

<b>Committee:</b>	<b>Environment Committee</b>	<b>Agenda Item</b>
<b>Date:</b>	<b>18 January 2011</b>	<b>8</b>
<b>Title:</b>	<b>2011/12 Fees and charges</b>	
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## Summary

1. This report asks the Committee to set its fees & charges for 2011/12, as set out in Appendix A.
2. Where the Council has discretion over its fees & charges, a review has been carried out by officers which takes into account economic conditions, service objectives and expected activity levels.
3. The rate of VAT changes to 20% with effect from January 2011 and this has been taken into account as part of the review.
4. Changes in fees & charges are within the context of the Council's Medium Term Financial Strategy and 2011/12 Budget Strategy. Inflation (Consumer Prices Index) is currently (November 2010) 3.3%.
5. The Council has a new pricing & concessions policy which takes effect from 1 April 2011. The key principles of the policy are given below, and any exceptions to the policy are also noted for Members' approval.
6. The draft 2011/12 for the Committee, later on today's agenda, has been prepared assuming that the fees in this report will be approved. In the event of any changes, budget revisions may be required. If necessary, this will be completed prior to final determination of the 2011/12 budget by Full Council in February.

## Recommendations

7. The Committee is recommended to approve the 2011/12 fees & charges as set out in Appendix A.

## Background Papers

[Medium Term Financial Strategy](#) approved by Full Council 18 February 2010  
[MTFS update report](#) to Finance & Administration Committee 16 September 2010

[2011/12 Budget Strategy report](#) to Finance & Administration Committee 16 September 2010

[Pricing & Concessions Policy](#) report to Finance & Administration Committee 16 September 2010

## Impact

Communication/Consultation	No fees or charges are subject to statutory requirements for communication and consultation.
Community Safety	No specific implications.
Equalities	No specific implications.
Finance	The 2011/12 budget has been prepared on the assumption that the fees & charges will be approved. In the event of any variation, the budget may need to be amended.
Human Rights	No specific implications.
Legal implications	The level of charges for some services is subject to statutory provisions.
Sustainability	Some services for which charges are made have an impact on sustainability, and related fees and charges need to be set accordingly.
Ward-specific impacts	No specific implications.
Workforce/Workplace	No specific implications.

## Car Parking charges

8. No changes to the tariffs are proposed for 2011/12. The increased rate of VAT means that the amount paid by customers will not change but the net income retained by the Council will reduce, because a larger share of the income has to be passed to the HM Revenue & Customs. The estimated cost of this is £15,000.

## **Building Regulation Fees**

9. In October 2010, the statutory regime regarding Building Regulation Fees changed. Instead of nationally set fees, councils were required to determine a local scheme of fees & charges that were in line with the costs of providing the service. The new fees are published on the UDC website and can be accessed by the link below. No review of fees at this stage is proposed as it is necessary to carry out an assessment of whether the level of income generated by the new fees is in line with costs as required. Early indications are that this objective is being achieved with the service budgeting to break even in 2011/12.

[Building Regulation Fees](#)

## **Street Naming & Numbering**

10. The Head of Building Surveying is proposing reasonably large increases in order to bring the level of income more closely in line with the costs of providing the service. This is in line with the Medium Term Financial Strategy and Strategic Solutions programme which explicitly requires the Building Surveying service to work towards a cost neutral position.

## **Septic Tank Emptying**

11. No charges are being proposed for 2011/12. It is intended to cease providing this service to the general public. This is a discretionary service with suitable private sector alternatives. The Council's resources will be wholly focused onto servicing HRA properties.

## **New Pricing & Concessions Policy**

12. On 16 September 2010 the Finance & Administration Committee approved a new Pricing & Concessions Policy. The objective of the new policy is to ensure greater consistency and fairness in the application of discounts, and greater transparency on the extent to which service costs are covered by the fees.
13. The policy principles are as follows:
  - a) The policy shall apply to all prices and concessions that the Council has discretion to set.
  - b) Car park charges shall be a known exemption to the policy, and will be the subject of separate detailed consideration.
  - c) There shall be consistency in the way charges are calculated and concessions are applied.
  - d) The full cost of the service, including an element for corporate overheads, will be the starting point for calculating charges.

- e) Where alternative service providers are available, market forces will be taken into account when calculating charges.
- f) Any subsidy of the full cost of the service, including an element of corporate overheads, will be made clear and be a conscious decision designed to meet service objectives.
- g) Concessions of 25% will be applied to individuals in receipt of UDC-administered benefits.
- h) There will be no automatic concessions for elderly or disabled customers.
- i) Where possible, income shall be collected in advance of the service being provided.
- j) The responsible Committee may authorise exceptions to the policy where there are sound business reasons to do so, after taking into account advice of the relevant service manager and the Section 151 Officer.

### Exceptions to the Policy

- 14. The Committee's fees, as set out in the attached schedule, are consistent with the new policy, subject to the exceptions as set out below.
- 15. Listed Building Pre-Application Advice – estimated income produced by the proposed charges is £20,000, which compares with an estimated cost of the service of £23,000. Therefore, the service is being subsidised from other Council funds by an estimated £3,000. The justification is that take up of pre-application advice is to be encouraged as a means of avoiding abortive costs later in the planning process.
- 16. Advice from officers is that there are sound business reasons for this exception to policy and Members are recommended to approve the schedule of fees as set out.

### Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Fees & charges do not have the desired effect on service outcomes or budgeted income levels	2 (some risk that variances will occur)	2 (potential impact which could adversely affect service outcomes and/or the council's financial position if not managed)	Budgetary control framework Annual review of fees & charges

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary,

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project

**APPENDIX A**

**ENVIRONMENT COMMITTEE FEES & CHARGES**

	2010/11 charge excl. VAT £	2010/11 Apr - Dec 2010 charge incl VAT @ 17.5% £	2010/11 Jan - Mar 2011 charge incl VAT @20% £	2010/11 Discounts applied	2011/12 charge excluding VAT £	2011/12 charge incl VAT @20% £	2011/12 Discounts applied	2011/12 Reasons for changes / explanatory comments
							See principles (g) and (h)	Reasons for any exceptions to the standard policy
<b>Conservation - Listed Buildings</b>								
<u>Listed Building Advice (all types excl. Householder)</u>								
Written	95.32	112.00	115.00	None	100.00	120.00	As per policy	Inflationary increase
Meeting in office	238.30	280.00	285.00	None	248.33	298.00	As per policy	Inflationary increase
Meeting on site	285.11	335.00	345.00	None	295.83	355.00	As per policy	Inflationary increase
Additional Officer	47.66	56.00	58.00	None	50.00	60.00	As per policy	Inflationary increase
Follow up	43.04	51.00	52.00	None	45.00	54.00	As per policy	Inflationary increase
<u>Listed Building Householder</u>								
Written	86.81	102.00	104.00	None	86.67	104.00	As per policy	Charge held at a minimum to encourage seeking of advice
Meeting in office	216.17	254.00	259.00	None	225.00	270.00	As per policy	Inflationary increase
Meeting on site	259.57	305.00	311.00	None	270.83	325.00	As per policy	Inflationary increase
Follow up	43.04	51.00	52.00	None	45.00	54.00	As per policy	Inflationary increase
Listed Buildings - urgent structural advice	No charge	n/a	n/a	n/a	No charge	n/a		

**APPENDIX A (CONTINUED)**

**ENVIRONMENT COMMITTEE FEES & CHARGES**

	2010/11 charge excl. VAT	2010/11 Apr - Dec 2010 charge incl VAT @ 17.5%	2010/11 Jan - Mar 2011 charge incl VAT @20%	2010/11 Discounts applied	2011/12 charge excluding VAT	2011/12 charge incl VAT @20%	2011/12 Discounts applied	2011/12 Reasons for changes / explanatory comments
	£	£	£		£	£	See principles (g) and (h)	Reasons for any exceptions to the standard policy
<b>Building Surveying</b>								
Building Regulation Fees - as per schedule published on UDC website <a href="http://www.uttlesford.gov.uk/documents/website/Building%20Surveying/New%20Fees/Building%20Regulations%20Fee%20Schedule.pdf">http://www.uttlesford.gov.uk/documents/website/Building%20Surveying/New%20Fees/Building%20Regulations%20Fee%20Schedule.pdf</a>								
Provision of Energy Performance Certificates	100.00	117.50	120.00	None	100.00	120.00	As per policy	Minimum charge
Provision of Code for Sustainable Homes Assessment	n/a	n/a	n/a	None	see note	see note	As per policy	Charge is assessed individually based on job complexity
<b>Street Naming &amp; Numbering</b>								
Name change/Renumber	27.00	No VAT	No VAT	None	50.00	No VAT	As per policy	Increase to bring fees in line with costs of the service
New Dwelling on Existing Road	37.00	No VAT	No VAT	None	70.00	No VAT	As per policy	Increase to bring fees in line with costs of the service
2-10 Dwellings on Existing Road	73.00	No VAT	No VAT	None	145.00	No VAT	As per policy	Increase to bring fees in line with costs of the service
Each additional dwelling >10 on Existing Road	5.50	No VAT	No VAT	None	10.00	No VAT	As per policy	Increase to bring fees in line with costs of the service
1-10 Dwellings on New Road	105.00	No VAT	No VAT	None	200.00	No VAT	As per policy	Increase to bring fees in line with costs of the service
Each additional dwelling >10 on New Road	5.50	No VAT	No VAT	None	10.00	No VAT	As per policy	Increase to bring fees in line with costs of the service
Parish scheme - previously unnamed road	27.00	No VAT	No VAT	None	50.00	No VAT	As per policy	Increase to bring fees in line with costs of the service
Parish scheme - previously unnamed road - per	5.50	No VAT	No VAT	None	10.00	No VAT	As per policy	Increase to bring fees in line with costs of the service

**APPENDIX A (CONTINUED)**

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	£	£	£		£	£		Reasons for any exceptions to the standard policy
<b>Refuse Collection &amp; Recycling</b>								
<b>Bulky Waste</b>	13.00	No VAT	No VAT	As per policy	14.00	No VAT	As per policy	Inflationary increase
<b>Trade Wase</b>								
Trade sacks (3 cubic feet)	1.55	1.78	1.81	Disposal costs not levied on	1.59	1.86	Disposal costs not levied on	Fee increases limited to the VAT rise and the increase in disposal charges incurred by the Council.
Trade tape rolls (12 rolls = 360 sacks)	37.00	42.20	42.94	Schedule 2 customers,	38.31	44.39	Schedule 2 customers,	
Green Cardboard Recycling Tape	15.80	18.58	18.96	e.g. schools, care homes,	15.80	18.96	e.g. schools, care homes,	
Bin 240 litre	4.20	4.82	4.91	therefore lower charges apply.	4.32	5.04	therefore lower charges apply.	
Bin 660 litre	9.50	10.82	11.01		9.87	11.43		
Euro Bin (1100 litre)	14.70	16.62	16.89		15.36	17.62		
Light containers (12 cu yds)	106.25	120.25	122.24		110.99	125.43		
Heavy containers 12 cubic yds.)	168.50	172.57	195.63		174.45	198.75		
Large containers (30 cu yds.)	290.00	340.93	348.00		310.00	372.00		

**APPENDIX A (CONTINUED)**

**ENVIRONMENT COMMITTEE FEES & CHARGES**

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	£	£	£		£	£	See principles (g) and (h)	Reasons for any exceptions to the standard policy
<b>Car Parking</b>								
<u>Saffron Walden Faircroft &amp; Common</u>								
30 minutes	0.34	0.40	0.40	Concessions for disabled	0.33	0.40	Concessions for disabled	No change proposed for 2010/11.
1 hour	0.51	0.60	0.60	drivers and motorbikes	0.50	0.60	drivers and motorbikes	Last increase May 2008.
2 hours	0.85	1.00	1.00		0.83	1.00		
3 hours	1.53	1.80	1.80		1.50	1.80		
<u>Saffron Walden Rose &amp; Crown</u>								
30 minutes	0.34	0.40	0.40	As above	0.33	0.40	As above	As above
1 hour	0.51	0.60	0.60		0.50	0.60		
2 hours	0.85	1.00	1.00		0.83	1.00		
<u>Saffron Walden Swan Meadow</u>								
1 hour	0.51	0.60	0.60	As above	0.50	0.60	As above	As above
2 hours	0.85	1.00	1.00		0.83	1.00		
4 hours	1.53	1.80	1.80		1.50	1.80		
6 hours	1.96	2.30	2.30		1.92	2.30		
10 hours	2.55	3.00	3.00		2.50	3.00		
Season Tickets per annum	255.32	300.00	300.00		250.00	300.00		
Coaches - 5 hours	2.55	3.00	3.00		2.50	3.00		
Coaches - 10 hours	5.11	6.00	6.00		5.00	6.00		



**APPENDIX A (CONTINUED)**

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	£	£	£		£	£	See principles (g) and (h)	Reasons for any exceptions to the standard policy
<b>Car Parking (continued)</b>								
<u>Great Dunmow White Street</u>								
30 minutes	0.26	0.30	0.30	Concessions for disabled	0.25	0.30	Concessions for disabled	No change proposed for 2010/11.
1 hour	0.43	0.50	0.50	drivers and motorbikes	0.42	0.50	drivers and motorbikes	Last increase May 2008.
3 hours	0.85	1.00	1.00		0.83	1.00		
5 hours	1.70	2.00	2.00		1.67	2.00		
10 hours	2.55	3.00	3.00		2.50	3.00		
Season Tickets per annum	234.04	275.00	275.00		229.17	275.00		
<u>Great Dunmow New Street, Angel Lane, Chequers Lane</u>								
30 minutes	0.26	0.30	0.30	As above	0.25	0.30	As above	As above
1 hour	0.43	0.50	0.50		0.42	0.50		
3 hours	0.85	1.00	1.00		0.83	1.00		
<u>Stansted Lower Street</u>								
30 minutes	0.26	0.30	0.30	As above	0.25	0.30	As above	As above
1 hour	0.43	0.50	0.50		0.42	0.50		
3 hours	0.85	1.00	1.00		0.83	1.00		
6 hours	1.70	2.00	2.00		1.67	2.00		
10 hours	2.55	3.00	3.00		2.50	3.00		
Coaches per visit	5.11	6.00	6.00		5.00	6.00		
<u>Stansted Crafton Green</u>								
30 minutes	0.26	0.30	0.30	As above	0.25	0.30	As above	As above
1 hour	0.43	0.50	0.50		0.42	0.50		
3 hours	0.85	1.00	1.00		0.83	1.00		
10 hours	1.70	2.00	2.00		1.67	2.00		
Season Tickets - local business/employees per	191.49	225.00	225.00		187.50	225.00		
Season Tickets - purchased by others per annum	319.15	375.00	375.00		312.50	375.00		