours = £1.50	15%
	up to 4 hours = £2.10	up to 4 hours = £2.50	19%
	up to 6 hours = £3.70	up to 6 hours = £4.00	8%
	over 6 hours = £5.80	over 6 hours = £6.50	12%

<b>Car Park</b>	<b>Current Charges</b>	<b>Proposed Charges</b>
<b>Darnley Road</b>	up to 1 hour = 70p	up to 1 hour = £1
	up to 2 hours = £1.30	up to 2 hours = £1.50
	up to 4 hours = £2.10	up to 4 hours = £2.50
	No long stay option	up to 6 hours = £4.00
	No long stay option	over 6 hours = £6.50

<b>Grays Beach</b>	<b>Current Charges</b>	<b>Proposed Charges</b>
	up to 2 hours = 70p	up to 1 hour = £1
		up to 2 hours = £1.50
	over 2 hours = £3.20	up to 4 hours = £2.50
		up to 6 hours = £4.00
		over 6 hours = £6.50

<b>Canterbury Parade</b>	<b>Current Charges</b>	<b>Proposed Charges</b>
	Free up to 1 hour	Free up to 1 hour
	1 to 2 hours 60p	up to 1 hour = £1
	over 2 hours £2.10	up to 2 hours = £1.50
		up to 4 hours = £2.50
		up to 6 hours = £4.00
		over 6 hours = £6.50

<b>New Pay and Display Car Parks x 4</b>	<b>Proposed Charges (in line with all other TBC long stay car parks)</b>
<ul style="list-style-type: none"> <li>• Coalhouse Fort</li> <li>• Tamarisk Car Park</li> <li>• South Ockendon Recreation Park</li> <li>• Langdon Hills Country Park</li> </ul>	up to 1 hour = £1
	up to 2 hours = £1.50
	up to 4 hours = £2.50
	up to 6 hours = £4.00
	over 6 hours = £6.50

#### 5.4 Penalty Charge Notices

The charges for penalty charge notices are statutory charges and cannot be changed by the local authority.

## 5.5 **Bus Passes**

Any resident that applies for their first bus pass under the government's entitlement criteria receives their pass free of charge. This is a statutory requirement and no changes to this arrangement are proposed.

Any replacement for the loss of any bus pass will be charged an admin fee, £10.20 (2% increase)

## 5.6 **Highways Infrastructure**

To ensure works are cost neutral and we cost recover on third party incidents on the Highway eight new charges are proposed:

- Highway Infrastructure - A £250 fee to allow cost recovery for the temporary switching off and on of permanent Traffic Signal sites.
- Highway Infrastructure – A £300 fee to undertake trial holes on behalf of third parties to ascertain if vehicle crossings can be implemented. This will allow for the identification of statutory undertaker apparatus or depth of tree roots, which can prove restrictive with respects to the construction of vehicle crossings.
- Highways Infrastructure – A new full width crossing constructed anywhere between the minimum permitted width of 2.7m up to the maximum permitted width of 4.3m – (£950) Only applicable when done in conjunction with the Capital Footway works programme.
- Highways Infrastructure - An extension to an existing vehicle crossing constructed up to the maximum permitted width of 4.3m – (£350) . Only applicable when done in conjunction with the Capital Footway works programme
- Highways Infrastructure - A new full width crossing, constructed to the minimum permitted width of 2.7m – (£600). Only applicable when done in conjunction with the Capital Footway works programme
- Highways Infrastructure – Pavement Licence for Gazebo on the Highway (£150) or Shelving placed on Highway e.g. associated with a shop frontage (£250).
- Charge for the co-ordination of Section 50 license – a fee of £950
- Crane licence when not in association with construction works – a fee of £250. Section 178 of the Highways Act 1980 regulates the placement of apparatus such as rails, beams and cranes over the highway.

## 5.7 **Transport Development**

Current fees for agreements pursuant to Sections 38 and 278 of the Highways Act (adoption of road and highway licenses for developer works) have been bench-marked against neighbouring Authorities.

Neighbouring Authorities have increased fees over the last few years and Thurrock is comparable.

## **6. Planning**

### **6.1 Development Management – Standard Planning Fees**

Income derived from the previous increase is ring fenced by statute to be used for the development and improvement to planning services. Further information on these fees can be found at the ECAB Planning Portal.

### **6.2 Development Management - Additional Planning Fees**

Thurrock Development Management offers other planning services that are over and above the nationally set fees.

The income received from these services has been ring fenced through the Planning Services Business Plan (2017-2020) which was agreed by the Commercial Board in May 2017. This income has to be spent within the Planning Service.

### **6.3 Building Control**

Fee income is related to market share. The Building Control Account is governed by legislation that requires that the Council does not produce a profit or loss over a three year rolling period and that any increase in income has to be ring-fenced with the Building Control account.

### **6.4 Land Charges**

Local Land Charges (LLC) income is derived from charges associated with the sale and purchase of property in Thurrock. This account functions on a cost recovery basis, therefore any increase in income cannot be used outside of the LLC budget.

## **7. Reasons for Recommendation**

7.1 The setting of appropriate fees and charges will enable the Council to generate essential income for the funding of Council services. The approval of reviewed fees and charges will also ensure that the Council is competitive with other service providers and neighbouring councils. The ability to vary charges within financial year will enable services to more flexibly adapt to changing economic conditions.

7.2 The granting of delegated authority to vary these charges within financial year will allow the Council to better respond to commercial challenges.

7.3 The wider financial implications and effect on individual service budgets will be presented in the final Cabinet Paper in February 2021.

## **8. Consultation (including Overview and Scrutiny, if applicable)**

8.1 Consultations will be progressed where there is specific need. However, with regard all other items, the proposals in this report do not affect any specific parts of the borough. Fees and charges are known to customers before they make use of the services they are buying.

## **9. Impact on corporate policies, priorities, performance and community impact**

9.1 The changes in these fees and charges may impact the community; however it must be taken into consideration that these price rises include inflation and no profit will be made on the running of these discretionary services.

## **10. Implications**

### **10.1 Financial**

Implications verified by: **Joanne Freeman**  
**Finance Manager**

The effect of any changes to fees and charges on individual income targets will be determined as part of the 2022-23 budget setting process in which Corporate Finance and service areas will review anticipated level of demand, fee increases, previous performance and potential associated costs. Covid-19 has significantly impacted the Authority's ability to achieve current income targets and this will be taken into consideration when setting future targets. The Council wide draft budget report will set out the 2022-23 targets across all directorates

### **10.2 Legal**

Implications verified by: **Ian Hunt**  
**Assistant Director of Law and Governance & Monitoring**

Fees and charges generally fall into three categories – Statutory, Regulatory and Discretionary. Statutory charges are set in statute and cannot be altered by law since the charges have been determined by Central government and all authorities will be applying the same charge.

Regulatory charges relate to services where, if the Council provides the service, it is obliged to set a fee which the Council can determine itself in accordance with a regulatory framework. Charges have to be reasonable and must be applied across the borough.

Discretionary charges relate to services which the Council can provide if they choose to do so. This is a local policy decision. The Local Government Act 2003 gives the Council power to charge for discretionary services, with some limited exceptions. This may include charges for new and innovative services utilising the Council's general power of competence under section 1 of the Localism Act 2011. The income from charges, taking one financial year with another, must not exceed the cost of provision. A clear and justifiable framework of principles should be followed in terms of deciding when to charge and how much, and the process for reviewing charges.

A service may wish to consider whether they may utilise this power to provide a service that may benefit residents, businesses and other service users, meet the Council priorities and generate income.

Decisions on setting charges and fees are subject to the Council's decision making structures. Most charging decisions are the responsibility of Cabinet, where there are key decisions. Some fees are set by full Council.

### **10.3 Diversity and Equality**

Implications verified by: **Becky Lee**  
**Team Manager, Community  
Development & Equalities**

The Council is responsible for promoting equality of opportunity in the provision of services and employment as set out in the Equality Act 2010 and Public Sector Equality Duty. Decisions on setting charges and fees are subject to Community Equality Impact Assessment process and the Council's wider decision making structures to determine impact on protected groups and related concessions that may be available.

### **10.4 Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder or Impact on Looked After Children.**

None

### **11. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):**

None

### **12. Appendices to the report**

- Appendix 1 – Schedule of Proposed Fees and Charges for 2022/23.
- Appendix 2 – Schedule of Fees and Charges no longer applicable. (Removed)

**Report Author:**

Kelly McMillan  
Business Development Manager

Details					2021/22 - Charges				2022/23 - Charges				Changes from 2021/22	
Name of fee or Charge	Directorate	Overview and Scrutiny Committee	Owner	Stat/Disc	VAT	Net Charge	VAT Amount	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total Change (£)	Total Change (%)
Local Land Charges - Additional parcel - commercial	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	£ 48.00	£ -	£ 48.00	O	£ 53.00	£ -	£ 53.00	£ 5.00	10.42%
Local Land Charges - Additional parcel - personal search	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	£ 8.25	£ -	£ 8.25	O	£ 9.00	£ -	£ 9.00	£ 0.75	9.09%
Local Land Charges - Additional parcel - residential	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	£ 37.00	£ -	£ 37.00	O	£ 41.00	£ -	£ 41.00	£ 4.00	10.81%
Local Land Charges - Cancellation fee for Con29 search	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	£ 25.00	£ -	£ 25.00	O	£ 27.50	£ -	£ 27.50	£ 2.50	10.00%
Local Land Charges - Charges for a copy of the local land charges search	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	£ 20.50	£ -	£ 20.50	O	£ 22.50	£ -	£ 22.50	£ 2.00	9.76%
Local Land Charges - Con290 - Per question	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	S	£ 30.00	£ 6.00	£ 36.00	S	£ 33.33	£ 6.67	£ 40.00	£ 4.00	11.11%
Local Land Charges - Copy of agreements and tree preservation orders	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Local Land Charges - Copy of planning decision and enforcement notices	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Local Land Charges - Copy of smoke control order	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Local Land Charges - Electronic Format - Con29R Search - commercial	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	S	£ 160.00	£ 32.00	£ 192.00	S	£ 175.00	£ 35.00	£ 210.00	£ 18.00	9.38%
Local Land Charges - Electronic Format - Con29R Search - residential	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	S	£ 116.50	£ 23.30	£ 139.80	S	£ 128.33	£ 25.67	£ 154.00	£ 14.20	10.16%
Local Land Charges - Form LLC1 Only	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	£ 40.00	£ -	£ 40.00	O	£ 44.00	£ -	£ 44.00	£ 4.00	10.00%
Local Land Charges - Personal search request and viewing of information	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Local Land Charges - Cancellation fee for Assisted Personal Search	Public Realm	Planning, Transport, Regen	Anthony Fletcher	S	O				O	£ 5.00	£ -	£ 5.00	£ 5.00	0.00%
Local Land Charges - Assisted Personal Search (ranged based on no. questions)	Public Realm	Planning, Transport, Regen	Anthony Fletcher	D	O	£30 - £40		£30 - £40	O	£33 - £44	£ -	£33 - £44	£ -	10.00%

Local Land Charges - Expedited Search	Public Realm	Planning, Transport, Regen	Anthony Fletcher	D	O					£ 79.20	£ -	£ 79.20	£ 79.20	0.00%
Local Land Charges - Expedited Residential search uncluding Con 29 (Cannot include extra CON290 questions)	Public Realm	Planning, Transport, Regen	Anthony Fletcher	D	O					£ 277.20	£ -	£ 277.20	£ 277.20	0.00%
Pre application fees - Householder - written only	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 51.50	£ 10.30	£ 61.80	S	£ 52.50	£ 10.50	£ 63.00	£ 1.20	1.94%
Pre application fees - Householder - written with 1/2 hour meeting	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 82.00	£ 16.40	£ 98.40	S	£ 84.17	£ 16.83	£ 101.00	£ 2.60	2.64%
Pre application fees - Householder - proposales in conservation areas/works to listed building inc. 1/2 hour meeting (with planning officer and conservation officer)	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 288.00	£ 57.60	£ 345.60	S	£ 295.83	£ 59.17	£ 355.00	£ 9.40	2.72%
Pre application fees - Householder - single dwelling (replacement and residential annexe) inc. 1/2 hour meeting	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 154.00	£ 30.80	£ 184.80	S	£ 158.33	£ 31.67	£ 190.00	£ 5.20	2.81%
Pre application fees - Householder - single dwelling (replacement or residential annexe) in conservation are or listed building, inc. 1/2 hour meeting (with planning officer and conservation officer)	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 360.00	£ 72.00	£ 432.00	S	£ 370.00	£ 74.00	£ 444.00	£ 12.00	2.78%
Pre application fees - Householder - Alterations to listed building (whether residential or commercial) inc/ 302 hour meeting, (with planning officer and conservation officer)	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 288.00	£ 57.60	£ 345.60	S	£ 295.83	£ 59.17	£ 355.00	£ 9.40	2.72%
Pre application fees - Minor development inc. 1 hour meeting	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 442.00	£ 88.40	£ 530.40	S	£ 475.00	£ 95.00	£ 570.00	£ 39.60	7.47%
Pre application fees - Major development inc. 1 hour meeting	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 1,480.00	£ 296.00	£ 1,776.00	S	£ 1,590.00	£ 318.00	£ 1,908.00	£ 132.00	7.43%
Pre application fees - Strategic development	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	POA	£ -	POA	S	POA	£ -	POA	£ -	0.00%
Pre application fees - Follow up meetings Minor (per hour)	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 120.00	£ 24.00	£ 144.00	S	£ 129.17	£ 25.83	£ 155.00	£ 11.00	7.64%
Pre application fees - Follow up meetings Major (per hour)	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 360.00	£ 72.00	£ 432.00	S	£ 388.33	£ 77.67	£ 466.00	£ 34.00	7.87%
Pre application fees - Follow up meetings Householder (per hour)	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 50.00	£ 10.00	£ 60.00	S	£ 54.17	£ 10.83	£ 65.00	£ 5.00	8.33%
Pre application fees - Additional attendance (ecology/listed building) in additon to follow up meeting cost (per hour per specialist)	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 200.00	£ 40.00	£ 240.00	S	£ 215.83	£ 43.17	£ 259.00	£ 19.00	7.92%

Planning Performance Agreement (PPA) - Small urban extensions (up to 1,499 units) p.a.	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 75,000.00	£ 15,000.00	£ 90,000.00	S	£ 75,000.00	£ 15,000.00	£ 90,000.00	£ -	0.00%
Planning Performance Agreement (PPA) - Large urban extensions (over 1,500 units) p.a.	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 100,000.00	£ 20,000.00	£ 120,000.00	S	£ 100,000.00	£ 20,000.00	£ 120,000.00	£ -	0.00%
Planning Performance Agreement (PPA) - New settlement p.a.	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 150,000.00	£ 30,000.00	£ 180,000.00	S	£ 150,000.00	£ 30,000.00	£ 180,000.00	£ -	0.00%
Planning Performance Agreement (PPA) - Others (10 to 99 units) p.a.	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 10,000.00	£ 2,000.00	£ 12,000.00	S	£ 10,000.00	£ 2,000.00	£ 12,000.00	£ -	0.00%
Planning Performance Agreement (PPA) - Others (100 - 499 units) p.a.	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 25,000.00	£ 5,000.00	£ 30,000.00	S	£ 25,000.00	£ 5,000.00	£ 30,000.00	£ -	0.00%
Planning Performance Agreement (PPA) - Others (over 500 units and over) p.a.	Public Realm	Planning, Transport, Regen	Jonathan Keen	D	S	£ 50,000.00	£ 10,000.00	£ 60,000.00	S	£ 50,000.00	£ 10,000.00	£ 60,000.00	£ -	0.00%
<b>All Outline Applications</b>	<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>											
Sites not more than 2.5 Hectares (charge per 0.1 hectare)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%
Sites with more than 2.5 Hectares (charge per 0.1 hectare, capped at maximum of £150k)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£11,432 + £138 per 0.1 hectare; up to a maximum of £150,000	£ -	£11,432 + £138 per 0.1 hectare; up to a maximum of £150,000	O	£11,432 + £138	£ -	£11,432 + £138	£ -	0.00%
<b>Household Applications</b>	<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>											
Alterations or extensions to a single dwelling, excluding flats, including works within the boundary	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 206.00	£ -	£ 206.00	O	£ 206.00	£ -	£ 206.00	£ -	0.00%
<b>Full Applications and first submissions of reserved matters</b>	<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>											
Alterations or extensions to two or more dwellings, or one or more flats, including works within boundary	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 407.00	£ -	£ 407.00	O	£ 407.00	£ -	£ 407.00	£ -	0.00%
New dwellings, up to a maximum of 50 (per dwelling charge)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%
New dwellings, for more than 50 (additional charge per dwelling in excess of 50, up to £300,000)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£22,859 + £138	£ -	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	0.00%

Erection of Buildings, excluding dwellings, agricultural, glasshouse, plant and machinery				Public Realm	Planning, Transport, Regen	Jonathan Keen										
No increase in gross floor space, or an increase of no more than 40 square metres	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%		
An increase of floor space more than 40 square metres, but not more than 75 square metres	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%		
An increase of floor space more than 75 square metres, but not more than 3,750 square metres (per 75 square metres, or part thereof)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%		
An increase of floor space more than 3,750 square metres (for each additional 75 square meters, or part thereof, up to a maximum of £300,000)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£22,859 + £138	£ -	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	0.00%		
Erection of Buildings on land used for agriculture				Public Realm	Planning, Transport, Regen	Jonathan Keen										
A site area of no more than 465 square metres	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 96.00	£ -	£ 96.00	O	£ 96.00	£ -	£ 96.00	£ -	0.00%		
A site area of more than 465 square metres, but not more than 540 square metres	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%		
A site area of more than 540 square metres, but not more than 4,215 square metres (charge for the first 540 square metres + £462 for each additional 540 square metres, or part thereof, in excess of 540 square metres)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£462 + £462	£ -	£462 + £462	O	£462 + £462	£ -	£462 + £462	£ -	0.00%		
A site area of more than 4,215 square metres (charge for each additional 75 square metres, or part thereof, in excess of 75 square meters, up to a maximum of £300,000)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£22,858 + £138	£ -	£22,858 + £138	O	£22,858 + £138	£ -	£22,858 + £138	£ -	0.00%		
Erection of glasshouses on land used from agriculture				Public Realm	Planning, Transport, Regen	Jonathan Keen										
A site area of not more than 5 hectares (per 0.1 hectare, or part thereof)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%		
A site area of more than 5 hectares (additional for each 0.1 hectare, or part thereof, in excess of 5 hectares, up to a maximum of £300,000)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£22,858 + £138	£ -	£22,858 + £138	O	£22,858 + £138	£ -	£22,858 + £138	£ -	0.00%		
Applications for other than building works				Public Realm	Planning, Transport, Regen	Jonathan Keen										
Car parks, service roads or other accesses, for existing uses	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%		

<b>Waste, use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals</b>				<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>									
A site of not more than 15 hectares (per 0.1 hectare, or part thereof)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	
A site area of more than 15 hectares (additional for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£34,934 + £138	£ -	£34,934 + £138	O	£34,934 + £138	£ -	£34,934 + £138	£ -	0.00%	
<b>Other operations, winning and working of materials</b>				<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>									
A site area of not more than 15 hectares (per 0.1 hectare, or part thereof)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	
A site area of more than 15 hectares (additional for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£34,934 + £138	£ -	£34,934 + £138	O	£34,934 + £138	£ -	£34,934 + £138	£ -	0.00%	
Other operations not coming within any of the above categories, for any site area (per 0.1 hectare, or part thereof, up to a maximum of £2,028)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	
<b>Lawful development certificate</b>				<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>									
Lawful development certificate, existing use, in breach of planning condition	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	Same as full application	£ -	Same as full application	O	Same as full application	£ -	Same as full application	£ -	0.00%	
Lawful development certificate, existing use lawful development certificate where it is lawful to comply with a particular condition	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	
Lawful development certificate, proposed use	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	Half the normal planning fee	£ -	Half the normal planning fee	O	Half the normal planning fee	£ -	Half the normal planning fee	£ -	0.00%	
<b>Prior Approval</b>				<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>									
Agricultural and Forestry buildings and operations, or demolition of buildings	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 96.00	£ -	£ 96.00	O	£ 96.00	£ -	£ 96.00	£ -	0.00%	
Telecommunications code systems operators	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	
<b>Reserved Matters</b>				<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>									

Application for approval of reserved matters following outline approval (Full fee due, or if full fee already paid then £462 due)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	Full fee due, or £462 due	£ -	Full fee due, or £462 due	O	Full fee due, or £462 due	£ -	Full fee due, or £462 due	£ -	0.00%
<b>Approval, variation or discharge of condition</b>	<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>											
Application for removal or variation of a condition following granting of planning permission	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%
Request for confirmation that one or more planning conditions have been complied with (per request for the householder, otherwise £116 per request)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£34 or £116	£ -	£34 or £116	O	£34 or £116	£ -	£34 or £116	£ -	0.00%
<b>Change of use of a building to use as one or more separate dwelling houses or other cases</b>	<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>											
Not more than 50 dwellings (per dwelling)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%
More than 50 dwellings (for each dwelling in excess of 50, up to a maximum of £300,000)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£22,859 + £138	£ -	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	0.00%
Other changes of use of a building or land	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%
<b>Advertising</b>	<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>											
Advertising relating to the business on the premises	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 132.00	£ -	£ 132.00	O	£ 132.00	£ -	£ 132.00	£ -	0.00%
Advance signs that are not situated on or visible from the site, directing the public to the business	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 132.00	£ -	£ 132.00	O	£ 132.00	£ -	£ 132.00	£ -	0.00%
other advertisements	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%
<b>Application for a non-material amendment following a grant of planning permission</b>	<b>Public Realm</b>	<b>Planning, Transport, Regen</b>	<b>Jonathan Keen</b>											
Applications in respect of householder developments	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 34.00	£ -	£ 34.00	O	£ 34.00	£ -	£ 34.00	£ -	0.00%
Applications in respect of any other developments	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%
Permitted Development Rights removed	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 96.00	£ -	£ 96.00	O	£ 96.00	£ -	£ 96.00	£ -	0.00%

Fee for processing invalid application re-submission that are re-submitted still as invalid (per submission)	Public Realm	Planning, Transport, Regen	Jonathan Keen	S	O	£ 25.00		£ 25.00	O	£ 25.00		£ 25.00	£ -	0.00%
Highways - Consideration by a local authority of an application pursuant to any provision contained in an order under Section 1,6 9 or 14 of the 1984 Act for an exemption from any prohibition or restriction imposed by the order on the stopping, parking, waiting, loading or unloading of vehicles on a road	Public Realm	Planning, Transport, Regen	Mat Kiely	D	O	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,535.00	£ -	£ 1,535.00	£ 35.00	2.33%
Traffic Management - Anything done by a local traffic authority in connection with or in consequence of a request to vary an order under Section 1,6,9 or 14 of the 1984 Act so as to create an exemption or exclusion from a prohibition or restriction imposed by the Order on the stopping, parking waiting, loading or unloading of vehicles on a road.	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	£ -	0.00%
Traffic Management - Anything done by a local traffic authority in consequence of a request to revoke or amend an order under Section 6,32(1) (b) or 45 of the 1984 Act so that a particular length of road may cease to be a place where vehicles may be parked in accordance with the order.	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	£ -	0.00%
Transport Development - Accident data provision	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 175.00	£ -	£ 175.00	Z	£ 179.00	£ -	£ 179.00	£ 4.00	2.29%
Transport Development - Commercial access; no adoptable road (fee is for checking drawing and supervision works)	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	£ -	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	O	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	£ -	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	£ -	0.00%
Transport Development - Commercial access; with adoptable distributor road Section 278 agreement (Fee is for checking drawings and supervision of works)	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	£ -	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	O	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	£ -	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	£ -	0.00%

Transport Development - Commuted sums for highway & ancillary works arising from development	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	25% of bond figure over a 60 year period reduction factor 3.5% per annum	£ -	25% of bond figure over a 60 year period reduction factor 3.5% per annum	Z	25% of bond figure over a 60 year period reduction factor 3.5% per annum	£ -	25% of bond figure over a 60 year period reduction factor 3.5% per annum	£ -	0.00%
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£ 205.00	£ -	£ 205.00	O	£ 225.00	£ -	£ 225.00	£ 20.00	9.76%
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway - Deposit	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£500-£5000	£ -	£500-£5000	O	£500-£5000	£ -	£500-£5000	£ -	0.00%
Transport Development - Flat only development's; no adoptable road (fee is for checking drawing and supervision of works)	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - deposit £120 per spm, fee 10% of deposit	£ -	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - deposit £120 per spm, fee 10% of deposit	O	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - deposit £150 per spm, fee 10% of deposit	£ -	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - deposit £150 per spm, fee 10% of deposit	£ -	0.00%
Transport Development - Incidental Technical Information	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	Case by case basis	£ -	Case by case basis	Z	Case by case basis	£ -	Case by case basis	£ -	0.00%
Transport Development - New Adoptable Residential Estate Road with standard Bellmouth Section 278 (Fee is for checking drawings and supervision of works)	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	0.00%

Transport Development - New Adoptable Residential Estate Road with standard Bellmouth Section 38 (Fee is for checking drawings and supervision of works)	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	0.00%
Transport Development - Residential Estate Road Bellmouth to private drive, access to distributor roads or higher category by Section 278 agreement (Fee is for checking drawings and supervision of works) Lower category roads serving 5 units – Section 184 cross over application	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	0.00%
Transport Development - Temporary Construction Access Licence	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£ 205.00	£ -	£ 205.00	O	£ 205.00	£ -	£ 205.00	£ -	0.00%
Transport Development - Temporary Construction Access Licence - Deposit	Public Realm	Planning, Transport, Regen	Mat Kiely	S	O	£500-£5000	£ -	£500-£5000	O	£500-£5000	£ -	£500-£5000	£ -	0.00%
Travel Plans - Monitoring Travel Plans - Large Developments	Public Realm	Planning, Transport, Regen	Mat Kiely	S	Z	£ 1,050.00	£ -	£ 1,050.00	Z	£ 1,050.00	£ -	£ 1,050.00	£ -	0.00%
Travel Plans - Monitoring Travel Plans - Large developments where two or more land-uses on-site exceed the DfT thresholds, or the development in total is double the threshold	Public Realm	Planning, Transport, Regen	Mat Kiely	S	Z	£ 2,100.00	£ -	£ 2,100.00	Z	£ 2,100.00	£ -	£ 2,100.00	£ -	0.00%
Travel Plans - Monitoring Travel Plans - Small Developments	Public Realm	Planning, Transport, Regen	Mat Kiely	S	Z	£ 540.00	£ -	£ 540.00	Z	£ 540.00	£ -	£ 540.00	£ -	0.00%

Road Safety - Scooter Training (primary schools)	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£40.00 per session (10 pupils max)	£ -	£40.00 per session (10 pupils max)	Z	£41.00 per session (10 pupils max)	£ -	£41.00 per session (10 pupils max)	£ 1.00	2.50%
Road Safety - Bikeability Training Level 1	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 5.00	£ -	£ 5.00	Z	£ 5.10	£ -	£ 5.10	£ 0.10	2.00%
Road Safety - Bikeability Training Level 2	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 10.00	£ -	£ 10.00	Z	£ 10.20	£ -	£ 10.20	£ 0.20	2.00%
Road Safety - Bikeability - Learn to Ride - Under 16s	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 10.00	£ -	£ 10.00	Z	£ 10.20	£ -	£ 10.20	£ 0.20	2.00%
Road Safety - Bikeability - Learn to Ride - Over 16s	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 20.00	£ -	£ 20.00	Z	£ 20.50	£ -	£ 20.50	£ 0.50	2.50%
Road Safety - Bikeability -Balance Bikes	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 60.00	£ -	£ 60.00	Z	£ 61.50	£ -	£ 61.50	£ 1.50	2.50%
Road Safety - Bikeability - Learn to Ride - Over 16s	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 20.00	£ -	£ 20.00	Z	£ 20.50	£ -	£ 20.50	£ 0.50	2.50%
Lead Local Flood Authoirty - Ordinary Watercourse Land Drainage Consent	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 50.00	£ -	£ 50.00	Z	£ 51.00	£ -	£ 51.00	£ 1.00	2.00%
Transport - MOT Test Station Services - MOT'S class 4 and 7	Public Realm	Planning, Transport, Regen	Matt Trott	D	E	£ 35.00	£ -	£ 35.00	E	£ 36.00	£ -	£ 36.00	£ 1.00	2.86%
Transport - MOT Test Station Services - MOT'S class 4 and 7 Retest Fee	Public Realm	Planning, Transport, Regen	Matt Trott	D	E	£ 15.00	£ -	£ 15.00	E	£ 15.00	£ -	£ 15.00	£ -	0.00%
Transport - MOT Test Station Services - MOT'S class 5	Public Realm	Planning, Transport, Regen	Matt Trott	D	E	£ 50.00	£ -	£ 50.00	E	£ 51.00	£ -	£ 51.00	£ 1.00	2.00%
Transport - MOT Test Station Services - MOT'S class 5 Retest Fee	Public Realm	Planning, Transport, Regen	Matt Trott	D	E	£ 20.00	£ -	£ 20.00	E	£ 20.50	£ -	£ 20.50	£ 0.50	2.50%
Transport - MOT Test Station Services - MOT'S Taxi Test	Public Realm	Planning, Transport, Regen	Matt Trott	D	E	£ 25.00	£ -	£ 25.00	E	£ 26.00	£ -	£ 26.00	£ 1.00	4.00%
Commercial Matters - Administration fee for processing Commercial & Other Applications	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 50.00	£ 10.00	£ 60.00	S	£ 55.00	£ 11.00	£ 66.00	£ 6.00	10.00%
Commercial Matters - Assignment of Leases (Council owned premises). Minimum Charge £900 plus VAT	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 900.00	£ 180.00	£ 1,080.00	S	£ 990.00	£ 198.00	£ 1,188.00	£ 108.00	10.00%

Commercial Matters - Dilapidation Surveys and Schedules of Repair/Condition (Council Owned Premises). Minimum fee and hourly rate charge in preparing survey and supervising works	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 500.00	£ 100.00	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%
Commercial Matters - Licence to undertake alterations/building works	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 500.00	£ 100.00	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%
Commercial Matters - Licence to vary lease terms (Council owned premises)	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 675.00	£ 135.00	£ 810.00	S	£ 745.00	£ 149.00	£ 894.00	£ 84.00	10.37%
Commercial Matters - New Letting - Non Standard Commercial Shop Lease	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 900.00	£ 180.00	£ 1,080.00	S	£ 990.00	£ 198.00	£ 1,188.00	£ 108.00	10.00%
Commercial Matters - New Letting - Standard Commercial Shop Lease	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 500.00	£ 100.00	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%
Commercial Matters - Other Processes and Consents	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 500.00	£ 100.00	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%
Non Commercial Matters - Area up to 25 Sqm - Land offering development potential either as a separate plot or if combined with other land	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	POA	£ -	POA	S	POA	£ -	POA	£ -	0.00%
Non Commercial Matters - Area up to 25 Sqm - Sale of land at the end of the rear garden retained by the Council from a Right to Buy sale or amenity land adjoining a property sold under a Right to Buy	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	POA	£ -	POA	S	POA	£ -	POA	£ -	0.00%
Non Commercial Matters - Other Processes and Consents	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	POA	£ -	POA	S	POA	£ -	POA	£ -	0.00%
Non Commercial Matters - Request for an easement over Council Land Applicant would also need to pay for additional cost of works (e.g. drop kerb and crossover) and any additional legal costs affecting the title to the property.	Resources & Place Delivery	Planning, Transport, Regen	Michelle Thompson	D	S	£ 500.00	£ 100.00	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%
Street Naming and Numbering - New Properties - Each additional property address thereafter	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 40.00	£ -	£ 40.00	O	£ 42.00	£ -	£ 42.00	£ 2.00	5.00%
Highway Gully Attendance (item Retrieval)	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 150.00	£ -	£ 150.00	O	£ 155.00	£ -	£ 155.00	£ 5.00	3.33%
Initial Response Charge for attendance to an incident involving the Highway	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 405.63	£ -	£ 405.63	O	£ 415.00	£ -	£ 415.00	£ 9.37	2.31%
Additional charge per hour for attendance at the incident	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 215.55	£ -	£ 215.55	O	£ 220.00	£ -	£ 220.00	£ 4.45	2.06%

Cost reinstatement of permanent repairs following damage to the public Highway	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	Actual cost plus 18% Contract management fee		Actual cost plus 18% Contract management fee	O	Actual cost plus 18% Contract management fee	£ -	Actual cost plus 18% Contract management fee	£ -	0.00%
Highways - Licences - Consideration of an application for a licence in writing to erect or retain on or over a highway any scaffolding or other structure, in connection with any building, or demolition or the alteration, repair, maintenance or cleaning of any building which obstructs the highway pursuant to Section 169(1) and (2) of the 1980 Act.	Public Realm	Planning, Transport, Regen	Peter Wright	D	Z	£250 for first month + £400 refundable deposit, £75 per month thereafter	£ -	£250 for first month + £400 refundable deposit, £75 per month thereafter	Z	£300 for first month + £400 refundable deposit, £80 per month thereafter	£ -	£300 for first month + £400 refundable deposit, £80 per month thereafter	£ -	20.00%
Highways - Anything done in connection with the clearance of accident debris pursuant to Section 41 and 130 of the 1980 Act in respect of accidents	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	O	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	0.00%
Highways - Consideration of a request in respect of a highway maintainable at the public expense to execute such works as are specified in the request for constructing a vehicle crossing over a footway or verge in that highway pursuant to Section 184 of the 1980 Act (*if the crossing does not meet criteria, refund applicable)	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	£ -	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	O	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	£ -	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	£ -	0.00%
Highways - Licences - Consideration of an application for consent to carry out any works in a street to provide means for the admission of light to premises situated under, or abutting on, the street pursuant to Section 180(2) of the 1980 Act	Public Realm	Planning, Transport, Regen	Peter Wright	D	Z	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	Z	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	0.00%
Highways - Licences - Consideration of an application for consent to make an opening in the footway of a street as an entrance to a cellar or vault there under pursuant to Section 180 of the 1980 Act.	Public Realm	Planning, Transport, Regen	Peter Wright	D	Z	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	Z	£ 3,000.00	£ -	£ 3,000.00		0.00%
Highways - Licences - Consideration of an application for consent for the obligation to erect a hoarding or fence in accordance with Section 172(1) of the 1980 Act to be dispensed with pursuant to sub-section (2) of that Section.	Public Realm	Planning, Transport, Regen	Peter Wright	D	Z	£250 for first month + £400 refundable deposit, £75 per month thereafter	£ -	£250 for first month + £400 refundable deposit, £75 per month thereafter	Z	£300 for first month + £400 refundable deposit, £80 per month thereafter	£ -	£300 for first month + £400 refundable deposit, £80 per month thereafter	£ -	0.00%
Highways - Licence for table and chair arrangements on the public highway £250 per table (max 4 chairs per table) with a maximum of £2000 capped on application.	Public Realm	Planning, Transport, Regen	Peter Wright	D	E	£ 250.00	£ -	£ 250.00	E	£ 255.00	£ -	£ 255.00	£ 5.00	2.00%

Highways - Provision of (or recovery of) white bar markings	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 150.00	£ -	£ 150.00	O	£ 155.00	£ -	£ 155.00	£ 5.00	3.33%
Highways - Skip Licence (to Skip Companies)	Public Realm	Planning, Transport, Regen	Peter Wright	D	E	£40 for up to 7 days and up to every 7 days thereafter	£ -	£40 for up to 7 days and up to every 7 days thereafter	E	£45 for up to 7 days and up to every 7 days thereafter	£ -	£45 for up to 7 days and up to every 7 days thereafter	£ -	11.25%
New Highways Information - Searches and Enquiries	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 70.00	£ -	£ 70.00	O	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%
Passenger Transport - DBS Check	Public Realm	Planning, Transport, Regen	Peter Wright	D	Z	£ 55.00	£ -	£ 55.00	Z	£ 56.00	£ -	£ 56.00	£ 1.00	1.82%
Passenger Transport – Fee for the replacement of a bus pass following loss or damage to an existing one.	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 10.00	£ -	£ 10.00	O	£ 10.20	£ -	£ 10.20	£ 0.20	2.00%
Passenger Transport - The issue by a County Council, District Council, passenger transport authority or passenger transport executive in England, a County Council or County Borough Council in Wales, to a person eligible to receive travel concessions under a scheme established under Section 93 of the Transport Act 1985, of - (a) any permit or other document as evidence of entitlement to receive travel concessions	Public Realm	Planning, Transport, Regen	Peter Wright	S	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Passenger Transport - Utilities request for bus stop to be suspended	Public Realm	Planning, Transport, Regen	Peter Wright	D	Z	£150 first day per stop and £150 for 2nd day capped at £300	£ -	£150 first day per stop and £150 for 2nd day capped at £300	Z	£150 first day per stop and £150 for 2nd day capped at £300	£ -	£150 first day per stop and £150 for 2nd day capped at £300	£ -	0.00%
Permit Fees - Road Category - Cat 0-2 & TS - Immediate	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 55.00	£ -	£ 55.00	E	£ 60.00	£ -	£ 60.00	£ 5.00	9.09%
Permit Fees - Road Category - Cat 0-2 & TS - Major	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 215.00	£ -	£ 215.00	E	£ 240.00	£ -	£ 240.00	£ 25.00	11.63%
Permit Fees - Road Category - Cat 0-2 & TS - Major (PAA)	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 95.00	£ -	£ 95.00	E	£ 105.00	£ -	£ 105.00	£ 10.00	10.53%
Permit Fees - Road Category - Cat 0-2 & TS - Minor	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 60.00	£ -	£ 60.00	E	£ 65.00	£ -	£ 65.00	£ 5.00	8.33%
Permit Fees - Road Category - Cat 0-2 & TS - Permit Variation	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 45.00	£ -	£ 45.00	E	£ 45.00	£ -	£ 45.00	£ -	0.00%
Permit Fees - Road Category - Cat 0-2 & TS - Standard	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 120.00	£ -	£ 120.00	E	£ 130.00	£ -	£ 130.00	£ 10.00	8.33%

Permit Fees - Road Category - Cat 3&4 No TS - Immediate	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 35.00	£ -	£ 35.00	E	£ 40.00	£ -	£ 40.00	£ 5.00	14.29%
Permit Fees - Road Category - Cat 3&4 No TS - Major	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 140.00	£ -	£ 140.00	E	£ 150.00	£ -	£ 150.00	£ 10.00	7.14%
Permit Fees - Road Category - Cat 3&4 No TS - Major (PAA)	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 70.00	£ -	£ 70.00	E	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%
Permit Fees - Road Category - Cat 3&4 No TS - Minor	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 40.00	£ -	£ 40.00	E	£ 45.00	£ -	£ 45.00	£ 5.00	12.50%
Permit Fees - Road Category - Cat 3&4 No TS - Permit Variation	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 35.00	£ -	£ 35.00	E	£ 35.00	£ -	£ 35.00	£ -	0.00%
Permit Fees - Road Category - Cat 3&4 No TS - Standard	Public Realm	Planning, Transport, Regen	Peter Wright	S	E	£ 70.00	£ -	£ 70.00	E	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%
Right of Way - Additional costs may be payable in the event of a public enquiry under the Highways Act 1980 Section 302 and / or Local Government Act 1972 Section 250	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	Actual costs of advertising and officers time	£ -	Actual costs of advertising and officers time	O	Actual costs of advertising and officers time	£ -	Actual costs of advertising and officers time	£ -	0.00%
Right of Way - Application for Highways Deposits of Statement, Maps and Declarations (Section 31(6) of the Highways Act 1980)	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£200 fee for the first parcel of land + £25 for each additional parcel	£ -	£200 fee for the first parcel of land + £25 for each additional parcel	O	£200 fee for the first parcel of land + £25 for each additional parcel	£ -	£200 fee for the first parcel of land + £25 for each additional parcel	£ -	0.00%
Rights of Way - Local Authority Recovery of Costs for Public Path Orders Regulations 1993	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 1,800.00	£ -	£ 1,800.00	O	£ 1,800.00	£ -	£ 1,800.00	£ -	0.00%
Rights of Way - Public Path Creation Order (section 25 and 26 of the Highways Act 1980)	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	£ -	0.00%
Stopping up of public highway - section 116 & 117 highways act 1980	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£2,500 minimum charge, or £65 per hour in excess of this	£ -	£2,500 minimum charge, or £65 per hour in excess of this	O	£2,500 minimum charge, or £65 per hour in excess of this	£ -	£2,500 minimum charge, or £65 per hour in excess of this	£ -	0.00%
Street Naming and Numbering - Re-naming of individual properties (Per property charge)	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 62.00	£ -	£ 62.00	O	£ 64.00	£ -	£ 64.00	£ 2.00	3.23%
Street Naming and Numbering - New Properties - First address	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 159.00	£ -	£ 159.00	O	£ 163.00	£ -	£ 163.00	£ 4.00	2.52%
Street Naming and Numbering - New Properties - Re-naming of a building/block flat/industrial estate	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 140.00	£ -	£ 140.00	O	£ 144.00	£ -	£ 144.00	£ 4.00	2.86%

Street Naming and Numbering - Renaming of Street where requested by residents up to 50 properties	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 260.00	£ -	£ 260.00	O	£ 265.00	£ -	£ 265.00	£ 5.00	1.92%
Street Naming and Numbering - Renaming of Street where requested by residents 51 and over properties	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 465.00	£ -	£ 465.00	O	£ 477.00	£ -	£ 477.00	£ 12.00	2.58%
Street Naming and Numbering - Naming of new roads on new developments - Each new road name	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 205.00	£ -	£ 205.00	O	£ 210.00	£ -	£ 210.00	£ 5.00	2.44%
Highways Infrastructure - or the giving of a notice under Section 14(2) of the 1984 Act for the reason mentioned in Section 14(1)(a).	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 700.00	£ -	£ 700.00	O	£ 800.00	£ -	£ 800.00	£ 100.00	14.29%
Highways Infrastructure - Anything done by a local authority in connection with or in consequence of a request to the Authority, the Chief Officer of Police or any other person specified by or under an order made under Section 49(4) of the 1984 Act to suspend the use of a parking place or any part of it.	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,100.00	£ -	£ 1,100.00	£ 100.00	10.00%
Highways Infrastructure - Anything done by a local traffic authority in connection with or in consequence of an event requiring traffic management measures	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	Actual Costs plus £200 upto £1000; then after that 20% if greater	£ -	Actual Costs plus £200 up to £1000; then after that 20% if greater	O	Actual Costs plus £200 up to £1000; then after that 20% if greater	£ -	Actual Costs plus £200 up to £1000; then after that 20% if greater	£ -	0.00%
Highways Infrastructure - Anything done by a local traffic authority in connection with or in consequence of the making of an order under Section 14(1)	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 1,400.00	£ -	£ 1,400.00	O	£ 1,400.00	£ -	£ 1,400.00	£ -	0.00%
Highways Infrastructure - Consideration by a local authority of a request that, under Section 65(1) of the 1984 Act, it cause or permit a traffic sign (not being a sign which fulfils the conditions specified in Section 65(3A)(i) and (ii) to be placed on or near a road to indicate the route to specified land or premises.	Public Realm	Planning, Transport, Regen	Peter Wright	S	O	£ 165.00	£ -	£ 165.00	O	£ 165.00	£ -	£ 165.00	£ -	0.00%
Highways Infrastructure - Permitting - Fixed Penalty Notices (FPN) - Working in breach of a condition (This is the same as FPN penalties under the notice system, the Authority may extend the 36 day period at its discretion in any particular case)	Public Realm	Planning, Transport, Regen	Peter Wright	S	O	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£ -	£120 if paid within 36 days, discounted to £80 if paid within 29 days	O	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£ -	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£ -	0.00%
Highways Infrastructure - Permitting - Fixed Penalty Notices (FPN) - Working without a permit (The Authority may extend the 36 day period at its discretion in any particular case)	Public Realm	Planning, Transport, Regen	Peter Wright	S	O	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£ -	£500 if paid within 36 days, discounted to £300 if paid within 29 days	O	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£ -	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£ -	0.00%

Highways Infrastructure - The placing by a local traffic authority of a traffic sign pursuant to Section 65(1) of the 1984 Act in accordance with a request of the kind referred to in the preceding paragraph.	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	£ 165.00	£ -	£ 165.00	O	£ 165.00	£ -	£ 165.00	£ -	0.00%
Highways Infrastructure - Traffic Signal data information	Public Realm	Planning, Transport, Regen	Peter Wright	D	S	Actual Costs (min charge £160) (plus VAT)	£ -	Actual Costs (min charge £160) (plus VAT)	S	Actual Costs (min charge £160) (plus VAT)	£ -	Actual Costs (min charge £160) (plus VAT)	£ -	0.00%
Highways Infrastructure - Wide load arrangements	Public Realm	Planning, Transport, Regen	Peter Wright	D	O	Actual Costs plus £200 upto £1000; then after that 20% if greater	£ -	Actual Costs plus £200 up to £1000; then after that 20% if greater	O	Actual Costs plus £200 up to £1000; then after that 20% if greater	£ -	Actual Costs plus £200 up to £1000; then after that 20% if greater	£ -	0.00%
Advertising on bus stops timetable case - A4 SIZE - per 6 month period	Public Realm	Planning, Transport, Regen	Peter Wright	D	S	£ 100.00	£ 20.00	£ 120.00	S	£ 102.50	£ 20.50	£ 123.00	£ 3.00	2.50%
Highways - Licences - Consideration of an application for consent temporarily to deposit building materials, rubbish or other things in a street that is a highway maintainable at the public expense or to make a temporary excavation in it, and the undertaking of site inspections to monitor compliance with such consent pursuant to Section 171(1)(2) (4) and (5) of the 1980 Act.	Public Realm	Planning, Transport, Regen	Peter Wright	D	Z	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposite if no damage caused	£ -	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposite if no damage caused	Z	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposite if no damage caused	£ -	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposite if no damage caused	£ -	0.00%
Highway Infrastructure - Temporary Construction Access Licence	Public Realm	Planning, Transport, Regen	Peter Wright	D	E	£ 300.00	£ -	£ 300.00	E	£ 307.00	£ -	£ 307.00	£ 7.00	2.33%
Highway Infrastructure - Temporary Construction Access Deposit - Deposit to cover cost of reinstatement should Developer fail to reinstate correctly.	Public Realm	Planning, Transport, Regen	Peter Wright	D	E	POA	£ -	POA	E	POA	£ -	POA	£ -	0.00%
Highways Infrastructure - Turning off/on permanent traffic signals fee	Public Realm	Planning, Transport, Regen	Peter Wright	D	E				E	£ 250.00		£ 250.00	£ 250.00	0.00%
Highways Infrastructure - Trial holes for VXO's	Public Realm	Planning, Transport, Regen	Peter Wright	D	O				O	£ 300.00		£ 300.00	£ 300.00	0.00%

Highways Infrastructure - Crane licence when not in association with construction works - Section 178 of the Highways Act 1980 regulates the placement of apparatus such as rails, beams and cranes over the highway.	Public Realm	Planning, Transport, Regen	Peter Wright	D	E				E	A licence costs £250 and is valid for 21 days. We need at least 10 working days to process an application. The fee is non-refundable.		A licence costs £250 and is valid for 21 days. We need at least 10 working days to process an application. The fee is non-refundable.	£	-	0.00%
Highways Infrastructure - Pavement Licence	Public Realm	Planning, Transport, Regen	Peter Wright	D	O				O	Gazebo per install no longer 24hrs - £150 Shelving per year - £250		Gazebo per install no longer 24hrs - £150 Shelving per year - £250	£	-	0.00%
Highways Infrastructure - An extension to your existing vehicle crossing at the cost of £350.00, constructed up to the maximum permitted width of 4.3m - Only applicable when done in conjunction with the Capital Footway works programme	Public Realm	Planning, Transport, Regen	Peter Wright	D	O				O	£ 350.00		£ 350.00	£ 350.00	£ 350.00	0.00%
Highways Infrastructure - A new full width crossing at the cost of £600.00, constructed to the minimum permitted width of 2.7m - Only applicable when done in conjunction with the Capital Footway works programme	Public Realm	Planning, Transport, Regen	Peter Wright	D	O				O	£ 600.00		£ 600.00	£ 600.00	£ 600.00	0.00%
Highways Infrastructure - A new full width crossing at the cost of £950.00, constructed anywhere between the minimum permitted width of 2.7m up to the maximum permitted width of 4.3m - Only applicable when done in conjunction with the Capital Footway works programme	Public Realm	Planning, Transport, Regen	Peter Wright	D	O				O	£ 950.00		£ 950.00	£ 950.00	£ 950.00	0.00%
Highways Infrastructure - Charge for the co-ordination of Section 50 licence	Public Realm	Planning, Transport, Regen	Peter Wright	D	O				O	£ 950.00		£ 950.00	£ 950.00	£ 950.00	0.00%
Temporary Permit	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 10.50	£ -	£ 10.50	O	£ 11.00	£ -	£ 11.00	£ 0.50	£ 0.50	4.76%
Car parking - Discretionary suspension of the use of on/off-street parking places for waiting/loading - charge per parking space (per day)	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 30.00	£ -	£ 30.00	O	£ 50.00	£ -	£ 50.00	£ 20.00	£ 20.00	66.67%
Car Parking - Off Street-Pay & Display Car Parking - Up to 1 hour (excl. Canterbury Parade, South Ockendon)	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 0.58	£ 0.12	£ 0.70	S	£ 0.83	£ 0.17	£ 1.00	£ 0.30	£ 0.30	42.86%

Car Parking - Off Street-Pay & Display Car Parking - 1 to 2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 1.08	£ 0.22	£ 1.30	S	£ 1.25	£ 0.25	£ 1.50	£ 0.20	15.38%
Car Parking - Off Street-Pay & Display Car Parking - 2 to 4 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 1.75	£ 0.35	£ 2.10	S	£ 2.08	£ 0.42	£ 2.50	£ 0.40	19.05%
Car Parking - Off Street-Pay & Display Car Parking - 4 to 6 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 3.08	£ 0.62	£ 3.70	S	£ 3.33	£ 0.67	£ 4.00	£ 0.30	8.11%
Car Parking - Off Street-Pay & Display Car Parking - Over 6 Hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 4.83	£ 0.97	£ 5.80	S	£ 5.42	£ 1.08	£ 6.50	£ 0.71	12.07%
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - Up to 1 hour	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	Free of Charge	£ -	Free of Charge	S	Free of Charge	£ -	Free of Charge	£ -	0.00%
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - 0 to 1 hour	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 0.70	£ -	£ 0.70	O	£ 0.70	£ -	£ 0.70	£ -	0.00%
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - 1 to 2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 1.20	£ -	£ 1.20	O	£ 1.20	£ -	£ 1.20	£ -	0.00%
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - over 2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 3.20	£ -	£ 3.20	O	£ 3.20	£ -	£ 3.20	£ -	0.00%
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 0 to 1 hour	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 0.70	£ -	£ 0.70	O	£ 0.70	£ -	£ 0.70	£ -	0.00%
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 1 to 2 hour	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 1.40	£ -	£ 1.40	O	£ 1.40	£ -	£ 1.40	£ -	0.00%
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 2 to 4 hour	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 2.30	£ -	£ 2.30	O	£ 2.30	£ -	£ 2.30	£ -	0.00%
Car Parking - On-Street Pay & Display Quick Stops - 0 to 30 mins	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 0.70	£ -	£ 0.70	O	£ 0.70	£ -	£ 0.70	£ -	0.00%
Car Parking - On-Street Pay & Display Quick Stops - 30 to 45 mins	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 0.90	£ -	£ 0.90	O	£ 0.90	£ -	£ 0.90	£ -	0.00%
Car Parking - On-Street Pay & Display Quick Stops - 45 mins to 1 hour	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 1.40	£ -	£ 1.40	O	£ 1.40	£ -	£ 1.40	£ -	0.00%
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	S	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00	£ -	0.00%
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge paid within 14 days	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	S	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%

Car Parking - Penalty Charge Notices - Lower Level Contraventions - Penalty Charge	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	S	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00	£ -	0.00%
Car Parking - Penalty Charge Notices - Lower Level Contraventions - Penalty Charge paid within 14 days	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	S	O	£ 25.00	£ -	£ 25.00	O	£ 25.00	£ -	£ 25.00	£ -	0.00%
Parking Permits - Business Permits - Per Month thereof	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 40.00	£ -	£ 40.00	O	£ 42.00	£ -	£ 42.00	£ 2.00	5.00%
Parking Permits - Business Permits - Per year	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 360.00	£ -	£ 360.00	O	£ 380.00	£ -	£ 380.00	£ 20.00	5.56%
Parking Permits - Business Permits - for 6 months	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 200.00	£ -	£ 200.00	O	£ 210.00	£ -	£ 210.00	£ 10.00	5.00%
Parking Permits - NHS Permits	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 120.00	£ -	£ 120.00	O	£ 120.00	£ -	£ 120.00	£ -	0.00%
Parking Permits - Annual Permit Commuter Car Parks Only	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 750.00	£ -	£ 750.00	O	£ 750.00	£ -	£ 750.00	£ -	0.00%
Parking Permits - Non Commuter Car Parks / On Street Long Stay Only	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 500.00	£ -	£ 500.00	O	£ 500.00	£ -	£ 500.00	£ -	0.00%
Parking Permits - Contractor Permits	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 155.00	£ -	£ 155.00	O	£ 165.00	£ -	£ 165.00	£ 10.00	6.45%
Parking Permits - Operational Permits	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 120.00	£ -	£ 120.00	O	£ 125.00	£ -	£ 125.00	£ 5.00	4.17%
Parking Permits - Dispensations	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Parking Permits - Charitable Organisations	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	£ -	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	O	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	£ -	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	£ -	0.00%

Parking Permits - Replacement Permits	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 10.50	£ -	£ 10.50	O	£ 11.00	£ -	£ 11.00	£ 0.50	4.76%
Parking Permits - Residents Permits - Per year - 1st Permit per Household	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	Free of Charge		Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Parking Permits - Residents Permits - Per year - 2nd Permit per Household	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	Free of Charge		Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%
Parking Permits - Residents Permits - Per year - 3rd Permit per Household	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 70.00	£ -	£ 70.00	O	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%
Parking Permits - Visitor Permits - Additional Sheets of 20 per Household	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 6.50	£ -	£ 6.50	O	£ 7.00	£ -	£ 7.00	£ 0.50	7.69%
Admin Fee - Non refundable - Car parking - Discretionary suspension of the use of on/off-street parking places for waiting/loading - admin fee for processing of suspensions	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	O	£ 20.00	£ -	£ 20.00	O	£ 25.00	£ -	£ 25.00	£ 5.00	25.00%
Annual Country Park Parking Season Pass - Up to 3 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S				S	£ 62.50	£ 12.50	£ 75.00	£ 75.00	0.00%
Town Centre Management - Promotional Activity Space, Grays - Commercial (per day)	Strategy; Engagement & Growth	Planning, Transport, Regen	Stephen Taylor	D	S	£ 112.50	£ 22.50	£ 135.00	S	£ 115.00	£ 23.00	£ 138.00	£ 3.00	2.22%
Town Centre Management - Promotional Activity Space, Grays - Charity (per day)	Strategy; Engagement & Growth	Planning, Transport, Regen	Stephen Taylor	D	S	£ 40.50	£ 8.10	£ 48.60	S	£ 41.67	£ 8.33	£ 50.00	£ 1.40	2.88%
Town Centre Management - Promotional Activity Space, Corringham - Commercial (per day)	Strategy; Engagement & Growth	Planning, Transport, Regen	Stephen Taylor	D	S	£ 102.50	£ 20.50	£ 123.00	S	£ 105.00	£ 21.00	£ 126.00	£ 3.00	2.44%
Town Centre Management - Promotional Activity Space, Corringham - Charity (per day)	Strategy; Engagement & Growth	Planning, Transport, Regen	Stephen Taylor	D	S	£ 36.50	£ 7.30	£ 43.80	S	£ 37.50	£ 7.50	£ 45.00	£ 1.20	2.74%
Building Control Fees - Upon application with the Thurrock Council Building Control department	Public Realm	Planning, Transport, Regen	Stuart Fyffe	D	Z	POA	£ -	POA	Z	POA	£ -	POA	£ -	0.00%

Details					2021/22 - Charges				2022/23 - Charges				Changes from 2021/22	
Name of fee or Charge	Directorate	Overview and Scrutiny Committee	Owner	Stat/Disc	VAT	Net Charge	VAT Amount	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total Change (£)	Total Change (%)
Transport Development - Department Publications	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	Purchase price set by Delegated Officer	£ -	Purchase price set by Delegated Officer	Z	REMOVED	£ -	REMOVED	£ -	0.00%
Transport Development - Development Control Design guide for the constructions of adoptable works	Public Realm	Planning, Transport, Regen	Mat Kiely	D	Z	£ 62.00	£ -	£ 62.00	Z	REMOVED	£ -	REMOVED	£ -	0.00%
Highways - Licences - Consideration of an application for consent under Section 179(1) of the 1980 Act to construct works to which that Section applies under any part of the street	Public Realm	Planning, Transport, Regen	Peter Wright	S	Z	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	Z	REMOVED	£ -	REMOVED	£ -	0.00%
Highways = Registration Fee for Skip Companies to operate in Thurrock	Public Realm	Planning, Transport, Regen	Peter Wright	D	E	£ 60.00	£ -	£ 60.00	E	REMOVED	£ -	REMOVED	£ -	0.00%
Highways Infrastructure - New vehicle cross over construction fee, Extention, associated with council footway works (reduced rate in connection with footway renewal programme)	Public Realm	Planning, Transport, Regen	Peter Wright	D	E	£ 350.00	£ -	£ 350.00	E	REMOVED	£ -	REMOVED	£ -	0.00%
Highways Infrastructure - New vehicle cross over construction fee, New Stand alone, associated with council footway works (reduced rate in connection with footway renewal programme)	Public Realm	Planning, Transport, Regen	Peter Wright	D	E	£ 600.00	£ -	£ 600.00	E	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - 1 to 2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 0.50	£ 0.10	£ 0.60	S	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - All day	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 1.75	£ 0.35	£ 2.10	S	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - 1 to 2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 0.50	£ 0.10	£ 0.60	S	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - Over 2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 1.75	£ 0.35	£ 2.10	S	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Grays Beach - 0 to 2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 0.58	£ 0.12	£ 0.70	S	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Grays Beach - All day	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 2.67	£ 0.53	£ 3.20	S	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Purfleet in Cornwall House - 0-2 hours	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 0.58	£ 0.12	£ 0.70	S	REMOVED	£ -	REMOVED	£ -	0.00%
Car Parking - Off-Street Pay & Display Car Parking Purfleet in Cornwall House - All day	Public Realm	Planning, Transport, Regen	Phil Carver/ Lisa Preston	D	S	£ 2.67	£ 0.53	£ 3.20	S	REMOVED	£ -	REMOVED	£ -	0.00%

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<b>7 December 2021</b>	<b>ITEM: 6</b>
<b>Planning, Transport, Regeneration Overview and Scrutiny Committee</b>	
<b>Highways Term Maintenance and Street Lighting Contract Procurement</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Peter Wright – Strategic Lead for Highways Infrastructure	
<b>Accountable Assistant Director:</b> Julie Nelder - Assistant Director of Highways, Fleet and Logistics	
<b>Accountable Director:</b> Julie Rogers - Director of Public Realm	
<b>This report is Public</b>	

## **Executive Summary**

The current Term Maintenance Contract which expires on the 31<sup>st</sup> March 2023, provides a delivery method for works derived from the Highways Infrastructure and Transport Development Teams within the Public Realm Directorate.

This report sets out the proposed way forward for procuring a new Term Maintenance Contract for the delivery of highway works and a separate Street Lighting Maintenance Contract to deliver revenue and capital works over an 8 year period commencing 1<sup>st</sup> April 2023.

### **1. Recommendations**

**That Planning, Transport & Regeneration Overview and Scrutiny Committee:**

- 1.1 Note the contents contained within the report and;**
- 1.2 Provide Cabinet with any relevant observations or comments to aid their consideration of the proposals contained within this report.**

### **2. Introduction and Background**

- 2.1 The current Term Maintenance Contract which expires on the 31<sup>st</sup> March 2023 provides a delivery method for works derived from the Highways Infrastructure and Transport Development teams within the Public Realm Directorate.**

- 2.2 These works programmes consist of the Department for Transport (DfT) Maintenance Block Allocation, DfT Integrated Transport Programme, Highways Infrastructure Revenue Allocation, Section 106 contributions and internal and external bid awards.
- 2.3 The current contract allows the highways and transportation services within the Public Realm directorate to gain efficiencies on reduced administration and procurement costs. There are also efficiencies in scale which can be achieved for the service provider resulting in reduced costs being passed down through competitive rates for the Authority.
- 2.4 This approach has allowed the Authority to demonstrate good practice with respects to efficient highway service delivery and meeting the objectives set out in the Incentive Fund application via the DfT Highways Maintenance Efficiency Programme (HMEP) and the Authority obtaining level Band 3 funding which is the maximum achievable.
- 2.5 Historically all work types have been combined with all work streams being delivered via the Term Maintenance Contract and whilst across the board it provides good competitive value, it is considered that as street lighting is a specialist area this service area would attract better value as a standalone contract. The justification for this is that there are a large number of street lighting only contractors that historically haven't submitted a tender for this service as they have been unable to fulfil the other requirements of the specification for service delivery. It is therefore considered for street lighting only, that better value would be obtained if this area of work was procured via a standalone contract over an 8 year period to match the Term Maintenance Contract.
- 2.6 Street lighting, on average, has a £500,000 per annum revenue allocation which is then matched with a variable annual capital allocation of approximately £750,000. Therefore, over the 8 year period the contract value could be in the region of £10,000,000. This contract enables us to fulfil our statutory duty under the 1980 Highways Act with respects to the maintenance of street lighting assets.
- 2.7 As part of the Council's ongoing efficiency drive and review, consideration has also been given to testing the market for externalising the delivery of some or all of the highway services that are currently delivered in house. To enable the Authority to accurately test the market and ensure the current delivery method of reactive works is the most efficient, the proposal is to tender the following Lots so that an assessment can be made of the viability and efficiency of some or all of the services being delivered by an external contractor, outside of the Council.
- **Lot 1** – Planned Works consisting of Highway Maintenance and Improvements works (£6.6 million pa)
  - **Lot 2** – Winter Gritting Service (£250k pa)

- **Lot 3** – Out of Hours emergency response service (£100k pa)
- **Lot 4** – Reactive Maintenance works (excl potholes) (£500k pa)
- **Lot 5** – Reactive Maintenance potholes (£375k pa)
- **Lot 6** – Gulley cleansing (£150k pa)

The value of Lots include all estimated costs of works currently delivered via the external Term Maintenance Contract (Lot 1) and those delivered via the in house Highways Operational Maintenance team (Lots 2-6). The Lots / type of work currently delivered by the in house team are to be included in the tender exercise for the purpose of bench marking delivery costs and to ensure the current delivery method is the most efficient and effective. There is no commitment to award any of the Lots from 2-6 to an external bidder.

- 2.8 As a result of earlier initial market testing, it is considered that to enable the cost comparison to be undertaken and for the Winter Gritting Service to be commercially viable for an external supplier, a minimum contract duration of 8 years would be necessary as this allows for the procurement and payment of the specialist gritting vehicles that an external supplier would be required to provide. A shorter term duration makes it less commercially viable for a supply chain to provide the services and this would likely result in no tenders being submitted and therefore remove the ability for the delivery cost comparison to be undertaken. Therefore the recommendation for the Contract is for 8 years with an estimated value of £70 million to allow for growth within the budget allocations.
- 2.9 The Lots specified are not dependant on one another and will be compared with current delivery costs on an individual basis. Lot 1 will be an automatic renewal due to the specialist nature of the work and the size of the projects. Unless it is clear that efficiencies would be achievable by delivering some or all of the remaining Lots externally, the tender exercise will provide a valuable benchmarking activity.
- 2.10 Subject to Cabinet approval and a decision on the most appropriate procurement route, the procurement timetable below is proposed for both contracts.

#### **Works Contract – Procurement Timetable**

KEY EVENT	DATE
Issue of ITT	1 <sup>st</sup> July 2022
Deadline for clarification requests re ITT	31 <sup>st</sup> July 2022
Closing date for tender submissions	30 <sup>th</sup> September 2022
Notification of result of evaluation	30 <sup>th</sup> November 2022
Standstill period	10 days
Expected date of award of contract	19 <sup>th</sup> December 2022
New contract start date	1 <sup>st</sup> April 2023

### **3. Update and Analysis – Policy, Priority & programme**

- 3.1 Thurrock Council, as the Highway Authority has a statutory duty under the Highway Act 1980 to maintain the Highway. This forms part of the defence when defending the Authority from claims. To enable the Highways service to fulfil this requirement, provision needs to be made to allow the delivery of works in a safe and expeditious way and in line with the relevant maintenance policy documents.
- 3.2 There is therefore a requirement for the procurement of a new works contract to avoid the risk of any challenge. Any new procurement routes will have to comply with applicable Public Procurement Regulations, the Public Contracts Regulations 2015 and the Councils Contract Procedure Rules.
- 3.3 The Public Contracts Regulations 2015 thresholds for Works and Services are as follows:
- For works contracts £4,733,252
- 3.4 Thurrock is continuing to seek further funding from sources such as the South East Local Enterprise Partnership, National Highways (formerly Highways England) and internal capital bid process.
- 3.5 Depending on the outcome of the market testing exercise for the delivery of internal highway services there would be a need to consider TUPE Regulations. This preserves employees' contractual terms and conditions when a business or undertaking, or part of one, is transferred to a new employer. Therefore delegated authority to the Director of Public Realm would be necessary, in consultation with the Portfolio Holder to take this element forward if proven to be a cost effective method of future delivery.
- 3.6 The Council's Social Value Framework will be set out in the tender documents and bidders will be asked to propose added value initiatives that will enhance their bid and which will be subsequently incorporated into the contractual requirements. Typically with this type of service provision apprenticeships and using local suppliers would feature in the evaluation criteria, as would green initiatives and evidence to show a commitment for the reduction in the carbon footprint.
- 3.7 In order to deliver various Council projects within the timescales, it is recommended that the Director of Public Realm be given delegated authority, in consultation with the Portfolio Holder for Highways and Transportation, to determine and develop the procurement route for the Highways capital works programme and street lighting, followed by a tender process and subsequent delegated award.

3.8 Any procurement process will be undertaken in accordance with applicable Procurement Rules, the Public Contract Regulations 2015 and the Council's Contract Procedure Rules.

#### **4. Reasons for Recommendation**

4.1 To enable the Public Realm Directorate to continually deliver highways schemes and planned works, it is essential that there is sufficient provision in place via a Term Maintenance Contract and Street Lighting Contract. It will also enable the Authority to further explore and test the market for the delivery of highway services through a supply chain partner.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

5.1 Consultation has taken place with colleagues from the Procurement team in the writing of this report and the rationale for including services currently delivered by the in-house teams has been discussed with all members of the operational team that could potentially be affected, should Lots 2-6 be considered for delivery by an alternative provider. There is no commitment to award any of the Lots from 2-6 to an external bidder.

#### **6. Impact on corporate policies, priorities, performance and community impact**

6.1 This report and recommendations comply with Thurrock Council's policies, priorities and community impact. In particular it complies with the Thurrock Constitution and Procurement governance.

#### **7. Implications**

##### **7.1 Financial**

Implications verified by: **Laura Last**  
**Senior Management Accountant**

This report recommends the procurement of an 8 year Highways Term Maintenance and Street Lighting Contract. These procurements will maximise cost efficiencies in the delivering of Transportation Development and Highway Infrastructure schemes within the borough.

##### **7.2 Legal**

Implications verified by: **Courage Emovon**  
**Principal Lawyer / Manager – Contracts & Procurement Team**

This report outlines proposals for procurement of a new Term Maintenance Contract for the delivery of highway works and a separate Street Lighting Maintenance Contract to deliver revenue and capital Works over an 8 year

period commencing from 1<sup>st</sup> April 2023. The Council has a statutory duty to maintain the Highway and procurement as proposed in this report falls within scope of that duty.

The value of the proposed procurements being considered are estimated at above the Procurement threshold for Works contract and requires such works contracts to be tendered competitively. Subject to Cabinet approval any procurement process will need to comply with the applicable Public Procurement Regulations, the Public Contracts Regulations 2015 and the Councils Contract Procedure Rules.

Any TUPE implications identified will be subject to the provisions of the Transfer of Undertakings (Protection of Employment) Regulations 2006.

The Public Service Social Value Act 2012 imposes a duty on Local Authorities to take into consideration the promotion of economic, social and environmental well-being when procuring services.

Social value must be considered when the Council procures public services contracts.

The contracts to be procured must comply with applicable Public Procurement Regulations, the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

Legal Services will be available to advice on any issues arising from the proposed procurement.

### 7.3 **Diversity and Equality**

Implications verified by: **Roxanne Scanlon**  
**Community Engagement and Project Officer**

This report and recommendations deals with the procurement of a Works and Street Lighting contract. Social value benefits must be considered when the Council procures public services contracts in line with the Council's Social Values Framework. Given the projected spend on these procurement it is seen that robust social value benefits can be achieved.

### 7.4 **Other implications** (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder or Impact on Looked After Children

Whilst there may be no impact for staff as a result of the tender process, the Human Resources team have been advised of the potential impact for staff currently delivering Lots 2-6. Any impact on staff will be determined / dependent on the bids received during the tender process and staff will be fully consulted accordingly. There is no commitment to award any of the Lots from 2-6 to an external bidder.

- 8. Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

- 9. Appendices to the report**

None

**Report Author:**

Peter Wright

Strategic Lead – Highways Infrastructure

Public Realm

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<b>7 December 2021</b>	<b>ITEM: 7</b>
<b>Planning, Transport, Regeneration Overview and Scrutiny Committee</b>	
<b>Introduction of additional Pay and Display sites within Thurrock</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Phil Carver – Strategic Lead – Environmental Enforcement	
<b>Accountable Assistant Director:</b> David Kleinberg – Assistant Director – Counter Fraud and Enforcement	
<b>Accountable Director:</b> Julie Rogers – Director, Public Realm	
<b>This report is</b> Public	

## Executive Summary

Following the Cabinet Report outlining the medium term financial position for the Council, this paper has been prepared to provide additional background and detail in relation to the potential income generation for the creating of additional pay and display car parks within the Borough.

The medium term financial position was set out to Cabinet on 7 July 2021. This highlighted a cumulative £34.3m funding gap for 2022/23 and 2023/24. This also set out proposed mitigations grouped between income generation, operational efficiencies, providing services differently, staffing reductions and member decisions.

The committee is reminded there remains a significant funding gap to address in both years if all of these proposed mitigations set out in the report are delivered. Hence any savings proposals not taken forward will further increase the funding gap and hence will require further reassessments of core service delivery with associated impacts on levels of staffing. The delivery of the financial position remains a significant risk to the Council in the medium term.

This report to this committee seeks specific comment on the relevant items which fall within its remit and which require further member scrutiny prior to final cabinet decisions being made on the relevant items.

### 1. Recommendation(s)

- 1.1 **To consider the proposal, in view of the Medium Term Financial Plan and efficiencies required to meet a balanced budget, and support the**

**recommendation to Cabinet to create additional pay and display facilities and car parks in Thurrock.**

**2. Introduction and Background**

2.1 Thurrock Borough Council owns, manages and maintains a large number of car parks, 10 of which sit directly under the Parking Team whilst many others are managed by Housing or Clean and Green.

2.2 The car parks fall within two categories, Pay and Display Car Parks that hold a tariff charge and Car Parks that are unrestricted and FREE. Car parks with a tariff are supported by a Traffic Regulation Order (TRO) which enables the Parking Enforcement Team to issue Penalty Charge Notices to vehicles that either fail to Pay and Display, over stay their paid for time or park outside of marked bays causing a hazard or nuisance.

2.3 There are 6 pay and Display car parks located within the Grays area and one in South Ockendon. On the whole the car park fees and charges are consistent based on the categorised use of the car park. There are 3 main variants which determine the car park fees and charges:

**1) Commuter Short stay (all located in Grays)**

There is only one short stay car park in Grays. namely Darnley Road car park and the fees and charges are consistent with the same park and stay periods as the long stay car parks.

**2) Commuter Long stay (all located in Grays)**

6 of the 7 Pay and Display car parks are long stay and the fees and charges are consistent for all except Grays Beach Car Park which is currently subject to review in the fees and charges paper being considered at PTR O&S in December.

**3) Non commuter car parks (all car parks outside Grays)**

There are 6 non commuter car parks, 5 of which provide total FREE parking and 1 being Canterbury Parade which provides 1 hour FREE then introduces charges for any further stay. The tariff is currently subject to review in the fees and charges paper being considered at PTR O&S in December. However this car park will continue to offer the 1<sup>st</sup> hour of parking for FREE to all customers then look to introduce a tariff more consistent with other car parking charges for any additional stay.

2.4 The remaining car parks are all located across the borough and are unrestricted. These car parks do not have a tariff and are FREE to all users, with no maximum stay time or fees applying. They are not supported with Traffic Regulation Orders (TROs) and receive no parking enforcement which results in vehicles parking for hours, days and weeks free of charge with no means of management. The lack of parking enforcement also means these

car parks do not receive regular patrols leaving these areas more prone to abandoned vehicles, fly tip, traveller incursions, ASB and nuisance behaviour.

- 2.5 It is also worth noting that due to a lack of income from these car parks, they have not been maintained to the same standard as charged car parks. In many instances the surfaces are damaged and uneven. It is intended that should the proposal be accepted, remedial work on the car park will be undertaken prior to charges being levied. This will ensure that in future these car parks are maintained to the same high standards as others.
- 2.6 The proposal is to introduce tariff charges and the relevant Traffic Regulation Orders (TRO) at the following car parks 7 days a week, 24 hours a day:

Area	Description	Capacity	Recommended Tariff	Comments
*South Ockendon	South Ockendon Recreational Centre	30 vehicles	<b>Long Stay</b> <b>up to 1 hour = £1</b> <b>up to 2 hours = £1.50</b> <b>up to 4 hours = £2.50</b> <b>up to 6 hours = £4</b> <b>over 6 hours = £6.50</b>	<p>The tariff set for long stay parking charges is consistent with the charges set for the same parking duration at short stay car parks, example below:</p> <p>Short stay tariff:  up to 1 hour = £1  up to 2 hours = £1.50  up to 4 hours = £2.50</p> <p>There will be permits offered to groups who visit to play sports matches during the operational hours. This system will be devised by the Parking Team in coordination with the Recreation and Leisure Team and the local sports clubs based at the site.</p>
South Ockendon	Tamarisk Road Car Park	30 vehicles	<b>Long Stay</b> <b>up to 1 hour = £1</b> <b>up to 2 hours = £1.50</b> <b>up to 4 hours = £2.50</b> <b>up to 6 hours = £4</b>	<p>The tariff set for long stay parking charges is consistent with the charges set for the same parking duration at short stay car parks, example below:</p> <p>Short stay tariff:  up to 1 hour = £1  up to 2 hours = £1.50</p>

			<b>over 6 hours = £6.50</b>	up to 4 hours = £2.50
<b>*Tilbury</b>	<b>Coalhouse Fort Car Park</b>	70 vehicles	<b>Long Stay</b> <b>up to 1 hour = £1</b> <b>up to 2 hours = £1.50</b> <b>up to 4 hours = £2.50</b> <b>up to 6 hours = £4</b> <b>over 6 hours = £6.50</b>	The tariff set for long stay parking charges is consistent with the charges set for the same parking duration at short stay car parks, example below:  Short stay tariff: up to 1 hour = £1 up to 2 hours = £1.50 up to 4 hours = £2.50
<b>*Langdon Hills Country Park</b>	<b>High Road</b>	76 vehicles	<b>Long Stay</b> <b>up to 1 hour = £1</b> <b>up to 2 hours = £1.50</b> <b>up to 4 hours = £2.50</b> <b>up to 6 hours = £4</b> <b>over 6 hours = £6.50</b>	The tariff set for long stay parking charges is consistent with the charges set for the same parking duration at short stay car parks, example below:  Short stay tariff: up to 1 hour = £1 up to 2 hours = £1.50 up to 4 hours = £2.50
	<b>Old Church Hill</b>	15 vehicles		
	<b>Westley Heights</b>	15 vehicles		
	<b>Beacon Car Park – Dry Street</b>	20 vehicles		
	<b>One Tree Hill upper car park</b>	22 vehicles		
	<b>One Tree Hill lower car park</b>	30 vehicles		
				Permits will be offered to groups who wish to host events and sections of the car park may need to be cordoned off.  This will be carried out with the support of the Parking Team in coordination with the Recreation and Leisure team

**\* Annual Country Park Parking Season Pass (3hour Max Stay)** - In support of regular walkers/dog walkers to the Country Parks, it is recommended that Thurrock Borough Council will offer an annual parking season pass at a charge of £75 per annum. This entitles the season pass holder to park for up to 3 hours with their season pass in the following locations:

- **Coalhouse Fort**
- **South Ockendon Recreation Park**
- **Langdon Hills Country Park**

2.6.1 The pass has been restricted to 3 hour max stay per day to avoid abuse from commuters. The minimum charge for 1 hour parking of £1 across all car parks is recommended as part of the fees and charges review. Based on 5 x 1 hr visits per week, per annum the cost for the customer without the annual permit would be £5 x 52 = £260. The purchase of the annual Country Parking Permit would be a saving of £185 per year for the customer. This saving would be increased if the customer was to visit the parks 7 days a week

2.6.2 It is also proposed to extend the Flowers Estate PPA area to include Tamarisk Road which is currently a hot spot area for commuter vehicles, who are parking daily in numbers exceeding 60 vehicles which are taking valuable on street parking spaces instead of utilising the commuter car parking available across the borough. Shared use bays are being considered in Tamarisk Road which will provide additional permit parking for residents but also offer pay and display parking options.

2.7 In addition to the generation of income from the parking areas, the additional objectives to be achieved through these changes include:

- Improve the car park environment, to the benefit of motorists and pedestrians
- Reduce obstructions/hazards to pedestrians and motorists
- Improve car park security and safety for users
- Reduce ASB in the areas
- Increase turnover of vehicles and ensure fair access to all users

2.8 A further positive impact that needs to be considered as part of this proposal is the intention of the service to increase the number of Civil Enforcement Officers by 10 on the basis that they will be self-funding. This additional headcount will provide the resource required to ensure compliance with parking charges by users as well as carrying out the necessary inspections to parking areas.

### **3. Issues, Options and Analysis of Options**

3.1 There is an expectation that Civil Enforcement Officers, whilst undertaking their normal enforcement duties in car park areas will also carry out routine inspections and report any faults or defects for remedial works. Inspections of the unrestricted car parks are not carried out routinely as with the chargeable car parks. It is apparent that the current inspection regime for the unrestricted car parks is not sufficient and the lack of enforcement presence in the car park area has resulted in them falling into disrepair. All 4 car park areas now require extensive maintenance works.

- 3.2 The Council have received 4 compensation claims, linked to personal injury at various council managed car parks, and linked to claims of hazardous flooring. Total costs awarded to date have been £24,837. Any costs awarded will result in a financial loss to the council.
- 3.3 A recent survey and inspection of these unrestricted car parks has identified extensive remedial works are required to bring the standards to an acceptable level. The Council will be at risk of frequent insurance and compensation claims if these essential works are not carried out.
- 3.4 The cost of preparing the sites for pay and display charging as well as the estimated annual income is detailed in the table below.

<b>Car Park</b>	<b>Cost for remedial work</b>	<b>Pay and display machine installation</b>	<b>Estimated Annual Income</b>
Coalhouse Fort	£27,575	£4,300	£34,680
Tamarisk Road car park	£1000	£4,300	£15,258
South Ockendon Recreation Ground	£11,692	£4,300	£21,840
Langdon Hills Country Park car parks	£71,000	£25,800	£88,186
<b>TOTAL</b>	<b>£111,267</b>	<b>£38,700</b>	<b>£159,964</b>

- 3.5 The estimated income is based on average vehicle turnover and stay time, and the fees structured outlined above.

#### **4. Reasons for Recommendation**

- 4.1 Based on the detail provided above, the introduction of parking charges at the 4 proposed sites, not only improves the quality and safety of the sites, but provides a revenue stream for the service. It is important to note that income from Parking Charges and Parking Enforcement is ring-fenced. This means that the income generated is required to be re-invested in either parking enforcement or maintenance of parking related infrastructure such as the surfacing of car parks, signs and lines to enable drivers to be aware of parking restrictions or other measures that can make our roads safer for all users. In addition Thurrock council have the cost of business rates for all these car parks, therefore if these fees are not introduced not only will the car parks not be maintained but we have the ongoing cost of continued provision.
- 4.2 Implementing these schemes will also ensure the car parks receive regular enforcement patrols which will deter and reduce crime and ASB at these locations and encourage and empower residents to make use of the facilities provided.

- 4.3 The introduction of parking charges at Langdon Hills would encourage genuine visitors old and new to use the facilities whilst also ensuring the car park locations are well maintained and managed to the highest standard providing a positive customer experience to the facility users. The introduction of Pay and Display charges would also discourage unnecessary journeys via car and encourage a more sustainable means of travel, thus reducing the environmental impact and reducing congestion at peak times.

## **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 In order for the parking charges to be introduced, a full Traffic Regulation Order (TRO) process, taking approximately 17 weeks, will be required to be followed. This includes the following:
- 2 weeks TRO Notification 1 preparation
  - 3 weeks statutory consultation
  - 6 weeks for Delegated Decision Report process
  - 2 weeks TRO sealing and Notification 2 preparation
  - 4 weeks notice period and contractor implementation

This will provide residents and others who may be impacted by the proposals ample opportunity to comment and raise concerns.

## **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 The improved surfacing and safety of the sites is anticipated to be of benefit for all. As with all Council managed car parks appropriate provision for Blue Badge holders will be ensured.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Laura Last**  
**Senior Management Accountant**

The introduction of these proposed parking charges is estimated to generate £160k per year. However, in the first year, there would be £150k of costs to do remedial works to the car parks and install pay and display machines. It is important to note that income from parking charges and parking enforcement is ring-fenced. This means that the income generated is required to be re-invested in either parking enforcement or maintenance of parking related infrastructure.

### **7.2 Legal**

Implications verified by: **Courage Emovon**

## **Principal Lawyer / Manager – Contracts & Procurement - Legal Services**

The Council is empowered by the provisions of the Road Traffic Regulation Act 1984 (as amended), the Traffic Management Act 2004 and other specific legislation to provide additional pay and display facilities and car parks in its area of jurisdiction as outlined in this report.

Legal Services will be available to advice on any issue arising from the proposals in this report.

### **7.3 Diversity and Equality**

Implications verified by: **Rebecca Lee**

**Community Development and Equalities Manager**

Overall there are no negative equality impacts from this proposal to turn car parks into pay and display, which will be applied fairly and consistently regardless of protected characteristic with reasonable adjustments proposed for Blue Badge holders.

Positive equality impacts may be achieved, not least in relation to those that use pushchairs and prams as well as users of mobility aids including scooters and wheelchairs and individuals with visual impairments, given the nature of some illegal parking behaviours. A full Community Equality Impact Assessment will be completed in relation to the proposal prior to implementation

### **7.4 Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

### **8. Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None

### **9. Appendices to the report**

- Not Applicable

### **Report Author:**

Lisa Preston

Enforcement Operations Manager

Public Realm

<b>7 December 2021</b>	<b>ITEM: 8</b>
<b>Planning, Transport, Regeneration Overview and Scrutiny Committee</b>	
<b>A13 Widening Project</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> N/A
<b>Report of:</b> Keith Rumsey, Interim Assistant Director, Regeneration and Place Delivery	
<b>Accountable Assistant Director:</b> Keith Rumsey, Interim Assistant Director, Regeneration and Place Delivery	
<b>Accountable Director:</b> Sean Clark, Corporate Director of Resources and Place Delivery	
<b>This report is Public</b>	

## Executive Summary

This report is provided at the Committee’s request for an update on the A13 project. This report and future reports will focus on the latest progress in delivery of the project, any changes to the agreed programme or significant events.

### 1. Recommendation(s)

**1.1 That the Planning, Transportation and Regeneration Overview and Scrutiny Committee notes and comments on the report content.**

### 2. Introduction and Background

2.1 This project involves widening the A13 Stanford le Hope by-pass from 2 to 3 lanes in both directions, from the junction with the A128 (Orsett Cock roundabout) in the west to the A1014 (The Manorway) in the east and replacing four bridges. On completion of the project there will be a continuous three-lane carriageway from the M25 to Stanford le Hope, reducing congestion and resultant pollution, improving journey times and supporting further economic growth not only in Thurrock but across the whole south Essex corridor.

2.2 There have been a number of issues on the project which has resulted in delays in the delivery and an increase in costs, the detail of which has been discussed and considered in previous reports to both this Committee and Standards and Audit Committee.

2.3 This report and future reports to this committee will focus on progress in delivery.

### 3. Issues, Options and Analysis of Options

#### Progress

3.1 Progress report to end of October 2021

3.2 Progress on site in 2021 has been very good.

<b>SIGNIFICANT MILESTONES IN 2021</b>	
<b>ITEM</b>	<b>DATE</b>
Complete Saffron Road Bridge	Sep-21
Complete Horndon Footbridge	Jul-21
Switch to new Orsett Bridges	Sep-21
Complete Central Reserve Barrier	Oct-21
Complete Major Earthworks	Aug-21
Complete Major Drainage	Sep-21
<b>REMAINING MILESTONES</b>	
All Lanes Running Orsett	Dec-21
All Lanes Running A13 Mainline	Feb-22



Orsett Roundabout



Completed Saffron Garden Bridge



Main Carriageway Looking West From Horndon



Horndon Bridge

- The A13 mainline is now ready for final low noise road surfacing and white lining in some locations.
- At Orsett Roundabout, kerbing works, intermediate surfacing, sign pole installation and lighting works progressing well.
- Additional electronic message signs deployed in Chadwell St Mary and at the A127/A128 junction to influence driver behaviour and reduce impact on local towns.
- Environmental barrier post installation progressing well across site.
- Ongoing discussions with adjacent landowners regarding the completion of accommodation works and land handback.
- Strong communications campaign to publicise major closures including residents' letters, website, social media, electronic newsletters and cross-boundary VMS.

3.3 More than £13 million has been invested locally, by using regional suppliers and businesses based within 10 miles of the project – supporting the local economy at a time when this is needed more than ever.

3.4 **Safety** -There has now been more than 850 000 hours since the last RIDDOR and more than 1.3 million hours worked on the project in total. The Project Accident Incident Rate is currently 0 which is a significant achievement.

A recent incident involving a 9T dumper is being investigated for root cause. No injuries resulted but is considered a high potential injury incident.

## **Programme**

- 3.5 The current accepted programme has an anticipated planned substantial completion date (all lanes open for traffic) of February 2022.
- 3.6 Work to the balancing pond will continue after this date as Environment Agency approvals have been delayed moving the work into the winter which is unsuitable for this type of activity.

**Risks** – Key risks which could impact on progress are:

- Cold weather impacting on road surface laying
- Production issues during road closure periods
- Methodology of connecting structures at Orsett Roundabout

### **Remaining Road closures anticipated to complete the works**

- In 2021, one A13 mainline weekend closure and two Orsett Roundabout weekend closures.
- In 2022, one weekend closure of the A13 mainline between Orsett and Stanford-le-Hope, one Orsett Roundabout weekend closure and one A13 mainline Tilbury to Orsett weekend closure.

Additional overnight closures and lane closures will be utilised where possible to minimise the amount of weekend works.

### **Budget - Cost**

- 3.7 The team worked closely with Aecom and Kier during the first 6 months of 2021 to produce, agree and sign a Deed of Variation and a Settlement Agreement. The agreement encompasses all of the risks and outstanding Compensation Events up until the end of 2020 (including Covid in 2020) and provided a revised Target Cost for the scheme.

The agreement is hugely beneficial for the Council as it reduces risk and uncertainty and provides more programme and cost certainty.

The forecast final cost position of the project remains under review. Commercial negotiation of Compensation Events (CE's) has been very good in the period. 997 CE's were implemented at 19/10/21 over life of the project.

## **4. Reasons for Recommendation**

- 4.1 To respond to the Committee's request for updates on the A13 project.

## **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 A communication plan has been prepared and agreed.

5.2 Member briefing sessions are held periodically at the A13 Site Offices and provide an opportunity for Members to receive a presentation from the contractor and raise issues on behalf of local residents.

5.3 Meet the team sessions are held monthly at the A13 Site Office and are a popular way for residents and road users to find out more about the works and ask any questions, although as a result of Covid-19 these (and the Member briefing sessions) are currently postponed

## **6. Impact on corporate policies, priorities, performance and community impact**

6.1 The A13 Widening scheme supports the corporate priorities by encouraging and promoting economic prosperity.

6.2 The A13 Widening scheme also supports the Thurrock Transport Strategy (2013 – 2026) and in particular policy TTS18: Strategic road network improvements by creating additional capacity to reduce congestion, improve journey times, facilitate growth and improve access to key strategic economic hubs.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Jonathan Wilson**  
**Assistant Director - Finance**

The forecast position on the project remains under review as set out in section 3.9

### **7.2 Legal**

Implications verified by: **Gina Clarke, Corporate Governance Lawyer and Deputy Monitoring Officer**

This is an update report and there are no specific direct legal implications arising.

### **7.3 Diversity and Equality**

Implications verified by: **Becky Lee**  
**Team Manager - Community Development and Equalities**

There are no direct implications arising from this update report.

7.4 **Other implications** (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, or Impact on Looked After Children

The contractor is required to risk assess all aspects of this project and put in place appropriate procedures and measures to safeguard lives as well as the environment.

The contractor is also required to prepare a sustainability plan that reduces carbon emissions and reduces the project's carbon footprint.

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None

9. **Appendices to the report**

- None

**Report Author:**

Keith Rumsey

Interim Assistant Director

Regeneration and Place Delivery

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<b>7 December 2021</b>		<b>ITEM: 9</b>
<b>Planning, Transport, Regeneration Overview and Scrutiny Committee</b>		
<b>Stanford-le-Hope Interchange Report</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> N/A	
<b>Report of:</b> Keith Rumsey, Interim Assistant Director, Regeneration and Place Delivery		
<b>Accountable Assistant Director:</b> Keith Rumsey, Interim Assistant Director, Regeneration and Place Delivery		
<b>Accountable Director:</b> Sean Clark, Corporate Director of Resources and Place Delivery		
<b>This report is Public</b>		

## Executive Summary

This report is provided at the Committee's request for an update on the SLH Project.

### 1. Recommendation(s)

**1.1 That the Planning Transport Regeneration Overview and Scrutiny Committee notes and comments on the information provided relating to the Stanford le Hope Interchange project.**

### 2. Introduction and Background

2.1 This Project comprises:

- Phase 1 - the construction of new station buildings with footbridge and lifts, passenger information system,
- Phase 2 - bus turnaround facility, passenger drop-off points and cycle parking.

2.2 There are a number of stakeholders involved in the scheme including UK Power Networks, Train Operating Company - c2c, Network Rail and the Port of London Authority and it will be delivered under a Development Agreement with c2c, who are the principal land owner.

2.3 Since the last update to the PTR Overview & Scrutiny Committee in October 2021 progress has continued in preparation for on-site delivery.

### 3. Issues, Options and Analysis of Options

#### Progress:

- 3.1 Tender documents issued out to four Network Rail approved contractors on the 16<sup>th</sup> September 2021. A press release was issued post tender issue with an update.
- 3.2 The project team are responding to tender clarifications during October and November with roughly 190 clarification questions asked covering legal, contractual and technical topics. This is demonstrating a high level of engagement from the contractors.
- 3.3 Site visits were held with the contractors on 14<sup>th</sup> October to allow them access to the site and an opportunity to seek clarification to any site matters.



Concept design of station and footbridge

- 3.4 The project team are continuing their work with Network Rail and c2c to finalise feedback points and response to achieve GRIP 4 sign off.
- 3.5 An indicative time-line is shown in the Programme section – 3.12 of this report.

The closing date for tender submissions has been extended from the 10<sup>th</sup> December 2021 to the 7<sup>th</sup> January 2022 to allow the contractor's time to amend their submissions following the tender clarifications. This additional time will achieve more considered submissions and reduce project risk as we move into the detailed design and construction phases. Following tender evaluation award of the contract is planned in March 2022.

- 3.6 The project steering group is continuing to meet on a monthly basis, to share information and ideas and obtain feedback on progress. This forum ensures the infrastructure design is progressing with the agreement of stakeholders and local residents. So far, all the feedback has been very positive.
- 3.7 Phase 2 continues to be developed through concept design work carried out by David Lock Associates. It is currently assumed that Phase 2 will start on site once Phase 1 is complete as the Phase 2 site is needed for construction of the station.

### **Budget**

- 3.8 High level estimated project cost evaluation exercises have been carried out at two “checkpoints” through the design process. The 1<sup>st</sup> when full concept design was agreed and a further check for pre-tender approval. It is proposed to carry out a further check, using independent estimators to carry out a pricing exercise in parallel with the tender, to provide a benchmark against which to evaluate the tender submissions.

### **Programme**

- 3.9 A project programme has been developed including a fully compliant tender process. This includes the preparation of tender documentation, prequalification of bidders, the tender process, through to tender evaluation and award.
- 3.10 Subject to the procurement process, it is anticipated that Phase 1 of the works will be delivered first with the Phase 2 works following in succession with the opportunity to award this work as a Variation Order to the successful Contractor/designer.
- 3.11 Covid is a receding issue in project delivery and any residual impacts will be monitored and mitigated. This will be monitored and kept under review as we approach the construction phase.
- 3.12 The table below indicates key project milestones – Phase 1

<b>Milestones</b>	<b>Plan</b>	<b>Actual</b>
Concept design complete	31 <sup>st</sup> October 2020	31 <sup>st</sup> October 2020
GRIP 4 and planning application	15 <sup>th</sup> December 2020	15 <sup>th</sup> December 2020
Planning decision Phase 1	15 <sup>th</sup> June 2021	15 <sup>th</sup> June 2021
Planning Pre-application Phase 2	23 <sup>rd</sup> February 2021	23 <sup>rd</sup> February 2021
Tender let	17 <sup>th</sup> September 2021	16 <sup>th</sup> September 2021
Contractor site visits	14 <sup>th</sup> October 2021	14 <sup>th</sup> October 2021
Tender submission deadline	7 <sup>th</sup> January 2022	
Forecast date of contract award	March 2022*	

Forecast construction start	September 2022*	
Forecast construction completion	end 2023*	

- \*Indicative subject to Tender Process

#### **4. Reasons for Recommendation**

- 4.1 To respond to the Committee’s request for information on Stanford-le-Hope Interchange project.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 Consultation was undertaken as part of planning process and further stakeholder engagement is continuing. This includes meetings with the residents of Chantry Crescent and local Councillors.

#### **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 The Stanford-le-Hope scheme supports the Place corporate priority, in particular:

- roads, houses and public spaces that connect people and places

#### **7. Implications**

##### **7.1 Financial**

Implications verified by: **Jonathan Wilson**  
**Assistant Director – Finance**

The position on the project budget is set out in section 3.8

##### **7.2 Legal**

Implications verified by: **Courage Emovon**  
**Principal Lawyer / Manager- Contracts & Procurement Team**

This is an update report and there are no new legal implications arising from this report except to reiterate that the procurement of the Stanford Le Hope Interchange project must comply with the Council’s Contract Procedure Rules and applicable procurement rules and legislation like the Public Contracts Regulation 2015 and Legal Services is available to advise on any potential legal issues arising from this report or the Project.

##### **7.3 Diversity and Equality**

Implications verified by: **Becky Lee**

**Team Manager - Community Development and Equalities  
Adults, Housing and Health Directorate**

There are no direct implications arising specifically from this update report

7.4 **Other implications** (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder or Impact on Looked After Children

Not applicable.

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

9. **Appendices to the report**

None

**Report Author:**

Keith Rumsey

Interim Assistant Director

Regeneration and Place Delivery

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## Work Programme

**Committee:** Planning, Transport, Regeneration Overview and Scrutiny Committee

**Year:** 2021/2022

**Dates of Meetings:** 6 July 2021, 15 September 2021, 5 October 2021, 7 December 2021 and 1 February 2022

Topic	Lead Officer	Requested by Officer/Member
<b>6 July 2021</b>		
Parking Strategy with Annexes that cover Standards, Strategy and Enforcement	Leigh Nicholson	Officers <i>Deferred to Extraordinary Meeting in September</i>
Flooding and future interventions	Leigh Nicholson	Officers <i>Deferred to Extraordinary Meeting in September</i>
Approval of Naming & Numbering of Streets and Highway Assets Policy	Julie Nelder	Officers
Highways Street Lighting Central Management System	Julie Nelder	Officers
Grays South: Delivering the Pedestrian Underpass – Land Assembly	Brian Priestley	Officers
Grays South: Delivering the Pedestrian Underpass – Project Progress	Brian Priestley	Officers
Work Programme	Democratic Services	Standing item
<b>Extraordinary – 15 September 2021 POSTPONED, items deferred to next meeting</b>		

## Work Programme

Parking Policy and Strategy and Parking Design and Development Standards	Leigh Nicholson	Officers
Flooding in Thurrock – January 2021	Leigh Nicholson	Officers
Procurement of Fuel Cards	Matt Trott	Officers
Transport Strategy and Vision Update	Mat Kiely	Members – <i>Briefing Note agreed by Chair</i>
Work Programme	Democratic Services	Standing item
<b>5 October 2021</b>		
A13 Widening Project	Colin Black	Members
Stanford-le-Hope Interchange Report	Colin Black	Members
Bus Services Improvement Plan	Mat Kiely & Julie Rogers	Officers
Approach to Local Plan	Leigh Nicholson	Members
Work Programme	Democratic Services	Standing item
<b>7 December 2021</b>		
Fees and Charges	Julie Rogers and Sean Clark/Kelly McMillan	Officers
Highways Term Maintenance and Street lighting Contract Procurement	Peter Wright	Officers

## Work Programme

Introduction of additional Pay and Display sites within Thurrock	Phil Carver and Julie Rogers	Officers
A13 Widening Project	Keith Rumsey	Members
Stanford-le-Hope Interchange Report	Keith Rumsey	Members
Work Programme	Democratic Services	Standing item
<b>1 February 2022</b>		
Towns Fund Update	Henry Kennedy-Skipton	Members
Integrated Transport Block Capital Programme 2021/22 - Highways Maintenance allocation and programme 2021/22	Mat Kiely/Peter Wright	Officers
East Facing Slips Updates	Leigh Nicholson/Mat Kiely	Members
Procurement Framework	Leigh Nicholson/Mat Kiely	Officers
Stanford-le-Hope Interchange Hub Costs Breakdown	Keith Rumsey	Members
A13 Widening Project Update	Keith Rumsey	Members
Transport and Local Plan development and strategy production	Mat Kiely	Officers
Review of Projects and Schemes	Keith Rumsey	Members
Work Programme	Democratic Services	Standing item

## Work Programme

Briefing Notes		
Cycling and Tranche Funding (to be included in Transport Strategy Update briefing note)	Mat Kiely/Leigh Nicholson	Agreed by Chair
Trams Network (to be included in Transport Strategy Update briefing note)	Leigh Nicholson/Mat Kiely	Agreed by Chair
Approach to Local Plan	Leigh Nicholson/Sean Nethercott	Agreed at Committee

Clerk: Grace Le

Last updated: 9 November 2021