

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

Cabinet

The meeting will be held at **7.00 pm** on **9 February 2022**

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

Membership:

Councillors Robert Gledhill (Leader), Shane Hebb (Deputy Leader), Mark Coxshall, Jack Duffin, Deborah Huelin, Andrew Jefferies, Barry Johnson, Ben Maney, Allen Mayes and Luke Spillman

Agenda

Open to Public and Press

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Queries regarding this Agenda or notification of apologies:

Please contact Lucy Tricker, Senior Democratic Services Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **1 February 2022**

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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 Cabinet held on 12 January 2022 at 7.00 pm

Deadline for call-ins is Monday 24 January 2022 at 5.00pm

Present: Councillors Robert Gledhill (Leader), Shane Hebb (Deputy Leader), Mark Coxshall, Jack Duffin, Deborah Huelin, Barry Johnson, Ben Maney, Allen Mayes and Luke Spillman

Apologies: Councillors Andrew Jefferies

In attendance: Lyn Carpenter, Chief Executive
Matthew Boulter, Democratic Services and Governance Manager, and Interim Monitoring Officer
Lucy Tricker, Senior Democratic Services Officer

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

70. Minutes

The minutes of the Cabinet meeting held on 8 December 2021 were approved as a correct record.

71. Items of Urgent Business

There were no items of urgent business.

72. Declaration of Interests

There were no interests declared.

73. Statements by the Leader

The Leader began his statement by outlining the increasing numbers of COVID-19 levels that were being seen both within Thurrock and across the country. He stated that last week Thurrock had had the highest COVID numbers of any unitary authority, but this had decreased this week and Thurrock were now 63 out of 149 unitary authorities for COVID rates. He explained that this figure could increase over the coming weeks with the return of schools following the Christmas break and increases of COVID in other boroughs. He commented that since December 2021 the contact tracing team had spoken to 90,000 residents, which equated to over half of the population of the borough. He added that the age groups with the lowest vaccine uptake were seeing the highest positive COVID levels, for example only 64% of residents aged 18-49 were vaccinated but accounted for 50% of all COVID positive cases. He urged residents to continue to follow government guidance and get the vaccine, as well as the booster. He stated

that over the weekend the army had been helping at a walk-in vaccination centre in Grays, and the Council were currently looking at other potential walk-in vaccine sites across the borough. He stated that there were currently walk-in centres in Grays, Chadwell St Mary and Stifford Clays, and residents could also book an appointment to have their vaccine. He stated that Thurrock Council were also providing financial support for local businesses affected by COVID, and details of these schemes could be found on the Thurrock website. He stated that since the start of the pandemic, the Council had distributed more than £100mn in government grants to local businesses, which had helped them through the pandemic. He summarised and stated that Thurrock had seen 3316 positive cases in the past week, 659 of those in the under 18 age group; 1118 in the 18-49 age group; and 776 in the over 50 age group. He stated that that current positive test rate was 1863 per 100,000, but that 150,000 people had received two vaccines, and 66,000 people had received both vaccines and the booster.

The Leader moved on and stated that the Public Space Protection Order (PSPO) in West Thurrock had been extended which prevented car cruise meetings from taking place. He stated that this had been in place since 2015 and had been extended until December 2024. He felt the PSPO had been effective at preventing car cruise meetings, which had improved resident's safety and reduced noise levels in the local area. He stated that the Council had been working closely with Essex Police to continue to take action against those who ignored the PSPO. He stated that Thurrock Council had recently confiscated £500,000 from an illegal self-storage business that had been operating in green belt land in Bulphan, as the business did not have the necessary planning permission. The Leader summarised and stated that under the Clean It, Cut It, Fill It scheme: 2785 potholes had been filled, 99% within target time; 1256 fly-tips had been cleared; 1750 tonnes of waste had been cleared; and 3235 Fixed Penalty Notices had been issued.

74. Briefings on Policy, Budget and Other Issues

Councillor Mayes stated that yesterday Council officers and Members had met with senior NHS leaders to discuss the recent issues regarding the four Integrated Medical Centres (IMCs) within Thurrock. He stated that NHS leaders and partners had reaffirmed their commitment to the IMCs project, all of which would be opened before the closure of Orsett Hospital in 2025. He explained that the aim was for the Tilbury IMC to open in the second quarter of 2022, and the Grays IMC to open in 2025. He felt that the IMCs would improve healthcare outcomes for local residents and provide a better service. The Leader sought clarification that all IMCs would be open before the closure of Orsett Hospital, and Councillor Mayes confirmed that they would.

Councillor Spillman stated that the housing team had worked hard to reduce the number of out of borough placements. He explained that there were currently 31 out of borough placements, and this figure had been 121 in September 2021. He commented that the team were on course to deliver no out of borough placements, other than those which were necessary due to safeguarding issues. He stated that the team were also working hard to

abolish street homelessness, and he hoped this aim would be achieved whilst he remained Portfolio Holder. The Leader thanked Councillor Spillman and the housing team for their hard work on these issues.

75. Petitions submitted by Members of the Public

No petitions had been submitted by members of the public.

76. Questions from Non-Executive Members

There were no questions submitted by Non-Executive Members.

77. Matters Referred to the Cabinet for Consideration by an Overview and Scrutiny Committee

Other than those items already contained within the agenda, no items had been referred to the Cabinet for their consideration by an overview and scrutiny committee.

78. Draft General Fund Budget and Medium Term Financial Strategy (Decision: 110594)

Councillor Hebb introduced the report and stated that a correction needed to be made to the first sentence of point 4.7 of the report, as follows: “*A comprehensive review of the service has led to the identification of a number of targeted efficiencies across the fieldwork and provider services, including the amalgamation of the Older Peoples’ Day Care Services and a change in the provision of the meal delivery service.*” He moved on and stated that the Council were on track to deliver a balanced budget in 2022/23, with a key focus being placed on Adult Social Care and Children’s Social Care. He explained that although the Council were still predicting a budget gap in 2023/24, this had been reduced and gave the Council more time to reform services. He explained that all local council’s faced a financial pressure on social care due to the effects of COVID, but Thurrock would continue to work hard to support vulnerable residents. He stated that both Adult and Children’s Social Care would be given a financial boost, due to the proposed council tax increase of 1.99% for Children’s Social Care and 1% for the Adult Social Care Precept. He stated that for an average band D property, this would equate to an increase per week equivalent to the cost of 2 pints of milk or a first class stamp. Councillor Hebb explained that the Corporate Overview and Scrutiny Committee had met in November and agreed with the Local Council Tax Scheme, which would be going to February’s Budget Full Council for agreement. He stated that this scheme helped vulnerable residents that struggled to pay their Council Tax. He added that over the past year Children’s Social Care had seen an increased spend of £3.1mn, but Council Tax increases would only provide an additional £.14mn for Children’s Social Care. He stated that all local council were seeing an increase in social care demand post-COVID, and the Local Government Association had recommended an increase in Council Tax for all local authorities. He stated that inflation was currently 5%, so the Council Tax rise remained under the

inflation level. Councillor Hebb explained that Thurrock Council also had a low council tax base, for example Thurrock collected approximately £16.5mn less than Southend-on-Sea Borough Council in Council Tax.

Councillor Hebb moved on and explained that the Council would also need to reform services, as well as increasing Council Tax. He explained that therefore the Council would only be focusing on vital capital programme projects. Councillor Hebb added that the investment approach, which had helped increase reserves by 300% since 2016, was also being wound down, which would reduce the Council's income. He explained that there were currently £13mn in reserves, but these could only be used as a one-off solution, due to their nature and had to be used prudently.

Councillor Hebb highlighted point 2.8 of the report and felt that the investment approach had been successful, and had helped the Council survive the pandemic, but was now being wound down due to changing rules and a changing market. He explained that the Council's website had been updated which more detailed information regarding the investment approach and the treasury, and provided more consolidated information for residents. He stated that the report would go to the Corporate Overview and Scrutiny Committee next week, who would also receive a report regarding member oversight of the investment approach and Comprehensive Spending Review (CSR). Councillor Hebb summarised and stated that the budget for 2022/23 would be balanced due to the reduced inflation stimulus of Adult and Children's Social Care; the redefinition of services; and the use of reserves.

Councillor Duffin thanked Councillor Hebb and his team for the report, and felt it was good to see more detailed information being published on the Council's website. He also highlighted that an additional £115mn had come into the Council because of the investment approach, and felt proud that the approach had been successful. Councillor Huelin added that although Thurrock Council had a lower Council Tax base than other unitary authorities, it had a higher than average number of service users. She stated that Thurrock Council had the lowest spend per head on Adult Social Care than any other unitary authority in England, and therefore were under pressure to provide a good service to users. She stated that pressure on Adult Social Care services had increased during the pandemic, and therefore spend had increased from £1.5mn to £3mn. She explained that although the Council operated a policy of early intervention, the additional income of £700,000 from the 1% Adult Social Care precept, would equate to roughly £875 per year for every service user. Councillor Huelin explained that therefore the team had to look for efficiencies within the service to ensure a good service was provided for service users. She stated that the commissioning team looked at all contracts to ensure the Council were receiving value for money, and the team also worked with the voluntary sector and other partners. She stated that the team had consulted with residents on the amalgamation of the day service to Cromwell Road, and had found the new service to provide more flexible respite care and increased opening hours.

Councillor Johnson stated that recent news headlines around the UK had

highlighted the issues that could occur within Children's Social Care, particularly during the pandemic, as COVID had increased pressures on services around the country due to an increased number of service users. He stated that at Thurrock, 50% of the overall budget was utilised by Children's Social Care as it could be hard to place children, and unregulated placements could cost upwards of £40,000 per week. He stated that the increase in Council Tax would be ring-fenced by Children' Social Care which would help protect vulnerable children throughout the borough. Councillor Spillman highlighted that the proposed Council Tax rise would still be under inflation levels, and the additional income from Council Tax would go directly to Adult and Children's Social Care to help the most vulnerable.

The Leader thanked Councillor Hebb and the finance team for their hard work on the report, and felt that Adult and Children's Social Care needed support to ensure the borough's most vulnerable residents were looked after. He stated that during the pandemic, the Council and the community had worked hard to support vulnerable people, and the Council would continue this support once the pandemic was over. He stated that it was good to see the Council changing and evolving, and felt proud that the investment approach had increased the Council's budget by £115mn. Councillor Hebb explained that the £16mn of interest payments associated with the investment approach had allowed for the £115mn investment into the Council. He highlighted section 2.8 of the report and explained that the spend on non-statutory services had increased due to the investment approach.

RESOLVED: That Cabinet:

- 1. Noted the proposed updates to the Medium Term Financial Strategy and the remaining deficits in future years.**
- 2. Supported the use of capital receipts and general reserves to meet the 2022/23 budget deficit of £2.490mn.**
- 3. Supported the proposed council tax increase of 1.99%.**
- 4. Supported the 1% Adult Social Care precept increase.**
- 5. Commented on the draft budget proposals within this report to inform the consultation with Corporate Overview and Scrutiny Committee, with the final budget proposals to be presented to Cabinet at its February meeting, ahead of Full Council on 23 February 2022.**

*Reason for decision: as outlined in the report
This decision is subject to call-in*

79. Report on Asset Related Savings (Decision: 110595)

Councillor Coxshall introduced the report and stated that it outlined the conversations that had been happening between the Council and community groups since July 2021 regarding the Thameside Complex. He stated that if

the Thameside Complex was transferred to the community, it would not only save the Council money, but would improve the cultural and arts offering within the borough. He stated that conversations were moving forward and progressing well, and more meetings were scheduled for the end of the month before a final report was presented to Cabinet in March. He felt that this project provided a good opportunity for the service and the borough, and hoped the outcome would be the transfer of the Thameside Complex to the community. He felt that this would be a long-term solution and would improve the service. Councillor Huelin thanked the community groups for the involvement and felt the conversation had been productive and constructive. She echoed comments from Councillor Coxshall and felt the community would be better placed to run the Thameside Complex, and would provide a much better arts offering within the borough. Councillor Coxshall added that if the Thameside was run by the community, they would be able to dedicate the time to it that it deserved, as well as increasing funding opportunities. He stated that the Council and community groups would work for the next three months to get it right and provide a long-term solution.

Councillor Spillman stated that he had previously worked with local arts groups following a motion to expand the arts offer in Thurrock. He felt that the best option for the Thameside Complex would be a community transfer as it would improve the Thameside, and would increase revenue for the arts in Thurrock, as the Complex would be tailored to the demands of the local community. He felt there was lots of future potential for the Thameside and felt that a community building would improve the service through improving infrastructure and expanding artistic education for residents. Councillor Hebb thanked officers, Member and the community groups for their work on this project, and felt that there was still some way to go until a decision was reached. He felt that although the staff in the Thameside worked hard to provide a good service, Thurrock Council was not best placed to run a theatre, and this could be better done by the local community. Councillor Johnson urged local community groups to work together and to contact the Council if they needed help or advice. Councillor Huelin added that the transfer to the community also provided staff more opportunities, as the theatre could put on different shows and offerings, without being limited by Thurrock Council policies. She added that community groups were also better placed to access Arts Council funding, which Thurrock Council could help facilitate and administer.

RESOLVED: That Cabinet:

- 1. Noted the main points from the meeting with Corporate Overview and Scrutiny Committee on 16 November 2021.**
- 2. Noted the main points from the community based Roundtable meetings.**
- 3. Supported the relevant Portfolio Holders and Officers to continue with further discussions with the community over the future of the**

Thameside building and related services.

*Reason for decision: as outlined in the report
This decision is subject to call-in*

80. Parking Policy and Strategy, Parking Design and Development Standards, and Parking Enforcement Strategy (Decision: 110596)

Councillor Maney proposed that the report be deferred until a later meeting, as he had received a late representation from the Chair of the Planning, Transport and Regeneration Overview and Scrutiny Committee, who had asked to have another look at the report. He felt that this was democracy in action, as scrutiny would have another chance to inform Cabinet's decision, and would ensure the decision was right first time. He stated that the report had been to scrutiny last year, but as the report and appendices would form part of the emerging Local Plan, they were important and scrutiny wished to have another look. He explained that the documents appended to the report would be the standard used when discussing planning applications with developers and therefore needed to be right. He thanked officers for their hard work on the report and felt they were well-informed documents.

RESOLVED: That Cabinet:

1. Deferred the decision to a later Cabinet meeting.

81. Thurrock Regeneration Ltd - Proposed Development of Culver Centre and Field, South Ockendon (Decision: 110597)

Councillor Coxshall introduced the report and stated that it was the first step in the programme to release the brown field site, under the 3Rs policy. He explained that this parcel of land would be the start of the new programme for Thurrock Regeneration Ltd (TRL) and would ensure that new homes were delivered in South Ockendon quickly. He stated that a proportion of the homes would be affordable, which would ensure that young people in the borough could get on the housing ladder. He added that the report had gone to the Housing Overview and Scrutiny Committee, who had recommended that the report go to Full Council for sign-off rather than Cabinet. He explained that the decision was within Cabinet's remit as it released the site to TRL. He stated that if the Council decided to give money to TRL directly, this would be a decision that would need the sign-off of Full Council. The Democratic Services and Governance Manager and Interim Monitoring Officer explained that he had received a statement from the Chair of the Housing Overview and Scrutiny Committee regarding the report. The Leader replied that the Chair's queries had been discussed.

Councillor Spillman added that the housing market in the South East of England was particularly difficult for young people, and these houses could be accessed by young people through the help to buy scheme. He added that it would also reduce homelessness as more affordable housing became available, as an increase in the number of houses would reduce the demand.

Councillor Coxshall stated that all Council owned assets and land would be reviewed under the 3Rs policy, and this would help young people buy new homes in the area. He stated that it would also provide income for the Council and would benefit local communities, as residents would be able to live, work and play in the borough.

The Leader stated that there was a change to the second part of recommendation 2, which would now read “to enter into legal agreements, including appropriation of land and procurement, as required etc.”

RESOLVED: That Cabinet:

1. Agreed that Thurrock Regeneration Ltd develop the Culver Centre and Field, South Ockendon site in accordance with the consented planning application.

2. Agreed that authority be delegated to the Corporate Director of Resources and Place Delivery, in consultation with the Portfolio Holder for Finance, and the Cabinet Member for Regeneration, Strategic Planning and External Relationships, to transfer value of the land, final funding to TRL, and to enter into legal agreements, including appropriation of land and procurement, as required to enable this development, subject to the financial parameters as set out in the report.

*Reason for decision: as outlined in the report
This decision is subject to call-in*

82. Nursery Provision - Alternative Delivery Model (Decision: 110598)

Councillor Johnson introduced the report and stated that it formed part of the wider review of nursery provision and the Council’s assets. He stated that nursery provision was not a statutory duty for a local authority and wide consultation had been undertaken with service users and staff. He stated that the report would begin a procurement process to find an alternative provider and reduce the risk of closure. Councillor Mayes thanked Councillor Johnson and the team for the report. He stated that he did not want to see reduced nursery provision in Tilbury, but felt that nurseries would be better run by specialist providers than by the Council. Councillor Spillman felt pleased to see that the team had considered all options before presenting the report to Cabinet, and had had to consider closure of the nurseries to undertake due diligence. Councillor Maney echoed comments made by Councillor Mayes and stated that specialist nursery providers would be more efficient than Thurrock Council, would be more sustainable, and would provide better outcomes for service users and residents. The Leader thanked all of the nursery staff for their hard work throughout the pandemic and post-COVID.

RESOLVED: That Cabinet:

1. Agreed to the procurement of an alternative early education provider for Little Pirates and Neptune Nursery in Tilbury.

2. Agreed to the closure of Little Pirates and Neptune Nursery, should the procurement be unsuccessful.

3. Agreed to delegate authority to the Corporate Director of Childrens Services, in conjunction with the Portfolio Holder, to award contracts following completion of the procurement process.

*Reason for decision: as outlined in the report
This decision is subject to call-in*

The meeting finished at 8.08 pm

Approved as a true and correct record

CHAIR

DATE

**Any queries regarding these Minutes, please contact
Democratic Services at Direct.Democracy@thurrock.gov.uk**

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9 February 2022		ITEM: 10
		Decision: 110599
Cabinet		
Draft General Fund Budget and Medium Term Financial Strategy Update		
Wards and communities affected: All	Key Decision: Key	
Report of: Councillor Shane Hebb, Deputy Leader and Cabinet Member for Finance		
Accountable Assistant Director: Jonathan Wilson, Assistant Director Finance		
Accountable Director: Sean Clark, Corporate Director of Resources & Place Delivery		
This report is public		

Executive Summary

Cabinet agreed a draft budget at their meeting on 12 January 2022 and referred their proposals to Corporate Overview and Scrutiny Committee on 18 January 2022 for their consideration and comment. This report sets out the committee's comments for Cabinet to consider when recommending their final budget proposals to Full Council.

This report confirms a draft balanced budget for 2022/23.

Analysis of the support provided by the government from the Spending Review 2021 has been carried out and included in the body of this report.

This is a one-year settlement at individual authority level and hence primarily affects only the 2022/23 financial position. The settlement provides some additional funding which, when supported by the continued use of capital receipts for transformational purposes and financial resilience reserves, enables a balanced budget to be set in 2022/23. The additional funding provides some further financial support to social care services. In the two subsequent years, the current projected shortfalls are confirmed as £8.095m and £5.364m respectively before efficiencies are finalised and implemented.

Guidance issued by Central Government is included in this report This is comprised of the general element of 1.99% with a further 1% Adult Social Care precept to fund increasing demand pressures within the service. Post COVID-19 social care remains

a challenging area with well-documented increases in demand nationally and which the council itself has experienced at the local level. This is reflected in the increasing growth in new and complex cases. It is proposed that all of the 1.99% will be allocated to Children's Social Care – to reflect well-documented pressures in the system (again an issue seen across the entirety of councils with social care responsibility).

This report also sets out the indicative allocation of anticipated growth and savings identified to date and demonstrates the impact on directorate cash envelopes for 2022/23.

Section 9 presents the recommended additions and approach to the new capital project programme for 2022/23 and subsequent years.

Section 10 shows the Dedicated Schools Budget allocation for 2022/23.

The Corporate Overview and Scrutiny considered the report at its meeting on 18 January 2022 and comments are included in section 13 of the report.

1. Recommendations:

- 1.1 That Cabinet consider the comments from Overview & Scrutiny Committee as set out in section 13 of the report;**
- 1.2 That Cabinet support the additional use of capital receipts and general reserves to meet the 2022/23 budget deficit of £0.190m;**
- 1.3 That Cabinet supports the proposed council tax increase of 1.99%;**
- 1.4 That Cabinet supports a 1% Adult Social Care precept increase; and**
- 1.5 That the Cabinet recommend to Full Council the capital proposals set out in section 9 of this report and appendix 5;**
- 1.6 That Cabinet endorse the Early Years Funding formula for 2022/23, as shown in section 10; and**
- 1.7 That Cabinet note the proposed updates to the Medium Term Financial Strategy and the remaining deficits in future years.**

2. Introduction & Background

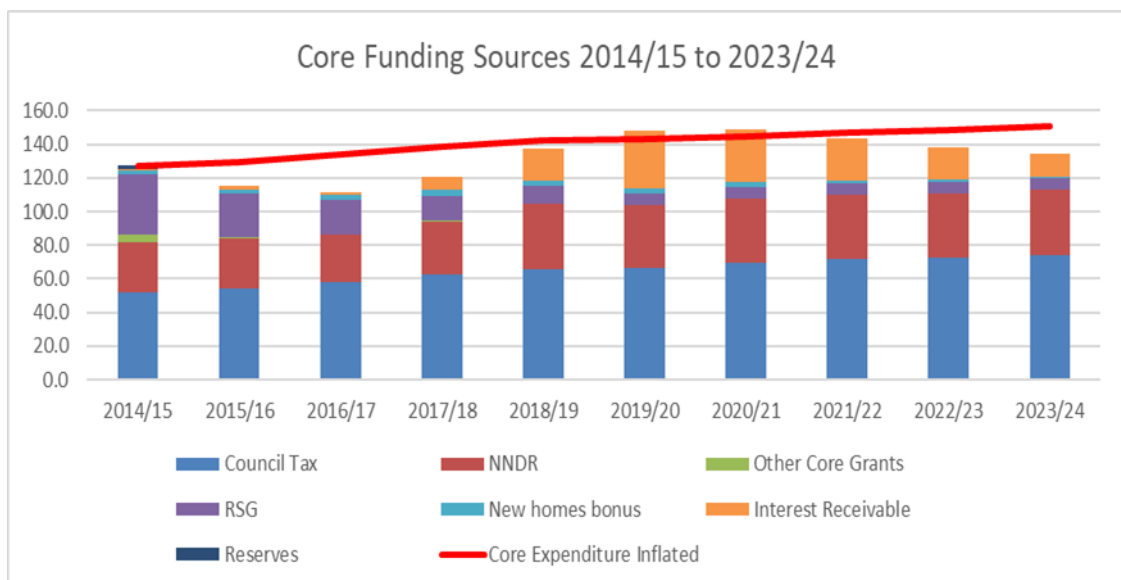
- 2.1 Officers have consistently reported over significant years that the Council operates from a low financial base in terms of core funding:
 - The council has the third lowest band D council tax compared to other unitary authorities at £1,399.32. This is £499.23 lower than the highest amount raised by a unitary authority per band D property in 2021/22.

- 70% of Thurrock properties are in band A-C and so raise significantly less than a band D level;
- The amount raised in council tax in 2020/21 was £71.11m compared with the nearest neighbouring authority Southend of £87.64m. For wider comparison the highest level of Council Tax income raised by a unitary authority is £126.06m (Nottingham City Council); and
- In 2021/22 Thurrock projected to raise £121.31m of business rates but retain just £38.37m of the amount collected in the area.

2.2 As previously reported, the CIPFA Resilience Index provides further context based on the proportionate level of Adult Social Care spend. One measure classifies the amount that Thurrock spends on Adult Social Care is higher than average percentage of overall budget (i.e. a risk) despite national benchmarking reporting that Thurrock Council is one of the lowest ASC spenders in the country and the total budget being low compared to others as set out in paragraph 2.1.

2.3 Council tax increases are limited every year and an annual increase of 1.99% is assumed for MTFS purposes. Increases to business rates are set by the government and not in the control of the local authority. As such, the ability to raise taxes locally are limited by central government.

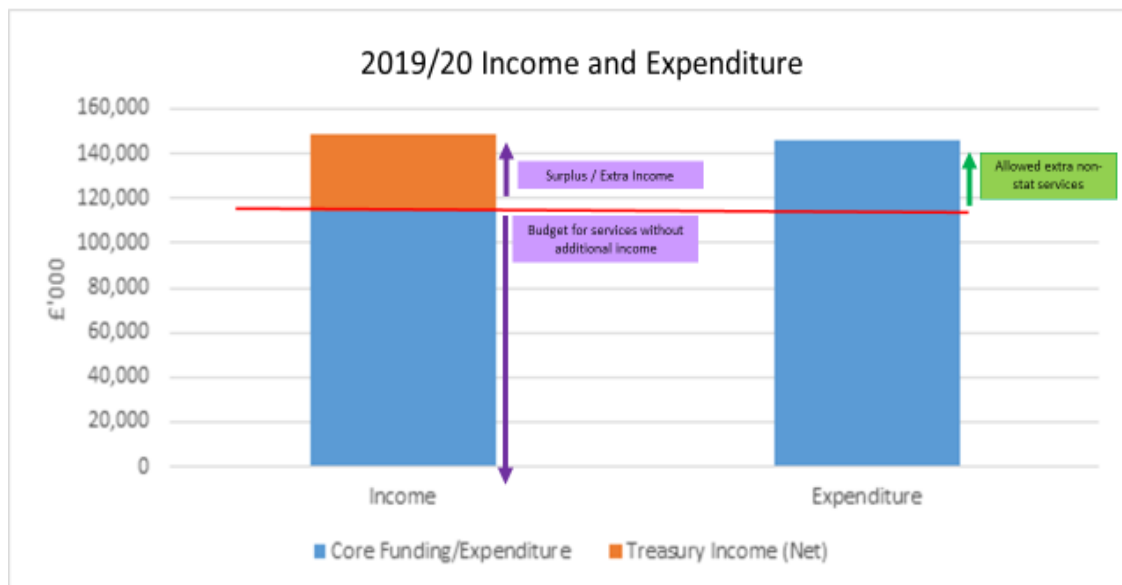
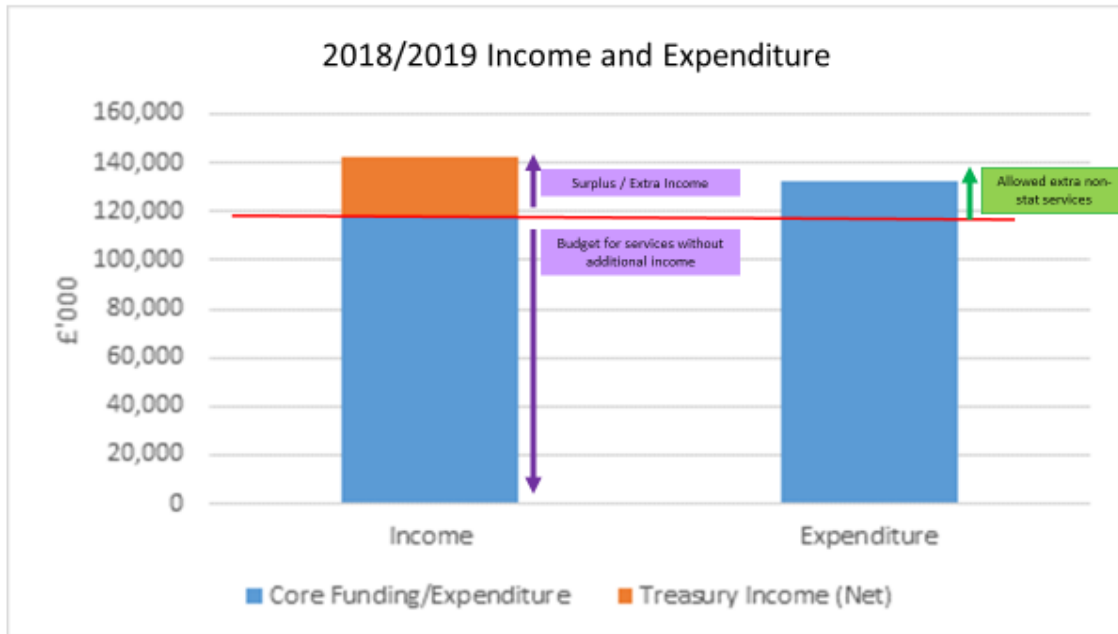
2.4 The Local Government Association note, as recent as December 2021 that all local councils across the UK will need to increase council tax to stand any chance of achieving pre-pandemic level service quality.

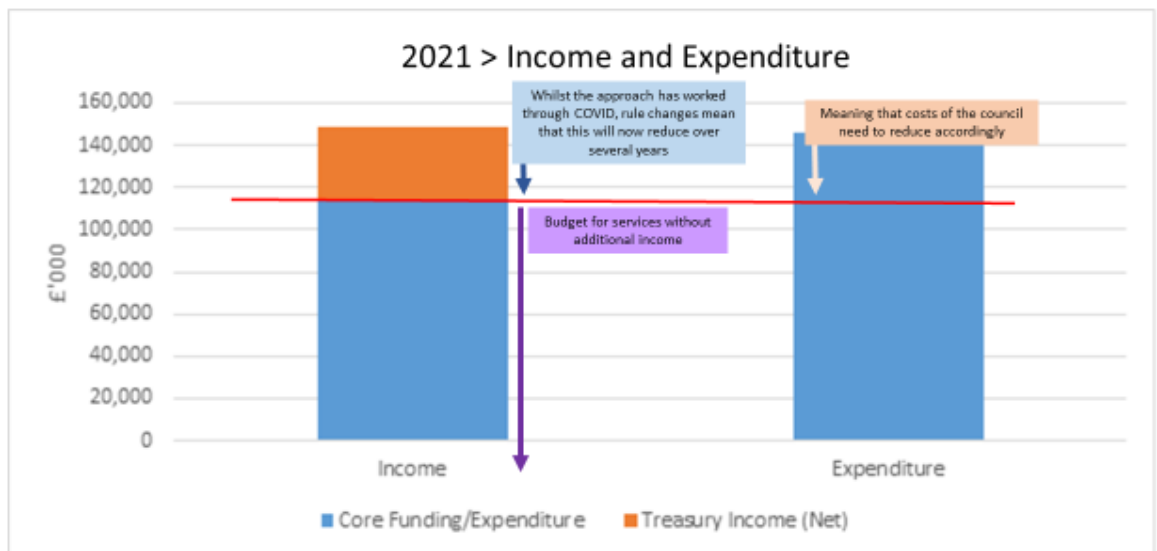
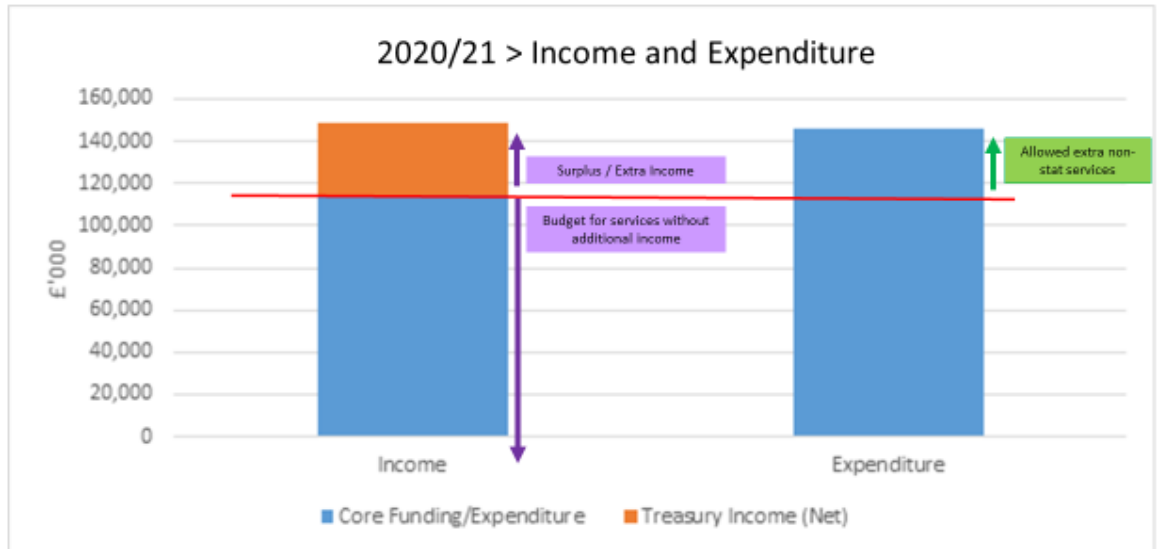


2.5 The financial pressures faced by the Council continue to be further challenged by the ongoing impacts of Covid-19, which includes significant demand

increases in both children's and adults' social care; an issue growing across the entire local government sector.

- 2.6 In addition and despite the approach successfully enduring the test of a 22-month international pandemic, the Council continues to deprioritise the previously council-wide agreed investment approach. This means investments that were planned and agreed as part of the medium term financial strategy have been removed from forecasts and existing investments will not be replaced. The removal of this funding support mechanism increases the funding gaps faced by the Council over the short to medium term. As such, the current investment surplus in excess of £30m per annum will be removed in a phased manner from the council's finances over the next decade adding to the annual pressures that every council faces.
- 2.7 Incidentally, the EELGA response to the CSR, published in September 2021 noted: *Recent examples of commercial failures in some council ventures should not deter central or local government from pursuing relevant, suitable opportunities for prudent commercial decisions and developments. Instances of failure are relatively rare, so a proportionate response to risk mitigation is needed, so that councils can flourish and do their part to generate additional income where appropriate.* Whilst there are public bodies that appear to continue to support the concept of local authority investments; whilst there remains uncertainty on what councils can and cannot do, the council will not seek to modify its position that it will exit on a phased-basis from the approach it commenced initially in 2016.
- 2.8 The impacts of this can be illustrated best by the graphics below – the first three graphs show how income from the approach allowed the funding of services above and beyond the statutory minimum (2018/19, 2019/20, 2020/21). The fourth graph (2021/22) shows illustrates how the income reduction from the phased-wind down of the approach means that the council need to do what it would have had to do at rapid pace in May 2016.





3 Medium Term Financial Strategy

- 3.1 The MTFs is prepared using a number of assumptions that then forms a net increase in the budget from one year to the next. Additional income or expenditure reductions are then required to meet this increase.
- 3.2 The Comprehensive Spending Review has provided additional detail following their headline announcements on 27 October 2021. Overall, the government said the settlement would provide a real-terms spending power increase of 4% on 2021/22. This reflects both inflationary rises to core grants and the assumption that Councils will raise council tax up to the referendum limit. In

practice, this means a 1.99% increase in council tax, and 1% for the Adult Social Care precept.

- 3.3 The government has confirmed that within these increases councils will receive a share of £700m of new grant funding for social care. The social care precept and including this assumption equates to a total £1bn year-on-year funding increase in 2022/23. This also includes the Department for Health and Social Care's Market Sustainability and Fair Cost of Care Fund of £162m. This is to provide support as Local Authorities prepare their markets for reform and move towards paying providers a fair cost of care. The impact of the reforms are not yet known but will add additional cost pressures once further guidance is issued and assessed.
- 3.4 Local authorities will also receive a share of a one-off £822m 'Services Grant' in 2022/23, to help meet service demands, as part of a single-year provisional local government settlement. This grant includes funding for local government costs arising from the increase in employer National Insurance Contributions and increased costs linked to the increases in the National Living Wage. The funding does not explicitly include funding to address the equivalent increases faced by suppliers of goods and services procured by the Council. There is also concern that this is a one-off grant whilst the increases to NI and NLW are permanent meaning there will be increased pressure on the budget in 2023/24.
- 3.5 Whilst changes to core grant funding is welcomed, it needs to be considered in the context of the removal of the Covid-19 funding. The Council received a grant of £4.853m in 2021/22 and the removal of this offsets the wider benefits received from changes in core grant funding. As such, the 4% set out in para 3.2 is measured against the council's budget in this financial year after the removal of the £4.853m. The net effect of the settlement is an additional £2.470m as set out in the table in paragraph 3.8.
- 3.6 As in previous years, the government also confirmed that the business rates multiplier will be frozen and local authorities would receive an equivalent compensation grant. In addition, there will be adjustments to business rates including a temporary relief of £1.7bn across 400,000 retail, hospitality and leisure properties in 2022/23. Broadly, this equates to a 50% business rates reduction for those qualifying businesses and local authorities will receive an equivalent grant to compensate them for the loss of income.
- 3.7 While there is some clarity on the level of sector-wide funding for the following two years, the individual allocations to local authorities have not been confirmed so in effect, this is a single year settlement. It is expected there will be further consideration of proposed reforms to the funding formula in 2022/23 to support the wider levelling up agenda, the impact of which on each local

authority will not likely be clear until December 2022. The short term funding confirmation only provides limited and short-term stability for local authorities.

3.8 The below table shows the confirmed additional funding for 2022/23:

Narrative	2022/23
	£'000
Council Tax (1,99% plus 1% ASC precept)	(2,143)
Business Rates Funding (CPI increase)	(998)
Core Grant Changes	(3,740)
Removal of Covid-19 Funding	4,853
Market Sustainability & Fair Cost of Care Fund	(442)
Total	(2,470)

3.9 As the Council has one of the lowest funding bases compared to other equivalent unitary authorities and neighbouring authorities, net expenditure on services is, by definition, lower than average. Consequently identifying savings to meet these pressures from an inherently low cost base continues to be extremely challenging.

3.10 This financially challenging position is not new to the Council as over the last decade, significant MTFS deficits were commonplace as recently as 2016/17. This is also a consistent position across the wider sector further exacerbated by the impact of the pandemic.

3.11 The unanimously agreed investment approach that provided the ability to fund services above the statutory minimum, provide headroom for the council to reform services, and increased useable reserves by 300% (from £8m in 2016 to £24m at the outset of the pandemic in March 2020) has been paused. Future investments of this nature, for reasons previously reported (despite their withstanding the impacts of a pandemic), are no longer an option.

3.12 The revised MTFS is included in Appendix 1. The overall financial position over the next 3 years shows a revised deficit of £14.269m. This has arisen primarily from the projected long-term impact of Covid-19, including the impact on both Adults and Children's social care, a pause to the investment approach and the reversal of temporary funding support mechanisms.

3.13 The below table shows a summarised MTFS position and reflects all confirmed funding known to date:

MTFS Category	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000
Local Funding - Council Tax	(3,065)	(3,444)	(4,249)	(10,758)
Local Funding - Business Rates	(1,757)	(2,165)	(3,165)	(7,087)
Total Government Resources	796	784	157	1,612
Inflation and other increases	5,515	4,665	4,762	14,942
Treasury	6,754	2,948	3,368	13,070
Social Care Growth	7,241	3,314	3,314	13,869
Commercial Income	(1,089)	0	0	(1,089)
Savings allocation	(14,206)	(3,687)	0	(17,893)
Capital Receipts & Reserves	(190)	6,490	0	6,300
Remaining gap	0	8,905	5,364	14,269

- 3.14 The gap has been bridged by the extension of the use of capital funding to support transformation and, as required, further use of resilience reserves is applied to the 2022/23 position – which is only possible as a result of the reserves increases facilitated since 2016. This provides certainty that the Local Authority’s statutory duty to set a balanced budget can be met. Members should note that the use of reserves enables a one-off stimulus. They cannot be used for sustainable spending needs and, as such, Members are reminded of the need to reform services for a sustainable medium/long term cost base and every effort must be made to achieve further savings in 2022/23 to reduce the call on these one-off measures
- 3.15 The proposed use of capital transformation activity and reserves in 2022/23 will leave remaining deficits of £8.905m and £5.364m in 2023/24 and 2024/25 respectively.
- 3.16 Significant savings have been identified through changes to service delivery, process automation, recruitment management and general efficiencies. Further work is required to identify additional savings that can be achieved through a wider transformation programme with the intention of balancing the 2023/24 and 2024/25 positions.

4 Draft 2022/23 Budget, Growth & Savings

- 4.1 The full MTFS forms the basis for the detailed budget allocation across the authority and changes are reflected to arrive at indicative cash envelopes for 2022/23. This is shown in Appendix 1.
- 4.2 Growth has been applied in line with the government’s intention to support both adults’ and children’s social care and is reflective of the most recent budget monitoring report presented to the Cabinet in which significant pressures were identified in both these key areas for 2021/22.

- 4.3 The 2022/23 budget relies on the achievement of a number of service led savings targets (developed in consultation with relevant portfolio holders) alongside additional crosscutting targets. The full saving list is included in Appendix 2 and summarised for each directorate below:

Directorate	Specific Directorate savings	Additional Cross-cutting savings	Total 2022/23 Directorate Savings
£000	£000	£000	£000
Adults, Housing and Health	(2,264)	(117)	(2,381)
Children's Services	(2,859)	(140)	(2,999)
Housing General Fund	(1,495)	(24)	(1,520)
HR, OD and Transformation	(275)	(341)	(616)
Public Realm	(1,707)	(126)	(1,832)
Resources & Place Delivery	(1,963)	(945)	(2,908)
Strategy, Engagement & Growth	(355)	(94)	(449)
Wider Corporate Savings	(1,500)		(1,500)
Total	(12,418)	(1,787)	(14,206)

- 4.4 The following section sets out key growth and savings items for each directorate, supported by the full list in Appendix 2.

Adults, Housing & Health

- 4.5 Growth of £4.150m, funded through a combination of the Social Care precept, direct government grant and internal resources, has been allocated predominately to the external placements budget to support the increased demand for services (largely as a result of the COVID-19 pandemic). There is concern that the longer-term impact on service demand has not yet been fully realised at a local level and costs in this area will continue to increase.
- 4.6 Additional financial support will be required in this area in future years to ensure stability within the wider sector and is an issue that continues to attract national attention from pressure groups and advocacy groups.
- 4.7 A comprehensive review of the service has led to the identification of a number of targeted efficiencies through the amalgamation of the fieldwork and provider services, including the reduction in the Older Peoples' Day Care Service provision and a change in the provision of the meal delivery service. As part of the continued transformation of Adult Social Care services, this proposal will achieve improved outcomes within provider and fieldwork services, whilst delivering a number of efficiencies.

- 4.8 Increased charging for domiciliary care will generate additional revenue and this will remain dependant on peoples' ability to pay. A thorough financial assessment and review process for each individual remains in place. The recent changes to government legislation regarding care cost cap will ensure no individual contributes more than £86,000 towards their care over their lifetime. The long-term impact of this legislative change on the Authority's finances will need to be considered as the detail of the proposals is shared with the sector.

Children's Services

- 4.9 Significant budget pressures have been highlighted in 2021/22, particularly regarding demand for placements for young people with more complex needs. These pressures will have an ongoing impact on future years. Growth has been allocated to the value of £3.091m to support key services related to looked after children's placements part funded by the 1.99% proposed increase
- 4.10 Alongside this is an ambitious transformation programme that looks to reduce spend by over £3m in 2022/23, through a comprehensive review of education services, work to transform the delivery of social care, the continued review of high cost placements and a further review of the efficiency in which services are delivered. This will be informed by a specific financial review of the service to ensure a wider holistic view of the service can also inform the balance between the cost and effective delivery of the core services.
- 4.11 There remains significant risk in this area as reported throughout 2021/22 and the savings work continues against a backdrop of increased levels of looked after children. This will remain under review in the current year with actions being taken to address the significant high cost drivers.

Housing General Fund

- 4.12 A new approach to providing support for homeless people is intended to reduce significantly the demand for expensive temporary accommodation and the provision of Bed and Breakfast. The saving is based on the delivery of accommodation and hence any delay to the purchase of properties may affect the ability to realise fully the saving in 2022/23. There remains a focus to deliver the required accommodation in accordance with agreed timescales.
- 4.13 There is a specific reserve held to support this area that would provide one-off mitigation for any delays to the scheme becoming operational.

HR, OD & Transformation

- 4.14 Targeted staffing reductions and the use of capital funding to support the corporate transformation programme will realise a number of savings for the directorate.
- 4.15 The digital efficiency review is intended to identify a range of transactional processes across the authority that can be automated or streamlined and lead to a reduction in costs.
- 4.16 The centralisation of IT functions continues to rationalise and centralise further corporate systems that have historically been managed at directorate level. This ensures both the system and the service support required is considered in the context of the wider corporate IT delivery and enables rationalisation of systems and the associated support.

Public Realm

- 4.17 As part of the longer-term waste strategy, savings will also be realised by moving to fortnightly collection for residual waste, as agreed by Cabinet in November 2020. This transformation initiative's intention is to increase recycling rates by encouraging the use of the weekly recycling (blue) bin service, and to discourage the use of general waste (green/black) bins for anything other than non-recyclable waste.
- 4.18 Continued work with external bodies will generate additional income for the Counter Fraud Team. This builds on the current service provided to central government to tackle fraud arising from the implementation of business loan schemes in response to the pandemic. The wider more commercial approach to income generation across the directorate will generate increased income from the enforcement of parking regulations, developing the commercial offer in respect of grounds maintenance and the provision of CCTV services.

Resources & Place Delivery

- 4.19 Capitalisation of staff time to relevant capital projects will reduce the pressure on the general fund budget whilst ensuring service levels are maintained across key areas.
- 4.20 A review of assets held by the authority, including the identification of those surplus to requirements, or those which are not efficient/self-sufficient, is intended to realise revenue savings by reducing the day-to-day running costs of the individual sites. Previous papers have been presented to Cabinet and discussions are ongoing regarding a number of options.

Strategy, Engagement & Growth

- 4.21 Customer Services face-to-face support was significantly scaled back as part of the national restrictions implemented during the pandemic however, support continued to be provided by telephone, via email and by accessing services online. The council's customer services strategy promotes self-service for residents who can access services digitally and aims to ensure vulnerable residents get the support they need. It is the intention to continue this approach and further develop digital by default for universal services while ensuring resource is focused on supporting the most vulnerable residents to realise associated savings in the base budget.
- 4.22 The indicative impact of the above on each directorate's cash envelope for 2022/23 is shown in Appendix 3.

5 Council Tax and Future Funding

- 5.1 Members will be aware that Thurrock Council has the lowest council tax in Essex and one of the lowest of all unitary authorities throughout the country. For example, residents in Thurrock Band D properties pay circa £195 per annum less than residents in Band D properties in Southend-on-Sea and circa £282 less than residents in Band D properties in neighbouring Basildon. Officers' advice is clear that council tax increase of 1.99% remains essential in 2022/23 to ensure that the council can continue to fund the delivery of core services.
- 5.2 Whilst the Adult Social Care precept is required to provide much needed additional funding, the amount raised by Thurrock Council will be comparatively lower than the majority of top tier authorities as historically the Council has not maximised council tax increases up to the level indicated by Central Government in previous years. A comparison with the band D level of Council Tax at other Essex authorities confirms the Council position is circa £195 below the average. This equates to a level of funding circa £9.9m below the average level in Essex.
- 5.3 It remains critical to provide this additional financial resilience in future years to mitigate the identified budget shortfalls currently identified. This recommendation will be reflected in the S151 Officer's Section 25 statement and is a key consideration for Members at the council meeting on 23 February 2022.
- 5.4 A 1% council tax increase equates to £0.718m additional funding for the Authority.

- 5.5 The following table highlights the specific financial impact of a 1% increase on Council tax per annum/per household based on the 2021/22 band charge (which includes the Essex Police and Essex Fire Authority precepts).

Band	Band Charge	Properties		Average Net Charge	Average 1% Increase p.a.
		No.	%		
A	£1,121.16	7,491	10.8%	£643.80	£6.44
B	£1,308.02	13,819	19.9%	£982.76	£9.83
C	£1,494.88	27,438	39.5%	£1,249.30	£12.49
D	£1,681.74	12,657	18.2%	£1,490.68	£14.91
E	£2,055.46	4,809	6.9%	£1,885.98	£18.86
F	£2,429.18	2,278	3.3%	£2,275.09	£22.75
G	£2,802.90	847	1.2%	£2,625.39	£26.25
H	£3,363.48	55	0.1%	£2,446.17	£24.46
TOTALS		69,394	100.0%	£1,270.43	£12.70

- 5.6 The additional funding raised through council tax increases will be applied specifically to the emerging pressures in Children's and Adults' social care that support some of the most vulnerable members of the community.
- 5.7 Having considered all of the above, Cabinet is asked to recommend a 1.99% general council tax increase and a 1% Adult Social Care increase.
- 5.8 The MTFs now reflects all known and confirmed funding changes notified from central government in respect of the 2022/23 financial year. There is no certainty beyond the 2022/23 funding settlement and further action should only be based on the only realistic assumptions that can be made for the subsequent two years. This includes inflationary increases to core funding streams and the costs they fund as well as the removal of the use of reserves and capital receipts. There is no indication of additional funding beyond this and the wider economic position suggests this will remain the position.
- 5.9 Officers will continue to develop the savings plans required to mitigate the budget gap in 2023/24 in the first instance. Members should not underestimate the difficulties the council now faces in delivering the required savings and the lead in time required.

6. Remaining Considerations

- 6.1 The methodology for the allocation of funding to local government bodies remains under review. The Fair Funding review is expected to progress in 2022/23 but there is no revised timeline to date. As part of this it remains an assumption that separately identified ring fenced grants, such as the Public Health Grant, will be absorbed into mainstream funding. It is clear though, that any changes to allocation methodologies will be to support the national levelling up agenda.
- 6.2 Similarly, there is no formal clarification on proposed changes to the current business rates system. As such, the council is only able to assume inflationary uplifts to the business rates precept in the MTFS. As previously noted the introduction of this system will potentially increase the underlying level of financial risk faced by the council.
- 6.3 Work is ongoing in support of the Thames Freeport bid, which is intended to have a positive impact on NNDR levels into the future. The assumption for the purposes of the budget setting is that the excess income associated with the Freeport will be ring-fenced to the delivery of the associated programmes to meet the wider objective of the policy and enhance the infrastructure of the borough

7. Reserves Position

- 7.1 Members will be aware that, like many other authorities, the partial use of reserves was anticipated soon after the impacts (direct and indirect) of Covid-19 became clearer.
- 7.2 Members will be aware from previous reports that the council's reserves position has become far more resilient since 2016, as a direct result of the investment approach – a lift of 300% (£8m in 2016 to £24m at the start of the pandemic in March 2020). This included the creation of financial resilience reserves, which are planned to provide £4.684m to address pressures arising in response to the pandemic.
- 7.3 This has led to direct and indirect pressures and fluctuations. As such, a partial use of reserves continues to support the delivery of the 2021/22 budget. As noted above, the MTFS assumes a further use of reserves to support the delivery of the core budget in 2022/23. £3.3m is expected to be required to meet the underlying pressures but is subject to delivery of the 2021/22 position that will be confirmed at the end of the current financial year. This assumes that the £11m General Fund Balance remains intact.

- 7.4 Furthermore, the planned use of capital receipts continues to support wider transformation activity that will support the delivery of the savings programme and provide services that are financially sustainable in the medium term.
- 7.5 Members should note that the use of reserves enables a one-off stimulus. They cannot be used for sustainable spending needs and, as such, Members are reminded of the need to continue to reform services for a sustainable medium/long term cost base.

8. Capital Programme

- 8.1 Before considering the new proposals, it is worth reflecting on the allocations that have been agreed over recent years. These are summarised in Appendix 4 but, covering the period 2021/22 through to 2024/25.
- 8.2 The major projects that are included within the current programme are set out below and continue to be monitored by the Corporate Major Projects Board. Further additions will be finalised and agreed in 2022/23 in respect of the Towns Fund Programme for both Grays and Tilbury. These projects are funded by central government grant allocations and are currently at a feasibility stage. Furthermore, an outline capital programme funded from the projected retained rates income within the Freeport area is under consideration as part of the completion of the Full Business Case.

Major Projects
The widening of the A13
Purfleet Regeneration
A13 Eastbound Slip Road
Civic Estate Improvements
Grays Town Centre and Underpass
Stanford-le-Hope Interchange
Integrated Medical Centres
Improvements to parks and open spaces
New Educational facilities
The HRA Transforming Homes programme
HRA New Build Schemes
Highways infrastructure

- 8.3 No further funding for feasibility projects is sought for 2022/23. However as the detailed review of assets developed this will enable longer-term decisions that support an asset management strategy that aligns with the Council priorities.

9. Draft Capital Proposals

- 9.1 As set out above, there have been a number of schemes that can be seen as projects in their own right. These have been included at Appendix 5.

9.2 Having reviewed all of the other capital requests, they fall within one of three categories and are summarised in the table below. The amounts have been calculated using the respective bid totals and would be under the responsibility of a relevant Directorate/Board for allocation and monitoring. Funding is only committed in response to a specific need by the relevant service and is subject to finance approval. The further amounts have been assessed for the forthcoming year specifically to ensure priority work can be delivered. Subsequent years will be considered in the relevant year and in the context of the financial position at that point.

Project Pots	Examples	2022/23 £m
Service Review	These could include new systems that create efficiencies, upgrades to facilities to increase income potential and enhancements to open spaces to reduce ongoing maintenance.	2.050
Digital	The council has been progressing steadily towards digital delivery, both with residents and amongst officers. This budget will allow for further progression as well as ensuring all current systems are maintained to current versions and provide for end of life replacement.	2.100
Property	This budget will provide for all operational buildings including the Civic Offices, libraries, depot and Collins House. It will allow for essential capital maintenance, compliance work and minor enhancements.	1.100

9.3 In addition, the capital programme also includes the HRA, Highways and Education. These are largely funded by government grants and will be considered by their respective Overview and Scrutiny Committees and the Cabinet under separate reports.

9.4 Highways are expected to receive in the region of £4m per annum whilst Education are expected to receive a further £2m in 2021/22 with further allocations for free schools.

10. Dedicated Schools Grant 2022/23

10.1 On 17 December, the Secretary of State for Education announced details of Dedicated Schools Grant (DSG) allocations for 2022/23. The tables below shows the agreed funding for Thurrock:

Dedicated Schools Grant	2021/22	2022/23	Increase
	£m	£m	£m
Schools	140.936	146.520	5.584
Central Services	1.783	1.688	(0.096)
High Needs	28.091	32.689	4.598
Early Years	12.877	10.734	(2.143)
Total	183.688	191.631	7.943

- 10.2 The autumn 2021 spending review confirmed £1.6 billion additional funding for schools and high needs, for the 2022/23 financial year, to provide support for the costs of the Health and Social Care Levy and wider costs. This funding will be allocated through the schools supplementary grant 2022/23.
- 10.3 The schools supplementary grant will fund in Thurrock maintained schools, academies and free schools. Thurrock's indicative allocation is £4.313m and school-level allocations will be published in spring 2022. Academies are funded directly by ESFA and are not reflected in the table above.
- 10.4 The High Needs additional supplementary funding, provided through the 2021 spending review, of £1.234m in respect of the Health and Social Care Levy is reflected in the table above and is part of the additional £4.598m High Needs Block increase.

Schools

- 10.5 Thurrock's funding formula in 2022/23 has implemented the following principles consistent with the decision made by Cabinet in December 2021:
- National Funding Formula values have been applied; An inflationary increase of 1.034 has been applied to the Basic Entitlement values;
 - Retained growth fund has been set at £0.887m
 - Schools Forum have agreed a £0.700m transfer from the Schools Block to the High Needs Block to support increase demand for Specialist placements and Education, Health and Care Plans.

High Needs

- 10.6 In 2022/23 High Needs Block funding has an allocation of £32.689m, an increase of £4.598m or 14%. Whilst the increase is welcome, Thurrock continues to experience high level of demand for Specialist places and Education, Health and Care Plans. The 2021/22 projected outturn is an

overspend of £0.9m.

- 10.7 In 2022/23, the expansion of the local offer will increase commissioned numbers for the academic year to 806, an increase of 74. This reflects an increase in Treetops Free School, Primary Autism, and Secondary SEMH provision. In addition, Band values across all providers have been increased by 4.25% to reflect increased costs and inflationary pressures.

Early Years

- 10.8 In November, at the Spending Review, the Chancellor announced additional funding of £160m 2022/23, £180m 2023/24 and £170m 2024/25 for local authorities to increase hourly funding rates paid to childcare providers for the government's free childcare entitlements.
- 10.9 As a result of this, ESFA have confirmed that in 2022/23 the hourly funding rates will increase by 21p an hour for the two-year-old entitlement and by 17p an hour for the three-and-four-year-old entitlements.
- 10.10 In order to support settings Thurrock is to increase the funding rates paid to:
- 2 year-olds to £5.44 per hour, an increase of 21p per hour
 - 3 and 4 year-olds to £4.48 per hour, an increase of 12p per hour
 - Deprivation rates paid to 3 and 4 year olds, equal to a 3p per hour increase.
- 10.11 The complexity of the funding and continued uncertainty in early year numbers, arising from coronavirus, means it is not possible to passport the full hourly increase for three-and-four-year-old entitlement in 2022/23. However, in 2021/22 three-and-four-year-old providers did receive 2p per hour more than provided by ESFA.

Dedicated Schools Grant 2022/23 – allocation for Thurrock

- 10.12 On calculation of the School budget for 2022/23 the ESFA fund directly Academies, shown as Academy Recoupment. The Dedicated Schools Grant to be received by Thurrock Council in 2022/23 is shown in the table below:

<u>Dedicated Schools Grant 2022-23</u>	<u>DSG</u>	<u>Academy Recoupment</u>	<u>Funding Block Transfer</u>	<u>Thurrock DSG</u>
	£m	£m	£m	£m
Schools Block	146.520	(141.118)	(0.700)	4.702
Central Services Block	1.688	0.000		1.688
High Needs Block	32.689	(6.214)	0.700	27.175
Early Years Block	10.734	0.000		10.734
Dedicated Schools Grant Funding Settlement	191.631	(147.332)	0.000	44.299

Decision Required

10.13 Endorse the Early Years Funding formula for 2022/23, as shown 1.8 above.

11. Issues, Options and Analysis of Options

11.1 This report sets out the changes from the current 2021/22 budget that are proposed for 2022/23. The impact on service delivery, particularly as a result of the proposed savings targets, will be closely monitored throughout the year to ensure essential front line services are provided to the required level.

11.2 Officers recommend a maximum council tax increase as the Government's core spending power calculations and Comprehensive Spending Review will assume that the council has maximised resources from its ability to raise funding locally. The Government will not subsidise any income foregone, thus any increase applied which is lower than the maximum level will continue to impact on the council's resources in all future years.

11.3 The report also sets out the identified deficits over the three-year period of the MTFs. Members and officers will continue to work to identify further mitigating actions and carry out service review processes across a number of areas.

11.4 In previous years, the recommendations to Council have also included delegations to Cabinet to agree additions to the capital programme under the following criteria:

- If additional third party resources are been secured, such as government grants and s106 agreements (or potentially the Community Infrastructure Levy – should such an arrangement be introduced in the future), for specific schemes;
- Where a scheme is identified that can be classed as 'spend to save' – where it will lead to cost reductions or income generation that will, as a minimum, cover the cost of borrowing; and
- For Thurrock Regeneration Ltd schemes – these actually also fall under the 'spend to save' criteria set out above but has not been agreed over the last couple of years.

12. Reasons for Recommendation

12.1 The Council has a statutory requirement to set a balanced budget annually and to review the adequacy of its reserves. This report sets out a balanced budget for 2022/23 but relies on the use of capital receipts and general fund reserves.

12.2 The capital programme forms part of the formal budget setting in February and is an integral part of the Council's overall approach to financial planning.

13. Consultation (including Overview and Scrutiny, if applicable)

13.1 Corporate Overview and Scrutiny Committee considered this report at their meeting on 18 January 2022. Key points noted included:

- The proposed council tax increases, specifically the element around ring-fencing the increase to social care, were supported by the committee with four members in favour and two members against;
- Concern was noted in respect of the proposed increases in the context of the wider cost of living increases.
- Acknowledgement that core services (and particularly social care) require the additional funding raised from the proposed council tax increases to address the challenge of significant additional demand in the system;
- The need to further develop capacity to enable more effective engagement with central government on the development of policy and the associated funding impacts;
- Concern regarding capacity and the ability to deliver the ambitions of the Council following the success in securing funding through Freeports (subject to acceptance of the full business case) and the Towns Funds. This will be further considered once the Levelling Up white paper is released.
- Members acknowledged the additions to the capital programme were required to be limited to essential schemes in the context of the wider MTFS position. There was a request to consider the availability of more fuel efficient vehicles in respect of the replacement fleet vehicles.

14. Impact on corporate policies, priorities, performance and community impact

14.1 There are increases to frontline services where pressures have been identified in the current year that will help the council to deliver its statutory services to the most vulnerable members of the community.

14.2 Capital budgets provide the finance to meet the Corporate Priorities. If a capital project was not to proceed, this may impact, positively or negatively, on the delivery of these priorities and performance with a corresponding

impact on the community.

15 Implications

15.1 Financial

Implications verified by: **Sean Clark**

**Corporate Director of Resources and
Place Delivery**

The financial implications are set out in the body of the report and the appendices. The report sets out a balanced budget for 2022/23 on the basis that proposed funding decisions and actions to deliver savings are supported by Members.

Members should note that the actions set out do not address the underlying budgets issues in subsequent years. Further savings will be required in addition to those identified to date. Given the significant funding gaps that remain it is essential the Council supports the further measures required to create a sustainable MTFS and in a timely fashion that recognises the lead in time that significant savings require.

The financial impact of the borrowing decisions required to support the programme has been accounted for within the MTFS to date.

15.2 Legal

Implications verified by: **Gina Clarke**

**Corporate Governance Lawyer and
Deputy Monitoring Officer**

The provisions of the Local Government Act 1992 states that local authorities are required to calculate as part of their overall budget what amounts are appropriate for contingencies and reserves. The Council is required to set a balanced budget with regard to the advice of the Council's Section 151 Officer.

The Local Government Finance Act 1988 (Section 114) places the responsible financial officer under an obligation to make a report to Full Council if he considers that a decision has been made or is about to be made involving expenditure which is unlawful or which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency to the authority. Also the Council's Monitoring Officer is required to report to Full Council if it appears to him that a decision has been or is about to be taken which is or would be unlawful or would be likely to lead to maladministration.

The Council's Constitution sets out the process for preparing draft budget proposals for each municipal year including consultation requirements. The Council is also required to comply with other consultation obligations required by statute or the common law that may apply to certain proposals being considered. The responses produced by the relevant consultations must be taken into account in finalising budget proposals.

In addition, the Council when exercising its functions must have due regard to its equalities duties under section 149 of the Equalities Act 2010. This can be achieved by considering the equalities and diversity implications at all stages of the budget setting process to ensure that budget proposals do not discriminate against any of the protected equality groups.

The setting of the budget is a function reserved to Full Council, who will consider the draft budget prepared by the Leader/Cabinet.

15.3 **Diversity and Equality**

Implications verified by: **Roxanne Scanlon**

**Community Engagement and Project
Monitoring Officer**

There are no specific diversity and equalities implications as part of this report. A comprehensive Community and Equality Impact Assessment (CEIA) will be completed for any specific savings proposals developed to address future savings requirements and informed by consultation outcomes to feed into final decision making. The cumulative impact will also be closely monitored and reported to Members.

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

The council declared a Climate Emergency in 2019 through a motion at full council. The council's current investments continue to contribute towards the green agenda through supporting renewable energy schemes across the UK – notably, external advice is that one part of the portfolio generates twice the amount of energy to power the borough of Thurrock each year. Part of the budget surplus had previously been allocated to supporting climate change but, with the budget pressures the council now faces, this, along with other such allocations, has been centralised back into a general reserve to support the budget in this year and next.

16. **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):

There are various working papers retained within the finance and service sections.

17. Appendices to the report

Appendix 1 –Medium Term Financial Strategy

Appendix 2 –Full list of savings targets

Appendix 3 –Indicative Service Budget impact

Appendix 4 –Current Capital Programme Summary

Appendix 5 –New Capital Projects

Report Author

Jonathan Wilson

Assistant Director Finance

Corporate Finance

Appendix 1 - Medium Term Financial Strategy

Narrative	2022/23	2023/24	2024/25
	£000's	£000's	£000's
Net Resources			
Council Tax LA Element 1.99% Increase	(1,420)	(2,688)	(2,282)
Increase in the Council Tax Base	(1,197)	0	0
Adult Social Care Precept 1%	(723)	(756)	(790)
Business Rates Position	(1,998)	(2,165)	(3,165)
Collection Fund adjustments	517	0	0
Government Resources Position	796	784	157
Net Additional (Reduction) in resources	(4,025)	(4,825)	(6,080)
Inflation and other increases			
Pay award and legislative changes	4,603	3,685	3,769
Other	912	980	993
	5,515	4,665	4,762
Treasury			
Interest Costs	3,500	3,065	1,000
Investment Income	1,972	(117)	2,368
MRP	1,282	0	0
	6,754	2,948	3,368
Corporate Growth			
Adults	4,150	1,500	1,500
Children's	3,091	1,814	1,814
	7,241	3,314	3,314
Commercial Income	(1,089)	0	0
Core Budget Deficit before intervention	14,395	6,102	5,364
Savings			
Adults' Services:	(2,264)	(652)	0
Children's Services:	(2,859)	(651)	0
Public Realm:	(1,707)	(722)	0
Resources & Place Delivery:	(2,463)	(120)	0
Housing General Fund:	(1,495)	0	0
Strategy & Engagement:	(355)	0	0
HR, OD and Transformation:	(275)	(80)	0
Corporate	(1,000)	0	0
Total Departmental Savings	(12,418)	(2,225)	0
General Staffing	(438)	(1,063)	0
Cross Cutting	(1,350)	(400)	0
Wider Funding	0	0	0
Total General Savings	(1,788)	(1,463)	0
Core Budget Deficit Position	190	2,415	5,364
11. Other funding (not affecting baseline)			
Capital receipts 2022/23	(190)	3,490	0
Use of reserves 2022/23	0	3,000	0
	(190)	6,490	0
Overall Budget Working Total	190	8,905	5,364

Appendix 2 – Full Savings list 2022/23

<u>Adults' Services:</u>	
Integrated Commissioning	(322)
Review of High Cost Supported Living Placements	(400)
New Model of Care – Supported Living	(200)
Implement increased Domiciliary Care Charging Immediately	(205)
Review and reduce ASC Fieldwork establishment	(150)
ASC Provider Services Transformation	(554)
Public Health restructure and establishment reduction	(88)
Public Health contribution to ASC	(200)
Reduction of Admin Function from 6.0WTE to 5.0WTE	(48)
Efficiencies from ending Section 75	(98)
	(2,264)
<u>Children's Services:</u>	
Comprehensive Review of Education Services	(670)
Home to School Transport Placements	(150)
	(300)
Review of Administration / Business Support / Commissioned services	(200)
Commission Emergency Duty Team	(300)
Social Workers	(1,000)
Nursery provision – Delivery Vehicle Change	(64)
Learning Universal Outcome	(175)
	(2,859)
<u>Public Realm:</u>	
Fortnightly Collection (Non-recycled and garden waste)	(322)
Commercial Waste	(50)
Bulky Waste	(20)
Counter Fraud Commercial Income	(500)
Commercially Trade CCTV Capability	(100)
Introduce Pay & Display in some green-space Car Parks	(100)
Commercial Grounds Maintenance Contracts	(150)
Council vehicles to be parked in the Depot overnight to reduce fuel costs	(21)
Cemetery Open Hours	(19)
Off- hire long term hire vehicles (not Covid related)	(48)
Increase Street works permitting income	(8)
Ceased Everbridge contract	(4)
Keep Britain Tidy - Street Cleanliness Assessments	(15)
Parking enforcement net income	(150)
	(1,507)
<u>Resources & Place Delivery:</u>	
Targeted Staff Reductions	(63)
Capitalisation	(1,400)
MRP and Treasury	(500)
Top Slice Grants	(500)
	(2,463)
<u>Housing General Fund:</u>	
Reduce Private Sector TA with in borough provision	(1,495)
	(1,495)
<u>Strategy & Engagement:</u>	

Continuing limited face to face offer	(200)	
Review of PQBS team structure	(45)	
Review of advertising & publicity, look to use more online platforms	(25)	
Operational & Finance support for High House Production Park	(85)	
		(355)
<u>HR; OD and Transformation:</u>		
Training	(75)	
Members Enquiries	0	
IT	(50)	
Capitalisation	(100)	
Centralisation	(50)	
		(275)
<u>Corporate</u>		
Adjustment to baseline pay	(1,000)	
		(1,000)
<u>Other Decisions within Council Control</u>		
Major Route/Weekend Cleaning Efficiencies	(100)	
Grounds Maintenance Efficiencies	(100)	
		(200)
<u>Total Departmental Savings</u>		(12,418)
<u>10. General Staffing</u>		
Digital Efficacy Review Further 25 Staff by mid 2022/23	(438)	
		(438)
<u>11. Cross Cutting</u>		
Stationery/postage reduction	(50)	
Review of non-essential spend (subscriptions/project work/professional fees)	(100)	
Efficiencies & process automation (linked to digital offer)	(100)	
Additional General Costs - following DB	(250)	
Asset Rationalisation - reduced to £850k 4/10/21	(850)	
		(1,350)
<u>Total Savings</u>		(14,206)

Appendix 3 – Indicative Directorate budget impact

Directorate	Current 2021/22 Budget	Removal of one-off funding	Net resources	Inflation & Other Increases	Corporate Growth	Treasury	Commercial Income	Savings allocation	Capital Receipts 2022/23	Budget re-base	Cash envelope 2022/23
Adults; Housing and Health	47,329	(703)	(442)	874	4,150	0	0	(2,402)	0	0	48,806
Central Financing	(117,370)		(6,799)	0	0	0	0	0	0	1	(124,168)
Children's Services	42,064	(342)	(1,737)	1,087	3,091	0	0	(3,034)	0	55	41,183
Housing General Fund	1,988	(170)	0	93	0	0	0	(1,522)	0	(0)	389
HR; OD and Transformation	8,906		0	386	0	0	0	(618)	0	0	8,674
Public Health	203	(203)	0	0	0	0	0	0	0	0	0
Public Realm	35,387	(125)	0	1,749	0	0	0	(1,852)	0	(52)	35,107
Resources & Place Delivery	16,727	(610)	0	563	0	0	0	(2,910)	0	295	14,065
Strategic Engagement & Growth	3,791		0	215	0	0	0	(449)	0	(0)	3,557
Treasury & Corporate costs	(39,025)	2,153	4,953	549	0	6,754	(1,089)	(1,418)	(190)	(299)	(27,612)
Grand Total	0	0	(4,025)	5,515	7,241	6,754	(1,089)	(14,206)	(190)	0	0

5

Appendix 4

Summary of Capital Programme

Current Capital Programme

Directorate ID	Total Budget 2021/22 £'000	Total Budget 2022/23 £'000	Total Budget 2023/24 £'000	Total Budget 2024/25 £'000
Adults; Housing and Health	3,056	7,047	3,500	0
Chief Executive's Office	7,000	0	0	0
Commercial Services	18	0	0	0
Children's Services	5,064	9,411	7,000	0
HR; OD and Transformation	18,329	9,170	200	0
Public Realm	24,380	10,648	16,213	23,625
Resources & Place Delivery	59,444	30,524	24,484	10,300
Strategy; Engagement & Growth	304	63	0	0
Housing HRA	54,775	7,904	0	0
Total	172,370	74,767	51,397	33,925

Appendix 5 New Capital Projects

Project	Director	Project Ambition	Total Value	2022/23	2023/24	2024/25
Fleet vehicle replacement	Julie Rogers	<p>To tender for the replacement of vehicles purchased from 2015-2017 as part of the vehicle replacement programme. All vehicles are put on either a 5 or 7 year renewal programme dependent of cost and operation.</p> <p>There are 8 Kubota F3890 ride on mowers due for renewal under the 5 year plan, purchased in June 2017 and reaching end of life they are now becoming uneconomical to repair due to the nature of their work and amassing vehicle downtime. Costs associated are approximately £21,000 per machine (£168,000) and will be phased over 5 years.</p> <p>There is also a requirement to purchase seven vehicles for housing caretakers to replace their current fleet vehicles that are again at the end of their 5 year planned replacement programme these include Medium vans, 3.5 and 5t tippers that are used to carry out their frontline operations. These will be specified in line with user requirements and with due consultation with the user. Cost associated with this are approximately £200,000 total.</p> <p>Adult social care also have 5 vehicles due replacement that are used for transporting clients to and from care facilities. These vehicles are 7 years old in 2022 and again are at the end of their replacement cycle. Estimated costs for renewal are approximately £310,000.</p> <p>Please note at the time of replacement diesel fuelled vehicles are the only option as zero emission vehicles are understood as</p>	678,000	168,000	510,000	-

Project	Director	Project Ambition	Total Value	2022/23	2023/24	2024/25
		either not available in this class or at infant stage with associated costs.				
1934 Fort Road Tilbury - Bridge repairs	Julie Rogers	<p>Fort Road bridge is a strategically important highway asset in Tilbury which provides key linkages over the C2C Fenchurch Line for HGV movements to and from EMR Metal recycling and also Goshems Farm. Following a recent Special Inspection it has been found to be showing significant failures in key elements.</p> <p>The structure is in a critical condition and needs key maintenance repairs undertaken to ensure durability of the structure and to future proof it. However due to the position of the structure over the railway line and the potential type of repair methods needed, it is likely to require significant works.</p> <p>Failure to action the issues will lead to high probability of failures of structures and/or long closures of strategic link and places the Authority at risk of claims.</p> <p>The proposal is commence design work and liaison with Network repair works. Aims of the project are to repair structure to ensure no liability going forward and allowing key HGV movement over the structure without diverting through East Tilbury or West Tilbury. Temporary closures will be required to facilitate the repairs however but this will managed to ensure they are kept to minimum.</p>	785,000	85,000	700,000	-

Project	Director	Project Ambition	Total Value	2022/23	2023/24	2024/25
Junction 31 Electrical Repairs	Julie Rogers	<p>Junction 31 (M25/A1306 interchange) is part of Thurrock adopted Highway Network, as are the assets within it. National Highways have no legal obligation or requirement to maintain J31.</p> <p>The existing infrastructure for the assets consist of approximately 1km of cabling and houses approximately 100 street lighting assets and the associated cabling network which provides lighting for all roads users, including pedestrians and cyclists on the northern, eastern and western sides.</p> <p>This junction has a long history of faults associated with failing infrastructure which pre-dates any records we hold for the assets. These range from an 'all out' which means a significant proportion of assets out to individual cable faults. The faults are generally down to condition and age of the cabling network and damage caused by other works completed over the years and are now a significant safety risk.</p> <p>Faults are typically expensive to rectify and having an impact on the revenue budget. With faults costing in the range £1500-£3000, due to complexities of the site and requirements for traffic management. The latest repair being £16k.</p> <p>Therefore the proposal is the renewal and overhaul of all the associated street lighting assets.</p>	510,000	170,000	170,000	170,000

Project	Director	Project Ambition	Total Value	2022/23	2023/24	2024/25
Orchard Footbridge renewal	Julie Rogers	<p>Orchard Road footbridge is a strategically important highway asset in South Ockendon which provides key linkages over the C2C Fenchurch Line for pedestrians connecting two conurbations. Following a recent Principle Inspection it has been found to be showing significant failures in the supporting elements.</p> <p>The structure is in a critical condition and needs to be either refurbished or replaced. However due to the position of the structure over the railway line and the potential type of repair methods needed, it is considered better to replace the structure or parts of as refurbishing will incur significant risk and cost.</p> <p>Failure to action the issues will lead to high probability of failures of structures and/or long closures of strategic link and places the Authority at risk of claims.</p> <p>The proposal is commence advance design work and liaison with Network on a preferred options and then onto implementation. Aims of the project are:</p> <ol style="list-style-type: none"> 1. to provide a cost effective structure which reduces long term maintenance liabilities associated with Network Rail land 2. a structure which significantly improves ASBO concerns 3. improved connectivity for all vulnerable road users 	645,000	85,000	560,000	-

Project	Director	Project Ambition	Total Value	2022/23	2023/24	2024/25
Corporate Landlord's Maintenance Program	Sean Clark	Thurrock Council has a legal responsibility for a number of properties used by the council for direct service provisions and, in some cases, for properties that are leased out. This bid reflects the necessary works required over the next three years to meet those obligations.	1,925,000	1,100,000	825,000	-

9 February 2022		ITEM: 11
		Decision: 110600
Cabinet		
Capital Strategy 2022/23		
Wards and communities affected: All	Key Decision: Key	
Report of: Councillor Shane Hebb, Portfolio Holder for Finance		
Accountable Assistant Director: Jonathan Wilson, Assistant Director - Finance		
Accountable Director: Sean Clark, Corporate Director of Resources and Place Delivery		
This report is Public		

Executive Summary

The Capital Strategy sets out the strategic framework underpinning capital expenditure and the associated financing at the Council.

This includes:

- The Capital Project Programme - £550.581m (General Fund, HRA and TRL combined projected to the end of 2022/23.) and:
- The now-historical capital investment activity, which is being wound down over several years and is projected to be funded by £915.759m of borrowing.

These investments continue to deliver a further surplus of £20.172m in 2022/23 once interest on borrowing is repaid (For 2021/22, the projected surplus is £25.798m). This contributes to the £115m after interest that have funded services at levels above the statutory minimum).

It also includes the Treasury Management Strategy. These are set in accordance with revised guidance contained in The Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice for Treasury Management in Public Services and the Prudential Code (The Code). It is noted these documents were updated in December 2021 with changes that need to be reflected in the 2023/24 Capital Strategy. These will be assessed and included in the annual update to the strategy.

The strategy is set in the context of the de-prioritisation of the Council's investment approach. This means previously planned investments were not progressed and have been removed from the medium term financial strategy. There is a continued focus on the management of the existing investments that have continued to create

revenue returns that can then be allocated to spending on the services for Thurrock residents.

The Code requires local authorities to determine the Capital Strategy and the associated Prudential Indicators on an annual basis. The annual strategy also includes the Treasury Management Strategy that is a requirement of the Department of Levelling Up, Housing and Communities Investment Guidance.

There are two points of note:

1. Borrowing levels

The borrowing levels set out in the report reflect the ongoing capital project activity in both the General Fund and the HRA alongside planned investments in Thurrock Regeneration Ltd (TRL). It is noted the planned increases in borrowing reflect the wider proposed changes to the capital programme and the associated interest costs will be met from the General Fund, HRA or the associated interest receivable in respect of TRL projects.

There is no new capital investment activity planned and the overall level of debt linked to this starts to reduce further in 2023/24. The balance will be managed down in line with agreed redemption dates (or sooner where the opportunity to do so is made available and can be managed in a financially sustainable way.

2. Capital Financing Requirement

The Capital Financing Requirement sets out the level of borrowing required to support the planned capital activity of the Council. The report sets out the levels through to 2024/25 and confirms the level of borrowing will be within this limit throughout this period.

In accordance with the above Codes, this report:

- a) sets out the Capital strategy for 2022/23;
- b) confirms the proposed Prudential Indicators; and
- c) sets the Capital and Treasury Management projections for 2022/23.

1. Recommendation(s):

That the Cabinet recommends that Full Council:

- 1.1 Approve the Capital Strategy for 2022/23 including approval of the Annual Minimum Revenue Provision (MRP) statement for 2022/23;**
- 1.2 Approve the adoption of the prudential indicators as set out in Appendix 1;**
- 1.3 Note the revised 2021/22 and 2022/23 Treasury Management projections as set out in Annex 1 paragraph 2.32; and**

1.4 Notes the comments from the Corporate Overview and Scrutiny Committee as set out in section 5.

2. Introduction and Background

2.1 The Capital Strategy and the Annual MRP Statement are prepared under the terms of the CIPFA Prudential Code for Capital Finance in Local Authorities (the Code) and approval is sought for the adoption of the Prudential Indicators that have been developed in accordance with the Code.

2.2 The report also includes a forecast for Interest Receivable from Investments and the indicative Interest Payable on Borrowing.

2.3 The report covers a range of areas as set out below with the detailed document attached at Appendix 1.

3. Issues, Options and Analysis of Options

3.1 The Capital strategy of the Council is attached as an appendix to this report and has been set with consideration of relevant legislation and appropriate guidance. This includes Annex 1 which incorporates the Treasury Management Strategy. The Prudential Indicators are governed by decisions made on the revenue and capital budgets.

3.2 The Capital Strategy sets out a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It includes the following:

- Details of capital expenditure and financing;
- The governance arrangements around the identification and approval of capital project bids;
- Details on the sources of funding and projections on capital receipts (assets);
- The strategic approach of the Council to borrowing and the governance arrangements in place;
- The proposed prudential indicators for 2022/23;
- Details of the Council's strategic approach to historic investments and commercial activities, and on-going management;
- Details of other liabilities and revenue implications arising from this strategy; and
- A further annex containing the detailed treasury management strategy that supports the capital strategy. This includes the annual statement on the Minimum Revenue Provision.

- 3.3 There are two key areas in this report for Members to be particularly mindful of:
- a) The Council has held significant levels of temporary borrowing since 2010 though this has reduced significantly over the last two years. It is noted that there are further moves to alternative funders, including the PWLB, likely over the coming year; and
 - b) The approach taken to the Minimum Revenue Provision (as set out in Annex 1).
- 3.4 The capital strategy reflects the requirements of the The Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice for Treasury Management in Public Services and the Prudential Code (The Code). These documents were updated in December 2021, and the broad focus of the changes are to ensure the capital programme, investment activity and the associated borrowing is proportionate to the financial capacity of the organisation. The 2023/24 capital strategy will reflect the detailed requirements of the guidance and the Council continues to manage capital, investment and borrowing activity and effectively manages associated financial risk appropriately. Furthermore, it is noted the Council has deprioritised the Investment Strategy and hence the application of the new guidance will apply to the existing investment portfolio as it concludes.
- 3.5 There are further proposed updates to the guidance on the Minimum Revenue Provision. The government is proposing changes to regulations to make sure that practices remain prudent and consistent across the sector. The consultation raises a specific concern around how MRP has been applied in respect of commercial property held for investment purposes. This remains at the consultation phase and the final guidance will be considered in due course.

4. Reasons for Recommendation

- 4.1 There is a statutory requirement for the Capital Strategy and the Annual Minimum Revenue Provision Statement to be ratified by Full Council. This report and appendices have been written in line with best practice and the Council's spending plans.

5 Consultation (including Overview and Scrutiny, if applicable)

- 5.1 As set out in this report, the Capital Strategy is largely based on best practice and the Council's spending plans.
- 5.2 The Corporate Overview and Scrutiny Committee received this report at the meeting on 18 January 2022. There were no specific comments or concerns raised by members.

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

6.1 Treasury Management plays a significant role in funding the delivery of services to the community. The debt restructuring carried out in August 2010 will have contributed savings in the region of £34m by the end of 2021/22 and Investment activity has contributed circa £115m of additional income over the last five years.

7. **Implications**

7.1 **Financial**

Implications verified by: **Chris Buckley**
Treasury Management Officer

The financial implications are included in the main body of the report and appendix.

7.2 **Legal**

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

The report is in accordance with the Local Government Act 2003, related secondary legislation and other requirements including the Prudential Code. Publication of the strategies is a statutory requirement and conforms to best practice as required by the CIPFA Code of Practice.

7.3 **Diversity and Equality**

Implications verified by: **Natalie Smith**
Strategic Lead – Community Development and
Equalities

There are no direct diversity implications noted in this report.

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

- Revised CIPFA Prudential Code
- Revised draft ODPM's Guidance on Local Government Investments
- Revised CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes
- Treasury Management Policy Statement
- Investment Strategy
- Treasury sector Briefings

9. Appendices to the report

- Appendix 1 – Capital Strategy Report 2022/23
- Annex 1 – Treasury Management Strategy 2022/23

Report Author:

Chris Buckley

Senior Financial Accountant, Corporate Finance

Appendix 1 - Thurrock Council

Capital Strategy Report 2022/23

Introduction

This capital strategy is a refreshed report for 2022/23, giving a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability.

Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets that will be used for more than one year. In local government, this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy or build assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10k are not capitalised and are charged to revenue in year.

In 2022/23, the Council is planning capital project expenditure of £120.047m as summarised below:

Table 1a: Prudential Indicator: Estimates of Capital Expenditure in £m – Capital Projects

	2020/21 actual	2021/22 forecast	2022/23 forecast	2023/24 forecast	2024/25 forecast
General Fund services	73.262	117.595	81.496	69.782	56.546
Council housing (HRA)	18.934	54.775	39.051	16.260	18.410
TOTAL	92.196	172.370	120.547	86.042	74.956

The main General Fund capital projects include the Stanford Le Hope Interchange, Purfleet and Grays redevelopment, Highways Infrastructure Improvements, Provision of Care Home, Integrated Medical Centres, school expansions, and ICT improvements.

The Housing Revenue Account (HRA) is a ring-fenced account that ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately, and includes expenditure over the following 3 years of £86m including £32.9m for transforming homes and £29.4m for tower block refurbishments.

Table 1b: Prudential Indicator: Estimates of Capital Expenditure in £m – New investment activity

	2020/21 actual	2021/22 forecast	2022/23 forecast	2023/24 forecast	2024/25 forecast
Capital investments	15.302	0	0	0	0

There are no planned capital investments from 2022/23 onwards following an agreed pause to the investment strategy.

Governance: Service managers bid annually in September to include projects in the Council's capital programme. Bids are collated by Corporate Finance who calculate the financing cost (which can be nil if the project is fully externally financed). The bids are then collated and prioritised by either Property Board, Digital Board or the Service Review Board. The proposed programme is then considered by Directors' Board. This includes a final appraisal of all bids including final consideration of service priorities and financing costs. The final proposed capital programme is then collated and reported with recommendations to the Corporate Overview and Scrutiny committee. The final capital programme is then presented to Cabinet and to Council in February each year as part of the overall budget setting process.

All capital expenditure must be financed, from either external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing sources in £m

	2020/21 actual	2021/22 forecast	2022/23 forecast	2023/24 forecast	2024/25 forecast
External sources	54.790	25.711	23.691	23.790	29.000
Own resources	15.805	20.907	10.790	11.046	11.307
Debt	36.903	125.752	86.066	51.206	34.649
TOTAL	107.498	172.370	120.547	86.042	74.956

Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue that is known as the Minimum Revenue Provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance and repayments of investments on maturity will repay the associated debt. Planned MRP and use of capital receipts are as follows:

Table 3: Minimum Revenue Provision in £m

	2020/21 actual	2021/22 forecast	2022/23 forecast	2023/24 forecast	2024/25 forecast
Own resources	5.189	6.675	9.024	10.756	12.796

The Council's full MRP statement is included in the treasury management statement appended as an annex to this document.

The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £83.945m during 2022/23 to reflect capital project programme changes. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £m

	31.3.2021 actual	31.3.2022 forecast	31.3.2023 forecast	31.3.2024 forecast	31.3.2025 forecast
General Fund services	207.612	291.979	340.761	375.996	390.746
Council housing (HRA)	195.263	229.972	258.233	263.447	270.550
Capital investments	915.759	915.759	915.759	872.759	872.759
TRL Investments	29.632	28.632	35.532	78.782	71.882
TOTAL CFR	1,348.266	1,466.342	1,550.285	1,590.984	1,605.937

Asset management: To ensure that capital assets continue to be of long-term use, the Council has undertaken a detailed asset review in 2021/22 and the use and future of assets is being considered alongside the delivery of corporate priorities.

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay capital borrowing. The Council is currently also permitted to spend capital receipts on service transformation projects until 2024/25. Repayments of capital grants, loans and investments also generate capital receipts. The Council plans to receive capital receipts (total includes both GF and HRA receipts) in the coming financial year as follows:

Table 5: Capital (asset) receipts in £m

	2020/21 actual	2021/22 forecast	2022/23 forecast	2023/24 forecast	2024/25 forecast
Asset sales	6.931	15.000	10.000	10.000	10.000
Loans repaid	0.041	0.043	0.045	0.047	0.049
TOTAL	6.972	15.043	10.045	10.047	10.049

Treasury Management

Treasury management is concerned with keeping sufficient yet not excessive cash available to meet the Council's spending needs, while managing the risks involved. Local authorities can invest surplus cash until required to maximise returns, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account.

The Council is projecting £1.460bn of borrowing at the end of 2022/23 at an average interest rate of 2.4% including £21m treasury investments at an average rate of 0.11%

- £550.581m for the capital programme (General Fund, HRA and TRL combined) and
- £915.759m for investments. In terms of the latter, the approach has generated an 11.5% return after all costs and interest are paid.

Borrowing strategy: The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.30%) and long-term fixed rate loans where the future cost is known but higher (currently 0.95% to 1.37%).

Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities, leases are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £m

	31.3.2022 forecast	31.3.2023 forecast	31.3.2024 forecast	31.3.2025 forecast

Debt (incl. PFI & leases)	1,460.385	1,533.932	1,552.237	1,502.237
Capital Financing Requirement	1,466.340	1,550.285	1,633.984	1,605.937

Statutory guidance is that debt should remain below the capital financing requirement over the medium to long term but can be over for the short term recognising borrowing requirements ahead of need for future capital expenditure. As can be seen from table 6, the Council complies with this requirement.

Affordable borrowing limit: The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

Table 7: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2021/22 Forecast	2022/23 limit	2023/24 limit	2024/25 limit
Authorised limit – borrowing	1,570.385	1,633.932	1,652.137	1,602.237
Authorised limit – PFI and leases	0.000	0.000	0.000	0.000
Authorised limit – total external debt	1,570.385	1,633.932	1,652.137	1,602.237
Operational boundary – borrowing	1,470.385	1,533.932	1,552.137	1,502.237
Operational boundary – PFI and leases	0.000	0.000	0.000	0.000
Operational boundary – total external debt	1,470.385	1,533.932	1,552.137	1,502.237

Further details on borrowing are contained in the treasury management strategy as annex 1 on this report.

Investment strategy:

The Council's policy on treasury investments is to prioritise security and liquidity over yield - that is to focus on minimising risk rather than maximising returns. Historical activity that will conclude as investments complete over the next several years were always based on low-risk activity, for lesser return; prioritising safety over risk. The approach has endured during the COVID-pandemic, contributing to a return of circa £115m of additional income over the last five years. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Both short-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

Further details on treasury investments are contained in the treasury management strategy as annex 1 to this report.

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Corporate Director of Resources and Place Delivery and staff, who must act in line with the treasury management strategy approved by elected members of Full Council.

Maturity structure of borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

Refinancing rate risk indicator	Upper limit	Lower limit
Under 12 months	100%	0%
12 months and within 24 months	60%	0%
24 months and within 5 years	60%	0%
5 years and within 10 years	60%	0%
10 years and within 40 years	60%	0%
Over 40 years	100%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Investments for Service Purposes

The Council can make investments to assist local public services, including making loans to and buying shares in local service providers, local small businesses to promote economic growth, the Council's subsidiaries that provide services. In light of the public service objective, the Council is willing to take more risk than it would with other treasury-related investments, however it still plans for such investments to break even after all costs.

Governance: Decisions on service investments are made by the relevant service manager in consultation with the Corporate Director of Resources and Place Delivery and must meet the criteria and limits laid down in the investment strategy. Most loans and shares are capital expenditure and purchases will therefore be approved as part of the capital programme.

Further details on service investments are contained in the treasury management strategy in annex 1 to this report.

Commercial Activities

With central government financial support to local public services declining, the Council decided to investigate various options to increase income and has subsequently made investments in line with the principles set out in the Council's Investment Strategy. The approach started in 2010, and its first larger investment occurred in 2016. Members then supported a move to an investment approach in 2017. In 2020, the decision was made to pause the approach.

On 20 November 2018, a Long Term Investment Strategy was taken to the Corporate Overview and Scrutiny Committee outlining the Council's approach to Service/Non-Treasury/Commercial Investments rather than the standard treasury investments. The report outlined the key principles involved, governance arrangements and the considerations required to ensure investments are thoroughly scrutinised before completion.

In 2020/21, the investment strategy was paused and following changes in the Prudential code and PWLB borrowing regulations the strategy has now been stopped with no further investments to be undertaken.

Liabilities

In addition to debt detailed above, the Council is committed to making future payments to cover its pension fund deficit (valued at £195.941m at 31 March 2021). It has also set aside £10.164m to cover risks including business rates appeals and insurance claims.

Governance: Decisions on incurring new discretionary liabilities are taken by service managers in consultation with Corporate Finance and, where appropriate, the Corporate Director of Finance, Governance and Property. The risk of liabilities crystallising and requiring payment is monitored by Corporate Finance.

Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing income; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

This shows the net financing income that is in addition to the core funding streams of the Council.

Table 9 (i): Prudential Indicator: Proportion of net financing costs to net revenue stream

	2021/22 forecast	2022/23 budget	2023/24 budget	2024/25 budget
Net financing income (£m)	(17.430)	(10.676)	(7.728)	(4.360)
Proportion of net revenue stream	14.64%	8.67%	6.04%	3.25%

For wider context, the table below shows the financing costs (Interest payable plus MRP) as a percentage of the revenue stream, excluding the investment income generated from the investment strategy. This demonstrates how this income is providing additional funding to meet service priorities including the delivery of the capital programme.

Table 9 (ii): Prudential Indicator: Proportion of financing costs to net revenue stream

	2021/22 forecast	2022/23 budget	2023/24 budget	2024/25 budget
Financing costs (£m)	27.731	32.513	35.578	36.578
Proportion of net revenue stream	23.29%	26.41%	27.81%	27.30%

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend into the future. The Corporate Director of Finance, Governance and Property is satisfied that the proposed capital programme is prudent, affordable and sustainable as set out annually in the s25 statement accompanying the setting of the annual budget.

Knowledge and Skills

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Corporate Director of Resources and Place Delivery is a qualified accountant with 35 years' experience. The Council pays junior staff to study towards relevant professional qualifications including CIPFA, ACT (treasury), AAT & ACCA.

Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

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Treasury Management Strategy 2022/23

The Treasury Management Strategy is a critical component of the way Thurrock Council manages cash-flow. It also supports the management of investments and borrowing to enable the net revenue returns to be allocated to spending on the services for Thurrock residents.

Treasury risk management at the Council is conducted within the framework of CIPFA's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) which requires the Council to approve a Treasury Management Strategy before the start of each financial year. This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.

In accordance with the above Codes, this report:

- a) sets out the Treasury Management strategy for 2022/23; and
- b) sets out the Treasury Management projections for 2022/23.

2 Introduction and Background

- 2.1 The Treasury Management Strategy and Annual MRP Statement are prepared under the terms of the CIPFA Prudential Code for Capital Finance in Local Authorities (the Code).
- 2.2 The report also includes a forecast for Interest Receivable from Investments and the indicative Interest Payable on Borrowing.

Borrowing Activity 2021/22 to 2023/24

- 2.3 The underlying need to borrow for capital purposes, as measured by the Capital Financing Requirement (CFR), together with the level of balances and reserves, are the core drivers of Treasury Management activity. The estimates, based on the current revenue budget and capital programmes are:

	31/3/2022 Estimate £m	31/3/2023 Estimate £m	31/3/2024 Estimate £m
General Fund Borrowing CFR	291,979	340,761	375,996
Housing Revenue Account Borrowing CFR (includes effects of Housing Finance Reform based on current available figures)	229,972	258,233	263,447
Capital Investments (Including TRL)	915,759	915,759	872,759
TRL Investments	28,630	35,532	71,882

Total Borrowing CFR	1,466,340	1,550,285	1,590,984
Less: External Borrowing	1,460,385	1,533,932	1,552,137
Under/(Over) CFR	5,955	16,343	38,847

- 2.4 The figures above reflect the proposed changes to the council's capital programmes in both the general fund and the HRA. Repayments of prudential debt are made through the annual Minimum Revenue Provision (MRP) and where surplus cash balances are accumulated. However, where the amounts needed to finance the capital programme, even just essential operational requirements, are in excess of these repayments this leads to an annual increase in net debt.
- 2.5 The Council's levels of borrowing and investments are calculated by reference to the current balance sheet and projected forward based on planned capital activity. The deprioritisation of the Council's Investment Strategy means there are no planned new investments included in the figures above. The Council's key objectives when borrowing money are to balance low interest costs with cost certainty over the period for which funds are required. A further objective is to provide sufficient flexibility to review the level and type of borrowing should the Council's long-term plans change.
- 2.6 In the context of the level of funding, the Council can access from the Local Government finance settlement, the Council's focus on the treasury management strategy remains on the balance between affordability and the longer-term stability of the debt portfolio. Subject to the availability of low short-term interest rates, it remains cost effective to borrow over short-term periods or utilise internal balances to fund specific activity.
- 2.7 Where available this further enables the Council to reduce borrowing costs and hence the overall treasury management risk. While this strategy is beneficial over the next year or two as official interest rates remain low, this depends on the availability of this funding means this will be supplemented by PWLB borrowing which will provide the balance of the funding. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise. This will help inform whether the Council borrows additional sums at long-term fixed rates in 2022/23.
- 2.8 In addition, the Council expects this will be supplemented by wider borrowing to enable the operational management of the Council's cash flow. Reasons can include DLUHC transactions, COVID grant payments to businesses – as examples.
- 2.9 The Council will keep under review the following sources for long term and short term borrowing:
- Public Works Loan Board (PWLB) loans and its successor body;
 - UK Local Authorities;
 - Any institution approved for investments;

- Any other bank or building society authorised by the Prudential Regulation Authority to operate in the UK;
 - Public and private sector pension funds;
 - Capital market bond investors;
 - UK Municipal Bonds Agency;
 - Special purpose companies created to enable joint local authority bond issues;
 - Local Authority bills; and
 - Structured finance, such as operating/finance leases, hire purchase, Private Finance Initiative or sale and leaseback.
- 2.10 With regards to debt rescheduling, the PWLB allows Councils to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Some lenders may also be prepared to negotiate premature repayment terms. In 2021/22 the Council has continued to review the debt portfolio to identify opportunities expected to lead to an overall saving or reduction in risk. For longer-term debt – such as LOBO debts from the mid-2000's there have not still been opportunities to renegotiate terms given the associated fees. For shorter-term debt, the Council has taken the opportunity to replace short-term debt borrowed from other local authorities with PWLB debt. This has led to an increase in interest cost and reflects the lack of availability of funding in the local authority market.
- 2.11 Borrowing and rescheduling activity will continue be reported to Cabinet on a regularly during 2022/23.
- 2.12 In August 2010, the Council repaid its entire PWLB portfolio of loans (£84 million) to obtain significant interest savings. The re-financing was undertaken by utilising short term funds from the money markets. This was largely taken from other Local Authorities with surplus funding which was available at substantially lower rates than taking longer term fixed debt. This reduced the Council's borrowing costs and ensured the wider partners in the sector benefitted from the additional income. To the end of 2020/21 the rescheduling had saved £32.3m of interest costs and is estimated to have saved £34m by the end of 2021/22. Currently financing from short term money market debt is expected to continue, where available, into 2022/23 and beyond supplemented by borrowing from the PWLB should it be required. The inherent risk of this strategy is noted with potentially higher rates and increased debt costs in the future.
- 2.13 The Council retains the ability to fix interest rates. This can be achieved within a matter of days of the decision being made or profiled against the maturity schedule of the short term debt. The current base rate stands at 0.10% with short term rates standing at between 0.10%-0.40% and it is estimated that there will be increases in the base rate to around 0.50%-0.75% during 2022/2023. The future course of interest rates largely depends on macroeconomic factors such as inflation and wider economic impacts on the UK and global economies. Hence, future interest rate estimates are made in this context. Current PWLB rates at the shorter end of the market range between 1%-1.25% that will be accessed if funding is not available in the short-term money market. However, even if the base rate increases to 0.75% this will still be below the level of current long term rates that the Council could

borrow at. In addition, as the Council borrows from other public bodies, rates are not fixed to the bank base rate and are generally lower. The normalised level of the bank base rate post this period is expected to be between 2.50% to 3.50%.

- 2.14 Based on this outlook, the council may borrow on a short term basis when deemed beneficial to the taxpayer while monitoring interest rates to ensure borrowing is fixed if required. Prudently, the Medium Term Financial Strategy (MTFS) does assume rate increases over the three year period and this is included a part of the budget report to Council in February 2022.
- 2.15 The Council has £29 million of loans which are LOBO loans (Lenders Option Borrowers Option) where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of these loans, excluding one with Barclays, could now be amended at the request of the lender only and, although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. In the event the lender exercises the option to change the rate or terms of the loan, the Council will consider the terms being provided and also repayment of the loan without penalty. The Council may utilise cash resources for repayment or may consider replacing the loan by borrowing from the PWLB or capital markets. Barclays have taken out the option to increase the rate of their loan thereby effectively turning the loan into a fixed rate deal. LOBO loans have become less attractive to Banks and there may be opportunities in the future to redeem these loans. Officers will continue to monitor any developments in this area.
- 2.16 On 1 April 2012, the Council notionally split each of its existing long-term loans into General Fund and Housing Revenue Account (HRA) pools. New long-term loans will be assigned in their entirety to one pool or the other. Interest payable and other costs and income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged or credited to the respective revenue account. The Council will credit interest to the HRA based on the average balances of its reserves and revenue account balance at the average 7 day LIBID rate for the year.
- 2.17 The Council continues to undertake a series of new housing related schemes utilising borrowing and the abolition of the cap on housing debt has increased the funding flexibility available to the Council to deliver its investment in both existing housing stock and new housing schemes.
- 2.18 Finally, the general fund capital project programme is approved by members annually. The need to borrow to support the programme is approved as part of the annual budget setting process. Significant schemes are, as required, further considered by Cabinet in detail on a case by case basis that considers the financial risk alongside the individual project risks.

Investments

- 2.19 Where the Council holds excess funds, they may be invested with any of the counterparties detailed in Appendix 1 to this Annex. The balance is expected to meet only essential requirements at any specific time.

- 2.20 The Council holds a £103m investment in the CCLA Property Fund that is estimated to provide a gross return in 2021/22 of 4.25% with income in the region of £4.3m. The Council has also invested in a number of bonds of various durations since 2016/17 that provides finance to the private sector for, as an example, the purchase of solar farms, whilst providing significant net returns to the council to support front line services in a move towards financial sustainability, as well as aiding the climate agenda (underscored by the fact that Thurrock declared a Climate Emergency in 2019). However, following changes to the Prudential Code and PWLB borrowing regulations the Council will not be making further investments of this type and maturing investments will be repaid. Whilst this will mean that the associated level of debt is repaid, it needs to be taken in the wider context that the interest received from the investments will also cease, meaning an end to the arrangements of the last half decade which has provided resources of circa £115m to fund services above the statutory minimum.
- 2.21 Local Authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk and to reduce costs or increase income at the expense of greater risk. The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over Authorities use of standalone financial derivatives. The CIPFA code requires authorities to clearly detail their policy on the use of derivatives in the annual strategy.
- 2.22 The Council will only use standalone derivatives (such as swaps, forward, futures and options) where they can be clearly demonstrated to reduce the Council's overall exposure to financial risks. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds, will not be subject to this policy, although the risks they present will be managed in line with the overall Treasury Management strategy.
- 2.23 Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit. The Local Authority will only use derivatives after seeking expertise, a legal opinion and ensuring officers have the appropriate training for their use.
- 2.24 The Authority has opted up to professional client status with its providers of financial services, including, banks, brokers and fund managers, allowing it access to a greater range of services, but, without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Council's treasury management activities the Corporate Director of Finance, Governance and Property believes this to be the most appropriate status.
- 2.25 The Council complies with the provisions of s32 of the Local Government Finance Act 1992 to set a balanced budget.
- 2.26 The needs of the Council's Treasury Management staff for relevant training are assessed as part of the annual staff appraisal process and additionally

where the responsibilities of individual members of staff change. Staff attend courses, seminars and conferences provided by the Council's advisors and CIPFA. Corporate Finance staff are encouraged to study for professional accountancy qualifications from appropriate bodies.

- 2.27 Under the new IFRS standard the accounting for certain investments depends on the business model for managing them. The Council aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

Annual Minimum Revenue Provision Statement

- 2.28 Local Authorities are required to prepare an Annual Statement of their policy on making MRP for each financial year. Appendix 2 to Annex 1 outlines the assessment of the Council's Annual MRP Statement for 2022/23, which is included in the Annual Strategy in paragraph 2.30.
- 2.29 Officers have reviewed the current strategy and recommend no changes for the 2022/23 strategy.
- 2.30 Consequently the following paragraphs on Borrowing Activity and Investments form part of the Council's Treasury Management Strategy with effect from 1 April 2022:
- 2.30.1 To obtain any long term borrowing requirement from the sources of finance set out in paragraph 2.9;
 - 2.30.2 A preference to continue to fund the ex-PWLB debt via short term funds from the money markets unless circumstances dictate moving back into longer term fixed rate debt. The borrowing sources mentioned in paragraph 2.9 will then be assessed as to their suitability for use;
 - 2.30.3 To repay market loans requiring renewal by concluding ('realising') equivalent amounts of investments. If it is not possible to 'realise' investments then the borrowing sources in paragraph 2.9 will be assessed as to their suitability for use as replacements;
 - 2.30.4 To undertake short term temporary borrowing when necessary in order to manage cash flow to the Council's advantage;
 - 2.30.5 To reschedule market and PWLB loans, where practicable, to achieve interest rate reductions, balance the volatility profile or amend the debt profile, dependent on the level of premiums payable or discounts receivable;
 - 2.30.6 To ensure security and liquidity of the Council's investments and to then optimise investment returns commensurate to those ideals;
 - 2.30.7 To contain the type, size and duration of investments with individual institutions within the limits specified in Appendix 1 to this Annex.;
 - 2.30.8 To move funds into externally managed funds if it is felt prudent to do so following appropriate due diligence; and in consultation with the Cabinet Member for Finance;

- 2.30.9 To meet the requirements of the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 the Council's policy for the calculation of MRP in 2022/23 shall be that the Council will set aside an amount each year which it deems to be prudent and appropriate, having regard to statutory requirements and relevant guidance issued by DCLG; and
- 2.30.10 To ensure all borrowing and investment activities are made with due reference to any relevant Prudential Indicators.

Interest Projections 2021/22 Revised and 2022/23 Original

- 2.31 The CIPFA document Treasury Management in the Public Services: Code of Practice places a requirement on the Council to publish estimates relating to the operation of the borrowing and investment function.
- 2.32 The 2021/22 budget, the projected position are shown as at November 2021 in the table below along with an initial projection for 2022/23. Surpluses are indicated in brackets – i.e. the Projection 2022/23 shows a surplus of (20,172m) once interest is repaid:

	Budget 2021/22	Projected 2021/22	Projection 2022/23
	£'000's	£'000's	£'000's
Interest payable on External Debt			
Debt Interest	19,421	19,510	22,921
Total internal interest	<u>96</u>	<u>96</u>	<u>96</u>
Interest payable	<u>19,517</u>	<u>19,706</u>	<u>23,017</u>
Investment Income			
Interest on Investments	<u>(45,161)</u>	<u>(45,504)</u>	<u>(43,189)</u>
Net interest credited to the General Fund (for use in service delivery)	<u>(25,644)</u>	<u>(25,798)</u>	<u>(20,172)</u>
MRP- Supported/Unsupported Borrowing	<u>8,214</u>	<u>8,050</u>	<u>9,496</u>

- 2.33 It is noted that the figures shown above for 2022/23 include assumptions made about the level of balances available for investment; any anticipated new long-term borrowing and the level of interest rates achievable. They may be liable to a significant degree of change during the year arising from variations in interest rates, other market and economic developments, and Council's response to those events.
- 2.34 In accordance with the requirements of the revised CIPFA Treasury Management Code, the Council will report on treasury management activity

and the outturn against the treasury related Prudential Indicators at least bi-annually.

Approved Investment Counterparties:

Credit Rating	Banks/Building Societies Unsecured		Bank/Building Societies Secured		Government		Corporates		Registered Providers	
	Amount	Period	Amount	Period	Amount	Period	Amount	Period	Amount	Period
UK Govt	N/A	N/A	N/A	N/A	£unlimited	50 years	N/A	N/A	N/A	N/A
AAA	£10m	5 years	£20m	20 years	£20m	50 years	£10m	20 years	£10m	20 years
AA+	£10m	5 years	£20m	10 years	£20m	25 years	£10m	10 years	£10m	10 years
AA	£10m	4 years	£20m	5 years	£20m	15 years	£10m	5 years	£10m	10 years
AA-	£10m	3 years	£20m	4 years	£20m	10 years	£10m	4 years	£10m	10 years
A+	£10m	2 years	£20m	3 years	£10m	5 years	£10m	3 years	£10m	5 years
A	£10m	1 year	£20m	2 years	£10m	5 years	£10m	2 years	£10m	5 years
A-	£7.5m	13 months	£15m	13 months	£10m	5 years	£10m	13 months	£10m	5 years
BBB+	£5m	6 months	£10m	6 months	£5m	2 years	£5m	6 months	£5m	2 years
BBB	£5m	100 days	£10m	100 days	N/A	N/A	N/A	N/A	N/A	N/A
BBB-	£5m	100 days	£10m	100 days	N/A	N/A	N/A	N/A	N/A	N/A
None	£5m	6 months	N/A	N/A	£5m	25 years	N/A	N/A	N/A	N/A

Pooled Funds ,External Fund Managers and any other investment vehicle approved by the Section 151 Officer – Decisions are based on each individual case following appropriate due diligence work being undertaken.

The above limits are the maximum that the Council would expect to have in place at any time. However, in practice the actual duration limits in place are continually assessed and are often much shorter than the limits in the above table.

Credit ratings: Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used.

Banks and Building Societies Unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.

Banks and Building Societies Secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements. These investments are secured on the bank's assets, which limits the potential loss in the unlikely event of insolvency and means that they are exempt from bail-in. Where there is no investment specific credit rating, but, the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multi development banks. These investments are not subject to bail-in and there is an insignificant risk of insolvency. Investments with the UK Central government may be made in unlimited amounts for up to 50 years.

Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but, are exposed to the risk of the company going insolvent.

Other Organisations – The Council may also invest cash with other organisations, for example making loans to small businesses as part of a diversified pool in order to spread the risk widely. Because of the higher perceived risk of unrated businesses such investments may provide considerably higher rates of return. The Council will also undertake appropriate due diligence to assist in all investment decisions.

Registered providers: Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Community Agency and as providers of public services they retain a high likelihood of receiving Government support if needed.

Pooled Funds: Shares in diversified investment vehicles consisting of any of the above investment types plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks coupled with the services of a professional fund manager in return for a fee. Money market funds that offer same-day liquidity and aim for a constant net asset value will be used as an alternative to instant access bank accounts while pooled funds whose value changes

with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but, are more volatile in the short term. These allow authorities to diversify into asset classes other than cash without the need to own and manage the underlying investments. These funds have no defined maturity date but are available for withdrawal after a notice period. As a result their performance and continued suitability in meeting the authority's investment objectives will be monitored regularly and decisions made on entering such funds will be made on an individual basis.

Risk assessment and credit ratings: Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- No new investments will be made;
- Any existing investment that can be recalled or sold at no cost will be, and
- Full consideration will be given to the recall or sale of all other investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade so that it may fall below the approved rating criteria then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks which indicate a long-term direction of travel rather than an imminent change of rating.

Other information on the security of investments: The Council understands that credit ratings are good but not perfect predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but, can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the authorities cash balances then the surplus will be deposited with the UK Government via the Debt Management Office or invested in treasury bills for example or with other local authorities. This will cause a reduction in the level of investment income earned, but, will protect the principal sum.

Specified Investments

Specified investments will be those that meet the criteria in the central government Guidance, i.e. the investment:

- is sterling denominated;
- has a maximum maturity of one year;
- meets the “high credit quality” as determined by the Council or is made with the UK government or is made with a local authority in England, Wales, Scotland or Northern Ireland or a parish or community council; and
- The making of which is not defined as capital expenditure under section 25(1)(d) in SI 2003 No 3146 (i.e. the investment is not loan capital or share capital in a body corporate).

The Council defines ‘high credit quality’ organisations and securities as those having a credit rating of BBB- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds ‘high credit quality’ is defined as those having a credit rating of A- or higher

Non-specified Investments

Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares

Non-Specified Investment Limits

	Cash Limit
Total Long Term Treasury Investments	£450m
Total Investments without credit ratings or rated below A- with appropriate due diligence having been performed	£70m
Total Investments in foreign countries rated below AA+	£30m
Maximum total non-specified investments	£550m

Investment Limits

The maximum that will be lent to any one organisation in the Approved Investment Counter Party list (except the UK Government) is £20m. For other investments approved by the Section 151 Officer the amount to be invested will be determined by the Section 151 Officer, taking into account the relevant merits of the transaction such as, for example, duration and risk following due diligence work undertaken. A group of banks under the same ownership, a group of funds under the same management, brokers nominee accounts, foreign countries and industry sectors will all have limits placed on them as in the table below:

	Cash Limit
Any single organisation, except the UK Central Government	£20m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£40m
Any group of pooled funds under the same management	£50m
Any external Fund Manager	£750m
Negotiable instruments held in a brokers nominee account	£20m
Foreign countries (total per country)	£30m
Registered Providers in total	£30m
Building Societies in total (excluding overnight investments)	£40m
Loans to small businesses	£20m
Money Market Funds	£40m
Investments approved by the Section 151 Officer	Reviewed for each case

Liquidity Management

The Council maintains a cash flow spreadsheet that forecasts the Council's cash flows into the future. This is used to determine the maximum period for which funds may be prudently committed. The forecast is deliberately compiled on a pessimistic basis, with receipts under estimated and payments over estimated to minimise the risk of the Council having to borrow on unfavourable terms to meet its financial commitments.

THE MINIMUM REVENUE PROVISION STATEMENT

Introduction:

The rules for Minimum Revenue Provision (MRP) were set out in the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. These rules have now been revised by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008.

Authorities are required to submit to a meeting of their Council an annual statement of their policy on making MRP.

Background:

Each year the Council borrows money in order to finance some of its capital expenditure. The loans taken out for this purpose, unlike a mortgage which is repaid in part each month, are fully repayable at a future point in time. The repayment date is chosen to secure the best financial result for the Council.

The concept of Minimum Revenue Provision was introduced in 1989 to prescribe a minimum amount which must be charged to the revenue account each year in order to make provision to meet the cost of repaying that borrowing.

The detailed rules and formulae to be used in the more recent method of calculation were laid down in the Regulations mentioned in the introduction section.

This system has now been radically revised and requires an annual statement to full Council setting out the method the Council intends to adopt for the calculation of MRP.

Considerations:

Under the old regulations Local Authorities were required to set aside each year, from their revenue account an amount that, in simple terms equalled approximately 4% of the amount of capital expenditure financed by borrowing. Local Authorities had no freedom to exercise any discretion over this requirement.

The amendment regulations introduce a simple duty for an authority each year to set aside an amount of MRP which it considers to be 'prudent'. The regulation does not define a 'prudent provision' but the MRP guidance makes recommendations to authorities on the interpretation of that term.

The MRP guidance document is a statutory document and authorities are obliged by section 21 of the Local Government Act 2003 to have regard to such guidance. The guidance aims to provide more flexibility and in particular for development schemes it is possible to have an MRP "holiday" for assets or infrastructure under construction.

In addition, it is accepted that where there is capital expenditure that will give rise to a capital receipts, either through the disposal of the asset or loan repayments, then

there is no need to set aside MRP on an annual basis but the capital receipt or loan repayments should be set aside on receipt for that purpose.

The operative date of the change was 31 March 2008, which means the new rules have applied since the financial year 2007/08.

The Annual MRP Statement

As stated above, Local Authorities are required to prepare an annual statement of their policy on making MRP for submission to their full Council. This mirrors the existing requirements to report to the Council on the Prudential borrowing limits and Treasury Management strategy. The aim is to give elected Members the opportunity to scrutinise the proposed use of the additional freedoms conferred under the new arrangements. The statement must be made before the start of each financial year.

The statement should indicate how it is proposed to discharge the duty to make prudent MRP in the financial year in question for the borrowing that is to take place in that financial year. If it is ever proposed to vary the terms of the original statement during any year, a revised statement should be put to Council at that time.

The guidance includes specific examples of options for making a prudent provision. The aim of this is to ensure that the provision to repay the borrowing is made over a period that bears some relation to the useful life of the assets in question or where a capital receipt will be received to repay the debt in part or in full.

Proposals

The Minimum Revenue Provision Policy Statement for 2022/23:

- In accordance with the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 the Council's policy for the calculation of MRP in 2021/22 shall be that the Council will set aside an amount each year which it deems to be prudent and appropriate, having regard to statutory requirements and relevant guidance issued by DCLG. The policy will be reviewed on an annual basis.

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9 February 2022	ITEM: 12 Decision: 110601
Cabinet	
Fees and Charges Pricing Strategy 2022/23	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor Shane Hebb, Portfolio Holder for Finance	
Accountable Assistant Director: Jonathan Wilson - Assistant Director - Finance	
Accountable Director: Sean Clark – Corporate Director Resources and Place Delivery	
This report is Public	

Executive Summary

The Fees and Charges Schedule is, typically, a list of services which residents or businesses choose to make use of, for a financial fee or a charge. Some Fees and Charges are ‘capped’ and/or set by national frameworks.

This report summarises the fees and charges papers as reviewed by the respective Overview and Scrutiny Committees. Any new charges will take effect from the 1 April 2022, subject to Cabinet approval, 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. In particular, that fees and charges are aligned to the commercial strategy and aim to ensure that all discretionary services cost recover.

Delegated authority to service directors is sought to permit Fees and Charges to be varied within financial year in response to legal, regulatory & commercial requirements, in consultation with the Corporate Director of Resources and Place Delivery and the relevant portfolio holder.

1. Recommendations:

- 1.1 That Cabinet agree the proposed fees and charges, including those no longer applicable, as per Appendices 1 and 2;
- 1.2 That Cabinet approve delegated authority to allow Fees & Charges to be varied within a financial year, in response to legal, regulatory and commercial requirements, in consultation with the Director of Resources and Place Delivery, the relevant portfolio holder; and the Cabinet Member for Finance;

1.3 That Cabinet note the feedback from all Overview and Scrutiny Committee meetings as per Appendix 3.

2. Background

- 2.1 The paper describes the fees and charges council wide approach for 2022/23 continuing with the previously agreed commercial principles with regard to charging.
- 2.2 Income recovery has been considerably impacted in 2021/22 due to a number of restrictive measures implemented as a result of the Covid-19 pandemic. The Local Authority have received compensation from Central Government, alongside a number of other grant allocations to reduce the impact on the overall budgetary position.
- 2.3 Overall fees and charges income targets for 2022/23 will be incorporated into the Draft Budget report to Cabinet in February, within the wider context of the statutory requirement to set a balanced budget.

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 aims to ensure 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 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? (For example - are there areas where a price freeze is relevant?)
 - The impact of Covid-19 on each service.
 - What new charges could be introduced for this financial year?
 - How do the Council charges compare with neighbouring boroughs?
 - How do the Council charges compare to neighbouring boroughs and private sector competitors? (Particularly in those instances where customers have choice).
 - How can channel shift be influenced?
 - Can charges be set to recover costs?
 - What do competitors charges?
 - Do statutory services have discretionary elements that we can influence?
 - Do we take deposits, charge cancellation fees, and charge an admin fee for duplicate services?

4. Cleaner, Greener, Safer – Summary of Changes

The key following changes have occurred for 2022/23 fees and charges:

- 4.1 **Outdoor sports and open spaces** - Increased fees and charges by a range of between 1%-6%, (£1-£60 (£60 per season)) to reflect moving towards a cost neutral approach. The event application fee has increased from £25 to £30 for 2022/23.
- 4.2 **Allotments** - Fees and charges have increased by 2%- 5% (£3) for 2022/23.
- 4.3 **Domestic Waste** - Fees and charges will increase by 11% (£1 - £3.50) for bulky waste collections and 6%/ £2.50 for wheeled bins new/replacements.
- 4.4 **Burials and Memorials** – Fees and charges for 2022/23 will only be increased broadly in line with forecast inflation; the burials service does not make a surplus from fees and charges and these increases take into consideration the increases in costs to the service to make sure that the service is cost neutral going forward.
- 4.5 **Environmental Enforcement** – Fees and charges are set by legislation, with Council charging the maximum permitted, in line with policy.
- 4.6 **Registrars** – After benchmarking against neighbouring boroughs the charges for the Lacey Room ceremonies have been increased by £44 (30%) this is still significantly lower than neighbouring boroughs, however the entire registrars offering will be reviewed once they have relocated to their new premises.
- 4.7 **Theatre** – Fees and charges for 2022/23 will be increased broadly in line with forecast inflation.
- 4.8 **Public Protection** – Civil Enforcement charges have increase in line with forecast inflation (subject to rounding). Licensing fees and charges that are set through the licensing committee have been removed from the fees and charges as these are set via licensing committee and cannot be amended via this process.
- 4.9 **Heritage Service** – Fees and charges for 2022/23 will be increased broadly in line with forecast inflation.
- 4.10 All other charges remain unchanged or increase in line with forecast inflation (subject to rounding).

5. **Planning, Transportation and Regeneration – Summary of Changes**

The key following changes for 2022/23 fees and charges:

- 5.1 **Permits** – Fees and charges remain unchanged for the 1st and 2nd permit and have increased by £5 (7%) for the 3rd permit for 2022/23.
- 5.2 **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 1st hour to all visitors. Any stay exceeding the 1st free hour will then be charged in line with all other long stay car parks in Thurrock.

- 5.3 **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 Civil Enforcement Officers priority resource required to legally process and effectively support such applications.
- 5.4 **On street Parking Charges** – Remain unchanged for 2022/23.
- 5.5 **Penalty Charge Notices** – Are set statutorily and unchanged for 2022/23.
- 5.6 **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.
- 5.7 **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).
- 5.8 **Transport (Fleet)** – Vehicular MOT Testing – charges have increased for 2022/23 except the class 4 & 7 re-test fee which remains at £15.
- 5.9 **Pre-Planning Application** – Charges have increased for 2022/23 between 1% - 8%.
- 5.10 **Planning Performance Agreement** – Charges remain unchanged for 2022/23.
- 5.11 **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.
- 5.12 All other charges remain unchanged or increase in line with forecast inflation (subject to rounding).

6. Health & Wellbeing Summary of Changes

The key following changes have occurred for 2022/23 fees and charges:

- 6.1 **Blue Badge Application fee** – This is a national maximum fee detailed in the Blue Badge Guidance. It is a legal requirement to charge no more than £10 per badge.
- 6.2 **Day Care Charge** (per session) – for residents aged over 65 is currently £10 a session.
- 6.3 **Concierge charges - Extra Care** - this charge is linked to the Elizabeth Gardens “core charge” which was agreed for the term of the current contract.
- 6.4 All other charges remain unchanged or increase in line with forecast inflation (subject to rounding).

7. **Housing – Summary of Changes**

The key following changes have occurred for 2022/23 fees and charges:

- 7.1 **Houses in Multiple Occupation** - These charges will increase by an average of 2.3% (£23), as rounded to the nearest pound.
- 7.2 **Assisting with licencing applications** - These will increase by an average of 3.05% (£2), as rounded to the nearest pound.
- 7.3 **Enforcement Notices** - These will increase by an average of 10% (£60), as rounded to the nearest pound.
- 7.4 **Penalty Charges** – Housing Planning Act 2016. These charges were introduced in 2018/19 and are scaled up to the maximum sum allowed.
- 7.5 **Penalty Charges** – Smoke & Carbon Monoxide Alarm Regulations 2015. These charges are scaled in line with industry standard.
- 7.6 **Penalty Charges** – Energy Efficiency Regulations 2015. These charges are scaled in line with industry standard.
- 7.7 **Penalty Charge** – The Electrical Safety Standards in the Private Rented Sector [England] Regulations 2020. These charges are scaled in line with industry standard.
- 7.8 **Mobile Homes** - The application fees have increased by an average of 2.2% (£9), as rounded to the nearest pound, and a new charge for “mobile homes fit and proper person test” has been added for 2022/23.
- 7.9 **Travellers’ Sites** - These will increase by 3.57% (£4), as rounded to the nearest pound.
- 7.10 All other charges remain unchanged or increase in line with forecast inflation (subject to rounding).

8. **Childrens – Summary of Charges**

The key following changes have occurred for 2022/23 fees and charges:

- 8.1 **Nursery places** - Charges have been scaled to give a better reflection of the different offers we have available, most charges have been increased to take account of the actual costs of service delivery, which are dependent on the age's involved and corresponding staffing ratios and which option the parents wish to choose. These will be in line with central government grant funding and have increased in line with forecast inflation for 2022/23, a new holiday club was also introduced last year to provide more opportunities for children to access services.
- 8.2 **Summer Playscheme for Disabled Children** - The parent contributions do not cover the overall cost of the service and the deficit is covered by the Directorate. Sponsorship of the service is being considered to cover the shortfall for 2022/23 as recommended by the recent Children's Service review. The current charge per day, per child is £18.50 which will increase by 2% to £19 for 2022/23.
- 8.3 **Grangewaters** - Charges have increased between 5%-64% - note that there is one charge increasing by 64% to account for the fact that this was an activity that would no longer be provided by volunteers. Changes range from 28p for Dog groups to £140 for private hire of the site for the ski boat club. Average increase for schools is 4.96% (£6.50 per session.) A number of charges have been removed to better align our service offering, and new charges have been included to provide a more inclusive offer.
- 8.4 **Thurrock Adult Community College** - Charges have been increased in line with forecast inflation however our pricing is still significantly below market rates recognizing the community engagement within the college and the potential challenges arising from Covid-19. A number of charges have been removed due to the relocation of the college as we are no longer able to provide them at the current location.
- 8.5 All other charges remain unchanged or increase in line with forecast inflation (subject to rounding).

9 Reasons for Recommendation

- 9.1 The setting of appropriate fees and charges will enable the Council to generate essential income for the funding of Council services which are above what a council is mandated to provide through the council tax mechanism. 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 flexible adapt to changing economic conditions.
- 9.2 The granting of delegated authority to vary these charges within a financial year will allow the Council to better respond to the needs of the communities, legal requirements and regulatory changes. And ensure that charges applied to residents, visitors and businesses correctly reflect current regulatory and legislative requirements.

10 Consultation (including Overview and Scrutiny, if applicable)

10.1 Consultations will be progressed where there is a specific need. However, with regard to 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.

11 Impact on corporate policies, priorities, performance and community impact

11.1 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.

12 Implications

12.1 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 agreed 2022/23 targets across all directorates.

12.2 Legal

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

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.

12.3 Diversity and Equality

Implications verified by: **Becky Lee**

Team Manager, Community Development

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.

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

None applicable

13 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

14 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 (incl Licensing committee fees now moved as outside of this process)
- Appendix 3 – Feedback from Overview and Scrutiny Committees
- Appendix 4 – Overview and Scrutiny Papers

Report Author

Kelly McMillan

Project Manager – Business Development
Resources and Place Delivery

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Thurrock Council

Fees and Charges, 2022/23

Throughout this document the following abbreviations are used for:

Directorate (Direct.):

- AHH = Adults, Housing and Health
- CS = Children's Services
- PR = Public Realm
- RPD = Resources and Place Delivery
- SEG = Strategy; Engagement and Growth

Status:

- D = Decreased
- I = Increased
- N = New
- U = Unchanged

VAT:

- Z = Zero
- O = Outside Scope
- E = Exempt
- S = Standard

Overview and Scrutiny Boards (O&S):

- CGS = Cleaner, Greener, Safer
- CS = Children's Services
- H = Housing
- HWB = Health and Wellbeing
- PTR = Planning, Transport, Regeneration

Other:

- POA = Price on application
- S/D = Statutory/ Discretionary

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Name of Fee or Charge	21/22		2022/23 - Charges			Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Bulky Waste Collections - Collection and disposal of up to three items	£ 31.50	E	£ 35.00	£ -	£ 35.00	£ 3.50	11.11%	D	I	PR	CGS	Andy Kelly
Bulky Waste Collections - Each additional item	£ 8.40	E	£ 9.40	£ -	£ 9.40	£ 1.00	11.90%	D	I	PR	CGS	Andy Kelly
Domestic Waste - Supply of a replacement wheelie bin where broken or lost	£ 37.00	O	£ 39.50	£ -	£ 39.50	£ 2.50	6.76%	D	I	PR	CGS	Andy Kelly
Domestic Waste - Supply of 1100 refuse or recycling bin for Managing Agent including delivery	£ 410.40	S	£ 352.00	£ 70.40	£ 422.40	£ 12.00	2.92%	D	I	PR	CGS	Andy Kelly
Domestic Waste - Supply of a replacement wheelie bin where broken or lost - reduced rate if resident is claiming benefits or is over 60	£ 19.00	O	£ 20.00	£ -	£ 20.00	£ 1.00	5.26%	D	I	PR	CGS	Andy Kelly
Local Land Charges - Additional parcel - Commercial	£ 48.00	O	£ 53.00	£ -	£ 53.00	£ 5.00	10.42%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Additional parcel - Personal search	£ 8.25	O	£ 9.00	£ -	£ 9.00	£ 0.75	9.09%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Additional parcel - Residential	£ 37.00	O	£ 41.00	£ -	£ 41.00	£ 4.00	10.81%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Cancellation fee for Con29 search	£ 25.00	O	£ 27.50	£ -	£ 27.50	£ 2.50	10.00%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Charges for a copy of the local land charges search	£ 20.50	O	£ 22.50	£ -	£ 22.50	£ 2.00	9.76%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Con290 - per question	£ 36.00	S	£ 33.33	£ 6.67	£ 40.00	£ 4.00	11.11%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of agreements and tree preservation orders	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of planning decision and enforcement notices	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of smoke control order	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Electronic Format - Con29R Search - Commercial	£ 192.00	S	£ 175.00	£ 35.00	£ 210.00	£ 18.00	9.38%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Electronic Format - Con29R Search - Residential	£ 139.80	S	£ 128.33	£ 25.67	£ 154.00	£ 14.20	10.16%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Form LLC1 Only	£ 40.00	O	£ 44.00	£ -	£ 44.00	£ 4.00	10.00%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Personal search request and viewing of information	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Cancellation fee for Assisted personal Search		O	£ 5.00	£ -	£ 5.00	£ 5.00	0.00%	S	N	PR	PTR	Anthony Fletcher
Local Land Charges - Assisted personal Search (ranged based on no. questions)	£30 - £40	O	£33 - £44	£ -	£33 - £44	£ -	10.00%	D	I	PR	PTR	Anthony Fletcher
Local Land Charges - Expedited Search		O	£ 79.20	£ -	£ 79.20	£ 79.20	0.00%	D	N	PR	PTR	Anthony Fletcher
Local Land Charges - Expedited Residential search including Con 29 (Cannot include extra CON290 questions)		O	£ 277.20	£ -	£ 277.20	£ 277.20	0.00%	D	N	PR	PTR	Anthony Fletcher
Blue Badges - Application Fee	£ 10.00	O	£ 10.00	£ -	£ 10.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Concierge Charge - Extra Care (sheltered accommodation)	£ 40.00	O	£ 40.00	£ -	£ 40.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Meals on Wheels - Service not applicable 2015-16 - per meal for services at day centres - Mid day meal	£ 4.00	O	£ 4.00	£ -	£ 4.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Meals on Wheels - Service not applicable 2015-16 - per meal served at home	£ 4.00	O	£ 4.00	£ -	£ 4.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Meals on Wheels - Service not applicable 2015-16 - per meal served at Luncheon Club	£ 4.00	O	£ 4.00	£ -	£ 4.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Pendant Alarms - Private Housing Tennant (per week)	£ -	O	-	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Respite Care for Adults with Disabilities - per session	£ 20.00	O	£ 20.00	£ -	£ 20.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Support service for Elizabeth Gardens per household	£ 40.00	O	£ 40.00	£ -	£ 40.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Transport - per Journey (these charges are for Thurrock Residents)	£ 2.00	O	£ 2.00	£ -	£ 2.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Client Contributions	Subject to individual financial assessments	O	Subject to individual financial assessments	£ -	Subject to individual financial assessments	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Deferred Payments	£ 144.00	O	£ 144.00	£ -	£ 144.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Domiciliary Care (per hour)	£ 14.25	E	£ 15.50	£ -	£ 15.50	£ 1.25	8.77%	D	I	AHH	HWB	Catherine Wilson
Direct Payments – Agency Rate	£ 13.00	E	£ 13.00	£ -	£ 13.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Residential Accommodation Charges - Homes for Older people (per week)	£ 600.00	O	£ 600.00	£ -	£ 600.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
External spot Commissioned Residential Placement – Standard Room	£ 465.42	O	£ 465.42	£ -	£ 465.42	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
External spot Commissioned Residential Placement – Higher Needs	£ 496.07	O	£ 496.07	£ -	£ 496.07	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
External spot Commissioned Nursing Placement	£ 534.75	O	£ 534.75	£ -	£ 534.75	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
External spot Commissioned Dementia Placement	£ 520.83	O	£ 520.83	£ -	£ 520.83	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Additional spot Commissioned Services - Full Cost Recovery	Full Cost	O	Full Cost	£ -	Full Cost	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Interim bed - Collins House	£ 465.42	O	£ 465.42	£ -	£ 465.42	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Re-enablement Bed	Exempt (up to 6 weeks)	O	Exempt (up to 6 weeks)	£ -	Exempt (up to 6 weeks)	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Charge for Attendance at Day Centres - per Session	£ 10.00	O	£ 10.00	£ -	£ 10.00	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Animal Feed (Hygiene, Sampling etc. & Enforcement) Regulations 2015 - Regulation 13 - Manufacture only, or manufacture and placing on the market, of certain additives or pre-mixtures as referred to in Article 10(1)(a) or (b) of Regulation 183/2005 other than those feed additives specified in regulation 2(4), or of pre-mixtures of such additives	£ 451.00	O	£ 451.00	£ -	£ 451.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Animal Feed (Hygiene, Sampling etc. & Enforcement) Regulations 2015 - Regulation 13 - Placing on the market of substances referred to above	£ 226.00	O	£ 226.00	£ -	£ 226.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - Amended by Health & Safety & Nuclear (Fees) Regs 2021- Five years licence where no separation distances apply	£ 243.00	O	£ 243.00	£ -	£ 243.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - Amended by Health & Safety & Nuclear (Fees) Regs 2021- Five years licence where separation distances apply	£ 432.00	O	£ 432.00	£ -	£ 432.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - Amended by Health & Safety & Nuclear (Fees) Regs 2021- Five years renewal where no separation distances apply	£ 189.00	O	£ 189.00	£ -	£ 189.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Five years renewal where separation distances apply	£ 333.00	O	£ 333.00	£ -	£ 333.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Four years licence where no separation distances apply	£ 211.00	O	£ 211.00	£ -	£ 211.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Four years licence where separation distances apply	£ 382.00	O	£ 382.00	£ -	£ 382.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Four years renewal where no separation distances apply	£ 155.00	O	£ 155.00	£ -	£ 155.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Four years renewal where separation distances apply	£ 272.00	O	£ 272.00	£ -	£ 272.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- One year licence where no separation distances apply	£ 110.00	O	£ 111.00	£ -	£ 111.00	£ 1.00	0.91%	S	I	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- One year licence where separation distances apply	£ 189.00	O	£ 189.00	£ -	£ 189.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- One year renewal where separation distances apply	£ 88.00	O	£ 88.00	£ -	£ 88.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Renewal where no separation distances apply	£ 55.00	O	£ 55.00	£ -	£ 55.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Three years licence where no separation distances apply	£ 177.00	O	£ 177.00	£ -	£ 177.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Three years licence where separation distances apply	£ 311.00	O	£ 311.00	£ -	£ 311.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Three years renewal where no separation distances apply	£ 123.00	O	£ 123.00	£ -	£ 123.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Three years renewal where separation distances apply	£ 211.00	O	£ 211.00	£ -	£ 211.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Two years licence where no separation distances apply	£ 144.00	O	£ 144.00	£ -	£ 144.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Two years licence where separation distances apply	£ 248.00	O	£ 248.00	£ -	£ 248.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Two years renewal where no separation distances apply	£ 88.00	O	£ 88.00	£ -	£ 88.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 13 - by Health & Safety & Nuclear (Fees) Regs 2021- Two years renewal where separation distances apply	£ 150.00	O	£ 150.00	£ -	£ 150.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 16 - by Health & Safety & Nuclear (Fees) Regs 2021- Any other variation	Reasonable Costs	O	Reasonable Costs	£ -	Reasonable Costs	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 16 - by Health & Safety & Nuclear (Fees) Regs 2021- Varying a licence (name or address)	£ 37.00	O	£ 37.00	£ -	£ 37.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	
Explosives Regulations 2014 - Regulation 17 - by Health & Safety & Nuclear (Fees) Regs 2021- Replacement of licence	£ 37.00	O	£ 37.00	£ -	£ 37.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards	

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Explosives Regulations 2014 - Regulation 17 - by Health & Safety & Nuclear (Fees) Regs 2021-Transfer of licence	£ 37.00	O	£ 37.00	£ -	£ 37.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Fireworks Regulations 2004 - Regulation 9 - Licence for the sale of fireworks outside of prescribed period fireworks (one year)	£ 500.00	O	£ 500.00	£ -	£ 500.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Petroleum (Consolidation) Regulations 2014 - Regulation 14 - Fees determined by Health & Safety & Nuclear (Fees) Regs 2021 - Licence to keep petroleum (domestic/private use) - Exceeding 50,000 litres (one year)	£ 128.00	O	£ 128.00	£ -	£ 128.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Petroleum (Consolidation) Regulations 2014 - Regulation 14 - Fees determined by Health & Safety & Nuclear (Fees) Regs 2021 - Licence to keep petroleum (domestic/private use) - Over 2,500 litres but not exceeding 50,000 litres (one year)	£ 61.00	O	£ 61.00	£ -	£ 61.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Petroleum (Consolidation) Regulations 2014 - Regulation 14 - Fees determined by the Health & Safety & Nuclear (Fees) Regs 2021 - Licence to keep petroleum (domestic/private use) - Under 2,500 litres (one year)	£ 45.00	O	£ 45.00	£ -	£ 45.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Petroleum (Consolidation) Regulations 2014 - Regulation 6 -Fees determined by Heath & Safety & Nuclear (Fees) Regs 2021- Storage certificate to keep petroleum - Exceeding 50,000 litres (one year)	£ 128.00	O	£ 128.00	£ -	£ 128.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Petroleum (Consolidation) Regulations 2014 - Regulation 6 - Fees determined by Heath & Safety & Nuclear (Fees) Regs 2021- Storage certificate to keep petroleum - Over 2,500 litres but not exceeding 50,000 litres (one year)	£ 61.00	O	£ 61.00	£ -	£ 61.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Petroleum (Consolidation) Regulations 2014 - Regulation 6 - Fees determined by Heath & Safety & Nuclear (Fees) Regs 2021-Storage certificate to keep petroleum- Under 2,500 litres (one year)	£ 45.00	O	£ 45.00	£ -	£ 45.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards
Public Protection - Fee Schedule for the Testing and/or Verification of Weighing and Measuring Equipment where no specialist equipment is required - per officer, per hour	£ 91.20	S	£ 76.00	£ 15.20	£ 91.20	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards
Public Protection - Fee Schedule for the Testing and/or Verification of Weighing and Measuring Equipment where specialist equipment is required - price on application. Will be charged at Hourly rate per officer, plus any specialist equipment costs.	POA - £91.20/hr	S	POA - £76/hr	£ 15.50	POA - £91.20/hr	£ -		D	I	PR	CGS	Charlotte Edwards
Public Protection - Licences - Other Sales and Service Charges - Trading Standards Complex Business advice This will be charged on an hourly basis initially. Price is hourly per officer.	£ 91.20	S	£ 76.00	£ 15.20	£ 91.20	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards
Public Protection - Licences - Other Sales and Service Charges - Voluntary Surrender of Foods	£ 60.00	O	£ 60.00	£ -	£ 60.00	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards
Public Protection - Control of Dogs - Statutory Charge	£ 25.00	O	£ 25.00		£ 25.00	£ -	0.00%	S	U	PR	CGS	Charlotte Edwards - DC
Public Protection - Control of Dogs - Call Out Charge - Out of hours Monday – Friday, 5pm – 10pm	£ 72.00	O	£ 72.00	£ -	£ 72.00	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards - DC
Public Protection - Control of Dogs - Call Out Charge - Normal Hours Monday – Friday, 8am – 5pm	£ 52.00	O	£ 52.00	£ -	£ 52.00	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards - DC
Public Protection - Control of Dogs - Call Out Charge - Out of hours Weekends 8am – 10pm	£ 72.00	O	£ 72.00	£ -	£ 72.00	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards - DC
Public Protection - Control of Dogs - Kennelling per day	£ 25.00	O	£ 25.00	£ -	£ 25.00	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards - DC
Public Protection - Fee Schedule for the Testing and Verification of Weighing and Measuring Equipment - Certificate of Errors - For supplying a certificate containing results of errors found on testing. Certificate supplied at request of submitter; fee applies when no other fee is payable	£ 48.00	S	£ 40.00	£ 8.00	£ 48.00	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards - DC
Public Protection - COMAH -Hourly Rate Charge - Cost Recovery Based on Hourly Officer Rate	£24-£47	E	£24.50-£50	£ -	£24.50-£50	£ -	6.38%	S	I	PR	CGS	Cheryl Wells
Public Protection - COMAH - Consultative activities for non-COMAH Sites	POA	E	POA	£ -	POA	£ -	0.00%	S	U	PR	CGS	Cheryl Wells
HMOs 5 year licence (Fees for single tenancies and shared houses) - 2 to 5 rooms - Landlord Accredited (Application Fee £550, licence Fee £425)	£ 975.00	O	£ 999.00	£ -	£ 999.00	£ 24.00	2.46%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 2 to 5 rooms - Non Accredited (Application Fee £625, licence Fee £505)	£ 1,130.00	O	£ 1,158.00	£ -	£ 1,158.00	£ 28.00	2.48%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 6 to 10 rooms - Landlord Accredited (Application Fee £570, licence £455)	£ 1,025.00	O	£ 1,050.00	£ -	£ 1,050.00	£ 25.00	2.44%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 6 to 10 rooms - Non Accredited (Application Fee £650, licence Fee £530)	£ 1,180.00	O	£ 1,209.00	£ -	£ 1,209.00	£ 29.00	2.46%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 11 to 15 rooms - Landlord Accredited (Application Fee £680, licence Fee £450)	£ 1,130.00	O	£ 1,158.00	£ -	£ 1,158.00	£ 28.00	2.48%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 11 to 15 rooms - Non Accredited (Application Fee £780, licence Fee £520)	£ 1,300.00	O	£ 1,332.00	£ -	£ 1,332.00	£ 32.00	2.46%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 16 to 20 rooms - Landlord Accredited (Application Fee £670, licence Fee £565)	£ 1,235.00	O	£ 1,265.00	£ -	£ 1,265.00	£ 30.00	2.43%	D	I	AHH	H	Dulal Ahmed

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
HMOs 5 year licence (Fees for single tenancies and shared houses) - 16 to 20 rooms - Non Accredited (Application Fee £770, licence Fee £565)	£ 1,335.00	O	£ 1,368.00	£ -	£ 1,368.00	£ 33.00	2.47%	D	I	AHH	H	Dulal Ahmed	
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 21 to 29 rooms - Landlord Accredited (Application Fee £760, licence Fee £660)	£ 1,420.00	O	£ 1,450.00	£ -	£ 1,450.00	£ 30.00	2.11%	D	I	AHH	H	Dulal Ahmed	
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 21 to 29 rooms - Non Accredited (Application Fee £870, licence Fee £760)	£ 1,630.00	O	£ 1,670.00	£ -	£ 1,670.00	£ 40.00	2.45%	D	I	AHH	H	Dulal Ahmed	
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 30 or more rooms - Landlord Accredited (Application Fee £900, licence Fee £745)	£ 1,645.00	O	£ 1,680.00	£ -	£ 1,680.00	£ 35.00	2.13%	D	I	AHH	H	Dulal Ahmed	
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 30 or more rooms - Non Accredited (Application Fee £1,025, licence Fee £865)	£ 1,890.00	O	£ 1,930.00	£ -	£ 1,930.00	£ 40.00	2.12%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 2 to 5 rooms - Landlord Accredited	£ 485.00	O	£ 495.00	£ -	£ 495.00	£ 10.00	2.06%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 2 to 5 rooms - Non Accredited	£ 560.00	O	£ 573.00	£ -	£ 573.00	£ 13.00	2.32%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 6 to 10 - Landlord Accredited	£ 515.00	O	£ 527.00	£ -	£ 527.00	£ 12.00	2.33%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 6 to 10 - Non Accredited	£ 590.00	O	£ 604.00	£ -	£ 604.00	£ 14.00	2.37%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 11 to 15 - Landlord Accredited	£ 565.00	O	£ 578.00	£ -	£ 578.00	£ 13.00	2.30%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 11 to 15 - Non Accredited	£ 650.00	O	£ 665.00	£ -	£ 665.00	£ 15.00	2.31%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 16 to 20 - Landlord Accredited	£ 615.00	O	£ 630.00	£ -	£ 630.00	£ 15.00	2.44%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 16 to 20 - Non Accredited	£ 710.00	O	£ 725.00	£ -	£ 725.00	£ 15.00	2.11%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 21 to 29 - Landlord Accredited	£ 710.00	O	£ 725.00	£ -	£ 725.00	£ 15.00	2.11%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 21 to 29 - Non Accredited	£ 815.00	O	£ 835.00	£ -	£ 835.00	£ 20.00	2.45%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 30 or more units - Landlord Accredited	£ 820.00	O	£ 840.00	£ -	£ 840.00	£ 20.00	2.44%	D	I	AHH	H	Dulal Ahmed	
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 30 or more units - Non Accredited	£ 945.00	O	£ 965.00	£ -	£ 965.00	£ 20.00	2.12%	D	I	AHH	H	Dulal Ahmed	
Other Misc. Income - Change of Manager - Accredited landlord	£ 150.00	O	£ 153.00	£ -	£ 153.00	£ 3.00	2.00%	D	I	AHH	H	Dulal Ahmed	
Other Misc. Income - Change of Manager - Non Accredited	£ 173.00	O	£ 177.00	£ -	£ 177.00	£ 4.00	2.31%	D	I	AHH	H	Dulal Ahmed	
Assisting with Licensing application (First 30 minutes free for accredited landlords, thereafter £50.00 per hour pro rata) - Landlord Accredited	£ 65.50	O	£ 67.50	£ -	£ 67.50	£ 2.00	3.05%	D	I	AHH	H	Dulal Ahmed	
Assisting with Licensing application (First 30 minutes free for accredited landlords, thereafter £50.00 per hour pro rata) - Non Accredited	£ 65.50	O	£ 67.50	£ -	£ 67.50	£ 2.00	3.05%	D	I	AHH	H	Dulal Ahmed	
Failure to comply with an improvement notice [section 30] - Minimum Charge, capped at £30k maximum	£ 1,545.00	O	£ 1,580.00	£ -	£ 1,580.00	£ 35.00	2.27%	D	I	AHH	H	Dulal Ahmed	
Offences in relation to licensing of Houses in Multiple Occupation [section 72] - Minimum Charge, capped at £30k maximum	£ 2,500.00	O	£ 2,555.00	£ -	£ 2,555.00	£ 55.00	2.20%	D	I	AHH	H	Dulal Ahmed	
Offences in relation to licensing of houses under Part 3 of the Act [Section 95] - Minimum Charge, capped at £30k maximum	£ 2,500.00	O	£ 2,555.00	£ -	£ 2,555.00	£ 55.00	2.20%	D	I	AHH	H	Dulal Ahmed	
Offences of contravention of an overcrowding notice [section 139] - Minimum Charge, capped at £30k maximum	£ 1,000.00	O	£ 1,025.00	£ -	£ 1,025.00	£ 25.00	2.50%	D	I	AHH	H	Dulal Ahmed	
Failure to comply with management regulations in respect of Houses in Multiple Occupation [section 234] - Minimum Charge, capped at £30k maximum	£ 1,550.00	O	£ 1,585.00	£ -	£ 1,585.00	£ 35.00	2.26%	D	I	AHH	H	Dulal Ahmed	
Travellers Charges - Rent/ Water/ Amenity	£ 112.00	O	£ 116.00	£ -	£ 116.00	£ 4.00	3.57%	D	I	AHH	H	Dulal Ahmed	
Offences for Smoke & Carbon Monoxide Alarm Regulations non compliance (Initial fine followed by repetition within 2 years)	£1,000 then £5,000	O	£1,000 then £5,000	£ -	£1,000 then £5,000	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 1 Bed accommodation	£ 375.00	O	£ 415.00	£ -	£ 415.00	£ 40.00	10.67%	D	I	AHH	H	Dulal Ahmed	

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 2 Bed accommodation	£ 422.50	O	£ 465.00	£ -	£ 465.00	£ 42.50	10.06%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 3 Bed accommodation	£ 466.00	O	£ 515.00	£ -	£ 515.00	£ 49.00	10.52%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 4 Bed accommodation	£ 562.00	O	£ 620.00	£ -	£ 620.00	£ 58.00	10.32%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 5 or 6 Bed accommodation	£ 608.00	O	£ 670.00	£ -	£ 670.00	£ 62.00	10.20%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - over 6 Bed or HMO accommodation	£ 730.00	O	£ 805.00	£ -	£ 805.00	£ 75.00	10.27%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 1 Bed accommodation	£ 466.00	O	£ 515.00	£ -	£ 515.00	£ 49.00	10.52%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 2 Bed accommodation	£ 514.00	O	£ 570.00	£ -	£ 570.00	£ 56.00	10.89%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 3 Bed accommodation	£ 562.00	O	£ 620.00	£ -	£ 620.00	£ 58.00	10.32%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 4 Bed accommodation	£ 665.00	O	£ 735.00	£ -	£ 735.00	£ 70.00	10.53%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 5 or 6 Bed accommodation	£ 715.00	O	£ 790.00	£ -	£ 790.00	£ 75.00	10.49%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - over 6 Bed or HMO accommodation	£ 795.00	O	£ 880.00	£ -	£ 880.00	£ 85.00	10.69%	D	I	AHH	H	Dulal Ahmed	
Private Housing Services - Housing Non Statutory work for Border Agency (per case)	£ 175.00	O	£ 180.00	£ -	£ 180.00	£ 5.00	2.86%	D	I	AHH	H	Dulal Ahmed	
Offences for Energy Efficiency Regulations 2015 non compliance - registered false or misinformation on PRS Exemption Register capped at 1k	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Offences for Energy Efficiency Regulations 2015 non compliance - sub standard property let with EPC F or G, capped at 4k	< 3 mnths £2,000 > 3mnths £4,000	O	< 3 mnths £2,000 > 3mnths £4,000	£ -	< 3 mnths £2,000 > 3mnths £4,000	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Mobile Home Licensing Fee [1-10 pitches]										AHH	H	Dulal Ahmed	
Mobile Homes initial set up - Application Fee	£ 556.00	O	£ 568.00	£ -	£ 568.00	£ 12.00	2.16%	D	I	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	£ 253.00	O	£ 259.00	£ -	£ 259.00	£ 6.00	2.37%	D	I	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	£ 319.00	O	£ 326.00	£ -	£ 326.00	£ 7.00	2.19%	D	I	AHH	H	Dulal Ahmed	
Mobile Home Licensing Fee [11-20 pitches]										AHH	H	Dulal Ahmed	
Mobile Homes initial set up - Application Fee	£ 600.00	O	£ 615.00	£ -	£ 615.00	£ 15.00	2.50%	D	I	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	£ 253.00	O	£ 259.00	£ -	£ 259.00	£ 6.00	2.37%	D	I	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	£ 319.00	O	£ 326.00	£ -	£ 326.00	£ 7.00	2.19%	D	I	AHH	H	Dulal Ahmed	
Mobile Home Licensing Fee [21-50 pitches]										AHH	H	Dulal Ahmed	
Mobile Homes initial set up - Application Fee	£ 644.00	O	£ 650.00	£ -	£ 650.00	£ 6.00	0.93%	D	I	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	£ 253.00	O	£ 259.00	£ -	£ 259.00	£ 6.00	2.37%	D	I	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	£ 319.00	O	£ 326.00	£ -	£ 326.00	£ 7.00	2.19%	D	I	AHH	H	Dulal Ahmed	
Mobile Home Licensing Fee [51-99 pitches]										AHH	H	Dulal Ahmed	
Mobile Homes initial set up - Application Fee	£ 688.00	O	£ 705.00	£ -	£ 705.00	£ 17.00	2.47%	D	I	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	£ 253.00	O	£ 259.00	£ -	£ 259.00	£ 6.00	2.37%	D	I	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	£ 319.00	O	£ 326.00	£ -	£ 326.00	£ 7.00	2.19%	D	I	AHH	H	Dulal Ahmed	
Mobile Home Licensing Fee [100 pitches+]										AHH	H	Dulal Ahmed	
Mobile Homes initial set up - Application Fee	£ 732.00	O	£ 750.00	£ -	£ 750.00	£ 18.00	2.46%	D	I	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	£ 253.00	O	£ 259.00	£ -	£ 259.00	£ 6.00	2.37%	D	I	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	£ 319.00	O	£ 326.00	£ -	£ 326.00	£ 7.00	2.19%	D	I	AHH	H	Dulal Ahmed	
Offences of contravening electrical safety standard regulations 2020 'minimum charge' capped at £30k	£500 - £30K	O	£500 - £30K	£ -	£500 - £30K	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Mobile Homes Fit and Proper person Test		O	£ 323.00	£ -	£ 323.00	£ 323.00	0.00%	D	N	AHH	H	Dulal Ahmed	
Parks - Commercial Hire of Parks and Open Spaces - Price on Applications	POA	S	POA	£ -	POA	£ -	0.00%	D	U	PR	CGS	Jahur Ali	
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Over 60	£ 142.00	E	£ 145.00	£ -	£ 145.00	£ 3.00	2.11%	D	I	PR	CGS	Jahur Ali	
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Under 18	£ 84.00	E	£ 85.00	£ -	£ 85.00	£ 1.00	1.19%	D	I	PR	CGS	Jahur Ali	
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Under 60	£ 180.00	E	£ 190.00	£ -	£ 190.00	£ 10.00	5.56%	D	I	PR	CGS	Jahur Ali	
Parks - Cricket - Adult Pitch per match (10 games or more)	£ 105.00	E	£ 110.00	£ -	£ 110.00	£ 5.00	4.76%	D	I	PR	CGS	Jahur Ali	
Parks - Cricket - Adult Pitch per match (less than 10 games)	£ 110.00	E	£ 115.00	£ -	£ 115.00	£ 5.00	4.55%	D	I	PR	CGS	Jahur Ali	
Parks - Cricket - Youth Pitch per match (10 games or more)	£ 50.00	E	£ 51.00	£ -	£ 51.00	£ 1.00	2.00%	D	I	PR	CGS	Jahur Ali	
Parks - Cricket - Youth Pitch per match (less than 10 games)	£ 50.00	E	£ 51.00	£ -	£ 51.00	£ 1.00	2.00%	D	I	PR	CGS	Jahur Ali	
Parks - Football - Adult Pitch with Changing Facilities per match (less than 10 games)	£ 90.00	E	£ 95.00	£ -	£ 95.00	£ 5.00	5.56%	D	I	PR	CGS	Jahur Ali	
Parks - Football - Adult Pitch with Changing Facilities per season (max 16 games)	£ 1,150.00	E	£ 1,210.00	£ -	£ 1,210.00	£ 60.00	5.22%	D	I	PR	CGS	Jahur Ali	
Parks - Football - Child Pitch per match (less than 10 games)	£ 44.00	E	£ 45.00	£ -	£ 45.00	£ 1.00	2.27%	D	I	PR	CGS	Jahur Ali	

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Parks - Football - Child Pitch per season (max 16 games)	£ 580.00	E	£ 595.00	£ -	£ 595.00	£ 15.00	2.59%	D	I	PR	CGS	Jahur Ali	
Parks - Football - Youth Pitch per match (less than 10 games)	£ 57.00	E	£ 58.00	£ -	£ 58.00	£ 1.00	1.75%	D	I	PR	CGS	Jahur Ali	
Parks - Football - Youth Pitch per season (max 16 games)	£ 680.00	E	£ 700.00	£ -	£ 700.00	£ 20.00	2.94%	D	I	PR	CGS	Jahur Ali	
Parks - Rugby - Adult Pitch per match (less than 10 games)	£ 95.00	E	£ 100.00	£ -	£ 100.00	£ 5.00	5.26%	D	I	PR	CGS	Jahur Ali	
Parks - Rugby - Adult Pitch per season (max 16 games)	£ 1,150.00	E	£ 1,210.00	£ -	£ 1,210.00	£ 60.00	5.22%	D	I	PR	CGS	Jahur Ali	
Parks - Rugby - Mini Pitch per match (less than 10 games)	£ 23.00	E	£ 23.50	£ -	£ 23.50	£ 0.50	2.17%	D	I	PR	CGS	Jahur Ali	
Parks - Rugby - Mini Pitch per season (max 16 game)	£ 110.00	E	£ 115.00	£ -	£ 115.00	£ 5.00	4.55%	D	I	PR	CGS	Jahur Ali	
Parks - Rugby - Youth Pitch per match (less than 10 games)	£ 57.00	E	£ 58.00	£ -	£ 58.00	£ 1.00	1.75%	D	I	PR	CGS	Jahur Ali	
Parks - Rugby - Youth Pitch per season (max 16 games)	£ 680.00	E	£ 700.00	£ -	£ 700.00	£ 20.00	2.94%	D	I	PR	CGS	Jahur Ali	
Council Managed Allotments - 1x10 Rod plot	£ 110.00	E	£ 113.00	£ -	£ 113.00	£ 3.00	2.73%	D	I	PR	CGS	Jahur Ali	
Council Managed Allotments - 1x5 Rod (1/2 size plot)	£ 59.00	E	£ 62.00	£ -	£ 62.00	£ 3.00	5.08%	D	I	PR	CGS	Jahur Ali	
Outdoor event application processing	£ 25.00	E	£ 30.00	£ -	£ 30.00	£ 5.00	20.00%	D	I	PR	CGS	Jahur Ali	
Pre application fees - Householder - written only	£ 61.80	S	£ 52.50	£ 10.50	£ 63.00	£ 1.20	1.94%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Householder - written with 1/2 hour meeting	£ 98.40	S	£ 84.17	£ 16.83	£ 101.00	£ 2.60	2.64%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Householder - proposals in conservation areas/works to listed building Inc. 1/2 hour meeting (with planning officer and conservation officer)	£ 345.60	S	£ 295.83	£ 59.17	£ 355.00	£ 9.40	2.72%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Householder - single dwelling (replacement and residential annexe) Inc. 1/2 hour meeting	£ 184.80	S	£ 158.33	£ 31.67	£ 190.00	£ 5.20	2.81%	D	I	PR	PTR	Jonathan Keen	
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)	£ 432.00	S	£ 370.00	£ 74.00	£ 444.00	£ 12.00	2.78%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Householder - Alterations to listed building (whether residential or commercial) Inc. 1/2 hour meeting, (with planning officer and conservation officer)	£ 345.60	S	£ 295.83	£ 59.17	£ 355.00	£ 9.40	2.72%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Minor development Inc. 1 hour meeting	£ 530.40	S	£ 475.00	£ 95.00	£ 570.00	£ 39.60	7.47%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Major development Inc. 1 hour meeting	£ 1,776.00	S	£ 1,590.00	£ 318.00	£ 1,908.00	£ 132.00	7.43%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Strategic development	POA	S	POA	£ -	POA	£ -	0.00%	D	U	PR	PTR	Jonathan Keen	
Pre application fees - Follow up meetings Minor (per hour)	£ 144.00	S	£ 129.17	£ 25.83	£ 155.00	£ 11.00	7.64%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Follow up meetings Major (per hour)	£ 432.00	S	£ 388.33	£ 77.67	£ 466.00	£ 34.00	7.87%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Follow up meetings Householder (per hour)	£ 60.00	S	£ 54.17	£ 10.83	£ 65.00	£ 5.00	8.33%	D	I	PR	PTR	Jonathan Keen	
Pre application fees - Additional attendance (ecology/listed building) in addition to follow up meeting cost (per hour per specialist)	£ 240.00	S	£ 215.83	£ 43.17	£ 259.00	£ 19.00	7.92%	D	I	PR	PTR	Jonathan Keen	
Planning Performance Agreement (PPA) - Small urban extensions (up to 1,499 units) p.a.	£ 90,000.00	S	£ 75,000.00	£ 15,000.00	£ 90,000.00	£ -	0.00%	D	U	PR	PTR	Jonathan Keen	
Planning Performance Agreement (PPA) - Large urban extensions (over 1,500 units) p.a.	£ 120,000.00	S	£ 100,000.00	£ 20,000.00	£ 120,000.00	£ -	0.00%	D	U	PR	PTR	Jonathan Keen	
Planning Performance Agreement (PPA) - New settlement p.a.	£ 180,000.00	S	£ 150,000.00	£ 30,000.00	£ 180,000.00	£ -	0.00%	D	U	PR	PTR	Jonathan Keen	
Planning Performance Agreement (PPA) - Others (10 to 99 units) p.a.	£ 12,000.00	S	£ 10,000.00	£ 2,000.00	£ 12,000.00	£ -	0.00%	D	U	PR	PTR	Jonathan Keen	
Planning Performance Agreement (PPA) - Others (100 - 499 units) p.a.	£ 30,000.00	S	£ 25,000.00	£ 5,000.00	£ 30,000.00	£ -	0.00%	D	U	PR	PTR	Jonathan Keen	
Planning Performance Agreement (PPA) - Others (over 500 units and over) p.a.	£ 60,000.00	S	£ 50,000.00	£ 10,000.00	£ 60,000.00	£ -	0.00%	D	U	PR	PTR	Jonathan Keen	
All Outline Applications										PR	PTR	Jonathan Keen	
Sites not more than 2.5 Hectares (charge per 0.1 hectare)	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Sites with more than 2.5 Hectares (charge per 0.1 hectare, capped at maximum of £150k)	£11,432 + £138 per 0.1 hectare; up to a maximum of £150,000	O	£11,432 + £138	£ -	£11,432 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Household Applications										PR	PTR	Jonathan Keen	
Alterations or extensions to a single dwelling, excluding flats, including works within the boundary	£ 206.00	O	£ 206.00	£ -	£ 206.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Full Applications and first submissions of reserved matters										PR	PTR	Jonathan Keen	
Alterations or extensions to two or more dwellings, or one or more flats, including works within boundary	£ 407.00	O	£ 407.00	£ -	£ 407.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
New dwellings, up to a maximum of 50 (per dwelling charge)	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
New dwellings, for more than 50 (additional charge per dwelling in excess of 50, up to £300,000)	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Erection of Buildings, excluding dwellings, agricultural, glasshouse, plant and machinery										PR	PTR	Jonathan Keen	
No increase in gross floor space, or an increase of no more than 40 square metres	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
An increase of floor space more than 40 square metres, but not more than 75 square metres	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail					
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
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)	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
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)	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Erection of Buildings on land used for agriculture											PR	PTR	Jonathan Keen
A site area of no more than 465 square metres	£ 96.00	O	£ 96.00	£ -	£ 96.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
A site area of more than 465 square metres, but not more than 540 square metres	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
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)	£462 + £462	O	£462 + £462	£ -	£462 + £462	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
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)	£22,858 + £138	O	£22,858 + £138	£ -	£22,858 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Erection of glasshouses on land used from agriculture											PR	PTR	Jonathan Keen
A site area of not more than 5 hectares (per 0.1 hectare, or part thereof)	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
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)	£22,858 + £138	O	£22,858 + £138	£ -	£22,858 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Applications for other than building works											PR	PTR	Jonathan Keen
Car parks, service roads or other accesses, for existing uses	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Waste, use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals											PR	PTR	Jonathan Keen
A site of not more than 15 hectares (per 0.1 hectare, or part thereof)	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
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)	£34,934 + £138	O	£34,934 + £138	£ -	£34,934 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Other operations, winning and working of materials											PR	PTR	Jonathan Keen
A site area of not more than 15 hectares (per 0.1 hectare, or part thereof)	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
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)	£34,934 + £138	O	£34,934 + £138	£ -	£34,934 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
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)	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Lawful development certificate											PR	PTR	Jonathan Keen
Lawful development certificate, existing use, in breach of planning condition	Same as full application	O	Same as full application	£ -	Same as full application	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Lawful development certificate, existing use lawful development certificate where is lawful to comply with a particular condition	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Lawful development certificate, proposed use	Half the normal planning fee	O	Half the normal planning fee	£ -	Half the normal planning fee	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Prior Approval											PR	PTR	Jonathan Keen
Agricultural and Forestry buildings and operations, or demolition of buildings	£ 96.00	O	£ 96.00	£ -	£ 96.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Telecommunications code systems operators	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Reserved Matters											PR	PTR	Jonathan Keen
Application for approval of reserved matters following outline approval (Full fee due, or if full fee already paid then £462 due)	Full fee due, or £462 due	O	Full fee due, or £462 due	£ -	Full fee due, or £462 due	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Approval, variation or discharge of condition											PR	PTR	Jonathan Keen
Application for removal or variation of a condition following granting of planning permission	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Request for confirmation that one or more planning conditions have been complied with (per request for the householder, otherwise £116 per request)	£34 or £116	O	£34 or £116	£ -	£34 or £116	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Change of use of a building to use as one or more separate dwelling houses or other cases											PR	PTR	Jonathan Keen
Not more than 50 dwellings (per dwelling)	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
More than 50 dwellings (for each dwelling in excess of 50, up to a maximum of £300,000)	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Other changes of use of a building or land	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Advertising											PR	PTR	Jonathan Keen
Advertising relating to the business on the premises	£ 132.00	O	£ 132.00	£ -	£ 132.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Advance signs that are not situated on or visible from the site, directing the public to the business	£ 132.00	O	£ 132.00	£ -	£ 132.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Other advertisements	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Application for a non-material amendment following a grant of planning permission											PR	PTR	Jonathan Keen
Applications in respect of householder developments	£ 34.00	O	£ 34.00	£ -	£ 34.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Applications in respect of any other developments	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Permitted Development Rights removed	£ 96.00	O	£ 96.00	£ -	£ 96.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Fee for processing invalid application re-submission that are re-submitted still as invalid (per submission)	£ 25.00	O	£ 25.00		£ 25.00	£ -	0.00%	S	U	PR	PTR	Jonathan Keen	
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Short Certificate of Birth - (15 day service (previously 2 hour service - law changed to statutory fee))	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Certificates issued by Registrar/ Superintendent Registrar - Short Certificate of Birth - 24 hour service	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Birth (15 day service (previously 2 hour service - law changed to statutory fee))	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Birth (24 hour service)	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Certificates issued by Registrar/ Superintendent Registrar - Standard Certificate of Death (15 day service (previously 2 hour service - law changed to statutory fee))	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Death (24 hour service)	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Marriage (15 day service (previously 2 hour service - law changed to statutory fee))	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Marriage (24 hour service)	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Deposit for all ceremonies at Approved premises	£ 100.00	O	£ 102.00	£ -	£ 102.00	£ 2.00	2.00%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Deposit for all ceremonies at Register Office marriage Room	£ 46.00	O	£ 46.00	£ -	£ 46.00	£ -	0.00%	D	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Deposit for Notice of Marriage Appointment	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	D	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Monday to Friday)	£ 495.00	O	£ 530.00	£ -	£ 530.00	£ 35.00	7.07%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Saturday)	£ 540.00	O	£ 580.00	£ -	£ 580.00	£ 40.00	7.41%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Sunday, Bank or Public Holiday)	£ 615.00	O	£ 630.00	£ -	£ 630.00	£ 15.00	2.44%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Fees for superintendent Registrar attendance at Register Office for Naming Ceremonies/ Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) Saturday	£ 340.00	O	£ 350.00	£ -	£ 350.00	£ 10.00	2.94%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Monday to Friday)	£ 310.00	O	£ 320.00	£ -	£ 320.00	£ 10.00	3.23%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Saturday)	£ 360.00	O	£ 370.00	£ -	£ 370.00	£ 10.00	2.78%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Sunday)	£ 410.00	O	£ 420.00	£ -	£ 420.00	£ 10.00	2.44%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Ceremonies held in Thameside Theatre (Monday to Friday)	£ 270.00	O	£ 280.00	£ -	£ 280.00	£ 10.00	3.70%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday PM)	£ 400.00	O	£ 410.00	£ -	£ 410.00	£ 10.00	2.50%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday AM)	£ 330.00	O	£ 340.00	£ -	£ 340.00	£ 10.00	3.03%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Hawthorne Suite - Thameside (Monday to Friday)	£ 220.00	O	£ 225.00	£ -	£ 225.00	£ 5.00	2.27%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday PM)	£ 350.00	O	£ 360.00	£ -	£ 360.00	£ 10.00	2.86%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday AM)	£ 280.00	O	£ 290.00	£ -	£ 290.00	£ 10.00	3.57%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Postage and Packing Charge (1st Class Recorded)	£ 3.50	O	£ 3.60	£ -	£ 3.60	£ 0.10	2.86%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Private Citizenship Ceremony (Monday to Saturday)	£ 160.00	O	£ 165.00	£ -	£ 165.00	£ 5.00	3.13%	D	I	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Re-Schedule of Appointment/ Ceremony	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	D	U	SEG	CGS	Lynn Whipps	
Resident Services - Registration - Postage and Packing Charge (Special Delivery 24hr Guaranteed)	£ 9.50	O	£ 10.00	£ -	£ 10.00	£ 0.50	5.26%	D	I	SEG	CGS	Lynn Whipps	
Administration Charge to complete PD2 / Proof of Life Confirmation forms	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	D	U	SEG	CGS	Lynn Whipps	
Registration - Fees for Superintendent Registrar attendance at approved premises for Marriage/Civil Partnership - for all ceremonies in The Lacey Marriage Room	£ 146.00	O	£ 190.00	£ -	£ 190.00	£ 44.00	30.14%	D	I	SEG	CGS	Lynn Whipps	

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Consideration by Registrar / Superintendent Registrar of a correction	£ 75.00	O	£ 75.00	£ -	£ 75.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Consideration by the Registrar General of a correction	£ 90.00	O	£ 90.00	£ -	£ 90.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Consideration by Superintendent Registrar of a divorce obtained outside of the British Isles	£ 50.00	O	£ 50.00	£ -	£ 50.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Consideration by the Registrar General of a divorce obtained outside of the British Isles	£ 75.00	O	£ 75.00	£ -	£ 75.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Consideration by the registration authority of a civil partnership dissolution obtained outside of the British Isles	£ 50.00	O	£ 50.00	£ -	£ 50.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Consideration by the Registrar General of a civil partnership dissolution obtained outside of the British Isles	£ 75.00	O	£ 75.00	£ -	£ 75.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
RWP - Reduce statutory waiting period on a notice of marriage or civil partnership	£ 60.00	O	£ 60.00	£ -	£ 60.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
RGL - Registrar General's Licence for marriage and civil partnership	£ 15.00	O	£ 15.00	£ -	£ 15.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Attendance at the civil partnership registration at the Register Office	£ 46.00	O	£ 46.00	£ -	£ 46.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Attendance at a registered building for a civil partnership ceremony	£ 86.00	O	£ 86.00	£ -	£ 86.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Attendance at a registered building for a marriage ceremony	£ 86.00	O	£ 86.00	£ -	£ 86.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Conversion of a civil partnership into marriage at the Register Office	£ 45.00	O	£ 45.00	£ -	£ 45.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Conversion of a civil partnership into marriage - Two stage procedure on other premises, completing the declaration	£ 27.00	O	£ 27.00	£ -	£ 27.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Conversion of a civil partnership into marriage - Two stage procedure on other premises, signing the declaration in a religious building registered for the marriage of same sex couples	£ 91.00	O	£ 91.00	£ -	£ 91.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Change of forename added within 12 months of birth registration	£ 40.00	O	£ 40.00	£ -	£ 40.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Search in indexes by the applicant personally for not more than six successive hours	£ 18.00	O	£ 18.00	£ -	£ 18.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Civil Partnership certificate (Full or short) - 24 hour service	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
Residents Services - Registration - Civil Partnership certificate (Full or short) - 15 day service	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps	
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	£ 1,500.00	O	£ 1,535.00	£ -	£ 1,535.00	£ 35.00	2.33%	D	I	PR	PTR	Mat Kiely	
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.	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	£ -	0.00%	S	U	PR	PTR	Mat Kiely	
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.	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	£ -	0.00%	S	U	PR	PTR	Mat Kiely	
Transport Development - Accident data provision	£ 175.00	Z	£ 179.00	£ -	£ 179.00	£ 4.00	2.29%	D	I	PR	PTR	Mat Kiely	
Transport Development - Commercial access; no adoptable road (fee is for checking drawing and supervision works)	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%	S	U	PR	PTR	Mat Kiely	
Transport Development - Commercial access; with adoptable distributor road Section 278 agreement (Fee is for checking drawings and supervision of works)	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%	S	U	PR	PTR	Mat Kiely	

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Transport Development - Commuted sums for highway & ancillary works arising from development	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%	D	U	PR	PTR	Mat Kiely
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway	£ 205.00	O	£ 225.00	£ -	£ 225.00	£ 20.00	9.76%	S	I	PR	PTR	Mat Kiely
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway - Deposit	£500-£5000	O	£500-£5000	£ -	£500-£5000	£ -	0.00%	S	U	PR	PTR	Mat Kiely
Transport Development - Flat only development's; no adoptable road (fee is for checking drawing and supervision of works)	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%	S	U	PR	PTR	Mat Kiely
Transport Development - Incidental Technical Information	Case by case basis	Z	Case by case basis	£ -	Case by case basis	£ -	0.00%	D	U	PR	PTR	Mat Kiely
Transport Development - New Adoptable Residential Estate Road with standard Bellmouth Section 278 (Fee is for checking drawings and supervision of works)	£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%	S	U	PR	PTR	Mat Kiely
Transport Development - New Adoptable Residential Estate Road with standard Bellmouth Section 38 (Fee is for checking drawings and supervision of works)	£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%	S	U	PR	PTR	Mat Kiely

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
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	£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%	S	U	PR	PTR	Mat Kiely
Transport Development - Temporary Construction Access Licence	£ 205.00	O	£ 205.00	£ -	£ 205.00	£ -	0.00%	S	U	PR	PTR	Mat Kiely
Transport Development - Temporary Construction Access Licence - Deposit	£500-£5000	O	£500-£5000	£ -	£500-£5000	£ -	0.00%	S	U	PR	PTR	Mat Kiely
Travel Plans - Monitoring Travel Plans - Large Developments	£ 1,050.00	Z	£ 1,050.00	£ -	£ 1,050.00	£ -	0.00%	S	U	PR	PTR	Mat Kiely
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	£ 2,100.00	Z	£ 2,100.00	£ -	£ 2,100.00	£ -	0.00%	S	U	PR	PTR	Mat Kiely
Travel Plans - Monitoring Travel Plans - Small Developments	£ 540.00	Z	£ 540.00	£ -	£ 540.00	£ -	0.00%	S	U	PR	PTR	Mat Kiely
Road Safety - Scooter Training (primary schools)	£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%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability Training Level 1	£ 5.00	Z	£ 5.10	£ -	£ 5.10	£ 0.10	2.00%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability Training Level 2	£ 10.00	Z	£ 10.20	£ -	£ 10.20	£ 0.20	2.00%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability - Learn to Ride - Under 16s	£ 10.00	Z	£ 10.20	£ -	£ 10.20	£ 0.20	2.00%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability - Learn to Ride - Over 16s	£ 20.00	Z	£ 20.50	£ -	£ 20.50	£ 0.50	2.50%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability - Balance Bikes	£ 60.00	Z	£ 61.50	£ -	£ 61.50	£ 1.50	2.50%	D	I	PR	PTR	Mat Kiely
Local Flood Authority - Ordinary Watercourse Land Drainage Consent	£ 50.00	Z	£ 51.00	£ -	£ 51.00	£ 1.00	2.00%	D	I	PR	PTR	Mat Kiely
Transport - MOT Test Station Services - MOT'S class 4 and 7	£ 35.00	E	£ 36.00	£ -	£ 36.00	£ 1.00	2.86%	D	I	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S class 4 and 7 Retest Fee	£ 15.00	E	£ 15.00	£ -	£ 15.00	£ -	0.00%	D	U	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S class 5	£ 50.00	E	£ 51.00	£ -	£ 51.00	£ 1.00	2.00%	D	I	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S class 5 Retest Fee	£ 20.00	E	£ 20.50	£ -	£ 20.50	£ 0.50	2.50%	D	I	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S Taxi Test	£ 25.00	E	£ 26.00	£ -	£ 26.00	£ 1.00	4.00%	D	I	PR	PTR	Matt Trott
Music Services - Loan of Musical Instruments for pupils studying through the Music Hub (Ranged fee dependent on instrument)	£13 - £26	E	£13 - £26	£ -	£13 - £26	£ -	0.00%	D	U	CS	CS	Michele Lucas (ML)
Music Services - Loan of Musical Instruments for external hirers (Ranged fee dependent on instrument)	£20.60 - £103	E	£20.60 - £103	£ -	£20.60 - £103	£ -	0.00%	D	U	CS	CS	Michele Lucas (ML)
Individual and small group tuition (fee pro-rata dependent on duration and numbers) - per hour charge	£ 33.70	E	£ 35.00	£ -	£ 35.00	£ 1.30	3.86%	D	I	CS	CS	Michele Lucas (ML)
Children's Care and Targeted Outcomes - Children with disabilities - Summer Play Scheme - per day, per child (If funding is secured then the charge will reduce)	£ 18.50	O	£ 19.00	£ -	£ 19.00	£ 0.50	2.70%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Hourly rate 3-5 year olds	£ 6.00	E	£ 6.20	£ -	£ 6.20	£ 0.20	3.33%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Hourly rate 2 year olds	£ 6.30	E	£ 6.50	£ -	£ 6.50	£ 0.20	3.17%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies 8am-1pm or 1pm-6pm - per day	£ 34.50	E	£ 35.50	£ -	£ 35.50	£ 1.00	2.90%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies 8am-1pm or 1pm-6pm - per week	£ 172.00	E	£ 176.00	£ -	£ 176.00	£ 4.00	2.33%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am-6.15pm - per day	£ 69.00	E	£ 71.00	£ -	£ 71.00	£ 2.00	2.90%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am-6.15pm - per week	£ 319.00	E	£ 327.00	£ -	£ 327.00	£ 8.00	2.51%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds 8am-1pm or 1pm-6pm - per day	£ 31.75	E	£ 32.50	£ -	£ 32.50	£ 0.75	2.36%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds 8am-1pm or 1pm-6pm - per week	£ 153.00	E	£ 157.00	£ -	£ 157.00	£ 4.00	2.61%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds Full placement costs per week	£ 296.00	E	£ 303.00	£ -	£ 303.00	£ 7.00	2.36%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds Full placement costs per day	£ 58.00	E	£ 59.50	£ -	£ 59.50	£ 1.50	2.59%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Cooked lunch each	£ 3.45	E	£ 3.55	£ -	£ 3.55	£ 0.10	2.90%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds 8am-1pm or 1pm-6pm - per day	£ 30.00	E	£ 30.70	£ -	£ 30.70	£ 0.70	2.33%	D	I	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds 8am-1pm or 1pm-6pm - per week	£ 150.00	E	£ 153.00	£ -	£ 153.00	£ 3.00	2.00%	D	I	CS	CS	ML/ Katie Corbett

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds Full placement costs per week	£ 297.00	E	£ 304.00	£ -	£ 304.00	£ 7.00	2.36%	D	I	CS	CS	ML/ Katie Corbett	
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds Full placement costs per day	£ 65.50	E	£ 67.00	£ -	£ 67.00	£ 1.50	2.29%	D	I	CS	CS	ML/ Katie Corbett	
Learning and Universal Outcomes - Nursery Places - Hourly rate babies 0-2-year-olds	£ 6.90	E	£ 7.00	£ -	£ 7.00	£ 0.10	1.45%	D	I	CS	CS	ML/ Katie Corbett	
Learning and Universal Outcomes - Nursery Places - Babies 9am-1pm or 1pm-5pm - per day	£ 29.50	E	£ 30.00	£ -	£ 30.00	£ 0.50	1.69%	D	I	CS	CS	ML/ Katie Corbett	
Learning and Universal Outcomes - Nursery Places - Holiday Club (per day)	£ 20.00	E	£ 22.00	£ -	£ 22.00	£ 2.00	10.00%	D	I	CS	CS	ML/ Katie Corbett	
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Angling Club	£ 7,200.00	E	£ 7,560.00	£ -	£ 7,560.00	£ 360.00	5.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Working Newfoundlands (per dog, per visit)	£ 5.65	E	£ 5.93	£ -	£ 5.93	£ 0.28	4.96%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Angling Club	£ 10,500.00	E	£ 11,025.00	£ -	£ 11,025.00	£ 525.00	5.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Motorboat & Water-ski Club (per visit)	£ 220.00	E	£ 360.00	£ -	£ 360.00	£ 140.00	63.64%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - Day visits - Up to 10 people (Single session)	£ 131.00	E	£ 137.50	£ -	£ 137.50	£ 6.50	4.96%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - Day visits - Up to 10 people (Full day, 4 sessions)	£ 440.00	E	£ 462.00	£ -	£ 462.00	£ 22.00	5.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - Day visits - Up to 10 people (Half day, 2 sessions)	£ 240.00	E	£ 252.00	£ -	£ 252.00	£ 12.00	5.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 2 children (Full day, 4 sessions)	£ 330.00	E	£ 346.00	£ -	£ 346.00	£ 16.00	4.85%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters VIP offer- Up to 2 adults and 2 children (Half day, 2 sessions)	£ 188.00	E	£ 197.00	£ -	£ 197.00	£ 9.00	4.79%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - VIP offer - Up to 2 adults and 4 children (Full day, 4 sessions)	£ 342.00	E	£ 359.00	£ -	£ 359.00	£ 17.00	4.97%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 4 children (Half day, 2 sessions)	£ 205.00	E	£ 215.00	£ -	£ 215.00	£ 10.00	4.88%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 4 children (Single session)	£ 116.00	E	£ 122.00	£ -	£ 122.00	£ 6.00	5.17%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters - School Holiday periods Only - Activity Sessions (per session per person charge)	£ 8.50	E	£ 10.00	£ -	£ 10.00	£ 1.50	17.65%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Accommodation only (per person per night)	£ 18.00	E	£ 20.00	£ -	£ 20.00	£ 2.00	11.11%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (2 days, 1 night)	£ 149.00	E	£ 164.00	£ -	£ 164.00	£ 15.00	10.07%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (3 days, 2 night)	£ 230.00	E	£ 253.00	£ -	£ 253.00	£ 23.00	10.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (4 days, 3 night)	£ 315.00	E	£ 346.00	£ -	£ 346.00	£ 31.00	9.84%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (5 days, 4 night)	£ 394.00	E	£ 433.00	£ -	£ 433.00	£ 39.00	9.90%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (2 days, 1 night)	£ 103.00	E	£ 113.00	£ -	£ 113.00	£ 10.00	9.71%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (3 days, 2 night)	£ 160.00	E	£ 176.00	£ -	£ 176.00	£ 16.00	10.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (4 days, 3 night)	£ 224.00	E	£ 246.00	£ -	£ 246.00	£ 22.00	9.82%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (5 days, 4 night)	£ 280.00	E	£ 308.00	£ -	£ 308.00	£ 28.00	10.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Camping - per person per night	£ 6.50	E	£ 7.00	£ -	£ 7.00	£ 0.50	7.69%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (2 days, 1 night)	£ 149.00	E	£ 164.00	£ -	£ 164.00	£ 15.00	10.07%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (3 days, 2 night)	£ 230.00	E	£ 253.00	£ -	£ 253.00	£ 23.00	10.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (4 days, 3 night)	£ 315.00	E	£ 346.00	£ -	£ 346.00	£ 31.00	9.84%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (5 days, 4 night)	£ 394.00	E	£ 433.00	£ -	£ 433.00	£ 39.00	9.90%	D	I	CS	CS	ML/ Wendy Warman	

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (2 days, 1 night)	£ 103.00	E	£ 113.00	£ -	£ 113.00	£ 10.00	9.71%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (3 days, 2 night)	£ 160.00	E	£ 176.00	£ -	£ 176.00	£ 16.00	10.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (4 days, 3 night)	£ 224.00	E	£ 246.00	£ -	£ 246.00	£ 22.00	9.82%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (5 days, 4 night)	£ 271.90	E	£ 300.00	£ -	£ 300.00	£ 28.10	10.33%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Catering Package (Breakfast, Lunch and Evening Meal) - Minimum 10 persons - Charge is per person per day	£ 22.20	E	£ 25.00	£ -	£ 25.00	£ 2.80	12.61%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Full Day Charge	£ 69.00	E	£ 76.00	£ -	£ 76.00	£ 7.00	10.14%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Half Day Charge	£ 39.00	E	£ 43.00	£ -	£ 43.00	£ 4.00	10.26%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Hourly Charge (minimum 2 hours)	£ 14.80	E	£ 16.00	£ -	£ 16.00	£ 1.20	8.11%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Single Activity	£ 157.00	E	£ 173.00	£ -	£ 173.00	£ 16.00	10.19%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Double Activity	£ 280.00	E	£ 308.00	£ -	£ 308.00	£ 28.00	10.00%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First person - 1.5 Hour Session	£ 52.00	E	£ 55.00	£ -	£ 55.00	£ 3.00	5.77%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First person - 3 Hour Session	£ 89.00	E	£ 95.00	£ -	£ 95.00	£ 6.00	6.74%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First person - 4.5 Hour Session	£ 116.00	E	£ 120.00	£ -	£ 120.00	£ 4.00	3.45%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional person - 1.5 Hour Session	£ 28.50	E	£ 30.00	£ -	£ 30.00	£ 1.50	5.26%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional person - 3 Hour Session	£ 46.50	E	£ 48.00	£ -	£ 48.00	£ 1.50	3.23%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional person - 4.5 Hour Session	£ 63.50	E	£ 65.00	£ -	£ 65.00	£ 1.50	2.36%	D	I	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Paddle Board Course		E	£ 70.00	£ -	£ 70.00	£ 70.00	0.00%	D	N	CS	CS	ML/ Wendy Warman	
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - RYA Youth Scheme		E	£ 135.00	£ -	£ 135.00	£ 135.00	0.00%	D	N	CS	CS	ML/ Wendy Warman	
Adult learners in receipt of JSA (all types), ESA (all types) or Universal Credit (earning under the income threshold as stated by the ESFA)	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	CS	CS	ML/ Jaki Bradley	
Adult learners in receipt of other state benefits who earn less than the take home pay threshold (as stated by ESFA)	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	CS	CS	ML/ Jaki Bradley	
Adult learners 24+ joining courses Level 3 & above	Variable Charge	O	Variable Charge	£ -	Variable Charge	£ -	0.00%	D	U	CS	CS	ML/ Jaki Bradley	
Family Learning English Maths & Language	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	CS	CS	ML/ Jaki Bradley	
Family Learning wider FL per session	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	CS	CS	ML/ Jaki Bradley	
Community Led learning targeted provision, community engagement up to 12 hours	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	CS	CS	ML/ Jaki Bradley	
Qualification Courses for 19+										CS	CS	ML/ Jaki Bradley	
Adult learners not in full time education elsewhere standard rate course	£ 5.25	O	£ 5.40	£ -	£ 5.40	£ 0.15	2.86%	D	I	CS	CS	ML/ Jaki Bradley	
as above - weighted rate course e.g. hairdressing floristry, courses requiring hired external venues or where courses do not target priority learners	£ 7.00	O	£ 7.20	£ -	£ 7.20	£ 0.20	2.86%	D	I	CS	CS	ML/ Jaki Bradley	
Adult Learners 19+ in full time education elsewhere or who do not meet residency eligibility	£ 13.60	O	£ 14.00	£ -	£ 14.00	£ 0.40	2.94%	D	I	CS	CS	ML/ Jaki Bradley	
Community Learning for learners 19+										CS	CS	ML/ Jaki Bradley	
Tuition fee standard rate (universal Offer)	£ 5.25	O	£ 5.40	£ -	£ 5.40	£ 0.15	2.86%	D	I	CS	CS	ML/ Jaki Bradley	
Adults learners in receipt of a state benefit	£ 3.50	O	£ 3.60	£ -	£ 3.60	£ 0.10	2.86%	D	I	CS	CS	ML/ Jaki Bradley	
Weighted courses / or where courses do not target priority learners	£ 7.00	O	£ 7.20	£ -	£ 7.20	£ 0.20	2.86%	D	I	CS	CS	ML/ Jaki Bradley	
Adults learners aged over 65	£ 4.30	O	£ 4.40	£ -	£ 4.40	£ 0.10	2.33%	D	I	CS	CS	ML/ Jaki Bradley	
Tuition fee for supported learning course	£ 4.30	O	£ 4.40	£ -	£ 4.40	£ 0.10	2.33%	D	I	CS	CS	ML/ Jaki Bradley	

Name of Fee or Charge	21/22		2022/23 - Charges			Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Tuition fee taster courses per session	£ 16.20	O	£ 16.70	£ -	£ 16.70	£ 0.50	3.09%	D	I	CS	CS	ML/ Jaki Bradley
Non-eligible learners	£ 13.60	O	£ 14.00	£ -	£ 14.00	£ 0.40	2.94%	D	I	CS	CS	ML/ Jaki Bradley
Lettings										CS	CS	ML/ Jaki Bradley
New room hire (Stanley Lazell)		O	POA		POA	£ -	0.00%	D	N	CS	CS	ML/ Jaki Bradley
Commercial Matters - Administration fee for processing Commercial & Other Applications	£ 60.00	S	£ 55.00	£ 11.00	£ 66.00	£ 6.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Commercial Matters - Assignment of Leases (Council owned premises). Minimum Charge £900 plus VAT	£ 1,080.00	S	£ 990.00	£ 198.00	£ 1,188.00	£ 108.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Commercial Matters - Dilapidation Surveys and Schedules of Repair/Condition (Council Owned Premises). Minimum fee and hourly rate charge in preparing survey and supervising works	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Commercial Matters - Licence to undertake alterations/building works	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Commercial Matters - Licence to vary lease terms (Council owned premises)	£ 810.00	S	£ 745.00	£ 149.00	£ 894.00	£ 84.00	10.37%	D	I	RPD	PTR	Michelle Thompson
Commercial Matters - New Letting - Non Standard Commercial Shop Lease	£ 1,080.00	S	£ 990.00	£ 198.00	£ 1,188.00	£ 108.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Commercial Matters - New Letting - Standard Commercial Shop Lease	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Commercial Matters - Other Processes and Consents	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Non Commercial Matters - Area up to 25 Sqm - Land offering development potential either as a separate plot or if combined with other land	POA	S	POA	£ -	POA	£ -	0.00%	D	U	RPD	PTR	Michelle Thompson
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	POA	S	POA	£ -	POA	£ -	0.00%	D	U	RPD	PTR	Michelle Thompson
Non Commercial Matters - Other Processes and Consents	POA	S	POA	£ -	POA	£ -	0.00%	D	U	RPD	PTR	Michelle Thompson
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.	£ 600.00	S	£ 550.00	£ 110.00	£ 660.00	£ 60.00	10.00%	D	I	RPD	PTR	Michelle Thompson
Cultural Services - Borrowers Lost Tickets - Adult - First Loss	£ 2.60	O	£ 2.60	£ -	£ 2.60	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Borrowers Lost Tickets - Adult - Second and subsequent loss	£ 3.10	O	£ 3.10	£ -	£ 3.10	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Children's Lost Tickets - First Loss	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Children's Lost Tickets - Second Loss	£ 2.60	O	£ 2.60	£ -	£ 2.60	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Catalogue Requests - Requests from Library catalogue	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Catalogue Requests - Requests from Library catalogues outside Essex	£ 7.65	O	£ 7.65	£ -	£ 7.65	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Catalogue Requests - Requests from the British Library	£ 24.25	O	£ 24.25	£ -	£ 24.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Catalogue Requests - British Library lending renewals	£ 5.30	O	£ 5.30	£ -	£ 5.30	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Adults books	£ 30.00	O	£ 30.00	£ -	£ 30.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Children's books	£ 20.00	O	£ 20.00	£ -	£ 20.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Book wallets	£ 1.60	O	£ 1.60	£ -	£ 1.60	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Compact Disc/CD Rom case	£ 2.10	O	£ 2.10	£ -	£ 2.10	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Compact Disc/CD Rom or Cassette insert	Full Cost	O	Full Cost	£ -	Full Cost	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD case	£ 2.10	O	£ 2.10	£ -	£ 2.10	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD insert	Full Cost	O	Full Cost	£ -	Full Cost	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - Children's DVD Hire - Each item/ week	£ 1.00	O	£ 1.00	£ -	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - Children's DVD Hire - Maximum charge - 8 weeks	£ 8.00	O	£ 8.00	£ -	£ 8.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - Children's DVD Hire - Overdue: item/ week	£ 1.00	O	£ 1.00	£ -	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - Non Fiction DVD Hire - Each item/ week	£ 1.00	O	£ 1.00	£ -	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - Non Fiction DVD Hire - Maximum charge - 8 weeks	£ 8.00	O	£ 8.00	£ -	£ 8.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - Non Fiction DVD Hire - Overdue: item/ week	£ 1.00	O	£ 1.00	£ -	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - TV and Feature Films Hire - Each item/ week	£ 1.00	O	£ 1.00	£ -	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - TV and Feature Films Hire - Maximum charge - 8 weeks	£ 8.00	O	£ 8.00	£ -	£ 8.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - DVD - TV and Feature Films Hire - Overdue: item/ week	£ 1.00	O	£ 1.00	£ -	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 1	£ 0.20	O	£ 0.20	£ -	£ 0.20	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 2	£ 0.40	O	£ 0.40	£ -	£ 0.40	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 3	£ 0.60	O	£ 0.60	£ -	£ 0.60	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 4	£ 0.80	O	£ 0.80	£ -	£ 0.80	£ -	0.00%	D	U	AHH	HWB	Natalie Smith

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Cultural Services - Libraries - Fines - Books - Day 5	£ 1.00	O	£ 1.00	£ -	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Fines - Books - Day 6	£ 1.20	O	£ 1.20	£ -	£ 1.20	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Fines - Books - Day 7	£ 1.40	O	£ 1.40	£ -	£ 1.40	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Fines - per week after the first week	£ 1.40	O	£ 1.40	£ -	£ 1.40	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Fines - Books - Maximum Charge (8 weeks)	£ 11.20	O	£ 11.20	£ -	£ 11.20	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Language Courses - Multiple sets for 12 weeks	£ 3.60	O	£ 3.60	£ -	£ 3.60	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Language Courses - Single item for 3 weeks	£ 1.50	O	£ 1.50	£ -	£ 1.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Recorded Sound - All spoken word for children (Tape or CD)	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Recorded Sound - Compact Disc Hire - 1 week loan	£ 1.15	O	£ 1.15	£ -	£ 1.15	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Recorded Sound - Spoken Word on CD - 3 week loan - 1 to 3 discs	£ 3.05	O	£ 3.05	£ -	£ 3.05	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Libraries - Recorded Sound - Spoken Word on CD - 3 week loan - 4 or more discs	£ 3.05	O	£ 3.05	£ -	£ 3.05	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Computer Printouts - B&W or Colour	£ 0.30	O	£ 0.25	£ 0.05	£ 0.30	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Chamber music (3 or more parts)	Essex CC	O	Essex CC	£ -	Essex CC	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Orchestral set	Essex CC	O	Essex CC	£ -	Essex CC	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Play sets hire (3-15 copies)	Essex CC	O	Essex CC	£ -	Essex CC	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Sheets (per set)	Essex CC	O	Essex CC	£ -	Essex CC	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Vocal Scores (per item)	Essex CC	S	Essex CC	£ -	Essex CC	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - Single copy A3 size - Colour	£ 2.04	S	£ 0.83	£ 0.17	£ 1.00	-£ 1.04	-50.98%	D	D	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - Single copy A3 size - Monochrome	£ 0.31	S	£ 0.25	£ 0.05	£ 0.30	-£ 0.01	-3.23%	D	D	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - Single copy A4 size - Colour	£ 1.02	S	£ 0.42	£ 0.08	£ 0.50	-£ 0.52	-50.98%	D	D	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - Single copy A4 size - Monochrome	£ 0.17	S	£ 0.13	£ 0.03	£ 0.15	-£ 0.02	-11.76%	D	D	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Monochrome Only - A3	£ 0.22	S	£ 0.17	£ 0.03	£ 0.20	-£ 0.02	-9.09%	D	D	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Monochrome only - A4	£ 0.11	S	£ 0.08	£ 0.02	£ 0.10	-£ 0.01	-9.09%	D	D	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Colour - A3		S	£ 0.67	£ 0.13	£ 0.80	£ -	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Colour - A4		S	£ 0.33	£ 0.07	£ 0.40	£ -	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building requiring opening - Commercial Organisations	£ 41.00	Z	£ 41.00	£ -	£ 41.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building requiring opening - Statutory and Political Parties	£ 30.50	Z	£ 30.50	£ -	£ 30.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building requiring opening - Voluntary Sector	£ 30.50	Z	£ 30.50	£ -	£ 30.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building (with registered key holder) - Statutory and Political Parties	£ 25.50	Z	£ 25.50	£ -	£ 25.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building (with registered key holder) - Voluntary Sector	£ 20.25	Z	£ 20.25	£ -	£ 20.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating over 30 people - Commercial Organisations	£ 41.00	Z	£ 41.00	£ -	£ 41.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating over 30 people - Statutory and Political Parties	£ 30.50	Z	£ 30.50	£ -	£ 30.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating over 30 people - Voluntary Sector	£ 25.50	Z	£ 25.50	£ -	£ 25.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating under 30 people - Commercial Organisations	£ 20.25	Z	£ 20.25	£ -	£ 20.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating under 30 people - Statutory and Political Parties	£ 15.25	Z	£ 15.25	£ -	£ 15.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating 5 - 30 people - Voluntary Sector	£ 10.25	Z	£ 10.25	£ -	£ 10.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating up to 4 people - Commercial Organisations	£ 10.25	Z	£ 10.25	£ -	£ 10.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith	

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating up to 4 people - Statutory and Political Parties	£ 10.25	Z	£ 10.25	£ -	£ 10.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating up to 4 people - Voluntary Sector	£ 5.15	Z	£ 5.15	£ -	£ 5.15	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Adult fiction - Hardback	£ 0.50	Z	£ 0.50	£ -	£ 0.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Adult fiction - Paperback	£ 0.25	Z	£ 0.25	£ -	£ 0.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Adult non fiction - Hardback	£ 0.50	Z	£ 0.50	£ -	£ 0.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Adult non fiction - Paperback	£ 0.25	Z	£ 0.25	£ -	£ 0.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - CD's	£ 0.50	Z	£ 0.50	£ -	£ 0.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Children's - Hardback	£ 0.50	Z	£ 0.50	£ -	£ 0.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Children's - Paperback	£ 0.25	Z	£ 0.25	£ -	£ 0.25	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - DVD's	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Incoming - Each	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Outgoing - Additional page - Elsewhere	£ 1.70	S	£ 1.42	£ 0.28	£ 1.70	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Outgoing - Additional page - Europe	£ 1.10	S	£ 0.92	£ 0.18	£ 1.10	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Outgoing - Additional page - UK	£ 0.60	S	£ 0.50	£ 0.10	£ 0.60	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Outgoing - Fax to free numbers (Admin charge)	£ 0.50	S	£ 0.42	£ 0.08	£ 0.50	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Outgoing - First Page - Elsewhere	£ 3.20	S	£ 2.67	£ 0.53	£ 3.20	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Outgoing - First Page - Europe	£ 2.70	S	£ 2.25	£ 0.45	£ 2.70	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Fax - Outgoing - First Page - UK	£ 1.10	S	£ 0.92	£ 0.18	£ 1.10	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Internet and Word processing - Use of the internet - first 2 Hours	Free of Charge	S	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Internet and Word processing - Word processing - Black and white	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services -Internet and Word processing - Word processing - Colour	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30	£ -	0.00%	D	U	AHH	HWB	Natalie Smith
Public Protection - Other Environmental Protection Charges - Contaminated Land enquiries - Residents -flat fees	£ 30.00	O	£ 31.00	£ -	£ 31.00	£ 1.00	3.33%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Contaminated Land enquiries - Solicitors / Potential home owners per hour	£ 65.00	O	£ 67.00	£ -	£ 67.00	£ 2.00	3.08%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Environmental surveys - Private Companies per hour	£ 65.00	O	£ 67.00	£ -	£ 67.00	£ 2.00	3.08%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - High Hedges Fixed Charge for all other owners	£ 500.00	O	£ 512.00	£ -	£ 512.00	£ 12.00	2.40%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - High Hedges Fixed Charge for owners on Benefits	£ 250.00	O	£ 255.00	£ -	£ 255.00	£ 5.00	2.00%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Nuisance and public health EP officers charges per hour	£ 32.00	O	£ 33.00	£ -	£ 33.00	£ 1.00	3.13%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Service of notice 10 properties drainage per hour	£ 65.00	O	£ 67.00	£ -	£ 67.00	£ 2.00	3.08%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Swimming pool sampling (e-coli etc.) per sample	£ 50.00	O	£ 51.00	£ -	£ 51.00	£ 1.00	2.00%	D	I	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application	£ 3,363.00	O	£ 3,363.00	£ -	£ 3,363.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Additional Fee for Operating without a permit	£ 1,188.00	O	£ 1,188.00	£ -	£ 1,188.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Annual Subsistence High	£ 2,233.00	O	£ 2,233.00	£ -	£ 2,233.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Annual Subsistence Low	£ 1,446.00	O	£ 1,446.00	£ -	£ 1,446.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Annual Subsistence Medium	£ 1,610.00	O	£ 1,610.00	£ -	£ 1,610.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Late Payment Fee	£ 52.00	O	£ 52.00	£ -	£ 52.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Partial Transfer	£ 698.00	O	£ 698.00	£ -	£ 698.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Substantial Variation	£ 202.00	O	£ 202.00	£ -	£ 202.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Surrender	£ 698.00	O	£ 698.00	£ -	£ 698.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Transfer	£ 225.00	O	£ 225.00	£ -	£ 225.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Application Fee Standard process (includes solvent emission activities)	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Additional fee for operating without a permit	£ 1,188.00	O	£ 1,188.00	£ -	£ 1,188.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Application fee for PVR1 and Drycleaners	£ 155.00	O	£ 155.00	£ -	£ 155.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Application fee for PVR1 & II combined	£ 257.00	O	£ 257.00	£ -	£ 257.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds

Name of Fee or Charge	21/22		2022/23 - Charges			Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
LAPC Charges - VR's and other reduced fee activities	£ 362.00	0	£ 362.00	£ -	£ 362.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Reduced fee activities Additional fee for operating without a permit	£ 99.00	0	£ 99.00	£ -	£ 99.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Application Fee Mobile Plant not using simplified permits	£ 1,650.00	0	£ 1,650.00	£ -	£ 1,650.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Application Fee Mobile Plant not using simplified permits for the 3rd to seventh application	£ 985.00	0	£ 985.00	£ -	£ 985.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Application Fee Mobile Plant not using simplified permits for the eighth and subsequent permits	£ 308.00	0	£ 308.00	£ -	£ 308.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Annual Subsistence Charge - Where the additional amount must be charged where a permit is for a combined Part B and waste installation*	£ 310.00	0	£ 310.00	£ -	£ 310.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Annual Subsistence Charge - Standard process - Low	£ 772.00	0	£ 772.00	£ -	£ 772.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Annual subsistence charge Low additional fee when permit is for a combined part B and Waste Installation	£ 103.00	0	£ 103.00	£ -	£ 103.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Annual Subsistence Charge - Standard process Medium	£ 1,161.00	0	£ 1,161.00	£ -	£ 1,161.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Annual subsistence fee Medium additional fee additional fee when permit is for a combined part B and Waste Installation t	£ 156.00	0	£ 156.00	£ -	£ 156.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Annual Subsistence Charge - Standard process High	£ 1,747.00	0	£ 1,747.00	£ -	£ 1,747.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence Charge High additional fee additional fee when permit is for a combined part B and Waste Installation	£ 207.00	0	£ 207.00	£ -	£ 207.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners Low	£ 79.00	0	£ 79.00	£ -	£ 79.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners Medium	£ 158.00	0	£ 158.00	£ -	£ 158.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners High	£ 237.00	0	£ 237.00	£ -	£ 237.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee PVR1 and II combined Low	£ 113.00	0	£ 113.00	£ -	£ 113.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee PVR1 and II combined Medium	£ 226.00	0	£ 226.00	£ -	£ 226.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee PVR1 and II combined High	£ 341.00	0	£ 341.00	£ -	£ 341.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Low	£ 228.00	0	£ 228.00	£ -	£ 228.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Medium	£ 365.00	0	£ 365.00	£ -	£ 365.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees High	£ 543.00	0	£ 543.00	£ -	£ 543.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the first and second permit Low	£ 646.00	0	£ 646.00	£ -	£ 646.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the first and second permit medium	£ 1,034.00	0	£ 1,034.00	£ -	£ 1,034.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the first and second permit high	£ 1,506.00	0	£ 1,506.00	£ -	£ 1,506.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the third to seventh permit Low	£ 385.00	0	£ 385.00	£ -	£ 385.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LLAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the third to seventh permit medium	£ 617.00	0	£ 617.00	£ -	£ 617.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the third to seventh permit High	£ 924.00	0	£ 924.00	£ -	£ 924.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the eighth and subsequent permit Low	£ 198.00	0	£ 198.00	£ -	£ 198.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the eighth and subsequent permit Medium	£ 316.00	0	£ 316.00	£ -	£ 316.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Mobile Plant Charges (Not using Simplified permits) - Subsistence Fee for the eighth and subsequent permit High	£ 473.00	0	£ 473.00	£ -	£ 473.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Late Payment fee	£ 52.00	0	£ 52.00	£ -	£ 52.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
*When a Part B installation is subject to reporting under the E-PRTR Regulation and additional £103 should be added to the annual subsistence charges	£ 103.00	0	£ 103.00	£ -	£ 103.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Standard Process transfer	£ 169.00	0	£ 169.00	£ -	£ 169.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Standard Process partial transfer	£ 497.00	0	£ 497.00	£ -	£ 497.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - New operator at Low risk reduced fee activity Extra one off subsistence charge	£ 78.00	0	£ 78.00	£ -	£ 78.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Surrender all part B activities	Free of Charge	0	Free of Charge	£ -	Free of Charge	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Reduced fees activities transfer	Free of Charge	0	Free of Charge	£ -	Free of Charge	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Reduced fees activities partial transfer	£ 47.00	0	£ 47.00	£ -	£ 47.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
LAPPC Charges - Temporary transfer for mobiles - First Transfer	£ 53.00	O	£ 53.00	£ -	£ 53.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Temporary transfer for mobiles - repeat transfer following enforcement or warning	£ 53.00	O	£ 53.00	£ -	£ 53.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Substantial change Standard process	£ 1,050.00	O	£ 1,050.00	£ -	£ 1,050.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Substantial change Standard process where the substantial change results in a new PPC activity	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 1	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 2	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 3, 4, 5, 6 and 7	£ 985.00	O	£ 985.00	£ -	£ 985.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 8 and over	£ 498.00	O	£ 498.00	£ -	£ 498.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee low fee number of permits 1 and 2	£ 646.00	O	£ 646.00	£ -	£ 646.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee low number of permits 3, 4, 5, 6 and 7	£ 385.00	O	£ 385.00	£ -	£ 385.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee low number of permits 8 and over	£ 198.00	O	£ 198.00	£ -	£ 198.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee Medium number of permits 1 and 2	£ 1,034.00	O	£ 1,034.00	£ -	£ 1,034.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee Medium number of permits 3, 4, 5, 6 and 7	£ 617.00	O	£ 617.00	£ -	£ 617.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee Medium number of permits 8 and over	£ 316.00	O	£ 316.00	£ -	£ 316.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee High number of permits 1 and 2	£ 1,506.00	O	£ 1,506.00	£ -	£ 1,506.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee High number of permits 3, 4, 5, 6 and 7	£ 924.00	O	£ 924.00	£ -	£ 924.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee High number of permits 8 and over	£ 473.00	O	£ 473.00	£ -	£ 473.00	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
Street Naming and Numbering - New Properties - Each additional property address thereafter	£ 40.00	O	£ 42.00	£ -	£ 42.00	£ 2.00	5.00%	D	I	PR	PTR	Peter Wright
Highway Gully Attendance (item Retrieval)	£ 150.00	O	£ 155.00	£ -	£ 155.00	£ 5.00	3.33%	D	I	PR	PTR	Peter Wright
Initial Response Charge for attendance to an incident involving the Highway	£ 405.63	O	£ 415.00	£ -	£ 415.00	£ 9.37	2.31%	D	I	PR	PTR	Peter Wright
Additional charge per hour for attendance at the incident	£ 215.55	O	£ 220.00	£ -	£ 220.00	£ 4.45	2.06%	D	I	PR	PTR	Peter Wright
Cost reinstatement of permanent repairs following damage to the public Highway	Actual cost plus 18% Contract management fee	O	Actual cost plus 18% Contract management fee	£ -	Actual cost plus 18% Contract management fee	£ -	0.00%	D	U	PR	PTR	Peter Wright
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.	£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%	D	I	PR	PTR	Peter Wright
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	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%	D	U	PR	PTR	Peter Wright

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
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)	£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%	D	U	PR	PTR	Peter Wright
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	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%	D	U	PR	PTR	Peter Wright
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.	Actual Costs + £200 up to £1000; then after that 20% of actual costs	Z	£ 3,000.00	£ -	£ 3,000.00	£ -		D	I	PR	PTR	Peter Wright
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.	£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	£ -		D	I	PR	PTR	Peter Wright
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.	£ 250.00	E	£ 255.00	£ -	£ 255.00	£ 5.00	2.00%	D	I	PR	PTR	Peter Wright
Highways - Provision of (or recovery of) white bar markings	£ 150.00	O	£ 155.00	£ -	£ 155.00	£ 5.00	3.33%	D	I	PR	PTR	Peter Wright
Highways - Skip Licence (to Skip Companies)	£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%	D	I	PR	PTR	Peter Wright
New Highways Information - Searches and Enquiries	£ 70.00	O	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%	D	I	PR	PTR	Peter Wright
Passenger Transport - DBS Check	£ 55.00	Z	£ 56.00	£ -	£ 56.00	£ 1.00	1.82%	D	I	PR	PTR	Peter Wright
Passenger Transport - Fee for the replacement of a bus pass following loss or damage to an existing one	£ 10.00	O	£ 10.20	£ -	£ 10.20	£ 0.20	2.00%	D	I	PR	PTR	Peter Wright
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	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	S	U	PR	PTR	Peter Wright
Passenger Transport - Utilities request for bus stop to be suspended	£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%	D	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Immediate	£ 55.00	E	£ 60.00	£ -	£ 60.00	£ 5.00	9.09%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Major	£ 215.00	E	£ 240.00	£ -	£ 240.00	£ 25.00	11.63%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Major (PAA)	£ 95.00	E	£ 105.00	£ -	£ 105.00	£ 10.00	10.53%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Minor	£ 60.00	E	£ 65.00	£ -	£ 65.00	£ 5.00	8.33%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Permit Variation	£ 45.00	E	£ 45.00	£ -	£ 45.00	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Standard	£ 120.00	E	£ 130.00	£ -	£ 130.00	£ 10.00	8.33%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Immediate	£ 35.00	E	£ 40.00	£ -	£ 40.00	£ 5.00	14.29%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Major	£ 140.00	E	£ 150.00	£ -	£ 150.00	£ 10.00	7.14%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Major (PAA)	£ 70.00	E	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%	S	I	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Minor	£ 40.00	E	£ 45.00	£ -	£ 45.00	£ 5.00	12.50%	S	I	PR	PTR	Peter Wright

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Permit Fees - Road Category - Cat 3&4 No TS - Permit Variation	£ 35.00	E	£ 35.00	£ -	£ 35.00	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Standard	£ 70.00	E	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%	S	I	PR	PTR	Peter Wright
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	Actual costs of advertising and officers time	O	Actual costs of advertising and officers time	£ -	Actual costs of advertising and officers time	£ -	0.00%	D	U	PR	PTR	Peter Wright
Rights of Way - Application for Highways Deposits of Statement, Maps and Declarations (Section 31(6) of the Highways Act 1980)	£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%	D	U	PR	PTR	Peter Wright
Rights of Way - Local Authority Recovery of Costs for Public Path Orders Regulations 1993	£ 1,800.00	O	£ 1,800.00	£ -	£ 1,800.00	£ -	0.00%	D	U	PR	PTR	Peter Wright
Rights of Way - Public Path Creation Order (section 25 and 26 of the Highways Act 1980)	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	£ -	0.00%	D	U	PR	PTR	Peter Wright
Stopping up of public highway - section 116 & 117 highways act 1980	£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%	D	U	PR	PTR	Peter Wright
Street Naming and Numbering - Re-naming of individual properties (per property charge)	£ 62.00	O	£ 64.00	£ -	£ 64.00	£ 2.00	3.23%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - New Properties - First address	£ 159.00	O	£ 163.00	£ -	£ 163.00	£ 4.00	2.52%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - New Properties - Re-naming of a building/block flat/industrial estate	£ 140.00	O	£ 144.00	£ -	£ 144.00	£ 4.00	2.86%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - Renaming of Street where requested by residents up to 50 properties	£ 260.00	O	£ 265.00	£ -	£ 265.00	£ 5.00	1.92%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - Renaming of Street where requested by residents 51 and over properties	£ 465.00	O	£ 477.00	£ -	£ 477.00	£ 12.00	2.58%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - Naming of new roads on new developments - Each new road name	£ 205.00	O	£ 210.00	£ -	£ 210.00	£ 5.00	2.44%	D	I	PR	PTR	Peter Wright
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).	£ 700.00	O	£ 800.00	£ -	£ 800.00	£ 100.00	14.29%	D	I	PR	PTR	Peter Wright
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.	£ 1,000.00	O	£ 1,100.00	£ -	£ 1,100.00	£ 100.00	10.00%	D	I	PR	PTR	Peter Wright
Highways Infrastructure - Anything done by a local traffic authority in connection with or in consequence of an event requiring traffic management measures	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%	D	U	PR	PTR	Peter Wright
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)	£ 1,400.00	O	£ 1,400.00	£ -	£ 1,400.00	£ -	0.00%	D	U	PR	PTR	Peter Wright
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.	£ 165.00	O	£ 165.00	£ -	£ 165.00	£ -	0.00%	S	U	PR	PTR	Peter Wright
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)	£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%	S	U	PR	PTR	Peter Wright
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)	£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%	S	U	PR	PTR	Peter Wright
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.	£ 165.00	O	£ 165.00	£ -	£ 165.00	£ -	0.00%	D	U	PR	PTR	Peter Wright

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Highways Infrastructure - Traffic Signal data information	Actual Costs (min charge £160) (plus VAT)	S	Actual Costs (min charge £160) (plus VAT)	£ -	Actual Costs (min charge £160) (plus VAT)	£ -	0.00%	D	U	PR	PTR	Peter Wright
Highways Infrastructure - Wide load arrangements	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%	D	U	PR	PTR	Peter Wright
Advertising on bus stops timetable case - A4 SIZE - per 6 month period	£ 120.00	S	£ 102.50	£ 20.50	£ 123.00	£ 3.00	2.50%	D	I	PR	PTR	Peter Wright
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.	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposit if no damage caused	Z	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposit if no damage caused	£ -	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposit if no damage caused	£ -	0.00%	D	U	PR	PTR	Peter Wright
Highway Infrastructure - Temporary Construction Access Licence	£ 300.00	E	£ 307.00	£ -	£ 307.00	£ 7.00	2.33%	D	I	PR	PTR	Peter Wright
Highway Infrastructure - Temporary Construction Access Deposit - Deposit to cover cost of reinstatement should Developer fail to reinstate correctly.	POA	E	POA	£ -	POA	£ -	0.00%	D	U	PR	PTR	Peter Wright
Highways Infrastructure - Turning off/on permanent traffic signals fee		E	£ 250.00		£ 250.00	£ 250.00	0.00%	D	N	PR	PTR	Peter Wright
Highways Infrastructure - Trial holes for VXO's		O	£ 300.00		£ 300.00	£ 300.00	0.00%	D	N	PR	PTR	Peter Wright
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.		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%	D	N	PR	PTR	Peter Wright
Highways Infrastructure - Pavement Licence		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%	D	N	PR	PTR	Peter Wright
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		O	£ 350.00		£ 350.00	£ 350.00	0.00%	D	N	PR	PTR	Peter Wright
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		O	£ 600.00		£ 600.00	£ 600.00	0.00%	D	N	PR	PTR	Peter Wright
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		O	£ 950.00		£ 950.00	£ 950.00	0.00%	D	N	PR	PTR	Peter Wright
Highways Infrastructure - Charge for the co-ordination of Section 50 licence		O	£ 950.00		£ 950.00	£ 950.00	0.00%	D	N	PR	PTR	Peter Wright
Temporary permit	£ 10.50	O	£ 11.00	£ -	£ 11.00	£ 0.50	4.76%	D	I	PR	PTR	Phil Carver/ Lisa Preston

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Abandoned Vehicles - Administration charge for removal of vehicle from private property when directed by Management company or Private Landowner	£ 77.00	O	£ 77.00	£ -	£ 77.00	£ -	0.00%	D	U	PR	CGS	Phil Carver/ Lisa Preston	
Abandoned vehicles - Where collection and disposal is carried out by the Council's authorised contractor - Storage (When taken into safe custody) per day	£ 25.68	S	£ 21.40	£ 4.28	£ 25.68	£ -	0.00%	D	U	PR	CGS	Phil Carver/ Lisa Preston	
Abandoned vehicles - Where collection and disposal is carried out by the Council's authorised contractor - To take vehicle into storage - Vehicle Upright, undamaged and accessible.	£ 256.80	S	£ 214.00	£ 42.80	£ 256.80	£ -	0.00%	D	U	PR	CGS	Phil Carver/ Lisa Preston	
Tolerance Policy - Portable toilets 1 day - 4 weeks	£ 210.00	S	£ 175.00	£ 35.00	£ 210.00	£ -	0.00%	D	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Depositing Litter - no discount for early repayment	£ 150.00	E	£ 150.00	£ -	£ 150.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees Wilful Obstruction of the highway	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - engine idling	£20 to £40 if unpaid before 28 days	O	£20 to £40 if unpaid before 28 days	£ -	£20 to £40 if unpaid before 28 days	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement fees - Duty of care Domestic waste	£ 400.00	O	£ 400.00	£ -	£ 400.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to comply with a notice requiring works to prevent soil and refuse escaping onto the street or into a sewer	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Pitching of stalls, booths or stands or encamping on a highway	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Depositing anything on the highway to the interpretation of the user	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to comply with a notice requiring removal of tree or shrub	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Unauthorised Disposal of Waste (Fly-tipping) - no discount for early repayment	£ 400.00	O	£ 400.00	£ -	£ 400.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Depositing material on a made up carriageway	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Depositing material etc. within 15 feet from the centre of a made up carriageway	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Using stall etc. for road side sales in certain circumstances	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to secure removal of a skip	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to comply with conditions of permission	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to remove or reposition builders skip	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to secure lighting or other markings on a builders skip with name and address	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Erecting a building, fence or hedge on a highway	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Depositing a builders skip on a highway without permission	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Unlicensed street trading	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to produce a Street Trading licence on demand	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Contravention of condition of street trading licence or temporary licence	£ 100.00	O	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	
Enforcement Fees - Failure to Produce Authority (Waste Transfer Notes) - no discount for early repayment	£ 300.00	E	£ 300.00	£ -	£ 300.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston	

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Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Enforcement Fees - Failure to Furnish Documentation (Waste Carriers Licence) - no discount for early repayment	£ 300.00	E	£ 300.00	£ -	£ 300.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Unauthorised Distribution of Free Printed Matter / Literature - no discount for early repayment	£ 150.00	E	£ 150.00	£ -	£ 150.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Failure to Comply with a Waste Receptacles Notice - no discount for early repayment	£ 110.00	E	£ 110.00	£ -	£ 110.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Nuisance Parking - no discount for early repayment	£ 100.00	E	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Abandoning a Vehicle - no discount for early repayment	£ 200.00	E	£ 200.00	£ -	£ 200.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Graffiti - no discount for early repayment	£ 150.00	E	£ 150.00	£ -	£ 150.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Fly-Posting - no discount for early repayment	£ 150.00	E	£ 150.00	£ -	£ 150.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Failure to Comply with a Community Protection Notice - no discount for early repayment	£ 100.00	E	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Failure to Comply with a Public Space Protection Order - no discount for early repayment	£ 100.00	E	£ 100.00	£ -	£ 100.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Dog Fouling - no discount for early repayment	£ 150.00	E	£ 150.00	£ -	£ 150.00	£ -	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Car parking - Discretionary suspension of the use of on/off-street parking places for waiting/loading - charge per parking space (per day)	£ 30.00	O	£ 50.00	£ -	£ 50.00	£ 20.00	66.67%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - Up to 1 hour (excl. Canterbury Parade, South Ockendon)	£ 0.70	S	£ 0.83	£ 0.17	£ 1.00	£ 0.30	42.86%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - 1 to 2 hours	£ 1.30	S	£ 1.25	£ 0.25	£ 1.50	£ 0.20	15.38%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - 2 to 4 hours	£ 2.10	S	£ 2.08	£ 0.42	£ 2.50	£ 0.40	19.05%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - 4 to 6 hours	£ 3.70	S	£ 3.33	£ 0.67	£ 4.00	£ 0.30	8.11%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - Over 6 Hours	£ 5.80	S	£ 5.42	£ 1.08	£ 6.50	£ 0.71	12.07%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - Up to 1 hour	Free of Charge	S	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - 0 to 1 hour	£ 0.70	O	£ 0.70	£ -	£ 0.70	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - 1 to 2 hours	£ 1.20	O	£ 1.20	£ -	£ 1.20	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - over 2 hours	£ 3.20	O	£ 3.20	£ -	£ 3.20	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 0 to 1 hour	£ 0.70	O	£ 0.70	£ -	£ 0.70	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 1 to 2 hour	£ 1.40	O	£ 1.40	£ -	£ 1.40	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 2 to 4 hour	£ 2.30	O	£ 2.30	£ -	£ 2.30	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display Quick Stops - 0 to 30 mins	£ 0.70	O	£ 0.70	£ -	£ 0.70	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display Quick Stops - 30 to 45 mins	£ 0.90	O	£ 0.90	£ -	£ 0.90	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display Quick Stops - 45 mins to 1 hour	£ 1.40	O	£ 1.40	£ -	£ 1.40	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge	£ 70.00	O	£ 70.00	£ -	£ 70.00	£ -	0.00%	S	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge paid within 14 days	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	0.00%	S	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Penalty Charge Notices - Lower Level Contraventions - Penalty Charge	£ 50.00	O	£ 50.00	£ -	£ 50.00	£ -	0.00%	S	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Penalty Charge Notices - Lower Level Contraventions - Penalty Charge paid within 14 days	£ 25.00	O	£ 25.00	£ -	£ 25.00	£ -	0.00%	S	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Business permits - per Month thereof	£ 40.00	O	£ 42.00	£ -	£ 42.00	£ 2.00	5.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Business permits - per year	£ 360.00	O	£ 380.00	£ -	£ 380.00	£ 20.00	5.56%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Business permits - for 6 months	£ 200.00	O	£ 210.00	£ -	£ 210.00	£ 10.00	5.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - NHS permits	£ 120.00	O	£ 120.00	£ -	£ 120.00	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Annual permit Commuter Car Parks Only	£ 750.00	O	£ 750.00	£ -	£ 750.00	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Non Commuter Car Parks / On Street Long Stay Only	£ 500.00	O	£ 500.00	£ -	£ 500.00	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Contractor permits	£ 155.00	O	£ 165.00	£ -	£ 165.00	£ 10.00	6.45%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Operational permits	£ 120.00	O	£ 125.00	£ -	£ 125.00	£ 5.00	4.17%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Dispensations	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Charitable Organisations	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%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Replacement permits	£ 10.50	O	£ 11.00	£ -	£ 11.00	£ 0.50	4.76%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Residents permits - per year - 1st permit per Household	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Residents permits - per year - 2nd permit per Household	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Residents permits - per year - 3rd permit per Household	£ 70.00	O	£ 75.00	£ -	£ 75.00	£ 5.00	7.14%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Visitor permits - Additional Sheets of 20 per Household	£ 6.50	O	£ 7.00	£ -	£ 7.00	£ 0.50	7.69%	D	I	PR	PTR	Phil Carver/ Lisa Preston
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	£ 20.00	O	£ 25.00	£ -	£ 25.00	£ 5.00	25.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Annual Country Park Parking Season Pass - Up to 3 hours		S	£ 62.50	£ 12.50	£ 75.00	£ 75.00	0.00%	D	N	PR	PTR	Phil Carver/ Lisa Preston

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Court Protection - Category 1 - Property & Affairs - Charge for work up to appointment of Property and Affairs Deputy by Court	Up to £745	O	Up to £745	£ -	Up to £745	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 2 - Management Fee - 1st year	Up to £775	O	Up to £775	£ -	Up to £775	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 2 - Management Fee - 2nd year and onwards	Up to £650	O	Up to £650	£ -	Up to £650	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 2 - Management Fee - Where net assets of P are below £16,000 (annual)	Up to 3.5% of net assets of P	O	Up to 3.5% of net assets of P	£ -	Up to 3.5% of net assets of P	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 3 - Annual Property management fee	Up to £300	O	Up to £300	£ -	Up to £300	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 4 - Annual Report Fee	Up to £216	O	Up to £216	£ -	Up to £216	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 5 - Basic HMRC tax return	Up to £70	O	Up to £70	£ -	Up to £70	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 5 - Complex HMRC tax return	Up to £140	O	Up to £140	£ -	Up to £140	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Court Protection - Category 2 - Management Fee - Where the court appoints a local authority deputy for health and welfare	Up to 2.5% of net assets of P, not exceeding £555	O	Up to 2.5% of net assets of P, not exceeding £555	£ -	Up to 2.5% of net assets of P, not exceeding £555	£ -	0.00%	D	U	SEG	HWB	Sarah Attersall /Mike Jones
Cultural Services - Thameside Theatre and Central Complex - performance Surcharge (including additional Covid Cleaning Costs Incurred)	£ 200.00	S	£ 170.84	£ 34.17	£ 205.00	£ 5.00	2.50%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Room Hire - Thameside Two (40sqm) Monday to Saturday. Only available Sunday if Theatre in use.	£ 21.00	E	£ 21.50	£ -	£ 21.50	£ 0.50	2.38%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Room Hire - Third Floor Foyer Monday to Saturday only	£ 15.00	E	£ 15.30	£ -	£ 15.30	£ 0.30	2.00%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Gallery Booking Deposit	£ 25.00	E	£ 25.50	£ -	£ 25.50	£ 0.50	2.00%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Printing of tickets for external venues up to 500 tickets where we are not acting as box office.	£ 50.00	S	£ 42.92	£ 8.58	£ 51.50	£ 1.50	3.00%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Additional batches of up to 500 tickets for external venues where we are not acting as box office.	£ 25.00	S	£ 21.25	£ 4.25	£ 25.50	£ 0.50	2.00%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Printing of tickets for theatre events where hirer wishes to be their own box office. For up to 315 tickets.	£ 25.00	S	£ 21.25	£ 4.25	£ 25.50	£ 0.50	2.00%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Additional batches of up to 315 tickets for theatre events where we are not acting as box office.	£ 12.50	S	£ 10.67	£ 2.13	£ 12.80	£ 0.30	2.40%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Surcharge for staff and bar with Foyer booking	£ 50.00	S	£ 42.67	£ 8.53	£ 51.20	£ 1.20	2.40%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Extra Staff - For technical or Front of house work. Charged per hour.	£ 18.00	S	£ 15.42	£ 3.08	£ 18.50	£ 0.50	2.78%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Bubble Machine	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Follow Spot	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Haze	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Yamaha 503 Digital Piano	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Portable Video Projector	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Pyroflash	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Radio Microphone System Price per 4 microphones	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Smoke Machines	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Snow Machines	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Star Cloth	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - UV Lighting	£ 28.80	S	£ 24.58	£ 4.92	£ 29.50	£ 0.70	2.43%	D	I	SEG	CGS	Stephen Taylor

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Cultural Services - Thameside Theatre and Central Complex - Museum as additional dressing rooms - Only available after museum closing times 5pm-11pm (Additional cleaning costs may be incurred if guidelines are not followed)	£ 68.00	E	£ 70.00	£ -	£ 70.00	£ 2.00	2.94%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Digital Cinema Projector	£ 66.00	S	£ 56.25	£ 11.25	£ 67.50	£ 1.50	2.27%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Flame Machine	£ 66.00	S	£ 56.25	£ 11.25	£ 67.50	£ 1.50	2.27%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Enlarged Orchestra Pit	£ 66.00	S	£ 56.25	£ 11.25	£ 67.50	£ 1.50	2.27%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - PA in Foyer	£ 66.00	S	£ 56.25	£ 11.25	£ 67.50	£ 1.50	2.27%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Set up and Remove Stage in Foyer	£ 66.00	S	£ 56.25	£ 11.25	£ 67.50	£ 1.50	2.27%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Standard block 18:00 to 23:00	£ 75.60	S	£ 64.58	£ 12.92	£ 77.50	£ 1.90	2.51%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Standard Fee per hour between 09:00 to 18:00	£ 326.40	S	£ 278.33	£ 55.67	£ 334.00	£ 7.60	2.33%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Additional hour after 23:00	£ 172.80	S	£ 147.50	£ 29.50	£ 177.00	£ 4.20	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Fridays - 1) Thurrock Council services and DFE funded schools and academies	£ 180.00	E	£ 184.00	£ -	£ 184.00	£ 4.00	2.22%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Fridays - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 216.00	S	£ 184.17	£ 36.83	£ 221.00	£ 5.00	2.31%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Saturday - 1) Thurrock Council services and DFE funded schools and academies	£ 262.00	E	£ 268.00	£ -	£ 268.00	£ 6.00	2.29%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Saturday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 314.40	S	£ 268.33	£ 53.67	£ 322.00	£ 7.60	2.42%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Sundays - 1) Thurrock Council services and DFE funded schools and academies	£ 262.00	E	£ 268.00	£ -	£ 268.00	£ 6.00	2.29%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Sundays - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 314.40	S	£ 268.33	£ 53.67	£ 322.00	£ 7.60	2.42%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Friday - 1) Thurrock Council services and DFE funded schools and academies	£ 81.00	E	£ 83.00	£ -	£ 83.00	£ 2.00	2.47%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Friday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 97.20	S	£ 83.33	£ 16.67	£ 100.00	£ 2.80	2.88%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Monday to Thursday - 1) Thurrock Council services and DFE funded schools and academies	£ 63.00	E	£ 64.50	£ -	£ 64.50	£ 1.50	2.38%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Monday to Thursday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 75.60	S	£ 64.58	£ 12.92	£ 77.50	£ 1.90	2.51%	D	I	SEG	CGS	Stephen Taylor

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 23.00 - Sunday - 1) Thurrock Council services and DFE funded schools and academies	£ 129.00	E	£ 132.00	£ -	£ 132.00	£ 3.00	2.33%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 23.00 - Sunday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 154.80	S	£ 131.67	£ 26.33	£ 158.00	£ 3.20	2.07%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period 18.00 to 23.00 - Friday - 1) Thurrock Council services and DFE funded schools and academies	£ 499.00	E	£ 512.00	£ -	£ 512.00	£ 13.00	2.61%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period 18.00 to 23.00 - Friday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 598.80	S	£ 511.67	£ 102.33	£ 614.00	£ 15.20	2.54%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period 18.00 to 23.00 - Monday to Thursday - 1) Thurrock Council services and DFE funded schools and academies	£ 272.00	E	£ 278.00	£ -	£ 278.00	£ 6.00	2.21%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period 18.00 to 23.00 - Monday to Thursday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 326.40	S	£ 278.33	£ 55.67	£ 334.00	£ 7.60	2.33%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period 18.00 to 23.00 - Saturday - 1) Thurrock Council services and DFE funded schools and academies	£ 657.00	E	£ 673.00	£ -	£ 673.00	£ 16.00	2.44%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period 18.00 to 23.00 - Saturday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 788.40	S	£ 672.50	£ 134.50	£ 807.00	£ 18.60	2.36%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period per additional hour after 11pm Mon-Thurs - 1) Thurrock Council services and DFE funded schools and academies	£ 144.00	E	£ 148.00	£ -	£ 148.00	£ 4.00	2.78%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee period per additional hour after 11pm Mon-Thurs - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 172.80	S	£ 147.50	£ 29.50	£ 177.00	£ 4.20	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 08.00 to 18.00 - Saturday - 1) Thurrock Council services and DFE funded schools and academies	£ 102.00	E	£ 105.00	£ -	£ 105.00	£ 3.00	2.94%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 08.00 to 18.00 - Saturday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	£ 122.40	S	£ 104.17	£ 20.83	£ 125.00	£ 2.60	2.12%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Monday to Thursday	£ 250.80	S	£ 214.17	£ 42.83	£ 257.00	£ 6.20	2.47%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Saturday	£ 410.40	S	£ 350.00	£ 70.00	£ 420.00	£ 9.60	2.34%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Friday per hour 08.00 to 18.00	£ 192.00	S	£ 163.33	£ 32.67	£ 196.00	£ 4.00	2.08%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Monday to Thursday per hour 08.00 to 18.00	£ 184.80	S	£ 157.50	£ 31.50	£ 189.00	£ 4.20	2.27%	D	I	SEG	CGS	Stephen Taylor

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Saturday per hour 08.00 to 18.00	£ 210.00	S	£ 179.17	£ 35.83	£ 215.00	£ 5.00	2.38%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Friday	£ 1,081.20	S	£ 923.33	£ 184.67	£ 1,108.00	£ 26.80	2.48%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Saturday	£ 1,466.40	S	£ 1,251.67	£ 250.33	£ 1,502.00	£ 35.60	2.43%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Friday	£ 277.20	S	£ 236.67	£ 47.33	£ 284.00	£ 6.80	2.45%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Sunday	£ 410.40	S	£ 350.00	£ 70.00	£ 420.00	£ 9.60	2.34%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Monday to Thursday	£ 674.40	S	£ 574.17	£ 114.83	£ 689.00	£ 14.60	2.16%	D	I	SEG	CGS	Stephen Taylor
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Sunday per hour 09.00 to 23.00	£ 247.20	S	£ 210.83	£ 42.17	£ 253.00	£ 5.80	2.35%	D	I	SEG	CGS	Stephen Taylor
Town Centre Management - Promotional Activity Space, Grays - Commercial (per day)	£ 135.00	S	£ 115.00	£ 23.00	£ 138.00	£ 3.00	2.22%	D	I	SEG	PTR	Stephen Taylor
Town Centre Management - Promotional Activity Space, Grays - Charity (per day)	£ 48.60	S	£ 41.67	£ 8.33	£ 50.00	£ 1.40	2.88%	D	I	SEG	PTR	Stephen Taylor
Town Centre Management - Promotional Activity Space, Corringham - Commercial (per day)	£ 123.00	S	£ 105.00	£ 21.00	£ 126.00	£ 3.00	2.44%	D	I	SEG	PTR	Stephen Taylor
Town Centre Management - Promotional Activity Space, Corringham - Charity (per day)	£ 43.80	S	£ 37.50	£ 7.50	£ 45.00	£ 1.20	2.74%	D	I	SEG	PTR	Stephen Taylor
Cultural Service - Thameside Theatre - Bronze Technical Package	£ 100.00	s	£ 85.00	£ 17.00	£ 102.00	£ 2.00	2.00%	D	I	SEG	CGS	Stephen Taylor
Cultural Service - Thameside Theatre - Silver Technical Package	£ 140.00	s	£ 119.17	£ 23.83	£ 143.00	£ 3.00	2.14%	D	I	SEG	CGS	Stephen Taylor
Cultural Service - Thameside Theatre - Gold Technical Package	£ 160.00	s	£ 136.66	£ 27.33	£ 164.00	£ 4.00	2.50%	D	I	SEG	CGS	Stephen Taylor
Cultural Service - Thameside Theatre - Platinum Technical Package	£ 300.00	s	£ 255.83	£ 51.17	£ 307.00	£ 7.00	2.33%	D	I	SEG	CGS	Stephen Taylor
Cultural Service - Thameside Theatre - Foyer Party Package	£ 300.00	s	£ 255.83	£ 51.17	£ 307.00	£ 7.00	2.33%	D	I	SEG	CGS	Stephen Taylor
Cultural Service - Thameside Theatre - Outdoor events Package	£ 960.00	s	£ 820.00	£ 164.00	£ 984.00	£ 24.00	2.50%	D	I	SEG	CGS	Stephen Taylor
Cultural Service - Thameside Theatre - Indoor Events Package	£ 960.00	s	£ 820.00	£ 164.00	£ 984.00	£ 24.00	2.50%	D	I	SEG	CGS	Stephen Taylor
Heritage - School Visits (Coalhouse Fort or Thurrock Museum) - per class	£ 152.50	E	£ 156.00	£ -	£ 156.00	£ 3.50	2.30%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Heritage - Historical and Education Talks - New Talks	£ 101.00	E	£ 103.00	£ -	£ 103.00	£ 2.00	1.98%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Heritage - Historical and Education Talks - Existing Talks	£ 70.50	E	£ 72.00	£ -	£ 72.00	£ 1.50	2.13%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Heritage - Historical and Education Talks at Thurrock Museum - per person charge	£ 4.05	E	£ 4.15	£ -	£ 4.15	£ 0.10	2.47%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Heritage - Informal Education Sessions - Children (Coalhouse or Thurrock Museum) - per child	£ 5.05	E	£ 5.20	£ -	£ 5.20	£ 0.15	2.97%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Heritage - Informal Education Sessions - Toddlers (Coalhouse or Thurrock Museum) - per child	£ 3.05	E	£ 3.15	£ -	£ 3.15	£ 0.10	3.28%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Heritage - Topic Loan Boxes - per box, per half term	£ 20.25	E	£ 20.80	£ -	£ 20.80	£ 0.55	2.72%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Heritage - Research and Readers Tickets, per person, per annum	£ 10.20	S	£ 8.75	£ 1.75	£ 10.50	£ 0.30	2.94%	D	I	SEG	CGS	Stephen Taylor/ Hazel Sacco
Building Control Fees - Upon application with the Thurrock Council Building Control department	POA	Z	POA	£ -	POA	£ -	0.00%	D	U	PR	PTR	Stuart Fyffe
Sheltered Housing Visitor's Room - per night per person	£ 12.00	O	£ 15.00	£ -	£ 15.00	£ 3.00	25.00%	D	I	AHH	H	Sue Kane
Legal and Democratic Services - Council House Sales - Copy of Insurance Policy	£ 60.48	S	£ 51.67	£ 10.33	£ 62.00	£ 1.52	2.51%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Copy of Landlord's Offer Notice - Full	£ 46.14	S	£ 39.17	£ 7.83	£ 47.00	£ 0.86	1.86%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Copy of Landlord's Offer Notice - Part	£ 18.54	S	£ 15.84	£ 3.17	£ 19.00	£ 0.46	2.48%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Copy of Service Charge Certificate	£ 39.24	S	£ 33.33	£ 6.67	£ 40.00	£ 0.76	1.94%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Document retrieval	£ 12.18	S	£ 10.42	£ 2.08	£ 12.50	£ 0.32	2.63%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Fee for Application to buy garage	£ 99.72	S	£ 85.00	£ 17.00	£ 102.00	£ 2.28	2.29%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Lease prints	£ 74.25	O	£ 76.00	£ -	£ 76.00	£ 1.75	2.36%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Letter of Postponement concerning authorized words on properties with statutory discount charge	£ 73.20	O	£ 75.00	£ -	£ 75.00	£ 1.80	2.46%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Ownership Changes Leaseholds Houses and Flats	£ 49.30	O	£ 50.50	£ -	£ 50.50	£ 1.20	2.43%	D	I	RPD	C	Tim Hallam

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Legal and Democratic Services - Council House Sales - Photocopying A3	£ 1.92	S	£ 1.63	£ 0.33	£ 1.96	£ 0.04	2.08%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Photocopying A4	£ 1.32	S	£ 1.13	£ 0.23	£ 1.35	£ 0.03	2.27%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Post and Packing	£ 3.70	E	£ 3.80	£ -	£ 3.80	£ 0.10	2.70%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Stat charge discharge - discount 3 year period	£ 75.30	E	£ 77.18	£ -	£ 77.18	£ 1.88	2.50%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Transfer of Equity approval and seal	£ 77.45	O	£ 79.00	£ -	£ 79.00	£ 1.55	2.00%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Council House Sales - Transfer prints	£ 47.20	O	£ 48.50	£ -	£ 48.50	£ 1.30	2.75%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Authorised Guarantee Agreement	£ 525.15	O	£ 538.00	£ -	£ 538.00	£ 12.85	2.45%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Lease Assignment	£ 710.80	E	£ 728.57	£ -	£ 728.57	£ 17.77	2.50%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Lease Grant (Complex)	£1,250 upwards (no maximum)	E	£1,250 upwards (no maximum)	£ -	£1,250 upwards (no maximum)	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Lease Grant (Simple)	£ 811.50	E	£ 830.00	£ -	£ 830.00	£ 18.50	2.28%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Licence (Simple)	£ 212.20	E	£ 217.00	£ -	£ 217.00	£ 4.80	2.26%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Licence to Assign	£ 599.40	E	£ 615.00	£ -	£ 615.00	£ 15.60	2.60%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Licence to Assign Plus Authorised Guarantee Agreement	£ 822.20	E	£ 840.00	£ -	£ 840.00	£ 17.80	2.16%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Licence to Assign Plus Deed of Variation of Lease	£875 - £1,275	E	£875 - £1,275	£ -	£875 - £1,275	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Commercial Deed of Variation of (Shop) Lease	£670 - £980	E	£670 - £980	£ -	£670 - £980	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Copy of Lease	£ 118.80	S	£ 101.67	£ 20.33	£ 122.00	£ 3.20	2.69%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Deed of Covenants	£ 493.30	E	£ 505.00	£ -	£ 505.00	£ 11.70	2.37%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Landlord Licence	£ 599.40	O	£ 615.00	£ -	£ 615.00	£ 15.60	2.60%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 278 (Complex)	£2,575 upwards (No set maximum)	O	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Deed of Variation (re. S106 or complex commercial leases or agreements)	£1,030 upwards (No set maximum)	O	£1,030 upwards (No set maximum)	£ -	£1,030 upwards (No set maximum)	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Easements	£ 1,092.70	E	£ 1,120.00	£ -	£ 1,120.00	£ 27.30	2.50%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Rent Reviews	£230 - £360	O	£230 - £360	£ -	£230 - £360	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (Standard)	£ 1,856.50	O	£ 1,856.50	£ -	£ 1,856.50	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex financial obligations or in-kind works)	£2,575 upwards (No set maximum)	O	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex with Affordable Housing obligations)	£2,575 upwards (No set maximum)	O	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Standard)	£ 2,575.00	E	£ 2,575.00	£ -	£ 2,575.00	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Complex)	£2,575 upwards (No set maximum)	E	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Surrenders	£ 657.70	O	£ 675.00	£ -	£ 675.00	£ 17.30	2.63%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Transfer of Open Space	£ 875.20	O	£ 895.00	£ -	£ 895.00	£ 19.80	2.26%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Verification of Proof of Life	£ 55.10	O	£ 56.50	£ -	£ 56.50	£ 1.40	2.54%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Wayleave Agreement Democratic Services	£ 546.30	O	£ 558.00	£ -	£ 558.00	£ 11.70	2.14%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Licence of Alteration	£ 769.10	O	£ 788.00	£ -	£ 788.00	£ 18.90	2.46%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Licences to assign Leasehold Premises	£ 769.10	O	£ 788.00	£ -	£ 788.00	£ 18.90	2.46%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Notice of Assignment	£ 90.10	O	£ 92.00	£ -	£ 92.00	£ 1.90	2.11%	D	I	RPD	C	Tim Hallam

Name of Fee or Charge	21/22		2022/23 - Charges			Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Legal and Democratic Services - Miscellaneous - Notice of Charge	£ 90.10	O	£ 92.00	£ -	£ 92.00	£ 1.90	2.11%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Retrospective Consent	£ 132.60	O	£ 136.00	£ -	£ 136.00	£ 3.40	2.56%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Right to Buy Engrossment	£ 81.60	O	£ 83.50	£ -	£ 83.50	£ 1.90	2.33%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Sale of Garden Land/ Additional Land	£ 769.10	E	£ 788.00	£ -	£ 788.00	£ 18.90	2.46%	D	I	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Sale of Land	If under £1,000 min charge £725 then incremental depending on value & complexity (no maximum)	E	If under £1,000 min charge £725 then incremental depending on value & complexity (no maximum)	£ -	If under £1,000 min charge £725 then incremental depending on value & complexity (no maximum)	£ -	0.00%	D	U	RPD	C	Tim Hallam
Legal and Democratic Services - Miscellaneous - Shop Leases	£ 785.00	O	£ 805.00	£ -	£ 805.00	£ 20.00	2.55%	D	I	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Footpath/ Bridleway Creation or Diversion Agreement	£ 1,644.40	O	£ 1,644.40	£ -	£ 1,644.40	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Grazing Licence	£ 482.50	O	£ 482.50	£ -	£ 482.50	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Reg of Assign	£ 31.80	O	£ 31.80	£ -	£ 31.80	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Section 111 Agreement (in addition to S106 fee)	£ 546.30	O	£ 546.30	£ -	£ 546.30	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Section 142 Licence	£ 275.80	O	£ 275.80	£ -	£ 275.80	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Section 278 (Standard)	£ 2,731.80	O	£ 2,731.80	£ -	£ 2,731.80	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Section 50 Agreement	£ 710.80	O	£ 710.80	£ -	£ 710.80	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Stopping up/ Orders etc. under Highways Act	Estimate in circumstances of the case	O	Estimate in circumstances of the case	£ -	Estimate in circumstances of the case	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal charge re drafting of document for:- Street Licence	£ 339.50	O	£ 339.50	£ -	£ 339.50	£ -	0.00%	S	U	RPD	C	Tim Hallam
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £750,000 to £1,500,000	£ 381.90	E	£ 390.00	£ -	£ 390.00	£ 8.10	2.12%	D	I	RPD	C	Tim Hallam
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £1,500,000 to £2,500,000	£ 599.40	E	£ 615.00	£ -	£ 615.00	£ 15.60	2.60%	D	I	RPD	C	Tim Hallam
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £100,000 to £250,000	£ 164.45	E	£ 168.00	£ -	£ 168.00	£ 3.55	2.16%	D	I	RPD	C	Tim Hallam
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £2,500,000 to £5,000,000	£ 710.80	E	£ 725.00	£ -	£ 725.00	£ 14.20	2.00%	D	I	RPD	C	Tim Hallam
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £250,000 to £750,000	£ 275.85	E	£ 282.00	£ -	£ 282.00	£ 6.15	2.23%	D	I	RPD	C	Tim Hallam
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value exceeding £5,000,000	£ 928.30	E	£ 950.00	£ -	£ 950.00	£ 21.70	2.34%	D	I	RPD	C	Tim Hallam
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Variations/ Novations (where original contract value exceeds £250,000)	£ 164.45	E	£ 168.00	£ -	£ 168.00	£ 3.55	2.16%	D	I	RPD	C	Tim Hallam
Photocopying:- Election expense returns (per side copied)	£ 0.20	E	£ 0.20	£ -	£ 0.20	£ -	0.00%	S	U	RPD	C	Tim Hallam
Sale of the edited register:- In data format, £20 *plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	£ -	0.00%	S	U	RPD	C	Tim Hallam
Sale of the edited register:- In printed format, £10 *plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	£ -	0.00%	S	U	RPD	C	Tim Hallam
Sale of the full register and the notices of alteration:- In data format, £20 *plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	£ -	0.00%	S	U	RPD	C	Tim Hallam
Sale of the full register and the notices of alteration:- In printed format, £10 *plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	£ -	0.00%	S	U	RPD	C	Tim Hallam
Sale of the list of overseas electors:- In data format, £20 *plus £5 for each 100 entries (or remaining part of 100 entries) in it	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	£ -	0.00%	S	U	RPD	C	Tim Hallam
Sale of the list of overseas electors:- In printed format, £10 *plus £5 for each 100 entries (or remaining part of 100 entries) in it	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	£ -	0.00%	S	U	RPD	C	Tim Hallam
The cost of a marked document (Register or Absent vote list):- Data copies is £10 *plus £1 per 1,000 entries or part thereof	£10 *+£1	E	£10 *+£1	£ -	£10 *+£1	£ -	0.00%	S	U	RPD	C	Tim Hallam

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail					
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
The cost of a marked document (Register or Absent vote list):- Printed copies is £10 *plus £2 per 1,000 entries or part thereof	£10 *+£2	E	£10 *+£2	£ -	£10 *+£2	£ -	0.00%	S	U	RPD	C	Tim Hallam	
Housing - Lease Extension - Legal cost	£ 600.00	O	£ 615.00	£ -	£ 615.00	£ 15.00	2.50%	D	I	RPD	C	Tim Hallam	
Dispersed Alarms - Lifeline Private	£ 20.40	S	£ 17.33	£ 3.47	£ 20.80	£ 0.40	1.96%	D	I	SEG	H	Tina Mitchell	
Safety of Sports Grounds Safety Certificate - Amendment of certificate	£ 56.65	O	£ 60.00	£ -	£ 60.00	£ 3.35	5.91%	S	I	PR	CGS	Tony Sprackling	
Safety of Sports Grounds Safety Certificate - Application for issue of certificate	£ 113.30	O	£ 115.00	£ -	£ 115.00	£ 1.70	1.50%	S	I	PR	CGS	Tony Sprackling	
Safety of Sports Grounds Safety Certificate - Replacement or transfer of certificate	£ 52.50	O	£ 55.00	£ -	£ 55.00	£ 2.50	4.76%	S	I	PR	CGS	Tony Sprackling	
Public Protection - Provision of information concerning Health and Safety at work effective from 1st April 1999 - Factual Statement / Voluntary Disclosure (Postage Included)	£ 90.00	S	£ 77.50	£ 15.50	£ 93.00	£ 3.00	3.33%	D	I	PR	CGS	Tony Sprackling	
Public Protection - Provision of information concerning Health and Safety at work effective from 1st April 1999 - Photographs (Postage Included)	£ 2.40	S	£ 2.25	£ 0.45	£ 2.70	£ 0.30	12.50%	D	I	PR	CGS	Tony Sprackling	
Public Protection - Provision of information concerning Health and Safety at work effective from 1st April 1999 - Photocopying / copies of Public Registers	£ 0.60	S	£ 0.75	£ 0.15	£ 0.90	£ 0.30	50.00%	D	I	PR	CGS	Tony Sprackling	
The following Burial charges are applicable to residents of the Borough of Thurrock. Non Residents are required to pay double the Burial fees set out below, also included is the charge for non residents aged 5 and under.											PR	CGS	Vincent Taylor
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Lawn Section	£ 840.00	E	£ 882.00	£ -	£ 882.00	£ 42.00	5.00%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Traditional grave where available	£ 1,725.00	E	£ 1,811.00	£ -	£ 1,811.00	£ 86.00	4.99%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 1 Interment - There is no burial fee or associated memorial permit fee payable for any resident of the Borough aged 5 and under	Free of Charge	E	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	PR	CGS	Vincent Taylor	
Burial Grounds - Part 1 Interment - In a grave - Buried or cremated remains of a resident aged 5 years and under	Free of Charge	E	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	PR	CGS	Vincent Taylor	
Burial Grounds - Part 1 Interment - In a grave - Buried or cremated remains of a resident aged 6 to under 16 years	Free of Charge	E	Free of Charge	£ -	Free of Charge	£ -	0.00%	D	U	PR	CGS	Vincent Taylor	
Burial Grounds - Part 1 Interment - In a grave - person aged 16 year and over	£ 685.00	E	£ 719.00	£ -	£ 719.00	£ 34.00	4.96%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 1 Interment - In a grave - Cremated remains in full size grave	£ 345.00	E	£ 362.00	£ -	£ 362.00	£ 17.00	4.93%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Additional interment of ashes and replacement plaque for further 7 years where original subscription has: Less than 4 years to run	£ 240.00	E	£ 252.00	£ -	£ 252.00	£ 12.00	5.00%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Additional interment of ashes and replacement plaque for further 7 years where original subscription has: More than 4 years to run	£ 170.00	E	£ 178.00	£ -	£ 178.00	£ 8.00	4.71%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Exclusive Right of Burial for a forty year period	£ 355.00	E	£ 372.00	£ -	£ 372.00	£ 17.00	4.79%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Interment of Ashes	£ 345.00	E	£ 362.00	£ -	£ 362.00	£ 17.00	4.93%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Erection of memorial plaque only for 7 years (no ashes to inter)	£ 205.00	E	£ 215.00	£ -	£ 215.00	£ 10.00	4.88%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Includes plaque for 7 years & loose interment of ashes	£ 263.00	E	£ 276.00	£ -	£ 276.00	£ 13.00	4.94%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With existing plaque	£ 135.00	E	£ 141.00	£ -	£ 141.00	£ 6.00	4.44%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With replacement plaque	£ 205.00	E	£ 215.00	£ -	£ 215.00	£ 10.00	4.88%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 2 - Kerb Plaque - replacement	£ 79.00	E	£ 83.00	£ -	£ 83.00	£ 4.00	5.06%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - For the right to erect or place on a grave in respect of which an exclusive right of burial has not been granted: a tablet not exceeding 20" x 18" x 6" base	£ 170.00	E	£ 178.00	£ -	£ 178.00	£ 8.00	4.71%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - The fees indicated for Part 3 include the first inscription, for each inscription after the first	£ 85.00	E	£ 89.00	£ -	£ 89.00	£ 4.00	4.71%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - permit for Lawn Grave Memorial	£ 195.00	E	£ 205.00	£ -	£ 205.00	£ 10.00	5.13%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - permit for Traditional Grave Memorial	£ 239.00	E	£ 251.00	£ -	£ 251.00	£ 12.00	5.02%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 3 Other Burial Fees - permit to Work on a Headstone	£ 81.00	E	£ 85.00	£ -	£ 85.00	£ 4.00	4.94%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 5 Other Burial Fees - Additional Plaque	£ 187.20	S	£ 163.33	£ 32.67	£ 196.00	£ 8.80	4.70%	D	I	PR	CGS	Vincent Taylor	

Name of Fee or Charge	21/22		2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Burial Grounds - Part 5 Other Burial Fees - Memorial bench	£ 1,788.00	S	£ 1,564.17	£ 312.83	£ 1,877.00	£ 89.00	4.98%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 5 Other Burial Fees - Memorial tree (New trees no longer available) Interment of second set of ashes for existing memorial trees only	£ 345.00	E	£ 362.00	£ -	£ 362.00	£ 17.00	4.93%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 4 Other Burial Fees - Transfer of grant of exclusive right of burial fee for registering the transfer and endorsing the deed	£ 81.00	E	£ 85.00	£ -	£ 85.00	£ 4.00	4.94%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 4 Other Burial Fees - Transfer of grant of exclusive burial where a Statutory Declaration is required	£ 109.00	E	£ 114.00	£ -	£ 114.00	£ 5.00	4.59%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 4 Other Burial Fees - Search Fees for Historical records	£ 26.00	E	£ 27.00	£ -	£ 27.00	£ 1.00	3.85%	D	I	PR	CGS	Vincent Taylor	
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Muslim grave where available	£ 1,725.00	E	£ 1,811.00	£ -	£ 1,811.00	£ 86.00	4.99%	D	I	PR	CGS	Vincent Taylor	
Additional grass cuts for self-managed pitches		E	£ 40.00	£ -	£ 40.00	£ 40.00	0.00%	D	N	PR	CGS	Vincent Taylor	

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail				
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Parks - Football - Adult Pitch with Changing Facilities per match (10 games or more)	£ 90.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Football - Child Pitch per match (10 games or more)	£ 44.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Football - Mini Pitch per match (10 games or more)	£ 23.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Football - Mini Pitch per match (less than 10 games)	£ 23.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Football - Mini Pitch per season (max 16 games)	£ 110.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Football - Youth Pitch per match (10 games or more)	£ 57.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Rugby - Adult Pitch per match (10 games or more)	£ 95.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Rugby - Mini Pitch per match (10 games or more)	£ 23.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Parks - Rugby - Youth Pitch per match (10 games or more)	£ 57.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	CGS	Jahur Ali
Transport Development - Department Publications	Purchase price set by Delegated Officer	Z	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Mat Kiely
Transport Development - Development Control Design guide for the constructions of adoptable works	£ 62.00	Z	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Mat Kiely
Road Safety - Bikeability - Learn to Ride - Over 16s	£ 20.00	Z	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Mat Kiely
Learning and Universal Outcomes - Duke of Edinburgh's Award Expedition packages (per person per day)	£ 42.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 2 children (Single session)	£ 102.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - 14-18 years old (1.5 hours)	£ 155.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - 14-18 years old (3 hours)	£ 290.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - Under 14 years old (1.5 hours)	£ 160.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - Under 14 years old (3 hours)	£ 290.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Leonberger Dog Training Club (per dog per visit)	£ 5.65	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (1.5 hours)	£ 59.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (3 hours)	£ 102.50	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (4.5 hours)	£ 142.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (6 hours)	£ 178.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Day visits (Groups aged 19 and over, excluding corporate bookings) - Up to 10 people (Full day, 4 sessions)	£ 440.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Day visits (Groups aged 19 and over, excluding corporate bookings) - Up to 10 people (Half day, 2 sessions)	£ 240.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Day visits (Groups aged 19 and over, excluding corporate bookings) - Up to 10 people (Single session)	£ 131.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Wendy Warman
Commercial Rate charge per hour			REMOVED		REMOVED				R	CS	CS	ML/ Jaki Bradley
Hall	£ 78.75	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Large Room	£ 42.00	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Small room/meeting room	£ 31.50	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
IT Room	£ 63.00	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Thurrock Council/Charitable Organisations			REMOVED		REMOVED				R	CS	CS	ML/ Jaki Bradley
Hall	£ 59.10	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Large Room	£ 31.50	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Small room/meeting room	£ 23.65	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
IT Room	£ 47.25	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Hall or Room - outside opening hours (Monday & Friday evening)	£ 82.75	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Saturday only	£ 105.00	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Social Membership Groups during opening hours (term time).			REMOVED		REMOVED				R	CS	CS	ML/ Jaki Bradley
Hall	£ 10.80	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley
Room	£ 8.40	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley

Name of Fee or Charge	21/22	2022/23 - Charges				Changes from 21/22		Detail					
	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner	
Hall or room - Outside of opening hours	£ 34.15	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley	
Social Area	Free of Charge	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley	
Pre School Fees			REMOVED		REMOVED					R	CS	CS	ML/ Jaki Bradley
2-3-year-olds charge is per session (3 hours)	£ 19.30	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley	
3-5-year-olds	£ 18.20	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley	
Lunch club	£ 3.65	0	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	CS	CS	ML/ Jaki Bradley	
LA-IPPC Charges - Application - Annual Subsistence High	£ 2,333.00	0	REMOVED	£ -	REMOVED	£ -	0.00%	S	R	PR	CGS	Peter Reynolds	
LAPPC Charges - New operator at Low risk reduced fee activity Extra one off subsistence charge	£ 189.00	0	REMOVED	£ -	REMOVED	£ -	0.00%	S	R	PR	CGS	Peter Reynolds	
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	Actual Costs + £200 up to £1000; then after that 20% of actual costs	Z	REMOVED	£ -	REMOVED	£ -	0.00%	S	R	PR	PTR	Peter Wright	
Highways - Registration Fee for Skip Companies to operate in Thurrock	£ 60.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Peter Wright	
Highways Infrastructure - New vehicle cross over construction fee, Extension, associated with council footway works (reduced rate in connection with footway renewal programme)	£ 350.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Peter Wright	
Highways Infrastructure - New vehicle cross over construction fee, New Stand alone, associated with council footway works (reduced rate in connection with footway renewal programme)	£ 600.00	E	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Peter Wright	
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - 1 to 2 hours	£ 0.60	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - All day	£ 2.10	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - 1 to 2 hours	£ 0.60	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - Over 2 hours	£ 2.10	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	
Car Parking - Off-Street Pay & Display Car Parking Grays Beach - 0 to 2 hours	£ 0.70	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	
Car Parking - Off-Street Pay & Display Car Parking Grays Beach - All day	£ 3.20	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	
Car Parking - Off-Street Pay & Display Car Parking Purfleet in Cornwall House - 0-2 hours	£ 0.70	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	
Car Parking - Off-Street Pay & Display Car Parking Purfleet in Cornwall House - All day	£ 3.20	S	REMOVED	£ -	REMOVED	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston	

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Overview & Scrutiny Committee minutes:

Fees and Charges 2022/23

Children's Services – 1st Dec 2021 7pm:

The Assistant Director Education and Skills introduced the report and stated that it was presented before the Committee on an annual basis. She highlighted the charge that related to Grangewaters which had increased by 64% and explained that this was because it was an activity that required the whole lake and staff onsite to manage. She explained that previously this had been undertaken by volunteers or by holding other activities that required onsite staff at the same time, but this was no longer feasible. She summarised and stated that the team tested the market for fees and charges, and the proposals would be implemented in April, if agreed by Cabinet.

Councillor Kent highlighted the increase of 64% at Grangewaters, and asked if this was for the Water-ski and Jet-Ski Club, and if any consultation had been undertaken with them. The Assistant Director Education and Skills replied that conversations had been ongoing throughout the season, as they used the whole lake and it had been difficult to identify space for them. She explained that there were no volunteers identified in future, so staff costs would increase. She stated that the Club had felt disappointed that there had been no space for them this year, but the team would continue to work closely with them in future.

Councillor Anderson questioned how the overall pricing of Grangewaters related to the national average. The Assistant Director Education and Skills answered that pricing at Grangewaters was lower than the national average, but Grangewaters followed a different pricing strategy as it was aimed for local community use.

The Chair stated that over 50% of the fees and charges increases outlined in the report were above inflation. She asked if any consultation had been undertaken for these increases. The Assistant Director Education and Skills replied that some of the fees and charges had only been increased by approximately £1 above inflation, and this was low when compared to the national average. She stated that the team had spoken with services and service users before proposing an increase in fees and charges. The Chair questioned why the commercial rate hall charge had been removed. The Assistant Director Education and Skills responded that this related to the Thurrock Adult Community College building, which was not in operation. She stated that the removal of fees and charges relating to Grangewaters had been to simplify and streamline the system.

Councillor Kent questioned the approval process for the report. The Assistant Director Education and Skills explained that the report would go to February's Cabinet meeting for their sign off. Councillor Kent stated that he would not agree to give director delegated authority to change the fees and charges in year, and felt that this should have some Member oversight, for example in consultation with the relevant Portfolio Holder. Councillor Anderson questioned if the recommendation relating to director delegated authority had been previously included in fees and charges reports. He also questioned how regularly director delegated authority was utilised. The Assistant Director Education and Skills replied that the recommendation relating to director delegated authority had been included on fees and charges reports for the past few years, but had rarely been used by directors to amend a charge once it had been agreed.

Councillor Kent suggested that recommendation two be amended to include “director delegated authority, in consultation with the relevant Portfolio Holder, or appropriate Member oversight”. A vote was held on this recommendation amendment. There were two votes in favour (Councillors Muldowney and Kent), and two votes against (Councillors Anderson and Thandi). As the vote was tied, the Chair received the casting vote and voted for the recommendation. Therefore, the recommendation was amended.

Councillor Kent suggested an additional recommendation which read “The Committee did not support fees and charges increases above the current rate of inflation of 4.2%”. A vote was held on this recommendation. There were two votes in favour (Councillors Muldowney and Kent) and two votes against (Councillors Anderson and Thandi). As the vote was tied, the Chair received the casting vote and voted for the recommendation. Therefore the proposed additional recommendation was agreed.

RESOLVED: That the Committee:

- 1. Noted the revised fees and charges including those no longer applicable, and commented on the proposals currently being considered within the remit of the Committee.**
- 2. Noted that director delegated authority, in consultation with the relevant Portfolio Holder or other appropriate Member oversight, will be sought via Cabinet to allow Fees and Charges to be varied within a financial year in response to commercial requirements.**
- 3. Did not support fees and charges increases above the current rate of inflation of 4.2%.**

Cleaner, Greener and Safer – 14th Dec 2021 - deferred to 20th Jan 2022:

Daren Spring stated the report had set out the charges in relation to services within the remit of this Overview and Scrutiny Committee. Charges would take effect from the 1 April 2022 unless otherwise stated. In preparing the proposed fees and charges, Directorates had worked within the charging framework and commercial principles set out in section three of the report and had taken into account the effect that Covid-19 had and would continue to have on services, residents and the local economy. Further director-delegated authority would be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to commercial requirements. Members were referred to the full list of proposed charges detailed in Appendix 1, and the proposed deletion of any current fees and charges were detailed in Appendix 2.

Councillor Redsell thanked Daren Spring and spoke about the ticketing system at Thameside Theatre and how the box office should be open for those with no access to the on-line booking system. Daren Spring stated the box office was open Tuesday to Friday, 2.00 to 3.00pm and on Saturday from 10.00am to 3.00pm.

Councillor Redsell questioned whether there were any plans for Thurrock to have its own crematorium to which Daren Spring stated a feasibility study had been undertaken to look at a potential area.

Councillor Redsell referred to an area of flats where there were currently 42 bins used by residents and questioned whether bigger bins could be strategically placed to replace these.

Daren Spring stated this would be dependent on the location of the bin storage and how secure this was but would be happy to speak with Councillor Redsell outside the meeting.

Councillor Liddiard referred to fly-tipping and questioned whether to help the Council recover monies that discounts on bulky collections could be reduced for those residents on benefits to which Daren Spring stated bulky items could be disposed of, for free, at the Housing Waste and Recycling Centre and in comparison with other authorities, Thurrock's bulky collection rates were very competitive.

Councillor Rigby questioned whether any new allotments would be available into the borough to which Daren Spring stated there were no plans for any new ones at present as it was hard to find the right location. There were a lot of allotments in the borough which were self-managed.

Members discussed football pitches in the borough and how some were being blocked-booked by non-Thurrock residents and all members agreed that Thurrock residents should have priority over non-Thurrock bookings. Councillor Thandi questioned whether there were any 3g pitches in the borough to which Daren Spring stated there were none but this would be looked into.

Councillor Liddiard questioned whether the portfolio holder would consider reducing fees and charges for sporting activities for those users who were unable to pay the full amount.

Councillor Thandi asked whether the number of fly-tipping reports had gone up or down this year to which Daren Spring stated he did not have those figures to hand but could provide to members if required.

RESOLVED

- 1. That Cleaner, Greener and Safer Overview and Scrutiny Committee noted the revised fees, including those no longer applicable; and comment on the proposals currently being considered within the remit of this committee.**
- 2. That Cleaner, Greener and Safer Overview and Scrutiny Committee noted that director delegated authority will be sought via Cabinet to allow fees and charges to be varied within a financial year in response to commercial requirements.**

Health and Wellbeing – 4th Nov 2021 7pm:

Catherine Wilson presented the report that set out charges in relation to services within the remit of the Health and Wellbeing Overview and Scrutiny Committee. Any new charges would take effect from the 1 April 2022 subject to consultation and Cabinet approval unless otherwise stated. In preparing the proposed fees and charges the Adult Social Care Directorate had worked within the charging framework and commercial principles set out in section three of the report. It had also taken into account the effect that Covid-19 had and would continue to have on services, residents and the local economy. Further Director delegated authority would be sought from Cabinet to allow fees and charges to be varied within the financial year in response to commercial or legal requirements. Members were referred to the full list of proposed charges as detailed in Appendix 1. At this stage there were no proposals to increase charges for 2022/23 other than the proposal that had already been agreed and currently being implemented which was the three year incremental increase to the domiciliary care charges.

Councillor Ralph thanked Catherine Wilson for the report.

Councillor Holloway thanked officers for the breakdown of the fees and charges but would also have liked to have seen the wider directorate breakdown of finance. Asked for clarification that the Appendix 1 was for information only and requested some financial context in which the financial charges sat. Members agreed to add to recommendation 2 that any such changes would be brought back to the Health and Wellbeing Overview and Scrutiny Committee for scrutiny. Ian Wake reassured Member that such changes would be consulted with service users and then back to committee. Ian Wake stated this was a challenging time for the Council with a deficit of £3 million for 2022/23 with a lot of work being undertaken in the background and further proposals were being put in place to close that deficit. In Ian Wake's directorate there was a transformation programme in place to transform services with a target savings of just under £5 million over two years.

RESOLVED

- 1. That Health and Wellbeing Overview and Scrutiny Committee noted and agreed that a consultation should be completed for the proposals to revise fees and charges for Adult Social Care.**
- 2. That Health and Wellbeing Overview and Scrutiny Committee noted that Director delegated authority will be sought from Cabinet to allow Fees and Charges to be varied within a financial year in response to commercial and legal requirements. That any such changes would be brought back to the Health and Wellbeing Overview and Scrutiny Committee for scrutiny.**

Catherine Wilson left the meeting at 7.42pm.

Housing – 9th Nov 2021 7pm:

The report was presented by Dulal Ahmed.

Councillor Redsell sought clarification on where the 212 HMOs were and said that Ward Councillors needed to be made aware of these in their ward as there were a number of concerns with HMOs. Referring to page 25, she pointed out that the traveller site on Gammon Field was moving 100 yards away from its current site and not 'elsewhere in the borough' as the report stated. Dulal Ahmed answered that the Council's website highlighted where HMOs were. He advised that concerns with HMOs should be emailed to officers and for the Planning department to be notified. The Chair requested that the link be included in the minutes (Register of licensed HMOs | Houses in multiple occupation | Thurrock Council).

The Chair asked if the service was aware of any hidden HMOs in Thurrock. Dulal Ahmed answered that the service was investigating up to 2,500 unlicensed HMOs. There had been a delay in this due to Covid-19 but was now reinstated.

Councillor Ononaji sought clarification on what were considered discretionary charges. He also asked whether a consultation took place for these. Dulal Ahmed explained that these were services that the Council provided such as Housing Enforcement Notices as it required time to carry out and a reasonable charge for the cost incurred was allowed. He said that before a notice was served, the service consulted with the landlord and gave time for the landlord to resolve the issue. A number of considerations were taken into account and enforcement was usually served as a last resort to ensure that residents were not at risk of harm.

Councillor Pearce asked if the service benchmarked their fees against neighbouring authorities. Dulal Ahmed answered that the service compared and regularly reviewed their fees against neighbouring authorities to ensure that the service was not expensive.

The Chair questioned what the penalty charge for energy efficiency on paragraph 9 was. Dulal Ahmed explained that the law had changed so that properties with an Energy Performance Certificate (EPC) that had a rating lower than E could not be let. The service had identified properties with an EPC lower than E and had notified these properties. If these properties continued to be let with an E EPC, the service would need to take enforcement action but landlords were given the opportunity to improve their EPC rating to ensure that it could be legally let.

The Chair asked why discretionary charges had increased by 10%. Dulal Ahmed explained that there had been an increase in the amount of time that staff spent in removing hazards with part 1 actions. There was an increase in complaints from tenants living in poor homes with hazards of damp and mould, structure, sanitation and pest problems. The charges had increased to meet demand and the money was ring-fenced to the Private Housing Team.

The Chair mentioned that at last year's Fees and Charges report, Members had been informed that carbon monoxide alarms would be installed in all council homes by this year's Fees and Charges report. She sought confirmation of this. Susan Cardozo confirmed that this had been done.

Councillor Fletcher noted the increased charge for the 'Sheltered Housing Visitor's Room' in the appendix and queried why this had increased by 25%. Ewelina Sorbjan explained that this fee did not fall within the remit of the Fees and Charges report for Housing O&S and would look into this. The Committee said that they did not agree with the increase in this charge.

Councillor Redsell highlighted concerns of a doorbell entry charge on Jesmond Road and Springfield Road. She would email this information to officers to look into.

RESOLVED:

- 1. That Housing Overview and Scrutiny Committee noted the revised fees, including those no longer applicable, and that Housing Overview and**
- 2. Scrutiny Committee comment on the proposals currently being considered within the remit of this committee.**

Planning, Transport, Regeneration – 7th Dec 2021 7pm:

This meeting was deferred to 1st Feb 2022

The report was introduced by Leigh Nicholson.

Councillor Kerin stated that he was pleased to see a good level of detail in the report. He referred to pages 17 – 21 and asked why the increase for charges was so high and what formula had been used to assess the increase. David Kleinberg referred to parking charges and explained that no formula was used as the service looked at former benchmarking. He said that no set figures were used but the service looked at parking across the county to find a way to manage this.

Councillor Kerin highlighted his concerns that people's wages were not enough to cover parking permit charges as well as other expenses. He referred to page 21 and asked if the service had assessed the impact of the charges to local businesses specifically in Darnley Road and Argent Street.

Due to technical issues with the Wi-Fi connection, the Chair moved onto item 6 of the agenda to allow time for the connection to improve. – **This was then deferred to 1st Feb 2022** (briefing note to be tabled at Cabinet meeting).

Cleaner, Greener and Safer Overview and Scrutiny Committee	
Fees and Charges Pricing Strategy 2022/23	
Wards and communities affected: All	Key Decision: Key
Report of: Accountable Assistant Director of Service: Leigh Nicholson - Assistant Director - Planning, Transport and Public Protection Daren Spring – Assistant Director - Street Scene and Leisure David Kleinberg – Assistant Director - Counter Fraud and Enforcement Tracie Heiser – Assistant Director - Customer Services Gerard McCleave – Assistant Director - Economic Growth and Development	
Report of: Accountable Directors of Service: Julie Rogers - Director of Public Realm Karen Wheeler – Director of Strategy, Engagement and Growth	
This report is Public	

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 1st 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 commercial requirements.

The full list of proposed charges is detailed in Appendix 1, and the proposed deletion of any current fees and charges are detailed in Appendix 2. *(If applicable)*.

1. Recommendation(s)

- 1.1 **That Cleaner, Greener and Safer 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 Cleaner, Greener and Safer Overview and Scrutiny Committee note that director delegated authority will be sought via Cabinet to allow fees**

and charges to be varied within a financial year in response to commercial requirements.

2. Introduction and Background

2.1 This paper describes the fees and charges approach for the services within the Cleaner, Greener and Safer 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 Cleaner, Greener and Safer areas:

- Arboricultural
- Outdoor Sports and the Commercial Hire of Open Spaces
- Allotments
- Domestic Waste
- Burials and Memorials
- Environmental Enforcement and Abandoned Vehicles
- Registrars
- Theatre
- Heritage Service
- Public Protection

3. Thurrock Charging Policy

3.1 The strategic ambition for Thurrock is to adopt a policy on fees and charges that are aligned to the wider commercial strategy and ensure that all discretionary services cost recover.

3.1.1 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.

3.1.2 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 and charges locally and nationally
- What new charges might we want to introduce for this financial year
- How do our charges compare to neighboring 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

- What do our competitors charge
- 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)

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

- **Outdoor Sports and open spaces** - Increased fees and charges by a range of between 1%-6%, (£1-£60 (£60 *per season*)) to reflect moving towards a cost neutral approach. The event application fee has increased from £25 to £30 for 2022/23.
- **Allotments** - Fees and charges have increased by 2%- 5% (£3) for 2022/23.
- **Domestic Waste** - Fees and charges will increase by 11% (£1 - £3.50) for bulky waste collections and 6%/ £2.50 for wheeled bins new/replacements.
- **Burials and Memorials** – Fees and charges for 2022/23 will be increased broadly in line with forecast inflation, the burials service does not make a surplus from fees and charges and these increases take into consideration the increases in costs to the service to make sure that the service is cost neutral going forward.
- **Environmental Enforcement** – Fees and charges are set by legislation, with Council charging the maximum permitted, in line with policy.
- **Registrars** – After benchmarking against neighboring boroughs the charges for the Lacey Room ceremonies have been increased by £44 (30%) this is still significantly lower than neighboring boroughs, however the entire registrars offering will be reviewed once they have relocated to their new premises.
- **Theatre** – Fees and charges for 2022/23 will be increased broadly in line with forecast inflation.
- **Public Protection** – Civil Enforcement charges have increase in line with forecast inflation (subject to rounding). Licensing fees and charges that are set through the licensing committee have been removed from the fees and charges as these are set via licensing committee and cannot be amended via this process.
- **Heritage Service** – Fees and charges for 2022/23 will be increased broadly in line with forecast inflation.

3.3 Proposals and Issues

3.3.1 The fees and charges for each service area have been considered and the main considerations are set out below.

3.3.2 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 the consultation with, and agreement of, the relevant Portfolio Holder.

3.3.3 Unless indicated otherwise, fees and charges for 2022/23 can increase in line with forecast inflation (subject to rounding).

3.4 Outdoor Sports and the Commercial Hire of Open Spaces

3.4.1 The strategic objective for charging for use of outdoor sports facilities is to provide quality services that are competitively priced, to encourage optimum use and consequently maximize income levels while at the same time reducing net subsidy and encouraging the Councils wider health and leisure strategy.

3.4.2 Currently the cost of maintaining the pitches is not recovered from the income generated. To mitigate this the service has introduced technology to make efficiencies and reduce the costs where possible. Despite these efforts, there remains a gap. In order to get closer to a cost neutral position, as indicated in last year's report, fees and charges will need to increase over the next two years. Therefore, all sports pitch fees, season tickets and other charges will be increased for 2022/23. The Council will continue to offer a generous discount for block/season bookings to support our sports clubs in the borough who participate in leagues and competitions.

3.5 Allotments

3.5.1 Thurrock Council currently provides two allotment sites with all other sites in the borough being self-managed by community groups. The fees and charges in this report reflect Council managed allotments only.

3.5.2 The income received from allotments contributes towards the ongoing running costs that they incur. Due to the increased take up of allotment plots during Covid-19 lockdown, we have increased the fees and charges for 2022/23. This is to help cover the additional costs to maintain and manage the sites and provide a better service for residents.

3.6 Domestic Waste Charges

3.6.1 After a review of neighboring authorities, the fees and charges will rise for both bulky waste collections and wheeled bins new/replacements, to ensure full cost recovery for 2022-23.

3.7 Burials and Memorials

3.7.1 Thurrock Council maintains five cemeteries providing a range of burial services and graves for cremated remains. Following a thorough previous benchmarking exercise where we were found to be competitive with other local authorities, the fees and charges have increased by a range of (3% - 5%), to ensure a cost neutral position.

3.8 Registrars

3.8.1 The Registrars Office provides the statutory service of registering births deaths and marriages, alongside the non-statutory service of citizenship ceremonies on both a group and individual basis.

3.8.2 The fees and charges set by the Council are always reviewed against neighbouring authorities, and take full account of any statutory charge limitations.

3.8.3 Customer engagement throughout the year allows us to take into consideration local reaction and address any concerns to changes in the fees and charges. Given the adverse effect that Covid 19 has had on our area and the restrictions it imposes on us, we did not increase any fees and charges last year, however we feel the Lacey room charge is significantly low in comparison to other boroughs therefore we have increased this to be more in line with our neighboring boroughs, registrars attendance has also increased by 2%-7% in line with neighboring authorities. This service is relocating in 2022, and our commercial offer will be revisited once this has taken place.

3.9 Theatre Services

A thorough review of fees and charges takes place each year, unfortunately due to Covid-19 the Theatre was closed and has only been able to reopen in September 2021. Given the impact of COVID and the proposal to close the Thameside Complex (subject to a final decision being made in the Autumn) fees and charges have increased in line with forecast inflation for 2022/23.

3.10 Heritage Service

Thurrock Heritage Service charges for a number of services:

- School visits to Coalhouse Fort and Thurrock Museum
- Talks given to other organisations
- Informal educational sessions
- Topic loan boxes for schools
- Research and Readers tickets

Charges increase in line with forecast inflation for 2022/23.

4. Reasons for Recommendation

4.1 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.

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

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

5.1 Consultations will be progressed where there is specific need. However, with regard to 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 purchasing.

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

6.1 The changes in these fees and charges may impact the community; however, it must be taken into consideration that these price rises include inflation.

7. Implications

7.1 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 include the 2022-23 income targets across all directorates.

7.2 Legal

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

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.

7.3 **Diversity and Equality**

Implications verified by: **Rebecca Lee**
Team Manager, Community Development

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

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

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

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

Report Author:

Kelly McMillan

Business Development & Innovation

Children's Services Overview and Scrutiny Committee	
Fees & Charges Pricing Strategy 2022/23	
Wards and communities affected: All	Key Decision: Key
Report Author: Kelly McMillan, Business Development Project Manager, Business Development and Innovation	
Accountable Assistant Director: Michele Lucas, Assistant Director Education and Skills	
Accountable Director: Sheila Murphy, Corporate Director of Children's Services	
This report is Public	

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 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 (*if applicable*).

1 Recommendations:

- 1.1 That Children's Services Overview and Scrutiny Committee note the revised fees and charges including those no longer applicable; and comments on the proposals currently being considered within the remit of this committee.
- 1.2 That Children's Services 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. Introduction and Background

- 2.1 The paper describes the fees and charges approach for the services within the Children's Services 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 following areas:
- Summer Playscheme for Disabled Children
 - Early Years Education and Childcare
 - Learning & Skills – Grangewaters
 - Music services
 - Thurrock Adult Community College

3. Thurrock Charging Policy

- 3.1 The strategic ambition for Thurrock is to adopt a policy on fees and a charge that is aligned to the wider commercial strategy and ensures that all discretionary services are operated within a framework of cost recovery.
- 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 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
 - What do our competitors charges
 - How sensitive is demand to price
 - Statutory services may have discretionary elements that we can influence
 - Do we take deposits, charge cancellation fees, charge an admin fee for duplicate services (e.g. lost certificates)
- 3.4 For Children's Services charges are tiered depending on the service area:
- **Grangewaters** – Have tiered charges based on the number of activities, length of stay, accommodation, catering, and the number/age of people

taking part in the activities.

- **Nurseries** – Charges are tiered around the ages of the children, and the times the children are in attendance.
- **Adult Community College** – Have tiered charges based on the community engagement and learner abilities to pay the full cost for the programmes.

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

- **Nursery places** - Charges have been scaled to give a better reflection of the different offers we have available, most charges have been increased to take account of the actual costs of service delivery, which are dependent on the age's involved and corresponding staffing ratios and which option the parents wish to choose. These will be in line with central government grant funding and have increased in line with forecast inflation for 2022/23, a new holiday club was also introduced last year to provide more opportunities for children to access services.
- **Summer Playscheme for Disabled Children** - The parent contributions do not cover the overall cost of the service and the deficit is covered by the Directorate. Sponsorship of the service is being considered to cover the shortfall for 2022/23 as recommended by the recent Children's Service review. The current charge per day, per child is £18.50 which will increase by 2% to £19 for 2022/23.
- **Grangewaters** - Charges have increased between 5%-64% (ranging from 28p for Dog groups to £140 for private hire of the site for the ski boat club). Average increase for schools is 4.96% (£6.50 per session.) A number of charges have been removed to better align our service offering, and new charges have been included to provide a more inclusive offer.
- **Thurrock Adult Community College** - Charges have been increased in line with forecast inflation however our pricing is still significantly below market rates recognizing the community engagement within the college and the potential challenges arising from Covid-19. A number of charges have been removed due to the relocation of the college as we are no longer able to provide them at the current location.

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 the consultation with, and agreement of, the relevant Portfolio Holder

4.3 Unless indicated otherwise, fees and charges for 2022/23 can increase in line with forecast inflation (subject to rounding).

4.4 **Summer Playscheme for Disabled Children**

The Short Break and Outreach Service has been operating a Summer Playscheme for Disabled Children for many years. The service provides activities for children that cannot access mainstream holiday clubs due their complex and special needs. The service runs for 4 days per week for 4 weeks of the summer holidays and accommodates 50 children every day. Parents are charged a fee to assist with the high cost of the scheme, which is used to fund towards the high level/ ratio of staff needed to provide a safe service. The parent contributions do not cover the overall cost of the service and the deficit is covered by the Directorate. Sponsorship of the service is being considered to cover the shortfall for 2022/23 as recommended by the recent Children's Service review. The current charge per day, per child is £18.50 which will increase by 2% to £19 for 2022/23.

4.5 **Adult College**

The adult college is funded by the Education and Skills Funding Agency (ESFA) and this funding is attached to individual learners. It runs on an academic calendar year basis. It is a requirement of the funding source that any excess income generated must be used to subsidise courses for residents, which meet and contribute to the Thurrock Council priorities for vulnerable groups. Small increases to fees have been made which is still significantly below market rates. Due to the relocation of the college, there are no longer opportunities for significant lettings although a 'price on application' category has been maintained for potential lettings at Stanley Lazell Hall.

4.6 **Music Service**

These remain unchanged for 2022/23

4.7 **Early Years Education and Childcare**

Providing early years opportunities is a key strategic driver within the local authority and we remain committed to ensuring early years provision is available within local communities.

The nursery service has a significant cost overhead, with staff making up 80% of service costs and at rates which are not competitive to those paid in the private sector i.e. Council is paying higher basic salary levels.

Therefore, to develop the service the area will need to fully analyse the following options:

- Operational hours will need to be reviewed around core 30 hours; which will allow the service to charge parents for periods normally used by commuters and working parents
- Consultation with major local employers to align working hours and provide greater flexibility around access to childcare
- Developing a tiered service model, linked to above
- Changing some staff patterns to accommodate a wider operational model to meet the changing ways in which companies operate
- Increase use of apprentices and trainee staff as vacancies arise thus supporting the need for more local apprenticeship opportunities
- Development/Expansion of 0 year to 2 year childcare services as potential income stream (in progress and planned for Spring opening)
- Charges have increased between 2%-3% for 2022/23

4.8 Learning & Skills – Grangewaters

Charges have increased where possible between 5% - 11%. (One increase of 64% due to staffing costs added)

Due to Covid-19 Grangewaters was closed for part of the year, we will be working towards promoting the use of Grangewaters and increasing marketing to encourage the use of the site in 2022/23. The re-opening of Grangewaters has given both schools and local residents the opportunity to engage in outdoor activities. We have seen a significant increase in bookings over the summer from both schools and residents; a number of activities have sold out for our half-term offerings. Bookings for October half-term were strong and we have a number of schools who have booked until the end of the financial year 2021/22.

5. Reasons for Recommendations

- 5.1 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.
- 5.2 The granting of delegated authority to vary these charges within financial year will allow the Council to better respond to the needs of the communities, legal requirements, regulatory changes and commercial challenges.

6. Consultation (including Overview and Scrutiny, if applicable)

- 6.1 Consultations will be progressed where there is specific need. However, with

regards to 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.

7. Impact on policies, priorities, performance and community impact

- 7.1 The changes in these fees and charges may impact the community; however it must be taken into consideration that these price rises include inflation.

8. Implications

8.1 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 include the 2022-23 income targets across all directorates.

8.2 Legal

Implications verified by: **Gina Clarke**

Corporate Governance Lawyer

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 those services authorised by statute 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, with some restrictions and limitations that apply. The Localism Act limits the power to charge to the situation where the service is not one which the Council is required to provide

by statute; the person has agreed to its provision, and the Council would not otherwise have a power to charge for the service.

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. The Council is required to discharge its statutory duties under the Equalities Act 2010. In exercising its functions must have due regard to its Public Sector equality duties. Prior to reaching a decision to review fees and charges, the Council is required to assess and consider how the proposed changes are likely to impact on persons who have certain protected characteristics specified under the Act, and what steps can be taken to mitigate any negative impact.

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.

8.3 Diversity and Equality

Implications verified by: **Roxanne Scanlon**

Community Engagement and Project Monitoring Officer

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.

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

None

9. 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

10. 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 & Innovation

Health and Wellbeing Overview and Scrutiny Committee	
Adults, Housing and Health - Fees and Charges Pricing Strategy 2022/23	
Wards and communities affected: All	Key Decision: Key
Report of: Kelly McMillan, Business Development Manager	
Accountable Assistant Director: Les Billingham, Assistant Director Adult Social Care and Community Development	
Accountable Director: Ian Wake, Corporate Director Adults, Housing and Health	
This report is public	

Executive Summary

This report specifically sets out charges in relation to services within the remit of Health and Wellbeing Overview and Scrutiny Committee. Any new charges will take effect from the 1st April 2022 subject to consultation and Cabinet approval unless otherwise stated. In preparing the proposed fees and charges the Adult Social Care Directorate has worked within the charging framework and commercial principles set out in section three of this 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 from Cabinet to allow Fees and Charges to be varied within the financial year in response to commercial or legal requirements.

The full list of proposed charges is detailed in Appendix 1.

1. Recommendation(s)

- 1.1 That Health and Wellbeing Overview and Scrutiny Committee note and agree that a consultation should be completed for the proposals to revise fees and charges for Adult Social Care.**
- 1.2 That Health and Wellbeing Overview and Scrutiny Committee note that Director delegated authority will be sought from Cabinet to allow Fees and Charges to be varied within a financial year in response to commercial and legal requirements.**

2. Background

- 2.1 The report describes the fees and charges approach for the services within the remit of Health and Wellbeing Overview and Scrutiny Committee for 2022/23 and will set a platform for certain pricing principles moving forward into future financial years.
- 2.2 This fees and charges paper provides narrative for the Adult Social Care areas:
 - Residential and nursing care
 - Day Care
 - Supported accommodation

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 will full cost recover wherever possible.
- 3.2 For future years, while reviewing charges, Directorates 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 blanket increase across all service lines, when considering the pricing strategy for 2022/23 some key questions are considered.
 - Where a tiered/premium pricing structure can be applied
 - 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 and charges locally and nationally
 - What new charges might we want to introduce.
 - How Thurrock charges compare with neighboring boroughs
 - Can charges be set to recover full costs
 - How sensitive is demand to price
- 3.4 Due to the nature of the services and clients, there is very limited scope for the creation of tiered service charges, as these services are provided under our statutory duties and responsibilities. Further, each client's needs and financial situation is assessed on an individual case basis and most charges are means tested.
- 3.5 A consultation will be undertaken regarding fees and charges within Adult Social care with a view to increasing charges by the forecast rate of inflation and the result of this consultation will be shared with HOSC prior to approval by Cabinet.

The current charges are detailed at Appendix 1 and will remain at this level until the consultation is completed.

The process to ensure that charges are fair and equitable within Adult Social care is as follows. When an individual is assessed under the Care Act 2014 and as a result of that assessment Adult Social Care provides care, a financial assessment takes place carried out by one of our Finance Assessment Officers.

The assessment is to ascertain if the person will be required to make a financial contribution to the cost of their care and at what level that contribution will be. The financial assessment is usually undertaken through a visit to the person at home an assessment form is completed detailing the person's financial circumstances, level of income and savings together with any other assets. The Finance Assessment Officer will also detail any Disability Related Expenditure (DRE) this is anything that is required as a result of the person's condition or care needs that helps or supports them within their daily life. The DRE is deducted from outgoings before the calculation regarding any contribution is undertaken. All our Finance Assessment Officers have national benefit training once a year to ensure they are up to date with benefit changes.

4. Proposals and Issues

- 4.1 The fees and charges for each service area within Adult Social Care have been considered and the main considerations are set out below.
- Statutory Duties under the Care Act (2014)
 - Department of Health and Social Care (DHSC) guidance for residential care fees
 - The need to ensure vulnerable adults access services in a timely manner
 - The Adult Social Care market remains fragile and the COVID-19 Global Pandemic has accentuated this fragility
 - The 3 year gradual increase in Charging for Domiciliary Care has been agreed and is currently being implemented to bring us to full cost by 23/24 at £17.91 an hour
- 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 the 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.
- 4.3 It should be noted that Adult Social Care currently externalises about 80% of its business activities into the independent sector using private, community and voluntary organisations.

- 4.4 In all areas of activity, be it residential care, nursing care, domiciliary care or supported accommodation, there is national acknowledgment of the financial pressure within the market.
- 4.5 Fees and Charges are either set as declared rates within local frameworks, individually negotiated or directed nationally.
- 4.6 In some cases, national guidance directs the level of charges, and individual contributions are set depending upon prescribed financial assessments, therefore full cost recovery is not always possible.
- 4.7 80% of services are commissioned within a commercial framework outside of the council, however there are a small number of fees and charges for services provided internally.
- 4.8 For 2022/23 Thurrock Council's current fees and charges are as follows:
- **Blue Badge Application Fee** – This is a national maximum fee detailed in the Blue Badge Guidance. It is a legal requirement to charge no more than £10 per badge.
 - **Day Care Charge** (per session) – for residents aged over 65 is currently £10 a session.
 - **Concierge charges - Extra Care** - this charge is linked to the Elizabeth Gardens “core charge” which was agreed for the term of the current contract.

The internal service charges will be included within the consultation where they are not set through national guidance or contractual obligation.

Please note that charges for placements are included for completeness in relation to service activities, but do not form part of the fees and charges budgetary line income as they are client contributions.

5. Reasons for Recommendation

- 5.1 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 neighboring councils. The ability to vary charges within financial year will enable services to more flexibly adapt to changing economic conditions.
- 5.2 The granting of delegated authority to vary these charges within financial year will allow the Council to better respond to commercial challenges.

6. Consultation (including Overview and Scrutiny, if applicable)

- 6.1 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

7. Impact on corporate policies, priorities, performance and community impact

- 7.1 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.

8. Implications

8.1 Financial

Implications verified by: **Jo 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 include the 2022-23 income targets across all directorates.

8.2 Legal

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

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.

8.3 **Diversity and Equality**

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

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.

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

None applicable.

9. **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

10. **Appendices to the report**

Appendix 1 – Schedule of Proposed Fees and Charges for 2022/23

Report Author:

Kelly McMillan

Business Development Manager

Housing Overview and Scrutiny Committee	
Fees & Charges Pricing Strategy 2022/23	
Wards and communities affected: All	Key Decision: Non-Key
Report of: Kelly McMillan, Business Development Project Manager	
Accountable Assistant Director: Ewelina Sorbjan, Assistant Director, Housing	
Accountable Director: Ian Wake, Corporate Director of Adults, Housing and Health	
This report is Public	

Executive Summary

Local Authorities are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source to Councils.

This report specifically sets out the charges in relation to services within the remit of this Overview and Scrutiny Committee. The charges dealt with are for the General Fund by the Housing Service. Charges will take effect from the 1st 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 the report.

The full list of proposed charges is detailed in appendix 1 to this report.

1. Recommendations

1.1 That Housing Overview and Scrutiny Committee note the revised fees, including those no longer applicable, and that Housing Overview and Scrutiny Committee comment on the proposals currently being considered within the remit of this committee.

2. Background & introduction

- 2.1 The paper describes the fees and charges approach for the services within the Housing 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 General Fund aspects of the housing area and includes:

- Houses in Multiple Occupation (HMO) Licence
- Housing Enforcement Notices
- Penalty Charges – Housing Planning Act 2016
- Penalty Charges – Smoke & Carbon Monoxide Alarm Regulations 2015
- Energy Efficiency Regulations 2015
- Electrical Safety Standards in the Private Rented Sector [England] Regulations 2020
- Mobile Homes Act 2013
- Travelers' Sites

2.3 The fees & charges that are proposed are underpinned by statutory, regulatory and discretionary conditions.

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 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 set a blanket 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)
- What new charges might we want to introduce for this financial year
- How do our charges compare with neighbouring boroughs
- 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
- What do our competitors charges
- 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 housing, a number of different methods to tier their charges depending on the service area are used:

- **Houses in Multiple Occupation** – are tiered based on the number of rooms, and whether the landlord is accredited or unaccredited.
- **Enforcement Notices** – are tiered around the number of hazards in conjunction with the number of bedrooms in the accommodation.

- **Mobile Homes Licencing** – these charges are tiered around number of pitches
- **Civil Penalty Notices** – these are tier charges based on severity of the offence, potential harm and considers the landlord’s income and track record.

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

3.6 The Private Housing Enforcement Policy is regularly updated as required to meet the changing circumstances caused by COVID19 to ensure a pragmatic approach is taken when dealing with landlords and the council continue to emphasis the importance of keeping properties free from hazardous conditions.

- **Houses in Multiple Occupation.** These charges will increase by an average of 2.3% (£23), as rounded to the nearest pound.
- **Assisting with licencing applications.** These will increase by an average of 3.05% (£2), as rounded to the nearest pound.
- **Enforcement Notices.** These will increase by an average of 10% (£60), as rounded to the nearest pound.
- **Penalty Charges – Housing Planning Act 2016.** These charges were introduced in 2018/19 and are scaled up to the maximum sum allowed.
- **Penalty Charges – Smoke & Carbon Monoxide Alarm Regulations 2015.** These charges are scaled in line with industry standard.
- **Penalty Charges – Energy Efficiency Regulations 2015.** These charges are scaled in line with industry standard.
- **Penalty Charge – The Electrical Safety Standards in the Private Rented Sector [England] Regulations 2020.** These charges are scaled in line with industry standard.
- **Mobile Homes.** The application fees have increased by an average of 2.2% (£9), as rounded to the nearest pound, and a new charge for “mobile homes fit and proper person test” has been added for 2022/23.
- **Travellers’ Sites.** These will increase by 3.57% (£4), as rounded to the nearest pound.

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 The increased fees and charges are challenging and represent our commercial ambitions as a Council.

4.3 Unless indicated otherwise, fees and charges for 2022/23 will increase in line with forecast inflation (subject to rounding).

4.4 The following sections outline the fees and charges implications for the individual service streams.

5. Mandatory and Additional Houses of Multiple Occupation (HMO)

Licences

- 5.1 The HMO licence fee is regulated under Section 63(3) of the Housing Act 2004. This allows the Council to set its fee taking into account all costs it incurs in carrying out its licencing function. This has been done for all licence applications for up to five years.
- 5.2 The regulations do not allow the Council to make a surplus by increasing its licence fee above the fully loaded costs of issuing a licence.
- 5.3 Additional licencing of Houses of Multiple Occupation came into force on 1st June 2019 for shared houses let to three to four unrelated persons in certain parts of the borough. It lasts for five years ending on 31st May 2024.
- 5.4 Legislative changes require the HMO fee structure to be split into two parts to take into account of the actual staff time required to process HMO licences.
- Part 1 – the amount that becomes payable on application
Part 2 – the amount that becomes payable on the grant of a licence
Both parts give a total for licencing a dwelling.
- All licencing income must be ring fenced to administer the licencing scheme as per the regulatory guidance on HMO licence fees.
- 5.5 Mandatory and additional licencing fees will increase by an average of 2.3% for the financial year 2022/23.

6. Housing Enforcement Notices

- 6.1 Housing enforcement notices are discretionary charges. The council will only serve an improvement notice on the landlord if this is the ‘only way’ of protecting the health and safety of the occupiers requiring the landlord to meet the minimum housing standards. The Housing Act 2004 allows the Council to charge for the service of legal notices under the act. The regulations state the costs should be reasonable and auditable.
- 6.2 These charges will increase by an average of 10% for the financial year 2022/23.

7. Penalty Charges – Housing Planning Act 2016

- 7.1 Legislative changes under this act allow the Council to serve civil financial penalties for certain housing offences under the Housing Act 2004.
- 7.2 Civil penalties cover:
- Failure to comply with an improvement notice [section 30]
 - Offences in relation to licencing of HMO [section 72]
 - Offences in relation to licencing of houses under Part 3 of the Act [Section 95]

- Offences of contravention of an overcrowding notice [section 139]
- Failure to comply with management regulations in respect of HMO [section 234]

- 7.3 The standard of proof must meet a criminal prosecution standard to serve a Civil Penalty Notice.
- 7.4 The Council charge applied is scalable from the published minimum fee up to a maximum of £30k; at the discretion of the Private Housing Service based on the severity, repetition and cooperation of the third party in resolving the issues.
- 7.5 Under this framework the Council retain the financial penalty imposed rather than the courts for the fine paid as punishment for the offence. This new income from civil penalties must be ring fenced on private housing enforcement activities as per the regulation guidance.
- 7.6 This will be a transparent process which will be outlined in the council statement of principles, to be issued with the new fee structure. Appeals may also be made against the civil penalty charge, with the charge varied or waived dependent on individual mitigating circumstances. Where non-payment occurs the civil debt recovery process will be used to recover the outstanding liabilities.
- 7.7 These charges are scaled in line with industry standard for 2022/23.

8. Penalty Charges - Smoke and Carbon Monoxide Alarm Regulations 2015

- 8.1 Legislative changes under this act allow the Council to require the Landlord to pay a penalty charge for failing to comply with a remedial notice in regard to installing smoke and carbon monoxide alarms within a single dwelling private rented home. The amount to be charged has not been prescribed by the regulations; however, it must not exceed £5k.
- 8.2 The setting of a minimum charge of £1k increasing to the maximum sum of £5k allowed will be levied for repeated breaches within two years.
- 8.3 The service expects most landlords to comply with the law than face this financial penalty imposed by the Council.
- 8.4 These charges are scaled in line with industry standard for 2022/23.

9. Penalty Charge - Energy Efficiency [Private Rented Property] 2015

- 9.1 This legislation requires private landlords of single dwellings to reach an Energy Performance Certificate (EPC) rating of E before granting a tenancy from 1st April 2018 and will continue to apply to all tenancies from 1st April 2020. Landlords with an EPC rating of band F or below G may not grant a tenancy to new or existing tenants unless an exemption is registered if they want to continue to let it.

9.2 The Private Housing Service can impose a civil penalty notice if it is satisfied that a property has been let in breach of the Regulations or if the landlord has lodged false information on the PRS Exemption Register. A publicity campaign raising awareness of the changes in the private rented sector has been done.

9.3 The council will impose a civil penalty if the landlord has let a substandard property in breach of the regulations for a period of less than three months scalable up to £4k at the discretion of the Private Housing Service. Also, if the landlord has registered false formation or misleading information on the PRS Exemptions Register it will impose the maximum fine of £1k.

9.4 These charges are scaled in line with industry standard for 2022/23.

10. Penalty Charge - The Electrical Safety Standards in the Private Rented Sector [England] Regulations 2020

10.1 This legislation came into force on 1st June 2020, to improve electrical safety in all residential premises.

10.2 Landlords of privately rented accommodation must:

- Ensure national standards for electrical safety standards are met as set out in the 18th edition of the wiring regulations
- Ensure all electrical installation in their rented properties are inspected and tested by a qualified person at least every five years
- Obtain a report conducting the inspection and test which gives the results and sets a date for the next inspection and test
- Supply a copy of this report to the existing tenant within 28 days of the inspection and test
- Supply a copy of this report to a new tenant before they occupy the premises
- Supply a copy of this report to any prospective tenant within 28 days of reviving a request for the report
- Retain a copy of the report to give the inspector and tester who will undertake the next inspection and test
- Where the report shows that further investigative or remedial work is necessary, complete the work within 28 days of any shorter period
- Supply written confirmation of the completion of the further investigative or remedial work from the electrician to the tenant and the local authority within 28 days of completion of the works

10.3 The Council may impose a civil penalty notice, which is scalable up to £30K, on those who are in breach of their duties under regulations and on failure to take remedial action to make their electrical installation safe. This income must be ring fenced on private housing enforcement activities. This is a new charge for 2022/23.

11. Mobile Homes Act 2013

- 11.1 The Mobiles Homes Act provides greater protection to occupier's rights of residential park homes and caravans with planning permission under Part III of the Town and Country Planning Act 1990.
- 11.2 Under this act it allows for licencing of '*relevant protected sites*' to ensure they are properly managed and health safety standards are maintained. A relevant protected site is defined in the act as any land to be used as a caravan site with planning consent.
- 11.3 The Council can charge a licencing fee for this function that includes:
- A licence fee for application to grant or transfer a licence or an application to alter the conditions of a licence
 - An annual licence fee for administering and monitoring licences
- 11.4 Examples of relevant protected sites are typically residential parks, mobile home parks, and or traveller sites.
- 11.5 There are exemptions to this legislation where a caravan site licence is not required under the Caravan Sites and Control of Development Act 1960. For example:
- Use within curtilage of a dwelling house
 - Use by a person travelling with a caravan for one or two nights
 - Use of holdings of five acres or more in certain circumstances
 - Sites granted for holiday use only
 - Travelling Showman sites are exempt from licencing
 - It does not include sites that are owned by the council
- 11.6 The application fees have increased by an average of 2.2 and a new charge for "mobile homes fit and proper person test" has been added for 2022/23.

12. Travellers' Sites

- 12.1 The travellers' sites charges for 2022/23 will be increased by 3.57% to manage this function. The Council has three travellers' sites with a total of 64 operational plots. The Gammon Field site is at risk by the proposed Thames Level Crossing to be relocated elsewhere in the borough. Housing remains engaged in discussions about the site's future with Highways England.

Location	Number of Plots
Ship Lane, Aveley, RM15 4HB	21 plots
Gammon Field site, Long Lane, Grays, RM16 2QH	21 plots
Pilgrims Lane site, North Stifford, Grays, RM16 5UZ	22 plots

- 12.2 An average of 66% of the residents receive full or partial Housing Benefit. The reduction from last year on this figure is due to the increased in Universal Credit applications. We are working with those who have moved across to set up direct payments to cover rental changes.

Location	HB Percentage
Ship Lane, Aveley, RM15 4HB	76%
Gammon Field site, Long Lane, Grays, RM16 2QH	62%
Pilgrims Lane site, North Stifford, Grays, RM16 5UZ	59%

13. Reasons for Recommendation

- 13.1 The setting of appropriate fees and charges will enable the Council to generate essential income for the funding of Council services.
- 13.2 Under Directors' delegated authority, fees and charges can be varied within the financial year in response to commercial requirements.

14. Consultation (including Overview and Scrutiny, if applicable)

- 14.1 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.

15. Impact on corporate policies, priorities, performance and community impact

- 15.1 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.

16. Implications

16.1 Financial

Implications verified by: **Mike Jones**
Strategic Lead – Corporate Finance

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. Future reports will set out the 2022/23 targets across all directorates.

16.2 Legal

Implications verified by: **Ian Hunt**
Deputy Head of Law and Deputy Monitoring Officer

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.

16.3 Diversity and Equality

Implications verified by: **Rebecca Price**
Community Development Officer

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.

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

None

17. 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

18. Appendices to the report

Appendix 1 – Schedule of Proposed Fees and Charges for 2022/23

Report Author:

Kelly McMillan
Business Development Project Manager

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

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 1st and 2nd permit and have increased by £5 (7%) for the 3rd 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 1st hour to all visitors. Any stay exceeding the 1st 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

1st and 2nd permits remain free of charge and the 3rd 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 & 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 1st 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.*

Car Parks	Current Charges	Proposed Charges	Increase
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%

Car Park	Current Charges	Proposed Charges
Darnley Road	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

Grays Beach	Current Charges	Proposed Charges
	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

Canterbury Parade	Current Charges	Proposed Charges
	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

New Pay and Display Car Parks x 4	Proposed Charges (in line with all other TBC long stay car parks)
<ul style="list-style-type: none"> • Coalhouse Fort • Tamarisk Car Park • South Ockendon Recreation Park • Langdon Hills Country Park 	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

9 February 2022	ITEM: 13 Decision: 110602
Cabinet	
Housing Revenue Account – Rent Setting and Budgets 2022/23	
Wards and communities affected: All	Key Decision: Key
Report of: Cllr Luke Spillman – Portfolio Holder for Housing	
Accountable Assistant Directors: Ewelina Sorbjan – Assistant Director for Housing, Jonathan Wilson – Assistant Director for Finance	
Accountable Directors: Ian Wake – Corporate Director of Adults, Housing and Health, Sean Clark – Corporate Director of Resources and Place Delivery	
This report is public	

Executive Summary

This report sets out the base budget position for 2022/23 following the review and update of the 30 year Housing Revenue Account (HRA) Business Plan. The Business Plan is a statutory requirement used to assess the ongoing financial viability of the HRA and its ability to deliver the Council’s housing priorities.

The Business Plan considers whether the revenue streams from all sources (principally rents and service charges) are sufficient to finance anticipated expenditure on housing stock (both revenue and capital), service delivery, debt management cost and recharges.

Local authorities and registered providers have the ability to increase social and affordable rents in line with the Governments policy statement on Rents for Social Housing 2018. This report sets out the proposed rent increase for 2022/23 and the impact on the HRA. In brief, this uses the formula of the September 2021 CPI rate of inflation (3.1 per cent) plus 1 per cent. This equates to a maximum level of increase applicable to a dwelling of 4.1 per cent. This provides the resources to meet the projected increase in cost demands in order maintain the service provision.

The Transforming Homes programme, which is intrinsically linked to the stock condition survey has identified the investment required annually across the life of the 30 year Business Plan. Delivery of these works will ensure properties reach and are maintained to the decent homes standard. Specific capital investment in certain types of dwellings is also needed, namely non-traditional properties. This encompasses internal and external features of residential units (general needs and

sheltered) as well as other assets such as communal hallways, parking areas, and garages. The medium term forecast is shown in Table 5 of this report.

Table 5 also shows the additional planned investment into the stock, as well as works needed to comply with carbon reduction legislation.

The Housing service is focussed on ensuring that the HRA remains financially sustainable, and that the right priorities are set for capital expenditure to ensure residents have safe and secure accommodation maintained to a good standard of repair.

The proposed changes to rents and service charges are essential to ensure the level of investment identified in the business plan can be fulfilled and the HRA properties are provided to a standard that primarily meets the needs of residents, whilst also delivering the statutory responsibilities of the Council.

1. Recommendation(s):

- 1.1 That Cabinet supports the proposed changes in the base budget for 2022/23 (as set out in Table 1).**
- 1.2 That the Cabinet supports, in line with the 30-year HRA business plan, the proposed increase in domestic rent of 4.1% with effect from 4 April 2022.**
- 1.3 That the Cabinet support the proposed increase in service charges to reflect the costs of running each service, in line with the budget estimate from 4 April 2022 (as detailed in Table 4).**
- 1.4 That the Cabinet supports the proposed increase in garage rents (para 3.9), to be implemented from 4 April 2022.**
- 1.5 That the Cabinet supports the proposed increase in Travellers sites rent (para 3.10) to be implemented from 4 April 2022.**

2. Introduction and Background

- 2.1** The proposed Housing Revenue Account budget for 2022/23 is summarised below, and has been set in accordance with the revised 30 Year HRA Business Plan. This takes into account the long term strategy and financial viability of the service. The Business Plan sets out how the Council will finance the delivery of services within HRA over the next 30 years.
- 2.2** Table 1 shows the main areas of service delivery within the HRA budget.

Table 1: Provisional 2022/23 budget summary

	2021/22 Revised Budget	Rent Income	Inflation	Bad Debt Provision	Disabled Adaptations	Capital Financing	2022/23 Base Budget	Budget Movement
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Rent and Income	(50,272)	(1,845)	0	100	0	0	(52,017)	(1,745)
Development	228	0	26	0	0	0	254	26
Financing and Recharges	24,188	0	3	0	100	167	24,458	270
Operational Activities	13,566	0	847	0	0	0	14,412	847
Repairs and Maintenance	12,291	0	602	0	0	0	12,893	602
Grand Total	0	(1,845)	1,478	100	100	167	0	0

- 2.3 Income raised through tenants' rents and service charges is ring-fenced, and cannot be used to fund expenditure outside of the HRA.
- 2.4 By applying the full 4.1% rent increase, the HRA will generate additional revenue of £1.845m. This additional resource is required to finance increased costs in the existing level of services, and to provide further mitigation against bad debt and tenants rent arrears. This will also allow the service to maintain its investment commitment to the HRA Capital Programme and ensure the Council complies with all of its statutory duties. Further investment will be made in disabled adaptations to assist tenants to remain living independently within their own home
- 2.5 Allowance for inflation in external contracts (including increases in national insurance and the national living wage), utilities and supplies and services has been set at 4.9% in line with inflation (RPI). An allowance has also been made for pay inflation, based on the Council's current estimate and changes in national insurance legislation coming into effect next financial year.

3. Issues, Options and Analysis of Options

Rent and Service Charges

- 3.1 The proposed rent increase has been carefully considered, and a significant factor is the need for the HRA business plan to be financially sustainable and recover its level of resources following rent reductions between 2016/17 and 2019/20. In order to maintain financial viability, the full level of rent increase, in line with guidance, will need to be applied.
- 3.2 The majority of properties within the HRA are charged at social rent. However, there are also a small proportion of newly developed units which are based on an affordable rent level (meaning it cannot exceed 80% of the equivalent market rent). This ensures these properties generate sufficient revenue to offset their ongoing associated costs without a wider impact financial on the HRA.

- 3.3 Based on the overall average of the stock, the impact on properties based on the average rent per number of bedrooms this is shown in Table 2 below:

Table 2: Social Rent properties

Number of Dwellings by Bedroom	Number of Properties	Average 2021/22 Actual Rent	Average CPI +1% uplift 2022/23	Average 2022/23 Actual Rent	2022/23 Annual Rent Yield £000's
0	240	£ 61.78	£ 2.53	£ 64.31	£ 802.55
1	2768	£ 74.17	£ 3.03	£ 77.21	£ 11,112.83
2	2169	£ 81.17	£ 3.32	£ 84.49	£ 9,529.54
3	4114	£ 100.82	£ 4.13	£ 104.95	£ 22,452.35
4	239	£ 113.11	£ 4.61	£ 117.71	£ 1,462.95
5	11	£ 130.15	£ 5.09	£ 135.24	£ 77.36
6	2	£ 123.13	£ 5.05	£ 128.18	£ 13.33
Total / Average	9,543	£ 87.99	£ 3.60	£ 91.59	£ 45,450.90

Affordable Rents

- 3.4 The rent setting process for the existing affordable rent properties will follow the same guidance as applied to the properties within the HRA that are charged a social rent. The Council has ensured that no rent exceeds the Local Housing Allowance level. The impact of a CPI + 1% rent increase is shown in Table 3 below:

Table 3: Affordable Rent properties

Number of Dwellings by Bedroom	Number of Properties	Average 2021/22 Actual Rent	Average CPI +1% uplift 2022/23	Average 2022/23 Actual Rent	2022/23 Annual Rent Yield £000's
1	49	£133.61	£ 5.48	£139.09	£ 354.39
2	92	£157.72	£ 6.47	£164.19	£ 785.47
3	31	£193.93	£ 7.95	£201.89	£ 325.44
Total / Average	172	£157.38	£ 6.45	£163.83	£ 1,465.30

- 3.5 The definition of rent for affordable housing (inclusive of service charges) must not exceed 80% of gross market rent. Gross market rent means the rent (inclusive of any applicable service charges) for which the accommodation might reasonably be expected to be let in the private rented sector. Property size, location type and service provision must be taken into account when determining what gross market rent a property might achieve if let in the private rented sector.

Service Charges

- 3.6 In order to ensure that the HRA recovers the cost of providing services to tenants which are specific to their tenancies, an increase to the current charge will need to be applied in accordance with Table 4 below.

Table 4: Increases to service charges in line with increased costs

Service	2021/22 Weekly Charge (50 Weeks)		2022/23 Weekly Charge (50 weeks)	
	£		£	
Lift Maintenance	£	3.31	£	3.47
Door Entry	£	3.49	£	3.66
Communal Electricity	£	1.55	£	1.63
Bruyns Court Electricity	£	3.49	£	3.66
Caretaking	£	0.62	£	0.66
Caretaking	£	2.86	£	3.05
Caretaking	£	8.11	£	8.64
Caretaking	£	9.51	£	10.13
Caretaking	£	12.46	£	13.27
Caretaking	£	13.51	£	14.39
Caretaking	£	14.92	£	15.89
Caretaking - Bruyns court	£	14.72	£	15.67
Caretaking - Heathlyn Close	£	7.81	£	8.64
Concierge	£	34.25	£	36.37
Concierge - Piggs Corner	£	36.93	£	39.22
Sheltered Housing Service	£	10.35	£	11.04
Heating - Sheltered Complex	£	6.04	£	6.34
Heating - Helford Court	£	9.63	£	10.10
SCH	£	28.59	£	30.00
Emergency Lighting	£	0.19	£	0.20
Enhanced Tenancy Management	£	42.61	£	44.70

- 3.7 Service charges are not subject to the prescribed rental increase of CPI + 1%, but are based on full cost recovery. For 2022/23, service charge costs will increase in line with the overall cost of inflation (as stated in para 2.5). The estimates, shown in Table 4, are based on the projected budgeted costs for 2022/23.

Furthermore, following a review of the charges, there is a disparity between the level of the current charge and the cost of the service provision. This will need to be taken into account in future service charge considerations in order to ensure that the costs are fully recovered. As the forecast inflationary costs pressures are currently at the level they are, it has been decided to defer any additional increases until future years.

The charges proposed for 2022/23 will ensure that the increase in costs for the next financial year are addressed but does not make the services cost neutral.

Tenants Engagement

- 3.8 An online engagement platform was provided for tenants to illustrate what any rent increase may mean for each tenant, and the impact for the Housing service overall. The platform also provided an opportunity for tenants to highlight their priorities for service delivery for the 2022/23 financial year.

In addition, a series of face-to-face engagement sessions were held between 6 and 9 December in locations across the borough.

A total of 145 visits were made to the online portal. Of those which completed the survey, 55% agreed with the Council increasing rent levels in 2022/23

When asked to prioritise the areas which tenants feel the Housing department should focus on providing in the 2022/23 financial year, the highest priority areas were delivering planned maintenance and responsive repairs to properties, followed by delivering major works to homes through new kitchens, bathrooms and windows. These priorities were also reflected in the additional comments which were left by respondents. This will be addressed through the additional resources generated by a rent increase, allowing the service to continue to investment through both the revenue repairs and maintenance contracts, as well as the delivery of the 5 year capital programme set out in Table 5.

Garage Rents

- 3.9 The current weekly charges for garage rent for council residents is £10.70 per week. It is recommended that these charges are increased in 2022/23 to £11.10, to ensure that there is a sufficient level of income to support the provision of garages within the HRA.

Travellers' sites

- 3.10 The current weekly charge for rent on travellers' sites plots is £88.01 per week. In order to meet the cost of price inflation, it is proposed to increase this charges in line with dwelling rents by 4.10% to £91.62.

Capital Programme and Priorities

- 3.11 The medium term (next five years) review of the capital investment requirement into existing stock is shown in Table 5 below:

Table 5 – Five Year HRA Capital Programme

Investment in Existing Stock	2022/23	2023/24	2024/25	2025/26	2026/27
	Base Budget	Base Budget	Base Budget	Base Budget	Base Budget
	£'000	£'000	£'000	£'000	£'000
Transforming Homes	10,300	10,300	10,300	10,300	10,300
Major Adaptations	200	200	200	200	200
Fire Safety Works	1,000	1,000	1,000	1,000	1,000
Tower Block Refurbishment	8,137	-	-	-	-
Carbon Reduction Requirements (Tower blocks)	4,700	-	2,250	2,750	5,500
Non Traditional Refurbishment	3,500	-	-	-	-
HRA Garages	500	500	500	500	500
Heating Replacement Programme	600	600	600	600	600
Lifts Refurbishment	190	190	190	190	190
Door Entry Installation	500	500	500	500	500
Water Mains	160	160	160	160	160
Staffing Costs Capital Programme	160	160	160	160	160
Highways and Lighting	400	400	300	300	300
Carbon Reduction Requirements External	300	2,000	2,000	2,000	1,954
Electrical infrastructure Testing - Check Revenue implications	500	250	250	0	0
Total Capital Programme	31,147	16,260	18,410	18,660	21,364
<i>Financed By:</i>					
RCCO	(10,790)	(11,046)	(11,307)	(11,574)	(11,847)
Borrowing Requirement	20,357	5,214	7,103	7,086	9,517
Borrowing Cost @ 2.2% interest	448	115	156	156	209
Cumulative Interest Cost	840	955	1,111	1,267	1,476

3.12 Through the use of prudential borrowing and revenue contributions, the HRA is able to finance the cost of the proposed five year capital programme. This will ensure that the Council is able meet the cost of existing statutory compliance works, continue with the transforming homes programme as well as implementing the regulations set out in the Building Safety bill.

3.13 As shown in the Table 1, £0.167m of the additional borrowing generated through a proposed rent increase will be used to support the borrowing requirement. The inflationary cost impact of any capital works remains a significant risk to delivery at present, and this will be closely monitored throughout the year.

3.14 It is essential the identified works are completed within the medium term, and the funding identified within the budget is used to finance the prudential borrowing costs, and is not used to mitigate any other cost pressures, or subsidise rents. The maximum number of tenants will receive a tangible benefit from investment to the existing HRA dwellings, as well as there being a financial benefit to the business plan by reducing the level of voids, re-let times, and increased long term sustainability.

- 3.15 A strategic decision has been taken to address the carbon reduction need as part of the medium term capital programme. This will ensure a greater financial viability benefit in the long, as well as contributing to a safer environment for residents. External government grant funding is being sought to support the implementation of these initiatives.

4 HRA – Increases to stock provision

- 4.1 The housing developments at Tops Club, Claudian Way and Calcutta Road have been completed. This has provided essential additional dwelling capacity to the HRA.
- 4.2 In addition, the HRA is forecast to acquire 113 additional properties through the utilisation of its retained right to buy receipts in 2021/22. This has meant that the Council has fully utilised its RTB receipts which would otherwise have expired at the end of 2022/23, and would have been returned to central government and incur associated interest premiums. This has been a successfully delivered targeted project, and has ensured that the HRA maximised the resources available.
- 4.3 The Council has a clear ambition to deliver new, quality social housing. Through a combination of prudential borrowing, the application of Right to buy one for one capital receipts and Homes England grant funding, construction of new housing is financially viable and achievable while also capping rents at an upper limit equal to the Local Housing Allowance. Further development sites continue to be identified, and will come forward to Housing Overview and Scrutiny Committee through the Housing Development Update reports and the new approach to engage with Councillors through a Project Review Group involving the Portfolio Holder for Housing, the Chair of the Housing Overview and Scrutiny Committee and Ward Councillors.
- 4.4 The proposal is that rents on new build and acquired properties will be set at a level using the formula of 70% of the LHA rate + £1,000 per annum. This, therefore, is lower than 80% of market rent upper limit that the HRA can apply under the definition of affordable housing.

5 Reserves

- 5.1 The estimated level of useable reserve for 2022/23 are detailed in Table 6 below. Funding within the development reserve is earmarked against the cost of the HRA new building programme, and the housing zones funding supports the development of identified sites for regeneration of additional housing.
- 5.2 The HRA is required to maintain a level of general balances, which currently amounts to £2.175m. This balance will be maintained in the current financial year, and will be assessed on an annual basis to ensure that it remains sufficient. In addition, there is £1.659m within the financial contingency reserve. As the HRA moves toward a more ambitious capital and

development programme, it is essential that this is maintained to add further resilience to the business plan.

Table 6: Reserves

	2022/23 Projected Opening Balance
General Reserves	
HRA Minimum Balances	(2,175,000)
Financial Contingency Reserve	(1,659,280)
HRA De-cant Reserve	(2,588,868)
Ear-marked reserves to support capital	
Housing Zones Funding (HRA)	(1,274,363)
Capital Reserve - Existing Stock (HRA)	(743,691)
Development Reserve	(2,746,389)

6. Reasons for Recommendation

- 6.1 The report sets out the 2022/23 HRA budget implications following the update of the HRA business plan. The proposals put forward have been calculated and assessed in terms of affordability. It is a legal and operational requirement that a balanced budget is set for the HRA.

7. Consultation

- 7.1 The engagement with tenants is set out in Para 3.8.
- 7.2 The Housing Overview and Scrutiny Committee were presented with the report on 11 January 2022.

8. Impact on corporate policies, priorities, performance and community impact

- 8.1 The management and operation of the HRA strives to support vulnerable residents. The 30 year business plan sets out to ensure there is value for money within the Housing Service. The service is committed to the delivery of decent homes for its tenants, and compliance with legislation.

9. Implications

- 9.1 **Financial**

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

Financial implications are set out in the body of the report.

9.2 Legal

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

Section 76 of the Local Government and Housing Act 1989 imposes a duty on local housing authorities to prevent debit balances arising in their Housing Revenue Account (“the HRA”). The HRA is a record of revenue expenditure and income in relation to an authority’s own housing stock.

The principal statutory provision governing the fixing of rent for Council property is contained in section 24 of the Housing Act 1985, which provides that authorities may “make such reasonable charges...as they may determine.” Further, it requires the local authority, from time to time, to review rents and other charges and make such changes, as circumstances may require.

In exercising its functions under this section, the Council is required to have regard to any relevant standards issued under section 197 of the Housing and Regeneration Act 2008. The Council is required to set and increase rent in accordance with the Rent Standard 2020 issued by the Social Housing Regulator.

The 2020 Standard sets out the formula to be applied to social and affordable rents for existing tenants, to fair rents and for tenants moving between different types of rent. To ensure that providers of social housing use the correct annual percentage increase to set rent, the government has issued a limit on annual rent increases for 2022/23 of 4.1%.

The Council’s duties in relation to the consultation of tenants on matters of housing management, as set out in section 105 of the Act, do not apply to rent setting, nor to charges for services or facilities provided by the Council. However the Council has consulted with the tenants before seeking to change rent and other charges. The main body of the report indicates that tenants been consulted.

Section 103 of the Housing Act 1985 require the Council to serve a notice of variation on its tenants if it wishes to vary the terms of tenancies. The notice of variation must be served at least four weeks before it is to take effect. Section 103(2) requires a preliminary notice to be served on tenants which gives tenants the opportunity to comment. However, this requirement does not apply to a variation of the rent, or of payments in respect of services or facilities provided by the landlord. Further to the extent that the variation of the

terms of tenancies relates to rent or to payments in respect of services provided by the council as landlord; the variation must be in accordance with any provision in the agreement creating the tenancy.

In considering whether to agree the recommendations set out in the report the Cabinet must ensure that it has due regard to the council's equalities duties set out in the Equalities Act 2010. In particular whether the proposed increase in rent and charges will have a negative impact of any of the equality groups protected by the 2010 Act and what steps can be taken to mitigate any disadvantage.

9.3 **Diversity and Equality**

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

The Council's Housing Revenue Account works to reflect the Council's policy in relation to the provision of social housing with particular regard to the use of its own stock. In addition to the provision of general housing, it incorporates a number of budgetary provisions aimed at providing assistance to disadvantaged groups. This included adaptations to the stock for residents with disabilities.

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

None

10. **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

11. **Appendices to the report:**

None

Report Author:

Mike Jones

Strategic Lead, Corporate Finance

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9 February 2022	ITEM: 14 Decision: 110603
Cabinet	
Introduction of Additional Pay and Display Sites within Thurrock	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor Ben Maney, Cabinet Member for Highways and Transport	
Accountable Assistant Director: David Kleinberg – Assistant Director – Counter Fraud and Enforcement	
Accountable Director: Julie Rogers – Director, Public Realm	
This report is 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.

It is reminded that 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 That Cabinet consider the proposal, in view of the Medium Term Financial Plan and efficiencies required to meet a balanced budget, and

support the creation of 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 1st 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	Long Stay up to 1 hour = £1 up to 2 hours = £1.50 up to 4 hours = £2.50 up to 6 hours = £4 over 6 hours = £6.50	<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	Long Stay up to 1 hour = £1 up to 2 hours = £1.50 up to 4 hours = £2.50 up to 6 hours = £4	<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>

			over 6 hours = £6.50	up to 4 hours = £2.50
*Tilbury	Coalhouse Fort Car Park	70 vehicles	Long Stay up to 1 hour = £1 up to 2 hours = £1.50 up to 4 hours = £2.50 up to 6 hours = £4 over 6 hours = £6.50	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
*Langdon Hills Country Park	High Road	76 vehicles	Long Stay up to 1 hour = £1 up to 2 hours = £1.50 up to 4 hours = £2.50 up to 6 hours = £4 over 6 hours = £6.50	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
	Old Church Hill	15 vehicles		
	Westley Heights	15 vehicles		
	Beacon Car Park – Dry Street	20 vehicles		
	One Tree Hill upper car park	22 vehicles		
	One Tree Hill lower car park	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. As these car parks are in rural areas consideration should be given for the use of Automatic Number Plate Recognition system (ANPR) to manage the proposed car parks. ANPR works

through the use of cameras that are designed to detect the licence plate of vehicles entering and exiting a car park. This will ensure maximum income to support the maintenance of the car parks. ANPR is also known to be a deterrent in respect of Anti-social behaviour and crime within the car parks. However. ANPR for each car park will be considered on its own merit.

- 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.

Car Park	Cost for remedial work	Pay and display machine installation	Estimated Annual Income
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
TOTAL	£111,267	£38,700	£159,964

- 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 Langdon Hills Country Park spans both Thurrock and Essex County Council (ECC) land and the two parties share a management agreement. Following an approach from ECC this agreement is to be reviewed and include consultations on the introduction and enforcement of paid for parking within the car parks.

5.2 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.

5.3 The report will be presented to Planning, Transport and Regeneration Overview and Scrutiny Committee on the 1 February 2022. Following that meeting an overview of discussions and recommendations will be shared for Cabinet to consider.

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.

As the Langdon Hills Country Park spans Thurrock and Essex County Council land, both parties will need to agree proposals outline in this report as it relates to the car park. The requirement for agreement by both parties will also apply to any other car park that spans the jurisdiction of both authorities.

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: **Becky Lee**
Team Manager – Community Development

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 Inequalities, Sustainability, Crime and Disorder, and Impact on Looked After Children

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

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9 February 2022		ITEM: 15 Decision: 110604
Cabinet		
Single Use Plastics Policy		
Wards and communities affected: All	Key Decision: Key	
Report of: Councillor Andrew Jefferies, Cabinet Member for Environment, Sports and Leisure		
Accountable Assistant Director: Daren Spring, Assistant Director – Street Scene and Leisure		
Accountable Director: Julie Rogers, Director – Public Realm		
This report is public		

Executive Summary

In October 2020, the revised Waste Strategy was adopted. The strategy outlined the proposed changes to the Waste Collection service to ensure that it remained compliant with Central Government Policy as well as providing a collection service aimed at maximising the rate of recycling and re-use of materials. An equally important part of the revised strategy, strongly championed by the cross-party waste working group, was a commitment to eliminating and/or reducing reliance on single use plastics within the Council's offices and services. This paper presents the Single Use Plastics Policy for consideration by CGS Overview and Scrutiny Committee.

1. Recommendation(s):

1.1 That Cabinet approve the adoption of the Single Use Plastic Policy.

2. Introduction and Background

2.1 It is widely accepted that single use plastics contribute adversely to the environment, in their manufacture, disposal and in that they are a widely littered item, in light of that, it seems appropriate and timely that the Council commits to reducing and where possible eliminating those items from its supply chains and activities.

2.2 The Single Use Plastics Policy outlines a clear commitment to the principle of elimination where possible as well as providing some clear examples of the actions that can be taken by all to embed the change.

- 2.3 Work has already commenced with the Council's procurement team who have incorporated awareness of single use plastics and the need for their elimination in procurement documents and processes.
- 2.4 Some examples of single use plastics and where they may be eliminated include:
- Plastic wrapping on individual stock items such as hi-viz jackets
 - Plastic stirrers and cutlery in the café
 - Cleaning wipes for desks and screen that contain plastic
 - Single use water bottles
 - Plastic wrapping on brochures and other Council communications
- 2.5 The challenge for the Council will be for all services to review the items that they use on regular basis and identify viable alternatives that are both less harmful to the environment and cost effective. There may be some items for which alternatives are not feasible. In those instances, the aim will be to minimise use where possible, and continue to review options.

3. Reasons for Recommendation

- 3.1 Adopting this policy would be another clear expression of awareness of the environmental impact of single use plastics as well as a positive first action to address the issue within the Borough.
- 3.2 Through continued work with partners such as Oceans Together, Keep Britain Tidy and the Essex Wildlife trust, the work already started in terms of education relating to single plastics and the need for their elimination will be continued with other organisations within the Borough. This includes schools and businesses.

4. Consultation (including Overview and Scrutiny, if applicable)

- 4.1 Consultation with elected members was undertaken as part of the Waste Cross Party Working Group convened to oversee the renewal of the Council's Waste Strategy.
- 4.2 The policy was also presented at Cleaner, Greener and Safer Overview and Scrutiny Committee on the 20 January 2022. At the meeting CGS confirmed support for adoption of the policy. No changes to the policy were requested.

5. Impact on corporate policies, priorities, performance and community impact

- 5.1 The anticipated impact of the policy is a reduction in the volume of single use plastics generated by the Council in its delivery of services. There will be no direct impact on the scope, scale or delivery of those services.
- 5.2 Once the policy has been approved, work will be undertaken with all Directorates and Service areas to understand the source of single use plastics

within their operations. Timescales, actions and appropriate levels of monitoring will be implemented to ensure that there is sustainable and timely change.

6. Implications

6.1 Financial

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

There are no direct financial implications arising from this report. Should cost effective alternatives to single use plastics not be available, the aim will be to reduce use and continue to monitor developments and review options.

6.2 Legal

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

To reduce the impact on the environment of single-use plastics, the Environmental Protection (Plastic Straws, Cotton Buds and Stirrers) (England) Regulations 2020 bans businesses in England (except for exempt users) supplying certain single -use plastics, including straws, cotton swabs, and coffee stirrers to end users. The Regulations make it an offense to supply single-use plastic stirrers to end users. The Regulations are enforced by local authorities.

The adoption of the proposed policy by the Cabinet would demonstrate that the Council is leading by example in taking action to reduce the use of single plastics in Council Offices and work practices. In addition, it also includes taking action to educate local businesses and others on the ban of single use plastics.

6.3 Diversity and Equality

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

There are no diversity and equality implications arising from this report.

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

- N/A

7. 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):

- N/A

8. Appendices to the report

- Appendix 1 – Single Use of Plastics Policy

Report Author:

Marcelle Puttergill

Performance and Support Manager

Public Realm

Appendix 1

Thurrock Council Policy for the elimination of Single use Plastics from Council Offices and Working Practices.

1. Introduction

- 1.1 Thurrock Council believes that it is our responsibility to lead by example, when it comes to protecting and enhancing our environment. One of the key ways in which to do this is through tackling the amount of plastic produced and disposed of within our borders.
- 1.2 Worldwide billions of tonnes of plastic have been produced since the 1950's and without urgent cuts to demand, this figure will only increase. Thurrock Council recycles or produces energy from all plastic collected, however there is still plastic waste that escapes through litter that can be blown into water courses and can enter our seas and environment, with devastating consequences for wildlife and the wider natural world with risks being transferred up the food chain.
- 1.3 One of the ways to reduce the amount of plastic in circulation is to reduce demand for single use plastic (SUP). This was highlighted in the Government's 25 Year Environment Plan, launched by the Prime Minister in January 2018.
- 1.4 Although the 25 year plan does not specifically mention the practices of Local Authorities, Thurrock Council believes that we have a responsibility with regards to our environmental footprint, and in our own Waste Strategy (adopted by Cabinet in October 2020) we have made the elimination of SUPs from our offices and working practices, a strategic priority.

2. Defining single-use plastic

- 2.1 SUP is a wide-ranging term. It includes all products made wholly or partly of plastic, which are typically intended to be used just once and / or for a short period of time before being disposed of.
- 2.2 We will focus on removing consumer single-use plastics which are avoidable and or which have viable and sustainable market alternatives. This includes, but is not limited to:
 - Plastics used for catering such as:
 - Single-use sachets (e.g. coffee pods, sauces, milk),
 - Take-away cutlery, boxes and plates Cups made wholly or partially from plastic
 - Water bottles
 - Condiment sachets

- Water cups
 - Plastics used for cleaning:
 - Single-use containers (e.g. hand soap, cleaning products)
 - Wipes containing plastic
 - Plastics used around the office:
 - Envelopes
 - Plastic wrapping for brochures
 - Plastics used in packaging:
 - Single-use packaging from deliveries
 - Single-use carrier bags
- 2.3 Plastic straws, stirrers and cotton buds are now illegal (with some medical exemptions), and so should no longer be on Council premises

3. Removing and reducing single-use plastic

- 3.1 We will apply this policy to all relevant sourcing of new requirements and suppliers. Council Officers will also identify which existing contracts contain avoidable waste, prioritising single-use plastics and work with the relevant suppliers and facilities managers to source and implement alternative products.
- 3.2 Where there are no suitable alternatives, the Council will encourage the use of recycled plastics.
- 3.3 As a minimum, we will replace single-use plastics with viable alternatives, such as compostable materials, however in the long-term, we will aim to reduce and remove avoidable disposable products altogether and instead encourage more sustainable practices.
- 3.4 We will also encourage staff and Councillors to reduce the amount of plastic brought in by raising awareness, encouraging behaviour change and utilising our network of sustainability champions across the Borough.
- 3.5 We will work with event organisers to eliminate SUPs held on Council land.
- 3.6 Educate the public the issue of SUPs.
- 3.7 Supporting schools with regards to eliminating SUPs.
- 3.8 Support communities and litter pick initiatives to make sure that our parks and open spaces are free from litter and plastic.

4. Communications

- 4.1 Communication will take the form of informing rather than persuading. It will largely focus on internal communications to make sure staff are aware of the scheme and what it means for them as well as promoting the positive aspects of the new policy. Communication will take place through #TeamThurrock, the CEOs blog/email and the Intranet.

- 4.2 This will be bolstered by external communications highlighting the fact that Thurrock Council is leading by example and using this as an opportunity to highlight the issue to residents and encourage them to cut down on single use plastics.

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9 February 2022	ITEM: 16 Decision: 110605
Cabinet	
Thurrock Roadside Memorials and Floral Tribute Policy	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor Andrew Jefferies, Cabinet Member for Environment, Sports and Leisure	
Accountable Assistant Director: Daren Spring – Assistant Director for Street Scene and Leisure	
Accountable Director: Julie Rogers – Director for Public Realm	
This report is Public	

Executive Summary

The practice of laying floral tributes at the side of a fatal collision has, in recent years, become more common. To many families involved it is an important part of the grieving process and provides a poignant reminder of the loss of a loved one. At the same time there are those who believe that grieving should remain a private matter and any memorial or tribute should be at the graveside or garden of remembrance.

This policy statement outlines what is intended to be a sensitive but controlled approach to the management of roadside memorials and tributes on Thurrock’s roads and on Thurrock owned land. Thurrock recognises that there are differing and sometimes strongly held views about this matter and in putting forward this policy it has sought to adopt an approach that seeks to take into account a diverse range of views and concerns.

- 1. Recommendation:**
 - 1.1 That Cabinet approve the adoption of the new Thurrock Roadside Memorials and Floral Tribute Policy.**
- 2. Introduction and Background**
 - 2.1 This Thurrock Roadside Memorials Policy has been updated to ensure the effective management of roadside memorials in the borough.
- 3. Changes from previous policy**

3.1 Key changes from the previous policy:

- That in certain circumstances, a bench or tree (with small dedication) may be an acceptable alternative as a permanent memorial, if a suitable location is available and agreed by Thurrock Council.
- That Enforcement action under the Highways Act 1980 may be taken should compliance with a request to not place items on the highway be ignored, the Enforcement team will liaise with the Police Family Liaison officers to ensure that the enforcement process is followed tactfully and compassionately.

3.2 Existing Roadside Memorials

3.2.1 Roadside Memorials that are currently in place before this policy has been adopted will be managed in accordance with the new procedure. The Council will identify all current roadside memorials on Council owned land and will write to the bereaved families to inform them of the policy; and that the tributes will be removed from site 30 days after the correspondence has been sent. Local ward Councillors will be made aware in advance of when the existing roadside memorials will be removed.

3.2.2 The Council, in liaison with the Police Family Liaison Officer will provide support to ensure that families are aware of these arrangements and will facilitate the collection of any items that they may wish to retrieve. Any items that are not collected after 3 months will be disposed of.

4. Reasons for Recommendation

4.1 To enable the Public Realm directorate to provide a clear guide to the management of roadside memorials and floral tributes within Thurrock.

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

5.1 The report was presented to Cleaner, Greener and Safer Overview and Scrutiny Committee on the 20 January 2022. Following discussion, the committee would like the following comments to be considered by Cabinet:

- The community did not want Thurrock to seem to be a heartless Council and would therefore like Cabinet to deal with this matter sensitively.
- The committee would like the bereaved families of existing kerbside memorials to be spoken to regarding the new policy.
- Could the changes to the policy also be communicated to residents of the Borough.
- The chair has requested that the committee be kept up to date on any feedback that may be received from those affected.

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

6.1 This relates to the corporate priority – Green Environments that everyone has reason to take pride in.

7. Implications

7.1 Financial

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

There are no financial implications arising from this report

7.2 Legal

Implications verified by: **Linda Saunders**
Planning and Highways Solicitor

The Council has the power under section 149 of the Highways Act 1980 to control and remove anything deposited on the public highway, which constitutes a nuisance, by notice and application to the Magistrates Court. Where the deposit constitutes a danger, including obstruction of view, it can be removed without notice. Section 149 of the Act makes it an offence for any person to deposit anything on the highway to the interruption of any user of the highway which constitutes a nuisance.

In updating its current policy to reflect the sensitivity of the circumstances the Council is also acting reasonably in accordance with its overall duty.

7.3 Diversity and Equality

Implications verified by: **Becky Lee**
Team Manager – Community Development

There are no diversity and equality implications arising from this report.

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

- N/A

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):

- N/A

9. Appendices to the report

- Appendix 1 – Thurrock Roadside Memorials Policy
- Appendix 2 – Roadside Memorials and Floral Tributes Policy 2006

Report Author:

Vincent Taylor

Strategic Lead – Clean and Green Services

Public Realm

Thurrock Council

**Roadside Memorial and Floral Tribute
Policy**

2021

1. Overview

This policy statement outlines what is intended to be a sensitive but controlled approach to the management of roadside memorials and tributes on the roads in Thurrock and on Council owned land. Thurrock recognises that there are differing and sometimes strongly held views about this matter and in putting forward this policy it has sought to adopt an approach that seeks to take into account a diverse range of views and concerns.

The policy relates to all forms of memorial and tribute within what is termed as 'highway limits'. This is the area of land for which the Council is responsible and includes, for example, the pavement and grass verge adjacent to the main carriageway. The Council is responsible for all public roads in Thurrock except for the motorway and trunk roads including sections of the A13 and A1089 which are the responsibility of the Government's Highways England. For safety reasons Highways England normally resists the provision of memorials on these roads.

It is recognised that many people can be affected by the tragic loss of someone close to them. Where the term 'family' is used in this policy statement it is intended to mean any close friend, partner or family member who has been bereaved, regardless of whether they are directly related to the person who has died.

This document will be reviewed every five years and additional updates will be provided should legislation and guidance change.

2. Key Issues

The practice of laying floral tributes at the side of a fatal collision has, in recent years, become more common. To many families involved it is an important part of the grieving process and provides a poignant reminder of the loss of a loved one. At the same time there are those who believe that grieving should remain a private matter and any memorial or tribute should be at the graveside or garden of remembrance.

In some cases tributes include other items such as crosses, toys, scarves and photographs. Whilst these tributes could be seen as a reminder to some road users of the need to drive with greater care others see them as a distraction or as an unwanted reminder of a tragedy.

This policy seeks to find an appropriate balance between these conflicting views. Clearly there is no ideal solution to this issue but, in offering a balance response that caters for not only the needs of the victim's family and friends but also the wider community, it is hoped that the policy will be seen as fair and reasonable.

2.1 Views in support of memorials

- the laying down of flowers can be an important part of the grieving process and people should be allowed to express their grief in this way.
- a memorial can act as a warning to road users of the possible dangers of the location.

2.2 Views against memorials

- a memorial can create a hazard, distracting passing motorists.
- the placement and maintenance of memorials can in itself involve a road safety risk.
- a religious memorial is best placed in a religious setting, e.g. a churchyard or cemetery.
- memorials, plaques or signs placed on the highway, on a wall or existing street furniture may add to clutter.
- there are insurance and liability issues in the event of an accident occurring as a result of a driver being distracted.
- a memorial may interfere with routine maintenance such as grass-cutting.
- a memorial can cause upset or distress to those residents that live in close proximity to it.

2.3 Other Factors

- the Highways Act 1980 has no express provision to license or permit memorials on the highway. Thurrock Council as the highway authority may remove, under Section 132 (subsection 2) of the Highways Act 1980, remove any picture, letter, sign or other mark which has, without either the consent of the authority or an authorisation given by, or under an enactment, been painted or otherwise inscribed or affixed upon the highway or upon any tree, structure or works or in the highway, and to enforce under this legislation is required.
- there are legal traffic signs specifically to warn of potential hazards.
- roadside memorials are a relatively recent development in the UK, there is no tradition or deep cultural reason supporting this practice.
- there is a difference between laying down flowers and creating a permanent memorial and the judgement as to what is a reasonable time for floral tributes can only be subjective.
- a bench or tree with a small dedication may be an acceptable permanent memorial as long as there are no road safety implications.
- the visual impact of memorials will be different in rural and urban locations
- there is a view that placing memorials on the highway is maudlin and unhealthy.

3. Application of the Policy

Contact with bereaved families will at all times be made through the Police Family Liaison Officer who will be responsible for the liaison between Thurrock Council as the highway authority, police colleagues and the bereaved families. The officer will be responsible for organising a visit to the site of the collision if requested to do so and will facilitate the safe laying of floral or other tributes.

3.1 Temporary Memorials (Floral Tributes)

Thurrock as the local highway authority will allow the temporary laying of floral or other tributes on the understanding that they will be removed within 30 days of the fatal collision. Items should be placed away from locations that are particularly hazardous to access, such as the central reserve of dual carriageways or the central island of busy roundabouts. Any items that are considered to have an adverse effect of road safety may be removed at any time. In this event the Police Family Liaison Officers will be informed immediately, who will in turn liaise as appropriate with the bereaved family.

In allowing floral or other tributes to be placed at the scene of a fatal collision it is important to remember that all roads are a potential source of danger. Sites of road collisions may be particularly hazardous. The precise location of any tributes must take into account the layout of the road and local traffic conditions in order to minimise the risks to those placing or visiting the memorial and to avoid causing a hazardous distraction to other road users.

Thurrock will remove all tributes from the site 30 days after the date of the fatal collision. Flowers and plants will be disposed of immediately after the 30 days have passed, but any non – floral tributes will be stored in a safe place for a period of up to 3 months. The Family Liaison Officer will ensure that families are aware of these arrangements and will facilitate the collection from storage of any items that they may wish to retrieve. Any items that are not collected after 3 months will be disposed of.

The policy does not allow for anniversary tributes to be placed at the roadside and any tribute at the site of a previous collision will be removed within one week. Nor does the policy provide for anniversary and repeat visits to the site.

Should there be a requirement to carry out enforcement under the Highways Act, the Enforcement team will liaise with the Police Family Liaison officers to ensure that the enforcement process is followed tactfully and compassionately.

3.2 Permanent Memorials

Permanent memorials on the highway are unnecessary additions to the street scene and as such cause clutter, distraction and could obstruct pedestrians or cause injury to road users in the event of a collision. In certain circumstances, a bench or tree (with small dedication) may be an acceptable alternative as a permanent memorial, if a suitable location is available. However, these must be agreed by us and the police, and they should have no detrimental effect on road safety nor affect the ability to carry out highway maintenance.

The above guidance is generally consistent with other policies adopted by other highway authorities, including the Highways England.

3.3 General

Following consideration of the above guidance and the individual circumstances, we will make the final decision about any roadside memorials, in close liaison with Essex Police.

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Appendix 2 - The Roadside Memorials and Floral Tributes Policy 2006

1. Floral Tributes

- 1.1 The Council recognises there may be a need for bereaved relatives and friends to visit the scene of an accident and this be part of the grieving process. From a highways safety perspective there are potentially serious road safety concerns over this practise. The locations where many accidents occur tend to be at places where it is not safe to stop/or walk on the carriageway. The very act of laying tributes therefore creates a potentially dangerous situation. Given the potential state of mind of the mourners in terms of grief, and the fact their concentration is on their loss, the potential for a further tragedy becomes a real concern.
- 1.2 The Council wishes to discourage the practise of laying floral tributes but is not insensitive to the needs of mourners; therefore floral tributes will be left for up to 30 days following the death of the deceased. As flowers deteriorate they will be removed.
- 1.3 Where floral tributes are felt to have an adverse effect on safety (for example obstructing visibility for drivers etc), the Council will remove the flowers/tributes immediately.
- 1.4 In cases where Council Officers deem it necessary to remove floral tributes; the bereaved will where possible be given the option of receiving any items accompanying the tributes (cards etc).
- 1.5 In some instances the accident spot often becomes a place to revisit on anniversaries etc. Whilst this practice will be discouraged by the use of proper memorial facilities, it will be difficult to completely stop the practice. In such cases flowers/tributes will be removed one week after being re-laid.

2. Permanent Roadside Memorials

- 2.1 The use of permanent memorials will not be permitted.
- 2.2 To ensure that all instances are treated equally the practice of placing memorials by the roadside, whether "green" or man made memorials such as trees will not be permitted. Memorials such as these are problematic and subject to repeat visits from bereaved which exacerbates the potential risks to the bereaved and could distract other drivers.
- 2.3 Bereaved families will be encouraged to site permanent memorials such as trees and to use the current facilities offered by Thurrock Council that includes

the options of memorial trees and benches. These are normally situated with cemeteries and parks, and will be away from the dangers of the highway.

- 2.4 Where memorials are removed from the roadside every effort will be made to contact the family of the deceased to give them the opportunity to keep the memorial if they wish.