

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 **22 February 2023**

**Committee Room 2, Civic Offices, New Road, Grays, RM17 6SL**

### Membership:

Councillors Mark Coxshall (Leader), Deborah Arnold (Deputy Leader), Qaisar Abbas, Jack Duffin, Andrew Jefferies, Barry Johnson, Ben Maney, Graham Snell and Luke Spillman

### Agenda

Open to Public and Press

	<b>Page</b>
<b>1 Apologies for Absence</b>	
<b>2 Minutes</b>	<b>5 - 12</b>
To approve as a correct record the minutes of Cabinet held on 11 January 2023.	
<b>3 Items of Urgent Business</b>	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972.	
<b>4 Declaration of Interests</b>	
<b>5 Statements by the Leader</b>	
<b>6 Briefings on Policy, Budget and Other Issues</b>	
<b>7 Petitions submitted by Members of the Public</b>	
<b>8 Questions from Non-Executive Members</b>	
<b>9 Matters Referred to the Cabinet for Consideration by an</b>	

## **Overview and Scrutiny Committee**

<b>10</b>	<b>Draft General Fund Budget 2023/24 (Decision: 110638)</b>	
<b>11</b>	<b>Treasury Management Strategy 2023/24 (Decision: 110639)</b>	<b>13 - 84</b>
<b>12</b>	<b>Fees and Charges Pricing Strategy 2023/24 (Decision: 110640)</b>	<b>85 - 196</b>
<b>13</b>	<b>Housing Revenue Account - Rent Setting and Budgets 2023/24 (Decision: 110641)</b>	<b>197 - 216</b>
<b>14</b>	<b>Establishing the Strategic Investment Advisory Panel</b>	<b>217 - 224</b>

### **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](mailto:Direct.Democracy@thurrock.gov.uk)

Agenda published on: **14 February 2023**

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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 11 January 2023 at 7.00 pm**

**The deadline for call-ins is Monday 23 January 2023 at 5.00pm**

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**Present:** Councillors Mark Coxshall (Leader), Deborah Arnold (Deputy Leader), Jack Duffin, Andrew Jefferies, Barry Johnson, Ben Maney, Graham Snell

**Apologies:** Councillors Qaisar Abbas and Luke Spillman  
Councillor Fraser Massey, Chair of the Lower Thames Crossing Task Force

**In attendance:** John Jones, Director Law & Governance, and Monitoring Officer Ewelina Sorbjan, Interim Director of Housing  
Ian Wake, Acting Chief Executive  
Lucy Tricker, Senior Democratic Services Officer

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Before the start of the Meeting, all present were advised that the meeting was being live-streamed and recorded; and would be uploaded to the Council's website.

## **83. Minutes**

The minutes of the Cabinet meeting held on 7 December were approved as a true and correct record. The minutes of the Extraordinary Cabinet meeting held on 14 December were approved as a true and correct record.

## **84. Items of Urgent Business**

There were no items of urgent business.

## **85. Declaration of Interests**

There were no interests declared.

## **86. Statements by the Leader**

The Leader began his statement and explained the changes to the waste service that were taking place within the Council, to ensure residents bins were collected on time. He explained that a new director for the service had been appointed and changes were taking place to the senior management waste service team. The Leader explained that these changes were being introduced to improve the service for residents.

## **87. Briefings on Policy, Budget and Other Issues**

There were no briefings on policy, budget and other issues.

**88. Petitions submitted by Members of the Public**

No petitions had been submitted by members of the public.

**89. Questions from Non-Executive Members**

No questions had been submitted by Non-Executive Members.

**90. 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.

**91. Lower Thames Crossing Task Force Update Report (Decision: 110633)**

The Leader introduced the report and explained that the Chair of the Lower Thames Crossing (LTC) Task Force was unwell and therefore unable to attend the Cabinet meeting. He thanked the LTC Task Force Chair for his diligent attendance at Cabinet to present the Task Force reports over the past few years. Councillor Jefferies requested assurance from National Highways that the planned proposal of one million trees would be planted in South Ockendon and Aveley as mitigation for the scheme. The Leader felt that the Council was in a good position regarding opposition to the scheme, as Thurrock MPs, Members and many residents did not want the route in its current location. He felt that if the route was approved by government, Thurrock needed to push for appropriate mitigation, including junctions into and out of Thurrock to promote local growth.

**RESOLVED: That Cabinet:**

**1. Noted the work of the Task Force.**

*Reason for decision: as outlined in the report*

*This decision is subject to call-in*

**92. Cemetery and Burial Strategy (Decision: 110634)**

Councillor Jefferies introduced the report and stated that Thurrock had never previously had a formal Cemetery and Burial Strategy, and the report presented to Cabinet outlined the Council's aims and ambitions, including a new crematorium in Thurrock and areas for natural burial. He explained that a consultation had taken place between June and August 2022, and approximately five hundred responses had been received, the findings of which were outlined in the report. The Leader felt that it was important for Thurrock to have its own crematorium. He explained that currently residents



had to travel to Pitsea or the London Borough of Havering for a crematorium, and this could be made more difficult due to the expanding ULEZ area. He felt that having a crematorium within Thurrock would make it easier for residents to pay their last respects to their loved ones.

**RESOLVED: That Cabinet:**

**1. Formally adopt the Cemetery and Burial Strategy and its associated policies.**

*Reason for decision: as outlined in the report*

*This decision is subject to call-in*

**93. Contract Modification to Housing Repairs and Planned Maintenance Contract (Decision: 110635)**

The Interim Director of Housing presented the report, as Councillor Spillman was unwell and had sent apologies. She stated that the report set out the recommendations for the contract term and proposed modification to the contract value, as the contract was not due to expire until 2025. She stated that the amount spent on the contract had increased since its agreement in 2015 due to new legislation and regulations following the Grenfell tragedy, inflationary changes, and additional works undertaken by Mears such as energy efficiency works. She added that the contract had been well-performing so far and the proposed contract modification would not affect the service provided to residents. The Interim Director of Housing explained that the team were currently working on re-procurement of the contract to ensure this was in place by contract end in 2025. She summarised and explained that an additional recommendation had been added which outlined the Social Housing Decarbonisation Fund process.

Councillor Johnson expressed his support for the recommendations and was pleased to see that the contract modification would provide consistency for residents. The Leader agreed that Mears had provided a reliable service. He queried the match-funding for the Social Housing Decarbonisation Fund and asked if this would come from the Housing Revenue Account (HRA), and the chances of a successful bid. The Interim Director of Housing explained that the Council were expecting an outcome regarding the Social Housing Decarbonisation Fund bid soon. She added that the first successful bid had granted £3.2million for the Fund, and the second bid, if successful, would provide £2.5million, which would be match funded through the HRA. Councillor Duffin queried the inflationary pressures from the contract, and if this would be considered during re-procurement. The Interim Director of Housing clarified that the proposed contract modification was largely due to an increased scope of works, and increased regulations following the Grenfell tragedy. She explained that inflation for the first five years of the contact had been 2%, but this had increased to 6% last year. She added that the team would be renegotiating inflationary costs for this year and hoped to keep it close to 6%. The Interim Director of Housing summarised and explained that the contract provided for an annual uplift to be negotiated of up to 90% of RPI,

but Mears had never claimed such high amounts.

**RESOLVED: That Cabinet:**

**1. Approved the increase to the contract value for the Term Partnering Agreement for Responsive Repairs, Voids and Related Works awarded to Mears Ltd by £22,828,000.00 for the remaining term of the Contract to 28 February 2025.**

**2. Noted that any financial commitment from the Housing Revenue Account (HRA) to match fund works from the Social Housing Decarbonisation Fund is subject to a separate formal decision and in consultation and approval from the s151 officer and new financial governance procedures.**

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

**94. Local Council Tax Scheme (Decision: 110636)**

Councillor Snell introduced the report and stated that it proposed a continuation of the Local Council Tax Scheme (LCTS), which was introduced in 2017, and would be renewed for the 2023/24 financial year. He explained that the LCTS helped to support the most vulnerable in Thurrock, and would be reviewed over the coming year, ahead of the 2024/25 financial year. The Leader felt pleased to see that the scheme was being renewed for another year as it helped vulnerable residents whilst seeing good collection rates. He asked how this would be reviewed going forward. Councillor Snell explained that he had spoken with the finance team, who would be considering changes to the scheme for 2024/25, which were in the early stages of development. The Leader asked if the Corporate Overview and Scrutiny committee could be involved in the design of the scheme. Councillor Maney queried the level of council tax support. He highlighted that Castle Point District Council offered 70% support, and asked what their collection rate was. He felt that as the scheme was developed, officers and Members should undertake a comparative exercise regarding the level of council tax support and collection rates. Councillor Snell confirmed that officers would be undertaking a comparative exercise and the report would be scheduled for the Corporate Overview and Scrutiny Committee.

**RESOLVED: That Cabinet:**

**1. Noted the analysis of the current scheme.**

**2. Supported the recommendation that the current scheme remains unchanged for 2023/24.**

**3. Supported the recommendation that in light of the Council's financial situation a fuller review of the scheme will be carried out in 2023, in advance of the 2024/25 budget.**

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

**95. Public Health Contract - Healthy Families Service (Decision: 110637)**

The Deputy Leader introduced the report and explained that it proposed a second one-year extension to the contract, as it had previously been extended due to the COVID-19 pandemic. She stated that the public health team were currently experiencing a backlog regarding data collection due to the pandemic, and this was one of the reasons for the contract extension request. She explained that this was a significant contract as it contributed to many public health programmes for children aged 0-19, and had a total spend of £20million over the five years. She clarified that this money came from public health grants and was separate to Council funding. She added that the contract was a statutory government contract and provided funding for services such as school nurses, child vision screening and antenatal provision. The Deputy Leader stated that contract regulations for this contract were due to change, and due to increased service costs, the report was proposing a 6.5% reduction on service spend. She commented that some services would move online, some non-statutory services would cease, and some services would be run directly through schools. She summarised and stated that if Cabinet chose not to extend the contract, procurement would be rushed and the team would be unable to consult on, redesign and future-proof the service.

**RESOLVED: That Cabinet:**

- 1. Approved a second extension (of twelve months) of the Healthy Families Contract at a 6.5% reduction to the current contract value (£4,306,454) for September 2023-August 2024.**
- 2. Agreed that officers proceed with the further development of the service specification of the Healthy Families Service ready for September 2024.**
- 3. Agreed that officers proceed on a proposed joint consultation by Public Health and Children's Services through the Family Hub Transformation work to secure stakeholder and public approval to the re-design of the service specification of the Healthy Families Service.**
- 4. Subject to the outcome of the consultation exercise and in consultation with the Portfolio Holders, agreed to proceed to tender for the Healthy Families up to a total maximum value of £4.3million per annum for 5 years+1+1.**
- 5. Agreed delegated authority to award the Healthy Families Service Contract to the Director of Public Health, in consultation with the Portfolio Holders for Education and Health.**

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

## **96. Corporate Peer Challenge 2022 Update**

Councillor Duffin introduced the report and stated that this had been presented to the Corporate Overview and Scrutiny Committee in December 2022, who had questioned why the report had been delayed. He stated that the report findings and feedback would lead into the work currently being undertaken on the Best Value Inspection (BVI) and Improvement and Recovery Plan (IRP). Councillor Snell highlighted feedback from the Local Government Association on page 122, who had undertaken a financial diagnostic in December 2021 and had found the investment programme had helped to raise funds for the Council. He urged Members to wait until the publication of the BVI to ensure all the facts were available. The Leader highlighted that the Commissioners and BVI team had read the Corporate Peer Challenge report. He felt that some of the feedback from the report had already been enacted by the Council. The Leader urged all Members to engage with the IRP and BVI processes, and to challenge Cabinet decisions. He felt that cross-party working was important for the Council and discussions should be had between all Members. The Leader wanted the Council to own their recovery and be involved in every step of the process.

Councillor Maney echoed Councillor Snell's points and felt that the scrutiny process was important to the Council. He thanked Councillor Massey for his hard work as Chair of the Corporate Overview and Scrutiny Committee, and stated that the work undertaken by Cabinet was underpinned by the work of the scrutiny committees. Councillor Duffin explained that Cabinet challenge could also be undertaken by backbench Members, as well as scrutiny committees.

### **RESOLVED: That Cabinet:**

- 1. Noted the outcomes of the LGA Peer Challenge in January 2022 and the actions as part of the wider response to the Best Value inspection and intervention process.**
- 2. Feedback on the areas mentioned by Members above and which should be focussed on in future iterations of the Improvement and Recovery Plan.**

**The meeting finished at 7.44 pm**

Approved as a true and correct record

**CHAIR**

## DATE

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Democratic Services at [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)

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<b>22 February 2023</b>	<b>ITEM: 11</b> <b>Decision: 110639</b>
<b>Cabinet</b>	
<b>Treasury Management Strategy 2023/24</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Gareth Moss, Chief Finance Officer	
<b>Accountable Assistant Director:</b> N/A	
<b>Accountable Director:</b> Gareth Moss, Chief Finance Officer	
<b>This report is</b> Public	

## Executive Summary

The Treasury Management Strategy included in Annex 1 has been prepared in the context of the intervention initiated by the Department of Levelling Up, Housing and Communities (DLUHC) on 02 September 2022. It is presented following the issue of a Section 114 notice to Council members on 19 December 2022 which confirmed that exceptional financial support would be required by the Council in 2022/23 and 2023/24. The financial support required will enable the Council to mitigate the wider financial pressures that have arisen from the issues attached to the Council's investment strategy.

The Secretary of State's statutory directions included the requirement that Thurrock Council implements action plans to ensure that its capital, investment and treasury management strategies are sustainable and affordable, debt is strictly reduced and the MRP policy is revised.

The Treasury Management Strategy has been produced within context with a specific focus of reducing debt as part of delivering future financial sustainability. The strategy includes the capital and investment strategies and supersedes all existing strategies. The strategy is based on assumptions that are reasonable to support the current positions set out the but remain subject to significant change and so it is expected a further update to the strategy will be required during the 2023/24 financial year.

The Treasury Management Strategy is a critical component of the way the Council manages cash-flow and provides the framework for the management of borrowing and investments. The strategy also sets out the projected funding of the Council's capital plans, which is a key driver for the borrowing needs of the Council.

The intervention has led directly to focussed activity to review all commercial investments held by the Council. Key decisions have been taken in respect of specific investments which support the plans to move to a more sustainable financial footing and to also reduce debt significantly.

The projected financial outturn for 2022/23 reported to Cabinet on 14 December 2022 confirmed the need for exceptional financial support of £452m in respect of 2022/23 and £180m in respect of 2023/24. This support is expected to be in the form of a capitalisation direction and the strategy includes consideration of these balances.

The Council is considering all the levers available to repay the exceptional support required from government. It is clear that holding existing commercial investments continues to create significant financial pressures and leaves the Council exposed to significant financial risk. Hence, the divestment of investments is a priority for the Council and the strategy considers assumptions that support the reduction of debt through asset sales including property sales under the '3Rs' programme.

The Council has been exposed to a higher level of financial risk through the MRP policy that was in place which did not write down the borrowing funding the investment strategy over an appropriate period. Consequently, the MRP policy has been revised to include a full write down of the borrowing that funds the capital investment assets appropriately. While this has created significant additional financial pressures, it also ensures the Council's exposure to financial risk is reduced.

The wider investment portfolio is now under review and it is clear that most of the commercial Investments previously generating a net income stream are now being held at a net cost to the Council. This is set out in the strategy and is as a consequence of both the revised MRP policy and higher interest rates attached to the borrowing required to fund the investments.

Due to the Council's financial position, this is a holding Treasury Management Strategy and a revised strategy to be presented during 2023/24. This version includes all information known to date but there are areas that will be worked on over the coming months which will affect many of the assumptions included in the current version.

**1. Recommendation(s):**

**That the Cabinet recommends that Full Council:**

- 1.1 Approve the Treasury Management Strategy for 2023/24 including approval of the Annual Minimum Revenue Provision (MRP) statement for 2023/24;**
- 1.2 Notes comments from the Corporate Overview and Scrutiny on the 2023/24 Treasury Management Strategy for consideration.**



- 1.3 That the Cabinet consider the current assumptions (set out on page 3 of the strategy) underpinning the Treasury Management Strategy and note that this will be subject to further updates in 2023/24.**
- 1.4 That the Cabinet consider the strategy in the context of the directions issued by the Secretary of State for Levelling Up, Homes and Communities and specifically the need for a strict debt reduction plan.**
- 1.5 That the Cabinet note the increase in the Council's Capital Financing Requirement (CFR) in 2022/23 as a result of the expected support from DLUHC in the form of a capitalisation direction, as set out in section 3.16.**
- 1.6 That the Cabinet note the divestment of investments and the sale of property assets are required to repay the Exceptional Financial Support from DLUHC and this is a key assumption supporting the strategy.**
- 1.7 The Cabinet note the Council's borrowing level will exceed the CFR in 2022/23 but is planned to be managed within this from 23/24 and onwards, as set out in section 3.17.**
- 1.8 That the Cabinet note the Prudential indicators included within the strategy that show commercial capital investments are generating net losses to the Council in the context of the revised MRP charges and current and projected interest rates, as set out in section 3.6.**
- 1.9 That the Cabinet note that the borrowing strategy supporting the commercial investment portfolio will be reset alongside wider revisions to the strategy in 2023/24.**

## **2. Introduction and Background**

- 2.1 The Treasury Management - Strategy has been produced 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).
- 2.2 The issue of a Section 114 notice places limits on what the Council can spend with an assessment against strict criteria to support ongoing spend. All new spending and new agreements are reviewed on a case-by-case basis by formal spending review panels. This covers both revenue and capital expenditure and extends to all forms of service delivery including the Housing Revenue Account and to all Council owned entities.
- 2.3 The Treasury Management Strategy sets out the strategic framework underpinning capital expenditure and the associated financing at the Council. The Treasury Management Strategy is a critical component of the way Thurrock Council manages cash-flow and also supports the management of investments and borrowing.

- 2.4 The Treasury Management Strategy sets out the Council's approach to ensuring cashflows are adequately planned to ensure the Council's capital programme and corporate investment plans are adequately funded, with cash being available when it is needed to discharge the Council's legal obligations and deliver Council services.
- 2.5 The strategy sets out a Treasury Management policy statement which define the policies and objectives of its treasury management activities as:
- the management of the authority's borrowing, investments, and cash flows including its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.
  - the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Authority and any financial instruments entered into manage these risks.
  - the acknowledgement that effective treasury management will provide support towards achievement of its business and service objectives. Therefore, the Council is committed to the principles of achieving best value for money in treasury management, and to employing suitable, comprehensive performance measurement techniques within the context of effective risk management

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

The Strategy sets out in detail sections of capital expenditure, borrowing, cash flow management, prudential indicators and the wider legal implications of the strategy. Further detail is set out below:

#### Capital Expenditure

- 3.1 The existing capital programme has been scaled back as part of an initial high-level review of capital activities. As part of this exercise, several projects have been put 'on hold'. Further reviews will be undertaken to determine the future of these schemes and 'a further wider review of the existing programme will be undertaken in 2023/24. As stated in the budget report any decision to reinstate projects on hold will have a consequence on the borrowing level and Capital Financing Requirement. New bids for capital projects have been reviewed on a case-by-case basis and proposals are part of the wider report on the agenda. There are further capital considerations set out in the strategy in respect of the exceptional financial support from DLUHC, in the form of a capitalisation direction required to support the financial position in 2022/23 and continuing in subsequent years. The table below summarises the Council's capital expenditure plans and financing.

## Capital spending and funding plans

	2021/22 actual	2022/23 forecast	2023/24 forecast	2024/25 forecast	2025/26 forecast	2026/27 forecast	2027/28 forecast
	£m	£m	£m	£m	£m	£m	£m
<b>Capital Expenditure</b>							
General Fund services	74	60	55	30	8	7	7
Council housing (HRA)	44	49	25	76	48	12	12
<b>Total Capital Expenditure</b>	<b>118</b>	<b>109</b>	<b>80</b>	<b>106</b>	<b>56</b>	<b>19</b>	<b>19</b>
'Projects for yield' investment	-	-	-	-	-	-	-
<b>Total Capital Expenditure (including Investments)</b>	<b>118</b>	<b>109</b>	<b>80</b>	<b>106</b>	<b>56</b>	<b>19</b>	<b>19</b>
<b>Capital Financing</b>							
External sources	17	15	25	21	5	5	5
Own resources	30	13	11	19	17	12	13
<b>Total Financing</b>	<b>47</b>	<b>28</b>	<b>36</b>	<b>40</b>	<b>22</b>	<b>17</b>	<b>18</b>
<b>Net financing - Borrowing</b>	<b>71</b>	<b>81</b>	<b>44</b>	<b>66</b>	<b>34</b>	<b>2</b>	<b>1</b>
<b>- Net financing HRA</b>	<b>13</b>	<b>36</b>	<b>12</b>	<b>55</b>	<b>32</b>	<b>-</b>	<b>-</b>
<b>- Net financing GF</b>	<b>58</b>	<b>45</b>	<b>32</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>Net financing - Borrowing</b>	<b>71</b>	<b>81</b>	<b>44</b>	<b>66</b>	<b>34</b>	<b>2</b>	<b>1</b>
Capitalisation Direction - GF		462	180	156	68	65	62
<b>Total Financing Need for the Year including Capitalisation Direction</b>	<b>71</b>	<b>543</b>	<b>224</b>	<b>222</b>	<b>102</b>	<b>67</b>	<b>63</b>

3.2 The table above confirms the total financing need and the strategy notes that a key lever to address the financing requirements of the Council is asset sales including the divestment of investments. Capital receipts generated from asset sales will be used:

- to finance any expenditure capitalised under any Capitalisation Direction granted by the Government; and
- to repay existing debt and to reduce the Capital Financing Requirement (CFR) and reducing the Minimum Revenue Provision (MRP) in subsequent years.

### Investments

3.3 The investment strategy was largely paused strategy since Oct 2020 following changes to the regulations governing the use of Public Works Loan Board funding. Since that point there has been limited activity and the total of commercial investments is set out in the table below:

	31-Mar-22 £m	31-Dec-22 £m
<b>Non Treasury Investments</b>		
<b>Non Treasury Investment (Capital):</b>		
<b>Service type investments</b>	<b>30</b>	<b>29</b>
Subsidiary - Loan	23	22
Subsidiary - Equity	6	6
Loan to Third Party	1	1
<b>Commercial type investments</b>	<b>787</b>	<b>786</b>
Corporate Bonds	670	670
Equity	97	97
Corporate Bond - converted largely to Equity	20	19
<b>Non Treasury Investment (Revenue):</b>		
<b>Commercial type investments</b>	<b>234</b>	<b>232</b>
Pooled fund	103	103
Corporate Bonds	95	91
Other funds	31	33
Loans to Businesses	5	5
<b>Total Investments</b>	<b>1,051</b>	<b>1,047</b>

- 3.4 As noted, further rises in interest rates and hence increasing borrowing costs, combined with the revised MRP charges means these investments are no longer generating net income streams for the Council. In fact, the loss of income in relation to specific investments and the net cost of the wider remaining portfolio is driving the budget deficit identified in 2022/23 and will continue to be an issue for years to come without appropriate action. This can be seen in the table below:

Investment	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Gross Investment Income	(358)	(1,887)	(3,506)	(10,315)	(26,352)	(45,008)	(45,344)	(17,679)	(13,102)

- 3.5 As part of a wider assessment of the investment portfolio, a number of commercial investments are not considered revenue in nature and hence the associated borrowing funding these investments is not supporting the capital plans of the Council. This is not considered compliant with the requirements of the Prudential Code and further action will be considered to address this in 2023/24.
- 3.6 The Code requires local authorities to determine the Treasury Management Strategy and Capital Strategy and the associated Prudential Indicators on an annual basis in accordance with the requirements of the Prudential Code. The basis for the investment indicators is set out on page 44 of the strategy. The Table below summarises the indicators which, in all cases, demonstrate the ongoing financial concerns over holding the commercial investment portfolio.

	<i>Benchmark</i>	<i>Performance</i>
Gross Debt to net service expenditure	300%	938%
Commercial income to net service expenditure	5%	(74.14%)
Investment cover ratio (interest covered by investment income)	>3	0.66
Loan to value ratio	<80%	134%
Benchmark returns	5%	(8%)

- 3.7 The Strategy sets out the wider investments in Thurrock Regeneration Ltd (TRL) and Thurrock Regeneration Homes Ltd (TRHL). Both companies are owned by the Council and TRL delivers revenue returns through interest repayments on loans made to the companies. These loans are funded by borrowing and, consequently, returns have been significantly reduced by the increase in interest rates. The strategy confirms the wider repayment of borrowing remains linked to the sale of the property held by TRHL.

#### Borrowing levels

- 3.8 The borrowing levels set out in the report reflect the current planned capital programme in both the General Fund and the HRA. Borrowing is also required in respect of the exceptional support funding from government that relates to addressing revenue deficits arising. It is noted the associated interest costs arising from borrowing to support the capital programme will be met from the General Fund and HRA respectively

The Council is currently maintaining a fully borrowed position (excluding the capitalisation direction). This means that the capital borrowing need (the Capital Financing Requirement), has been fully funded with loan debt. This means the Council is having to use a significant percentage of the net revenue budget to meet MRP and interest costs. Thus, reducing the ability of the Council to spend on service delivery.

- 3.9 From September 2022 the council has agreed a planned refinancing of Local Authority temporary borrowing with PWLB borrowing. This has a maturity of one year to enable wider consideration of the borrowing strategy going forwards.
- 3.10 With the conversion of borrowing from temporary loans to PWLB, the council is projecting an increase in interest costs of £14m in 2022-23. If interest rates increase in line with expectations as borrowing is replaced by PWLB borrowing, then interest charges on borrowing could increase by a further £23m in 2023/24.
- 3.11 The capital programme will be subject to further review in 2023/24 and any revisions will need to be included fully in further updates to the strategy.

- 3.12 If the Council is granted exceptional financial support in the form of capitalisation direction from the Department for Levelling Up, Housing and Communities (DLUHC) as part of the recovery measures, the value of this will become part of a further increase to the capital programme and relevant elements will need to be financed from borrowing alongside an MRP charge for the entire balance. Consequently, the Council will incur interest costs and a provision for the repayment of principal (MRP). The strategy currently estimates a position for this.
- 3.13 There is no new capital investment activity planned and the overall level of debt for investments is projected to start reducing by 2024/25 and may happen prior to this. The expectation is that borrowing levels 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.

#### Capital Financing Requirement

- 3.14 The Capital Financing Requirement (CFR) sets out the level of borrowing required to support the planned capital activity of the Council. The report sets out the levels through to 2027/28 and confirms the level of borrowing will be within this limit throughout this period from 2023/24.
- 3.15 The CFR represents all unfinanced capital activity (i.e., that which cannot be funded from internal resources), regardless of its purpose. This forms a comparator for the levels of debt that the Council holds. Measures are being worked on with a view to bringing down the CFR for the Council, which is currently significant as it reflects the quantum of commercial investments the Council has purchased under the investment strategy. A key way to bring the CFR down is through the disposal of assets which also provides a funding source to repay debt. The value and timing of these receipts remains uncertain, but projections are included in the strategy to demonstrate a current assessment of the impact to the Council going forward. As plans for the sale of assets develop an updated position will be reported along with a revised strategy.
- 3.16 The CFR is expected to fall following asset disposals however will increase due to the capital programme but largely due to the expected capitalisation direction as set out below:

## Capital Financing Requirement

	31.3.2022 actual	31.3.2023 forecast	31.3.2024 forecast	31.3.2025 forecast	31.3.2026 forecast	31.3.2027 forecast	31.3.2028 forecast
	£m	£m	£m	£m	£m	£m	£m
General Fund services	258	296	320	320	311	301	292
Council housing (HRA)	208	244	256	311	343	342	342
Loans	1	1	1	1	1	1	1
Capital investments	525	450	327	71	39	36	33
TRL Investments	25	23	23	22	21	20	19
Capitalisation Direction	0	452	610	332	375	386	394
<b>CFR - Borrowing</b>	<b>1,017</b>	<b>1,467</b>	<b>1,536</b>	<b>1,056</b>	<b>1,089</b>	<b>1,086</b>	<b>1,081</b>
CFR - Other Liabilities	12	12	12	12	11	11	11
<b>TOTAL CFR</b>	<b>1,029</b>	<b>1,479</b>	<b>1,548</b>	<b>1,068</b>	<b>1,100</b>	<b>1,097</b>	<b>1,092</b>
<b>Reason for change</b>							
Net financing		81	44	66	34	2	1
MRP charge		(82)	(106)	(102)	(34)	(35)	(36)
Repayment of debt		(11)	(49)	(600)	(36)	(34)	(32)
Capitalisation Direction		462	180	156	68	65	62
<b>Annual change</b>		<b>450</b>	<b>69</b>	<b>(480)</b>	<b>32</b>	<b>(3)</b>	<b>(5)</b>

- 3.17 Borrowing levels are expected to fall by using capital receipts from the disposal of asset and investments to repay back borrowing. Table below demonstrates the borrowing levels falling in line with the Capital Financing Requirement.

Borrowing Levels compared to Capital Financing Requirement:

	31.3.2022 actual	31.3.2023 forecast	31.3.2024 forecast	31.3.2025 forecast	31.3.2026 forecast	31.3.2027 forecast	31.3.2028 forecast
	£m	£m	£m	£m	£m	£m	£m
Gross Projected Debt	1,449	1,511	1,509	952	985	982	978
Capital Financing Requirement	1,017	1,467	1,536	1,056	1,089	1,086	1,081
<b>Under/(over) Borrowing</b>	<b>(432)</b>	<b>(45)</b>	<b>26</b>	<b>104</b>	<b>103</b>	<b>103</b>	<b>103</b>

## Minimum Revenue Provision (MRP)

- 3.18 Regulations require local authorities to make “prudent provision” for the repayment of debt. Statutory guidance was issued by the Secretary of State in 2008 and updated in 2018 concerning the “minimum revenue provision” (MRP), which is the minimum amount authorities are now required to set aside from revenue each year for this purpose. Authorities are free to set aside a greater amount than MRP, from revenue or capital resources.
- 3.19 It should be noted that changes to the statutory guidance on MRP requires the Council to make a provision retrospectively for activities that were not previously provided for, which has added to the overall request for

government support. This is in respect of the additional provision required to write down all capital investments over their expected useful economic lives. Previously there was no amount calculated for this provision on the basis that the investments were expected to be repaid in full. Given the wider issues with the Council's investments, a prudent approach has been taken to ensure the provision reflects the exposure to financial risk that has become clear. It is important going forward that the Council complies fully with all guidance and regulations in this area. The repayment of debt is crucial to the financial sustainability of the Council as once debt is repaid, there is no longer a need to make the provision for it.

- 3.20 The proposed detailed policy for MRP is included in the attached strategy under para 66-93.

#### Prudential Indicators

- 3.21 The purpose of prudential indicators (PIs) is to highlight whether the Council's capital financing and borrowing strategy is affordable, prudent and sustainable. They also provide a reference point or "dashboard" so that senior officers and Members can easily identify whether approved treasury management policies are being applied correctly in practice and take corrective action as required.
- 3.22 These are set out on page 44 of the strategy and show the increase in capital expenditure associated with the grant of a capitalisation direction, the balance between the debt of the authority and the CFR and the ongoing impact of finance costs on the financial position of the authority. This confirms the need for further action to reduce debt as soon as practicable.

#### Managing Cash Balances

- 3.23 The Council's policy on treasury investments is to prioritise security (safeguarding invested sums from loss) and liquidity over yield (ensuring cash is available when needed) - that is to focus on minimising risk rather than maximising returns. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). All investments to be less than 12 months, aligned with the debt reduction policy.
- 3.24 Core cash and short-term (treasury) investments to be maintained at £40m. With a current debt reduction strategy, investing for longer period is not an option for the Council as any surplus cash is only maintained for cashflow purposes only. Any excess cash balances above what is required for cashflow purposes will be applied to reducing the Council's borrowing levels.
- 3.25 For its cash flow generated balances, the Council will seek to utilise its own bank accounts, Money Market Funds and short-dated deposits.



## Summary Considerations

3.26 The following points are noted:

- a) The capital programme has been scaled back and continues to be reviewed in compliance with the requirements of the s114 notice.
- b) The Council currently holds significant levels of short-term borrowing as it determines the longer-term borrowing strategy. The cost of this borrowing is no longer affordable following significant increases in interest rates and therefore needs to be reduced significantly;
- c) Commercial investments are driving increased costs to the Council through the revised approach to the MRP and increased borrowing costs.
- d) The updated MRP policy will be applied retrospectively, and this created a £129m of the pressure reported to Cabinet in the Q2 financial report on the 14 December 2022.
- e) The Treasury Management Strategy including the Capital Strategy reflects the requirements of 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. This strategy reflects the detailed requirements of the code and how the Council continues to manage capital, investment and borrowing activity. It is noted this strategy is based in underlying significant assumptions which are subject to change and a revision to this strategy is expected to be required during the next financial year.

## **4. Reasons for Recommendation**

- 4.1 There is a statutory requirement for the Capital and Treasury Management Strategy, including 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 current spending plans.

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

- 5.1 Consultation has been undertaken with the Commissioners to support the completion of the updated strategy.
- 5.2 The Corporate Overview and Scrutiny Committee received this report at the meeting on 02 February 2023. There were no specific comments or concerns raised by members.

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

- 6.1 The issues identified in the commercial investment portfolio have driven intervention at the Authority and, subsequently, the issue of a Section 114 notice. This will fundamentally impact on how services are delivered in Thurrock and this forms part of the delivery of the wider improvement and recovery plan.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Jonathan Wilson**  
**Acting Director of Finance and s151 Officer**

The financial implications are included in the main body of the report and appendix. The strategy is set in the context of the intervention ordered by the Secretary of State on 2 September 2022. The completion of the strategy addresses a specific direction to the Council and is a key document supporting the wider assessment of a path to financial sustainability.

### **7.2 Legal**

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

The Local Government Act 2003 provides the Council with the power to borrow and invest money for any purpose relevant to its functions and for the prudent management of its financial affairs. The Council is under a duty to determine and to keep under review how much money it can afford to borrow. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, provide that, in complying with this duty, the Council must have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities and CIPFA's Treasury Management Code of Practice.

CIPFA's Treasury Management Code of Practice requires the Council to agree a Treasury Management Strategy and investment Strategy for approval by the Full Council before the beginning of each financial year. The Council is also required to approve a Treasury Management Policy Statement.

As stated in this report, the Council is now subject to Government Directions which the Council must comply with, part of which includes ensuring that the Council's treasury management strategies are sustainable and affordable.

### 7.3 Diversity and Equality

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

While there are no direct diversity implications noted in this report, it is noted that the wider intervention and requirements of the Section 114 notice will impact on the future capital plans of the Authority. These may link to wider service provision alongside revised plans for the use of existing assets and will be informed by consultation as appropriate.

### 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):

- CIPFA Prudential Code
- DLUHC's Statutory Guidance on Minimum Revenue Provision
- DLUHC's Guidance on Local Government Investments
- 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

- Annex 1 – Treasury Management Strategy 2023/24

### Report Author:

K Rai

Financial Accountant

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# **TREASURY MANAGEMENT STRATEGY 2023/24**

## Contents

	Paragraph
Treasury Management Strategy – Introduction and Background	1-10
Treasury Management Policy Statement	11-14
<b>Section 1 Capital Expenditure</b>	
Capital Strategy	15-28
Commercial activity	29-48
Capital Finance Requirement	49-57
Liability Benchmarking	58-60
Affordability	61-65
Minimum Revenue Provision (MRP) policy statement	66-93
<b>Section 2 Borrowing</b>	
Overall borrowing strategy	94-105
Alternative Borrowing Options	106
Debt Reduction Strategy	107-110
Limits on external borrowing	111-114
Maturity structure of borrowing	115-120
Policy on borrowing in advance of need	121-122
Debt rescheduling	123-127
HRA Borrowing	128-129
<b>Section 3 Managing Cash Balances</b>	
The current cash position and cash flow forecast	130
Investment return expectations	131-137
Council policy on investing and managing risk	138
Balancing short and long term investments	139
<b>Section 4 Summary of Prudential Indicators</b>	140-142
<b>Section 5 Legal Implications</b>	143-146
Annual Investment Strategy	Appendix 1
Approved Counterparty List	Appendix 2
CIPFA Treasury Management Code	Appendix 3
Policy on Environmental, Social and Governance (ESG) Considerations	Appendix 4

## Treasury Management Strategy 2023/24

***Due to the Council's financial position, a revised strategy will be brought forward during the course of the year. This version includes all information known to date, but there are areas that will be worked on over the coming months which will affect many of the assumptions included in the current version.***

### **Main assumptions**

- ***Financial support in the form of a capitalisation direction***  
Current budget deficit for 2022-23 and subsequent years assumes capitalisation direction from DLUHC. This has been assumed at the level reflected in the Medium-Term Financial Strategy (MTFS).
- ***Asset disposals and sale of capital investment – timing and sales value***  
There is uncertainty over the timing and value of asset sales and exiting investment arrangements.
- ***Impairment of investment assets***  
Work is still ongoing within this area which may have further treasury implications.
- ***Borrowing Levels***  
Borrowing included is based on levels of capitalisation direction, assumed refinancing of existing debt, capital receipts and the approved capital programme, all of which is subject to further review. As stated in the budget report any decision to reinstate projects on hold will have a consequence on the borrowing level and Capital Financing Requirement.
- ***Accounting Treatments***  
The information contained in this report assumes the accounting treatment for investments and some of the investment income has been correctly applied, however, this is still subject to further review.
- ***Open audit for 2020-21 statement of accounts and subsequent years***  
As these audits are still outstanding opening balances are assumed to be correct.
- ***Decision on the Council Tax increase***  
This decision is pending which will have an impact on the assumed capitalisation direction, also impacting the borrowing level and Capital Financing Requirement.

## Introduction and Background

1. 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.
2. The second key function of the Treasury Management operation is the funding of the Council's capital plans, which is the key driver for the borrowing needs of the Council. This may involve arranging new or replacement loans or the **planned use of cash balances in the short-term**.
3. The Treasury Management Strategy (TMS) for 2023/24 – 2027/28 sets out the Council's approach to ensuring cashflows are adequately planned to ensure that the Council's capital programme and corporate investment plans are adequately funded, with cash being available when it is needed to discharge the Council's legal obligations and deliver Council services. Surplus monies are invested in low risk counterparties (Security), providing access to funds when required (Liquidity) before considering optimising investment return (Yield), with risk limitation being more important than return (yield).
4. Treasury risk management at the Council is conducted within the framework of CIPFA's Treasury Management Code of Practice 2021 Edition (the CIPFA Code) which requires the Council to approve a Treasury Management Strategy before the start of each financial year.
5. The Council's Treasury Management Strategy has been set in line with:
  - the Local Government Act 2003;
  - the Local Authorities (Capital Finance and Accounting)(England) Regulations 2003, as amended;
  - Statutory Guidance on Minimum Revenue Provision issued by MHCLG (now DLUHC) 2018 (fourth edition);
  - Statutory Guidance on Local Government Investments issued by MHCLG (now DLUHC) 2018 (third edition);
  - the Prudential Code issued by CIPFA 2021 Edition;
  - the Treasury Management Code of Practice issued by CIPFA 2021 Edition.
6. The Treasury Management Code requires all investments and investment income to be attributed to one of the following three purposes: -
  - (a) **Treasury management investments** arises from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use.



**(b) Investments for service purposes** (or service investments) are those taken or held primarily and directly for the delivery of public services (including housing, regeneration and local infrastructure) or in support of joint working with others to deliver such services. Service investments may or may not involve financial returns. Service investments will normally constitute capital expenditure under the 2003 Act. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is “either related to the financial viability of the project in question or otherwise incidental to the primary purpose”.

**(c) Investments for commercial purposes** represent those taken or held primarily for financial return and are not linked to treasury management activity or directly part of delivering services. Investments of this type will usually constitute capital expenditure under the 2003 Act. They are additional investments voluntarily taken primarily in order to generate net financial return or profit.

7. The main requirements within the 2021 edition of the Prudential Code relating to service and commercial investments include:

- emphasising that borrowing for the primary purpose of debt-for-yield investment is not permissible under the Prudential Code.
- the inclusion of proportionality as an objective of the Prudential Code and requiring an assessment to ensure risks associated with service and commercial investments are proportionate to an authority’s financial capacity – i.e. that plausible losses could be absorbed in existing budgets or usable reserves without unmanageable detriment to local services.
- It is not prudent for local authorities to make any investment or spending decision that will increase the Capital Financing Requirement (CFR), and so may lead to new borrowing, unless directly and primarily related to the functions of the authority, and where any commercial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose.
- An annual review should be conducted to evaluate whether commercial investments should be sold to release funds, as capital receipts to finance new capital expenditure or refinance maturing debt.
- A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream.
- Create new Investment Management Practices to manage risks associated with non-treasury investments, (similar to the current Treasury Management Practices).

8. The main changes in the updated Treasury Management Code and guidance include:

- **The introduction of the Liability Benchmark as a treasury management indicator** with material differences between the liability benchmark and actual loans being explained.
- **Long-term treasury investments**, (including pooled funds), are likely to be classed as commercial investments.
- **Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year.
- Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each authority.
- **Reporting to members is to be done quarterly.** Specifically, the Chief Finance Officer (CFO) is required to establish procedures to monitor and report performance against all forward-looking prudential indicators at least quarterly. The CFO is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the authority's integrated revenue, capital and balance sheet monitoring; and
- Environmental, Social and Governance (ESG) issues to be addressed within an authority's treasury management policies and practices TMPs.

9. The Capital Strategy or Annual Investment Strategy should include: -

- The authority's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the authority's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence.
- An assessment of affordability, prudence and proportionality in respect of the authority's overall financial capacity (i.e. whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services).
- Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;
- Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments).

- Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information contained in them will need to be periodically re-evaluated to inform the authority's overall strategy).
  - State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that an authority must not borrow to invest primarily for financial return.
10. As this TMSS deals solely with treasury management investments, the categories of service delivery and commercial investments should be addressed as part of the Capital Strategy.

### **Treasury Management Policy Statement**

11. In setting the Treasury Management Strategy, the Treasury Management Code recommends that the Treasury Management Strategy adopts the following to define the policies and objectives of its treasury management activities:
- The Council defines its treasury management activities as the management of the authority's borrowing, investments, and cash flows including its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.
  - The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Authority and any financial instruments entered into manage these risks.
  - The Council acknowledges that effective treasury management will provide support towards achievement of its business and service objectives. It is therefore committed to the principles of achieving best value for money in treasury management, and to employing suitable, comprehensive performance measurement techniques within the context of effective risk management
12. Appendix 3 sets out how the Council follows the key requirements of the Code.
13. This TMS, prepared in accordance with the statutory framework and codes of practice, covers the main 5 areas:

## **Section 1 Capital Expenditure**

- Capital strategy
- Commercial activity
- Capital Finance Requirement (CFR)
- Liability Benchmarking
- Affordability
- Minimum Revenue Provision (MRP) policy statement

## **Section 2 Borrowing**

- Overall borrowing strategy
- Alternative Borrowing Options
- Debt reduction Strategy
- Limits on external borrowing
- Maturity structure of borrowing
- Policy on borrowing in advance of need
- Debt rescheduling
- HRA Borrowing

## **Section 3 Managing Cash Balances**

- The current cash position and cash flow forecast
- Investment return expectations
- Council policy on investing and managing risk
- Balancing short and long term investments

## **Section 4 Summary of Prudential Indicators**

## **Section 5 Legal Implications**

14. The Annual Investment Strategy (AIS) provides more detail on how the Council's surplus cash is to be invested in 2023/24 and future years. Investments that are non- treasury in nature have been on pause since 2020/21 and has been the on-going approach. Following intervention the Council will be adopting an disinvestment strategy in line with the debt reduction direction and ensure compliance to all relevant statutory guidance and best practice.

## **SECTION 1 – CAPITAL EXPENDITURE**

### **CAPITAL STRATEGY**

#### **Introduction**

15. This capital strategy is a refreshed report for 2023/24, 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.
16. The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.
17. These plans have been generated following Department of Levelling Up, Housing and Communities (DLUHC) intervention from 02 September 2022 and subsequently the issue of a Section 114 notice on 19 December 2022. This places strict limits on what we can spend with a strict criteria where spend can continue. There is a stop on all new spending and new agreements that will incur a cost, with proposed new spending to be reviewed on a case-by-case basis by a formal spending review panel. This covers revenue and capital expenditure.
18. As well as considering the impact of any new items, the existing programme has been scaled back as part of a high-level review of capital activities. As part of this exercise, a number of projects have been put 'on hold' meaning that the budgets and financing for these have been temporarily removed from the forecast pending a decision on whether they can be reinstated. This will be continued, in conjunction with a review of the remaining programme, in greater detail throughout the year as the position of the Council's finances and impact of proposed government support develops. Table 1 below summarises the Council's capital expenditure plans and financing, both in terms of those projects agreed previously, and those forming part of the current budget cycle. The table sets out the Council's current expectations for financing the capital expenditure. Any shortfall of resources results in a funding borrowing need.

**Table 1 – Capital spending and funding plans**

	2021/22 actual	2022/23 forecast	2023/24 forecast	2024/25 forecast	2025/26 forecast	2026/27 forecast	2027/28 forecast
	£m	£m	£m	£m	£m	£m	£m
<b>Capital Expenditure</b>							
General Fund services	74	60	55	30	8	7	7
Council housing (HRA)	44	49	25	76	48	12	12
<b>Total Capital Expenditure</b>	<b>118</b>	<b>109</b>	<b>80</b>	<b>106</b>	<b>56</b>	<b>19</b>	<b>19</b>
'Projects for yield' investment	-	-	-	-	-	-	-
<b>Total Capital Expenditure (including Investments)</b>	<b>118</b>	<b>109</b>	<b>80</b>	<b>106</b>	<b>56</b>	<b>19</b>	<b>19</b>
<b>Capital Financing</b>							
External sources	17	15	25	21	5	5	5
Own resources	30	13	11	19	17	12	13
<b>Total Financing</b>	<b>47</b>	<b>28</b>	<b>36</b>	<b>40</b>	<b>22</b>	<b>17</b>	<b>18</b>
<b>Net financing - Borrowing</b>	<b>71</b>	<b>81</b>	<b>44</b>	<b>66</b>	<b>34</b>	<b>2</b>	<b>1</b>
<b>- Net financing HRA</b>	<b>13</b>	<b>36</b>	<b>12</b>	<b>55</b>	<b>32</b>	<b>-</b>	<b>-</b>
<b>- Net financing GF</b>	<b>58</b>	<b>45</b>	<b>32</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>Net financing - Borrowing</b>	<b>71</b>	<b>81</b>	<b>44</b>	<b>66</b>	<b>34</b>	<b>2</b>	<b>1</b>
Capitalisation Direction - GF		462	180	156	68	65	62
<b>Total Financing Need for the Year including Capitalisation Direction</b>	<b>71</b>	<b>543</b>	<b>224</b>	<b>222</b>	<b>102</b>	<b>67</b>	<b>63</b>

19. The main General Fund capital projects include Stanford Le Hope interchange, Schools access – Treetops, Leisure centre works, Purfleet and Grays redevelopment, compliance spend, spend to save, service reviews and essential capital maintenance.
20. The Housing Revenue Account (HRA) is a ring-fenced account covering expenditure including housing development and tower block refurbishments and carbon reduction schemes.
21. There are no planned capital investments – ‘commercial’ following an agreed pause to the investment strategy since Oct 2020 and in line with the requirements under the revised Prudential code.
22. There is an additional line to reflect the capitalisation direction to be requested from DLUHC. A capitalisation direction allows the Council to finance revenue expenditure from capital resources (including borrowing). This allows the Council to then spread the cost of this expenditure over a number of years or finance from capital receipts.

23. 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) which are expected to be limited or debt (borrowing) as a last resort in light of the debt reduction policy.
24. As set out the Asset Disposal Strategy, capital receipts generated from asset sales will be used:
  - to finance any expenditure capitalised under any Capitalisation Direction granted by the Government; and
  - to repay existing debt and to reduce the Capital Financing Requirement (CFR) and reducing the Minimum Revenue Provision (MRP) in subsequent years.
25. Associated risks are:
  - slippage in the asset disposal programme could result in the need to set aside more MRP in the short-term as receipts follow in subsequent years
  - Not realising full expected asset receipts in the face of economic downturn which will lead to a higher MRP charge in subsequent years
  - interest rates start to rise, thus increasing interest charges. This could be mitigated by fixing borrowing through the PWLB to reduce the volatility from short-term borrowing rates.

## **Governance**

26. Service managers bid annually in September to include projects in the Council's capital programme. Funding is only committed in response to a specific need by the relevant service and is subject to finance approval. These bids have been assessed for the forthcoming year specifically to ensure priority work can be delivered. The primary aim is to ensure capital expenditure incurred is justified in the light of the need to reduce overall borrowing following the intervention by DLUHC and also to maintain service delivery meeting statutory requirements, resulting in schemes which are funded from capital grants and developers contribution. The proposed programme is then considered by Directors' Board and subsequently by Commissioners.
27. The final proposed capital programme is then collated and reported with recommendations to the Corporate Overview and Scrutiny committee and then presented to Cabinet and to Council in February each year as part of the overall budget setting process.
28. 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 as well as proceeds from investment repayment on maturity.

## **Commercial activity**

29. The Council has previously made a number of commercial investments, in:
- investment assets for return;
  - loans to third parties;
  - shareholdings, and loans to limited companies and joint ventures
30. Such investments may be treated as capital expenditure for prudential borrowing purposes even though they do not create physical assets in the Council's accounts, meeting the definition of capital expenditure as set out in Regulation 25 of the 2003 Regulations. A loan to a third party towards expenditure which would, if incurred by the authority be capital expenditure, meets the definition of capital expenditure for the Council. Appropriate budgets in respect of these activities are agreed as part of the Council's budget setting and ongoing monitoring processes and considered as part of the Annual Investment Strategy.
31. The Council has investments in the following activities which fall within the category of non-treasury investments under the CIPFA Prudential Code and capital under Regulation 25 of the 2003 Regulations:
- a substantial investment within Solar farms currently invested £655m;
  - other loans to third parties totalling £34m, of which £17m converted to equity in 2022/23;
  - equity capital investment of £97m in external entities; and
  - investment in the form of loan capital and equity in the Council's company, Thurrock Regeneration Limited, wholly owned subsidiary, of £28m.
32. The Council has invested a further £232m, which is not assessed to be capital expenditure for prudential borrowing purposes but is deemed to be defined as non-treasury commercial investment. These investments are as follows:
- CCLA investment of £103m within the Property Fund.
  - Loans and bonds not meeting the definition of capital expenditure under Regulation 25 of the 2003 Regulations for the value of £91m.
  - £33m invested in external funds



**Table 2 – Non treasury Investments**

	31-Mar-22 £m	31-Dec-22 £m
<b>Non Treasury Investments</b>		
<b>Non Treasury Investment (Capital):</b>		
<b>Service type investments</b>	<b>30</b>	<b>29</b>
Subsidiary - Loan	23	22
Subsidiary - Equity	6	6
Loan to Third Party	1	1
<b>Commercial type investments</b>	<b>787</b>	<b>786</b>
Corporate Bonds	670	670
Equity	97	97
Corporate Bond - converted largely to Equity	20	19
<b>Non Treasury Investment (Revenue):</b>		
<b>Commercial type investments</b>	<b>234</b>	<b>232</b>
Pooled fund	103	103
Corporate Bonds	95	91
Other funds	31	33
Loans to Businesses	5	5
<b>Total Investments</b>	<b>1,051</b>	<b>1,047</b>

33. In Oct 2020 the Council paused the investment strategy (investment strategy detailed in paragraph 35) in response to the updated requirements associated with borrowing from the Public Works Loan Board (PWLB) which essentially meant that new commercial investments could not be funded by PWLB borrowing. Since that period there has been some movement in the overall investment balance, consisting of loan restructures, loan investment repayments at maturity and a further investment of £2.7m based on a contractual agreement.
34. All these investments are funded from borrowing. Of the total £230m of commercial revenue investments, £132m were **previously** classified as capital and included in the Capital Financing Requirement (CFR). The individual investments have been subject to reassessment and the CFR has **now** been restated as these items have been reclassified leading to a lower restated CFR. The consequence of a reduced CFR in comparison to borrowing levels is reviewed in para 54.
35. The Council investments in commercial assets started in 2014/15. In Oct 2017 Full Council approved an investment strategy which set out an approach aimed at the generation of additional income to close budget gaps in future years.
36. There remain ongoing concerns over the application of the strategy and the principles set out within it and this remains a key focus of the ongoing Best Value Inspection. The findings of this will be considered in due course but it is noted there are no current plans for further commercial investments.
37. Investments were made with the objective to generate additional income and prudential indicators were revised to reflect these new investments. However, the prudential indicators fell short of having clear target levels, i.e., minimum level of return.

38. The following table summarises the level of gross income generated from the commercial investments, revenue and capital in nature.

**Table 3 Commercial Investment Income**

<i>Investment</i>	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Gross Investment Income	(358)	(1,887)	(3,506)	(10,315)	(26,352)	(45,008)	(45,344)	(17,679)	(13,102)

39. This is the gross return and as these investments were acquired through borrowing there are associated interest costs, and for capital investments there are further MRP charges arising from the revised MRP policy detailed in para 77 which have been applied retrospectively. Previously the Council has benefited from commercial investments due to very low interest rates and through an MRP policy that did not write down the investments over their useful lives. Having considered the implications of applying MRP, the position for many of these investments, changes from net income to net expenditure. Overall, applying the MRP policy retrospectively back to 2018/19 means the investments creates a net cost to the Council as set out in table 4 below:

**Table 4 Commercial Investment Net Income/expenditure**

<i>Investment</i>	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Gross Investment Income	(358)	(1,887)	(3,506)	(10,315)	(26,352)	(45,008)	(45,344)	(17,679)	(13,102)
Net (income)/expenditure from investments	(327)	(1,727)	(3,136)	(8,897)	8,895	40,611	114,207	62,037	80,912

40. The investments currently generating a positive return for the Council are commercial investments classified as revenue as there are no associated MRP charges. However, these revenue investments are subject to potential impairment charges as reported above. Notwithstanding these revenue investments were acquired through borrowing, paragraph 51 of the Prudential Code 2021 states that a Council must not borrow to invest primarily for financial return. Paragraph 53 of the Code goes onto say that Council's should not automatically exit such investments but seek to rebalance their portfolios. The Council is considering options for the divestment of assets that seeks to balance the need to address the financial situation quickly and the wider achievement of best value in its returns.

41. The Statutory Guidance on Local Government Investments in 2018 requires local authorities to develop quantitative indicators to allow Members and the public to assess a Council's total risk exposure because of its investment decisions. This should include how investments are funded and the rate of return received. Where investment decisions are funded by borrowing the indicators used should reflect the additional debt servicing costs taken on. The

Council should consider the balance between security, liquidity and yield based on their risk appetite and the contribution of any investment activity.

42. The guidance is summarised below along with the Council's current state assessment and position in respect of actions taken:

<b>Key Issue</b>	<b>Assessment</b>	<b>Action taken</b>
Transparency and democratic accountability - proposals should be compliant with the investment strategy	The investment strategies have lacked targets for proposals to be measured against	Draft performance benchmarks set out in Table 5 below
Contribution – the contribution that investments make toward service delivery should be disclosed	Investment Strategy does not disclose contribution gross income or net of costs including operating and capital financing costs	Detailed above
Performance indicators should be published to allow Members and the public assess the authority's risk exposure	No published performance indicator	Draft performance benchmarks set out in Table 5 below
Security – there should be a process in place for assessment of risk of loss before entering and whilst holding an investment	Due diligence has been commissioned for each investment prior to entering. The Council through the use of external advisors performs an ongoing assessment of investment loss risk during the period of investment	Continuous assessment of investment loss risk during the period of investment
Liquidity – the investment strategy should set out the procedures for accessing funds to repay capital borrowed	No exit strategy	The Council has an asset disposal strategy to realise capital receipts to reduce borrowing costs, see planned receipts under the borrowing section
Proportionality – procedures for assessing the maximum amount that the revenue budget could reasonably support in terms of income shortfalls	The Council operated on the basis of building reserve balances to act as a cushion if expected income was not to materialise. The risk assessment has failed to factor significant default rates along with significant borrowing costs and MRP charges.	The dependency on this income is demonstrated through the various performance indicators below.
Capacity, skills and culture – capacity of Members and officers to manage an investment portfolio	No evidence that the capacity, skills and knowledge of Members and officers to manage an investment portfolio had been considered or the evidence to support such an assessment. Management performed through external advisors.	Member training to be provided and continuous use of external advisors.

43. Set out in Table 5 below is a range of key performance indicators recommended in the Guidance.

**Table 5 – Performance indicators**

	<i>Benchmark</i>	<i>Performance</i>
Gross Debt to net service expenditure	300%	938%
Commercial income to net service expenditure	5%	(74.14%)
Investment cover ratio (interest covered by investment income)	>3	0.66
Loan to value ratio	<80%	134%
Benchmark returns	5%	(8%)

44. Because the investment portfolio has been entirely acquired using borrowing:

- Investment borrowing is 938% of the net service expenditure, where net service expenditure is a proxy for the size and financial strength of the Council. Borrowing levels exceed acceptable levels for a Council the size of Thurrock Council.
- Investment cover ratio measures the extent to which investment income net of expenses cover interest expense. Good practice is that this should be in excess of 3 and that 2 is the minimum acceptable amount. The figure reported above is based on gross investment income and provides cover just below 1. When calculated using net income (including MRP charges) there is no cover of interest expenses. The Council's investment cover ratio is negative and significantly below the minimum acceptable amount.
- The loan to value ratio is more than the value of the assets. This is because the Council solely used borrowing to finance the acquisitions and values have fallen since acquisition. Consequently, the Council is at risk of realising losses of £266.8m from disposing of the investment portfolio at current values. The Council will account for this applying IFRS 9 to ensure that there is an impairment allowance for all investments, those classified as revenue have a 'bottom line' impact (i.e. impact on the General Fund balance).
- Rate of return on investments is negative at 8%. Overall investments are not generating additional income for the Council but are being held at a cost. Results vary at an individual investment level with investments classified as revenue generally providing a positive return. However this is expected to change for some investments with rising costs of borrowing. Notwithstanding fundamentally, borrowing primarily for financial return is not compliant with the prudential code.

45. Based on the above performance, the commercial investment is being held at a cost to the Council rather than generating a return. Therefore, the commercial investment will be included in the asset disposal programme, concurrently ensuring full compliance with the Prudential Code and contributing to reducing the Council's borrowing levels.

**Table 6 Investment in Council Regeneration Companies**

<i>Company - Subsidiaries</i>	<i>Share Ownership</i>	<i>Shares</i>	<i>Loans from Thurrock Council</i>		<i>Net worth as at</i>
			<i>31/03/22</i>	<i>Nominal value £m</i>	<i>31/03/21</i>
			<i>£m</i>		<i>£m</i>
Thurrock Regeneration Ltd (TRL)	Limited by shares	100%	23	6	3
Thurrock Regeneration Homes Ltd	Limited by shares	100% owned by TRL	0	0	6

46. Thurrock Regeneration Ltd (TRL) is a wholly owned subsidiary of Thurrock Council. The principle focus of the Company is to support the achievement of the Council's wide regeneration goals through the delivery of specific schemes which support the economic development of the Borough. A subsidiary company of TRL, Thurrock Regeneration Homes Ltd (TRHL), was created in May 2017 to enable the separation of the rental and housing management functions of TRL's property from the developmental ambitions of TRL.
47. Thurrock Council's investment in TRL consists of equity share capital and loan advances. The Council has generated interest income from the loan issued to TRL. This is currently a debtor balance of £7m as at 31 March 2022. Other than income credited to Thurrock Council for servicing the loan, the Council is not expected to make a substantial return as the subsidiary is primarily for delivering the Council's service objectives.
48. TRL has been repaying Thurrock Council for the loan since 2017/18 with the remaining balance being fully paid through the sale of houses which is planned to take place over the next 5 years. The loan balance with TRL has been subject to an impairment review confirming that the carrying value of the loan is the realisable value for the Council. However, Council funding for the next TRL housing development will need to be paused considering DLUHC direction for debt reduction, consistent with other capital projects of the Council.

## **Capital Financing Requirement**

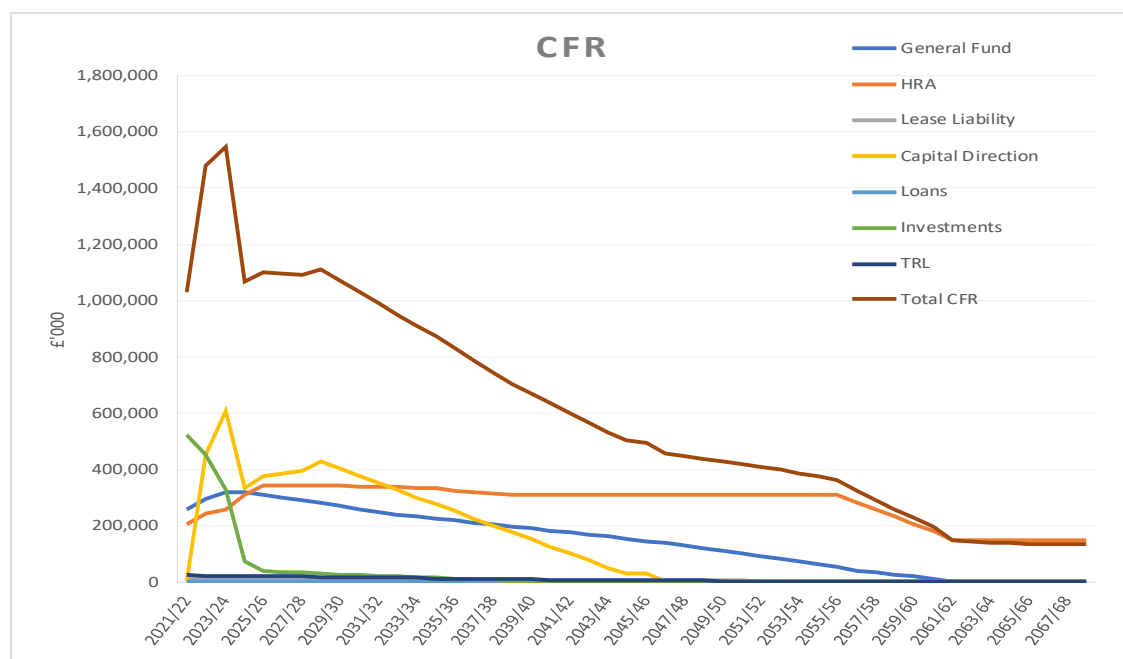
49. The CFR measures the extent to which capital expenditure has not yet been financed from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure which has not immediately been paid for through a revenue or capital resource, will increase the CFR.
50. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.
51. The CFR includes any other long-term liabilities (e.g., finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the lease provider and so the Council is not required to separately borrow for these schemes. The Council currently has £12m of such schemes within the CFR.
52. The CFR will increase over the medium term. The major contributor is the capital programme, which covers capital not financed from grants and receipts. 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 the CFR.
53. To fund the revenue deficit in 2022/23, and for continued support to set a balanced budget for 2023/24-2027/28, the Council is seeking a significant capitalisation direction from central government. The capitalisation direction has been added as capital expenditure. This will also result in a MRP charge in subsequent years, the MRP charge for the capitalisation direction will be spread over 20 years, adding an additional strain on the revenue budget. Also factored within the CFR calculation is the expected capital receipts from the asset disposal strategy to repay debt in line with the debt reduction strategy.

**Table 7 - Capital Financing Requirement (Prudential indicator) - includes capitalisation direction**

	31.3.2022 actual	31.3.2023 forecast	31.3.2024 forecast	31.3.2025 forecast	31.3.2026 forecast	31.3.2027 forecast	31.3.2028 forecast
	£m	£m	£m	£m	£m	£m	£m
General Fund services	258	296	320	320	311	301	292
Council housing (HRA)	208	244	256	311	343	342	342
Loans	1	1	1	1	1	1	1
Capital investments	525	450	327	71	39	36	33
TRL Investments	25	23	23	22	21	20	19
Capitalisation Direction	0	452	610	332	375	386	394
<b>CFR - Borrowing</b>	<b>1,017</b>	<b>1,467</b>	<b>1,536</b>	<b>1,056</b>	<b>1,089</b>	<b>1,086</b>	<b>1,081</b>
CFR - Other Liabilities	12	12	12	12	11	11	11
<b>TOTAL CFR</b>	<b>1,029</b>	<b>1,479</b>	<b>1,548</b>	<b>1,068</b>	<b>1,100</b>	<b>1,097</b>	<b>1,092</b>
<b>Reason for change</b>							
Net financing		81	44	66	34	2	1
MRP charge		(82)	(106)	(102)	(34)	(35)	(36)
Repayment of debt		(11)	(49)	(600)	(36)	(34)	(32)
Capitalisation Direction		462	180	156	68	65	62
<b>Annual change</b>		<b>450</b>	<b>69</b>	<b>(480)</b>	<b>32</b>	<b>(3)</b>	<b>(5)</b>

54. Without the exceptional support of capitalisation direction from DLUHC, with borrowing being paid in line with MRP, borrowing would have exceeded the CFR in 2021/22 and in subsequent years. Whilst it is possible that sometimes external borrowing might exceed the CFR on a temporary basis, this is very unusual and not permitted per Prudential Code, indicating that the Council would have been borrowing for a revenue or speculative purpose. 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.

**Chart 1 - Capital Financing Requirement**



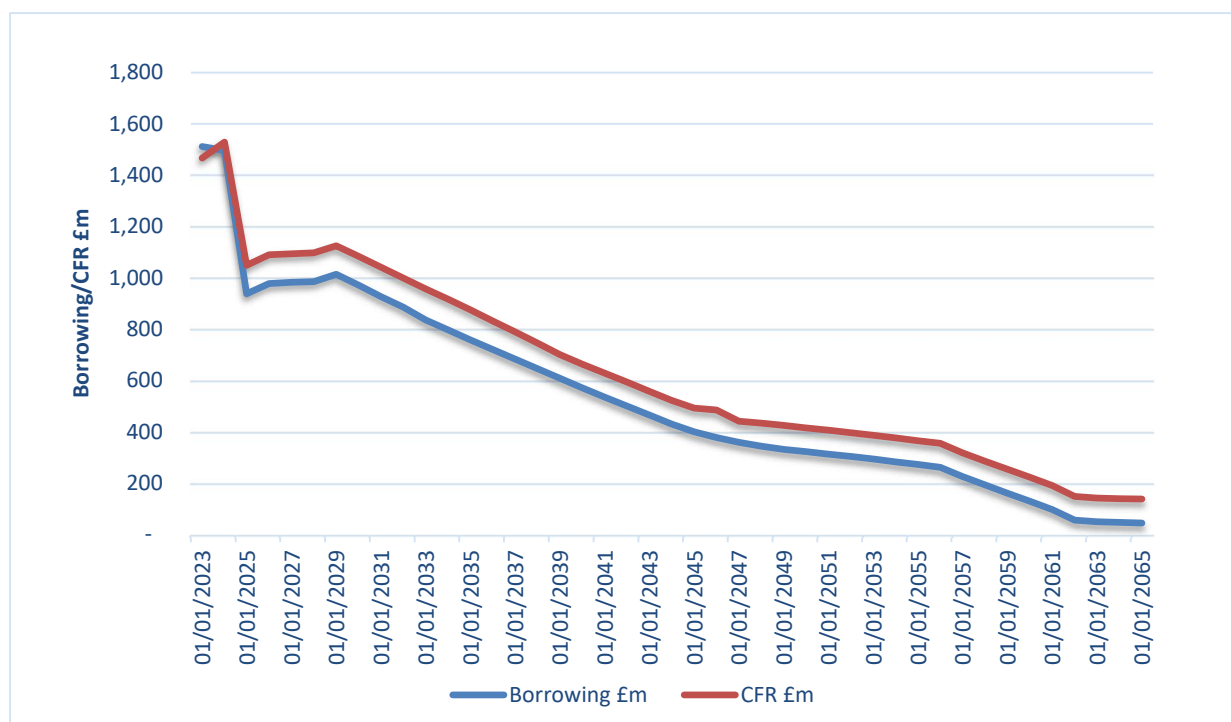
55. With the exceptional support in the form of a capitalisation direction, the CFR is expected to increase significantly, as demonstrated in the chart above. The impact of the Capitalisation Direction is for external borrowing to remain within the CFR. This reflects that the Council has had to capitalise £452m of revenue expenditure (after applied capital receipts), which will then have to be repaid over the next 20 years or financed from capital receipts.
  
56. The capitalisation direction has been applied for the next 5 years only until the end of 2027/28. Exceptional support to the Council would need to continue beyond 2027/28, however if this continues in the form of a capitalisation direction the CFR will continue to be maintained at the same level. The Council is unable to fund the associated MRP charges resulting from the assumed capitalisation direction to 2027/28, without a further capitalisation direction to cover these costs, leading to a perpetuating capitalisation direction for the Council.
  
57. Following the intervention, the Council is also implementing a debt reduction strategy through asset disposals. Asset disposals, including general Council assets and investment assets, will generate capital receipts to be applied to repay external debt. Further measures include reducing the capital programme to only essential works, thus reducing the need to borrow. Asset sale proceeds as shown in table 20 have been factored into the revised CFR and projected debt levels. Gross debt is not forecasted to exceed the revised CFR in 2023/24 and in subsequent years.



**Table 8 – Borrowing compared to CFR**

	31.3.2022 actual	31.3.2023 forecast	31.3.2024 forecast	31.3.2025 forecast	31.3.2026 forecast	31.3.2027 forecast	31.3.2028 forecast
	£m	£m	£m	£m	£m	£m	£m
Gross Projected Debt	1,449	1,511	1,509	952	985	982	978
Capital Financing Requirement	1,017	1,467	1,536	1,056	1,089	1,086	1,081
<b>Under/(over) Borrowing</b>	<b>(432)</b>	<b>(45)</b>	<b>26</b>	<b>104</b>	<b>103</b>	<b>103</b>	<b>103</b>

**Chart 2 Borrowing compared to CFR**



**Liability Benchmarking**

58. A new prudential indicator for 2023/24 is the Liability Benchmark (LB). The Council is required to estimate and measure the LB for the forthcoming financial year and the following two financial years, as a minimum. Table below has been split further between GF and HRA.

**Table 9 – Liability Benchmark (Prudential indicator)**

Liability Benchmark						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£m	£m	£m	£m	£m	£m
Existing Loan Debt Outstanding (A)	1,511	405	405	190	190	190
Loans CFR (B)	1,467	1,536	1,056	1,089	1,086	1,081
Net Loans Requirement (C)	1,471	1,469	912	945	942	938
Liability benchmark (Gross Loans Requirement) (D)	1,511	1,509	952	985	982	978
<b>(Over)/Under Liability Benchmark (E=D-A)</b>	<b>-</b>	<b>1,104</b>	<b>547</b>	<b>795</b>	<b>793</b>	<b>788</b>

59. There are four components to the LB: -

- **Existing loan debt outstanding (A):** the Council's existing loans that are still outstanding in future years. Current debt is mainly short-term due to be repaid in the year 2023-24. HRA debt levels remain unchanged over that period.
- **Loans CFR (B):** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP. The GF CFR is forecasted to fall significantly in 24/25 and then stabilise and in comparison, HRA CFR is projected to increase.
- **Net loans requirement (C):** this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast (forecasted debt).
- **Liability benchmark (D)** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.

**Table 10 – Liability Benchmark (Prudential indicator - GF)**

Liability Benchmark (GF)						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£m	£m	£m	£m	£m	£m
Existing Loan Debt Outstanding (A)	1,351	244	244	29	29	29
Loans CFR (B)	1,225	1,282	746	748	746	741
Net Loans Requirement (C)	1,311	1,297	684	686	684	679
Liability benchmark (Gross Loans Requirement) (D)	1,351	1,337	724	726	724	719
<b>(Over)/Under Liability Benchmark (E=D-A)</b>	-	<b>1,093</b>	<b>480</b>	<b>697</b>	<b>695</b>	<b>690</b>

**Table 11 – Liability Benchmark (Prudential indicator - HRA)**

Liability Benchmark (HRA)						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£m	£m	£m	£m	£m	£m
Existing Loan Debt Outstanding (A)	161	161	161	161	161	161
Loans CFR (B)	242	254	309	341	340	340
Net Loans Requirement (C)	161	173	228	260	259	259
Liability benchmark (Gross Loans Requirement) (D)	161	173	228	260	259	259
<b>(Over)/Under Liability Benchmark (E=D-A)</b>	-	<b>12</b>	<b>67</b>	<b>99</b>	<b>98</b>	<b>98</b>

60. The Council's debt is mainly short-term with repayment of £1,106m in 2023/24 based on the projected debt balance as at 31 March 2023. As existing loans comes to maturity, the Council is to only replace borrowing up to the loan requirement level – Liability Benchmark, with the aim of reducing debt. Capital receipts from asset sales will be applied to reduce borrowing levels. However, we have assumed special support from DLUHC will be in the form of a capitalisation direction, partially funded through increased borrowing. Consequently, borrowing levels will not fall significantly following assets sales due to the assumed ongoing capitalisation direction.

## Affordability

61. The objective of the affordability indicator is to ensure that the level of investment in capital assets proposed remains within sustainable limits and, in particular, highlight the impact of capital financing costs (i.e. MRP, investment income and interest payments) on the Council's "bottom line" i.e. General fund balance. 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 estimates of financing costs include current commitments, costs of the expected capitalisation direction i.e., interest and MRP charges, and capital receipts from asset disposals applied to reduce borrowing. Table below sets out the expected ratio of capital financing costs to income:

**Table 12 – Ratio of net capital financing costs to income (Prudential indicator)**

<i>Net Capital Financing</i>					
<i>Costs to income</i>	<i>21/22</i>	<i>22/23</i>	<i>23/24</i>	<i>24/25</i>	<i>25/26</i>
HRA	29%	29%	30%	33%	30%
GF	27%	33%	52%	47%	20%

62. By way of comparison, the ratio of capital financing charges for the General Fund and HRA at other unitary authorities tends to be around 5-7% and 25-33% respectively. Therefore, whilst the HRA ratio is broadly in line of other housing authorities, the General Fund ratio is considerably more and is a major pressure on the revenue budget.
63. Expressed as a percentage of the net revenue budget capital financing charges (net of interest receivable) will be as high as 128% in 2023/24 and then start to fall following a strategy of disinvestment, as shown below. The net revenue stream is the amount funded from Council Tax, business rates and general government grants.

**Table 13 – Ratio of net finance costs to net revenue streams (Prudential indicator)**

<i>Financing costs to net revenue stream</i>	<i>21/22</i>	<i>22/23</i>	<i>23/24</i>	<i>24/25</i>	<i>25/26</i>
Net Finance costs to net revenue stream	76%	89%	128%	117%	56%

64. This is the result of the Council's capital and revenue investments since 2016/17. Finance costs are forecasted to continue to increase significantly with increased interest rates and due to the associated costs of the expected capitalisation direction i.e., interest and MRP charges.
65. The ratio of net expenditure of commercial and service investments compared to net revenue stream illustrates the degree of Council's resources absorbed

within the costs of these investments, contributing significantly to the deficit position of the Council.

**Table 14 – Ratio of net finance costs from Commercial and service investments to net revenue streams (Prudential indicator)**

	<i>21/22</i>	<i>22/23</i>	<i>23/24</i>	<i>24/25</i>	<i>25/26</i>
Net Finance costs from commercial and service investments to net revenue stream	52%	65%	81%	75%	72%

## THE MINIMUM REVENUE PROVISION POLICY STATEMENT – 2023/24

### Introduction

66. Following the intervention on 02 September 2022, there are certain actions to be taken by the Council, including the need to review its minimum revenue provision (MRP) policy to ensure prudent provision is made in accordance with the associated statutory requirements and guidance and to implement a debt reduction policy.
67. The purpose of this statement is to explain how the Council intends to discharge this duty in 2023/24.

### Background

68. Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 ('the 2003 Regulations') requires local authorities to 'charge to a revenue account a minimum revenue provision (MRP) for that year'. The minimum revenue provision is an annual amount required to be set aside from the General Fund to meet the capital cost of expenditure funded by borrowing or credit arrangements, that is, capital expenditure that has not been financed from grants, revenue contributions or capital receipts.
69. The calculation of MRP is covered in regulation 28 of the 2003 Regulations. From 31 March 2008, Regulation 28, as amended by Regulation 4(1) of the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 ('the 2008 Regulations'), requires each authority to:
- 'determine for the current financial year an amount of minimum revenue provision which it considers to be **prudent**.'
70. In setting a prudent level of MRP local authorities must have regard to guidance issued by the Department for Levelling Up, Housing & Communities (DLUHC) (formally the Ministry of Housing, Communities and Local Government (MHCLG)). The latest version of this guidance was issued in February 2018.
71. In setting a level that the Council considers to be prudent the broad aim is to ensure that debt is repaid over a period reasonably commensurate with the period the related expenditure provides benefit to the Council.
72. The MRP is built on the following principles:
- The Council has incurred capital expenditure that it will need to fund from future years' revenue budgets.
  - The Capital Financing Requirement (CFR) is the measure of how much expenditure is yet to be charged to revenue.
  - The MRP policy explains how the Capital Financing Requirement will be charged to the revenue budget in future years.

73. Authorities are required to submit to a meeting of their Council an annual statement of their policy on making MRP for the forthcoming financial year.

### **Options for making Minimum Revenue Provision for the repayment of debt**

74. The statutory guidance on MRP presents four 'options' for calculating a prudent amount of MRP. However, approaches other than the four listed in the guidance are not ruled out, provided they are consistent with the statutory duty to make a prudent provision.

**Table 15 – Options for making Minimum Revenue Provision**

<b>Option</b>	<b>Calculation method</b>	<b>Applies to</b>
Option 1 – regulatory method	Applying the statutory formula set out in the 2003 Regulations (as amended) before it was revoked by the 2008 Regulations.	Only available for capital expenditure incurred before <b>1 April 2008</b> and government supported capital expenditure incurred after this date.
Option 2 – CFR method	Multiplying the CFR at the end of the preceding financial year by 4%.	Also only available for capital expenditure incurred before <b>1 April 2008</b> and government supported capital expenditure incurred after this date.
Option 3 – asset life method	Amortising expenditure over an estimated useful life for the relevant assets created using either the equal instalment or annuity method.	Available for any capital expenditure but must be used for capital expenditure incurred on or after <b>1 April 2008</b> that does not form part of the Authority's government supported capital expenditure.
Option 4 – depreciation method	Making charges to revenue based on proper practices for depreciation as they apply to the relevant assets.	Also available for any capital expenditure but must be used for capital expenditure incurred on or after <b>1 April 2008</b> that does not form part of the Authority's government supported capital expenditure.

75. As noted in the preceding table, revenue provision under Option 3 can be calculated in one of two ways – equal instalments or annuity method. The equal

instalments method produces a profile of MRP charges of an equal amount in each year. The annuity method produces a profile of annual MRP charges that starts low but which increase in each successive year. Caution must be exercised in applying the annuity method, which is more commonly used as a method of establishing loan repayments. The statutory guidance on MRP indicates that this method may be appropriate where benefits are expected to increase in later years. It can be argued that the annuity method takes account of the time value of money.

76. The Guidance also includes specific recommendations for setting MRP in respect of revenue expenditure which is statutorily defined as capital expenditure under Regulation 25 (1) of the 2003 Regulations. MRP must be calculated in accordance with Option 3 (as set out in the previous table). The maximum periods to be applied for amortising revenue expenditure defined by Regulation as capital expenditure are as set out in the table below:

**Table 16 – MRP amortisation period for capital expenditure under Regulation 25 (1) of the 2003 Regulations**

<b>Expenditure Type</b>	<b>MRP maximum amortisation period</b>
<b>Direction under s.16(2)(b)</b> Revenue expenditure capitalised under Direction from the Secretary of State	20 years
<b>Regulation 25 (1) (b)</b> Loans or grants to third parties for capital purposes	Life of assets being financed by loan
<b>Regulation 25 (1) (d)</b> Purchase of shares in limited companies	20 years

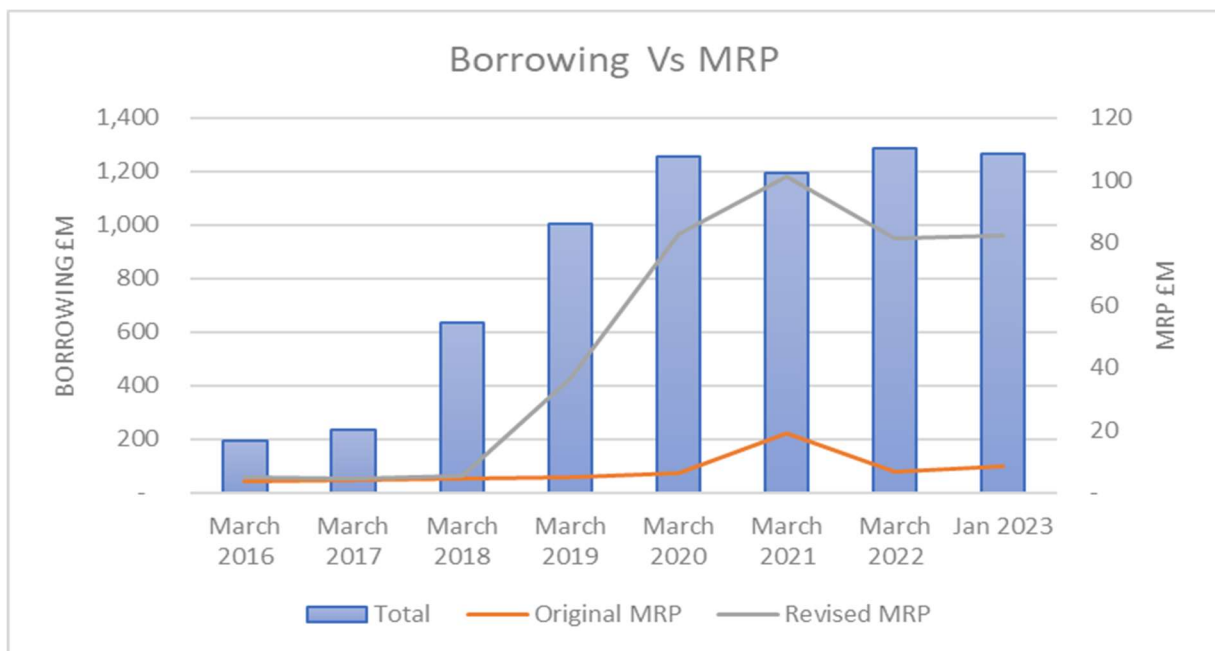
### **MRP Policy for 2023-24**

77. In previous years, the Council has not applied MRP to its capital investments, on the basis that investments will generate future capital receipts and loan repayments that will be applied to repay borrowing. However, this has been reassessed and is inconsistent with current statutory guidance, which states that no categories of debt should be excluded from the requirement to make MRP. The policy below has been updated to ensure compliance with statutory guidance. The policy will be applied with retrospective effect, such that MRP will now be charged for each year since the investments were made. Because the accounts for 2020/21 are still open, pending conclusion of the external audit for that year, the correction for MRP related to 2020/21 and earlier years is expected to be made in that year's accounts. The revised MRP charges will also be applied in 2021/22 and 2022/23. To cover the costs of retrospective adjustments for prior years' MRP, exceptional financial support will be

requested from DLUHC to the extent that these charges cannot be covered by existing reserves.

78. The table below compares original MRP charges with borrowing levels (excluding HRA borrowing), illustrating that as the Council’s borrowing levels increased, the MRP charges associated with the investments funded by the borrowing did not increase proportionally. The table also shows the revised MRP charges in line with the revised policy set out in this statement following statutory guidance, demonstrating the impact of the understatement of MRP over a number of years.

**Chart 3 – MRP – Original compared to Revised**



**Pre-1 April 2008 debt and government supported debt**

79. For all capital expenditure incurred pre-1 April 2008, and government supported debt arising on or after 1 April 2008, MRP is calculated on a 50-year ‘Annuity’ basis. This method has been applied as it takes account of the time value of money. This approach delivers lower MRP charges in the short term than the equal instalment method, with MRP charges increasing in future years. The appropriateness of this methodology remains under ongoing review but is compliant with current statutory guidance.

**Unsupported borrowing (general)**

80. For most of its future capital borrowing (debt) arising, the Council has adopted Option 3 (the asset life method). For general unsupported debt arising from 1 April 2008, and up to 31 March 2013, MRP is calculated using the equal



instalments basis over the useful life of the relevant assets estimated when the capital expenditure was incurred.

81. In the main, for any general capital debt arising from 1 April 2013, the MRP is based on the 'useful-life' approach using the annuity method. The discount rate used in the annuity calculation varies with the life of the assets being financed, and links to the applicable Public Works Loan Board standard new loan rate for annuity loans (and applying the certainty rate discount of 0.2%). This is a compliant approach and the annual MRP charges for each asset reflects the time value of money.
82. Under this option, the estimated useful lives of assets should not exceed 50 years.
83. MRP usually begins in the financial year following that in which the expenditure was incurred. However, the statutory guidance allows for MRP to be deferred until the financial year following the one in which the assets become operational. This will mainly cover the more significant capital and regeneration schemes. These schemes are in various stages of development and construction work spans over more than one financial year. The Council will provide MRP on debt when such projects transfer the assets into use and therefore generating benefits to the Council. MRP will be aligned with the period of benefit consumption.

#### **Unsupported borrowing - equity**

84. For unsupported borrowing covering equity capital - for example the acquisition of shares in companies, MRP is calculated based on the asset useful life method using equal instalments. The maximum amortisation period for equity stated in statutory regulations is 20 years. The Council has considered further whether this should be shorter in line with the asset useful life for each of the individual equity capital investments. All equity capital investments have an asset useful life that is or exceeds 20 years and initial intentions were to hold these investments over a longer period, therefore the 20 year period has been applied. The amortisation payback period is currently under review as the Council's plans for holding and divesting of investments crystalise.

#### **Unsupported borrowing - capital loans (Commercial Loans)**

85. For unsupported borrowing covering loans for capital purposes, MRP is calculated usually based on the asset useful life method using equal instalments. These loans meet the definition of Regulation 25 (1) of the 2003 Regulations and are loans towards capital expenditure of third parties, meeting the Council's own definition of capital expenditure.
86. In the case of loan capital, where the capitalised expenditure can be linked to an asset, the estimated life of that asset is the maximum MRP period. The Council has provided loans to third parties outside the geographic area of Thurrock and therefore it is not deemed that there is a relationship of benefit

consumption in line with asset life for the Council. In the case of the Council's loans the benefit consumption would be over the period that the Council is in receipt of investment returns/interest, which is effectively the loan period. MRP is calculated over the period of the loan as this is commensurate with the benefits to the Council. See table below. This amortisation period is within the maximum period defined by the statutory regulations related to the life of the underlying assets.

**Table 17 – MRP amortisation period for Commercial loans**

<b>Investment</b>	<b>Amortisation period - years</b>	<b>Basis for amortisation</b>
Solar Farms	9-10	Loan period as benefit consumption is based on investment returns.
Regeneration Housing	5	Loan period as benefit consumption is based on investment returns

**Unsupported borrowing - capital loans (Non-Commercial Loans)**

87. For unsupported borrowing covering loans for capital purposes that are non-commercial, MRP is calculated based on the asset useful life method using equal instalments. These loans meet the definition of Regulation 25 (1) of the 2003 Regulations and are loans towards capital expenditure of third parties or subsidiary undertaking, meeting the Council's own definition of capital expenditure.
88. In the case of loan capital, where the capitalised expenditure can be linked to an asset, the estimated life of that asset is the maximum MRP period. For the loan provided to the subsidiary undertaking, the life of the assets are 40 years with MRP starting in 2018/19, which is the following year the assets become operational. In the case of the Royal Opera House loan, the MRP charge is calculated over the period of the loan as this is commensurate with the benefits to the Council.

**IFRS 9**

89. Under capital accounting, IFRS 9 impairment charges (expected and actual credit losses) for capital investments, will have an overall nil impact on the Council's GF balance. The impairment charge for an asset that has a falling value, is the difference between actual/expected asset value and the original cost/carrying value. Some authorities may use expected and actual credit losses as a proxy for the annual MRP for capital investment. However, as the Council is charging MRP on its capital investments from inception over the

amortisation period, expected and actual credit losses under IFRS 9 will have a nil impact on MRP charges.

### **Capital Receipts**

90. The Council will also apply capital receipts to reduce the CFR and thus repay its borrowing, having an impact of reducing MRP charges in future years. As part of a strategy to reduce debt, the council will use the capital receipts from the disposal of investments to repay borrowing. The Council under its asset disposal strategy is also reviewing non-investment assets for disposals to generate capital receipts to reduce borrowing levels and costs.

### **Housing Revenue Account (HRA)**

91. The duty to make MRP does not extend to cover borrowing or credit arrangements used to finance capital expenditure on housing assets. Housing assets means any land, dwellings or other property to which Section 74(1) of the Local Government Housing Act 1989 (duty to keep a Housing Revenue Account) applies.
92. This follows the rationale that assets held in the Housing Revenue Account are self-financing. Instead, local authorities are required to make a charge to their Major Repairs Reserve, to maintain the functionality of housing assets.

### **Annual MRP statement**

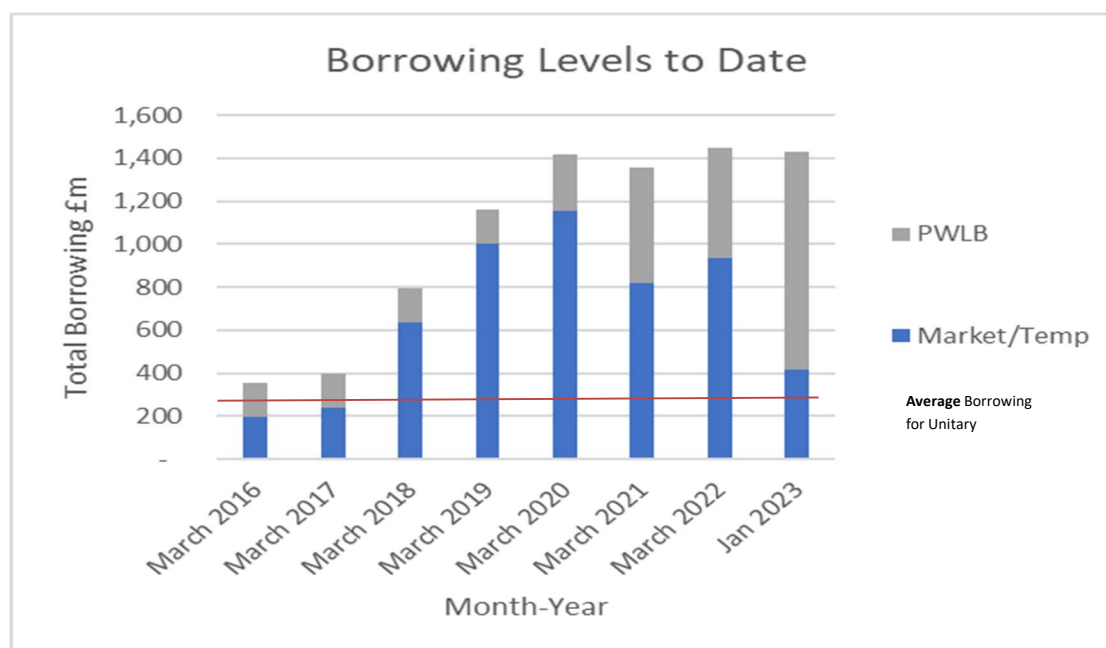
93. The options adopted above ensure compliance to the current statutory requirements. The current statutory regulations and guidance is under review by DLUHC, the policy will be required to be revised for any regulatory framework changes once confirmed. Changes are expected to come into force for the financial year beginning 01 April 2024.

## **SECTION 2 – BORROWING**

### **Overall borrowing strategy**

94. One of the main functions of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
95. 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 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.
96. Since 2011/12 the Council's borrowing strategy has been based on the use of temporary borrowing from other local authorities to fund both the capital programme and commercial investments. The impact of this since 2016/17 is shown in the Chart below. Until December 2021, this has provided the Council with the benefit of lower interest costs compared with those available through fixing borrowing through PWLB. However, since the beginning of 2022 interest rates have been increasing exposing the Council to significant fluctuations in interest rates. The Council has been unable to continue securing temporary borrowing from other local authorities since July 2022, as the wider financial issues at the Council became known in the sector. Consequently, the Council has replaced temporary borrowing with PWLB fixed term borrowing.

#### **Chart 4 Borrowing to date**



97. The increased levels of borrowing over the years and the associated high interest costs are not sustainable and affordable for the Council, along with the significant MRP charges, reiterating the importance of the debt reduction policy. Asset sales mainly through a divestment strategy will allow the Council to use capital receipts to repay borrowing and reduce interest costs and MRP charges.
98. The previous capital strategy approved on 23 February 2022 would have seen external borrowing increase by £281.5 million over 2022/23 to 2024/25. Further capital bids have been received in 2022/23 which have been reviewed for 2023/24 following the issue of the Section 114 notice which restricts capital spend to essential projects only. The existing capital programme has been scaled back as part of a high-level review of capital activities. As part of this exercise, a number of projects have been put 'on hold'. At this point £147m has been added to the Council's debt for the capital programme covering the period 2023/24 to 2027/28, a significant initial reduction to the programme approved on 23 February 2022 and further reviews will be undertaken. Debt levels as at January 2023 were over four times the level which a local authority the size of Thurrock Council can reasonably sustain of £290m for general fund. The capital programme for 2023/24 to be only for essential capital works and where possible to be fully funded from sources other than external borrowing.
99. Accordingly, the key factors influencing the 2023/24 strategy are:
- the need to reduce borrowing to a sustainable level,
  - the current economic and market environment,
  - MRP charges, and
  - interest rate forecasts.

100. The Council is currently maintaining a fully borrowed position (excluding the capitalisation direction). This means that the capital borrowing need (the Capital Financing Requirement), has been fully funded with loan debt. This means the Council is having to use a significant percentage of the net revenue budget to meet MRP and interest costs. Therefore, this is reducing the available funding to meet service delivery costs.
101. From September 2022 the council has refinanced the temporary borrowing from local authorities with PWLB borrowing for 12 months as it comes up for maturity. This is a holding position that enables the Council to consider its borrowing needs further and set a longer term strategy.
102. The Council has appointed Link Group as its treasury management advisor and part of the service is to assist the council to formulate a view on interest rates. The following table gives their view as at December 2022.

**Table 18 Interest rate forecast – (includes PWLB certainty rates)**

Link Group Interest Rate View	19.12.22												
	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25
<b>BANK RATE</b>	3.50	4.25	4.50	4.50	4.50	4.00	3.75	3.50	3.25	3.00	2.75	2.50	2.50
3 month ave earnings	3.60	4.30	4.50	4.50	4.50	4.00	3.80	3.30	3.00	3.00	2.80	2.50	2.50
6 month ave earnings	4.20	4.50	4.60	4.50	4.20	4.10	3.90	3.40	3.10	3.00	2.90	2.60	2.60
12 month ave earnings	4.70	4.70	4.70	4.50	4.30	4.20	4.00	3.50	3.20	3.10	3.00	2.70	2.70
5 yr PWLB	4.20	4.20	4.20	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.20	3.10
10 yr PWLB	4.30	4.40	4.40	4.30	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.30
25 yr PWLB	4.60	4.60	4.60	4.50	4.40	4.20	4.10	4.00	3.90	3.70	3.60	3.50	3.50
50 yr PWLB	4.30	4.30	4.30	4.20	4.10	3.90	3.80	3.70	3.60	3.50	3.30	3.20	3.20

103. Currently rising inflation is driving interest rate rises. Inflation in November 2022 was at 10.7%, after reaching 11.1% in October 2022, the highest rate in 70 years. The Bank of England is forecasting inflation to fall back to the 2% target sustainability in the medium term.
104. The Bank of England Monetary Policy Committee (MPC) increased base rate from 3.0% to 3.5% on 14 December 2022 in response to help to bring inflation back to the 2% target sustainability in the medium term (2-3 years) and to reduce the risks of a more extended and costly tightening later.
105. With the conversion of borrowing from temporary loans to PWLB, the council is expected an increase in interest costs of £14m in 2022-23. If interest rates increase in line with expectations and borrowing converting to PWLB borrowing, then interest charges on borrowing could increase by a further £23m in 2023/24. This makes it critical that assets are disposed of promptly through the asset disposal strategy to avoid the need to consider fixing interest rates by taking out fixed term loan debt for a significant element of the total debt. The application for capitalisation direction and exceptional support brings considerable uncertainty. To manage ongoing revenue budget pressures a capitalisation direction has been sought in 2022/23 and will be required in

subsequent years. This will create the need for some additional borrowing as the Council considers a path to financial sustainability.

### Alternative Borrowing Options

106. Given that the Council is having to seek substantial exceptional support from central government in order to balance the budget lawfully, the Council has limited alternative borrowing options as it is not currently an attractive investment option for wider lenders. Therefore, the primary source of borrowing will remain with PWLB.

### Debt Reduction Strategy

107. In view of the unsustainably high level of borrowing highlighted in Chart 2, the strategy will be to use capital receipts from the asset disposal programme to repay borrowing. The loan portfolio as at 31 March 2023 is forecast to be £1,511m. The target is to reduce borrowing over the medium term to the level of debt associated with the capital programme for the general fund and the HRA. The Council intends to set a target level for borrowing as there is more certainty over its financial position.

**Table 19 Current Borrowing**

<i>Source of Loan</i>	<i>31/03/2022</i> <i>£m</i>	<i>31/03/2023</i> <i>£m</i>
PWLB Borrowing	511	1,260
Market loans	101	56
Temporary Borrowing	837	196
<b>Total</b>	<b>1,449</b>	<b>1,511</b>

108. The target receipts from asset sales over the next six years under the asset disposal programme are set out below, which will substantially reduce the Council's borrowing levels.

**Table 20 Targeted Receipts from asset sales**

<i>Target Assets sales</i>	<i>Capital</i>	<i>Revenue</i>	<i>Other asset sales</i>	<i>Total</i>
	<i>Investments</i>	<i>Investments</i>		
	<i>Receipts</i>	<i>Receipts</i>		
	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>
2022/23	1	6	10	16
2023/24	19	70	30	120
2024/25	570	78	30	678
2025/26	6	-	30	36
2026/27	4	-	30	34
2027/28	2	-	30	32
2028/29	-	-	-	-
2029/30	-	-	-	-
2030/31	-	5	-	5
2031/32 - 2039/40	-	10	-	10
<b>Total</b>	<b>602</b>	<b>169</b>	<b>160</b>	<b>931</b>

109. Due to the lack of availability of borrowing from the local authority market, the Council's debt is currently expected to be funded entirely from PWLB within 2 years with the exception of £29m of existing market loans. PWLB funding will be fixed for a short-term period in line with target asset receipts to enable a further update to the borrowing strategy to be developed.
110. A debt reduction strategy will be based on the use of capital and revenue receipts to repay borrowing. This will save the Council interest and bring overall borrowing down. The wider concern is there is not yet a clear path to financial sustainability as there is a projected ongoing need for exceptional financial support which, until resolved, will increase the level of debt in future years.



## Limits on external borrowing

111. The Prudential Code requires the Council to set two limits on its total external debt, as set out in Table 21 below. Borrowing limits for 2021/22 and 2022/23 are as previously set within the 2022/23 Capital Strategy.

**Table 21 Borrowing limits (Prudential Indicators)**

Borrowing Limits	2021/22 Actual	2022/23 Forecast	2023/24 limit	2024/25 limit	2025/26 limit	2026/27 limit	2027/28 limit
	£m	£m	£m	£m	£m	£m	£m
Authorised limit – borrowing	1,570	1,634	1,733	1,206	1,242	1,238	1,233
Authorised limit – PFI and leases	-	-	13	13	12	12	12
<b>Authorised limit – total external debt</b>	<b>1,570</b>	<b>1,634</b>	<b>1,746</b>	<b>1,218</b>	<b>1,254</b>	<b>1,251</b>	<b>1,245</b>
Operational boundary – borrowing	1,470	1,534	1,576	1,096	1,129	1,126	1,121
Operational boundary – PFI and leases	-	-	12	11	11	11	11
<b>Operational boundary – total external debt</b>	<b>1,470</b>	<b>1,534</b>	<b>1,587</b>	<b>1,108</b>	<b>1,140</b>	<b>1,137</b>	<b>1,132</b>
<b>Gross Projected Debt</b>	<b>1,449</b>	<b>1,511</b>	<b>1,509</b>	<b>952</b>	<b>985</b>	<b>982</b>	<b>978</b>

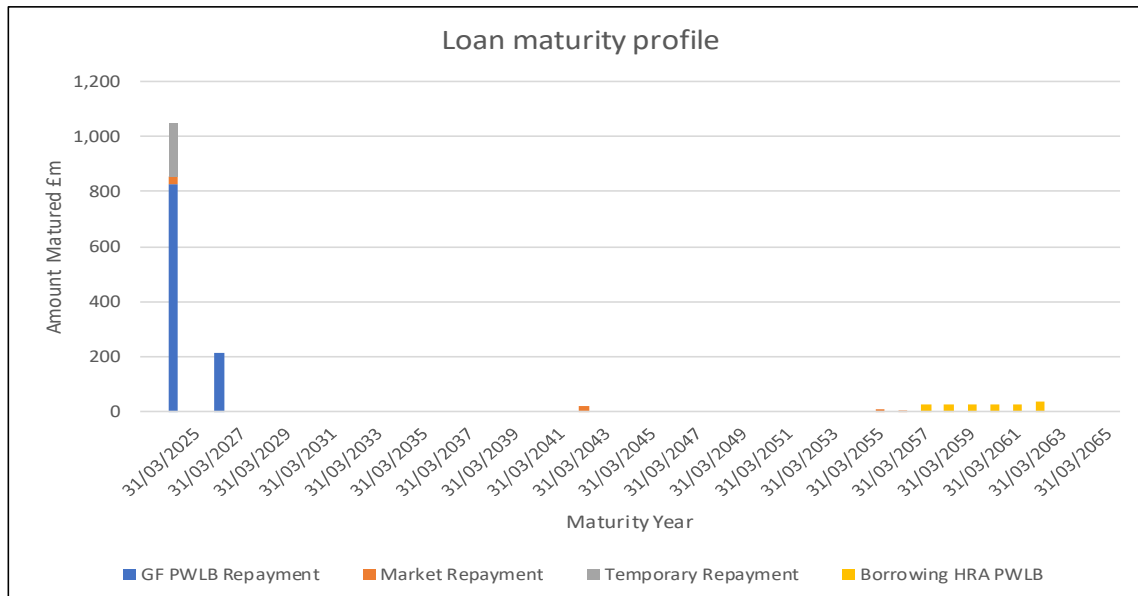
112. **Authorised Limit for External Debt (Prudential Indicator)** - The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. This is the limit prescribed by section 3(1) of the Local Government Act 2003 representing the maximum level of borrowing which the Council may incur. It reflects the level of external debt which, while not desired, could be afforded in the short term, but may not be sustainable in the longer term. The boundary is based on the Operational Boundary plus a tolerance of 10% where there is headroom.
113. **Operational Boundary (Prudential Indicator)** - This is the limit which external debt is not normally expected to exceed. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit. This has been set at the level of the CFR forecast plus a tolerance for working capital (cash) requirement.
114. Limits have increased, compared to 2021/22 due to the inclusion of the projected capitalisation direction which is being sought from the DLUHC. In the absence of factoring the capitalisation direction, limits for the current year would have been breached, as highlighted in the report above. Following the approval of the pending capitalisation direction, the Acting Director of Finance and s151

officer reports that the Council will have complied with these prudential indicators in the current year. This view takes into account current commitments, existing plans, and the proposals in this report. Any changes will be reflected within the revised treasury management strategy to be presented in 2023/24.

**Maturity structure of borrowing (Prudential Indicator)**

- 115. Managing the maturity profile of debt is essential for reducing the Council's exposure to large fixed rate sums falling due for refinancing within a short period, and thus potentially exposing the Council to additional cost. However this is the approach the Council has adopted following the intervention since September 2022 as financial recovery plans are formed.
  
- 116. With limited access to inter authority loans and other money market borrowing, borrowing is replaced with PWLB for a period no more than 12 months as it comes up to maturity in 2022-23. The Secretary of State's statutory direction include that Thurrock Council implements action plans to ensure that its Capital, investment and treasury management strategies are sustainable and affordable and debt is strictly reduced. With PWLB debt being no more than 12 months will ensure that there is no build of cash balances unnecessarily which would be attracting high borrowing rates and will ensure that repayment will be manageable.

**Chart 5 Borrowing to date**



- 117. Table below sets out current upper and lower limits for debt. This indicator is set to control the Authority's exposure to refinancing risk. The principal repayment profile for current council borrowing remains within these limits.

**Table 22 Debt maturity profile limits (Prudential indicator)**

Refinancing rate risk indicator	Upper limit	Lower limit
Under 12 months	100%	0%
12 months and within 24 months	50%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	50%	0%
10 years and within 40 years	50%	0%
Over 40 years	50%	0%

118. Table 23 below sets out the upper limits for interest rate exposures.

**Table 23 Interest rate exposures**

	2022/23 Upper	2023/24 Upper	2024/25 Upper
Limit on fixed interest rates based on net debt	100%	100%	100%
Limit on variable interest rates based on net debt	70%	60%	50%

119. The current base rate stands at 3.5% and it is estimated that there will be further increases in the base rate during 2023/2024 and then will start to fall in 2024/25. For inter-authority borrowing, current rates are lower than the PWLB 12 month rate. With the Council having limited access to this option, a review of PWLB rates shows that at the shorter end and at the longer term the rates are consistent at around 4.4%-4.5% (PWLB certainty rate – 27/01/23).
120. With an expected rise in long and short term rates during 23/24 and then falling in 2024/25, the balance of the loan portfolio as short term PWLB loans is to be maintained and to be reviewed as forecasted interest rates begin to fall at the end of 2023/24.

### **Policy on borrowing in advance of need**

121. The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Also borrowing for future needs will only be possible if there is sufficient headroom within the authorised limit for external borrowing. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds. There are no plans to borrow in advance of need while the Council reduces its overall borrowing

over the next 20 years, unless this is required temporarily for cashflow purposes.

122. Following the changes to the PWLBs lending terms, effective from 26 November 2020, the PWLB will no longer lend to local authorities that plan to buy commercial assets primarily for yield. The Council will only include in its capital programme capital expenditure on projects and schemes that have characteristics consistent with the PWLB's lending criteria.

### **Debt rescheduling**

123. There may be opportunities to generate savings by debt restructuring. However, these savings will need to be considered in the light of the current treasury position and the cost of debt repayment (premiums incurred).
124. The reasons for any rescheduling to take place will include:
- generating cash savings and/or discounted cash flow savings;
    - helping to fulfil the treasury strategy; and
    - enhancing the balance of the portfolio by amending the maturity profile and/or the balance of volatility.
125. 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 there remains an element of refinancing risk. Officers will continue to monitor any developments in this area.
126. Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a large difference between premature redemption rates and new borrowing rates.
127. Should it make economic sense to proceed with a debt rescheduling opportunity it will be reported to Cabinet and Full Council at the earliest meeting following its action.

### **HRA Borrowing**

128. 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 SONIA rate for the year.

129. The Council continues to undertake 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.

## **SECTION 3 – MANAGING CASH BALANCES**

### **The current cash position and cash flow forecast**

130. The Council's policy on treasury investments is to prioritise security (safeguarding invested sums from loss) and liquidity over yield (ensuring cash is available when needed) - that is to focus on minimising risk rather than maximising returns. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). All investments to be less than 12 months, aligned with the debt reduction policy.

### **Investment return expectations**

131. The current forecast above includes a forecast for Bank Rate to reach 4.5% in Q2 2023.

132. As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

133. Core cash and short-term (treasury) investments to be maintained at £40m. Treasury officers will work closely with the Corporate Finance team to monitor slippage within the capital programme and income through the Collection Fund, which will impact on cashflow levels. With a current debt reduction strategy, investing for longer period is not an option for the Council as any surplus cash is only maintained for cashflow purposes only. Any excess cash balances above what is required for cashflow purposes will be applied to reducing the Council's borrowing levels.

134. For its cash flow generated balances, the Council will seek to utilise its own bank accounts, Money Market Funds and short-dated deposits, (overnight to 100 days), in order to benefit from interest receivable.

135. Money market fund (MMFs) yields remain low currently and are not expected to rise substantially.

136. Where the Council holds excess funds, they may be invested with any of the counterparties detailed in Appendix 2. The balance is expected to meet only essential requirements at any specific time.

137. This section covers treasury management investments. Non-treasury investments have been covered above under the capital section.

## **Council policy on investing and managing risk**

138. The aim is to manage risk and reduce the impact of any adverse movement in interest rates on the one hand but, at the same time, not setting the limits to be so restrictive that they impair opportunities to reduce costs or improve performance. The overarching principle to manage security first, followed by liquidity and finally yield.

## **Balancing short and long-term investments**

139. With the current financial standing of the Council non-specified investment limits has been set to be £nil for treasury management. The current investment portfolio for non-treasury investments which stands at £1,047m consists of non-specified investments. The Council proposes to follow a strategy of no further investment subject to current contractual obligations with a view of disinvestment where appropriate.

## **SECTION 4 - SUMMARY OF PRUDENTIAL INDICATORS (PIs)**

140. The purpose of prudential indicators (PIs) is to highlight whether the Council's capital financing and borrowing strategy is affordable, prudent and sustainable. They also provide a reference point or "dashboard" so that senior officers and Members can:

- easily identify whether approved treasury management policies are being applied correctly in practice and,
- take corrective action as required.

141. As the Council's S151 officer, the Director of Finance has a responsibility to ensure that appropriate PIs are set and monitored and that any breaches are reported to Members.

142. The Director of Finance has confirmed that the PIs set out below are all expected to be complied with in 2022/23 with the exception of borrowing exceeding CFR, which was reported in prior year. Amendments to the strategy including PIs will be reported throughout 2023/24 if necessary to ensure compliance with proposed indicators for 2023/24-2025/26.

**Table 24 Summary of Prudential Indicators**

	31.3.2022 actual	31.3.2023 forecast	31.3.2024 forecast	31.3.2025 forecast	31.3.2026 forecast	31.3.2027 forecast	31.3.2028 forecast
	£m	£m	£m	£m	£m	£m	£m
Capital expenditure	118	109	80	106	56	19	19
Capital expenditure including Capitalisation Direction	118	571	260	262	124	84	81
Capital financing requirement	1,029	1,479	1,548	1,068	1,100	1,097	1,092
Net debt vs CFR under(over) borrowed	(432)	(45)	26	104	103	103	103
Liability Benchmarking		1,511	1,509	952	985	982	978
Ratio of net financing costs to income - HRA	29%	29%	30%	33%	30%		
Ratio of net financing costs to income - GF	27%	33%	52%	47%	20%		
Net Finance costs to net revenue stream	76%	89%	128%	117%	56%		
Net Finance costs from commercial and service investments to net revenue stream	52%	65%	81%	75%	72%		
Authorised limit for external debt	1,570	1,634	1,746	1,218	1,254	1,251	1,245
Operational debt boundary	1,470	1,534	1,587	1,108	1,140	1,137	1,132
Limit on surplus funds held for more than 364 days for treasury investments (i.e. non-specified investments)	-	-	-	-	-	-	-
Limit on surplus funds held for more than 364 days for non-treasury investments (i.e. non-specified investments)		1,047	1,047				
Maturity Structure of borrowing							
Upper limit under 12 months		100%	100%	100%	100%	100%	100%
Upper limit 10 years to 40 year		50%	50%	50%	50%	50%	50%
Upper limit 40 years or more		50%	50%	50%	50%	50%	50%



## **SECTION 5 - LEGAL IMPLICATIONS**

143. The Local Government Act 2003 provides that a local authority has the power both to borrow and invest money for any purpose relevant to its functions and for the prudent management of its financial affairs. The Act requires the Council to determine and to keep under review how much money it can afford to borrow. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended, provide that, in complying with this duty, the Council must have regard to the Prudential Code for Capital Finance in Local Authorities published by CIPFA. The Council is also required to have regard to the CIPFA Treasury Management Code of Practice.
144. The CIPFA Treasury Management Code of Practice 2021 and the Secretary of State's Investment Code both require the Section 151 officer (Director of Finance) to present an Annual Treasury Management Strategy Statement, which includes an Annual Investment Strategy, for the forthcoming year for approval by the Full Council before the beginning of each financial year.
145. The CIPFA Prudential Code for Capital Finance in Local Authorities sets out various indicators that are to be used to support capital expenditure plans and treasury management decisions. The prudential and treasury indicators have to be set by the Full Council when the budget is set and are monitored during the year. The prudential indicators are included in section above of this report.
146. The Council is also required to approve a Treasury Management Policy Statement setting out the overarching framework for treasury management services within the Council. This statement is set out in Appendix 3.

## **APPENDICES**

**1 ANNUAL INVESTMENT STRATEGY**

**2 APPROVED COUNTERPARTY LIST**

**3 CIPFA TREASURY MANAGEMENT CODE**

**4 POLICY ON ENVIRONMENTAL, SOCIAL AND GOVERNANCE  
(ESG) CONSIDERATIONS**

# APPENDIX 1

## ANNUAL INVESTMENT STRATEGY

### Investment policy

The Authority's investment policy deals with investments in financial instruments held for treasury management purposes and is set with regard to the requirements of:

- DLUHC's Guidance on Local Government Investments ('DLUHC's Investment Guidance'), and
- CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes 2021 Edition ('the Treasury Management Code').
- CIPFA's Treasury Management Guidance Notes 2021

The Council's investment priorities will be security first, portfolio liquidity second and then yield, (return). The Authority will aim to achieve the optimum return on its investments (yield) commensurate with the proper levels of security and liquidity and with regard to the Authority's risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider "laddering" investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

The above guidance from MHCLG (now DLUHC) and CIPFA places a high priority on the management of risk. This Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means:

- i. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
- ii. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as "**credit default swaps**" and overlay that information on top of the credit ratings where applicable. This may mean that institutions fall out of, or can be added to, the approved counterparty list. Should this list need to be revised approval will be obtained from Full Council.

- iii. This authority has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in appendix 2 under the categories of 'specified' and 'non-specified' investments.
- **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.
  - **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- iv. **Lending limits**, (amounts and maturity), for each counterparty will be set Appendix below.
- v. **Transaction limits** are set for each type of investment in Appendix 2.
- vi. This authority has engaged **external consultants**, (Appendix 3), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
- vii. All investments will be denominated in **sterling**.
- viii. As a result of the change in accounting standards for 2022/23 under IFRS 9, this Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. When IFRS9 was introduced, Government provided a statutory override to avoid unrealised gains and losses on financial instruments impacting the General Fund balance, but this override was due to end 31 March 2023. Therefore, any balance on the Pooled Instruments Adjustment Account would have to be charged to the General Fund on 1 April 2023. This would have had an implication for whether to continue holding the CCLA funds. However, this statutory override has now been extended to March 2025.

However, this authority will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance. Regular monitoring of investment performance will be carried out during the year.

## **Creditworthiness Policy**

The primary principle governing the Council's investment criteria is the security of its investments followed by liquidity, although the yield or return on the investment is also a key consideration.

After this main principle, the Council will ensure that:

- it maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security and monitoring their security. This is set out in the specified and non-specified investment sections below; and
- it has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Director of Finance will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to those which determine which types of investment instrument are either specified or non-specified as they provide an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.

Credit rating information is supplied by the Council's treasury advisors, Link Group, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of the longer-term bias outside the central rating view) are provided to officers almost immediately after they occur, and this information is considered before dealing. For instance, a negative rating Watch applying to a counterparty at the minimum Authority criteria will be suspended from use, with all others being reviewed in light of market conditions.

The Council considers the following relevant matters when proposing counterparties:

- the financial position and jurisdiction of the institution;
- the market pricing of credit default swaps for the institution;
- any implicit or explicit Government support for the institution; and
- Standard & Poor's, Moody's and Fitch's short and long term credit ratings.

**Creditworthiness** - When setting minimum sovereign debt ratings, Council will not set a minimum rating for the UK.

Changes to the credit rating will be monitored and, in the event, that a counterparty is downgraded and does not meet the minimum criteria specified in Appendix 2, the following action will be taken immediately:

- no new investments will be made;
- existing investments will be recalled if there are no penalties; and
- full consideration will be given to recall or sale of existing investments if this is possible.

### **Specified and Non-specified investments**

The DLUHC's Guidance on Local Government Investments made under section 15(1) of the Local Government Act 2003, places restrictions on local authorities around the use of specified and non-specified investments.

A specified investment is defined as an investment which satisfies all of the conditions below:

- the investment and any associated cash flows are denominated in sterling;
- the investment has a maximum maturity of one year;
- the investment is not defined as capital expenditure; and
- the investment is made with a body or in an investment scheme of high credit quality; or with the UK Government, a UK Local Authority or parish/community council.

**Specified investments** – These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes.

These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with: -

- The UK Government (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity).
- Supranational Bonds of less than one year's duration.
- A Local Authority, Housing Association, Parish Council or Community Council.
- Pooled investment vehicles (such as Money Market Funds) that have been awarded a high credit rating by a credit rating agency e.g., Standard and Poor's, Moody's and/or Fitch rating agencies.
- A body that is considered of a high credit quality (such as a bank or building society. This category covers bodies with a minimum Short-Term rating of A+ (or the equivalent) as rated by Standard and Poor's, Moody's and Fitch rating agencies.

In accordance with the Code, the Authority has set out additional criteria to limit the time and the amount of monies which will be invested in these bodies.

Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use. This is nil for treasury management investment. For non-treasury investments limits are based on

the current holding of £1,047m. The Council proposes to follow a strategy of no further investment subject to current contractual obligations with a view of disinvestment where appropriate.

### **Country of Domicile**

Investments to be restricted to UK counterparties.

### **Schedule of investments**

The criteria for providing a pool of high quality short, medium and long-term, cash-based investment counterparties along with the time and monetary limits for institutions on the Council's counterparty list are set out in Appendix 2.

### **Other considerations**

To ensure sufficient liquidity, detailed cashflow forecasts will be kept by the Treasury team to provide as accurate a picture as possible of the movement and timing of income and expenditure and the resulting daily cash balances.

When considering placing investments or temporary borrowing, officers will refer to the cashflow forecast to determine the best duration for the transaction.

Under the Markets in Financial Derivatives II Directive (MiFID II), the Council opted up to professional status in 2017.

## APPENDIX 2

### Approved counterparty list

	Minimum credit criteria			Max % of total investments/ £ limit per institution	Max. maturity period
	Fitch	Moodys	S&P		
<b>Specified Investments**</b>					
Money market funds: CNAV and VNVAV	AAA	Aaa	AAA	£20m	Daily Liquidity
Local authorities/DMO	N/A	N/A	N/A	£5m	Up to 1 year
RBS Bank plc (the Council's bankers)	A+	A1	A	£40m	Overnight deposits
Term deposits with banks and building societies*	A+	A1	A	£5m	Up to 12 months
Overnight deposits with banks and building societies*	A+	A1	A	£20m	Overnight deposits
Other Funds - CCLA Diversified Fund	N/A	N/A	N/A	£1m	On call - 28 days notice
<b>Non-specified Investments - non treasury***</b>	<b>Maximum £1,047m - current holding balance</b>				

\* Non rated Building Societies will be considered only if they have assets in excess of £5bn

\*\* No more than £20m will be invested with any one counterparty other than the Council's Bank

\*\*\* No additional investments will be undertaken



## **APPENDIX 3**

### **CIPFA TREASURY MANAGEMENT CODE**

- i. The Council has formally adopted CIPFA's Code of Practice on Treasury Management 2021 and complies with the requirements of the Code as detailed in this Appendix. There are no changes to the requirements formally adopted in the 2017 update with regard to reporting which are summarised below:
  - Maintaining a Treasury Management Policy Statement setting out the policies and objectives of the Council's treasury management activities.
  - Maintaining a statement of Treasury Management Practices that sets out the manner in which the Council will seek to achieve these policies and objectives.
  - Presenting the Full Council with an annual TMSS statement, including an annual investment strategy and Minimum Revenue Provision policy for the year ahead (this report) a half year review report and an annual report (stewardship report) covering compliance during the previous year.
  - A statement of delegation for treasury management functions and for the execution and administration of statement treasury management decisions. (see below)
  - Delegation of the role of scrutiny of treasury management activities and reports to a specific named body. At Thurrock Council this role is undertaken by the Strategic Investment Advisory Panel which will be reporting to Cabinet.

#### **Treasury Management Practices (TMPs)**

- ii. The Council is currently updating its TMPs, including Investment Management Practices in line with the revised Code. The current practices have been included in this revised Treasury Management Strategy within the relevant sections.

#### **Knowledge and Skills**

- iii. The Council uses the knowledge and skills of its officers when considering treasury investment and borrowing decisions and where necessary it also relies on the expert knowledge of specialist external advisors.
- iv. Finance staff are professionally qualified to advise the Council on all areas of finance. Included within the team is an officer with specialist knowledge of treasury management. All finance staff undertake Continuous Professional Development and maintain knowledge and skills through regular technical updates from appropriate bodies and attending specialist courses. Staff follow the Treasury Management Practices approved by Full Council. The complexity of the investment portfolio requires reliance on expert advisors where there is shortfall

of knowledge and skills within the finance team. The training needs of treasury management officers are periodically reviewed.

- v. Training for Members on treasury management is being developed and will be open to all Members to assist in their understanding of the treasury management strategy.

### **Treasury management consultants**

The Council uses Link Group (Link Treasury Services Ltd) as its external treasury management advisors. They provide a range of services to the Council including:

- technical support on treasury matters and capital finance issues
  - economic and interest rate analysis
  - debt services including advice on the timing of borrowing
  - debt rescheduling advice
  - generic investment advice on interest rates, timing and investment instruments
  - credit ratings and creditworthiness information.
- vi. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.
  - vii. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.
  - viii. The scope of investments within the Council's operations now includes both conventional treasury investments, (the placing of residual cash from the Council's functions), and more commercial type investments, such as investment in energy renewables. The commercial type investments require specialist advisers, and the Council uses Camdor in relation to this activity.

### **Treasury Management Delegations and Responsibilities**

- ix. The respective roles of the Council, Strategic Investment Advisory Panel and Section 151 officer are summarised below. Further details are set out in the Treasury Management Practices.

**(i) Full Council**

- Approval of annual strategy, mid-year review and Annual Report
- Approval of amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practice;

**(ii) Strategic Investment Advisory Panel with responsibility for scrutiny**

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

**(iii) The S151 (responsible) officer and Director of Finance**

- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.
- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.
- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe

- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Council
- ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Council
- ensuring that the Council has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following (TM Code): -
  - Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;
  - Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;
  - Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;
  - Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;

- Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury

## **APPENDIX 4 - Policy on Environmental, Social and Governance (ESG) considerations**

The Councils Treasury Management Strategy should set out its policy and practices relating to environmental, social and governance (ESG) investment considerations. This is a developing area, and it is not implied that the organisation's ESG policy will currently include ESG scoring or other real-time ESG criteria at individual investment level.

Typical ESG considerations are shown below, which are examples of factors that are considered by Credit Rating Agencies, such as Fitch, Moody's and Standard & Poor's when assigning credit ratings to counterparties:

- Environmental: Emissions and air quality, energy and waste management, waste and hazardous material, exposure to environmental impact.
- Social: Human rights, community relations, customer welfare, labour relations, employee wellbeing, exposure to social impacts.
- Governance: Management structure, governance structure, group structure, financial transparency.

This Council is supportive of ESG factors and will seek to incorporate these into the decision-making process for investments. Within this, the Council acknowledges the Statement on ESG in Credit Risk and Ratings which commits signatories to incorporating ESG into credit ratings and analysis in a systemic and transparent way. The Council currently uses ratings from Fitch, Moody's and Standard & Poor's to support its assessment of suitable counterparties.

The Council will continue to evaluate additional ESG-related metrics and assessment processes that it could incorporate into its investment process and will update accordingly.

<b>22 February 2023</b>		<b>ITEM: 12</b> <b>Decision: 110640</b>
<b>Cabinet</b>		
<b>Fees and Charges Pricing Strategy 2023/24</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Report of:</b> Councillor Graham Snell, Portfolio Holder for Finance		
<b>Accountable Assistant Director:</b> N/A		
<b>Accountable Directors:</b> Jonathan Wilson – Interim Director of Finance		
<b>This report is:</b> Public		

## Executive Summary

This report summarises the fees and charges proposals for 2023/24.

All changes to individual fees and charges have been reviewed at their respective Overview and Scrutiny Committees and commentary is included within the Appendices of this report.

Any new charges will take effect from 1st April 2023, subject to Cabinet approval, unless otherwise stated.

Proposed changes to fees and charges need to be considered within the context of the Local Authority's current financial position.

A Section 114 Notice was issued to the Secretary of State (SoS) on 19<sup>th</sup> December as a balanced budget cannot be achieved in the current or forthcoming year, for which exceptional government support is required.

The Section 151 Officer has taken further actions within Thurrock to restrict expenditure, whilst ensuring statutory services and contractual commitments are met. Furthermore, an exercise has commenced to identify opportunities for capital receipts to be generated through the disposal of assets. Alongside this, is the requirement to identify ongoing revenue savings, efficiencies, cost neutral positions and income generation, increases in fees and charges play a vital role in generating income to offset the cost of council services.

However, in subsequent years Government will be looking to take actions within its control to close this funding gap. The Council 2023/24 Fees and Charges budget as proposed in this report is £7,461,680 (compared to £7,527,580 budget and £7,191,947 forecast in 2022/23) this is a 4% increase on our current anticipated

recovery levels. A list of key material fees and charges are set out in paragraph 2.4, these represent 57% of the total fees and charges budget.

Fees and charges represent approximately 15% of the Council's overall income.

During the preparation of this budget, it became apparent that a more detailed review of our Fees and Charges, as well as a clearer policy on when they will be applied, is necessary. As part of that review, we will also consider our Fees and Charges compared to our peer group of Councils. Therefore, the Fees and Charges included in this report will be subject to greater analysis, within the context of a revision to our strategy for raising income.

A report will be brought back to Cabinet in Quarter 1 2023/24. This process will be managed alongside the rest of our intervention programme.

Consequently, there are likely to be in-year adjustments to the fees and charges contained in this report, and the anticipated policy changes will impact on future years.

In preparing the proposed fees and charges, Directorates have worked within the charging framework and commercial principles set out within this report.

The impact on the local economy of both the current cost-of-living crisis and the ongoing Covid-19 implications have been considered alongside our financial position when setting fees and charges for 2023/24.

Director delegated authority will be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to changes in government legislation within their service area, all other changes in-year will be required to be presented to Cabinet via the Service Director for transparency.

**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 the following Directors to vary Fees & Charges for their respective Service Area within the financial year 2023/24 in response to legal & regulatory requirements only;**
  - I. Director of Strategy Engagement and Growth (para 4)**
  - II. Director of Public Realm (para 4,5)**
  - III. Director of Place (para 4,5)**
  - IV. Director of Adult Social Care and Community (para 6)**
  - V. Director of Housing (para 7)**
  - VI. Director of Children's Services (para 8)**and;
- 1.3 That Cabinet consider the feedback & additional information from all Overview and Scrutiny Committee meetings and additional meetings held in relation to fees and charges as per Appendix 3, 4 and 5.**



1.4 That Cabinet note the requirement for a detailed review of our Fees and Charges in Quarter 1 2023/24 alongside a revision of our strategy for raising income and fee charging policy.

## 2. Background

2.1 The paper describes the fees and charges council wide approach for 2023/24 continuing with the previously agreed Commercial principles with regards to charging.

2.2 Income recovery has been considerably impacted in 2022/23 due to a number of restrictive measures implemented as a result of the continued impact of Covid-19 pandemic.

2.3 Overall fees and charges income targets for 2023/24 will be presented as part of the Draft Budget report to Cabinet in February, within the context of the statutory requirement to set a balanced budget and the request for exceptional financial government support

2.4 A list of key areas with material fees and charges are set out in the below table which represent over half of the fees and charges budget for 2023/24.

<u>Key areas:</u>	<u>2023/24 Indicative budget</u>
Planning	(1,180,330)
Parking	(522,777)
Street works	(480,000)
Environment Enforcement	(316,791)
Licensing	(314,411)
Burials & Cemeteries	(305,012)
Registrar	(303,485)
Music Service	(284,312)
Theatre sales	(269,147)
Grangewaters Outdoor Education Centre	(265,314)
<b>Total of key areas</b>	<b>(4,241,579)</b>
<b>% Of 23/24 F&amp;C budget</b>	<b>57%</b>

## 3. Thurrock Charging Policy

3.1 The strategic ambition for Thurrock is to adopt a policy on fees and charges that ensures that all discretionary services will full cost recover wherever possible.

3.2 Whilst reviewing charges, Directorates will 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 2023/24 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?
- What do our competitors charges?
- 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?

#### 4. Cleaner, Greener, Safer – Summary of Changes

4.1 The key following changes for 2023/24 fees and charges:

- **Outdoor Sports and open spaces** - Increased fees and charges by a range of between 0%-20%, (£0-£120).
- **Allotments** - Fees and charges have not increased for 2023/24.
- **Domestic Waste** - Fees and charges will increase by 11% (£1.10) for additional bulky waste items and 0%-18% £0-£77.60 for wheeled bins new/replacements. There will be an additional charge introduced for the general supply or replacement of wheelie bin for Managing Agents.
- **Burials and Memorials** – Fees and charges for 2023/24 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. To enable residents the opportunities to intern their loved ones ashes in Thurrock we have added Memorial Trees, Sanctum Vaults, (Panorama Vaults, Double Sanctum Vault, Family Sanctum Vault) and Nepalese Memorial for burials cemeteries offering.
- **Environmental Enforcement** – Fees and charges are set by legislation, with Council charging the maximum permitted, in line with policy.
- **Registrars** – Following the relocation of the Registrars Service into the new premises the charges have been changed to reflect this along with benchmarking against neighbouring boroughs.
- **Theatre** – Fees and charges for 2023/24 have increased between 0% - 30% (£4.70) to bring Thurrock's charges more in line with neighbouring boroughs.

- **Public Protection** – Statutory Civil Enforcement charges have not increased for 2023/24. Environmental protection charges have increased, alongside health and safety charges.  
*(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).*

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

### 5.1 The key following changes for 2023/24 fees and charges:

- **Permits** – Following discussion at PTR Overview and Scrutiny a proposal to introduce a standard fee of £15 for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> permits per property.
- **Visitor Permits** - In March 2022 Thurrock switched from paper permits to virtual permits. Each household will still be gifted with 100 hours of free visitor parking.

The Virtual Permit solution offers more flexibility to customers who can now activate individual visitor permits simultaneously on multiple visitor vehicles making the most of their free 100 hours.

Additionally, they may purchase individual virtual visitor permits as and when required according to their visitor demand, instead of having to purchase 20 visits valid for 100 hours in one transaction. This change was a direct result of requests from residents and Councillors for Thurrock to offer more flexibility with the visitor permits.

Some zones are restricted for more than 5 hours so in response to increasing requests to extend the duration of the visitor permits, it is proposed to increase the single visitor permit valid for 5 hours by 10p to a fee of 45p and offer a new all-day permit for 75p. This charge is considerably less than standard Pay and Display which costs a minimum of £1 for 1 hour.

- **On Street Pay and Display car park charges** – The last wholesome review of On - Street parking charges in Thurrock took place over 4 years ago. The Off – Street charges linked to Car Parks was reviewed and increased as part of the 2022/23 fees and charges and included a commitment to carry out alternate annual reviews of the On and Off-street tariff.

To achieve the required consistency across the car parking tariffs, it is proposed to increase all On - Street parking tariffs in line with off street increases in 2022/23.

- **Thames Rd** - A new long stay fee is proposed to deliver consistency with the increased tariff at Grays Beach. There has been a 15% increase in commuters parking in Thames Road all day, taking advantage of the short stay fee set at £3.20 and not using the commuter long stay Grays Beach

car park, current tariff £6.50 all day. The introduction of the consistent long stay tariff will encourage commuters to park off street in long stay car parks, keeping Thames Road more available for short stay visitors to the Yacht Club and Grays Beach.

- **Parking Suspensions** – Charges have increased from £50 to £60 (20%) 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.
- **Off street Parking Charges** – Remain unchanged for 2023/24.
- **NHS Parking Charges** – Remain unchanged for 2023/24
- **Penalty Charge Notices** – Are set statutorily and unchanged for 2023/24.
- **Pre-Planning Application** – Charges have increased for 2023/24 between 0% - 10% (£192)
- **Planning Performance Agreement** – Charges have increased by 10% for 2023/24 (£18,000)
- **Highway's infrastructure** – No new charges are proposed for 2023/24 and remaining fees have increased between 0% and 14% (£43).
- **Transport Development** – The majority of fee increases are in line with projected inflation provision, apart from the fees for development works which have not been increased for at least 2 years. Charges are proposed to increase to reflect increases within the industry and the need for additional consultancy support for specialist technical checks and supervision.
- **Transport (Fleet)** – Vehicular MOT Testing – charges have increased for 2023/24 between 5% -7% class 4 has gone from £36 - £38, class 5 tests have risen from £51 - £55.
- **Land Charges** – have increased where feasible this year between 0% - 20% (£1), there has also been a new charge added for Con29R Search – Commercial Land, A new Commercial Land Charge has been introduced. Previous charges did not consider situations where commercial searches contained multiple parcels, therefore we were not charging enough to cover the resource taken to complete these types of searches.
- **Commercial/Non-Commercial Matters** – have increased between 0% and 11% (£106)

- **Town Centre Management** – have increased between 0% and 11% (£14)

## 6. Health & Wellbeing Summary of Changes

6.1 The key following changes have occurred for 2023/24 fees and charges:

- **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.
- **The internal service charges** - will be included within the consultation where they are not set through national guidance or contractual obligation.
- **The fees and charges for Libraries** - have been robustly reviewed and either remain the same or have slight increases, these are shown at Appendix 1. The area that will generate additional income is the provision of stationery. Residents have requested, whilst using libraries, that stationery is available when needed. This addition is a direct response to that request and will support both the community and the Library Service.

*Please note a change in Libraries fees and charges post O&S, due to a change in the assumed lost policy via The Libraries Consortium (TLC). This was unfortunately outside of the fees and charges timeline.*

*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.*

## 7. Housing – Summary of Changes

7.1 The key following changes have occurred for 2023/24 fees and charges:

- **Houses in Multiple Occupation.** These charges will increase by an average of 11% (£159.50), as rounded to the nearest pound.
- **Housing Enforcement Notices** – These charges have been restructured to recover the council's full administrative cost.
- **Works In Default** – New administrative fee charge introduced.
- **Penalty Charges – Housing Planning Act 2016.** These charges 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.

## 8. Childrens – Summary of Charges

8.1 The key following changes have occurred for 2023/24 fees and charges:

- **Grangewaters** - Charges have increased where possible between 0.65% -

17%

- **Thurrock Adult Community College** - fees and charges have been increased between 2.27% - 3.70%. The provision is mostly fully funded. This is no longer a significant source of income as government has introduced new entitlements for adult learners.

## **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. 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 Director authority will only apply to legal or regulatory changes. If there is a need to alter fees during the financial year to enable the Council to better respond to commercial challenges, additional reports may be brought to Cabinet for approval.

## **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 and have been seen via there retrospective Overview and Scrutiny committees and commentary is included within the Appendix of this report. 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 anticipated effect of any changes to fees and charges on individual income targets is determined as part of the 2023-24 budget setting process in which Corporate Finance and service areas 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 to Full Council will include the 2023-24 income targets across all directorates.

As many of the charges are set annually there will be a thorough review of all Fees and Charges during 2023/24 in order to provide appropriate support and recommendations for Members as part of the 2024/25 budget.

## 12.2 Legal

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

Section 93 of the Local Government Act 2003 (“LGA 2003”) and guidance issued in 2003 pursuant to section 96(3) of the Act, empowers the Council to charge for discretionary services related to a Council function if the recipient of the service has agreed to its provision.

Discretionary services are those services authorised by statute that the Council is not required to provide but may do so voluntarily (section 93(1)(a), LGA 2003).

However, the Council cannot charge for mandatory services or services it has a duty to provide. Further, the section 93 charging power does not apply where there is a power to charge for a particular service elsewhere in other legislation (section 93(2)(a), LGA 2003).

The section 93 charging power cannot be used to charge for a service if other legislation expressly excludes an authority from charging (section 93(2)(b), LGA 2003). For example, the Education Act 1944 prohibits a local authority from charging for basic education; this prevents section 93 being used to circumvent a local authority's statutory duty to provide basic education for free. The Council can set the level of charge for each discretionary service. However proposed charges must have regard to the 2003 statutory guidance. [General Power Best Value \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101221/2003-04-23-Local-Government-Act-2003-Section-93-Statutory-Guidance.pdf)

Where the introduction of new fees and charges require consultation of affected service user this needs to be undertaken prior to the proposed changes taking effect and consultation responses considered as part of the decision-making process. Also, any relevant statutory provisions must be complied with prior to the introduction of new fees and charges.

The Council is under a general duty to secure that, from one financial year to the next, the income from charges for services does not exceed the costs of provision (section 93(3), LGA 2003). This approach allows a local authority greater flexibility to balance their accounts over a period of time and recognises the practical difficulties for a local authority in estimating the charges for a discretionary service at the outset.

The Council must offset any surplus or deficit in income because of any over or under recovery of charges when setting future charges for the discretionary service. This ensures that over time the income generated by the discretionary service equates to the cost of providing the service.

However, the Council does not have to recover the full costs of providing the service if there are policy reasons for limiting the charges in relation to a particular user of the service e.g., to the disabled, the unemployed or those in receipt of benefit. It must be able to justify its reasons for doing so.

Alongside the section 93 charging power, the general power of competence for local authorities under section 1 of the Localism Act 2011 (LA 2011) also confers a power on the Council to charge individuals for discretionary services. The section 1 charging power has similar requirements of the Section 93 LGA 2003 charging power as referred to above.

These charging powers are not intended to provide a new income stream for the Council and cannot be used to generate a profit. It does enable the Council to recover the costs of providing services or improvements to services that it might not otherwise have been able to justify providing or been able to provide. These powers also enable the Council to spread the cost of providing an existing service or a new discretionary service.

Taking the decision set the fees and charges is an executive function of the Council. The report to Cabinet supporting the recommended course of action should contain all the necessary and relevant information to enable members to take an informed decision on the proposed scheme and to satisfy themselves that the proposed charges are fair and reasonable.

In reviewing and setting fees and charges, the Council will need to have due regard to the Public Sector Equality Duty as set out in the Equality Act 2010. The issuing of a s114 Notice by the Council's Chief Finance Officer (s151 Officer) means by law the Council must stop all expenditure with the exception statutory services and pre-existing commitments. The recommendations set out in the report contribute to the financial recovery of the Council.

### 12.3 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. A CEIA will be completed to assess



the impact of the changes detailed within this report.

Council's pay and display charges have been benchmarked to ensure they are either below or in line with other local authorities and are applied fairly and consistently across all car parks in Thurrock that are the subject of pay and display measures.

Council's overarching Parking Policy and Strategy and Parking Enforcement Strategy was the subject of consultation in November 2020, and each are the subject of Community Equality Impact Assessment. Feedback from this consultation and other individual projects is used to support ongoing monitoring and review of CEIA and the implementation of the related policy and strategies.

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 2023/24
- Appendix 2 – Schedule of Fees and Charges no longer applicable (removed)
- Appendix 3 – Feedback from Overview and Scrutiny Committees & meetings
- Appendix 4 – Overview and Scrutiny Papers
- Appendix 5 - Additional information from Housing and Libraries

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Name of Fee or Charge	2022/23 - Charges				2023/24 - Charges				Changes from 2022/23				Detail				
	VAT	Net Charge	VAT Amount	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Net Change	VAT Amount	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Bulky Waste Collections - Collection and disposal of up to three items	E	£ 35.00	£ -	£ 35.00	E	£ 35.00	£ -	£ 35.00	£ -	£ -	£ -	0.00%	D	U	PR	CGS	Andy Kelly
Bulky Waste Collections - Each additional item	E	£ 9.40	£ -	£ 9.40	E	£ 10.50	£ -	£ 10.50	£ 1.10	£ -	£ 1.10	11.70%	D	I	PR	CGS	Andy Kelly
Domestic Waste - Supply of a replacement wheelie bin where broken or lost (Resident)	O	£ 39.50	£ -	£ 39.50	O	£ 45.00	£ -	£ 45.00	£ 5.50	£ -	£ 5.50	13.92%	D	I	PR	CGS	Andy Kelly
Domestic Waste - Supply of 1100L refuse or recycling bin for Managing Agent including delivery	S	£ 352.00	£ 70.40	£ 422.40	S	£ 416.67	£ 83.33	£ 500.00	£ 64.67	£ 12.93	£ 77.60	18.37%	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	O	£ 20.00	£ -	£ 20.00	O	£ 22.00	£ -	£ 22.00	£ 2.00	£ -	£ 2.00	10.00%	D	I	PR	CGS	Andy Kelly
Domestic Waste - General supply or replacement of wheelie bin (Managing Agent)					S	£ 50.00	£ 10.00	£ 60.00	£ 50.00	£ 10.00	£ 60.00	0.00%	D	N	PR	CGS	Andy Kelly
Local Land Charges - Additional parcel - Commercial	O	£ 53.00	£ -	£ 53.00	O	£ 55.00	£ -	£ 55.00	£ 2.00	£ -	£ 2.00	3.77%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Additional parcel - Personal search	O	£ 9.00	£ -	£ 9.00	O	£ 10.00	£ -	£ 10.00	£ 1.00	£ -	£ 1.00	11.11%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Additional parcel - Residential	O	£ 41.00	£ -	£ 41.00	O	£ 42.00	£ -	£ 42.00	£ 1.00	£ -	£ 1.00	2.44%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Cancellation fee for Con29 search	O	£ 27.50	£ -	£ 27.50	O	£ 29.00	£ -	£ 29.00	£ 1.50	£ -	£ 1.50	5.45%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Charges for a copy of the local land charges search	O	£ 22.50	£ -	£ 22.50	O	£ 23.00	£ -	£ 23.00	£ 0.50	£ -	£ 0.50	2.22%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Con290 - per question	S	£ 33.33	£ 6.67	£ 40.00	S	£ 34.17	£ 6.83	£ 41.00	£ 0.84	£ 0.17	£ 1.00	2.50%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of tree preservation orders	O	Free of Charge	£ -	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	O	Free of Charge	£ -	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	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of legal agreements	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of Home Improvement Grants (HIGs)	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of Anglian Water Agreement (AWA)	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of building regulation decision notice	O	£ 15.00	£ -	£ 15.00	O	£ 16.00	£ -	£ 16.00	£ 1.00	£ -	£ 1.00	6.67%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Copy of building regulation completion notice	O	£ 15.00	£ -	£ 15.00	O	£ 16.00	£ -	£ 16.00	£ 1.00	£ -	£ 1.00	6.67%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Electronic Format - Con29R Search - Commercial	S	£ 175.00	£ 35.00	£ 210.00	S	£ 180.00	£ 36.00	£ 216.00	£ 5.00	£ 1.00	£ 6.00	2.86%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Electronic Format - Con29R Search - Commercial Land					S	£ 200.00	£ 40.00	£ 240.00	£ 200.00	£ 40.00	£ 240.00	0.00%	S	N	PR	PTR	Anthony Fletcher
Local Land Charges - Electronic Format - Con29R Search - Residential	S	£ 128.33	£ 25.67	£ 154.00	S	£ 132.50	£ 26.50	£ 159.00	£ 4.17	£ 0.83	£ 5.00	3.25%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Form LLC1 Only	O	£ 44.00	£ -	£ 44.00	O	£ 46.00	£ -	£ 46.00	£ 2.00	£ -	£ 2.00	4.55%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Personal search request and viewing of information	O	Free of Charge	£ -	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	O	£ 6.00	£ -	£ 6.00	£ 1.00	£ -	£ 1.00	20.00%	S	I	PR	PTR	Anthony Fletcher
Local Land Charges - Assisted personal Search (ranged based on no. questions)	O	£33 - £44	£ -	£33 - £44	O	£34 - £45	£ -	£34 - £45	£ -	£ -	£ -	2.62%	D	I	PR	PTR	Anthony Fletcher
Local Land Charges - Expedited Search	O	£ 79.20	£ -	£ 79.20	O	£ 82.00	£ -	£ 82.00	£ 2.80	£ -	£ 2.80	3.54%	D	I	PR	PTR	Anthony Fletcher
Local Land Charges - Expedited Residential search including Con29 (Cannot include extra CON290 questions)	O	£ 277.20	£ -	£ 277.20	O	£ 285.00	£ -	£ 285.00	£ 7.80	£ -	£ 7.80	2.81%	D	I	PR	PTR	Anthony Fletcher
Blue Badges - Application Fee	O	£ 10.00	£ -	£ 10.00	O	£ 10.00	£ -	£ 10.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Concierge Charge - Extra Care (sheltered accommodation)	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Pendant Alarms - Private Housing Tennant (per week)	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Respite Care for Adults with Disabilities - per session	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Support service for Elizabeth Gardens per household	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Transport - per Journey (these charges are for Thurrock Residents)	O	£ 2.00	£ -	£ 2.00	O	£ 2.00	£ -	£ 2.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Client Contributions	O	Subject to individual financial assessments	£ -	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	O	£ 144.00	£ -	£ 144.00	O	£ 144.00	£ -	£ 144.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Domiciliary Care (per hour)	E	£ 15.50	£ -	£ 15.50	E	£ 17.92	£ -	£ 17.92	£ 2.42	£ -	£ 2.42	15.61%	D	I	AHH	HWB	Catherine Wilson
Direct Payments – PA Rate	E	£ 13.00	£ -	£ 13.00	E	£ 13.00	£ -	£ 13.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Direct Payments – Agency Rate	E	£ 15.50	£ -	£ 15.50	E	£ 17.92	£ -	£ 17.92	£ 2.42	£ -	£ 2.42	15.61%	D	I	AHH	HWB	Catherine Wilson
Residential Accommodation Charges - Internally Provided Residential Care - Homes for Older people per week	O	£ 600.00	£ -	£ 600.00	O	£ 600.00	£ -	£ 600.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
External spot Commissioned Residential Placement – Standard Residential per week	O	£ 465.42	£ -	£ 465.42	O	£ 572.23	£ -	£ 572.23	£ 106.81	£ -	£ 106.81	22.95%	D	I	AHH	HWB	Catherine Wilson
External spot Commissioned Residential Placement – Higher Dependency per week	O	£ 496.07	£ -	£ 496.07	O	£ 609.91	£ -	£ 609.91	£ 113.84	£ -	£ 113.84	22.95%	D	I	AHH	HWB	Catherine Wilson
External spot Commissioned - Nursing per week	O	£ 534.75	£ -	£ 534.75	O	£ 633.73	£ -	£ 633.73	£ 98.98	£ -	£ 98.98	18.51%	D	I	AHH	HWB	Catherine Wilson
External spot Commissioned - Dementia Care per week	O	£ 520.83	£ -	£ 520.83	O	£ 617.24	£ -	£ 617.24	£ 96.41	£ -	£ 96.41	18.51%	D	I	AHH	HWB	Catherine Wilson
External spot Commissioned - High Needs Dementia per week					O	£ 646.63	£ -	£ 646.63	£ 646.63	£ -	£ 646.63	0.00%	D	N	AHH	HWB	Catherine Wilson
Additional spot Commissioned Services - Full Cost Recovery	O	Full Cost	£ -	Full Cost	O	Full Cost	£ -	Full Cost	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
Interim bed - Collins House per week	O	£ 465.42	£ -	£ 465.42	O	£ 572.23	£ -	£ 572.23	£ 106.81	£ -	£ 106.81	22.95%	D	I	AHH	HWB	Catherine Wilson
Reablement bed per week	O	Exempt (up to 6 weeks)	£ -	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	O	£ 10.00	£ -	£ 10.00	O	£ 10.00	£ -	£ 10.00	£ -	£ -	£ -	0.00%	D	U	AHH	HWB	Catherine Wilson
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	O	£ 451.00	£ -	£ 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	O	£ 226.00	£ -	£ 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	O	£ 243.00	£ -	£ 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	O	£ 432.00	£ -	£ 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	O	£ 189.00	£ -	£ 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	O	£ 333.00	£ -	£ 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	O	£	211.00	£	-	£	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	O	£	382.00	£	-	£	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	O	£	155.00	£	-	£	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	O	£	272.00	£	-	£	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	O	£	111.00	£	-	£	111.00	O	£	111.00	£	-	£	111.00	£	-	£	-	0.00%	S	U	PR	CGS	Charlotte Edwards
Explosives Regulations 2014 - Regulation 13 –by Health & Safety & Nuclear (Fees) Regs 2021– One year licence where separation distances apply	O	£	189.00	£	-	£	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	O	£	88.00	£	-	£	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	O	£	55.00	£	-	£	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	O	£	177.00	£	-	£	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	O	£	311.00	£	-	£	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	O	£	123.00	£	-	£	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	O	£	211.00	£	-	£	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	O	£	144.00	£	-	£	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	O	£	248.00	£	-	£	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	O	£	88.00	£	-	£	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	O	£	150.00	£	-	£	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	O		Reasonable Costs	£	-		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)	O	£	37.00	£	-	£	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	O	£	37.00	£	-	£	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–Transfer of licence	O	£	37.00	£	-	£	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)	O	£	500.00	£	-	£	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)	O	£	128.00	£	-	£	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)	O	£	61.00	£	-	£	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)	O	£	45.00	£	-	£	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)	O	£	128.00	£	-	£	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)	O	£	61.00	£	-	£	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)	O	£	45.00	£	-	£	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	S	£	76.00	£	15.20	£	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.	S		POA - £76/hr	£	15.50		POA - £91.20/hr	S		POA - £76/hr	£	15.50		POA - £91.20/hr	£	-	£	-	0.00%	D	U	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.	S	£	76.00	£	15.20	£	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	O	£	60.00	£	-	£	60.00	O	£	60.00	£	-	£	60.00	£	-	£	-	0.00%	D	U	PR	CGS	Charlotte Edwards
Public Protection - Control of Dogs - Statutory Charge	O	£	25.00	£	-	£	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	O	£	72.00	£	-	£	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	O	£	52.00	£	-	£	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	O	£ 72.00	£ -	£ 72.00	O	£ 72.00	£ -	£ 72.00	£ -	£ -	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards - DC
Public Protection - Control of Dogs - Kennelling per day	O	£ 25.00	£ -	£ 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	S	£ 40.00	£ 8.00	£ 48.00	S	£ 40.00	£ 8.00	£ 48.00	£ -	£ -	£ -	0.00%	D	U	PR	CGS	Charlotte Edwards - DC
Public Protection - Organic Products Regulations - Endorsement of Certificate of Inspection					S	POA - £76/hr	£ 15.50	POA - £91.20/hr	£ -	£ -	£ -	0.00%	S	N	PR	CGS	Charlotte Edwards - DC
Public Protection - Organic Products Regulations - Functions in respect of movement controls (eg, supervision of re-labelling etc..)					S	POA - £76/hr	£ 15.50	POA - £91.20/hr	£ -	£ -	£ -	0.00%	S	N	PR	CGS	Charlotte Edwards - DC
Public Protection - COMAH - Hourly Rate Charge - Cost Recovery Based on Hourly Officer Rate	E	£24.50-£50	£ -	£24.50-£50	E	£38.90-£61.03	£ -	£38.90-£61.03	£ -	£ -	£ -	0.00%	S	I	PR	CGS	Cheryl Wells
Public Protection - COMAH - Consultative activities for non-COMAH Sites	E	POA	£ -	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 (Application Fee £694, Licence Fee £592)	O	£ 1,158.00	£ -	£ 1,158.00	O	£ 1,286.00	£ -	£ 1,286.00	£ 128.00	£ -	£ 128.00	11.05%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 6 to 10 rooms (Application Fee £722, Licence Fee £621)	O	£ 1,209.00	£ -	£ 1,209.00	O	£ 1,343.00	£ -	£ 1,343.00	£ 134.00	£ -	£ 134.00	11.08%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 11 to 15 rooms (Application Fee £866, Licence Fee £613)	O	£ 1,332.00	£ -	£ 1,332.00	O	£ 1,479.00	£ -	£ 1,479.00	£ 147.00	£ -	£ 147.00	11.04%	D	I	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 16 to 20 rooms (Application Fee £855, Licence Fee £664)	O	£ 1,368.00	£ -	£ 1,368.00	O	£ 1,519.00	£ -	£ 1,519.00	£ 151.00	£ -	£ 151.00	11.04%	D	I	AHH	H	Dulal Ahmed
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 21 to 29 rooms (Application Fee £966, Licence Fee £888)	O	£ 1,670.00	£ -	£ 1,670.00	O	£ 1,854.00	£ -	£ 1,854.00	£ 184.00	£ -	£ 184.00	11.02%	D	I	AHH	H	Dulal Ahmed
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 30 or more rooms (Application Fee £1,138, Licence Fee £1,005)	O	£ 1,930.00	£ -	£ 1,930.00	O	£ 2,143.00	£ -	£ 2,143.00	£ 213.00	£ -	£ 213.00	11.04%	D	I	AHH	H	Dulal Ahmed
HMOs 3 year licence (Fees for single tenancies and shared houses) - 2 to 5 rooms (Application Fee £417, Licence Fee £356)					O	£ 773.00	£ -	£ 773.00	£ 773.00	£ -	£ 773.00	0.00%	D	N	AHH	H	Dulal Ahmed
HMOs 3 year licence (Fees for single tenancies and shared houses) - 6 to 10 rooms (Application Fee £433, Licence Fee £372)					O	£ 805.00	£ -	£ 805.00	£ 805.00	£ -	£ 805.00	0.00%	D	N	AHH	H	Dulal Ahmed
HMOs 3 year licence (Fees for single tenancies and shared houses) - 11 to 15 rooms (Application Fee £520, Licence Fee £372)					O	£ 892.00	£ -	£ 892.00	£ 892.00	£ -	£ 892.00	0.00%	D	N	AHH	H	Dulal Ahmed
HMOs 3 year licence (Fees for single tenancies and shared houses) - 16 to 20 rooms (Application Fee £513, Licence Fee £400)					O	£ 913.00	£ -	£ 913.00	£ 913.00	£ -	£ 913.00	0.00%	D	N	AHH	H	Dulal Ahmed
New HMOs 3 year licence (Fees for single tenancies and shared houses) - 21 to 29 rooms (Application Fee £580, Licence Fee £533)					O	£ 1,113.00	£ -	£ 1,113.00	£ 1,113.00	£ -	£ 1,113.00	0.00%	D	N	AHH	H	Dulal Ahmed
New HMOs 3 year licence (Fees for single tenancies and shared houses) - 30 or more rooms (Application Fee £683, Licence Fee £603)					O	£ 1,286.00	£ -	£ 1,286.00	£ 1,286.00	£ -	£ 1,286.00	0.00%	D	N	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 2 to 5 rooms (Application Fee £550, Licence Fee £636)					O	£ 1,186.00	£ -	£ 1,186.00	£ 1,186.00	£ -	£ 1,186.00	0.00%	D	N	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 6 to 10 (Application Fee £585, Licence Fee £671)					O	£ 1,256.00	£ -	£ 1,256.00	£ 1,256.00	£ -	£ 1,256.00	0.00%	D	N	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 11 to 15 (Application Fee £642, Licence Fee £739)					O	£ 1,381.00	£ -	£ 1,381.00	£ 1,381.00	£ -	£ 1,381.00	0.00%	D	N	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 16 to 20 (Application Fee £700, Licence Fee £805)					O	£ 1,505.00	£ -	£ 1,505.00	£ 1,505.00	£ -	£ 1,505.00	0.00%	D	N	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 21 to 29 (Application Fee £805, Licence Fee £927)					O	£ 1,732.00	£ -	£ 1,732.00	£ 1,732.00	£ -	£ 1,732.00	0.00%	D	N	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 30 or more units (Application Fee £933, Licence Fee £1,072)					O	£ 2,005.00	£ -	£ 2,005.00	£ 2,005.00	£ -	£ 2,005.00	0.00%	D	N	AHH	H	Dulal Ahmed
Other Misc. Income - Change of Manager	O	£ 177.00	£ -	£ 177.00	O	£ 196.00	£ -	£ 196.00	£ 19.00	£ -	£ 19.00	10.73%	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	O	£ 67.50	£ -	£ 67.50	O	£ 75.00	£ -	£ 75.00	£ 7.50	£ -	£ 7.50	11.11%	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	O	£ 67.50	£ -	£ 67.50	O	£ 75.00	£ -	£ 75.00	£ 7.50	£ -	£ 7.50	11.11%	D	I	AHH	H	Dulal Ahmed
Failure to comply with an improvement notice [section 30] - Minimum Charge, capped at £30k maximum	O	£ 1,580.00	£ -	£ 1,580.00	O	£ 1,580.00	£ -	£ 1,580.00	£ -	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed
Offences in relation to licensing of Houses in Multiple Occupation [section 72] - Minimum Charge, capped at £30k maximum	O	£ 2,555.00	£ -	£ 2,555.00	O	£ 2,555.00	£ -	£ 2,555.00	£ -	£ -	£ -	0.00%	D	U	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	O	£ 2,555.00	£ -	£ 2,555.00	O	£ 2,555.00	£ -	£ 2,555.00	£ -	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed
Offences of contravention of an overcrowding notice [section 139] - Minimum Charge, capped at £30k maximum	O	£ 1,025.00	£ -	£ 1,025.00	O	£ 1,025.00	£ -	£ 1,025.00	£ -	£ -	£ -	0.00%	D	U	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	O	£ 1,585.00	£ -	£ 1,585.00	O	£ 1,585.00	£ -	£ 1,585.00	£ -	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed
Offences for Smoke & Carbon Monoxide Alarm Regulations non compliance (Initial fine followed by repetition within 2 years)	O	£1,000 then £5,000	£ -	£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 Non Statutory work for Border Agency (per case)	O	£ 180.00	£ -	£ 180.00	O	£ 200.00	£ -	£ 200.00	£ 20.00	£ -	£ 20.00	11.11%	D	I	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Part 1 Notices					O	£ 420.00	£ -	£ 420.00	£ 420.00	£ -	£ 420.00	0.00%	D	N	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Part 1 Notices - Administration per hour per bed					O	£ 74.00	£ -	£ 74.00	£ 74.00	£ -	£ 74.00	0.00%	D	N	AHH	H	Dulal Ahmed
Private Housing Services - Works in default costs and administration fees (interest charged after 3 months)					O	20% of works	£ -	20% of works	£ -	£ -	£ -	0.00%	D	N	AHH	H	Dulal Ahmed
Offences for Energy Efficiency Regulations 2015 non compliance - registered false or misinformation on PRS Exemption Register capped at 1k	O	£ 1,000.00	£ -	£ 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	O	< 3 mnths £2,000	£	-	< 3 mnths £2,000	O	< 3 mnths £2,000	£	-	< 3 mnths £2,000	£	-	£	-	0.00%	D	U	AHH	H	Dulal Ahmed	
		> 3mnths £4,000			> 3mnths £4,000		> 3mnths £4,000			> 3mnths £4,000											
<b>Mobile Home Licensing Fee [1-10 pitches]</b>																			<b>AHH</b>	<b>H</b>	<b>Dulal Ahmed</b>
Mobile Homes initial set up - Application Fee	O	£ 568.00	£	-	£ 568.00	O	£ 568.00	£	-	£ 568.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	O	£ 259.00	£	-	£ 259.00	O	£ 259.00	£	-	£ 259.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	O	£ 326.00	£	-	£ 326.00	O	£ 326.00	£	-	£ 326.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
<b>Mobile Home Licensing Fee [11-20 pitches]</b>																			<b>AHH</b>	<b>H</b>	<b>Dulal Ahmed</b>
Mobile Homes initial set up - Application Fee	O	£ 615.00	£	-	£ 615.00	O	£ 615.00	£	-	£ 615.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	O	£ 259.00	£	-	£ 259.00	O	£ 259.00	£	-	£ 259.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	O	£ 326.00	£	-	£ 326.00	O	£ 326.00	£	-	£ 326.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
<b>Mobile Home Licensing Fee [21-50 pitches]</b>																			<b>AHH</b>	<b>H</b>	<b>Dulal Ahmed</b>
Mobile Homes initial set up - Application Fee	O	£ 650.00	£	-	£ 650.00	O	£ 650.00	£	-	£ 650.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	O	£ 259.00	£	-	£ 259.00	O	£ 259.00	£	-	£ 259.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	O	£ 326.00	£	-	£ 326.00	O	£ 326.00	£	-	£ 326.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
<b>Mobile Home Licensing Fee [51-99 pitches]</b>																			<b>AHH</b>	<b>H</b>	<b>Dulal Ahmed</b>
Mobile Homes initial set up - Application Fee	O	£ 705.00	£	-	£ 705.00	O	£ 705.00	£	-	£ 705.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	O	£ 259.00	£	-	£ 259.00	O	£ 259.00	£	-	£ 259.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	O	£ 326.00	£	-	£ 326.00	O	£ 326.00	£	-	£ 326.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
<b>Mobile Home Licensing Fee [100 pitches+]</b>																			<b>AHH</b>	<b>H</b>	<b>Dulal Ahmed</b>
Mobile Homes initial set up - Application Fee	O	£ 750.00	£	-	£ 750.00	O	£ 750.00	£	-	£ 750.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Transfer a Site Licence	O	£ 259.00	£	-	£ 259.00	O	£ 259.00	£	-	£ 259.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Application to Amend a Site Licence	O	£ 326.00	£	-	£ 326.00	O	£ 326.00	£	-	£ 326.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Offences of contravening electrical safety standard regulations 2020 'minimum charge' capped at £30k	O	£500 - £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	O	£ 323.00	£	-	£ 323.00	£	-	£ -	£ -	0.00%	D	U	AHH	H	Dulal Ahmed	
Administration Fee - Reminder letter						O	£ 25.00	£	-	£ 25.00	£	25.00	£	-	£ 25.00	0.00%	D	N	AHH	H	Dulal Ahmed
Administration Fee - 2nd Reminder letter						O	£ 50.00	£	-	£ 50.00	£	50.00	£	-	£ 50.00	0.00%	D	N	AHH	H	Dulal Ahmed
Administration Fee - Additional fee for paper applications						O	£ 100.00	£	-	£ 100.00	£	100.00	£	-	£ 100.00	0.00%	D	N	AHH	H	Dulal Ahmed
Administration Fee - Invalid application						O	£ 25.00	£	-	£ 25.00	£	25.00	£	-	£ 25.00	0.00%	D	N	AHH	H	Dulal Ahmed
Parks - Commercial Hire of Parks and Open Spaces - Price on Applications	S	POA	£	-	POA	S	POA	£	-	POA	£	-	£ -	£ -	0.00%	D	U	PR	CGS	Jahur Ali	
Parks - Bowls - Thurrock Bowls Assoc - Season charge exclusive use of 8 greens - Over 60	E	£ 145.00	£	-	£ 145.00	E	£ 175.00	£	-	£ 175.00	£	30.00	£	-	£ 30.00	20.69%	D	I	PR	CGS	Jahur Ali
Parks - Bowls - Thurrock Bowls Assoc - Season charge exclusive use of 8 greens - Under 18	E	£ 85.00	£	-	£ 85.00	E	£ 95.00	£	-	£ 95.00	£	10.00	£	-	£ 10.00	11.76%	D	I	PR	CGS	Jahur Ali
Parks - Bowls - Thurrock Bowls Assoc - Season charge exclusive use of 8 greens - Under 60	E	£ 190.00	£	-	£ 190.00	E	£ 210.00	£	-	£ 210.00	£	20.00	£	-	£ 20.00	10.53%	D	I	PR	CGS	Jahur Ali
Parks - Cricket - Adult Pitch per match (10 games or more)	E	£ 110.00	£	-	£ 110.00	E	£ 125.00	£	-	£ 125.00	£	15.00	£	-	£ 15.00	13.64%	D	I	PR	CGS	Jahur Ali
Parks - Cricket - Adult Pitch per match (less than 10 games)	E	£ 115.00	£	-	£ 115.00	E	£ 130.00	£	-	£ 130.00	£	15.00	£	-	£ 15.00	13.04%	D	I	PR	CGS	Jahur Ali
Parks - Cricket - Youth Pitch per match (10 games or more)	E	£ 51.00	£	-	£ 51.00	E	£ 55.00	£	-	£ 55.00	£	4.00	£	-	£ 4.00	7.84%	D	I	PR	CGS	Jahur Ali
Parks - Cricket - Youth Pitch per match (less than 10 games)	E	£ 51.00	£	-	£ 51.00	E	£ 57.50	£	-	£ 57.50	£	6.50	£	-	£ 6.50	12.75%	D	I	PR	CGS	Jahur Ali
Parks - Football - Adult Pitch with Changing Facilities per match (less than 10 games)	E	£ 95.00	£	-	£ 95.00	E	£ 105.00	£	-	£ 105.00	£	10.00	£	-	£ 10.00	10.53%	D	I	PR	CGS	Jahur Ali
Parks - Football - Adult Pitch with Changing Facilities per season (max 16 games)	E	£ 1,210.00	£	-	£ 1,210.00	E	£ 1,330.00	£	-	£ 1,330.00	£	120.00	£	-	£ 120.00	9.92%	D	I	PR	CGS	Jahur Ali
Parks - Football - Child Pitch per match (less than 10 games)	E	£ 45.00	£	-	£ 45.00	E	£ 50.00	£	-	£ 50.00	£	5.00	£	-	£ 5.00	11.11%	D	I	PR	CGS	Jahur Ali
Parks - Football - Child Pitch per season (max 16 games)	E	£ 595.00	£	-	£ 595.00	E	£ 655.00	£	-	£ 655.00	£	60.00	£	-	£ 60.00	10.08%	D	I	PR	CGS	Jahur Ali
Parks - Football - Youth Pitch per match (less than 10 games)	E	£ 58.00	£	-	£ 58.00	E	£ 64.00	£	-	£ 64.00	£	6.00	£	-	£ 6.00	10.34%	D	I	PR	CGS	Jahur Ali
Parks - Football - Youth Pitch per season (max 16 games)	E	£ 700.00	£	-	£ 700.00	E	£ 770.00	£	-	£ 770.00	£	70.00	£	-	£ 70.00	10.00%	D	I	PR	CGS	Jahur Ali
Parks - Rugby - Adult Pitch per match (less than 10 games)	E	£ 100.00	£	-	£ 100.00	E	£ 110.00	£	-	£ 110.00	£	10.00	£	-	£ 10.00	10.00%	D	I	PR	CGS	Jahur Ali
Parks - Rugby - Adult Pitch per season (max 16 games)	E	£ 1,210.00	£	-	£ 1,210.00	E	£ 1,330.00	£	-	£ 1,330.00	£	120.00	£	-	£ 120.00	9.92%	D	I	PR	CGS	Jahur Ali
Parks - Rugby - Mini Pitch per match (less than 10 games)	E	£ 23.50	£	-	£ 23.50	E	£ 26.00	£	-	£ 26.00	£	2.50	£	-	£ 2.50	10.64%	D	I	PR	CGS	Jahur Ali
Parks - Rugby - Mini Pitch per season (max 16 game)	E	£ 115.00	£	-	£ 115.00	E	£ 127.00	£	-	£ 127.00	£	12.00	£	-	£ 12.00	10.43%	D	I	PR	CGS	Jahur Ali
Parks - Rugby - Youth Pitch per match (less than 10 games)	E	£ 58.00	£	-	£ 58.00	E	£ 64.00	£	-	£ 64.00	£	6.00	£	-	£ 6.00	10.34%	D	I	PR	CGS	Jahur Ali
Parks - Rugby - Youth Pitch per season (max 16 games)	E	£ 700.00	£	-	£ 700.00	E	£ 770.00	£	-	£ 770.00	£	70.00	£	-	£ 70.00	10.00%	D	I	PR	CGS	Jahur Ali
Council Managed Allotments - 1x10 Rod plot	E	£ 113.00	£	-	£ 113.00	E	£ 113.00	£	-	£ 113.00	£	-	£	-	£ -	0.00%	D	U	PR	CGS	Jahur Ali
Council Managed Allotments - 1x5 Rod (1/2 size plot)	E	£ 62.00	£	-	£ 62.00	E	£ 62.00	£	-	£ 62.00	£	-	£	-	£ -	0.00%	D	U	PR	CGS	Jahur Ali
Outdoor event application processing	E	£ 30.00	£	-	£ 30.00	E	£ 33.00	£	-	£ 33.00	£	3.00	£	-	£ 3.00	10.00%	D	I	PR	CGS	Jahur Ali
Annual Personal Fitness Licence - 2 clients or less (one to one sessions)						E	£ 100.00	£	-	£ 100.00	£	100.00	£	-	£ 100.00	0.00%	D	N	PR	CGS	Jahur Ali
Annual Personal Fitness Licence - 3 clients or more (one to one sessions)						E	£ 150.00	£	-	£ 150.00	£	150.00	£	-	£ 150.00	0.00%	D	N	PR	CGS	Jahur Ali
Outdoor space use (Group fitness/activity) - Monthly charge for less than 6 people per session						E	£ 50.00	£	-	£ 50.00	£	50.00	£	-	£ 50.00	0.00%	D	N	PR	CGS	Jahur Ali
Outdoor space use (Group fitness/activity) - Monthly charge for more than 6 people per session						E	£ 75.00	£	-	£ 75.00	£	75.00	£	-	£ 75.00	0.00%	D	N	PR	CGS	Jahur Ali
Outdoor space use (Group fitness/activity) - Annual charge for less than 6 people per session						E	£ 400.00	£	-	£ 400.00	£	400.00	£	-	£ 400.00	0.00%	D	N	PR	CGS	Jahur Ali
Outdoor space use (Group fitness/activity) - Annual charge for more than 6 people per session						E	£ 600.00	£	-	£ 600.00	£	600.00	£	-	£ 600.00	0.00%	D	N	PR	CGS	Jahur Ali
Pre application fees - Householder - written only	S	£ 52.50	£	10.50	£ 63.00	S	£ 57.92	£	11.58	£ 69.50	£	5.42	£	1.08	£ 6.50	10.32%	D	I	PR	PTR	Jonathan Keen
Pre application fees - Householder - written with 1/2 hour meeting	S	£ 84.17	£	16.83	£ 101.00	S	£ 92.50	£	18.50	£ 111.00	£	8.33	£	1.67	£ 10.00	9.90%	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)	S	£ 295.83	£	59.17	£ 355.00	S	£ 325.00	£	65.00	£ 390.00	£	29.17	£	5.83	£ 35.00	9.86%	D	I	PR	PTR	Jonathan Keen
Pre application fees - Householder - single dwelling (replacement and residential annexe) Inc. 1/2 hour meeting	S	£ 158.33	£	31.67	£ 190.00	S	£ 174.17	£	34.83	£ 209.00	£	15.84	£	3.17	£ 19.00	10.00%	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)	S	£ 370.00	£	74.00	£ 444.00	S	£ 407.50	£	81.50	£ 489.00	£	37.50	£	7.50	£ 45.00	10.14%	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)	S	£ 295.83	£	59.17	£ 355.00	S	£ 325.00	£	65.00	£ 390.00	£	29.17	£	5.83	£ 35.00	9.86%	D	I	PR	PTR	Jonathan Keen
Pre application fees - Minor development Inc. 1 hour meeting	S	£ 475.00	£	95.00	£ 570.00	S	£ 520.83	£	104.17	£ 625.00	£	45.83	£	9.17	£ 55.00	9.65%	D	I	PR	PTR	Jonathan Keen
Pre application fees - Major development - 10-49 Units	S	£ 1,590.00	£	318.00	£ 1,908.00	S	£ 1,750.00	£	350.00	£ 2,100.00	£	160.00	£	32.00	£ 192.00	10.06%	D	I	PR	PTR	Jonathan Keen
Pre application fees - Major development - 50-99 Units						S	£ 2,500.00	£	500.00	£ 3,000.00	£	2,500.00	£	500.00	£ 3,000.00	0.00%	D	N	PR	PTR	Jonathan Keen
Pre application fees - Major development - 100-499 Units						S	£ 4,000.00	£	800.00	£ 4,800.00	£	4,000.00	£	800.00	£ 4,800.00	0.00%	D	N	PR	PTR	Jonathan Keen

Pre application fees - Major development - 500+ Units				S	£ 5,000.00	£ 1,000.00	£ 6,000.00	£ 5,000.00	£ 1,000.00	£ 6,000.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Pre application fees - Non-residential Major schemes based on floorspace - 1,000 to 4,999 sq.m				S	£ 1,750.00	£ 350.00	£ 2,100.00	£ 1,750.00	£ 350.00	£ 2,100.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Pre application fees - Non-residential Major schemes based on floorspace - 5,000 to 9,999 sq.m				S	£ 2,500.00	£ 500.00	£ 3,000.00	£ 2,500.00	£ 500.00	£ 3,000.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Pre application fees - Non-residential Major schemes based on floorspace - 10,000 to 29,999 sq.m				S	£ 4,000.00	£ 800.00	£ 4,800.00	£ 4,000.00	£ 800.00	£ 4,800.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Pre application fees - Non-residential Major schemes based on floorspace - 30,000+ sq.m				S	£ 5,000.00	£ 1,000.00	£ 6,000.00	£ 5,000.00	£ 1,000.00	£ 6,000.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Pre application fees - Strategic development	S	POA	£ -	POA	S	POA	£ -	POA	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Jonathan Keen
Pre application fees - Follow up meetings Minor - Inc. 1 hour meeting and officer preparation (per hour)	S	£ 129.17	£ 25.83	£ 155.00	S	50% of original meeting cost	£ -	50% of original meeting cost	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Jonathan Keen
Pre application fees - Follow up meetings Major - Inc. 1 hour meeting and officer preparation (per hour)	S	£ 388.33	£ 77.67	£ 466.00	S	50% of original meeting cost	£ -	50% of original meeting cost	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Jonathan Keen
Pre application fees - Follow up meetings Householder - Inc. 1 hour meeting and officer preparation (per hour)	S	£ 54.17	£ 10.83	£ 65.00	S	50% of original meeting cost	£ -	50% of original meeting cost	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Jonathan Keen
Pre application fees - Additional attendance (ecology/listed building) in addition to follow up meeting cost (per hour per specialist)	S	£ 215.83	£ 43.17	£ 259.00	S	£ 237.50	£ 47.50	£ 285.00	£ 21.67	£ 4.33	£ 26.00	10.04%	D	I	PR	PTR	Jonathan Keen
Fees for applications that are withdrawn or not validated - Householder, advertisement, and similar applications				S	£ 40.00	£ 8.00	£ 48.00	£ 40.00	£ 8.00	£ 48.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Fees for applications that are withdrawn or not validated - Minor, lawfulness, and similar applications				S	£ 80.00	£ 16.00	£ 96.00	£ 80.00	£ 16.00	£ 96.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Fees for applications that are withdrawn or not validated - Major, and similar complex applications				S	£ 160.00	£ 32.00	£ 192.00	£ 160.00	£ 32.00	£ 192.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Confirmation of compliance with an enforcement notice				S	£ 200.00	£ 40.00	£ 240.00	£ 200.00	£ 40.00	£ 240.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Premium/ Fast track services (in addition to planning application fee)				S	£ 500.00	£ 100.00	£ 600.00	£ 500.00	£ 100.00	£ 600.00	0.00%	D	N	PR	PTR	Jonathan Keen	
Planning Performance Agreement (PPA) - Small urban extensions (up to 1,499 units) p.a.	S	£ 75,000.00	£ 15,000.00	£ 90,000.00	S	£ 82,500.00	£ 16,500.00	£ 99,000.00	£ 7,500.00	£ 1,500.00	£ 9,000.00	10.00%	D	I	PR	PTR	Jonathan Keen
Planning Performance Agreement (PPA) - Large urban extensions (over 1,500 units) p.a.	S	£ 100,000.00	£ 20,000.00	£ 120,000.00	S	£ 110,000.00	£ 22,000.00	£ 132,000.00	£ 10,000.00	£ 2,000.00	£ 12,000.00	10.00%	D	I	PR	PTR	Jonathan Keen
Planning Performance Agreement (PPA) - New settlement p.a.	S	£ 150,000.00	£ 30,000.00	£ 180,000.00	S	£ 165,000.00	£ 33,000.00	£ 198,000.00	£ 15,000.00	£ 3,000.00	£ 18,000.00	10.00%	D	I	PR	PTR	Jonathan Keen
Planning Performance Agreement (PPA) - Others (10 to 99 units) p.a.	S	£ 10,000.00	£ 2,000.00	£ 12,000.00	S	£ 11,000.00	£ 2,200.00	£ 13,200.00	£ 1,000.00	£ 200.00	£ 1,200.00	10.00%	D	I	PR	PTR	Jonathan Keen
Planning Performance Agreement (PPA) - Others (100 - 499 units) p.a.	S	£ 25,000.00	£ 5,000.00	£ 30,000.00	S	£ 27,500.00	£ 5,500.00	£ 33,000.00	£ 2,500.00	£ 500.00	£ 3,000.00	10.00%	D	I	PR	PTR	Jonathan Keen
Planning Performance Agreement (PPA) - Others (over 500 units and over) p.a.	S	£ 50,000.00	£ 10,000.00	£ 60,000.00	S	£ 55,000.00	£ 11,000.00	£ 66,000.00	£ 5,000.00	£ 1,000.00	£ 6,000.00	10.00%	D	I	PR	PTR	Jonathan Keen
Planning Performance Agreement (PPA) - Discharge of conditions and s.106 obligations, and reserved matters				S	POA	£ -	POA	£ -	£ -	£ -	£ -	0.00%	D	N	PR	PTR	Jonathan Keen
Local Plan Planning Performance Agreement - New Settlement				S	£ 165,000.00	£ 33,000.00	£ 198,000.00	£ 165,000.00	£ 33,000.00	£ 198,000.00	0.00%	D	N	PR	PTR	Sean Nethercott	
Local Plan Planning Performance Agreement - Large scale - edge of settlement (greenbelt) - 1,500 homes or over				S	£ 110,000.00	£ 22,000.00	£ 132,000.00	£ 110,000.00	£ 22,000.00	£ 132,000.00	0.00%	D	N	PR	PTR	Sean Nethercott	
Local Plan Planning Performance Agreement - Medium scale - edge of settlement (greenbelt) - 250 to 1,499 homes				S	£ 82,500.00	£ 16,500.00	£ 99,000.00	£ 82,500.00	£ 16,500.00	£ 99,000.00	0.00%	D	N	PR	PTR	Sean Nethercott	
Local Plan Planning Performance Agreement - Small scale - edge of settlement (greenbelt) - 100 to 250 homes				S	£ 55,000.00	£ 11,000.00	£ 66,000.00	£ 55,000.00	£ 11,000.00	£ 66,000.00	0.00%	D	N	PR	PTR	Sean Nethercott	
Local Plan Planning Performance Agreement - Large scale development - over 500 homes				S	£ 55,000.00	£ 11,000.00	£ 66,000.00	£ 55,000.00	£ 11,000.00	£ 66,000.00	0.00%	D	N	PR	PTR	Sean Nethercott	
Local Plan Planning Performance Agreement - Medium scale development - 100 to 499 homes				S	£ 27,500.00	£ 5,500.00	£ 33,000.00	£ 27,500.00	£ 5,500.00	£ 33,000.00	0.00%	D	N	PR	PTR	Sean Nethercott	
Local Plan Planning Performance Agreement - Small sites (all contexts) - 10 to 99 units				S	£ 11,000.00	£ 2,200.00	£ 13,200.00	£ 11,000.00	£ 2,200.00	£ 13,200.00	0.00%	D	N	PR	PTR	Sean Nethercott	
<b>All Outline Applications</b>															PR	PTR	Jonathan Keen
Sites not more than 2.5 Hectares (charge per 0.1 hectare)	O	£ 462.00	£ -	£ 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)	O	£11,432 + £138	£ -	£11,432 + £138	O	£11,432 + £138	£ -	£11,432 + £138	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Household Applications</b>															PR	PTR	Jonathan Keen
Alterations or extensions to a single dwelling, excluding flats, including works within the boundary	O	£ 206.00	£ -	£ 206.00	O	£ 206.00	£ -	£ 206.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Full Applications and first submissions of reserved matters</b>															PR	PTR	Jonathan Keen
Alterations or extensions to two or more dwellings, or one or more flats, including works within boundary	O	£ 407.00	£ -	£ 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)	O	£ 462.00	£ -	£ 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)	O	£22,859 + £138	£ -	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Erection of Buildings, excluding dwellings, agricultural, glasshouse, plant and machinery</b>															PR	PTR	Jonathan Keen
No increase in gross floor space, or an increase of no more than 40 square metres	O	£ 234.00	£ -	£ 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	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
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)	O	£ 462.00	£ -	£ 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)	O	£22,859 + £138	£ -	£22,859 + £138	O	£22,859 + £138	£ -	£22,859 + £138	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Erection of Buildings on land used for agriculture</b>															PR	PTR	Jonathan Keen
A site area of no more than 465 square metres	O	£ 96.00	£ -	£ 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	O	£ 462.00	£ -	£ 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)	O	£462 + £462	£ -	£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)	O	£22,858 + £138	£ -	£22,858 + £138	O	£22,858 + £138	£ -	£22,858 + £138	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Erection of glasshouses on land used from agriculture</b>															PR	PTR	Jonathan Keen
A site area of not more than 5 hectares (per 0.1 hectare, or part thereof)	O	£ 462.00	£ -	£ 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)	O	£22,858 + £138	£ -	£22,858 + £138	O	£22,858 + £138	£ -	£22,858 + £138	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Applications for other than building works</b>															PR	PTR	Jonathan Keen
Car parks, service roads or other accesses, for existing uses	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Waste, use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals</b>															PR	PTR	Jonathan Keen
A site of not more than 15 hectares (per 0.1 hectare, or part thereof)	O	£ 234.00	£ -	£ 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)	O	£34,934 + £138	£ -	£34,934 + £138	O	£34,934 + £138	£ -	£34,934 + £138	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Other operations, winning and working of materials</b>														PR	PTR	Jonathan Keen	
A site area of not more than 15 hectares (per 0.1 hectare, or part thereof)	O	£ 234.00	£ -	£ 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)	O	£34,934 + £138	£ -	£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)	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Lawful development certificate</b>														PR	PTR	Jonathan Keen	
Lawful development certificate, existing use, in breach of planning condition	O	Same as full application	£ -	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	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
Lawful development certificate, proposed use	O	Half the normal planning fee	£ -	Half the normal planning fee	O	Half the normal planning fee	£ -	Half the normal planning fee	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Prior Approval</b>														PR	PTR	Jonathan Keen	
Agricultural and Forestry buildings and operations, or demolition of buildings	O	£ 96.00	£ -	£ 96.00	O	£ 96.00	£ -	£ 96.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
Telecommunications code systems operators	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Reserved Matters</b>														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)	O	Full fee due, or £462 due	£ -	Full fee due, or £462 due	O	Full fee due, or £462 due	£ -	Full fee due, or £462 due	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Approval, variation or discharge of condition</b>														PR	PTR	Jonathan Keen	
Application for removal or variation of a condition following granting of planning permission	O	£ 234.00	£ -	£ 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)	O	£34 or £116	£ -	£34 or £116	O	£34 or £116	£ -	£34 or £116	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Change of use of a building to use as one or more separate dwelling houses or other cases</b>														PR	PTR	Jonathan Keen	
Not more than 50 dwellings (per dwelling)	O	£ 462.00	£ -	£ 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)	O	£22,859 + £138	£ -	£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	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Advertising</b>														PR	PTR	Jonathan Keen	
Advertising relating to the business on the premises	O	£ 132.00	£ -	£ 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	O	£ 132.00	£ -	£ 132.00	O	£ 132.00	£ -	£ 132.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
other advertisements	O	£ 462.00	£ -	£ 462.00	O	£ 462.00	£ -	£ 462.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
<b>Application for a non-material amendment following a grant of planning permission</b>														PR	PTR	Jonathan Keen	
Applications in respect of householder developments	O	£ 34.00	£ -	£ 34.00	O	£ 34.00	£ -	£ 34.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
Applications in respect of any other developments	O	£ 234.00	£ -	£ 234.00	O	£ 234.00	£ -	£ 234.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Jonathan Keen
Permitted Development Rights removed	O	£ 96.00	£ -	£ 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)	O	£ 25.00	£ -	£ 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))	O	£ 11.00	£ -	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Certificates issued by Registrar/ Superintendent Registrar - Short Certificate of Birth - 24 hour service	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
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))	O	£ 11.00	£ -	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Birth (24 hour service)	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
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))	O	£ 11.00	£ -	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Death (24 hour service)	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
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))	O	£ 11.00	£ -	£ 11.00	O	£ 11.00	£ -	£ 11.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Certificates issued by Registrar/Superintendent Registrar - Standard Certificate of Marriage (24 hour service)	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Deposit for all ceremonies at Approved premises	O	£ 102.00	£ -	£ 102.00	O	£ 110.00	£ -	£ 110.00	£ 8.00	£ -	£ 8.00	7.84%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Deposit for all ceremonies at Register Office marriage Room	O	£ 46.00	£ -	£ 46.00	O	£ 46.00	£ -	£ 46.00	£ -	£ -	£ -	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Deposit for Notice of Marriage Appointment	O	£ 35.00	£ -	£ 35.00	O	£ 40.00	£ -	£ 40.00	£ 5.00	£ -	£ 5.00	14.29%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Monday to Friday)	O	£ 530.00	£ -	£ 530.00	O	£ 590.00	£ -	£ 590.00	£ 60.00	£ -	£ 60.00	11.32%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Saturday)	O	£ 580.00	£ -	£ 580.00	O	£ 645.00	£ -	£ 645.00	£ 65.00	£ -	£ 65.00	11.21%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Sunday, Bank or Public Holiday)	O	£ 630.00	£ -	£ 630.00	O	£ 700.00	£ -	£ 700.00	£ 70.00	£ -	£ 70.00	11.11%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Fees for superintendent Registrar attendance at Register Office for Naming Ceremonies/ Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) Saturday	O	£ 350.00	£ -	£ 350.00	O	£ 390.00	£ -	£ 390.00	£ 40.00	£ -	£ 40.00	11.43%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne



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)	O	£	320.00	£	-	£	320.00	O	£	355.00	£	-	£	355.00	£	35.00	£	-	£	35.00	10.94%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Saturday)	O	£	370.00	£	-	£	370.00	O	£	410.00	£	-	£	410.00	£	40.00	£	-	£	40.00	10.81%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Sunday)	O	£	420.00	£	-	£	420.00	O	£	465.00	£	-	£	465.00	£	45.00	£	-	£	45.00	10.71%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Thameside Theatre (Monday to Friday)	O	£	280.00	£	-	£	280.00	O	£	288.00	£	-	£	288.00	£	8.00	£	-	£	8.00	2.86%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday PM)	O	£	410.00	£	-	£	410.00	O	£	420.00	£	-	£	420.00	£	10.00	£	-	£	10.00	2.44%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday AM)	O	£	340.00	£	-	£	340.00	O	£	350.00	£	-	£	350.00	£	10.00	£	-	£	10.00	2.94%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Mulberry Suite (Monday to Friday) - Small Package								O	£	330.00	£	-	£	330.00	£	330.00	£	-	£	330.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Mulberry Suite (Saturday AM) - Small Package								O	£	390.00	£	-	£	390.00	£	390.00	£	-	£	390.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Mulberry Suite (Saturday PM) - Small Package								O	£	460.00	£	-	£	460.00	£	460.00	£	-	£	460.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Mulberry Suite (Monday to Friday) - Large Package								O	£	380.00	£	-	£	380.00	£	380.00	£	-	£	380.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Mulberry Suite (Saturday AM) - Large Package								O	£	440.00	£	-	£	440.00	£	440.00	£	-	£	440.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Mulberry Suite (Saturday PM) - Large Package								O	£	510.00	£	-	£	510.00	£	510.00	£	-	£	510.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Live streaming of ceremony in the Mulberry Suite								O	£	60.00	£	-	£	60.00	£	60.00	£	-	£	60.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Council Chambers – Saturday AM								O	£	500.00	£	-	£	500.00	£	500.00	£	-	£	500.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Council Chambers – Saturday PM								O	£	580.00	£	-	£	580.00	£	580.00	£	-	£	580.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Committee Rooms - (Saturday AM) - Small Package								O	£	400.00	£	-	£	400.00	£	400.00	£	-	£	400.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Committee Rooms - (Saturday AM) - Large Package								O	£	450.00	£	-	£	450.00	£	450.00	£	-	£	450.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Committee Rooms - (Saturday PM) - Small Package								O	£	480.00	£	-	£	480.00	£	480.00	£	-	£	480.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Ceremonies held in Committee Rooms - (Saturday PM) - Large Package								O	£	550.00	£	-	£	550.00	£	550.00	£	-	£	550.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Postage and Packing Charge (1st Class Recorded)	O	£	3.60	£	-	£	3.60	O	£	3.60	£	-	£	3.60	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Private Citizenship Ceremony (Monday to Saturday)	O	£	165.00	£	-	£	165.00	O	£	200.00	£	-	£	200.00	£	35.00	£	-	£	35.00	21.21%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Re-Schedule of Appointment/ Ceremony	O	£	35.00	£	-	£	35.00	O	£	40.00	£	-	£	40.00	£	5.00	£	-	£	5.00	14.29%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Resident Services - Registration - Postage and Packing Charge (Special Delivery 24hr Guaranteed)	O	£	10.00	£	-	£	10.00	O	£	10.00	£	-	£	10.00	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Administration Charge to complete PD2 / Proof of Life Confirmation forms	O	£	35.00	£	-	£	35.00	O	£	40.00	£	-	£	40.00	£	5.00	£	-	£	5.00	14.29%	D	I	SEG	CGS	Lynn Whipps/ Jenny Osborne
Lacey Room x 8 guests - Monday - Friday								O	£	160.00	£	-	£	160.00	£	160.00	£	-	£	160.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Lacey Room x 8 guests - Saturday AM								O	£	220.00	£	-	£	220.00	£	220.00	£	-	£	220.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Lacey Room x 8 guests - Saturday PM								O	£	290.00	£	-	£	290.00	£	290.00	£	-	£	290.00	0.00%	D	N	SEG	CGS	Lynn Whipps/ Jenny Osborne
Consideration by Registrar / Superintendent Registrar of a correction	O	£	75.00	£	-	£	75.00	O	£	75.00	£	-	£	75.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Consideration by the Registrar General of a correction	O	£	90.00	£	-	£	90.00	O	£	90.00	£	-	£	90.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Consideration by Superintendent Registrar of a divorce obtained outside of the British Isles	O	£	50.00	£	-	£	50.00	O	£	50.00	£	-	£	50.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Consideration by the Registrar General of a divorce obtained outside of the British Isles	O	£	75.00	£	-	£	75.00	O	£	75.00	£	-	£	75.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Consideration by the registration authority of a civil partnership dissolution obtained outside of the British Isles	O	£	50.00	£	-	£	50.00	O	£	50.00	£	-	£	50.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Consideration by the Registrar General of a civil partnership dissolution obtained outside of the British Isles	O	£	75.00	£	-	£	75.00	O	£	75.00	£	-	£	75.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
RWP - Reduce statutory waiting period on a notice of marriage or civil partnership	O	£	60.00	£	-	£	60.00	O	£	60.00	£	-	£	60.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
RGL - Registrar General's Licence for marriage and civil partnership	O	£	15.00	£	-	£	15.00	O	£	15.00	£	-	£	15.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne
Attendance at the civil partnership registration at the Register Office	O	£	46.00	£	-	£	46.00	O	£	46.00	£	-	£	46.00	£	-	£	-	£	-	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne

Register Office x 4 guests - £46 (Monday and Tuesday at 10am) – Statutory	O	£	46.00	£	-	£	46.00	£	46.00	£	-	£	46.00	0.00%	S	N	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Attendance at a registered building for a civil partnership ceremony	O	£	86.00	£	-	£	86.00	£	86.00	£	-	£	86.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Attendance at a registered building for a marriage ceremony	O	£	86.00	£	-	£	86.00	£	86.00	£	-	£	86.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Conversion of a civil partnership into marriage at the Register Office	O	£	45.00	£	-	£	45.00	£	45.00	£	-	£	45.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Conversion of a civil partnership into marriage - Two stage procedure on other premises, completing the declaration	O	£	27.00	£	-	£	27.00	£	27.00	£	-	£	27.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
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	O	£	91.00	£	-	£	91.00	£	91.00	£	-	£	91.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Change of forename added within 12 months of birth registration	O	£	40.00	£	-	£	40.00	£	40.00	£	-	£	40.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Search in indexes by the applicant personally for not more than six successive hours	O	£	18.00	£	-	£	18.00	£	18.00	£	-	£	18.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Residents Services - Registration - Civil Partnership certificate (Full or short) - 24 hour service	O	£	35.00	£	-	£	35.00	£	35.00	£	-	£	35.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
Residents Services - Registration - Civil Partnership certificate (Full or short) - 15 day service	O	£	11.00	£	-	£	11.00	£	11.00	£	-	£	11.00	0.00%	S	U	SEG	CGS	Lynn Whipps/ Jenny Osborne	
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.	O	£	1,535.00	£	-	£	1,535.00	£	1,610.00	£	-	£	1,610.00	4.89%	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.	O	£	1,500.00	£	-	£	1,500.00	£	1,650.00	£	-	£	1,650.00	10.00%	S	I	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.	O	£	1,500.00	£	-	£	1,500.00	£	1,650.00	£	-	£	1,650.00	10.00%	S	I	PR	PTR	Mat Kiely	
Transport Development - Accident data provision	Z	£	179.00	£	-	£	179.00	Z	£	197.00	£	-	£	197.00	10.06%	D	I	PR	PTR	Mat Kiely
Transport Development - Minor Works licence - adoptable vehicle/pedestrian access works - up to £50k estimated costs - flat fee for checking and supervision works, not including minor works licence legal fees	O		min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	£	-		Min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	O	£	7,500.00	£	-	£	7,500.00	50.00%	S	I	PR	PTR	Mat Kiely
Transport Development Section 38 / 278 agreement (Fee is for checking drawings and supervision of works) - £50k estimated costs up to £1.5m estimated costs	O		Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	£	-		Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	O		12% of estimated costs, split between 5% design check fee and 7% supervision fee	£	-	£	12% of estimated costs, split between 5% design check fee and 7% supervision fee	20.00%	S	I	PR	PTR	Mat Kiely
Transport Development - Commuted sums for highway & ancillary works arising from development	Z		25% of bond figure over a 60 year period - reduction factor 3.5% per annum	£	-		25% of bond figure over a 60 year period - reduction factor 3.5% per annum	Z		25% of bond figure over a 60 year period - reduction factor 3.5% per annum	£	-	£	25% of bond figure over a 60 year period - reduction factor 3.5% per annum	0.00%	D	U	PR	PTR	Mat Kiely
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway	O	£	225.00	£	-	£	225.00	O	£	249.00	£	-	£	249.00	10.67%	S	I	PR	PTR	Mat Kiely
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway - Deposit	O		£500-£5000	£	-		£500-£5000	O		£550 - £5,500	£	-	£	£550 - £5,500	10.00%	S	I	PR	PTR	Mat Kiely
Transport Development Section 38 / 278 agreement (Fee is for checking drawings and supervision of works) greater than £1.5m estimated costs; design check and supervision fees	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	O		8% flat fee; minimum value £180k	£	-	£	8% flat fee; minimum value £180k	33.00%	S	I	PR	PTR	Mat Kiely
Transport Development - Incidental Technical Information	Z		Case by case basis	£	-		Case by case basis	Z		Case by case basis	£	-	£	Case by case basis	0.00%	D	U	PR	PTR	Mat Kiely
Transport Development - Temporary Construction Access Licence	O	£	205.00	£	-	£	205.00	O	£	225.00	£	-	£	225.00	9.76%	S	I	PR	PTR	Mat Kiely
Transport Development - Temporary Construction Access Licence - Deposit	O		£500-£5000	£	-		£500-£5000	O		£550 - £5,500	£	-	£	£550 - £5,500	10.00%	S	I	PR	PTR	Mat Kiely
Travel Plans - Monitoring Travel Plans - Large Developments	Z	£	1,050.00	£	-	£	1,050.00	Z	£	1,100.00	£	-	£	1,100.00	4.76%	S	I	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	Z	£	2,100.00	£	-	£	2,100.00	Z	£	2,150.00	£	-	£	2,150.00	£	50.00	£	-	£	50.00	2.38%	S	I	PR	PTR	Mat Kiely
Travel Plans - Monitoring Travel Plans - Small Developments	Z	£	540.00	£	-	£	540.00	Z	£	600.00	£	-	£	600.00	£	60.00	£	-	£	60.00	11.11%	S	I	PR	PTR	Mat Kiely
Road Safety - Scooter Training (primary schools)	Z	£	£41.00 per session (10 pupils max)	£	-	£	£41.00 per session (10 pupils max)	Z	£	£45.00 per session (10 pupils max)	£	-	£	£45.00 per session (10 pupils max)	£	-	£	-	£	-	9.76%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability Training Level 1	Z	£	5.10	£	-	£	5.10	Z	£	6.00	£	-	£	6.00	£	0.90	£	-	£	0.90	17.65%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability Training Level 2	Z	£	10.20	£	-	£	10.20	Z	£	11.00	£	-	£	11.00	£	0.80	£	-	£	0.80	7.84%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability - Learn to Ride - Under 16s	Z	£	10.20	£	-	£	10.20	Z	£	11.00	£	-	£	11.00	£	0.80	£	-	£	0.80	7.84%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability - Learn to Ride - Over 16s	Z	£	20.50	£	-	£	20.50	Z	£	21.00	£	-	£	21.00	£	0.50	£	-	£	0.50	2.44%	D	I	PR	PTR	Mat Kiely
Road Safety - Bikeability - Balance Bikes	Z	£	61.50	£	-	£	61.50	Z	£	62.00	£	-	£	62.00	£	0.50	£	-	£	0.50	0.81%	D	I	PR	PTR	Mat Kiely
Lead Local Flood Authority - Ordinary Watercourse Land Drainage Consent	Z	£	50.00	£	-	£	50.00	Z	£	50.00	£	-	£	50.00	£	-	£	-	£	-	0.00%	S	U	PR	PTR	Mat Kiely
Transport - MOT Test Station Services - MOT'S class 4 and 7	E	£	36.00	£	-	£	36.00	E	£	38.00	£	-	£	38.00	£	2.00	£	-	£	2.00	5.56%	D	I	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S class 4 and 7 Retest Fee	E	£	15.00	£	-	£	15.00	E	£	15.00	£	-	£	15.00	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S class 5	E	£	51.00	£	-	£	51.00	E	£	55.00	£	-	£	55.00	£	4.00	£	-	£	4.00	7.84%	D	I	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S class 5 Retest Fee	E	£	20.50	£	-	£	20.50	E	£	20.50	£	-	£	20.50	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Matt Trott
Transport - MOT Test Station Services - MOT'S Taxi Test	E	£	26.00	£	-	£	26.00	E	£	26.00	£	-	£	26.00	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Matt Trott
Music Services - Loan of Musical Instruments for pupils studying through the Music Hub (Guitars) per term								E	£	15.00	£	-	£	15.00	£	15.00	£	-	£	15.00	0.00%	D	N	CS	CS	Michele Lucas (ML)
Music Services - Loan of Musical Instruments for pupils studying through the Music Hub (Other) per term								E	£	25.00	£	-	£	25.00	£	25.00	£	-	£	25.00	0.00%	D	N	CS	CS	Michele Lucas (ML)
Music Services - Loan of Musical Instruments for external hirers (Band A - Low Value) per term								E	£	25.00	£	-	£	25.00	£	25.00	£	-	£	25.00	0.00%	D	N	CS	CS	Michele Lucas (ML)
Music Services - Loan of Musical Instruments for external hirers (Band B - Mid Value) per term								E	£	50.00	£	-	£	50.00	£	50.00	£	-	£	50.00	0.00%	D	N	CS	CS	Michele Lucas (ML)
Music Services - Loan of Musical Instruments for external hirers (Band C - High Value) per term								E	£	100.00	£	-	£	100.00	£	100.00	£	-	£	100.00	0.00%	D	N	CS	CS	Michele Lucas (ML)
Individual and small group tuition (fee pro-rata dependent on duration and numbers) - per hour charge	E	£	37.00	£	-	£	37.00	E	£	37.25	£	-	£	37.25	£	0.25	£	-	£	0.25	0.68%	D	I	CS	CS	Michele Lucas (ML)
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Angling Club	E	£	7,560.00	£	-	£	7,560.00	E	£	8,300.00	£	-	£	8,300.00	£	740.00	£	-	£	740.00	9.79%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Working Newfoundlands (per dog, per visit)	E	£	5.93	£	-	£	5.93	E	£	6.50	£	-	£	6.50	£	0.57	£	-	£	0.57	9.61%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Angling Club	E	£	11,025.00	£	-	£	11,025.00	E	£	12,100.00	£	-	£	12,100.00	£	1,075.00	£	-	£	1,075.00	9.75%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Motorboat & Waterski Club (per visit)	E	£	360.00	£	-	£	360.00	E	£	360.00	£	-	£	360.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Day visits - Up to 10 people (Single session)	E	£	137.50	£	-	£	137.50	E	£	137.50	£	-	£	137.50	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Day visits - Up to 10 people (Full day, 4 sessions)	E	£	462.00	£	-	£	462.00	E	£	462.00	£	-	£	462.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - Day visits - Up to 10 people (Half day, 2 sessions)	E	£	252.00	£	-	£	252.00	E	£	252.00	£	-	£	252.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 2 children (Full day, 4 sessions)	E	£	346.00	£	-	£	346.00	E	£	346.00	£	-	£	346.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters VIP offer- Up to 2 adults and 2 children (Half day, 2 sessions)	E	£	197.00	£	-	£	197.00	E	£	197.00	£	-	£	197.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - VIP offer - Up to 2 adults and 4 children (Full day, 4 sessions)	E	£	359.00	£	-	£	359.00	E	£	359.00	£	-	£	359.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 4 children (Half day, 2 sessions)	E	£	215.00	£	-	£	215.00	E	£	215.00	£	-	£	215.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 4 children (Single session)	E	£	122.00	£	-	£	122.00	E	£	122.00	£	-	£	122.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters - School Holiday periods Only - Activity Sessions (per session per person charge)	E	£	10.00	£	-	£	10.00	E	£	10.00	£	-	£	10.00	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Accommodation only (per person per night)	E	£	20.00	£	-	£	20.00	E	£	20.00	£	-	£	20.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	164.00	£	-	£	164.00	E	£	164.00	£	-	£	164.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	253.00	£	-	£	253.00	E	£	253.00	£	-	£	253.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	346.00	£	-	£	346.00	E	£	346.00	£	-	£	346.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	433.00	£	-	£	433.00	E	£	433.00	£	-	£	433.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	113.00	£	-	£	113.00	E	£	113.00	£	-	£	113.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	176.00	£	-	£	176.00	E	£	176.00	£	-	£	176.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	246.00	£	-	£	246.00	E	£	246.00	£	-	£	246.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	308.00	£	-	£	308.00	E	£	308.00	£	-	£	308.00	£	-	£	-	£	-	0.00%	D	U	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	E	£	7.00	£	-	£	7.00	E	£	7.00	£	-	£	7.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	164.00	£	-	£	164.00	E	£	164.00	£	-	£	164.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	253.00	£	-	£	253.00	E	£	253.00	£	-	£	253.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	346.00	£	-	£	346.00	E	£	346.00	£	-	£	346.00	£	-	£	-	£	-	0.00%	D	U	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)	E	£	433.00	£	-	£	433.00	E	£	433.00	£	-	£	433.00	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman		
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (2 days, 1 night)	E	£	113.00	£	-	£	113.00	E	£	113.00	£	-	£	113.00	£	-	£	-	0.00%	D	U	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)	E	£	176.00	£	-	£	176.00	E	£	176.00	£	-	£	176.00	£	-	£	-	0.00%	D	U	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)	E	£	246.00	£	-	£	246.00	E	£	246.00	£	-	£	246.00	£	-	£	-	0.00%	D	U	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)	E	£	300.00	£	-	£	300.00	E	£	300.00	£	-	£	300.00	£	-	£	-	0.00%	D	U	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	E	£	25.00	£	-	£	25.00	E	£	25.00	£	-	£	25.00	£	-	£	-	0.00%	D	U	CS	CS	ML/ Wendy Warman		
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Full Day Charge	E	£	76.00	£	-	£	76.00	E	£	89.00	£	-	£	89.00	£	13.00	£	-	£	13.00	17.11%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Half Day Charge	E	£	43.00	£	-	£	43.00	E	£	49.00	£	-	£	49.00	£	6.00	£	-	£	6.00	13.95%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Single Activity	E	£	173.00	£	-	£	173.00	E	£	175.00	£	-	£	175.00	£	2.00	£	-	£	2.00	1.16%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Double Activity	E	£	308.00	£	-	£	308.00	E	£	310.00	£	-	£	310.00	£	2.00	£	-	£	2.00	0.65%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First person - 1.5 Hour Session	E	£	55.00	£	-	£	55.00	E	£	58.00	£	-	£	58.00	£	3.00	£	-	£	3.00	5.45%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First person - 3 Hour Session	E	£	95.00	£	-	£	95.00	E	£	100.00	£	-	£	100.00	£	5.00	£	-	£	5.00	5.26%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First person - 4.5 Hour Session	E	£	120.00	£	-	£	120.00	E	£	126.00	£	-	£	126.00	£	6.00	£	-	£	6.00	5.00%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional person - 1.5 Hour Session	E	£	30.00	£	-	£	30.00	E	£	31.50	£	-	£	31.50	£	1.50	£	-	£	1.50	5.00%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional person - 3 Hour Session	E	£	48.00	£	-	£	48.00	E	£	50.50	£	-	£	50.50	£	2.50	£	-	£	2.50	5.21%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional person - 4.5 Hour Session	E	£	65.00	£	-	£	65.00	E	£	68.50	£	-	£	68.50	£	3.50	£	-	£	3.50	5.38%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Paddle Board Course	E	£	70.00	£	-	£	70.00	E	£	75.00	£	-	£	75.00	£	5.00	£	-	£	5.00	7.14%	D	I	CS	CS	ML/ Wendy Warman
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - RYA Youth Scheme	E	£	135.00	£	-	£	135.00	E	£	135.00	£	-	£	135.00	£	-	£	-	£	-	0.00%	D	U	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)	O	Free of Charge	£	-	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)	O	Free of Charge	£	-	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	O	Variable Charge	£	-	Variable Charge	O	Variable Charge	£	-	Variable Charge	£	-	£	-	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Jaki Bradley
Family Learning English Maths & Language	O	Free of Charge	£	-	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	O	Free of Charge	£	-	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	O	Free of Charge	£	-	Free of Charge	O	Free of Charge	£	-	Free of Charge	£	-	£	-	£	-	£	-	£	-	0.00%	D	U	CS	CS	ML/ Jaki Bradley
<b>Qualification Courses for 19+</b>																						<b>CS</b>	<b>CS</b>	<b>ML/ Jaki Bradley</b>		
Adult learners not in full time education elsewhere standard rate course	O	£	5.40	£	-	£	5.40	O	£	5.60	£	-	£	5.60	£	0.20	£	-	£	0.20	3.70%	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	O	£	7.20	£	-	£	7.20	O	£	7.40	£	-	£	7.40	£	0.20	£	-	£	0.20	2.78%	D	I	CS	CS	ML/ Jaki Bradley
Adult Learners 19+ in full time education elsewhere or who do not meet residency eligibility	O	£	14.00	£	-	£	14.00	O	£	14.40	£	-	£	14.40	£	0.40	£	-	£	0.40	2.86%	D	I	CS	CS	ML/ Jaki Bradley
<b>Community Learning for learners 19+</b>																						<b>CS</b>	<b>CS</b>	<b>ML/ Jaki Bradley</b>		
Tuition fee standard rate (universal Offer)	O	£	5.40	£	-	£	5.40	O	£	5.60	£	-	£	5.60	£	0.20	£	-	£	0.20	3.70%	D	I	CS	CS	ML/ Jaki Bradley
Adults learners in receipt of a state benefit	O	£	3.60	£	-	£	3.60	O	£	3.70	£	-	£	3.70	£	0.10	£	-	£	0.10	2.78%	D	I	CS	CS	ML/ Jaki Bradley
Weighted courses / or where courses do not target priority learners	O	£	7.20	£	-	£	7.20	O	£	7.40	£	-	£	7.40	£	0.20	£	-	£	0.20	2.78%	D	I	CS	CS	ML/ Jaki Bradley
Adults learners aged over 65	O	£	4.40	£	-	£	4.40	O	£	4.50	£	-	£	4.50	£	0.10	£	-	£	0.10	2.27%	D	I	CS	CS	ML/ Jaki Bradley
Tuition fee for supported learning course	O	£	4.40	£	-	£	4.40	O	£	4.50	£	-	£	4.50	£	0.10	£	-	£	0.10	2.27%	D	I	CS	CS	ML/ Jaki Bradley
Tuition fee taster courses per session	O	£	16.70	£	-	£	16.70	O	£	17.20	£	-	£	17.20	£	0.50	£	-	£	0.50	2.99%	D	I	CS	CS	ML/ Jaki Bradley
Non-eligible learners	O	£	14.00	£	-	£	14.00	O	£	14.40	£	-	£	14.40	£	0.40	£	-	£	0.40	2.86%	D	I	CS	CS	ML/ Jaki Bradley
Commercial Matters - Administration fee for processing Commercial & Other Applications	S	£	55.00	£	11.00	£	66.00	S	£	60.42	£	12.08	£	72.50	£	5.42	£	1.08	£	6.50	9.85%	D	I	RPD	PTR	Mark Bradbury
Commercial Matters - Assignment of Leases (Council owned premises). Minimum Charge £990 plus VAT	S	£	990.00	£	198.00	£	1,188.00	S	£	1,083.33	£	216.67	£	1,300.00	£	93.33	£	18.67	£	112.00	9.43%	D	I	RPD	PTR	Mark Bradbury
Commercial Matters - Dilapidation Surveys and Schedules of Repair/Condition (Council Owned Premises). Minimum fee and hourly rate charge in preparing survey and supervising works	S	£	550.00	£	110.00	£	660.00	S	£	604.17	£	120.83	£	725.00	£	54.17	£	10.83	£	65.00	9.85%	D	I	RPD	PTR	Mark Bradbury
Commercial Matters - Licence to undertake alterations/building works	S	£	550.00	£	110.00	£	660.00	S	£	604.17	£	120.83	£	725.00	£	54.17	£	10.83	£	65.00	9.85%	D	I	RPD	PTR	Mark Bradbury
Commercial Matters - Licence to vary lease terms (Council owned premises)	S	£	745.00	£	149.00	£	894.00	S	£	833.33	£	166.67	£	1,000.00	£	88.33	£	17.67	£	106.00	11.86%	D	I	RPD	PTR	Mark Bradbury
Commercial Matters - New Letting - Non Standard Commercial Shop Lease	S	£	990.00	£	198.00	£	1,188.00	S	£	1,083.33	£	216.67	£	1,300.00	£	93.33	£	18.67	£	112.00	9.43%	D	I	RPD	PTR	Mark Bradbury
Commercial Matters - New Letting - Standard Commercial Shop Lease	S	£	550.00	£	110.00	£	660.00	S	£	604.17	£	120.83	£	725.00	£	54.17	£	10.83	£	65.00	9.85%	D	I	RPD	PTR	Mark Bradbury
Commercial Matters - Other Processes and Consents (Minimum Charge)	S	£	550.00	£	110.00	£	660.00	S	£	604.17	£	120.83	£	725.00	£	54.17	£	10.83	£	65.00	9.85%	D	I	RPD	PTR	Mark Bradbury
Non Commercial Matters - Area up to 25 Sqm - Land offering development potential either as a separate plot or if combined with other land	S	POA	£	-	POA	S	POA	£	-	POA	£	-	£	-	£	-	£	-	£	-	0.00%	D	U	RPD	PTR	Mark Bradbury
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	S	POA	£	-	POA	S	POA	£	-	POA	£	-	£	-	£	-	£	-	£	-	0.00%	D	U	RPD	PTR	Mark Bradbury
Non Commercial Matters - Other Processes and Consents	S	POA	£	-	POA	S	POA	£	-	POA	£	-	£	-	£	-	£	-	£	-	0.00%	D	U	RPD	PTR	Mark Bradbury
Non Commercial Matters - Request for an easement over Council Land (Single residential property) 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.								S	£	604.17	£	120.83	£	725.00	£	604.17	£	120.83	£	725.00	0.00%	D	N	RPD	PTR	Mark Bradbury

Non Commercial Matters - Request for an easement over Council Land (Commercial/ Multi Occupied property) 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.					S	£	1,083.33	£	216.67	£	1,300.00	£	1,083.33	£	216.67	£	1,300.00	0.00%	D	N	RPD	PTR	Mark Bradbury	
Cultural Services - Lost membership card replacement - Adults					O	£	2.50	£	-	£	2.50	£	2.50	£	-	£	2.50	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Lost membership card replacement - Children					O	£	2.00	£	-	£	2.00	£	2.00	£	-	£	2.00	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Catalogue Requests - Requests from Library catalogue	O	Free of Charge	£	-	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 the Library Consortium	O	£	7.65	£	-	£	7.65	O	£	8.00	£	-	£	0.35	£	-	£	0.35	4.58%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Catalogue Requests - Requests from the British Library	O	£	24.25	£	-	£	24.25	O	£	24.25	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - Catalogue Requests - British Library lending renewals	O	£	5.30	£	-	£	5.30	O	£	5.30	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - Damaged and Lost items - All Damaged and lost items for which no current value can be traced					O	£	10.00	£	-	£	10.00	£	10.00	£	-	£	10.00	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Damaged and Lost items - All Damaged and lost items for which value can be traced					O	Full Cost Recovery	£	-	Full Cost Recovery	£	-	£	-	£	-	£	-	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - DVD - Children's DVD Hire - Each item/ week	O	£	1.00	£	-	£	1.00	O	£	1.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - Children's DVD Hire - Maximum charge - 8 weeks	O	£	8.00	£	-	£	8.00	O	£	8.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - Children's DVD Hire - Overdue: item/ week	O	£	1.00	£	-	£	1.00	O	£	1.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - Non Fiction DVD Hire - Each item/ week	O	£	1.00	£	-	£	1.00	O	£	1.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - Non Fiction DVD Hire - Maximum charge - 8 weeks	O	£	8.00	£	-	£	8.00	O	£	8.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - Non Fiction DVD Hire - Overdue: item/ week	O	£	1.00	£	-	£	1.00	O	£	1.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - TV and Feature Films Hire - Each item/ week	O	£	1.00	£	-	£	1.00	O	£	1.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - TV and Feature Films Hire - Maximum charge - 8 weeks	O	£	8.00	£	-	£	8.00	O	£	8.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - DVD - TV and Feature Films Hire - Overdue: item/ week	O	£	1.00	£	-	£	1.00	O	£	1.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - Libraries - Fines - Books - Day 1	O	£	0.20	£	-	£	0.20	O	£	0.25	£	-	£	0.05	£	-	£	0.05	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 2	O	£	0.40	£	-	£	0.40	O	£	0.50	£	-	£	0.10	£	-	£	0.10	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 3	O	£	0.60	£	-	£	0.60	O	£	0.75	£	-	£	0.15	£	-	£	0.15	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 4	O	£	0.80	£	-	£	0.80	O	£	1.00	£	-	£	0.20	£	-	£	0.20	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 5	O	£	1.00	£	-	£	1.00	O	£	1.25	£	-	£	0.25	£	-	£	0.25	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 6	O	£	1.20	£	-	£	1.20	O	£	1.50	£	-	£	0.30	£	-	£	0.30	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Day 7	O	£	1.40	£	-	£	1.40	O	£	1.75	£	-	£	0.35	£	-	£	0.35	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - per week after the first week	O	£	1.40	£	-	£	1.40	O	£	1.75	£	-	£	0.35	£	-	£	0.35	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Fines - Books - Maximum Charge (8 weeks)	O	£	11.20	£	-	£	11.20	O	£	14.00	£	-	£	2.80	£	-	£	2.80	25.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Libraries - Language Courses - Multiple sets for 12 weeks	O	£	3.60	£	-	£	3.60	O	£	3.60	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - Libraries - Language Courses - Single item for 3 weeks	O	£	1.50	£	-	£	1.50	O	£	1.50	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - Libraries - Recorded Sound - All spoken word for children (CD)	O	Free of Charge	£	-	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	O	£	1.15	£	-	£	1.15	O	£	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	O	£	3.05	£	-	£	3.05	O	£	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	O	£	3.05	£	-	£	3.05	O	£	3.05	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - Computer Printouts - B&W (per page/ side)	S	£	0.25	£	0.05	£	0.30	S	£	0.25	£	0.05	£	0.30	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Computer Printouts - Colour (per page/ side)					S	£	0.42	£	0.08	£	0.50	£	0.42	£	0.08	£	0.50	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Computer Printouts - Printing from the microfilm reader - B&W					S	£	0.25	£	0.05	£	0.30	£	0.25	£	0.05	£	0.30	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Computer Printouts - Wifi access free of charge - Printing prices apply					S	Standard Printing Fees	£	-	Standard Printing Fees	£	-	£	-	£	-	£	-	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Chamber music (3 or more parts)	O	Essex CC	£	-	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	O	Essex CC	£	-	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)	O	Essex CC	£	-	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)	O	Essex CC	£	-	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)	S	Essex CC	£	-	Essex CC	S	Essex CC	£	-	Essex CC	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith		
Cultural Services - Photocopiers - Single copy A3 size - Colour	S	£	0.83	£	0.17	£	1.00	S	£	0.83	£	0.17	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Photocopiers - Single copy A3 size - Monochrome	S	£	0.25	£	0.05	£	0.30	S	£	0.25	£	0.05	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Photocopiers - Single copy A4 size - Colour	S	£	0.42	£	0.08	£	0.50	S	£	0.42	£	0.08	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Photocopiers - Single copy A4 size - Monochrome	S	£	0.13	£	0.02	£	0.15	S	£	0.13	£	0.02	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Monochrome Only - A3	S	£	0.17	£	0.03	£	0.20	S	£	0.17	£	0.03	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Monochrome only - A4	S	£	0.08	£	0.02	£	0.10	S	£	0.08	£	0.02	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Colour - A3	S	£	0.67	£	0.13	£	0.80	S	£	0.67	£	0.13	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Colour - A4	S	£	0.33	£	0.07	£	0.40	S	£	0.33	£	0.07	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - Hire of Hall requiring opening only at Aveley Hub - General Public (Price includes cost of third party hirers insurance cover)					Z	£	41.00	£	-	£	41.00	£	41.00	£	-	£	41.00	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Hire of Hall requiring opening only at Aveley Hub - Commercial					Z	£	41.00	£	-	£	41.00	£	41.00	£	-	£	41.00	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Hire of Hall requiring opening only at Aveley Hub - Statutory and Political Parties					Z	£	30.50	£	-	£	30.50	£	30.50	£	-	£	30.50	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Hire of Hall requiring opening only at Aveley Hub - Voluntary Sector					Z	£	25.50	£	-	£	25.50	£	25.50	£	-	£	25.50	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building requiring opening - Commercial Organisations	Z	£	41.00	£	-	£	41.00	Z	£	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	Z	£	30.50	£	-	£	30.50	Z	£	41.00	£	-	£	10.50	£	-	£	10.50	34.43%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building requiring opening - Voluntary Sector	Z	£	30.50	£	-	£	30.50	Z	£	41.00	£	-	£	10.50	£	-	£	10.50	34.43%	D	I	AHH	HWB	Natalie Smith

Cultural Services - Premises Hire - Outside Opening Hours - Hire of complete building (with registered key holder) - Statutory and Political Parties	Z	£	25.50	£	-	£	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	Z	£	20.25	£	-	£	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	Z	£	41.00	£	-	£	41.00	Z	£	35.75	£	-	£	35.75	-£	5.25	£	-	-£	5.25	-12.80%	D	D	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating over 30 people - Statutory and Political Parties	Z	£	30.50	£	-	£	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	Z	£	25.50	£	-	£	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 over 30 people - General Public								Z	£	35.75	£	-	£	35.75	£	35.75	£	-	£	35.75	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating 5 - 30 people - Commercial Organisations	Z	£	20.25	£	-	£	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 5 - 30 people - Statutory and Political Parties	Z	£	15.25	£	-	£	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	Z	£	10.25	£	-	£	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 5 - 30 people - General Public								Z	£	20.25	£	-	£	20.25	£	20.25	£	-	£	20.25	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating up to 4 people - Commercial Organisations	Z	£	10.25	£	-	£	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 - Statutory and Political Parties	Z	£	10.25	£	-	£	10.25	Z	£	7.50	£	-	£	7.50	-£	2.75	£	-	-£	2.75	-26.83%	D	D	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating up to 4 people - Voluntary Sector	Z	£	5.15	£	-	£	5.15	Z	£	5.15	£	-	£	5.15	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Premises Hire - During Opening Hours - Hire of meeting rooms seating up to 4 people - General Public								Z	£	10.25	£	-	£	10.25	£	10.25	£	-	£	10.25	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Use of library space for home schooling (if space is available)								Z		Free of Charge	£	-	Free of Charge	£	-	£	-	£	-	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Use of library space for private tuition per hour - Private Tutor	Z	£	5.00	£	-	£	5.00	Z	£	5.00	£	-	£	5.00	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Use of library space for private tuition per hour - Council Department/ School	Z	£	2.50	£	-	£	2.50	Z	£	2.50	£	-	£	2.50	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Library and Hub Group Events								Z		£1 - £5 or Cost	£	-	£1 - £5 or Cost	£	-	£	-	£	-	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Library and Hub Social Events								Z		Free of Charge	£	-	Free of Charge	£	-	£	-	£	-	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Sales - Adult fiction - Hardback	Z	£	0.50	£	-	£	0.50	Z	£	0.50	£	-	£	0.50	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Adult fiction - Paperback	Z	£	0.25	£	-	£	0.25	Z	£	0.25	£	-	£	0.25	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Adult non fiction - Hardback	Z	£	0.50	£	-	£	0.50	Z	£	0.50	£	-	£	0.50	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Adult non fiction - Paperback	Z	£	0.25	£	-	£	0.25	Z	£	0.25	£	-	£	0.25	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - CD's	Z	£	0.50	£	-	£	0.50	Z	£	0.50	£	-	£	0.50	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Children's - Hardback	Z	£	0.50	£	-	£	0.50	Z	£	0.50	£	-	£	0.50	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Children's - Paperback	Z	£	0.25	£	-	£	0.25	Z	£	0.25	£	-	£	0.25	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith
Cultural Services - Sales - Children's Workbooks - Each								S	£	1.25	£	0.25	£	1.50	£	1.25	£	0.25	£	1.50	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Sales - Children's Workbooks - Any 4								S	£	4.17	£	0.83	£	5.00	£	4.17	£	0.83	£	5.00	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Sales - Heritage Books								S		Sold at RRP	£	-	Sold at RRP	£	-	£	-	£	-	0.00%	D	N	AHH	HWB	Natalie Smith	
Cultural Services - Internet and Library Computer Use - First 2 hours	Z		Free of Charge	£	-	Free of Charge		Z		Free of Charge	£	-	Free of Charge	£	-	£	-	£	-	0.00%	D	U	AHH	HWB	Natalie Smith	
Cultural Services - Board Games per issue	Z	£	1.25	£	0.25	£	1.50	Z	£	1.50	£	-	£	1.50	£	0.25	£	0.25	£	-	0.00%	D	I	AHH	HWB	Natalie Smith
Cultural Services - Refreshments - Drinks - Sachet machine per sachet								Z	£	0.70	£	-	£	0.70	£	0.70	£	-	£	0.70	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Refreshments - Drinks - Urn per drink								Z	£	0.50	£	-	£	0.50	£	0.50	£	-	£	0.50	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Refreshments - Biscuits per pack								Z	£	0.30	£	-	£	0.30	£	0.30	£	-	£	0.30	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Envelopes C4								Z	£	0.15	£	-	£	0.15	£	0.15	£	-	£	0.15	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Envelopes C5								Z	£	0.10	£	-	£	0.10	£	0.10	£	-	£	0.10	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Plastic Pockets								Z	£	0.10	£	-	£	0.10	£	0.10	£	-	£	0.10	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Headphones								S	£	1.67	£	0.33	£	2.00	£	1.67	£	0.33	£	2.00	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - USB Stick (32gb)								S	£	4.17	£	0.83	£	5.00	£	4.17	£	0.83	£	5.00	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Standard Black Pens								S	£	0.17	£	0.03	£	0.20	£	0.17	£	0.03	£	0.20	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Single - Standard 1st Class								Z	£	0.95	£	-	£	0.95	£	0.95	£	-	£	0.95	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Single - Standard 2nd Class								Z	£	0.68	£	-	£	0.68	£	0.68	£	-	£	0.68	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Single - Large 1st Class								Z	£	1.45	£	-	£	1.45	£	1.45	£	-	£	1.45	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Single - Large 2nd Class								Z	£	1.05	£	-	£	1.05	£	1.05	£	-	£	1.05	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Books - 4 x 1st Class								Z	£	3.80	£	-	£	3.80	£	3.80	£	-	£	3.80	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Books - 8 x 1st Class								Z	£	7.60	£	-	£	7.60	£	7.60	£	-	£	7.60	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Books - 8 x 2nd Class								Z	£	5.44	£	-	£	5.44	£	5.44	£	-	£	5.44	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Books - 4 x 1st Class - Large								Z	£	5.80	£	-	£	5.80	£	5.80	£	-	£	5.80	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - Stationery - Stamps - Books - 4 x 2nd Class - Large								Z	£	4.20	£	-	£	4.20	£	4.20	£	-	£	4.20	0.00%	D	N	AHH	HWB	Natalie Smith
Cultural Services - User guide handout for Wiser4IT courses								Z	£	2.00	£	-	£	2.00	£	2.00	£	-	£	2.00	0.00%	D	N	AHH	HWB	Natalie Smith
Public Protection - Other Environmental Protection Charges - Contaminated Land enquiries - Residents -flat fee	O	£	31.00	£	-	£	31.00	O	£	50.00	£	-	£	50.00	£	19.00	£	-	£	19.00	61.29%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Contaminated Land enquiries - Solicitors / Potential home owners per hour	O	£	67.00	£	-	£	67.00	O	£	67.00	£	-	£	67.00	£	-	£	-	£	-	0.00%	D	U	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Environmental surveys - Private Companies per hour	O	£	67.00	£	-	£	67.00	O	£	67.00	£	-	£	67.00	£	-	£	-	£	-	0.00%	D	U	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - High Hedges Fixed Charge for all other owners	O	£	512.00	£	-	£	512.00	O	£	600.00	£	-	£	600.00	£	88.00	£	-	£	88.00	17.19%	D	I	PR	CGS	Peter Reynolds



Public Protection - Other Environmental Protection Charges - Nuisance and public health EP officers charges per hour	O	£	33.00	£	-	£	33.00	O	£	50.00	£	-	£	50.00	£	17.00	£	-	£	17.00	51.52%	D	I	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Service of notice 10 properties drainage per hour	O	£	67.00	£	-	£	67.00	O	£	67.00	£	-	£	67.00	£	-	£	-	£	-	0.00%	D	U	PR	CGS	Peter Reynolds
Public Protection - Other Environmental Protection Charges - Swimming pool sampling (e-coli etc.) per sample	O	£	51.00	£	-	£	51.00	O	£	51.00	£	-	£	51.00	£	-	£	-	£	-	0.00%	D	U	PR	CGS	Peter Reynolds
EP Drone Services - Pilot per person per hour								O	£	50.00	£	-	£	50.00	£	50.00	£	-	£	50.00	0.00%	D	N	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application	O	£	3,363.00	£	-	£	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	O	£	1,188.00	£	-	£	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	O	£	2,233.00	£	-	£	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	O	£	1,446.00	£	-	£	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	O	£	1,610.00	£	-	£	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	O	£	52.00	£	-	£	52.00	O	£	52.00	£	-	£	52.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Partial Transfer	O	£	698.00	£	-	£	698.00	O	£	698.00	£	-	£	698.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Substantial Variation	O	£	202.00	£	-	£	202.00	O	£	202.00	£	-	£	202.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Surrender	O	£	698.00	£	-	£	698.00	O	£	698.00	£	-	£	698.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LA-IPPC Charges - Application - Transfer	O	£	225.00	£	-	£	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)	O	£	1,650.00	£	-	£	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	O	£	1,188.00	£	-	£	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	O	£	155.00	£	-	£	155.00	O	£	155.00	£	-	£	155.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Application fee for PVR1 & II combined	O	£	257.00	£	-	£	257.00	O	£	257.00	£	-	£	257.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - VR's and other reduced fee activities	O	£	362.00	£	-	£	362.00	O	£	362.00	£	-	£	362.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Reduced fee activities Additional fee for operating without a permit	O	£	99.00	£	-	£	99.00	O	£	99.00	£	-	£	99.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Application Fee Mobile Plant not using simplified permits	O	£	1,650.00	£	-	£	1,650.00	O	£	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	O	£	985.00	£	-	£	985.00	O	£	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	O	£	308.00	£	-	£	308.00	O	£	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*	O	£	310.00	£	-	£	310.00	O	£	310.00	£	-	£	310.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Annual Subsistence Charge - Standard process - Low	O	£	772.00	£	-	£	772.00	O	£	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	O	£	103.00	£	-	£	103.00	O	£	103.00	£	-	£	103.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Annual Subsistence Charge - Standard process Medium	O	£	1,161.00	£	-	£	1,161.00	O	£	1,161.00	£	-	£	1,161.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges Annual subsistence fee Medium additional fee when permit is for a combined part B and Waste Installation t	O	£	156.00	£	-	£	156.00	O	£	156.00	£	-	£	156.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Annual Subsistence Charge - Standard process High	O	£	1,747.00	£	-	£	1,747.00	O	£	1,747.00	£	-	£	1,747.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence Charge High additional fee when permit is for a combined part B and Waste Installation	O	£	207.00	£	-	£	207.00	O	£	207.00	£	-	£	207.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners Low	O	£	79.00	£	-	£	79.00	O	£	79.00	£	-	£	79.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners Medium	O	£	158.00	£	-	£	158.00	O	£	158.00	£	-	£	158.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners High	O	£	237.00	£	-	£	237.00	O	£	237.00	£	-	£	237.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee PVR1 and II combined Low	O	£	113.00	£	-	£	113.00	O	£	113.00	£	-	£	113.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee PVR1 and II combined Medium	O	£	226.00	£	-	£	226.00	O	£	226.00	£	-	£	226.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee PVR1 and II combined High	O	£	341.00	£	-	£	341.00	O	£	341.00	£	-	£	341.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Low	O	£	228.00	£	-	£	228.00	O	£	228.00	£	-	£	228.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Medium	O	£	365.00	£	-	£	365.00	O	£	365.00	£	-	£	365.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees High	O	£	543.00	£	-	£	543.00	O	£	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	O	£	646.00	£	-	£	646.00	O	£	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	O	£	1,034.00	£	-	£	1,034.00	O	£	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	O	£	1,506.00	£	-	£	1,506.00	O	£	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	O	£	385.00	£	-	£	385.00	O	£	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	O	£	617.00	£	-	£	617.00	O	£	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	O	£	924.00	£	-	£	924.00	O	£	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	O	£	198.00	£	-	£	198.00	O	£	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	O	£	316.00	£	-	£	316.00	O	£	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	O	£	473.00	£	-	£	473.00	O	£	473.00	£	-	£	473.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Late Payment fee	O	£	52.00	£	-	£	52.00	O	£	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	O	£	103.00	£	-	£	103.00	O	£	103.00	£	-	£	103.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Standard Process transfer	O	£	169.00	£	-	£	169.00	O	£	169.00	£	-	£	169.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Standard Process partial transfer	O	£	497.00	£	-	£	497.00	O	£	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	O	£	78.00	£	-	£	78.00	O	£	78.00	£	-	£	78.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Surrender all part B activities	O	£	Free of Charge	£	-	£	Free of Charge	O	£	Free of Charge	£	-	£	Free of Charge	£	-	£	-	£	-	0.00%	S	U	PR		

LAPPC Charges - Reduced fees activities transfer	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Reduced fees activities partial transfer	O	£ 47.00	£ -	£ 47.00	O	£ 47.00	£ -	£ 47.00	£ -	£ -	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Temporary transfer for mobiles - First Transfer	O	£ 53.00	£ -	£ 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	O	£ 53.00	£ -	£ 53.00	O	£ 53.00	£ -	£ 53.00	£ -	£ -	£ -	0.00%	S	U	PR	CGS	Peter Reynolds
LAPPC Charges - Substantial change Standard process	O	£ 1,050.00	£ -	£ 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	O	£ 1,650.00	£ -	£ 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	O	£ 1,650.00	£ -	£ 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	O	£ 1,650.00	£ -	£ 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	O	£ 985.00	£ -	£ 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	O	£ 498.00	£ -	£ 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	O	£ 646.00	£ -	£ 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	O	£ 385.00	£ -	£ 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	O	£ 198.00	£ -	£ 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	O	£ 1,034.00	£ -	£ 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	O	£ 617.00	£ -	£ 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	O	£ 316.00	£ -	£ 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	O	£ 1,506.00	£ -	£ 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	O	£ 924.00	£ -	£ 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	O	£ 473.00	£ -	£ 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	O	£ 42.00	£ -	£ 42.00	O	£ 46.00	£ -	£ 46.00	£ 4.00	£ -	£ 4.00	9.52%	D	I	PR	PTR	Peter Wright
Highway Gully Attendance (item Retrieval)	O	£ 155.00	£ -	£ 155.00	O	£ 155.00	£ -	£ 155.00	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Peter Wright
Initial Response Charge for attendance to an incident involving the Highway	O	£ 415.00	£ -	£ 415.00	O	£ 455.00	£ -	£ 455.00	£ 40.00	£ -	£ 40.00	9.64%	D	I	PR	PTR	Peter Wright
Additional charge per hour for attendance at the incident	O	£ 220.00	£ -	£ 220.00	O	£ 242.00	£ -	£ 242.00	£ 22.00	£ -	£ 22.00	10.00%	D	I	PR	PTR	Peter Wright
Cost reinstatement of permanent repairs following damage to the public Highway	O	Actual cost plus 18% Contract management fee	£ -	Actual cost plus 18% Contract management fee	O	Actual cost plus 18% Contract management fee	£ -	Actual cost plus 18% Contract management fee	£ -	£ -	£ -	0.00%	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.	Z	£300 for first month + £400 refundable deposit, £80 per month thereafter	£ -	£300 for first month + £400 refundable deposit, £80 per month thereafter	Z	£330 for first month + £400 refundable deposit, £88 per month thereafter	£ -	£330 for first month + £400 refundable deposit, £88 per month thereafter	£ -	£ -	£ -	10.00%	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	O	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	O	Actual Costs + £200 up to £1,000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1,000; then after that 20% of actual costs	£ -	£ -	£ -	0.00%	D	D	PR	PTR	Peter Wright
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)	O	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	£ -	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	O	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	£ -	£375 upfront; £300 is refundable*; £150 is refundable upon satisfactory completion	£ -	£ -	£ -	0.00%	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	Z	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	Z	Actual Costs + £200 up to £1,000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1,000; 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.	Z	£ 3,000.00	£ -	£ 3,000.00	Z	£ 3,300.00	£ -	£ 3,300.00	£ -	£ -	£ 300.00	10.00%	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.	Z	£300 for first month + £400 refundable deposit, £80 per month thereafter	£ -	£300 for first month + £400 refundable deposit, £80 per month thereafter	Z	£330 for first month + £400 refundable deposit, £88 per month thereafter	£ -	£330 for first month + £400 refundable deposit, £88 per month thereafter	£ -	£ -	£ -	10.00%	D	I	PR	PTR	Peter Wright
Highways - Licence for table and chair arrangements on the public highway £255 per table (max 4 chairs per table) with a maximum of £2000 capped on application.	E	£ 255.00	£ -	£ 255.00	E	£ 255.00	£ -	£ 255.00	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Peter Wright
Highways - Provision of (or recovery of) white bar markings	O	£ 155.00	£ -	£ 155.00	O	£ 160.00	£ -	£ 160.00	£ 5.00	£ -	£ 5.00	3.23%	D	I	PR	PTR	Peter Wright
Highways - Skip Licence (to Skip Companies)	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	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	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Peter Wright
New Highways Information - Searches and Enquiries	O	£ 75.00	£ -	£ 75.00	O	£ 100.00	£ -	£ 100.00	£ 25.00	£ -	£ 25.00	33.33%	D	I	PR	PTR	Peter Wright
Passenger Transport - Fee for the replacement of a bus pass following loss or damage to an existing one	O	£ 10.20	£ -	£ 10.20	O	£ 11.00	£ -	£ 11.00	£ 0.80	£ -	£ 0.80	7.84%	D	I	PR	PTR	Navtej Tung
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	O	Free of Charge	£ -	Free of Charge	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Navtej Tung
Passenger Transport - Utilities request for bus stop to be suspended	Z	£150 first day per stop and £150 for 2nd day capped at £300	£ -	£150 first day per stop and £150 for 2nd day capped at £300	Z	£175 first day per stop and £175 for 2nd day capped at £350	£ -	£175 first day per stop and £175 for 2nd day capped at £350	£ -	£ -	£ -	0.00%	D	I	PR	PTR	Navtej Tung
Permit Fees - Road Category - Cat 0-2 & TS - Immediate	E	£ 60.00	£ -	£ 60.00	E	£ 60.00	£ -	£ 60.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Major	E	£ 240.00	£ -	£ 240.00	E	£ 240.00	£ -	£ 240.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Major (PAA)	E	£ 105.00	£ -	£ 105.00	E	£ 105.00	£ -	£ 105.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Minor	E	£ 65.00	£ -	£ 65.00	E	£ 65.00	£ -	£ 65.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Permit Variation	E	£ 45.00	£ -	£ 45.00	E	£ 45.00	£ -	£ 45.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 0-2 & TS - Standard	E	£ 130.00	£ -	£ 130.00	E	£ 130.00	£ -	£ 130.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Immediate	E	£ 40.00	£ -	£ 40.00	E	£ 40.00	£ -	£ 40.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Major	E	£ 150.00	£ -	£ 150.00	E	£ 150.00	£ -	£ 150.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Major (PAA)	E	£ 75.00	£ -	£ 75.00	E	£ 75.00	£ -	£ 75.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Minor	E	£ 45.00	£ -	£ 45.00	E	£ 45.00	£ -	£ 45.00	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Permit Fees - Road Category - Cat 3&4 No TS - Permit Variation	E	£ 35.00	£ -	£ 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	E	£ 75.00	£ -	£ 75.00	E	£ 75.00	£ -	£ 75.00	£ -	£ -	£ -	0.00%	S	U	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	O	Actual costs of advertising and officers time	£ -	Actual costs of advertising and officers time	O	Actual costs of advertising and officers time	£ -	Actual costs of advertising and officers time	£ -	£ -	£ -	0.00%	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)	O	£200 fee for the first parcel of land + £25 for each additional parcel	£ -	£200 fee for the first parcel of land + £25 for each additional parcel	O	£220 fee for the first parcel of land + £27.5 for each additional parcel	£ -	£220 fee for the first parcel of land + £27.5 for each additional parcel	£ -	£ -	£ -	10.00%	D	I	PR	PTR	Peter Wright
Rights of Way - Local Authority Recovery of Costs for Public Path Orders Regulations 1993	O	£ 1,800.00	£ -	£ 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)	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,100.00	£ -	£ 1,100.00	£ 100.00	£ -	£ 100.00	10.00%	D	I	PR	PTR	Peter Wright
Stopping up of public highway - section 116 & 117 highways act 1980	O	£2,500 minimum charge, or £65 per hour in excess of this	£ -	£2,500 minimum charge, or £65 per hour in excess of this	O	£2,500 minimum charge, or £70 per hour in excess of this	£ -	£2,500 minimum charge, or £70 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)	O	£ 64.00	£ -	£ 64.00	O	£ 65.00	£ -	£ 65.00	£ 1.00	£ -	£ 1.00	1.56%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - New Properties - First address	O	£ 163.00	£ -	£ 163.00	O	£ 165.00	£ -	£ 165.00	£ 2.00	£ -	£ 2.00	1.23%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - New Properties - Re-naming of a building/block flat/industrial estate	O	£ 144.00	£ -	£ 144.00	O	£ 150.00	£ -	£ 150.00	£ 6.00	£ -	£ 6.00	4.17%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - Renaming of Street where requested by residents up to 50 properties	O	£ 265.00	£ -	£ 265.00	O	£ 270.00	£ -	£ 270.00	£ 5.00	£ -	£ 5.00	1.89%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - Renaming of Street where requested by residents 51 and over properties	O	£ 477.00	£ -	£ 477.00	O	£ 480.00	£ -	£ 480.00	£ 3.00	£ -	£ 3.00	0.63%	D	I	PR	PTR	Peter Wright
Street Naming and Numbering - Naming of new roads on new developments - Each new road name	O	£ 210.00	£ -	£ 210.00	O	£ 215.00	£ -	£ 215.00	£ 5.00	£ -	£ 5.00	2.38%	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).	O	£ 800.00	£ -	£ 800.00	O	£ 880.00	£ -	£ 880.00	£ 80.00	£ -	£ 80.00	10.00%	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.	O	£ 1,100.00	£ -	£ 1,100.00	O	Actual Costs plus £200 up to £1,000; then after that 20% if greater	£ -	Actual Costs plus £200 up to £1,000; 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 an event requiring traffic management measures	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	O	Actual Costs plus £200 up to £1,000; then after that 20% if greater	£ -	Actual Costs plus £200 up to £1,000; then after that 20% if greater	£ -	£ -	£ -	0.00%	D	D	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)	O	£ 1,400.00	£ -	£ 1,400.00	O	£ 1,540.00	£ -	£ 1,540.00	£ 140.00	£ -	£ 140.00	10.00%	D	I	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.	O	£ 165.00	£ -	£ 165.00	O	£ 182.00	£ -	£ 182.00	£ 17.00	£ -	£ 17.00	10.30%	S	I	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)	O	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£ -	£120 if paid within 36 days, discounted to £80 if paid within 29 days	O	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£ -	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£ -	£ -	£ -	0.00%	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)	O	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£ -	£500 if paid within 36 days, discounted to £300 if paid within 29 days	O	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£ -	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£ -	£ -	£ -	0.00%	S	U	PR	PTR	Peter Wright
Highways Infrastructure - Traffic Signal data information	S	Actual Costs (min charge £160) (plus VAT)	£ -	Actual Costs (min charge £160) (plus VAT)	S	Actual Costs (min charge £176) (plus VAT)	£ -	Actual Costs (min charge £176) (plus VAT)	£ -	£ -	£ -	10.00%	D	I	PR	PTR	Peter Wright
Highways Infrastructure - Wide load arrangements	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	O	Actual Costs plus £200 up to £1,000; then after that 20% if greater	£ -	Actual Costs plus £200 up to £1,000; then after that 20% if greater	£ -	£ -	£ -	0.00%	D	D	PR	PTR	Peter Wright
Advertising on bus stops timetable case - A4 SIZE - per 6 month period	S	£ 102.50	£ 20.50	£ 123.00	S	£ 102.50	£ 20.50	£ 123.00	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Navtej Tung
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.	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	Z	£230 for up to 14 days, £52 for each additional week thereafter, +£400 refundable deposit if no damage caused	£ -	£228.80 for up to 14 days, £52 for each additional week thereafter, +£400 refundable deposit if no damage caused	£ -	£ -	£ -	4.00%	D	I	PR	PTR	Peter Wright
Highway Infrastructure - Temporary Construction Access Licence	E	£ 307.00	£ -	£ 307.00	E	£ 350.00	£ -	£ 350.00	£ 43.00	£ -	£ 43.00	14.01%	D	I	PR	PTR	Peter Wright
Highway Infrastructure - Temporary Construction Access Deposit - Deposit to cover cost of reinstatement should Developer fail to reinstate correctly.	E	POA	£ -	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	E	£ 250.00	£ -	£ 250.00	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Peter Wright
Highways Infrastructure - Trial holes for VXO's	O	£ 300.00	£ -	£ 300.00	O	£ 300.00	£ -	£ 300.00	£ -	£ -	£ -	0.00%	D	U	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.	E	A licence costs £300 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 £300 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	I	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	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	U	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	O	£ 350.00	£ -	£ 350.00	£ -	£ -	£ -	0.00%	D	U	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	O	£ 600.00	£ -	£ 600.00	£ -	£ -	£ -	0.00%	D	U	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	O	£ 950.00	£ -	£ 950.00	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Peter Wright
Highways Infrastructure - Charge for the co-ordination of Section 50 licence	O	£ 950.00	£ -	£ 950.00	O	£ 1,000.00	£ -	£ 1,000.00	£ 50.00	£ -	£ 50.00	5.26%	D	I	PR	PTR	Peter Wright
Temporary permit	O	£ 11.00	£ -	£ 11.00	O	£ 13.00	£ -	£ 13.00	£ 2.00	£ -	£ 2.00	18.18%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Abandoned Vehicles - Administration charge for removal of vehicle from private property when directed by Management company or Private Landowner	O	£ 77.00	£ -	£ 77.00	O	£ 100.00	£ -	£ 100.00	£ 23.00	£ -	£ 23.00	29.87%	D	I	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	S	£ 21.40	£ 4.28	£ 25.68	S	£ 25.00	£ 5.00	£ 30.00	£ 3.60	£ 0.72	£ 4.32	16.82%	D	I	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.	S	£	214.00	£	42.80	£	256.80	S	£	166.67	£	33.33	£	200.00	-£	47.33	-£	9.47	-£	56.80	-22.12%	D	D	PR	CGS	Phil Carver/ Lisa Preston
Tolerance Policy - Portable toilets 1 day - 4 weeks	S	£	175.00	£	35.00	£	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	E	£	150.00	£	-	£	150.00	E	£	150.00	£	-	£	150.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees Wilful Obstruction of the highway	O	£	100.00	£	-	£	100.00	O	£	100.00	£	-	£	100.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Engine Idling	O	£	£20 to £40 if unpaid before 28 days	£	-	£	£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	O	£	400.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	400.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	100.00	O	£	100.00	£	-	£	100.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Unlicensed street trading	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	O	£	100.00	£	-	£	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	E	£	300.00	£	-	£	300.00	E	£	300.00	£	-	£	300.00	£	-	£	-	£	-	0.00%	S	U	PR	CGS	Phil Carver/ Lisa Preston
Enforcement Fees - Failure to Furnish Documentation (Waste Carriers Licence) - no discount for early repayment	E	£	300.00	£	-	£	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	E	£	150.00	£	-	£	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	E	£	110.00	£	-	£	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	E	£	100.00	£	-	£	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	E	£	200.00	£	-	£	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	E	£	150.00	£	-	£	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	E	£	150.00	£	-	£	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	E	£	100.00	£	-	£	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	E	£	100.00	£	-	£	100.00	E	£	100.00	£	-	£	100.00	£	-	£	-	£	-	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)	O	£	50.00	£	-	£	50.00	O	£	60.00	£	-	£	60.00	£	10.00	£	-	£	10.00	20.00%	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)	S	£	0.83	£	0.17	£	1.00	S	£	0.83	£	0.17	£	1.00	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - 1 to 2 hours	S	£	1.25	£	0.25	£	1.50	S	£	1.25	£	0.25	£	1.50	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston

Car Parking - Off Street-Pay & Display Car Parking - 2 to 4 hours	S	£	2.08	£	0.42	£	2.50	S	£	2.08	£	0.42	£	2.50	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - 4 to 6 hours	S	£	3.33	£	0.67	£	4.00	S	£	3.33	£	0.67	£	4.00	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off Street-Pay & Display Car Parking - Over 6 Hours	S	£	5.42	£	1.08	£	6.50	S	£	5.42	£	1.08	£	6.50	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - Up to 1 hour	S	Free of Charge	£	-	Free of Charge	S	Free of Charge	£	-	Free of Charge	£	-	Free of Charge	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston	
PP1 - Quick Stop Parking - Up to 30 minutes	O	£	0.70	£	0.70	O	£	1.00	£	-	£	1.00	£	0.30	£	-	£	0.30	42.86%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP1 - Quick Stop Parking - Up to 45 minutes	O	£	0.90	£	0.90	O	£	1.20	£	-	£	1.20	£	0.30	£	-	£	0.30	33.33%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP1 - Quick Stop Parking - Up to 1 hour	O	£	1.40	£	1.40	O	£	1.70	£	-	£	1.70	£	0.30	£	-	£	0.30	21.43%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP2 - Short Stay Parking - Up to 1 hour	O	£	0.70	£	0.70	O	£	1.00	£	-	£	1.00	£	0.30	£	-	£	0.30	42.86%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP2 - Short Stay Parking - Up to 2 hours	O	£	1.40	£	1.40	O	£	1.70	£	-	£	1.70	£	0.30	£	-	£	0.30	21.43%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP2 - Short Stay Parking - Up to 4 hours	O	£	2.30	£	2.30	O	£	2.60	£	-	£	2.60	£	0.30	£	-	£	0.30	13.04%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP3 - Long Stay Parking - Up to 1 hour	O	£	0.70	£	0.70	O	£	1.00	£	-	£	1.00	£	0.30	£	-	£	0.30	42.86%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP3 - Long Stay Parking - Up to 2 hours	O	£	1.20	£	1.20	O	£	1.50	£	-	£	1.50	£	0.30	£	-	£	0.30	25.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP3 - Long Stay Parking - Up to 6 hours	O	£	3.20	£	3.20	O	£	4.00	£	-	£	4.00	£	0.80	£	-	£	0.80	25.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston		
PP3 - Long Stay Parking - Over 6 hours	O	£	-	£	-	O	£	6.50	£	-	£	6.50	£	6.50	£	-	£	6.50	0.00%	D	N	PR	PTR	Phil Carver/ Lisa Preston		
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge	O	£	70.00	£	-	£	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	O	£	35.00	£	-	£	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	O	£	50.00	£	-	£	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	O	£	25.00	£	-	£	25.00	O	£	25.00	£	-	£	25.00	£	-	£	-	0.00%	S	U	PR	PTR	Phil Carver/ Lisa Preston		
Parking permits - Business permits - per Month thereof	O	£	42.00	£	-	£	42.00	O	£	45.00	£	-	£	45.00	£	3.00	£	-	£	3.00	7.14%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Business permits - per year	O	£	380.00	£	-	£	380.00	O	£	400.00	£	-	£	400.00	£	20.00	£	-	£	20.00	5.26%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Business permits - for 6 months	O	£	210.00	£	-	£	210.00	O	£	230.00	£	-	£	230.00	£	20.00	£	-	£	20.00	9.52%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - NHS permits	O	£	120.00	£	-	£	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	O	£	750.00	£	-	£	750.00	O	£	750.00	£	-	£	750.00	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston		
Parking permits - Annual permit Non Commuter Car Parks / On Street Long Stay Only	O	£	500.00	£	-	£	500.00	O	£	500.00	£	-	£	500.00	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston		
Parking permits - Contractor permits - Annual	O	£	165.00	£	-	£	165.00	O	£	200.00	£	-	£	200.00	£	35.00	£	-	£	35.00	21.21%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Contractor permits - 6 month								O	£	100.00	£	-	£	100.00	£	100.00	£	-	£	100.00	0.00%	D	N	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Contractor permits - 3 month								O	£	70.00	£	-	£	70.00	£	70.00	£	-	£	70.00	0.00%	D	N	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Contractor permits - 1 month								O	£	50.00	£	-	£	50.00	£	50.00	£	-	£	50.00	0.00%	D	N	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Operational permits	O	£	125.00	£	-	£	125.00	O	£	130.00	£	-	£	130.00	£	5.00	£	-	£	5.00	4.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Dispensations	O	Free of Charge	£	-	Free of Charge	O	Free of Charge	£	-	Free of Charge	£	-	Free of Charge	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston	
Parking permits - Charitable Organisations	O	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	£	-	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	O	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	£	-	up to 5x free permits per annum subject to justifying the need based on the scope of the charity, any additional permits required will be charged at £10 per additional permit	£	-	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/ amendment of permits	O	£ 11.00	£ -	£ 11.00	O	Free of Charge	£ -	Free of Charge	£ -	£ -	£ -	0.00%	D	D	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Residents permits - per year - 1st permit per Household	O	Free of Charge	£ -	Free of Charge	O	£ 15.00	£ -	£ 15.00	£ 15.00	£ -	£ 15.00	0.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Residents permits - per year - 2nd permit per Household	O	Free of Charge	£ -	Free of Charge	O	£ 15.00	£ -	£ 15.00	£ 15.00	£ -	£ 15.00	0.00%	D	I	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Residents permits - per year - 3rd permit per Household	O	£ 75.00	£ -	£ 75.00	O	£ 15.00	£ -	£ 15.00	-£ 60.00	£ -	-£ 60.00	-80.00%	D	D	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Virtual Visitor Permits (per 5 hours)					O	£ 0.45	£ -	£ 0.45	£ 0.45	£ -	£ 0.45	0.00%	D	N	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Virtual Visitor Permits (all day)					O	£ 0.75	£ -	£ 0.75	£ 0.75	£ -	£ 0.75	0.00%	D	N	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	O	£ 25.00	£ -	£ 25.00	O	£ 30.00	£ -	£ 30.00	£ 5.00	£ -	£ 5.00	20.00%	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	S	£ 62.50	£ 12.50	£ 75.00	£ -	£ -	£ -	0.00%	D	U	PR	PTR	Phil Carver/ Lisa Preston
Court Protection Property & Affairs - Category 1 - Charge for work up to appointment of Property and Affairs Deputy by Court	O	Up to £745	£ -	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	O	Up to £775	£ -	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	O	Up to £650	£ -	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)	O	Up to 3.5% of net assets of P	£ -	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	O	Up to £300	£ -	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	O	Up to £216	£ -	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	O	Up to £70	£ -	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	O	Up to £140	£ -	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	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	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	S	£ 170.84	£ 34.17	£ 205.00	S	£ 170.84	£ 34.17	£ 205.00	£ -	£ -	£ -	0.00%	D	U	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Room Hire - Third Floor Foyer Monday to Friday 9am to 5pm only - per hour	E	£ 15.30	£ -	£ 15.30	E	£ 20.00	£ -	£ 20.00	£ 4.70	£ -	£ 4.70	30.72%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Room Hire - Third Floor Foyer Saturdays (Note will also require a member of staff for whole hire period at the hourly cost of £24.00 as set in SOC or bar surcharge of £55 if being used) - per hour					E	£ 50.00	£ -	£ 50.00	£ 50.00	£ -	£ 50.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Gallery Booking Deposit	E	£ 25.50	£ -	£ 25.50	E	£ 25.50	£ -	£ 25.50	£ -	£ -	£ -	0.00%	D	U	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Surcharge for staff and bar with Foyer per booking	S	£ 42.67	£ 8.53	£ 51.20	S	£ 45.83	£ 9.17	£ 55.00	£ 3.16	£ 0.63	£ 3.79	7.42%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Foyer Hire - Outside standard hours security costs per booking					S	£ 54.17	£ 10.83	£ 65.00	£ 54.17	£ 10.83	£ 65.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Extra Staff - For technical or Front of house work. Charged per hour minimum 3 hours.	S	£ 15.42	£ 3.08	£ 18.50	S	£ 20.00	£ 4.00	£ 24.00	£ 4.58	£ 0.92	£ 5.50	29.73%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Radio Microphone System Price per 4 microphones	S	£ 24.58	£ 4.92	£ 29.50	S	£ 25.83	£ 5.17	£ 31.00	£ 1.25	£ 0.25	£ 1.50	5.08%	D	I	SEG	CGS	Gerard McCleave
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)	E	£ 70.00	£ -	£ 70.00	E	£ 74.00	£ -	£ 74.00	£ 4.00	£ -	£ 4.00	5.71%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Digital Cinema Projector	S	£ 56.25	£ 11.25	£ 67.50	S	£ 59.17	£ 11.83	£ 71.00	£ 2.92	£ 0.58	£ 3.50	5.19%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - PA in Foyer with operator for up to 4 hours - additional hours at hourly technician rate as per charges					S	£ 140.00	£ 28.00	£ 168.00	£ 140.00	£ 28.00	£ 168.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Set up and Remove Stage in Foyer	S	£ 56.25	£ 11.25	£ 67.50	S	£ 59.17	£ 11.83	£ 71.00	£ 2.92	£ 0.58	£ 3.50	5.19%	D	I	SEG	CGS	Gerard McCleave
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	S	£ 64.58	£ 12.92	£ 77.50	S	£ 67.92	£ 13.58	£ 81.50	-£ 3.34	-£ 0.67	-£ 4.00	-5.16%	D	D	SEG	CGS	Gerard McCleave
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	S	£ 278.33	£ 55.67	£ 334.00	S	£ 292.50	£ 58.50	£ 351.00	£ 14.17	£ 2.83	£ 17.00	5.09%	D	I	SEG	CGS	Gerard McCleave
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	S	£ 147.50	£ 29.50	£ 177.00	S	£ 155.00	£ 31.00	£ 186.00	£ 7.50	£ 1.50	£ 9.00	5.08%	D	I	SEG	CGS	Gerard McCleave
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	E	£ 184.00	£ -	£ 184.00	E	£ 193.00	£ -	£ 193.00	£ 9.00	£ -	£ 9.00	4.89%	D	I	SEG	CGS	Gerard McCleave

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	S	£	184.17	£	36.83	£	221.00	S	£	193.33	£	38.67	£	232.00	£	9.16	£	1.83	£	11.00	4.98%	D	I	SEG	CGS	Gerard McCleave
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	E	£	268.00	£	-	£	268.00	E	£	282.00	£	-	£	282.00	£	14.00	£	-	£	14.00	5.22%	D	I	SEG	CGS	Gerard McCleave
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	S	£	268.33	£	53.67	£	322.00	S	£	282.50	£	56.50	£	339.00	£	14.17	£	2.83	£	17.00	5.28%	D	I	SEG	CGS	Gerard McCleave
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	E	£	268.00	£	-	£	268.00	E	£	282.00	£	-	£	282.00	£	14.00	£	-	£	14.00	5.22%	D	I	SEG	CGS	Gerard McCleave
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	S	£	268.33	£	53.67	£	322.00	S	£	282.50	£	56.50	£	339.00	£	14.17	£	2.83	£	17.00	5.28%	D	I	SEG	CGS	Gerard McCleave
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	E	£	83.00	£	-	£	83.00	E	£	87.00	£	-	£	87.00	£	4.00	£	-	£	4.00	4.82%	D	I	SEG	CGS	Gerard McCleave
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	S	£	83.33	£	16.67	£	100.00	S	£	87.50	£	17.50	£	105.00	£	4.17	£	0.83	£	5.00	5.00%	D	I	SEG	CGS	Gerard McCleave
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	E	£	64.50	£	-	£	64.50	E	£	67.50	£	-	£	67.50	£	3.00	£	-	£	3.00	4.65%	D	I	SEG	CGS	Gerard McCleave
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	S	£	64.58	£	12.92	£	77.50	S	£	67.92	£	13.58	£	81.50	£	3.34	£	0.67	£	4.00	5.16%	D	I	SEG	CGS	Gerard McCleave
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	E	£	132.00	£	-	£	132.00	E	£	139.00	£	-	£	139.00	£	7.00	£	-	£	7.00	5.30%	D	I	SEG	CGS	Gerard McCleave
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	S	£	131.67	£	26.33	£	158.00	S	£	138.33	£	27.67	£	166.00	£	6.66	£	1.33	£	8.00	5.06%	D	I	SEG	CGS	Gerard McCleave
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	E	£	512.00	£	-	£	512.00	E	£	540.00	£	-	£	540.00	£	28.00	£	-	£	28.00	5.47%	D	I	SEG	CGS	Gerard McCleave
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	S	£	511.67	£	102.33	£	614.00	S	£	537.50	£	107.50	£	645.00	£	25.83	£	5.17	£	31.00	5.05%	D	I	SEG	CGS	Gerard McCleave
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	E	£	278.00	£	-	£	278.00	E	£	291.00	£	-	£	291.00	£	13.00	£	-	£	13.00	4.68%	D	I	SEG	CGS	Gerard McCleave
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	S	£	278.33	£	55.67	£	334.00	S	£	292.50	£	58.50	£	351.00	£	14.17	£	2.83	£	17.00	5.09%	D	I	SEG	CGS	Gerard McCleave
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	E	£	673.00	£	-	£	673.00	E	£	705.00	£	-	£	705.00	£	32.00	£	-	£	32.00	4.75%	D	I	SEG	CGS	Gerard McCleave
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	S	£	672.50	£	134.50	£	807.00	S	£	704.17	£	140.83	£	845.00	£	31.67	£	6.33	£	38.00	4.71%	D	I	SEG	CGS	Gerard McCleave
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	E	£	148.00	£	-	£	148.00	E	£	155.00	£	-	£	155.00	£	7.00	£	-	£	7.00	4.73%	D	I	SEG	CGS	Gerard McCleave
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	S	£	147.50	£	29.50	£	177.00	S	£	155.00	£	31.00	£	186.00	£	7.50	£	1.50	£	9.00	5.08%	D	I	SEG	CGS	Gerard McCleave
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	E	£	105.00	£	-	£	105.00	E	£	110.00	£	-	£	110.00	£	5.00	£	-	£	5.00	4.76%	D	I	SEG	CGS	Gerard McCleave

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	S	£	104.17	£	20.83	£	125.00	S	£	109.17	£	21.83	£	131.00	£	5.00	£	1.00	£	6.00	4.80%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Monday to Thursday	S	£	214.17	£	42.83	£	257.00	S	£	225.00	£	45.00	£	270.00	£	10.83	£	2.17	£	13.00	5.06%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Saturday	S	£	350.00	£	70.00	£	420.00	S	£	367.50	£	73.50	£	441.00	£	17.50	£	3.50	£	21.00	5.00%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Friday per hour 08.00 to 18.00	S	£	163.33	£	32.67	£	196.00	S	£	171.67	£	34.33	£	206.00	£	8.34	£	1.67	£	10.00	5.10%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Monday to Thursday per hour 08.00 to 18.00	S	£	157.50	£	31.50	£	189.00	S	£	165.00	£	33.00	£	198.00	£	7.50	£	1.50	£	9.00	4.76%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Saturday per hour 08.00 to 18.00	S	£	179.17	£	35.83	£	215.00	S	£	188.33	£	37.67	£	226.00	£	9.16	£	1.83	£	11.00	5.12%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Friday	S	£	923.33	£	184.67	£	1,108.00	S	£	966.67	£	193.33	£	1,160.00	£	43.34	£	8.67	£	52.00	4.69%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Saturday	S	£	1,251.67	£	250.33	£	1,502.00	S	£	1,316.67	£	263.33	£	1,580.00	£	65.00	£	13.00	£	78.00	5.19%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Friday	S	£	236.67	£	47.33	£	284.00	S	£	247.50	£	49.50	£	297.00	£	10.83	£	2.17	£	13.00	4.58%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Sunday	S	£	350.00	£	70.00	£	420.00	S	£	367.50	£	73.50	£	441.00	£	17.50	£	3.50	£	21.00	5.00%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Monday to Thursday	S	£	574.17	£	114.83	£	689.00	S	£	604.17	£	120.83	£	725.00	£	30.00	£	6.00	£	36.00	5.22%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Sunday per hour 09.00 to 23.00	S	£	210.83	£	42.17	£	253.00	S	£	222.50	£	44.50	£	267.00	£	11.67	£	2.33	£	14.00	5.53%	D	I	SEG	CGS	Gerard McCleave
Cultural Service - Thameside Theatre - Bronze Technical Package	S	£	85.00	£	17.00	£	102.00	S	£	89.17	£	17.83	£	107.00	£	4.17	£	0.83	£	5.00	4.90%	D	I	SEG	CGS	Gerard McCleave
Cultural Service - Thameside Theatre - Silver Technical Package	S	£	119.17	£	23.83	£	143.00	S	£	125.00	£	25.00	£	150.00	£	5.83	£	1.17	£	7.00	4.90%	D	I	SEG	CGS	Gerard McCleave
Cultural Service - Thameside Theatre - Gold Technical Package	S	£	136.66	£	27.33	£	164.00	S	£	143.33	£	28.67	£	172.00	£	6.67	£	1.33	£	8.00	4.88%	D	I	SEG	CGS	Gerard McCleave
Cultural Service - Thameside Theatre - Platinum Technical Package	S	£	255.83	£	51.17	£	307.00	S	£	267.50	£	53.50	£	321.00	£	11.67	£	2.33	£	14.00	4.56%	D	I	SEG	CGS	Gerard McCleave
Cultural Service - Thameside Theatre - Foyer Party Package	S	£	255.83	£	51.17	£	307.00	S	£	267.50	£	53.50	£	321.00	£	11.67	£	2.33	£	14.00	4.56%	D	I	SEG	CGS	Gerard McCleave
Cultural Service - Thameside Theatre - Outdoor events Package	S	£	820.00	£	164.00	£	984.00	S	£	858.33	£	171.67	£	1,030.00	£	38.33	£	7.67	£	46.00	4.67%	D	I	SEG	CGS	Gerard McCleave
Cultural Service - Thameside Theatre - Indoor Events Package	S	£	820.00	£	164.00	£	984.00	S	£	858.33	£	171.67	£	1,030.00	£	38.33	£	7.67	£	46.00	4.67%	D	I	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Studio Hire 4 hours Monday to Thursday								S	£	200.00	£	40.00	£	240.00	£	200.00	£	40.00	£	240.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Studio Hire 8 hours Monday to Thursday								S	£	400.00	£	80.00	£	480.00	£	400.00	£	80.00	£	480.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Studio Hire 4 hours Friday & Saturday								S	£	300.00	£	60.00	£	360.00	£	300.00	£	60.00	£	360.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Studio Hire 8 hours Friday & Saturday								S	£	600.00	£	120.00	£	720.00	£	600.00	£	120.00	£	720.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Filming - Single Camera and Basic Edit up to 20 DVDS or digital copy (Charge per performance)								S	£	250.00	£	50.00	£	300.00	£	250.00	£	50.00	£	300.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Filming - Static Multi Camera, Live Mix and Basic Edit up to 20 DVDS or digital copy (Charge per performance)								S	£	300.00	£	60.00	£	360.00	£	300.00	£	60.00	£	360.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Filming - Multi Camera including one roaming camera, live mix and basic edit and extra tech up to 20 DVDS or digital copy (Charge per performance)								S	£	400.00	£	80.00	£	480.00	£	400.00	£	80.00	£	480.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Filming - Additional DVD's								S	£	10.42	£	2.08	£	12.50	£	10.42	£	2.08	£	12.50	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Filming - Additional Editing per hour								S	£	50.00	£	10.00	£	60.00	£	50.00	£	10.00	£	60.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Ticketing - Private Sale and no marketing for hirers all tickets over the value of £5 incur a £1 booking fee								S	£	1.00	£	0.20	£	1.20	£	1.00	£	0.20	£	1.20	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Ticketing - Commercial Events with standard marketing package tickets over the value of £5 incur a £1 booking fee and a 10% of sales								S	£	1.00	£	0.20	£	1.20	£	1.00	£	0.20	£	1.20	0.00%	D	N	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre - Mascot Appearance								S	£	20.00	£	4.00	£	24.00	£	20.00	£	4.00	£	24.00	0.00%	D	N	SEG	CGS	Gerard McCleave
Town Centre Management - Promotional Activity Space, Grays - Commercial (per day)	S	£	115.00	£	23.00	£	138.00	S	£	127.50	£	25.50	£	153.00	£	12.50	£	2.50	£	15.00	10.87%	D	I	SEG	PTR	Gerard McCleave
Town Centre Management - Promotional Activity Space, Grays - Charity (per day)	S	£	41.67	£	8.33	£	50.00	S	£	41.67	£	8.33	£	50.00	£	-	£	-	£	-	0.00%	D	U	SEG	PTR	Gerard McCleave
Town Centre Management - Promotional Activity Space, Corringham - Commercial (per day)	S	£	105.00	£	21.00	£	126.00	S	£	116.67	£	23.33	£	140.00	£	11.67	£	2.33	£	14.00	11.11%	D	I	SEG	PTR	Gerard McCleave
Town Centre Management - Promotional Activity Space, Corringham - Charity (per day)	S	£	37.50	£	7.50	£	45.00	S	£	37.50	£	7.50	£	45.00	£	-	£	-	£	-	0.00%	D	U	SEG	PTR	Gerard McCleave
Heritage - School Visits both in school & externally (whole day 10am - 2:30pm)	E	£	156.00	£	-	£	156.00	E	£	156.00	£	-	£	156.00	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - School Visits both in school & externally (half day 10am - 12pm)								E	£	78.00	£	-	£	78.00	£	78.00	£	-	£	78.00	0.00%	D	N	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - Historical and Education Talks - offsite New Talks	E	£	103.00	£	-	£	103.00	E	£	103.00	£	-	£	103.00	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - Historical and Education Talks - offsite Existing Talks	E	£	72.00	£	-	£	72.00	E	£	72.00	£	-	£	72.00	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - Historical and Education Talks at Museum - per person	E	£	4.15	£	-	£	4.15	E	£	4.15	£	-	£	4.15	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - Informal Education Sessions - Children	E	£	5.20	£	-	£	5.20	E	£	5.20	£	-	£	5.20	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - Informal Education Sessions - Toddlers	E	£	3.15	£	-	£	3.15	E	£	3.15	£	-	£	3.15	£	-	£	-	£	-	0.00%	D	U	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - Topic Loan Boxes - per box	E	£	20.80	£	-	£	20.80	E	£	24.00	£	-	£	24.00	£	3.20	£	-	£	3.20	15.38%	D	I	SEG	CGS	Gerard McCleave/ Michelle Savage
Heritage - Annual Research and Readers Tickets, per person	S	£	8.75	£	1.75	£	10.50	S	£	8.33	£	1.67	£	10.00	£	0.42	£	0.08	£	0.50	-4.76%	D	D	SEG	CGS	Gerard McCleave/ Michelle Savage
Building Control Fees - Upon application with the Thurrock Council Building Control department	Z	POA	£	-	POA	Z	POA	£	-	POA	£	-	POA	£	-	£	-	£	-	0.00%	D	U	PR	PTR	Stuart Fyffe	



Extension and outbuildings																		PR	PTR	Stuart Fyffe							
Single storey extension with floor area not more than 30m <sup>2</sup> - Full Plans - Plan Charge	S	£	121.00	£	24.20	£	145.20	S	£	144.55	£	28.91	£	173.46	£	23.55	£	4.71	£	28.26	19.46%	D	I	PR	PTR	Stuart Fyffe	
Single storey extension with floor area not more than 30m <sup>2</sup> - Full Plans - Inspection Charge	S	£	403.00	£	80.60	£	483.60	S	£	433.65	£	86.73	£	520.38	£	30.65	£	6.13	£	36.78	7.61%	D	I	PR	PTR	Stuart Fyffe	
Single storey extension with floor area not more than 30m <sup>2</sup> - Building Notice Charge	S	£	564.00	£	112.80	£	676.80	S	£	607.11	£	121.42	£	728.53	£	43.11	£	8.62	£	51.73	7.64%	D	I	PR	PTR	Stuart Fyffe	
Single storey extension with floor area not more than 30m <sup>2</sup> - Regularisation Charge	Z	£	705.00	£	-	£	705.00	Z	£	758.88	£	-	£	758.88	£	53.88	£	-	£	53.88	7.64%	D	I	PR	PTR	Stuart Fyffe	
Two storey extension with a total floor area less than 50m <sup>2</sup> - Full Plans - Plan Charge	S	£	148.00	£	29.60	£	177.60	S	£	173.46	£	34.69	£	208.15	£	25.46	£	5.09	£	30.55	17.20%	D	I	PR	PTR	Stuart Fyffe	
Two storey extension with a total floor area less than 50m <sup>2</sup> - Full Plans - Inspection Charge	S	£	470.00	£	94.00	£	564.00	S	£	505.93	£	101.19	£	607.11	£	35.93	£	7.19	£	43.11	7.64%	D	I	PR	PTR	Stuart Fyffe	
Two storey extension with a total floor area less than 50m <sup>2</sup> - Building Notice Charge	S	£	657.00	£	131.40	£	788.40	S	£	737.21	£	147.44	£	884.65	£	80.21	£	16.04	£	96.25	12.21%	D	I	PR	PTR	Stuart Fyffe	
Two storey extension with a total floor area less than 50m <sup>2</sup> - Regularisation Charge	Z	£	821.25	£	-	£	821.25	Z	£	921.50	£	-	£	921.50	£	100.25	£	-	£	100.25	12.21%	D	I	PR	PTR	Stuart Fyffe	
First floor extension with a floor area not more than 30m <sup>2</sup> - Full Plans - Plan Charge	S	£	121.00	£	24.20	£	145.20	S	£	144.55	£	28.91	£	173.46	£	23.55	£	4.71	£	28.26	19.46%	D	I	PR	PTR	Stuart Fyffe	
First floor extension with a floor area not more than 30m <sup>2</sup> - Full Plans - Inspection Charge	S	£	355.00	£	71.00	£	426.00	S	£	361.38	£	72.28	£	433.65	£	6.38	£	1.28	£	7.65	1.80%	D	I	PR	PTR	Stuart Fyffe	
First floor extension with a floor area not more than 30m <sup>2</sup> - Building Notice Charge	S	£	496.00	£	99.20	£	595.20	S	£	520.38	£	104.08	£	624.46	£	24.38	£	4.88	£	29.26	4.92%	D	I	PR	PTR	Stuart Fyffe	
First floor extension with a floor area not more than 30m <sup>2</sup> - Regularisation Charge	Z	£	620.00	£	-	£	620.00	Z	£	650.47	£	-	£	650.47	£	30.47	£	-	£	30.47	4.91%	D	I	PR	PTR	Stuart Fyffe	
Unheated non-habitable building with total floor between 30m <sup>2</sup> and 40m <sup>2</sup> , such as a garage or store - Full Plans - Plan Charge	S	£	94.00	£	18.80	£	112.80	S	£	115.64	£	23.13	£	138.77	£	21.64	£	4.33	£	25.97	23.02%	D	I	PR	PTR	Stuart Fyffe	
Unheated non-habitable building with total floor between 30m <sup>2</sup> and 40m <sup>2</sup> , such as a garage or store - Full Plans - Inspection Charge	S	£	268.00	£	53.60	£	321.60	S	£	289.10	£	57.82	£	346.92	£	21.10	£	4.22	£	25.32	7.87%	D	I	PR	PTR	Stuart Fyffe	
Unheated non-habitable building with total floor between 30m <sup>2</sup> and 40m <sup>2</sup> , such as a garage or store - Building Notice Charge	S	£	403.00	£	80.60	£	483.60	S	£	433.65	£	86.73	£	520.38	£	30.65	£	6.13	£	36.78	7.61%	D	I	PR	PTR	Stuart Fyffe	
Unheated non-habitable building with total floor between 30m <sup>2</sup> and 40m <sup>2</sup> , such as a garage or store - Regularisation Charge	Z	£	503.75	£	-	£	503.75	Z	£	542.06	£	-	£	542.06	£	38.31	£	-	£	38.31	7.60%	D	I	PR	PTR	Stuart Fyffe	
Non-exempt porch under 10m <sup>2</sup> , incorporating a WC - Full Plans - Plan Charge	S	£	94.00	£	18.80	£	112.80	S	£	115.64	£	23.13	£	138.77	£	21.64	£	4.33	£	25.97	23.02%	D	I	PR	PTR	Stuart Fyffe	
Non-exempt porch under 10m <sup>2</sup> , incorporating a WC - Full Plans - Inspection Charge	S	£	268.00	£	53.60	£	321.60	S	£	289.10	£	57.82	£	346.92	£	21.10	£	4.22	£	25.32	7.87%	D	I	PR	PTR	Stuart Fyffe	
Non-exempt porch under 10m <sup>2</sup> , incorporating a WC - Building Notice Charge	S	£	403.00	£	80.60	£	483.60	S	£	433.65	£	86.73	£	520.38	£	30.65	£	6.13	£	36.78	7.61%	D	I	PR	PTR	Stuart Fyffe	
Non-exempt porch under 10m <sup>2</sup> , incorporating a WC - Regularisation Charge	Z	£	503.75	£	-	£	503.75	Z	£	542.06	£	-	£	542.06	£	38.31	£	-	£	38.31	7.60%	D	I	PR	PTR	Stuart Fyffe	
<b>Conversions</b>																											
First floor and second floor loft conversions with floor area not more than 30m <sup>2</sup> - Full Plans - Plan Charge	S	£	161.00	£	32.20	£	193.20	S	£	202.37	£	40.47	£	242.84	£	41.37	£	8.27	£	49.64	25.69%	D	I	PR	PTR	Stuart Fyffe	
First floor and second floor loft conversions with floor area not more than 30m <sup>2</sup> - Full Plans - Inspection Charge	S	£	355.00	£	71.00	£	426.00	S	£	361.38	£	72.28	£	433.65	£	6.38	£	1.28	£	7.65	1.80%	D	I	PR	PTR	Stuart Fyffe	
First floor and second floor loft conversions with floor area not more than 30m <sup>2</sup> - Building Notice Charge	S	£	550.00	£	110.00	£	660.00	S	£	607.11	£	121.42	£	728.53	£	57.11	£	11.42	£	68.53	10.38%	D	I	PR	PTR	Stuart Fyffe	
First floor and second floor loft conversions with floor area not more than 30m <sup>2</sup> - Regularisation Charge	Z	£	687.50	£	-	£	687.50	Z	£	758.89	£	-	£	758.89	£	71.39	£	-	£	71.39	10.38%	D	I	PR	PTR	Stuart Fyffe	
Garage conversions with a total floor area less than 20m <sup>2</sup> - Full Plans - Plan Charge	S	£	107.00	£	21.40	£	128.40	S	£	101.19	£	20.24	£	121.42	£	5.82	£	1.16	£	6.98	-5.44%	D	D	PR	PTR	Stuart Fyffe	
Garage conversions with a total floor area less than 20m <sup>2</sup> - Full Plans - Inspection Charge	S	£	268.00	£	53.60	£	321.60	S	£	289.10	£	57.82	£	346.92	£	21.10	£	4.22	£	25.32	7.87%	D	I	PR	PTR	Stuart Fyffe	
Garage conversions with a total floor area less than 20m <sup>2</sup> - Building Notice Charge	S	£	416.00	£	83.20	£	499.20	S	£	419.20	£	83.84	£	503.03	£	3.19	£	0.64	£	3.83	0.77%	D	I	PR	PTR	Stuart Fyffe	
Garage conversions with a total floor area less than 20m <sup>2</sup> - Regularisation Charge	Z	£	520.00	£	-	£	520.00	Z	£	523.99	£	-	£	523.99	£	3.99	£	-	£	3.99	0.77%	D	I	PR	PTR	Stuart Fyffe	
<b>Alterations</b>																											
Replacing windows, roof lights, roof windows or external glazed doors, maximum 15 glazed units - Full Plans - Plan Charge	S	£	67.00	£	13.40	£	80.40	S	£	62.45	£	12.49	£	74.93	£	4.55	£	0.91	£	5.47	-6.80%	D	D	PR	PTR	Stuart Fyffe	
Replacing windows, roof lights, roof windows or external glazed doors, maximum 15 glazed units - Full Plans - Inspection Charge	S	£	101.00	£	20.20	£	121.20	S	£	108.41	£	21.68	£	130.10	£	7.41	£	1.48	£	8.90	7.34%	D	I	PR	PTR	Stuart Fyffe	
Replacing windows, roof lights, roof windows or external glazed doors, maximum 15 glazed units - Building Notice Charge	S	£	174.00	£	34.80	£	208.80	S	£	192.54	£	38.51	£	231.05	£	18.54	£	3.71	£	22.25	10.66%	D	I	PR	PTR	Stuart Fyffe	
Replacing windows, roof lights, roof windows or external glazed doors, maximum 15 glazed units - Regularisation Charge	Z	£	217.50	£	-	£	217.50	Z	£	240.68	£	-	£	240.68	£	23.18	£	-	£	23.18	10.66%	D	I	PR	PTR	Stuart Fyffe	
Works the cost of works does not exceed £5,000, such as the removal of a load-bearing wall - Full Plans - Plan Charge	S	£	81.00	£	16.20	£	97.20	S	£	86.73	£	17.35	£	104.08	£	5.73	£	1.15	£	6.88	7.08%	D	I	PR	PTR	Stuart Fyffe	
Works the cost of works does not exceed £5,000, such as the removal of a load-bearing wall - Full Plans - Inspection Charge	S	£	134.00	£	26.80	£	160.80	S	£	144.55	£	28.91	£	173.46	£	10.55	£	2.11	£	12.66	7.87%	D	I	PR	PTR	Stuart Fyffe	
Works the cost of works does not exceed £5,000, such as the removal of a load-bearing wall - Building Notice Charge	S	£	255.00	£	51.00	£	306.00	S	£	274.65	£	54.93	£	329.57	£	19.65	£	3.93	£	23.57	7.70%	D	I	PR	PTR	Stuart Fyffe	
Works the cost of works does not exceed £5,000, such as the removal of a load-bearing wall - Regularisation Charge	Z	£	318.75	£	-	£	318.75	Z	£	343.31	£	-	£	343.31	£	24.56	£	-	£	24.56	7.71%	D	I	PR	PTR	Stuart Fyffe	
Chimney breast removal, up to two removals - Full Plans - Plan Charge	S	£	54.00	£	10.80	£	64.80	S	£	57.82	£	11.56	£	69.38	£	3.82	£	0.76	£	4.58	7.07%	D	I	PR	PTR	Stuart Fyffe	
Chimney breast removal, up to two removals - Full Plans - Inspection Charge	S	£	134.00	£	26.80	£	160.80	S	£	144.55	£	28.91	£	173.46	£	10.55	£	2.11	£	12.66	7.87%	D	I	PR	PTR	Stuart Fyffe	
Chimney breast removal, up to two removals - Building Notice Charge	S	£	188.00	£	37.60	£	225.60	S	£	202.37	£	40.47	£	242.84	£	14.37	£	2.87	£	17.24	7.64%	D	I	PR	PTR	Stuart Fyffe	
Chimney breast removal, up to two removals - Regularisation Charge	Z	£	235.00	£	-	£	235.00	Z	£	252.96	£	-	£	252.96	£	17.96	£	-	£	17.96	7.64%	D	I	PR	PTR	Stuart Fyffe	
Replacing a conservatory roof, not more than 30m <sup>2</sup> , where thermal separation remains between dwelling and conservatory - Full Plans - Plan Charge	S	£	81.00	£	16.20	£	97.20	S	£	86.73	£	17.35	£	104.08	£	5.73	£	1.15	£	6.88	7.08%	D	I	PR	PTR	Stuart Fyffe	
Replacing a conservatory roof, not more than 30m <sup>2</sup> , where thermal separation remains between dwelling and conservatory - Full Plans - Inspection Charge	S	£	134.00	£	26.80	£	160.80	S	£	144.55	£	28.91	£	173.46	£	10.55	£	2.11	£	12.66	7.87%	D	I	PR	PTR	Stuart Fyffe	
Replacing a conservatory roof, not more than 30m <sup>2</sup> , where thermal separation remains between dwelling and conservatory - Building Notice Charge	S	£	255.00	£	51.00	£	306.00	S	£	260.19	£	52.04	£	312.23	£	5.19	£	1.04	£	6.23	2.04%	D	I	PR	PTR	Stuart Fyffe	
Replacing a conservatory roof, not more than 30m <sup>2</sup> , where thermal separation remains between dwelling and conservatory - Regularisation Charge	Z	£	318.75	£	-	£	318.75	Z	£	325.24	£	-	£	325.24	£	6.49	£	-	£	6.49	2.04%	D	I	PR	PTR	Stuart Fyffe	
Legal and Democratic Services - Council House Sales - Copy of Insurance Policy	S	£	51.67	£	10.33	£	62.00	S	£	54.17	£	10.83	£	65.00	£	2.50	£	0.50	£	3.00	4.84%	D	I	RPD	C	Mark Bowen	
Legal and Democratic Services - Council House Sales - Copy of Landlord's Offer Notice - Full	S	£	39.17	£	7.83	£	47.00	S	£	41.25	£	8.25	£	49.50	£	2.08	£	0.42</									



Legal and Democratic Services - Council House Sales - Ownership Changes Leaseholds Houses and Flats	O	£ 50.50	£ -	£ 50.50	O	£ 53.00	£ -	£ 53.00	£ 2.50	£ -	£ 2.50	4.95%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Council House Sales - Photocopying A3	S	£ 1.63	£ 0.33	£ 1.96	S	£ 1.75	£ 0.35	£ 2.10	£ 0.12	£ 0.02	£ 0.14	7.14%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Council House Sales - Photocopying A4	S	£ 1.13	£ 0.23	£ 1.35	S	£ 1.17	£ 0.23	£ 1.40	£ 0.04	£ 0.01	£ 0.05	3.70%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Council House Sales - Post and Packing	E	£ 3.80	£ -	£ 3.80	E	£ 4.00	£ -	£ 4.00	£ 0.20	£ -	£ 0.20	5.26%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Council House Sales - Stat charge discharge - discount 3 year period	E	£ 77.18	£ -	£ 77.18	E	£ 81.00	£ -	£ 81.00	£ 3.82	£ -	£ 3.82	4.95%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Council House Sales - Transfer of Equity approval and seal	O	£ 79.00	£ -	£ 79.00	O	£ 83.00	£ -	£ 83.00	£ 4.00	£ -	£ 4.00	5.06%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Council House Sales - Transfer prints	O	£ 48.50	£ -	£ 48.50	O	£ 51.00	£ -	£ 51.00	£ 2.50	£ -	£ 2.50	5.15%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Council House Sales - Certificate of Compliance					O	£ 80.00	£ -	£ 80.00	£ 80.00	£ -	£ 80.00	0.00%	D	N	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Authorised Guarantee Agreement	O	£ 538.00	£ -	£ 538.00	O	£ 565.00	£ -	£ 565.00	£ 27.00	£ -	£ 27.00	5.02%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Lease Assignment	E	£ 728.57	£ -	£ 728.57	E	£ 765.00	£ -	£ 765.00	£ 36.43	£ -	£ 36.43	5.00%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Lease Grant (Complex)	E	£1,250 upwards (no maximum)	£ -	£1,250 upwards (no maximum)	E	£1,250 upwards (no maximum)	£ -	£1,250 upwards (no maximum)	£ -	£ -	£ -	0.00%	D	U	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Lease Grant (Simple)	E	£ 830.00	£ -	£ 830.00	E	£ 870.00	£ -	£ 870.00	£ 40.00	£ -	£ 40.00	4.82%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Licence (Simple)	E	£ 217.00	£ -	£ 217.00	E	£ 228.00	£ -	£ 228.00	£ 11.00	£ -	£ 11.00	5.07%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Licence to Assign	E	£ 615.00	£ -	£ 615.00	E	£ 645.00	£ -	£ 645.00	£ 30.00	£ -	£ 30.00	4.88%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Licence to Assign Plus Authorised Guarantee Agreement	E	£ 840.00	£ -	£ 840.00	E	£ 880.00	£ -	£ 880.00	£ 40.00	£ -	£ 40.00	4.76%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Licence to Assign Plus Deed of Variation of Lease	E	£875 - £1,275	£ -	£875 - £1,275	E	£875 - £1,275	£ -	£875 - £1,275	£ -	£ -	£ -	0.00%	D	U	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Commercial Deed of Variation of (Shop) Lease	E	£670 - £980	£ -	£670 - £980	E	£670 - £980	£ -	£670 - £980	£ -	£ -	£ -	0.00%	D	U	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Copy of Lease	S	£ 101.67	£ 20.33	£ 122.00	S	£ 106.67	£ 21.33	£ 128.00	£ 5.00	£ 1.00	£ 6.00	4.92%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Deed of Covenants	E	£ 505.00	£ -	£ 505.00	E	£ 530.00	£ -	£ 530.00	£ 25.00	£ -	£ 25.00	4.95%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Landlord Licence	O	£ 615.00	£ -	£ 615.00	O	£ 645.00	£ -	£ 645.00	£ 30.00	£ -	£ 30.00	4.88%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 278 (Complex)	O	£2,575 upwards (No set maximum)	£ -	£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	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Deed of Variation (re. S106 or complex commercial leases or agreements)	O	£1,030 upwards (No set maximum)	£ -	£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	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Easements	E	£ 1,120.00	£ -	£ 1,120.00	E	£ 1,180.00	£ -	£ 1,180.00	£ 60.00	£ -	£ 60.00	5.36%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Rent Reviews	O	£230 - £360	£ -	£230 - £360	O	£230 - £360	£ -	£230 - £360	£ -	£ -	£ -	0.00%	D	U	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (Standard)	O	£ 1,856.50	£ -	£ 1,856.50	O	£ 1,950.00	£ -	£ 1,950.00	£ 93.50	£ -	£ 93.50	5.04%	S	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex financial obligations or in-kind works)	O	£2,575 upwards (No set maximum)	£ -	£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	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex with Affordable Housing obligations)	O	£2,575 upwards (No set maximum)	£ -	£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	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Standard)	E	£ 2,575.00	£ -	£ 2,575.00	E	£ 2,700.00	£ -	£ 2,700.00	£ 125.00	£ -	£ 125.00	4.85%	S	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Complex)	E	£2,575 upwards (No set maximum)	£ -	£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	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Surrenders	O	£ 675.00	£ -	£ 675.00	O	£ 710.00	£ -	£ 710.00	£ 35.00	£ -	£ 35.00	5.19%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Transfer of Open Space	O	£ 895.00	£ -	£ 895.00	O	£ 940.00	£ -	£ 940.00	£ 45.00	£ -	£ 45.00	5.03%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Verification of Proof of Life	O	£ 56.50	£ -	£ 56.50	O	£ 59.50	£ -	£ 59.50	£ 3.00	£ -	£ 3.00	5.31%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Wayleave Agreement Democratic Services	O	£ 558.00	£ -	£ 558.00	O	£ 585.00	£ -	£ 585.00	£ 27.00	£ -	£ 27.00	4.84%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Licence of Alteration	O	£ 788.00	£ -	£ 788.00	O	£ 830.00	£ -	£ 830.00	£ 42.00	£ -	£ 42.00	5.33%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Licences to assign Leasehold Premises	O	£ 788.00	£ -	£ 788.00	O	£ 830.00	£ -	£ 830.00	£ 42.00	£ -	£ 42.00	5.33%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Notice of Assignment	O	£ 92.00	£ -	£ 92.00	O	£ 97.00	£ -	£ 97.00	£ 5.00	£ -	£ 5.00	5.43%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Notice of Charge	O	£ 92.00	£ -	£ 92.00	O	£ 97.00	£ -	£ 97.00	£ 5.00	£ -	£ 5.00	5.43%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Retrospective Consent	O	£ 136.00	£ -	£ 136.00	O	£ 143.00	£ -	£ 143.00	£ 7.00	£ -	£ 7.00	5.15%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Right to Buy Engragment	O	£ 83.50	£ -	£ 83.50	O	£ 88.00	£ -	£ 88.00	£ 4.50	£ -	£ 4.50	5.39%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Sale of Garden Land/ Additional Land	E	£ 788.00	£ -	£ 788.00	E	£ 830.00	£ -	£ 830.00	£ 42.00	£ -	£ 42.00	5.33%	D	I	RPD	C	Mark Bowen
Legal and Democratic Services - Miscellaneous - Sale of Land	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)	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	Mark Bowen
Legal and Democratic Services - Miscellaneous - Shop Leases	O	£ 805.00	£ -	£ 805.00	O	£ 850.00	£ -	£ 850.00	£ 45.00	£ -	£ 45.00	5.59%	D	I	RPD	C	Mark Bowen
Legal charge re drafting of document for:- Footpath/ Bridleway Creation or Diversion Agreement	O	£ 1,644.40	£ -	£ 1,644.40	O	£ 1,730.00	£ -	£ 1,730.00	£ 85.60	£ -	£ 85.60	5.21%	S	I	RPD	C	Mark Bowen
Legal charge re drafting of document for:- Grazing Licence	O	£ 482.50	£ -	£ 482.50	O	£ 505.00	£ -	£ 505.00	£ 22.50	£ -	£ 22.50	4.66%	S	I	RPD	C	Mark Bowen
Legal charge re drafting of document for:- Reg of Assign	O	£ 31.80	£ -	£ 31.80	O	£ 33.50	£ -	£ 33.50	£ 1.70	£ -	£ 1.70	5.35%	S	I	RPD	C	Mark Bowen

Legal charge re drafting of document for:- Section 111 Agreement (in addition to S106 fee)	O	£ 546.30	£ -	£ 546.30	O	£ 575.00	£ -	£ 575.00	£ 28.70	£ -	£ 28.70	5.25%	S	I	RPD	C	Mark Bowen
Legal charge re drafting of document for:- Section 142 Licence	O	£ 275.80	£ -	£ 275.80	O	£ 291.00	£ -	£ 291.00	£ 15.20	£ -	£ 15.20	5.51%	S	I	RPD	C	Mark Bowen
Legal charge re drafting of document for:- Section 278 (Standard)	O	£ 2,731.80	£ -	£ 2,731.80	O	£ 2,875.00	£ -	£ 2,875.00	£ 143.20	£ -	£ 143.20	5.24%	S	I	RPD	C	Mark Bowen
Legal charge re drafting of document for:- Section 50 Agreement	O	£ 710.80	£ -	£ 710.80	O	£ 745.00	£ -	£ 745.00	£ 34.20	£ -	£ 34.20	4.81%	S	I	RPD	C	Mark Bowen
Legal charge re drafting of document for:- Stopping up/ Orders etc. under Highways Act	O	Estimate in circumstances of the case	£ -	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	Mark Bowen
Legal charge re drafting of document for:- Street Licence	O	£ 339.50	£ -	£ 339.50	O	£ 357.00	£ -	£ 357.00	£ 17.50	£ -	£ 17.50	5.15%	S	I	RPD	C	Mark Bowen
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £750,000 to £1,500,000	E	£ 390.00	£ -	£ 390.00	E	£ 411.00	£ -	£ 411.00	£ 21.00	£ -	£ 21.00	5.38%	D	I	RPD	C	Mark Bowen
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £1,500,000 to £2,500,000	E	£ 615.00	£ -	£ 615.00	E	£ 645.00	£ -	£ 645.00	£ 30.00	£ -	£ 30.00	4.88%	D	I	RPD	C	Mark Bowen
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £100,000 to £250,000	E	£ 168.00	£ -	£ 168.00	E	£ 176.00	£ -	£ 176.00	£ 8.00	£ -	£ 8.00	4.76%	D	I	RPD	C	Mark Bowen
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £2,500,000 to £5,000,000	E	£ 725.00	£ -	£ 725.00	E	£ 760.00	£ -	£ 760.00	£ 35.00	£ -	£ 35.00	4.83%	D	I	RPD	C	Mark Bowen
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £250,000 to £750,000	E	£ 282.00	£ -	£ 282.00	E	£ 297.00	£ -	£ 297.00	£ 15.00	£ -	£ 15.00	5.32%	D	I	RPD	C	Mark Bowen
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value exceeding £5,000,000	E	£ 950.00	£ -	£ 950.00	E	£ 1,000.00	£ -	£ 1,000.00	£ 50.00	£ -	£ 50.00	5.26%	D	I	RPD	C	Mark Bowen
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Variations/ Novations (where original contract value exceeds £250,000)	E	£ 168.00	£ -	£ 168.00	E	£ 176.00	£ -	£ 176.00	£ 8.00	£ -	£ 8.00	4.76%	D	I	RPD	C	Mark Bowen
Photocopying:- Election expense returns (per side copied)	E	£ 0.20	£ -	£ 0.20	E	£ 0.20	£ -	£ 0.20	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
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	E	£20 *+£1.50	£ -	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
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	E	£10 *+£5	£ -	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
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	E	£20 *+£1.50	£ -	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
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	E	£10 *+£5	£ -	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
Sale of the list of overseas electors:- In data format, £20 *plus £1.50 for each 100 entries (or remaining part of 100 entries) in it	E	£20 *+£1.50	£ -	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
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	E	£10 *+£5	£ -	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
The cost of a marked document (Register or Absent vote list):- Data copies is £10 *plus £1 per 1,000 entries or part thereof	E	£10 *+£1	£ -	£10 *+£1	E	£10 *+£1	£ -	£10 *+£1	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
The cost of a marked document (Register or Absent vote list):- Printed copies is £10 *plus £2 per 1,000 entries or part thereof	E	£10 *+£2	£ -	£10 *+£2	E	£10 *+£2	£ -	£10 *+£2	£ -	£ -	£ -	0.00%	S	U	RPD	C	Mark Bowen
Housing - Lease Extension - Legal cost	O	£ 615.00	£ -	£ 615.00	O	£ 645.00	£ -	£ 645.00	£ 30.00	£ -	£ 30.00	4.88%	D	I	RPD	C	Mark Bowen
Land Registry Certificates					O	£ 80.00	£ -	£ 80.00	£ 80.00	£ -	£ 80.00	0.00%	D	N	RPD	C	Mark Bowen
Safety of Sports Grounds Safety Certificate - Amendment of certificate	O	£ 60.00	£ -	£ 60.00	O	£ 63.00	£ -	£ 63.00	£ 3.00	£ -	£ 3.00	5.00%	S	I	PR	CGS	Tony Sprackling
Safety of Sports Grounds Safety Certificate - Application for issue of certificate	O	£ 115.00	£ -	£ 115.00	O	£ 121.00	£ -	£ 121.00	£ 6.00	£ -	£ 6.00	5.22%	S	I	PR	CGS	Tony Sprackling
Safety of Sports Grounds Safety Certificate - Replacement or transfer of certificate	O	£ 55.00	£ -	£ 55.00	O	£ 58.00	£ -	£ 58.00	£ 3.00	£ -	£ 3.00	5.45%	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)	S	£ 77.50	£ 15.50	£ 93.00	S	£ 81.67	£ 16.33	£ 98.00	£ 4.17	£ 0.83	£ 5.00	5.38%	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)	S	£ 2.25	£ 0.45	£ 2.70	S	£ 2.42	£ 0.48	£ 2.90	£ 0.17	£ 0.03	£ 0.20	7.41%	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	S	£ 0.75	£ 0.15	£ 0.90	S	£ 0.83	£ 0.17	£ 1.00	£ 0.08	£ 0.02	£ 0.10	11.11%	D	I	PR	CGS	Tony Sprackling
<b>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.</b>																	<b>PR CGS Vincent Taylor</b>
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Lawn Section	E	£ 882.00	£ -	£ 882.00	E	£ 930.00	£ -	£ 930.00	£ 48.00	£ -	£ 48.00	5.44%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Traditional grave where available	E	£ 1,811.00	£ -	£ 1,811.00	E	£ 1,900.00	£ -	£ 1,900.00	£ 89.00	£ -	£ 89.00	4.91%	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	E	Free of Charge	£ -	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	E	Free of Charge	£ -	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	E	Free of Charge	£ -	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	E	£ 719.00	£ -	£ 719.00	E	£ 755.00	£ -	£ 755.00	£ 36.00	£ -	£ 36.00	5.01%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 1 Interment - In a grave - Cremated remains in full size grave	E	£ 362.00	£ -	£ 362.00	E	£ 381.00	£ -	£ 381.00	£ 19.00	£ -	£ 19.00	5.25%	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	E	£ 252.00	£ -	£ 252.00	E	£ 264.00	£ -	£ 264.00	£ 12.00	£ -	£ 12.00	4.76%	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	E	£ 178.00	£ -	£ 178.00	E	£ 187.00	£ -	£ 187.00	£ 9.00	£ -	£ 9.00	5.06%	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	E	£ 372.00	£ -	£ 372.00	E	£ 390.00	£ -	£ 390.00	£ 18.00	£ -	£ 18.00	4.84%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Interment of Ashes	E	£ 362.00	£ -	£ 362.00	E	£ 381.00	£ -	£ 381.00	£ 19.00	£ -	£ 19.00	5.25%	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)	E	£ 215.00	£ -	£ 215.00	E	£ 225.00	£ -	£ 225.00	£ 10.00	£ -	£ 10.00	4.65%	D	I	PR	CGS	Vincent Taylor

Burial Grounds - Part 2 Memorial Gardens Section - Includes plaque for 7 years & loose interment of ashes	E	£	276.00	£	-	£	276.00	E	£	291.00	£	-	£	291.00	£	15.00	£	-	£	15.00	5.43%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With existing plaque	E	£	141.00	£	-	£	141.00	E	£	148.00	£	-	£	148.00	£	7.00	£	-	£	7.00	4.96%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With replacement plaque	E	£	215.00	£	-	£	215.00	E	£	225.00	£	-	£	225.00	£	10.00	£	-	£	10.00	4.65%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 2 - Kerb Plaque - replacement	E	£	83.00	£	-	£	83.00	E	£	87.00	£	-	£	87.00	£	4.00	£	-	£	4.00	4.82%	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	E	£	178.00	£	-	£	178.00	E	£	187.00	£	-	£	187.00	£	9.00	£	-	£	9.00	5.06%	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	E	£	89.00	£	-	£	89.00	E	£	93.00	£	-	£	93.00	£	4.00	£	-	£	4.00	4.49%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - permit for Lawn Grave Memorial	E	£	205.00	£	-	£	205.00	E	£	216.00	£	-	£	216.00	£	11.00	£	-	£	11.00	5.37%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - permit for Traditional Grave Memorial	E	£	251.00	£	-	£	251.00	E	£	264.00	£	-	£	264.00	£	13.00	£	-	£	13.00	5.18%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 3 Other Burial Fees - permit to Work on a Headstone	E	£	85.00	£	-	£	85.00	E	£	89.00	£	-	£	89.00	£	4.00	£	-	£	4.00	4.71%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 5 Other Burial Fees - Additional Plaque	S	£	163.33	£	32.67	£	196.00	S	£	171.67	£	34.33	£	206.00	£	8.34	£	1.67	£	10.00	5.10%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 5 Other Burial Fees - Memorial bench	S	£	1,564.17	£	312.83	£	1,877.00	S	£	1,641.67	£	328.33	£	1,970.00	£	77.50	£	15.50	£	93.00	4.95%	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	E	£	362.00	£	-	£	362.00	E	£	381.00	£	-	£	381.00	£	19.00	£	-	£	19.00	5.25%	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	E	£	85.00	£	-	£	85.00	E	£	89.00	£	-	£	89.00	£	4.00	£	-	£	4.00	4.71%	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	E	£	114.00	£	-	£	114.00	E	£	120.00	£	-	£	120.00	£	6.00	£	-	£	6.00	5.26%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 4 Other Burial Fees - Search Fees for Historical records	E	£	27.00	£	-	£	27.00	E	£	28.50	£	-	£	28.50	£	1.50	£	-	£	1.50	5.56%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Muslim grave where available	E	£	1,811.00	£	-	£	1,811.00	E	£	1,900.00	£	-	£	1,900.00	£	89.00	£	-	£	89.00	4.91%	D	I	PR	CGS	Vincent Taylor
Burial Grounds - Memorial Trees on open spaces - Cost of tree including plaque with no lease period								E	£	1,500.00	£	-	£	1,500.00	£	1,500.00	£	-	£	1,500.00	0.00%	D	N	PR	CGS	Vincent Taylor
Burial Grounds - Sanctum Vaults - 5 year dedication								E	£	500.00	£	-	£	500.00	£	500.00	£	-	£	500.00	0.00%	D	N	PR	CGS	Vincent Taylor
Burial Grounds - Sanctum Vaults - 10 year dedication								E	£	900.00	£	-	£	900.00	£	900.00	£	-	£	900.00	0.00%	D	N	PR	CGS	Vincent Taylor
Burial Grounds - Sanctum Vaults - 20 year dedication								E	£	1,700.00	£	-	£	1,700.00	£	1,700.00	£	-	£	1,700.00	0.00%	D	N	PR	CGS	Vincent Taylor
Burial Grounds - Sanctum Vaults - Tablet with up to 80 letter inscription								E	£	400.00	£	-	£	400.00	£	400.00	£	-	£	400.00	0.00%	D	N	PR	CGS	Vincent Taylor
Burial Grounds - Sanctum Vaults - Photo Plaques								E	£	100.00	£	-	£	100.00	£	100.00	£	-	£	100.00	0.00%	D	N	PR	CGS	Vincent Taylor
Burial Grounds - Nepalese Memorial - Interment of ashes including plaque displayed for 7 years								E	£	276.00	£	-	£	276.00	£	276.00	£	-	£	276.00	0.00%	D	N	PR	CGS	Vincent Taylor
Additional grass cuts for self-managed pitches	E	£	40.00	£	-	£	40.00	E	£	42.00	£	-	£	42.00	£	2.00	£	-	£	2.00	5.00%	D	I	PR	CGS	Vincent Taylor

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Name of Fee or Charge	2022/23 - Charges				2023/24 - Charges				Changes from 2022/23				Detail				
	VAT	Net Charge	VAT Amount	Total Charge	VAT	Net Charge	VAT Amount	Total Charge	Net Change	VAT Amount	Total (£)	Total (%)	S/D	Status	Direct.	O&S	Owner
Meals on Wheels - Service not applicable 2015-16 - per meal for services at day centres - Mid day meal	O	£ 4.00	£ -	£ 4.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Catherine Wilson
Meals on Wheels - Service not applicable 2015-16 - per meal served at home	O	£ 4.00	£ -	£ 4.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Catherine Wilson
Meals on Wheels - Service not applicable 2015-16 - per meal served at Luncheon Club	O	£ 4.00	£ -	£ 4.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Catherine Wilson
HMOs 5 year licence (Fees for single tenancies and shared houses) - 2 to 5 rooms - Landlord Accredited (Application Fee £611, Licence Fee £499)	O	£ 999.00	£ -	£ 999.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 6 to 10 rooms - Landlord Accredited (Application Fee £633, Licence Fee £533)	O	£ 1,050.00	£ -	£ 1,050.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 11 to 15 rooms - Landlord Accredited (Application Fee £755, Licence Fee £531)	O	£ 1,158.00	£ -	£ 1,158.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
HMOs 5 year licence (Fees for single tenancies and shared houses) - 16 to 20 rooms - Landlord Accredited (Application Fee £744, Licence Fee £661)	O	£ 1,265.00	£ -	£ 1,265.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 21 to 29 rooms - Landlord Accredited (Application Fee £844, Licence Fee £766)	O	£ 1,450.00	£ -	£ 1,450.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
New HMOs 5 year licence (Fees for single tenancies and shared houses) - 30 or more rooms - Landlord Accredited (Application Fee £999, Licence Fee £866)	O	£ 1,680.00	£ -	£ 1,680.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 2 to 5 rooms - Landlord Accredited	O	£ 495.00	£ -	£ 495.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 2 to 5 rooms - Non Accredited	O	£ 573.00	£ -	£ 573.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 6 to 10 - Landlord Accredited	O	£ 527.00	£ -	£ 527.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 6 to 10 - Non Accredited	O	£ 604.00	£ -	£ 604.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 11 to 15 - Landlord Accredited	O	£ 578.00	£ -	£ 578.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 11 to 15 - Non Accredited	O	£ 665.00	£ -	£ 665.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 16 to 20 - Landlord Accredited	O	£ 630.00	£ -	£ 630.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 16 to 20 - Non Accredited	O	£ 725.00	£ -	£ 725.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 21 to 29 - Landlord Accredited	O	£ 725.00	£ -	£ 725.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 21 to 29 - Non Accredited	O	£ 835.00	£ -	£ 835.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 30 or more units - Landlord Accredited	O	£ 840.00	£ -	£ 840.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Renewable HMO's licence (5 year-no changes or management regulation breaches) - 30 or more units - Non Accredited	O	£ 965.00	£ -	£ 965.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Other Misc. Income - Change of Manager - Accredited landlord	O	£ 153.00	£ -	£ 153.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Travellers Charges - Rent/ Water/ Amenity (Weekly)	O	£ 116.00	£ -	£ 116.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 1 Bed accommodation	O	£ 415.00	£ -	£ 415.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 2 Bed accommodation	O	£ 465.00	£ -	£ 465.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 3 Bed accommodation	O	£ 515.00	£ -	£ 515.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 4 Bed accommodation	O	£ 620.00	£ -	£ 620.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 5 or 6 Bed accommodation	O	£ 670.00	£ -	£ 670.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - over 6 Bed or HMO accommodation	O	£ 805.00	£ -	£ 805.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 1 Bed accommodation	O	£ 515.00	£ -	£ 515.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 2 Bed accommodation	O	£ 570.00	£ -	£ 570.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 3 Bed accommodation	O	£ 620.00	£ -	£ 620.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 4 Bed accommodation	O	£ 735.00	£ -	£ 735.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 5 or 6 Bed accommodation	O	£ 790.00	£ -	£ 790.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - over 6 Bed or HMO accommodation	O	£ 880.00	£ -	£ 880.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Dulal Ahmed
Residents Services - Registration - Hawthorne Suite - Thameside (Monday to Friday)	O	£ 225.00	£ -	£ 225.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday PM)	O	£ 360.00	£ -	£ 360.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Lynn Whipps/ Jenny Osborne
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday AM)	O	£ 290.00	£ -	£ 290.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Lynn Whipps/ Jenny Osborne
Registration - Fees for Superintendent Registrar attendance at approved premises for Marriage/Civil Partnership - for all ceremonies in The Lacey Marriage Room	O	£ 190.00	£ -	£ 190.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Lynn Whipps/ Jenny Osborne

Transport Development - New Adoptable Residential Estate Road with standard Bellmouth Section 278 (Fee is for checking drawings and supervision of works)	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£	-	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	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)	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£	-	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	PR	PTR	Mat Kiely
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	O	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£	-	£0 - £30k min £5k £30k - £1m, 10% of cost > £1m, 6% pf cost Hoarding deposit £120/sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	PR	PTR	Mat Kiely
Music Services - Loan of Musical Instruments for pupils studying through the Music Hub (Ranged fee dependent on instrument)	E	£13 - £26	£	-	£13 - £26	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	Michele Lucas (ML)
Music Services - Loan of Musical Instruments for external hirers (Ranged fee dependent on instrument)	E	£20.60 - £103	£	-	£20.60 - £103	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	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)	O	£ 19.00	£	-	£ 19.00	O	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Hourly rate 3-5 year olds	E	£ 6.20	£	-	£ 6.20	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Hourly rate 2 year olds	E	£ 6.50	£	-	£ 6.50	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies 8am-1pm or 1pm-6pm - per day	E	£ 35.50	£	-	£ 35.50	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies 8am-1pm or 1pm-6pm - per week	E	£ 176.00	£	-	£ 176.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am-6.15pm - per day	E	£ 71.00	£	-	£ 71.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am-6.15pm - per week	E	£ 327.00	£	-	£ 327.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds 8am-1pm or 1pm-6pm - per day	E	£ 32.50	£	-	£ 32.50	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds 8am-1pm or 1pm-6pm - per week	E	£ 157.00	£	-	£ 157.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds Full placement costs per week	E	£ 303.00	£	-	£ 303.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 2-3-year-olds Full placement costs per day	E	£ 59.50	£	-	£ 59.50	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Cooked lunch each	E	£ 3.55	£	-	£ 3.55	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds 8am-1pm or 1pm-6pm - per day	E	£ 30.70	£	-	£ 30.70	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds 8am-1pm or 1pm-6pm - per week	E	£ 153.00	£	-	£ 153.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds Full placement costs per week	E	£ 304.00	£	-	£ 304.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - 3-5-year-olds Full placement costs per day	E	£ 67.00	£	-	£ 67.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Hourly rate babies 0-2-year-olds	E	£ 7.00	£	-	£ 7.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Babies 9am-1pm or 1pm-5pm - per day	E	£ 30.00	£	-	£ 30.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Nursery Places - Holiday Club (per day)	E	£ 22.00	£	-	£ 22.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Katie Corbett
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Hourly Charge (minimum 2 hours)	E	£ 16.00	£	-	£ 16.00	E	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Wendy Warman
New room hire (Stanley Lazell)	O	POA			POA	O	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	CS	CS	ML/ Jaki Bradley
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.	S	£ 550.00	£ 110.00	£ 660.00	S	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	RPD	PTR	Mark Bradbury	
Cultural Services - Borrowers Lost Tickets - Adult - First Loss	O	£ 2.60	£	-	£ 2.60	O	REMOVED	£	-	REMOVED	£	-	£	-	£	-	0.00%	D	R	AHH	HWB	Natalie Smith

Cultural Services - Borrowers Lost Tickets - Adult - Second and subsequent loss	O	£ 3.10	£ -	£ 3.10	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Children's Lost Tickets - First Loss	O	Free of Charge	£ -	Free of Charge	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Children's Lost Tickets - Second Loss	O	£ 2.60	£ -	£ 2.60	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Adults books	O	£ 30.00	£ -	£ 30.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Children's books	O	£ 20.00	£ -	£ 20.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Book wallets	O	£ 1.60	£ -	£ 1.60	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Compact Disc/CD Rom case	O	£ 2.10	£ -	£ 2.10	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Compact Disc/CD Rom or Cassette insert	O	Full Cost	£ -	Full Cost	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD case	O	£ 2.10	£ -	£ 2.10	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD insert	O	Full Cost	£ -	Full Cost	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Sales - DVD's	S	£ 0.83	£ 0.17	£ 1.00	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Internet and Word processing - Word processing - Black and white	S	£ 0.25	£ 0.05	£ 0.30	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Cultural Services - Internet and Word processing - Word processing - Colour	S	£ 0.25	£ 0.05	£ 0.30	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	HWB	Natalie Smith
Public Protection - Other Environmental Protection Charges - High Hedges Fixed Charge for owners on Benefits	O	£ 255.00	£ -	£ 255.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	CGS	Peter Reynolds
Passenger Transport - DBS Check	Z	£ 56.00	£ -	£ 56.00	Z	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Navtej Tung
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.	O	£ 165.00	£ -	£ 165.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Peter Wright
Enforcement Fees - Dog Fouling - no discount for early repayment	E	£ 150.00	£ -	£ 150.00	E	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	S	R	PR	CGS	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - 0 to 1 hour	O	£ 0.70	£ -	£ 0.70	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	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	O	£ 1.20	£ -	£ 1.20	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - over 2 hours	O	£ 3.20	£ -	£ 3.20	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	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	O	£ 0.70	£ -	£ 0.70	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	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	O	£ 1.40	£ -	£ 1.40	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	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	O	£ 2.30	£ -	£ 2.30	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display Quick Stops - 0 to 30 mins	O	£ 0.70	£ -	£ 0.70	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display Quick Stops - 30 to 45 mins	O	£ 0.90	£ -	£ 0.90	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston
Car Parking - On-Street Pay & Display Quick Stops - 45 mins to 1 hour	O	£ 1.40	£ -	£ 1.40	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston
Parking permits - Visitor permits - Additional Sheets of 20 per Household	O	£ 7.00	£ -	£ 7.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	PR	PTR	Phil Carver/ Lisa Preston
Cultural Services - Thameside Theatre and Central Complex - Room Hire - Thameside Two (40sqm) Monday to Saturday. Only available Sunday if Theatre in use.	E	£ 21.50	£ -	£ 21.50	E	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
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.	S	£ 42.92	£ 8.58	£ 51.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
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.	S	£ 21.25	£ 4.25	£ 25.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
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.	S	£ 21.25	£ 4.25	£ 25.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
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.	S	£ 10.67	£ 2.13	£ 12.80	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Bubble Machine	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Follow Spot	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Haze	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Yamaha 503 Digital Piano	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Portable Video Projector	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Cold Spark Machine	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Smoke Machines	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Snow Machines	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Star Cloth	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - UV Lighting	S	£ 24.58	£ 4.92	£ 29.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Flame Machine	S	£ 56.25	£ 11.25	£ 67.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - Enlarged Orchestra Pit	S	£ 56.25	£ 11.25	£ 67.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Cultural Services - Thameside Theatre and Central Complex - PA in Foyer	S	£ 56.25	£ 11.25	£ 67.50	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	CGS	Gerard McCleave
Sheltered Housing Visitor's Room - per night per person	O	£ 15.00	£ -	£ 15.00	O	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	AHH	H	Sue Kane
Dispersed Alarms - Lifeline Private	S	£ 17.33	£ 3.47	£ 20.80	S	REMOVED	£ -	REMOVED	£ -	£ -	£ -	0.00%	D	R	SEG	H	Tina Mitchell

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# Appendix 3 - Overview & Scrutiny Committee minutes:

## Fees and Charges 2023/24

### **Cleaner Greener Safer Overview & Scrutiny Committee minutes:**

The Assistant Director for Street Scene and Leisure presented the report to the Committee, he confirmed it covered the fees and charges for all services in the remit of this Committee.

The Chair queried whether all boules' clubs are paying the same.

The Recreation and Leisure manager confirmed the fees and charges for bowls are the same for all. There may be a difference in the price if they lease the building. He confirmed that most of the bowls clubs in Thurrock are now self-managed and pay a £1 peppercorn rent to the Council as they maintain the bowls greens themselves.

The Assistant Director for Street Scene confirmed the Council are trying to regulate the use of Thurrock's Parks and open spaces. Fitness companies or personal trainers can register for a license to use the parks and open spaces and in return the Council will help them with social media and promoting their business.

The Recreation and Leisure manager raised that the challenge Thurrock has is they don't have enough pitches. On grass you can only play for 8 hours a week to protect the grass. There are no flood lights for evening play. 3G pitches allow for more hours of play.

Councillor Muldowney commented that the Council are supposed to be encouraging people to be more active yet they are imposing rises above inflation for those who do use the facilities in a cost of living crisis. Councillor Muldowney raised that the fees and charges for bowls for over 60's has gone up 20%. Councillor Muldowney also noted the goal posts have been removed.

The Recreation and Leisure Manager confirmed that none of the bowls teams pay this as they are almost all self-managed however they do still need to include the figure in the spreadsheet. Previously, the bowls clubs paid the fees and charges and the Council maintained the boules green. This wasn't cost effective for the Council therefore the Bowls clubs decided to take this over. He also confirmed that on football sites when goal posts are left out there is a lot of damage so they have to remove them to stop this. If they made a surplus they could keep the goal posts out and re-seed the area around the goal post. He also confirmed that Thurrock Council's fees and charges are lower than other boroughs. If clubs book using the seasonal rate they get around 3 games free. Clubs want the pitches to be high quality and this takes time and investment. The pitches are oversubscribed. He also confirmed that a recent Sport England Active Life survey has shown a 0.5% increase in the borough of people who are active. Thurrock has previously been one

of the most inactive boroughs in Essex. If Thurrock had more sites, physical activity of residents could increase.

Councillor Byrne responded that most personal trainers have 4 clients who they charge around £5 a session for, therefore they are only earning around £20 for an hour and may not be able to afford the license fee.

The Assistant Director for Street Scene and Leisure clarified that individuals can exercise in the park for free however, if people are charging others for training this would be different. The fees allow for a one year subscription.

Councillor Arnold stated there is a difference where small businesses are using parks and open spaces for free. He queried if the increases are more about cost recovery than profit and if there is a surplus he asked what happens to it.

The Assistant Director for Street Scene and Leisure confirmed the main goal is cost recovery. They would like to increase the quality of outdoor sports for residents to encourage them to do more. For those who the licenses will apply to, the money recovered will go into improving facilities.

Councillor Muldowney queried in relation to the recommendation 1.2 whether they are anticipating the Director Delegated Authority will be needed?

The Assistant Director for Street Scene and Leisure responded that it was difficult to say however it is in there in case it is needed.

Councillor Muldowney confirmed that she is not in favour of any prices above inflation.

The Chair queried the wording of recommendation 1.2.

The Assistant Director for Street Scene and Leisure confirmed he would take this back for the wording to be looked at.

Councillor Muldowney confirmed she also did not agree to recommendation 1.1 and requested a vote on both recommendations.

## **Recommendation(s)**

### **1.1 That the 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.**

In relation to recommendation 1.1 Councillor Byrne, Councillor Muldowney and Councillor Chukwu did not agree. Councillor Redsell, Councillor Arnold and Councillor Pearce agreed with the recommendation.

**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 legal and regulatory requirements.**

In relation to recommendation 1.2 all members of the Committee confirmed they did not agree with the recommendation.

*Councillor Jefferies left the meeting at 21.10*

**Children's Services Overview & Scrutiny Committee Minutes:**

The Assistant Director for Education and skills presented the report. She confirmed that there had been some quite large increases last year as they completed a benchmarking exercise. She confirmed that they haven't taken the route of raising charges in line with inflation this year. In relation to Grangewaters they have looked at what other outdoor centres are charging. She commented that music services have stayed much the same.

Councillor Kerin raised concerns that groups will be outpriced of using Grangewaters.

The Assistant Director for Education and Skills confirmed that many of the charges have stayed the same. There has been a 17% increase for the hiring charge of one of the units for the day which is often hired by external partners. She agreed that they don't want to stop people being able to use the facility and reassured the Committee that they had completed market testing work.

Councillor Arnold sought reassurance that this is not about making money but cost recovery.

The Assistant Director for Education and Skills confirmed that Grangewaters is a full cost recovery model.

**RESOLVED**

**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 legal and regulatory requirements.**

**Health & Wellbeing Overview & Scrutiny Committee Minutes:**

The report presented sets out the fees and charges in relation to services within the remit of this overview and scrutiny committee. Charges will take effect from the 1st of

April 2023, unless otherwise stated. In preparing the proposed fees and charges, directorates had worked within the charging framework and commercial principles set out in Section 3 of the report. Considered the effect that the increase in interest rates and the cost-of-living crisis had on the local economy, services and the continued implications from Covid. Further Director delegated authority would be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to changes in government legislation, all other changes in year would be brought back to Cabinet via the Service Director for transparency. Members were referred to the updated proposed charges detailed in Appendix 1, and the proposed deletion of current fees and charges in Appendix 2 to this report.

Councillor Potheary thanked officers for the report and was pleased and encouraged that library members were still being given two hours free internet access. Councillor Potheary referred to individual charging prices and questioned whether there was any further information or progress in putting adult social care onto a funding model which had some parity with health funding to Catherine Wilson stated she was not aware that any progress had been made but agreed to check and let members know.

Councillor Polley referred to recommendation 1.1, consultation, to which Catherine Wilson stated there was nothing in the report at this stage that would need to be consulted on. The only item that would need consultation on was the report this evening on assistive technology, for the increase in residential charges each individual would be individually financially assessed. Members were informed this was just a point in the report that should consultation need to be undertaken a report would be presented to committee. Catherine Wilson reiterated the adult social care charges outlined in appendix 1 there would be nothing to consult on because nothing had increased apart from the domiciliary care which had already taken place.

Councillor Ralph recognised that recommendation 1.1 had been added to the report in error. Officers confirmed the recommendation had been added in error and that no consultation would take place. It was noted that members of the committee were given the opportunity to comment on the report and all members noted the contents of the report and appendices. Therefore, resolved item 1, reflected the above.

## **RESOLVED**

- 1. That the Health and Wellbeing Overview and Scrutiny Committee note the revised fees and charges including those no longer applicable; and commented on the proposals currently being considered within the remit of this committee.**
- 2. That Health and Wellbeing Overview and Scrutiny Committee noted that Director delegated authority would be sought from Cabinet to allow Fees and Charges to be varied within a financial year in response to legal or regulatory requirements.**

## **Housing Overview & Scrutiny Committee Minutes:**

The report presented set out the fees and charges in relation to services within the remit of the Housing Overview and Scrutiny Committee with charges taking effect

from 1 April 2023, unless otherwise stated. In preparation the proposed fees and charges, directorates had worked within the charging framework and commercial principles set out in section three of this report. Also taken into account were the effect that the increase in interest rates and the cost-of-living crisis had on the local economy, our services and the continued implications from Covid. Further Director delegated authority would be sought via cabinet to allow fees and charges to be varied within financial year in response to changes in government legislation, all other changes in year would be brought back to Cabinet via the service director for transparency. Members were referred to the full list of proposed charges in Appendix 1, and the proposed removal of current fees and charges detailed in Appendix 2 to this report.

Councillor Redsell stated the general public would not necessarily understand the spreadsheets and that an explanation on how it worked would be a good idea. Dulal Ahmed thanked Councillor Redsell for the feedback and the format and structure had been looked at on how best to present the information. It was agreed that for next year's report an explanation of the tables should be included. Councillor Mayes agreed this would be a good ideal going forward.

Councillor Hebb agreed the spreadsheets presented a lack of clarity on who the targeted audience would be and questioned whether the fees and charges set out on the two appendices were targeted towards landlords and not private housing users to which he was informed they were.

Councillor Hebb stated the report did not overly contextualise the volume of use and that it was not clear what the actual total income per fee line and what the total number of transactions per fee line were, as these had not been set out in any context. Dulal Ahmed stated he did not have the broken transaction lines to hand but in terms of HMO licence fees, £80,000 had been generated in 20/21, £31,000 in 21/22 and in 22/23 to date was £23,000. The average licence fee was just over £1300. What had been seen over the last three years was a decline in the number of licensed application forms. However, what we had seen was the number of landlords that were being detected as unlicensed had increased therefore the CPN income had gone up as a result. Also, in terms of improvement notices, in 20/21 17 notices had been served, 21/22 36 notices and in 22/23 at the end of October only 10 had been served. In terms of housing enforcement, it had seen an increase in the number of complaints made to the team, therefore more education and more enforcement action had to be undertaken as a result of the number of landlords not carrying out works within specified times.

Councillor Hebb referred to paragraph 5.3 of the report and questioned what would not be reasonable to recover to which Dulal Ahmed stated this would be relation to the officer time that was unrelated to that activity, the council would not be able to generate extra income and charge unreasonable fees.

Councillor Worrall questioned whether there was a landlord group that would be consulted with on the increases as she had concerns that these costs would go straight to the people that were renting rooms in those HMOs. Dulal Ahmed stated a landlord forum event had taken place prior to the report being produced, the new charges were showcased during that event so there had been an element of

discussion with the landlords that attended. In future, engagement will be made closely with the national resident landlord association which would cover a range of housing issues in relation to landlord engagement, fees and charges and HMO licencing. Councillor Worrell stated that probably then not a lot of landlords know the 11% increase would be coming their way. Dulal Ahmed stated a second event had been planned for December which would be aimed and designed at HMO landlords.

Councillor Worrall questioned how many unlicensed HMO there were to which she was informed approximately 630. Councillor Worrall stated at a previous meeting it had been agreed that officers were targeted to increase the number that were licensed and questioned what was being undertaken to sort this and was the council improving year on the year the amounts that were licensed. Dulal Ahmed stated that in terms of the last two years, there had been a decrease in the number of license application forms, part of that reason was there had been a decrease in the staffing who carried out the licensing function. There had been an increase in the number of unlicensed properties that had been detected and civil penalties had been served for failing to license voluntarily. That this was ongoing, but work was currently being undertaken to detect unlicensed HMOs through a programme that checked electoral records, council tax and housing waiting list application for those registered under shared accommodation. There was also a campaign of reported unlicensed HMOs.

Councillor Worrall questioned if the team were still short staffed to which she was informed the team were one officer short.

Councillor Worrall referred to recommendation 1.1 – including those no longer applicable – and questioned whether these were no longer applicable or had just been moved across. Dulal Ahmed stated the accredited landlord fee had been removed which was now one fee which was clearer to landlords and reduced any confusion.

Councillor Redsell stated members need to know where the HMOs were in their wards to which Dulal Ahmed stated there was a public register that contained the list of all HMOs and addresses and agreed to populate that information and send to all members. Members were informed that the unlicensed information could not be shared as these were currently under investigation by the team. Councillor Redsell stated having 630 unlicensed HMOs in Thurrock was worrying and staffing needed to be addressed within the team.

Councillor Redsell referred to the 3-year license and stated this was too long as a lot could happen within that time and questioned whether this figure had been set by the government or the council. Dulal Ahmed referred to the 630 unlicensed and stated that a number of those properties would be exempt from licensing because they fell under the support care environment. The plan was to work closely with supported housing to ensure those care homes were properly managed and had the proper property standards within the dwellings in place.

Councillor Redsell stated the 3-year license felt wrong to be left open for that length of time especially when you have young people living in them, she recommended a 1-year license should be provided. Dulal Ahmed noted Councillor Redsell's comments and stated government recommended a 5-year license with Thurrock

recommending a 3-year license. If a 1-year license was to be introduced, which was within Thurrock's gift to do so, there would not be sufficient admin resource to manage that process.

Councillor Mayes agreed with the comments made and that discretion should be used if there were concerns. With the move to the 1-year license being looked into regardless of capacity for the safety of residents, this had to be a priority. Councillor Mayes recommended that a recommendation be added to have a 1-year option not necessarily used as default, but certainly have it there, not just a blanket 3-year because that was very concerning.

Councillor Hebb requested that a report on the HMO strategy be added to the work programme.

Councillor Hebb questioned how long it would take to process a single application to which he was informed the whole admin process would take approximately 10 hours. Councillor Hebb stated with the current trajectory it would take 102 weeks to get through the potential backlog. Dulal Ahmed stated there would be a program of inquiries, with follow ups as well as doing physical checks. There were a number of back-office checks that would need to be carried out to make sure that it was a licensable HMO, or it fitted under additional licensing schemes. Having officers undertake 630 visits was not a good use of staff time as there were other ways to eliminate a number of properties and that process which was already being undertaken.

Councillor Liddiard referred to the 630 unlicensed premises and questioned what that meant in terms of lost revenue. Dulal Ahmed stated that 630 x the cost of a licence fee would result in £800,000 of lost revenue. Councillor Liddiard questioned whether this was over three years to which he was informed the license fee had to be paid in advance with a two-part payment.

Councillor Worrall referred to the removed list and questioned why the sheltered housing visitor rooms had been removed. Ewelina Sorbjan stated this was HRA element that will go into the HRA rent setting report.

The chair thanked members for the comments.

## **RESOLVED**

- 1. That Housing Overview and Scrutiny Committee noted the revised fees, including those no longer applicable, and that Housing Overview and Scrutiny Committee commented on the proposals currently being considered within the remit of this committee.**
- 2. That Housing Overview and Scrutiny Committee noted that Director delegated authority would be sought via Cabinet to allow fees and charges to be varied within a financial year in response to legal and regulatory requirements.**

3. **That Housing Overview and Scrutiny Committee noted in regard to HMO an additional recommendation to grant a 1-year licence option, not necessarily default, but to have in place.**
4. **A report on the HMO strategy be added to the work programme.**

### **Planning, Transport & Regeneration Overview & Scrutiny Committee Minutes:**

The Assistant Director of Planning, Transport and Public Protection presented the report found on pages 9-32 of the agenda.

The Chair of the Committee thanked the Assistant Director for the report and sought clarification on resident parking permits reference within in agenda on page 11, that there was a proposal to introduce a £10 charge for residents when applying for their first parking permit and £20 for the second permit. The

Strategic Lead for Enforcement confirmed the proposal was to introduce a small fee of £10, payable by residents for the first resident permit and £20

pound for the second permit. He continued to advise the third permit was to be increase by £5 from £75 to £80 for 2023/2024. Members heard that Officers had benchmarked against neighbouring authorities and the proposal was still considerably lower for each permit, compared to other Local Authorities.

During discussions Members commented they did not feel comfortable charging residents a fee to enable them to park outside their own home. The Strategic Lead for Enforcement advised Members that any proposed increase in income was ring fenced to go back into the service for road signs, resurfacing etc. He continued by noting this part of the service, there had not been an increase in parking permits before for either the 1st or the 2nd permit for a household.

Councillor Watson enquired as to how much revenue was to be made from the proposal to charge a small fee for resident parking permits. The Strategic Lead for Enforcement noted if the proposal was to be approved, it would affect an average of 75% of residents and will be around £37,910 for the first permit, and the second permit would be around £15,160.

Following questions from Members it was highlighted that fees from pre-planning applications were ring fenced back into the Planning Department to support the planning team and grow the planning team where possible.

It was sought in terms of consultation, what considerations had been given in terms of consultation such as consulting Ward Members when proposing a fee for resident parking. Members heard that when producing the report, it has been consulted with the relevant Portfolio Holder, however Officers were unsure if Ward Members had been contacted.

Further to a question from Councillor Hebb, the Interim Strategic Lead Development Services advised the statutory fees for planning applications were set by National



Government and so Officers were not able to affect changes to those fees. The fees which they had the control over were the fees for the pre-application, which were set by the Council. He continued by saying officers believed that increasing those fees would provide increased revenue to provide extra staff, meaning Officers could provide a quicker and improved service.

Councillor Watson asked that further information could be provided to Members on Building Control referenced at 6.3 of the report. She commented she felt the report should be brought back to the Committee at the next meeting.

Councillor Hebb suggested the following additional recommendation, which was agreed by all Committee Members.

That Planning, Transport and Regeneration Overview and Scrutiny Committee request the proposal to increase the fees relating to resident

parking permits is consulted with Ward Members and that further information on building control be reported back at the next meeting of the committee.

**RESOLVED:**

**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.**

**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 Legal or Regulatory requirements only.**

**3. That Planning, Transport and Regeneration Overview and Scrutiny Committee request the proposal to increase the fees relating to resident parking permits is consulted with Ward Members and that further information on building control be reported back at the next meeting of the committee.**

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<b>26 January 2023</b>		<b>ITEM: 6</b>
<b>Planning, Transport and Regeneration Overview and Scrutiny Committee</b>		
<b>Fees and Charges Pricing Strategy 2023/24</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Accountable Assistant Director:</b> Leigh Nicholson, Assistant Director – Planning Transport and Public Protection Julie Nelder, Assistant Director – Highways, Fleet and Logistics Gerard McCleave – Assistant Director Economic Growth and Development		
<b>Accountable Director:</b> Julie Rogers - Director of Public Realm Jonathan Wilson - Assistant Director Finance Karen Wheeler - Director of Strategy Engagement and Growth Mark Bradbury – Director of Place		
<b>This report is Public</b>		

### Executive Summary

This report specifically sets out the fees and charges in relation to services within the remit of this Overview and Scrutiny Committee.

Charges will take effect from the 1st of April 2023, 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 this report. We have also taken into account the effect that the increase in interest rates and the cost-of-living crisis has had on the Local Economy and our services and the continued implications from Covid-19.

Further Director delegated authority will be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to changes in government legislation, all other changes in year will be brought back to Cabinet via the Service Director for transparency.

## **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 Legal or Regulatory requirements only.**

## **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 2023/24 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 ensures that all discretionary services will full cost recover wherever possible.

3.2 Whilst reviewing charges, Directorates will 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 for 2023/24 some key questions were 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 & 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 or commercial floor space 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 2023/24 fees and charges:

- **Permits** - Proposal to introduce a small flat fee of £15 payable by residents for their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Resident Permit. The 3<sup>rd</sup> permit has decreased by £60 from £75 to £15 (-80%) for 2023/24.
- **Visitor Permits** - In March 2022 Thurrock switched from paper permits to virtual permits. Each household will still be gifted with 100 hours of free visitor parking.

The Virtual Permit solution offers more flexibility to customers who can now activate individual visitor permits simultaneously on multiple visitor vehicles making the most of their free 100 hours.

Additionally, they may purchase individual virtual visitor permits as and when required according to their visitor demand, instead of having to purchase 20 visits valid for 100 hours in one transaction. This change was a direct result of requests from residents and Councillors for Thurrock to offer more flexibility with the visitor permits.

Some zones are restricted for more than 5 hours so in response to increasing requests to extend the duration of the visitor permits, it is

proposed to increase the single visitor permit valid for 5 hours by 10p to a fee of 45p and offer a new all day permit for 75p. This charge is considerably less than standard Pay and Display which costs a minimum of £1 for 1 hour.

- **On Street Pay and Display car park charges** – The last wholesome review of On - Street parking charges in Thurrock took place over 4 years ago. The Off – Street charges linked to Car Parks was reviewed and increased as part of the 2022/23 fees and charges and included a commitment to carry out alternate annual reviews of the On and Off street tariff.

To achieve the required consistency across the car parking tariffs, it is proposed to increase all On - Street parking tariffs in line with off street increases in 2022/23.

- **Thames Rd** - A new long stay fee is proposed to deliver consistency with the increased tariff at Grays Beach. There has been a 15% increase in commuters parking in Thames Road all day, taking advantage of the short stay fee set at £3.20 and not using the commuter long stay Grays Beach car park, current tariff £6.50 all day. The introduction of the consistent long stay tariff will encourage commuters to park off street in long stay car parks, keeping Thames Road more available for short stay visitors to the Yacht Club and Grays Beach.
- **Parking Suspensions** – Charges have increased from £50 to £60 (20%) 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.
- **Off street Parking Charges** – Remain unchanged for 2023/24.
- **NHS Parking Charges** – Remain unchanged for 2023/24
- **Penalty Charge Notices** – Are set statutorily and unchanged for 2023/24.
- **Pre-Planning Application** – Charges have increased for 2023/24 between 0% - 10% (£192)
- **Planning Performance Agreement** – Charges have increased by 10% for 2023/24 (£18,000)
- **Highway's infrastructure** – No new charges are proposed for 2023/24 and remaining fees have increased between 0% and 14% (£43).

- **Transport Development** – The majority of fee increases are in line with projected inflation provision, apart from the fees for development works which have not been increased for at least 2 years. Charges are proposed to increase to reflect increases within the industry and the need for additional consultancy support for specialist technical checks and supervision.
- **Transport (Fleet)** – Vehicular MOT Testing – charges have increased for 2023/24 between 5% -7% class 4 has gone from £36 - £38, class 5 tests have risen from £51 - £55.
- **Land Charges** – have increased where feasible this year between 0% - 20% (£1), there has also been a new charge added for Con29R Search – Commercial Land, A new Commercial Land Charge has been introduced. Previous charges did not consider situations where commercial searches contained multiple parcels, therefore we were not charging enough to cover the resource taken to complete these types of searches.
- **Commercial/Non-Commercial Matters** – have increased between 0% and 11% (£106)
- **Town Centre Management** – have increased between 0% and 11% (£14)

#### 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; The Director of the Service Area jointly with the agreement of Cabinet may 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 Parking Permit overview

Thurrock Council manage all Permit Parking Areas (PPA) and Controlled Parking Zones (CPZ) across the Borough which have introduced and support priority parking for residents, local businesses and their visitors.

Parking on every road in a zone is controlled at times shown on the signs, when all parked vehicles must have a permit. Parking zones operate at different times depending on local parking pressures.

There are various kinds of permit for other drivers who need to visit local addresses and have a legitimate need to park on roads in a PPA, such as visitors, NHS workers, business, and carers.

Disabled Badge holders are permitted to park for free in permit bays when displaying their Blue Badge.

Short stay parking bays are provided to allow people to visit shops and other local facilities.

Other drivers who are not permitted to park in the zone when it is in force are required to use public parking bays located nearby or utilise Off Street Car Parks in the area.

The demand for limited street parking is managed in this way and enforced by Thurrock Councils Parking Enforcement Team.

## 5.2 Sustainable Travel

The proposal outlined in this report to revise the on-street car parking permits and Pay and Display charges will also encourage, support and promote more sustainable travel.

Deterring unnecessary car usage by managing fees and charges can encourage people to focus on the sustainable travel options and is one clear way that local authorities can help improve the environment in their area and more globally

## 5.3 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.

In March 2022 Thurrock switched from paper permits to virtual permits.

Each household will still be provided with 100 hours of free visitor parking equivalent to the 20 x 5 hour visits previously gifted to them in the visitor paper permit sheet. The previous paper permit was a single permit which provided 20 visits, each visit valid for 5 hour blocks.



The cost of Additional Visitor Permit sheets thereafter were £7 each.

Many zones are restricted for more than 5 hours so in response to increasing requests to extend the duration of visitor permits is proposed to increase the single visitor permit valid for 5 hours by 10p to a fee of 45p and offer a new all day permit for 75p. This is considerably less than standard Pay and Display which costs a minimum of £1 for 1 hour.

#### 5.4 Residents Permits

There are currently 5055 resident permits on issue in Thurrock. On average 90% of these permits are issued free of charge.

At this time, residents are issued with two permits per household at zero cost, with a fee of £75 associated with 3<sup>rd</sup> permit applications.

Any surplus income from parking is ring fenced for purposes as specified in section 55 of the Road Traffic Regulation Act 1984 and is to be used to meet all or any part of costs of the provision and maintenance by the local authority of on and off street.

There has been a consistent increase in costs associated with the administration, enforcement, maintenance and management of these zones which are in place to prioritise parking in favour of residents over the last 5 years, without any charge to residents for their priority 2 parking permits.

Statutory guidance for local authorities set by the Department for Transport states, local authority parking enforcement should be self-financing and the Secretary of State will not expect local taxpayers to meet any deficit.

As the objective of parking controls is 100% compliance, money from the issued fines cannot be used to fully offset associated costs. Local authorities must charge for permits and pay and display tickets in support of the costs associated with the administration, enforcement, maintenance and management of these zones which are in place to prioritise parking in favour of residents.

In efforts to bring the price of these permits in line with other comparable authorities and to ensure the value of these permits is not eroded by inflation, it is proposed to decrease by £60 (-80%) all 3<sup>rd</sup> permit applications.

In addition, it is proposed to charge a small annual fee of £15 for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> resident permit applications.

On average residents' permits will contribute an average of £69,285 income from 4,619 permit applications toward associated costs.

The proposed fees still represent good value for money and compares favourably with most other authorities and neighbouring Boroughs.

## 5.5 Parking Charges

### Proposal – On Street, Pay and Display Tariff increased.

There has been no increase in on street Pay and Display charges in over 4 years not even in line with inflation. It is proposed to increase all On -Street parking tariffs in support of inflation, service, management, enforcement and maintenance costs including business rates, surface maintenance, and signs and line repairs.

There are currently 3 tariff codes as they are designed to support various parking demands. The 3 Tariffs are detailed below:

**PP1** = Quick Stop Parking – maximum stay 1 hr (These bays are placed near to the end of roads close to local shops)

**PP2** = Short Stay Parking – maximum stay up to 4 hrs

**PP3** = Long Stay at Thames Road and the access road to the Yacht Club near Grays Beach

Please see below a table which confirms what the increases across all Pay and Display charges will mean to the customer.

Tariff code PP1	Current Charges	Proposed Charges	Increase %
Brooke Road	Up to 30 mins = 70p	Up to 30 mins = £1.00	42.85%
Clarence Road			33.33%
Cromwell Road			21.42%
Dell Road	Up to 45 mins = 90p	Up to 45 mins = £1.20	
High Street Station Approach	Up to 1 hour = £1.40	Up to 1 hour = £1.70	
Quarry Hill			

Tariff PP2	Current charges	Proposed Charges	Increase %
Bedford Road	up to 1 hour = 70p	up to 1 hour = £1.00	42.85%
Bradbourne Road			33.33%
Brooke Road			13.04%
Clarence Road	up to 2 hour = £1.40	up to 2 hour = £1.70	
Cromwell Road	up to 4 hour = £2.30	up to 4 hour = £2.60	
Derby Road Bridge			
Grange Road			
London Road			
Milton Road			
Orsett Road			

Tariff PP3	Current charges	Proposed Charges	Increase %
Thames Road and the access road to the Yacht Club near Grays Beach	up to 1 hour = 70p	up to 1 hour = £1.00	42.85%
	up to 2 hours = £1.20	up to 2 hours = £1.50	25%

	Over 2 hours = £3.20	Over 2 hours = £4.00	<b>25%</b>
	Over 6 hours – New long stay fee	Over 6 hours – £.6.50	<b>New</b>

## 5.6 Operational Permit

The new virtual permit system offers more flexibility to offer shorter term permits where appropriate. In response to demand for shorter term contractor permits, it is proposed to introduce new 1, 3 and 6 month contractor permits, available on-line to contractors working in Thurrock. Contractor permits will be charged £50 (1 month), £70 (3 months), £100 (6 months) and the annual contractor permit will increase from £165 to £200.

## 5.7 Penalty Charge Notices

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

## 5.8 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, £11 (7.84% increase).

## 5.9 Highways Infrastructure

These charges have increased between 0% and 14% and have been benchmarked against other neighbouring authorities.

## 5.10 Transport Development

The majority of fee increases are in line with projected inflation provision, apart from the fees for development works which have not been increased for at least 2 years. Charges are proposed to increase to reflect increases within the industry and the need for additional consultancy support for specialist technical checks and supervision.

### 1. Minor Works licenses

	Existing	Proposed
thresholds	£0 to £30k scheme costs	£0 to £50k scheme costs
Percentage fees (to scheme cost)	Flat fee for design check and supervision = 9%	Flat fee for design check and supervision = 9%

Minimum fees	£5k	£7.5k
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## 2. S38 / S278 agreements – standard works

	Existing	Proposed
thresholds	£30k - £1m scheme costs	£50k - £1.5m scheme costs
Percentage fees (to scheme cost)	Design Check = 4% Supervision = 6%	Design = 5% Supervision = 7%
Minimum fees	N/A	N/A

## 3. S38 / S278 agreements – major works

	Existing	Proposed
thresholds	£1m or more	£1.5m or more
Percentage fees (to scheme cost)	Flat fees for design check and supervision = 6%	Flat fees for design check and supervision = 8%
Minimum fees	N/A	£180k

## 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.

**Planning Performance Agreements** have increased this year by up to 10%. These charges are now more in line with other authorities as historically Thurrock have been charging a lower fee, this commercial charge will enable us to generate income which will help shape and guide development and growth within the borough, a similar approach will be adopted and will guide the roll out of Local Plan related PPA's which have been added into the fees and charges this year for 2023/24.

### 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

must be ring-fenced with the Building Control account. The fees are currently unchanged but are under review and will be taken back to Cabinet in early 2023.

#### 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. A new charge for Commercial Land has been introduced for 2023/24 as previous charges did not take into account situations where commercial searches contained multiple parcels of land, therefore we were not charging enough to cover the resource required to complete these types of searches.

### 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 will only apply to legal or regulatory changes. If there is a need to alter fees during the financial year to enable the Council to better respond to commercial challenges, additional reports may be brought to Cabinet for approval

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

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

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 2023-24 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 2023-24 income targets across all directorates.

## 10.2 Legal

Implications verified by: **Mark Bowen**  
**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

## 10.3 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. A CEIA will be completed to assess the impact of the changes detailed within this report.

Council's pay and display charges have been benchmarked to ensure they are either below or in line with other local authorities and are applied fairly and consistently across all car parks in Thurrock that are the subject of pay and display measures.

Council's overarching Parking Policy and Strategy and Parking Enforcement Strategy was the subject of consultation in November 2020 and each are the subject of Community Equality Impact Assessment. Feedback from this consultation and other individual projects is used to support ongoing monitoring and review of CEIA and the implementation of the related policy and strategies.

**10.4 Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, and 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 2023/24.  
Appendix 2 – Schedule of Fees and Charges no longer applicable.  
(Removed)

**Report Author**

Kelly McMillan  
Business Development Manager

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## **Permit Parking Scheme overview**

Thurrock Council manages Parking Permit Areas (PPAs) where approved restrictions have been introduced in streets and areas which prioritise parking for residents, local businesses and their visitors.

Parking Permit Areas operate at different times depending on local parking pressures.

### **What are the benefits of Permit Parking?**

Permit Parking allows Thurrock Council to prioritise parking for people at local addresses, who want/need to be able to park close to their home or business, particularly where roads are affected by commuter parking, it is a huge benefit to the resident to enable them to have priority parking within their parking permit area. It is important to note that this only effects on-street parked vehicles and does not affect cars parked on a drive/garage.

Permits prevent parking by non-residents who could park elsewhere, for example in dedicated off-street car parks, Parking Permits reduce and/or enforce instances including but limited to;

- Resident not being able to park due to - commuters parking near stations
- Resident not being able to park due to - parents parking near schools
- Resident not being able to park due to – individuals parking near hospitals
- Resident not being able to park due to – blocked dropped kerb access

### **Why charge Residents for Parking Permits?**

Like many other Boroughs, we aim to charge for Residents permits to enable us to continue to provide this service to residents, costs to the council to manage & enforce the scheme have increased and to enable us to maintain the high level of service we need to recover an element of our costs.

We aim to use parking prices as a tool to influence parking space turnover, to regulate the supply and demand of parking spaces and ultimately car ownership.

This is important as the demand for parking in Thurrock is greater than the amount of space available. By discouraging unnecessary car use, parking prices help to:

- Improve emergency vehicle response times, ambulance, Fire, Police
- Improve accessibility for key service providers, e.g.: Waste Collection crew / vehicles which in turn reduce missed bin collections.
- Support priority parking for residents
- Reduce congestion
- Improve road safety
- Improve local air quality
- Reduce carbon dioxide emissions
- Improve the quality of the local street environment
- Shorten bus journey times
- Cover costs of the maintenance and enforcement of the scheme
- Ensure the charging policy is fair i.e.: only the residents that benefit from the scheme pay for the scheme

We aim to set prices at a level that encourages motorists to reconsider whether they can travel by more sustainable means of transportation such as walking, cycling and public transport, but also not be unaffordable for those that do use a vehicle.

## **Covering the cost of the Parking Scheme**

Providing parking services and provisions comes at a cost to the Council as parking needs to be managed and administered.

It is a fact that residents have been afforded 2 x FREE permits for each household since the introduction of their PPA. However, since the schemes were first introduced, the costs associated with supporting the scheme have been subject to annual inflation year on year.

The continued increase in service and maintenance related costs is causing budget pressures making it very difficult to deliver and support the schemes on a cost neutral basis.

We believe that it is fairer if the costs of running parking services are met by the motorists benefiting from the scheme, rather than being subsidised using council tax or another general fund.

The Department for Transport (DFT) guidance strongly recommends that the costs of parking controls are met using income from parking fees and charges.

Fees and charges include the costs of parking permits as well as the money generated by issuing penalty charge notices to motorists parked in breach of parking rules.

The cost of managing parking includes:

- Maintaining signs, lines, and posts
- Implementing traffic management orders (local bylaws setting out the rules for parking)
- Parking enforcement
- Issuing permits
- Considering appeals against fines
- Back-office support
- Hardware and Software support and annual maintenance costs

## **Permit Pricing**

The Department for Transport (DFT) guidance explains that setting prices too high would encourage drivers to risk a penalty charge notice by parking in contravention and setting them too low would attract traffic and encourage unnecessary car use.

*Thurrock are therefore going against the DFT guidance by enabling free permits.*

Therefore, we have tried to set prices that reflect the cost of managing the service we provide. Prices are also used to encourage the use of sustainable transport and consider the context of the charges for off-street parking and those set by surrounding boroughs.

The proposal is to introduce a small flat charge of £15 for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Resident Permit which is deemed a very small proportion of the cost of running a car. As mentioned above this does not apply to any cars parked on a driveway.

Therefore, the fee equates to 0.29 pence a week for each permit and is far less than the local price of on and off-street Pay and Display parking or the commercial value of the equivalent road space.

The proposed permit fee is considerably less than charges applied by neighbouring Boroughs and is deemed a token contribution towards the management of the Parking Scheme in support of priority parking for the resident permit holder.

The table below shows a comparison of Thurrock's proposed charges compared to that of our neighbouring boroughs and surrounding areas, as you will see Thurrock are still drastically lower than any of our neighbouring boroughs.

Residents Permits 22/23	1st	2nd	3rd	Rank	% > TC
<b>Thurrock (Proposed 23/24)</b>	<b>£15</b>	£15	£15	<b>1st</b>	<b>0%</b>
<b>Southend</b>	£15	£25	£50	2nd	0%
<b>Chelmsford</b>	£26	£26	£26	3rd	73%
<b>Medway</b>	£31	£31	£31	4th	107%
<b>Basildon</b>	£34	£34	£34	5th	123%
<b>Brentwood</b>	£34	£34	£34	6th	123%
<b>Havering</b>	£35	£60	£85	7th	133%
<b>Rochford</b>	£50	£50	£50	8th	233%
<b>Castle Point</b>	£52	£52	£52	9th	247%
<b>Maldon</b>	£54	£54	£54	10th	260%
<i>Ranking based off 1st permit pricing</i>					

Residents Permits	1st	2nd	3rd	4th	5th+
<b>Barking &amp; Dagenham</b>	<b>Table - Emissions (CO2) g/km</b>				
<b>Band 1: 0 to 50*</b>	£0 - Up to 2	£45	£45	£45	£45
<b>Band 2: 50 to 100</b>	£18 - Up to 2	£45	£45	£45	£45
<b>Band 3: 101 to 140</b>	£36 - Up to 2	£45	£54	£63	£63
<b>Band 4: 141 to 160</b>	£45 - Up to 2	£56.25	£67.50	£78.75	£78.75
<b>Band 5: 161 to 180</b>	£51 - Up to 2	£63.75	£76.50	£89.25	£89.25
<b>Band 6: 181 to 255</b>	£80 - Up to 2	£100	£120	£140	£140
<b>Band 7: Over 256</b>	£140 - Up to 2	£175	£210	£245	£245
<i>* Hybrid or Electric vehicle</i>					

*Barking & Dagenham offer a reduced rate for permits to residents driving low emission vehicles to help reduce their carbon footprint, this was an option that Thurrock proposed in 2021 but was not taken forward at that time*

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## Appendix 4b2 - Section 6.3 Building Control

Thurrock's Building Control fees *last increased in 2020* are significantly lower than the majority of other Essex boroughs current charges (as seen in the tables below).

Fee Comparison - Full plans	< 30sqm	2 storey < 5spm	Loft ext. < 30spm	Ranked by cost
Havering	£732	£1,008	£732	24.3%
Southend	£677	£820	£748	12.8%
Brentwood	£695	£810	£669	9.3%
Epping	£655	£655	£700	1.0%
<b>Thurrock (current charges)</b>	<b>£629</b>	<b>£742</b>	<b>£619</b>	<b>0.0%</b>
Castle Point	£612	£700	£670	-0.4%
Colchester	£584	£602	£659	-7.3%

Fee Comparison - Building Notice	< 30sqm	2 storey < 5spm	Loft ext. < 30spm	Ranked by cost
Havering	£732	£1,008	£732	24.3%
Southend	£713	£855	£784	18.2%
Brentwood	£695	£891	£736	16.7%
Castle Point	£640	£762	£708	6.1%
Epping	£655	£680	£700	2.3%
<b>Thurrock (current charges)</b>	<b>£677</b>	<b>£788</b>	<b>£660</b>	<b>0.0%</b>
Colchester	£608	£644	£699	-1.9%

Neighbouring boroughs are expected to increase fees quite substantially in April 2023, therefore, to be comparable Thurrock has suggested some larger increases in some areas.

The plan fee and inspection fee are added together to form the overall costs for a Full plans' application.

In some cases, there is a reduction in the plan fee but an increase in the inspection fee so overall the cost of the full pans application has increased. See Appendix 1

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<b>8 November 2022</b>		<b>ITEM: 6</b>
<b>Cleaner, Greener and Safer Overview and Scrutiny Committee</b>		
<b>Fees and Charges Pricing Strategy 2023/24</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Report of: Accountable Assistant Director of Service:</b> 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		
<b>Report of: Accountable Directors of Service:</b> Julie Rogers - Director of Public Realm Karen Wheeler – Director of Strategy, Engagement and Growth		
<b>This report is Public</b>		

### Executive Summary

This report specifically sets out the fees and charges in relation to services within the remit of this Overview and Scrutiny Committee.

Charges will take effect from the 1st of April 2023, 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 this report. We have also taken into account the effect that the increase in interest rates and the cost-of-living crisis has had on the local economy and our services and the continued implications from Covid-19.

Further Director delegated authority will be sought via Cabinet to allow fees and charges to be varied within financial year in response to changes in government legislation, all other changes in year will be brought back to Cabinet via the service Director for transparency.

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.

## Appendix 4c

### 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 legal and regulatory requirements.

### 2. 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 2023/24 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 ensures that all discretionary services will fully cost recover wherever possible.

3.1.1 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 Rather than a blanket increase across all service lines, when considering the pricing strategy for 2023/24 some key questions were considered:



## Appendix 4c

- 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 2023/24 fees and charges:

- **Outdoor Sports and open spaces** - Increased fees and charges by a range of between 0%-20%, (£0-£120).
- **Allotments** - Fees and charges have not increased for 2023/24.
- **Domestic Waste** - Fees and charges will increase by 11% (£1.10) for additional bulky waste items and 0%-18% £0-£77.60 for wheeled bins new/replacements. There will be an additional charge introduced for the general supply or replacement of wheelie bin for Managing Agents.
- **Burials and Memorials** – Fees and charges for 2023/24 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. To enable residents the opportunities to intern their loved ones ashes in Thurrock we have added Memorial Trees, Sanctum Vaults, (Panorama Vaults, Double Sanctum Vault, Family Sanctum Vault) and Nepalese Memorial for burials cemeteries offering.
- **Environmental Enforcement** – Fees and charges are set by legislation, with Council charging the maximum permitted, in line with policy.
- **Registrars** – Following the relocation of the Registrars Service into the new premises the charges have been changed to reflect this along with benchmarking against neighbouring boroughs.
- **Theatre** – Fees and charges for 2023/24 have increased between 0% - 30% (£4.70) to bring Thurrock's charges more in line with neighbouring boroughs.
- **Public Protection** – Civil Enforcement charges have not increased for 2023/24. Environmental protection charges have increased, alongside health and safety charges.

## Appendix 4c

*(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).*

### 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; the Director of the Service area jointly with the agreement of Cabinet may 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.

3.3.3 Unless indicated otherwise, fees and charges for 2023/24 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 2023/24. 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.

3.4.3 The majority of the bookings are season long bookings. The proposed increases in football pitch hire according to benchmarking against neighbouring authority Basildon still remain competitive.

3.4.4 There is an increase in the number of personal fitness instructors using our parks for business purposes and charging their clients. The council is

## Appendix 4c

proposing to pilot a license permit for personal trainers and sports/fitness groups that charge their clients/members.

3.4.5 This pilot permit licence will ensure:

- all visitors should have access to and use of public open spaces
- we must protect public parks for everyone to enjoy and benefit from various forms of fitness training in public spaces
- fitness operators must have appropriate qualifications (based on industry best practice)
- fitness operators must be fully insured and hold liability for participants' safety
- These license permit's will help to recover costs for this additional use and any damage caused to our parks by people trading on council land

3.4.6 The new charges proposed below have been benchmarked with other authorities. Whilst there is a more complex charging structure in most other councils, the fees charged by the majority of other councils exceed those proposed by Thurrock council. Most councils are charging over £1,000 for group fitness sessions on an annual basis. We have kept the costs low as this is a pilot scheme and the first time the charges are being introduced.

3.4.7 Individual instructors, will need to complete an application form along with their qualification, DBS check and other documents to ensure they are safe and capable to operate the business. The individual licence permit has two categories:

- i. Training two clients or less on a one-to-one basis - cost £100 per year
- ii. Training three clients or more on a one-to-one basis - cost £150 per year.

3.4.8 A proposal to introduce charging for the use of the open space by groups for bootcamp style sessions, yoga and other group sessions, including the use of outdoor gyms is set out below with four charging options:

- a) monthly fee for less than 6 people using the park / equipment - £50
- b) monthly fee for more than 6 people using the park / equipment - £75
- c) annual fee for less than 6 people using the park / equipment - £400
- d) annual fee for more than 6 people using the park / equipment - £600

3.4.9 The benefits to those registering for a licence, either personal or group, will be the promotion of their services via the council social media and website. This will increase their potential client reach and increase their business revenue.

3.4.10 The council will help promote the approved instructors via our communication team and ensure the service is regulated.

## 3.5 Allotments

3.5.1 Thurrock Council currently provide 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.

## Appendix 4c

3.5.2 The income received from allotments contributes towards the ongoing running costs that they incur. There have been regular increases over the past 4 years. There is no increase proposed this year to support people growing food.

### 3.6 Domestic Waste Charges

3.6.1 After a review of neighbouring authorities, the fees and charges for the initial first three bulky waste items will remain the same, whereas additional items and wheelie bin replacements will rise to ensure full cost recovery for 2023-24. The increase for additional items is £1.10 (11%) and the increase for residential replacement bins whereby the resident has damaged their bin is 13% (£5.50) (*any damage caused by Refuse collectors would continue to be replaced free of charge*) the increase for commercial replacement bins for managing agents is 18% (£77.60) for a 1100L bin, a new charge has also been added for general supply/replacement of wheelie bins to managing agents at a cost of £60 for the smaller bins.

### 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 we were found to be competitive with other local authorities. To provide residents the opportunities to intern their loved ones ashes in Thurrock we have added Memorial Trees, Sanctum Vaults, (Panorama Vaults, Double Sanctum Vault, Family Sanctum Vault) and Nepalese Memorials to our burials and cemeteries offering and will continue to look at other ways to improve the offering to residents.

### 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. Following the move into the new premises and customer feedback the number of ceremony options has been increased to meet demand and to accommodate the new room capacities. We are now in a position to offer more options in the Lacey Room, Mulberry Suite, Committee rooms and Council Chamber.

## **Appendix 4c**

### **3.9 Theatre Services**

3.9.1 After a comparison of neighbouring boroughs, our charges now reflect that of other Theatres.

### **3.10 Heritage Service**

Thurrock Heritage Service charges for a number of services:

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

There have been minor changes for 2023/24.

## **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 flexible adapt to changing economic conditions.

4.2 The granting of delegated authority will only apply to legal or regulatory changes. If there is a need to alter fees during the financial year to enable the Council to better respond to commercial challenges, additional reports may be brought to Cabinet for approval.

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

5.1 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 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**

## Appendix 4c

### 7.1 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 2023-24 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 2023-24 income targets across all directorates.

### 7.2 Legal

Implications verified by: **Mark Bowen**

**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.

## Appendix 4c

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: **Becky Price**  
**Team Manager, Diversity & Equality**

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, 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 2023/24.  
Appendix 2 – Schedule of Fees and Charges no longer applicable.

### Report Author:

Kelly McMillan

Business Development & Innovation

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<b>17 November 2022</b>		<b>ITEM: 8</b>
<b>Children's Services Overview and Scrutiny Committee</b>		
<b>Fees &amp; Charges Pricing Strategy 2023/24</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Accountable Assistant Director:</b> Michele Lucas, Assistant Director Education and Skills		
<b>Accountable Director:</b> Sheila Murphy, Corporate Director of Children's Services		
<b>This report is Public</b>		

## Executive Summary

This report specifically sets out the fees and charges in relation to services within the remit of this Overview and Scrutiny Committee.

Charges will take effect from the 1st of April 2023, 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 this report. We have also taken into account the effect that the increase in interest rates and the cost-of-living crisis has had on the Local Economy and our services and the continued implications from Covid-19.

Further Director delegated authority will be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to changes in government legislation, all other changes in year will be brought back to Cabinet via the Service Director for transparency.

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 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 legal and regulatory 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 2023/24 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:
  - Early Years Education and Childcare
  - Education & 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 charges that ensures that all discretionary services will fully cost recover wherever possible.
- 3.2 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 2023/24 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.
  - **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 2023/24 fees and charges:

- **Grangewaters** - Charges have increased where possible between 0.65% - 17%
- **Thurrock Adult Community College** - fees and charges have been increased between 2.27% - 3.70%. The provision is mostly fully funded. This is no longer a significant source of income as government has introduced new entitlements for adult learners.

## 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; the Director of the Service Area Jointly with the agreement of Cabinet may 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.

4.3 Unless indicated otherwise, fees and charges for 2023/24 can increase in line with forecast inflation (subject to rounding).

### 4.4 **Thurrock Adult Community College**

Is funded from 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 to ensure that we encourage and support adult community learning across Thurrock. CS27-ML/JB in appendix 1 is set as a variable charge due to the funding available to learners, courses can be free (the government fully funds some learners – this is called an entitlement) but there can also be fees, which differ based on the subject, which is set by the ESFA. Courses are planned annually and after fees & charges are agreed. At this stage it is impossible to predict which courses will be offered as this will depend on local and national priorities. Curriculum Planning takes place in Feb 23 for delivery of courses in Sept 23, so we are not in a position to identify specific fees for 23/24 until February 2023 subject to DfE policy changes. A link to where the maximum amount chargeable is listed is below: (Find a learning aim (submit-learner-data.service.gov.uk) – To find an example, search for a course, click on the correct code, go to the funding tab on the left and expand Adult Skills – there are 2 rates, weighted and unweighted. The College compares these to other local providers and ensures we charge a competitive rate.

### 4.5 **Music Service**

Charges have not generally increased; however, the ranges have been amended to ensure they are being offered at a competitive rate.

#### **4.6 Early Years Education and Childcare**

This year has seen the closure of our two council run nurseries. Early years staff have support parents to ensure they can find alternative early years provision as this is a statutory duty on the council. We continue to support early years settings and work closely with our schools to ensure we have early years provision that meets the needs of our local communities.

#### **4.7 Education & Skills – Grangewaters**

Charges have increased where possible between 0.65% - 17%.

Following the pandemic, we have seen a rise in people accessing the outdoors and taking part in activities; both school groups and families.

A number of schools now book with us for the academic year, offering their students the opportunity to learn in an alternative environment supporting both their physical and emotional health.

During the school holidays we are offering both family activities and a range of accredited courses including Onboard sailing for our SEND cohort. The summer holidays saw a significant increase in bookings with many of the activities fully booked every day.

In addition to this and for the second year we are delivering a Holiday Activity with Food programme supporting young people to receive both activities and a hot meal during Easter, Summer, and Winter holiday periods.

## **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 will only apply to legal or regulatory changes. If there is a need to alter fees during the financial year to enable the Council to better respond to commercial challenges, additional reports may be brought to Cabinet for approval.

## **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:

**David May**  
**Strategic Lead Finance**

The effect of any changes to fees and charges on individual income targets will be determined as part of the 2023-24 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 significantly impacted the Authority's ability to achieve income targets, and this will be taken into consideration when setting future targets. Income generated through fees and charges support the provision of services.

The Council-wide draft budget report will include the 2023-24 income targets across all directorates.

### **8.2 Legal**

Implications verified by:

**Gina Clarke**  
**Corporate Governance Lawyer & Deputy Monitoring Officer**

Section 93 of the Local Government Act 2003 ("LGA 2003") and guidance issued in 2003 pursuant to section 96(3) of the Act, empowers the Council to charge for discretionary services related to a Council function if the recipient of the service has agreed to its provision.

Discretionary services are those services authorised by statute that the Council is not required to provide but may do so voluntarily (section 93(1)(a), LGA 2003).

However, the Council cannot charge for mandatory services or services it has a duty to provide. Further, the section 93 charging power does not apply where there is a power to charge for a particular service elsewhere in other legislation (section 93(2)(a), LGA 2003).

The section 93 charging power cannot be used to charge for a service if other legislation expressly excludes an authority from charging (section 93(2)(b), LGA 2003). For example, the Education Act 1944 prohibits a local authority from charging for basic education; this prevents section 93 being used to circumvent a local authority's statutory duty to provide basic education for free.

The Council can set the level of charge for each discretionary service. However proposed charges must have regard to the 2003 statutory guidance. [General](#)

[Power Best Value \(publishing.service.gov.uk\)](http://publishing.service.gov.uk).

The Council is under a general duty to secure that, from one financial year to the next, the income from charges for services does not exceed the costs of provision (section 93(3), LGA 2003). This approach allows a local authority greater flexibility to balance their accounts over a period of time and recognises the practical difficulties for a local authority in estimating the charges for a discretionary service at the outset.

The Council must offset any surplus or deficit in income because of any over or under recovery of charges when setting future charges for the discretionary service. This ensures that over time the income generated by the discretionary service equates to the cost of providing the service.

However, the Council does not have to recover the full costs of providing the service if there are policy reasons for limiting the charges in relation to a particular user of the service e.g., to the disabled, the unemployed or those in receipt of benefit. It must be able to justify its reasons for doing so.

Alongside the section 93 charging power, the general power of competence for local authorities under section 1 of the Localism Act 2011 (LA 2011) also confers a power on the Council to charge individuals for discretionary services. The section 1 charging power has similar requirements of the Section 93 LGA 2003 charging power as referred to above.

These charging powers are not intended to provide a new income stream for the Council and cannot be used to generate a profit. It does enable the Council to recover the costs of providing services or improvements to services that it might not otherwise have been able to justify providing or been able to provide. These powers also enable the Council to spread the cost of providing an existing service or a new discretionary service.

Taking the decision set the fees and charges is an executive function of the Council. The report to Cabinet supporting the recommended course of action should contain all the necessary and relevant information to enable members to take an informed decision on the proposed scheme and to satisfy themselves that the proposed charges are fair and reasonable.

In reviewing and setting fees and charges, the Council will need to have due regard to the Public Sector Equality Duty as set out in the Equality Act 2010.

### 8.3 Diversity and Equality

Implications verified by:

**Roxanne Scanlon**

**Community Engagement & 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. When setting charges and fees comprehensive benchmarking exercises are undertaken against other comparable provision. We ensure any increases are in line with these findings to limit any impact to protected groups and any related concessions that may be available. Most of the provisions within this report are funded externally or accessed through schools.

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

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 2023/24.

Appendix 2 – Schedule of Fees and Charges no longer applicable (Removed).

#### **Report Author:**

Kelly Mcmillan

Business Development & Innovation



<b>3 November 2022</b>		<b>ITEM: 11</b>
<b>Health and Wellbeing Overview and Scrutiny Committee</b>		
<b>Adults, Housing and Health - Fees and Charges Pricing Strategy 2023/24</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Accountable Assistant Directors:</b> Les Billingham – Assistant Director Adult Social Care and Community Development		
<b>Accountable Directors:</b> Ian Wake - Corporate Director Adults, Housing and Health		
<b>This report is public</b>		

### **Executive Summary**

This report specifically sets out the fees and charges in relation to services within the remit of this Overview and Scrutiny Committee.

Charges will take effect from the 1st of April 2023, 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 this report. We have also taken into account the effect that the increase in interest rates and the cost-of-living crisis has had on the Local Economy and our services and the continued implications from Covid-19.

Further Director delegated authority will be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to changes in government legislation, all other changes in year will be brought back to Cabinet via the Service Director for transparency.

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. 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 and Libraries.**

- 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 legal or regulatory 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 2023/24 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:
- Residential and nursing care
  - Day Care
  - Supported accommodation
  - Libraries

## **3. Thurrock Charging Policy**

- 3.1 The strategic ambition for Thurrock is to adopt a policy on fees and charges that ensures that all discretionary services will fully cost recover wherever possible.
- 3.2 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 blanket increase across all service lines, when considering the pricing for 2023/24 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 neighbouring boroughs
  - Can charges be set to recover full 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 Due to the nature of the services and service users, 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 service users' needs, and financial situation is assessed on an individual case basis and most charges are means tested within Adult Social Care.

- 3.5 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.

- 3.6 The key following points should be noted for 2023/24 fees and charges:

- **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.
- **The internal service charges** - will be included within the consultation where they are not set through national guidance or contractual obligation.
- **The fees and charges for Libraries** - have been robustly reviewed and either remain the same or have slight increases, these are shown at Appendix 1. The area that will generate additional income is the provision of stationery. Residents have requested, whilst using libraries, that stationery is available when needed. This addition is a direct response to that request and will support both the community and the Library Service.

*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.*

#### 4. Proposals and Issues

- 4.1 The fees and charges for each service area within Health and Wellbeing have been reviewed 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 after the COVID-19 Global Pandemic which 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
  - The increase in interest rates and the cost-of-living crisis has had an effect on our Local Economy and our services.
- 4.2 To allow the Council services to better respond to changes in the commercial environment for fees and charges, the Director of the Service Area jointly with the agreement of Cabinet may 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.
- 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 neighbouring councils. The ability to vary charges within financial year will enable services to more flexible adapt to changing economic conditions.

- 5.2 The granting of delegated authority will only apply to legal or regulatory changes. If there is a need to alter fees during the financial year to enable the Council to better respond to commercial challenges, additional reports may be brought to Cabinet for approval.

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

- 6.1 Consultations will be progressed where there is specific need and the results of any consultation shared with HOSC and Cabinet. 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 2023-24 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 2023-24 income targets across all directorates.

### **8.2 Legal**

Implications verified by: **Sarah Dawkins**  
**Barrister (Consultant) on behalf of the  
Assistant Director of Law and Governance &  
Monitoring Officer**

I confirm on behalf of the ADLGMO that this paper and the appendix attached has been read in full.

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 must 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. Accordingly, I confirm that there appears to be no external adverse legal implications arising for the Council from the proposed recommendations set out under Part 1 of this report.

### 8.3 Diversity and Equality

Implications verified by: **Roxanne Scanlon**

**Community Engagement & 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 or 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 2023/24  
Appendix 2 – Removed fees and charges 2023/24

**Report Author:**

Kelly Mcmillan

Business Development Manager

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<b>21 November 2022</b>		<b>ITEM: 5</b>
<b>Housing Overview and Scrutiny Committee</b>		
<b>Fees &amp; Charges Pricing Strategy 2023/24</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non-Key	
<b>Accountable Assistant Director:</b> n/a		
<b>Accountable Director:</b> Ewelina Sorbjan, Interim Director of Housing		
<b>This report is Public</b>		

### **Executive Summary**

This report specifically sets out the fees and charges in relation to services within the remit of this Overview and Scrutiny Committee.

Charges will take effect from the 1 April 2023, 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 this report. We have also taken into account the effect that the increase in interest rates and the cost-of-living crisis has had on the Local Economy and our services and the continued implications from Covid-19.

Further Director delegated authority will be sought via Cabinet to allow Fees and Charges to be varied within financial year in response to changes in government legislation, all other changes in year will be brought back to Cabinet via the Service Director for transparency.

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

#### **1. Recommendation(s)**

- 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.**
- 1.2 That Housing 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 legal and regulatory requirements.**

## **2. Background & Introduction**

2.1 The paper describes the fees and charges approach for the services within the Housing Scrutiny Committee remit for 2023/24 and will set a platform for certain pricing principles moving forward into future financial years. The paper provides narrative for the General Fund aspects of the Housing area and includes:

- Houses in Multiple Occupation (HMO) Licence.
- Housing Enforcement Notices.
- Works in Default.
- Penalty Charges – Housing Planning Act 2016.
- Penalty Charges – Smoke & Carbon Monoxide Alarm Regulations 2015.
- Energy Efficiency Regulations 2015 & Amendment Regulations 2022.
- Mobile Homes Act 2013.

2.2 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 ensures that all discretionary services will fully cost recover wherever possible.

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 2023/24 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.
- **Enforcement Notices** – are tiered around the number of bedrooms in the accommodation.
- **Mobile Homes Licensing** - These charges are tiered around number of pitches.

3.5 The key following points should be noted for 2023/24 fees and charges:

- **Houses in Multiple Occupation.** These charges will increase by an average of 11% (£159.50), as rounded to the nearest pound.
- **Housing Enforcement Notices** – These charges have been restructured to recover the council's full administrative cost.
- **Works In Default** – New administrative fee charge introduced.
- **Penalty Charges – Housing Planning Act 2016.** These charges 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.

#### 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; the Director of the Service area jointly with the agreement of Cabinet may 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 Unless indicated otherwise, fees and charges for 2023/24 can increase in line with forecast inflation (subject to rounding).

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

5.1 Mandatory HMO Licensing is a non-discretionary scheme introduced by the Government in 2006.

- 5.2 Private Housing introduced an Additional licensing scheme on 1<sup>st</sup> June 2019, a discretionary scheme for shared houses let to three to four unrelated persons in certain parts of the borough. It lasts for five years ending on 31<sup>st</sup> May 2024.
- 5.3 Section 63[3] of the Housing Act 2004 gives the Council the power to recover all reasonable costs associated with the administration of the HMO licensing function.
- 5.4 Licensing fees will increase by inflation for the financial year 2023/24.
- 5.5 The HMO 5 years Licence fee has been restructured for all landlords to pay the same amount for covering the cost of processing their application.
- 5.6 An administrative fee will be introduced for paper licence applications, invalid applications letters and invoice reminders for officers to administer this service.
- 5.7 A new licence fee has been introduced to grant a 3 year's licence in certain circumstances to improve the landlords' housing and property standards within the private rented sector and deliver better outcomes for tenants. Officer time and resources involved in processing a new application have been calculated.
- 5.8 The following list contains examples to grant a 3 year's licence:
- Failure to comply with previous HMO licence conditions.
  - Failure to comply with Planning requirements.
  - Failure to comply with HMO management regulations.
  - History of substantiated complaints in respect of the property.
  - Failure to apply voluntarily for licence.
- 5.9 All licensing fee money is ring fenced to be used for the purposes of operating a scheme.

## **6. Housing Enforcement Notices**

- 6.1 The Housing Act 2004 Section 49 gives the Council the power to charge for certain enforcement actions under Part 1 of that Act. This includes notices to improve housing conditions, prohibition orders and emergency action. The provisions are clear that only the costs associated with determining whether enforcement action is necessary, identifying the type of action and the serving of the notice can be recovered.
- 6.2 The average officer time and resources for carrying out these functions have been recalculated and a revised standard fee has been proposed. An additional fee is charged for each bedroom inspection. This reflects the average time on carrying out those duties.

## **7. Works in default Section 31, Schedule 3, Housing Act 2004**

- 7.1 This is a discretionary power the council may carry out works in default in certain circumstances. For example, this may be carried out if there is an imminent risk to health and safety, and an undue delay would put the occupier, visitors or the public in danger, and this remedy must be easy to achieve.
- 7.2 The Housing Act 2004 makes provisions for the council to carry out those works to a property where the person responsible has failed to comply with an enforcement notice. This applies to an owner occupier and Landlord.
- 7.3 Works in default can be carried out either instead of a prosecution or in addition to a prosecution.
- 7.4 It is proposed that the full cost of the work carried out is recovered and officer time and expenses to arrange and oversee the works is charged at 20%.
- 7.5 A local land charge is applied against the property for any outstanding amount in relation to the works in default owed to the council by an owner occupier or Landlord who failed to comply with an enforcement notice.

## **8. Penalty Charges – Housing Planning Act 2016**

- 8.1 There is no suggested change to this penalty under these regulations.
- 8.2 The Housing and Planning Act 2016 allows the Council to impose a financial penalty on an owner of a property where they have failed to comply with certain provisions under the Housing Act 2004 as an alternative to prosecution.
- 8.3 Civil Penalties cover:
- Failure to comply with an improvement notice [section 30].
  - Offences in relation to licensing of HMO [section 72].
  - Offences in relation to licensing 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].
- 8.4 The maximum penalty is £30,000. This will be applied in accordance with the Private Housing Enforcement Policy and the council's Statement of Principles policy on applying the civil penalty.
- 8.5 Penalty charges can be appealed to the First-tier Tribunal Property Chamber who have the power to confirm, vary [increase or reduce] the size of the civil penalty or cancel the civil penalty.

## **9. Penalty Charge - Smoke and Carbon Monoxide Alarm 2015 & Amendment Regulations 2022**

- 9.1 There is no suggested change to this penalty under these regulations. These charges are scaled in line with industry standard 2023/24.
- 9.2 The amendment to the new regulations come into force on 1st October 2022 and landlords must be compliant with the following requirements:
- 9.2.1 All landlords including Registered providers of social housing must ensure at least one smoke alarm provided on each storey of their homes where there is a room used as living accommodation. This has been a legal requirement in the private rented sector since 2015.
- 9.2.2 All landlords must ensure a carbon monoxide alarm is provided in any room used as living accommodation which contains a fixed combustible appliance e.g., boiler, wood stove, fireplace, oil fired furnace, etc.
- 9.2.3 All landlords will be legally obligated to ensure smoke alarms and carbon monoxide alarms are repaired or replaced once they are informed and the alarms are found to be faulty.

## **10. Penalty Charge - Energy Efficiency [Private Rented Property] 2015**

- 10.1 There is no suggested change to this penalty under these regulations. These charges are scaled in line with industry standard 2023/24.

## **11. Penalty Charge – The Electrical Safety Standards in the Private Rented Sector [England] Regulations 2020**

- 11.1 These regulations came into force in July 2020 with a maximum fine of £30,000 for non-compliance to improve electrical safety in all residential premises.
- 11.2 The Private Housing Service can impose a civil penalty notice which is scalable on those who are in breach of their duties under regulations and on failure to take remedial action to make their electrical installation safe.
- 11.3 There is no suggested change to this penalty under these regulations.

## **12. Mobile Homes Act 2013**

- 12.1 There is no suggested change to this application fee or fit and proper test.
- 12.2 The council cannot charge a licensing fee on sites 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 licensing
- It does not include sites that are owned by the council

12.3 The current charges are broadly in line with other Essex Authorities, and it remains prudent to keep them at the same level for 2023/24.

### **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. 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.

13.2 The granting of delegated authority will only apply to legal or regulatory changes. If there is a need to alter fees during the financial year to enable the Council to better respond to commercial challenges, additional reports may be brought to Cabinet for approval.

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

14.1 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 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 2023-24 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 significantly impacted the Authority's ability to achieve income targets, and this will be taken into consideration when setting future targets. Income generated through fees and charges support the provision of services.

The Council-wide draft budget report will include the 2023-24 income targets across all directorates.

### **16.2 Legal**

Implications verified by: **Godwin Mangse**

#### **Locum Housing Lawyer – Law & Governance**

The Council's obligations as landlord to repair and maintain Council properties are set out in the tenancy agreement. In addition, section 11 of the Landlord Tenant Act 1985 sets out statutory obligations to ensure that the structure of homes are repaired and the repairs are carried out within a reasonable time. Given this is an update report and the nature of the recommendation to the Committee, there are no legal implications directly arising from the recommendation.

### **16.3 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.

### **16.4 Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder or 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 2023/24  
Appendix 2 – Schedule of Fees and Charges no longer applicable

**Report Author**

Kelly McMillan

Business Development Manager

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## Appendix 5 – additional information from Housing and Libraries

### Housing update on 12 Month HMO licenses:

The Housing Act 2004 permits a local authority to charge a HMO fee for a Mandatory and Additional Licence. This fee must take into all costs incurred in processing the application including inspections.

Currently, the Council issues a 5-year licence to landlords on operating this scheme.

We are proposing a 3-year licence in certain situations if there are concerns in the circumstance of a particular property (such as landlords who had failed to license) and not a shorter 12-month licence, alongside our 5-year licence scheme.

The largest single cost of operating a licensing scheme is staffing costs.

A 12-month licence was not considered an option because of the administrative and financial burden on the Council to employ extra staff on carrying out this function to control costs including revisits during the licensing period.

### Libraries update for Consortium with Essex County Council:

#### **Assumed Lost policy**

The Library Management System runs a weekly report for the The Libraries Consortium (TLC) to identify items that are “assumed lost”, i.e. those between **49 – 150 days overdue**. All other members of the TLC (except Essex & Thurrock) already use the assumed lost process.

TLC have requested Essex and Thurrock to adopt the assumed lost policy as this will ensure the catalogue accurately reflects the status of items so that customers are not placing holds on or waiting for items to be returned that in reality will never be returned. It also allows stock gaps to be better identified to reflect demand.

#### When we join the process and when the report is run:

- The Recommended Retail Price (RRP at the time of purchase) or if there is no RRP on the system default value of £10 is added to the customer account as cost of replacement and the item is marked as assumed lost.
- The item remains on the customer’s account as an inactive loan until the lost item bill is paid or until the item is returned (if the item is returned overdue charges are levied instead if applicable).
- The item’s location is changed to LOST-ASSUM, which means the item will not appear in the public catalogue.
- The item remains on the customer account for 6 years and if the customer continues to be ‘inactive’ the debt/item/customer account will be cleared from the system.

#### Additional information:

- The assumed lost report only covers overdue between 49 and 150 days. To account for items overdue between 150 days and 6 years, TLC are proposing a special one-off run (possibly a few due to the size of the authority) to capture anything older than 150 days.
- A separate process would have to be run to deal with items more than 6 years old that need to be cleared from the system.

#### Thurrock Snapshot of data produced by CSS:

- The current total value of items in scope is £140k.
  - Of this total, £3.4k would be written off as over 6 years old
  - £109k was borrowed 1<sup>st</sup> Jan 2017 to 31<sup>st</sup> Dec 2021.
  - £28k was borrowed 1<sup>st</sup> Jan 2022 to present.
  - Of the total, £96k is either children's fiction or children's non-fiction books. Of this amount, £21k relates to 2022 alone.
- The items are across 6000 customer records.
  - Of this total, just under half (2,800) are CHILD.
  - 1,300 are standard adults
  - 1,200 are TEEN

#### Essex Snapshot of data produced by CSS:

- The current total value of items in scope is £1.22 million.
  - Of this total, £48k would be written off as over 6 years old
  - £869k was borrowed 1<sup>st</sup> Jan 2017 to 31<sup>st</sup> Dec 2021.
  - £305k was borrowed 1<sup>st</sup> Jan 2022 to present.
  - Of the total, £823k is either children's fiction or children's non-fiction books. Of this amount, £237k relates to 2022 alone.
- The items are across 44,500 customer records.
  - Of this total, just under half (21,200) are CHILD.
  - 9,500 are standard adults
  - 7,000 are TEEN

#### Decisions:

- Liaising with Essex CC to confirm start date, cut off point and finer details.
- Suggest that we don't implement assumed lost policy until after the annual stock 19<sup>th</sup> Dec 22– 31<sup>st</sup> Jan 23 take has taken place
- Looking to run an amnesty for Jan and Feb 23 to try and recover some stock with a view to start the Assumed lost policy in April 23.
- Agree any User Profiles to exclude
- Agree that the Default value of £10 per item be charged in the event that the RRP is not available on the Library Management System.

Work that needs to take place

- Agree start date and finer details with Essex
- Internal comms to staff and external comms for customers. In particular the comms needs to reflect the fact that half the users affected are children and their records may not have email addresses or mobile phone numbers.
- Posters and web sites with charges notifications to be updated.
- Update the overdue notices issued to customers to reflect the new policy.

**Immediate Implications:**

The Fees and Charges below for 23/24 have already been proposed to O&S, if Thurrock go ahead with proposed plan to adopt the Assumed lost policy there will be changes to the following:

AHH98-NS	Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Adults books	O	£	30.00	£	-	£	30.00	O	REMOVED	£	-	REMOVED	£	-	£
AHH99-NS	Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Children's books	O	£	20.00	£	-	£	20.00	O	REMOVED	£	-	REMOVED	£	-	£
AHH209-NS	New - Damaged and Lost items – Current value minus 10% reduction per year from date of purchase to a maximum of 50% of the value. Not applicable to Children's board books and picture books								O	Value minus 10% per year	£	-	Value minus 10% per year	£	-	£

**New Charges**

- All Damaged and lost items for which no current value can be traced - £10 per item
- All Damaged and lost items - Full cost recovery

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<b>22 February 2023</b>	<b>ITEM: 13</b> <b>Decision: 110641</b>
<b>Cabinet</b>	
<b>Housing Revenue Account – Rent Setting and Budgets 2023/24</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Councillor Luke Spillman – Portfolio Holder for Housing	
<b>Accountable Assistant Directors:</b> N/A	
<b>Accountable Directors:</b> Ewelina Sorbjan – Interim Director for Housing Jonathan Wilson – Interim Director for Finance	
<b>This report is public</b>	

## Executive Summary

This report sets out the base budget position for 2023/24 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 2023/24 and the impact on the HRA.

The government launched a consultation on limiting rent increases in 2023/24 to help tenants with the cost of living. Without a cap, social landlords would have been permitted to increase rents by the consumer price index (CPI) measure of inflation in September 2022 plus 1%, allowing a maximum increase of 11.1%. The result of the consultation announced that maximum increase in rents charges for 2023/24 will be capped at a 7%. As a result, this is the recommended rent increase within this report.

Whilst this is financially beneficial to the Housing tenants within Thurrock, the disparity between inflationary cost pressures and the Councils ability to raise rents

accordingly results in a deficit with the overall budget for 2023/24, and as a result, reductions in expenditure will need to be made. These are detailed in para 3.6.

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 Council 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.

#### **Government Intervention & Section 114**

In July 2022, the Council was made aware of significant concerns around the valuation of specific investments. A review process commenced, and the initial review highlighted significant concern with three investments and the position was shared informally with the Department of Levelling Up, Housing and Communities (DLUHC).

On the 2 September 2022 DLUHC announced directions to implement an intervention package at the Council.

The Secretary of State exercised his powers under section 15(11) of the Local Government Act 1999 to give a Direction without complying with the requirement at section 15(9) to give Thurrock an opportunity to make representations about the Directions, as he considered the failures of the Council's compliance with its Best Value duty in respect of the functions specified in the Directions sufficiently urgent. This was because of the following:

- the scale of the financial and commercial risks potentially facing the Authority, which were compounded by the Authority's approach to financial management and the seriousness of the allegations that were made by third parties about the processes applied to the operation of the Authority's commercial strategy, and;



- the failure of the Authority to provide assurance to Ministers and the Department on the adequacy of the actions that they were taking to address the issues, taking account of the scale and pace of the response required.

The Secretary of State nominated Essex County Council to the role of Commissioner. On 19 December 2022, the Council's Acting Director of Finance & Section 151 Officer issued a report under Section 114 of the Local Government Finance Act 1988. This advises Councillors that the Council faces 'a financial situation of an extremely serious nature'.

The Housing Revenue Account it is not a separate fund but a ring-fenced account of certain defined transactions, relating to local authority housing, within the General Fund, governed by the following legislation:

Housing Act 1985 (Part II)

Housing Act 1988

Local Government and Housing Act 1989 (section 74)

Local Government Act 2003

Localism Act 2011

## **1. Recommendation(s):**

**1.1 That the Cabinet supports the proposed changes in the base budget for 2023/24 (as set out in Table 1).**

**1.2 That the Cabinet supports the proposed increase in domestic rent charges of 7%, in line with the 30-year HRA business plan, to be implemented from 3 April 2023.**

**1.3 That the Cabinet supports the proposed increase in service charges to reflect the cost of running each service in line with the budget estimate from 3 April 2023.**

**1.4 That the Cabinet supports the proposed charges for garage rents (para 3.10) to be implemented from 3 April 2023.**

**1.5 That the Cabinet supports the proposed increase in Travellers sites rent (para 3.11) to be implemented from 3 April 2023.**

**1.6 The Cabinet supports the proposed Capital Programme schemes as detailed in Table 5 (para 3.13).**

## **2. Introduction and Background**

**2.1 The proposed Housing Revenue Account budget for 2023/24 is summarised below in Table 1.**

The budget is part of the wider long term strategy and financial viability of the service, which is the basis of HRA business plan.

2.2 **Table 1** shows the main areas of service delivery within the HRA budget, before application of the proposed savings in Para 3.6.

**Table 1: Provisional 2023/24 Budget Summary**

Service	2022/23 Budget	Rent and Income	Bad Debt Provision	Inflation	Borrowing and Capital Financing	Energy and Fuel	Total Adjustment	2023/24 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Rent and Income	(52,700)	(2,974)	583				(2,391)	(55,091)
Financing and Recharges	25,232			0	1,855		1,855	27,087
Operational Services	14,575			624		259	883	15,458
Repairs and Maintenance	12,893			948			948	13,841
<b>Grand Total</b>	<b>(0)</b>	<b>(2,974)</b>	<b>583</b>	<b>1,572</b>	<b>1,855</b>	<b>259</b>	<b>1,295</b>	<b>1,295</b>

2.3 After applying a 7% increase in rents and service charges, there remains deficit of £1.295m in the HRA. This is as a result of £4.269m of inflationary and cost pressures forecast for 2023/24.

2.4 The mitigating actions in order to set a balance budget are detailed in Para 3.6. This will action the legal requirement to ensure there is no deficit in the HRA.

### **Rent and Income**

2.5 Income raised through tenants' rents and service charges is ring-fenced and cannot be used to fund expenditure outside of the HRA.

2.6 By applying the full 7.0% rent increase, the HRA will generate additional net revenue of £2.974m. 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.

The rent budget includes an allowance for forecast right to buy sales and void loss to reflect income that the HRA will not receive. This represents 1.65% of the total gross income budget

### **Bad Debt Provision**

2.7 An allowance has been made to increase the level of bad debt provision that the HRA holds for bad debts. This has been increased to reflect the additional income that the HRA expects to receive

The closing bad debt provision at the end of 2022/23, after taking into account adjustment and write off's is estimated to be £0.670m. The proposals in the report seek to increase this to £1.253m for 2023/24. This increase represents

the 7% increase in rents and service charges, and also factor to take into consideration the current cost of living, and economic inflation. This will be closely monitored throughout the finance year, and any significant variances will be report as part of the budget monitoring process

## **Inflation**

- 2.8 An allowance has been made on the existing budgets to allow for projection inflation in the forthcoming financial year. Nationally, the level of inflation that needs to be applied is significantly higher than in previous year in order to ensure that the expenditure is set at a realistic level.

### **Inflation has been as set follows:**

Pay	4.00%
Increments	1.80%
R&M Contracts	9.70%
Capital Programme	9.70%
Bad Debt Provision	2.00%
Mears Contract	6.00%
Fuel	50.00%
Utilities	50.00%

## **Borrowing and Capital Financing**

- 2.9 The total increase cost of borrowing for 2023/24 is £1.855m. This consists of an additional revenue contribution to capital and additional borrowing costs

The HRA is required to make a revenue contribution to the capital expenditure each year in order to finance works required to ensure properties meet the decent homes standard. This has been increased by £0.451m for 2023/24. Furthermore, the HRA also needs to invest further into its existing stock to meet legislative requirements and long term improvements.

The current financial year has seen a significant increase in the costs of borrowing, and this is forecast to remain in the next financial year. The forecast rate of borrowing has been set at 4.5%. This is an additional increased cost of £2.471m, however the increase in the budget requirement for 2023/24 equates to £1.404m, due to funding allocations made as part of the 2022/23 budget for schemes which will now be undertaken in 2023/24. It should be noted that the budget is to finance the proposed capital programme until 2027/28, as detailed in **Table 5**. This is to allow flexibility in the schedule of works when an opportunity is presented to improve financial efficiency by completing works earlier as part of the works programme.

## **Energy and Fuel**

- 2.10 An inflationary uplift of 50% has been made on the energy and fuel budgets. This will address the increase in costs which have been incurred during the current financial year and allow for additional energy cost rises in 2023/24.

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

#### Rent Charges

- 3.1 The proposed rent increase has been carefully considered. The recommendation is that a 7.0% uplift be applied to dwelling rents for 2023/24. It is imperative that this is implemented to ensure that the HRA can mitigate some of the inflationary cost pressures which are projected in the forthcoming financial year.
- 3.2 The majority of properties within the HRA are charged at social rent. However, there are also a proportion of newly developed and acquired 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 2022/23 Actual Rent	Average 7% uplift 2023/24	Average 2023/24 Actual Rent	2023/24 Annual Rent Yield
0	238	£64.32	£4.50	£68.83	£851,791
1	2734	£77.14	£5.40	£82.54	£11,734,409
2	2154	£84.52	£5.92	£90.44	£10,130,182
3	4048	£104.95	£7.35	£112.30	£23,638,916
4	247	£117.54	£8.23	£125.77	£1,615,371
5	10	£121.35	£8.49	£129.85	£67,520
6	3	£129.13	£9.04	£138.17	£21,555
<b>Total / Average</b>	<b>9,434</b>	<b>£91.56</b>	<b>£6.41</b>	<b>£97.97</b>	<b>£48,059,744</b>

#### **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 7% rent increase is shown in Table 3 below:

**Table 3: Affordable Rent properties**

Number of Dwellings by Bedroom	Number of Properties	Average 2022/23 Actual Rent	Average 7% uplift 2023/24	Average 2023/24 Actual Rent	2023/24 Annual Rent Yield
0	1	£ 137	£ 10	£ 147	£ 7,646
1	94	£ 131	£ 9	£ 140	£ 685,604
2	111	£ 154	£ 11	£ 165	£ 949,692
3	39	£ 197	£ 14	£ 211	£ 427,345
4	2	£ 239	£ 17	£ 255	£ 26,561
5	1	£ 243	£ 17	£ 261	£ 13,547
<b>Total / Average</b>	<b>248</b>	<b>£152.94</b>	<b>£10.71</b>	<b>£163.65</b>	<b>£ 2,110,395</b>

- 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.

### **Budget deficit and mitigation**

- 3.6 After the application of the rent recommended rent increase, and inflationary cost pressures, there is a resulting budget deficit of £1.295m for the HRA in 2023/24. There is a statutory requirement to set a balance budget, and therefore this deficit needs to be mitigated.

In order to minimise the impact on tenants and avoid significant deterioration in the condition of the stock, the following are the proposed savings that will need to be made in order to finance the overall budget:

- **Application of a 5% vacancy factor within the staffing budget £0.547m**

The financial saving results from the time taken to recruit to posts which are currently, or will become vacant during the year. This extends to not covering the post with temporary or agency staff in order to realise the saving unless it is absolutely essential and will otherwise cause significant detriment to tenants.

It is envisaged that this will cause minimum disruption to key front-line services. Furthermore, by applying a vacant factor, it eliminates the need for staff redundancies which will have a negative impact on the services, as well as incurring additional expenditure.

This saving will be re-accessed as part of the 2024/25 budget setting process when there is greater certainty around the future economic climate, and the financial savings will be monitored and reported as part of the 2023/24 budget monitoring process

For 2022/23 there is a forecast surplus of £0.878m on salaries underspend, as a result of not being able to recruit to permanent vacant posts, and staff turnover.

There remain a number of vacant posts within staffing structure with a value of £0.561m. It is anticipated that these will not be recruited to until part way through the financial year.

Historically, in 2020/21 and 2021/22 there were final outturn positions generated through salary underspends of £0.795m and £0.640m respectively.

- **Pausing of the assisted decorating programme** **£0.634m**

The assisted decorating programme was re-introduced into the budget as part of the 2020/21 budget setting process. This is a service where eligible tenants can apply for assistance in having a room of their property decorated by the Council, where they are unable to carry out the works themselves.

It is recommended that this budget is reduced by 50% in 2023/24, and the resulting saving used to mitigate the budget deficit. There would be a reduced level of funding retained within the budget to provide assistance in exceptional circumstances by referral.

This has been identified as a potential savings on the basis that it has the least impact on the majority tenants, although it is acknowledged that this will affect a specific cohort of residents who are eligible for the scheme.

- **Increase in service charges** **£0.114m**

The recommendation to increase service charges in line with rent increases at 7% would generate additional income £0.258m, which is included in the base budget shown in **Table 1**. However, charges should be set to ensure that they recover the full cost of providing the service. There is currently a differential between the cost of the services tenants receive, and the income which the Council recovers.

Therefore, after taking into consideration the limit which Councils can raise dwelling rents, it is proposed that service charges are increased by 10.1% for 2023/24, which was the September 2022 CPI. This will yield an additional £0.111m. Increases to service charges did not form part of the government's consultation nor the decision.

The alternative rent scenarios of a 5% or 3% increase the deficit by £0.949m and £1.899m respectively. To put this into context, this would result in having

to consider a reduction in the planned maintenance programme of between 18% to 35%. It is therefore felt that these are not viable options when considering the impact it would have on service delivery.

### Service Charges

- 3.7 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. For 2023/24 in accordance with **Table 4** below.

**Table 4: Increases to service charges in line with rent increases**

Service	2022/23 Weekly Charge	2023/24 Weekly Charge
	(50 weeks)	(50 weeks)
	£	£
Lift Maintenance	£3.47	£3.71
Door Entry	£3.66	£3.92
Communal Electricity	£1.63	£1.74
Bruyns Court Electricity	£3.66	£3.92
Caretaking - Bronze Sheltered	£0.66	£0.71
Caretaking - Bronze Standard	£3.05	£3.26
Caretaking - Silver	£8.64	£9.24
Caretaking - Silver Enhanced	£10.13	£10.84
Caretaking - Gold	£14.39	£15.40
Caretaking - Gold Enhanced	£15.89	£17.00
Concierge	£36.37	£38.92
Concierge - Piggs Corner	£39.22	£41.97
Sheltered Housing Service	£11.04	£11.81
Heating - Sheltered Complex	£6.34	£6.78
Heating - Helford Court	£10.10	£10.81
SCH	£30.00	£32.10
Emergency Lighting	£0.20	£0.21
Enhanced Tenancy Management	£44.70	£47.83

- 3.8 Service charges are not subject to the prescribed rental increase which related to Dwellings rents but are based on full cost recovery.

However, the recommendation is to not to increase service charges at the same level as dwelling rent for 2023/24, which would be an increase of 7%.

There remains 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.

As detailed in savings option 3, under para 3.6, it is recommended to increase the service charge by 10.1% to reflect the September 2022 CPI rate. This proposal will result in the level detailed below

**Table 4a: Increases to service charges in line with September 2022 CPI 10.1%**

<b>Service</b>	<b>2022/23 Weekly Charge (50 weeks)</b>	<b>2023/24 Weekly Charge (50 weeks)</b>
	<b>£</b>	
Lift Maintenance	£3.47	£3.82
Door Entry	£3.66	£4.03
Communal Electricity	£1.63	£1.79
Bruyns Court Electricity	£3.66	£4.03
Caretaking - Bronze Sheltered	£0.66	£0.73
Caretaking - Bronze Standard	£3.05	£3.36
Caretaking - Silver	£8.64	£9.51
Caretaking - Silver Enhanced	£10.13	£11.15
Caretaking - Gold	£14.39	£15.84
Caretaking - Gold Enhanced	£15.89	£17.49
Concierge	£36.37	£40.04
Concierge - Piggs Corner	£39.22	£43.18
Sheltered Housing Service	£11.04	£12.16
Heating - Sheltered Complex	£6.34	£6.98
Heating - Helford Court	£10.10	£11.12
SCH	£30.00	£33.03
Emergency Lighting	£0.20	£0.22
Enhanced Tenancy Management	£44.70	£49.21

### **Tenants Engagement**

- 3.9 Due to the fact that the proposed increase to rents has been through a formal government consultation, whereby tenants and tenants' representative bodies were able to take part, and the government instruction to cap the housing rent increases at 7%, no further engagement has been undertaken with tenants.

### **Garage Rents**

- 3.10 The current weekly charge for garage rent for council residents is £11.10 per week. It is recommended that charges are increased in 2023/24 to £12.10, to ensure that there is a sufficient level of income to support the provision of garages within the HRA.

### **Travellers' sites**



- 3.11 The current weekly charge for rent on travellers' sites plots is £91.62 per week. It is proposed to increase these charges by 4% to £95.28

### Sheltered Housing Visitors Rooms

- 3.12 The current charge is £15 per person per night. It is proposed that the charge is increase by 10% to £16.50 per person, per night.

### Capital Programme and Priorities

- 3.13 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	2023/24	2024/25	2025/26	2026/27	2027/28
	Base Budget	Base Budget	Base Budget	Base Budget	Base Budget
	£'000	£'000	£'000	£'000	£'000
Transforming Homes	10,046	11,307	11,574	11,847	11,847
Major / Disabled Adaptations - future years need	219	200	200	200	200
Fire Safety Works	1,494	1,000	1,000	1,000	1,000
Tower Block Refurbishment	9,903	0	0	0	0
Non Traditional Refurbishment	2,921	0	0	0	0
HRA Garages	548	500	500	500	500
Heating Replacement Programme	658	600	600	0	0
Lifts Refurbishment	209	190	190	190	190
Door Entry Installation	549	500	500	500	500
Water Mains	176	160	160	160	160
Staffing Costs Capital Programme	176	160	160	160	160
Highways and Lighting	439	300	300	300	300
Electrical infrastructure Testing	274	250	0	0	0
<b>Total Capital Programme</b>	<b>27,612</b>	<b>15,167</b>	<b>15,184</b>	<b>14,857</b>	<b>14,857</b>
<b>Carbon Reduction Programme</b>					
<b>Project 1</b>					
Capital cost for social homes (excluding non-infill measures)	1,874	1,874			
A&A costs	328	328			
<b>Project 2</b>					
Capital cost for social homes (excluding non-infill measures)	3,185	3,185			
A&A costs	494	494			
Further Carbon reduction works			5,895	5,895	5,895
	<b>5,881</b>	<b>5,881</b>	<b>5,895</b>	<b>5,895</b>	<b>5,895</b>
<b>Total Capital Budget</b>	<b>33,493</b>	<b>21,048</b>	<b>21,079</b>	<b>20,752</b>	<b>20,752</b>

<b><u>Financed By:</u></b>					
Revenue Contribution	(11,169)	(11,307)	(11,574)	(11,847)	(11,847)
Grant Funding	(2,232)	(2,232)			
Borrowing Requirement	<b>20,092</b>	<b>7,509</b>	<b>9,505</b>	<b>8,905</b>	<b>8,905</b>
<b>Borrowing Cost @ 4.5% interest</b>	<b>904</b>	<b>338</b>	<b>428</b>	<b>401</b>	<b>401</b>
<b><u>Cumulative Interest Cost</u></b>	<b>1,752</b>	<b>2,089</b>	<b>2,517</b>	<b>2,918</b>	<b>3,319</b>

- 3.14 Through the use of prudential borrowing, revenue contributions and government grants, 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.
- 3.15 As shown in the **Table 1**, Capital financing costs will increase by £1.855m in 2023/24. 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
- 3.16 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.
- 3.17 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. Reserves**

- 4.1 The estimated level of useable reserve for 2023/24 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.
- 4.2 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 £2.000m 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**

<b>Reserve</b>	<b>Forecast Opening Balance 2023/24 £000's</b>
<b><u>General Reserves</u></b>	
Balances (HRA)	(3,321)
Financial contingency reserve	(2,000)
HRA De-cant reserve	(2,600)
<b><u>Ear-marked to support capital</u></b>	
Housing Zones Funding (HRA)	(1,274)
Capital Reserve - Existing Stock (HRA)	(744)
RTB Attributable Debt	(42)
RTB Buy Backs	(737)
<b>Grand Total</b>	<b>(10,719)</b>

**5. Reasons for Recommendation**

- 5.1 The report sets out the 2023/24 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.
- 5.2 The detailed proposed budget for 2023/24 is shown in **Table 7** below, this incorporates the proposed savings in para 3.6.

TABLE 7 HRA Detail	2023/24 Provisional Budget before Savings	2023/24 Application of savings			2023/24 Provisional Budget after Savings
		5% vacancy Factor	Pausing assisted decorating programme	Additional Service Charge Income	
<b>Rent and Income</b>					
Gross Rent From Dwellings	(49,918)				(49,918)
Tenants Water Charges Income	(5,679)				(5,679)
Tenant Service Charges	(4,225)				(4,225)
Leaseholder Charges	(936)			(114)	(1,050)
Garage Rents	(879)				(879)
Premises Income	(50)				(50)
Central Heating Charges	(45)				(45)
Movement in the Allowance for Bad Debts	961				961
Tenants Water Charges Expenditure	5,679				5,679
<b>Rent and Income Total</b>	<b>(55,091)</b>	<b>0</b>	<b>0</b>	<b>(114)</b>	<b>(55,205)</b>
<b>Financing and Recharges</b>					
Revenue Contribution to Capital	11,169				11,169
Interest Payable and Similar Charges	8,937				8,937
Recharges	5,656				5,656
Lease Payments	618				618
Debt Management Charges	420				420
Pension Contributions	224				224
Rents, Rates, Taxes and Other Charges	63				63
<b>Financing and Recharges Total</b>	<b>27,087</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,087</b>
<b>Operational Service Delivery</b>					
Estate Action Teams (Caretaking)	2,713				2,713
Housing Operations East and West	1,748				1,748
Sheltered Housing	1,578				1,578
Grounds Maintenance	1,211				1,211
CCTV and Concierge	1,086				1,086
Technical Services Team	1,030				1,030
Communal Estate Costs	854				854
Business Improvement	696				696
Housing Asset Delivery - Revenue	663				663
Rent Collection	640				640
Housing Asset Delivery - Capital Team	636				636
Management and Strategy	536				536
Anti-Social Behaviour	519				519
Lettings and Allocations	513				513
Development and Regeneration	273				273
Homeownership Services	238				238
Investment Planning and Performance	233				233
Voids Team	183				183
Neighbourhood Action Plan	105				105
Vacancy Factor Saving		(547)			(547)
<b>Operational Service Delivery Total</b>	<b>15,458</b>	<b>(547)</b>	<b>0</b>	<b>0</b>	<b>14,911</b>
<b>Repairs and Maintenance</b>					
Responsive Repairs - Mears	6,757				6,757
Planned Programme Work	5,320		(634)		4,686
Void Repairs	1,764				1,764
<b>Repairs and Maintenance Total</b>	<b>13,841</b>	<b>0</b>	<b>(634)</b>	<b>0</b>	<b>13,207</b>
<b>Grand Total</b>	<b>1,295</b>	<b>(547)</b>	<b>(634)</b>	<b>(114)</b>	<b>0</b>

## **6. Consultation**

- 6.1 The Housing Overview and Scrutiny Committee were presented with the report on 11 January 2022.

The report was discussed in detail, and the need for the increase in rent levels to avoid further service cuts.

Members raised the concerns about the potential impact the increase to rents and service charges could have on tenants in the current economic climate. It was explained that tenants in receipt of housing benefits and universal credit would not see their rent increased to a level about the benefit cap.

The rent increase was commented on by the Members of the Committee with regards to the ability of the HRA to deliver all of its legal and statutory without the full increase. This was explained, citing the detrimental impact it would have on the wider condition of the housing stock, and the service tenants receive if the level of additional funding was not received. It was explained that the result would likely be reduction to the proposed Capital programme expenditure, which in turn would likely increase maintenance costs in the longer term, and lead to deterioration of the HRA stock, and also the commitments towards the acceleration of the carbon reduction programme.

The pausing of the assisted decorating was raised, and highlighted the further benefit that it has on tenants, and Members would like to see the level of funding increased in future years if the financial situation improves.

It was clarified that the saving pertaining to the application of a 5% vacancy factor was not to be made by freezing vacant posts, but was realising reductions in costs through the natural turnover of staff, and the time taken to recruit replacement staff to vacant positions.

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

- 7.1 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.

## **8. Implications**

### **8.1 Financial**

Implications verified by: **Joanne Freeman**  
**Strategic Lead - Corporate Finance**

The report is in relation to the setting of the Housing Revenue Account budget for 2023/24. Therefore, the financial implications are within the body of the report.

The report has been written in accordance with the statutory duty of the Council to set a balanced budget within the Housing Revenue Account, and provide key services to the tenants.

## 8.2 Legal

Implications verified by: **John Jones**  
**Director of Legal and Governance, and**  
**Monitoring Officer**

Section 76 of the Local Government and Housing Act 1989 imposes a duty on the Council to prevent a debit balance for arising on the Housing Revenue Account ("the HRA"). However, there is no absolute duty to prevent a debit balance as this may occur as a result of unforeseen circumstances. Where a debit balance does occur in any year it must be carried forward within the ring-fenced HRA to the following year.

In the January or February preceding the relevant year the Council must formulate proposals relating to (a) Income for the year from rents and other charges from properties with the HRA, and (b) The expenditure for the year on repairs, maintenance, supervision and management of such properties.

The Council must be satisfied that the formulated proposals on implementation, that the HRA will not show a debit balance on the assumptions that the following prove to be correct • that the best assumptions that the Council is able to make at that time as to all matters which may affect the amounts falling to be credited or debited to the HRA in the year prove to be correct; • that the best estimates that the Council is able to make at that time of the amounts which, on those assumptions, will fall to be so credited or debited.

The Council is required to keep the formulated proposals set out in this report under review to determine whether the requirement to prevent a debit balance continues to be satisfied during the year. In the event that the Council on review determines that this requirement will not be satisfied then the Council is required to make such revisions of the proposals as are reasonably practical towards securing that the revised proposals satisfy those requirements.

The fixing of rent for Council property is contained in section 24 of the Housing Act 1985, which provides that the Council may make such reasonable they may determine. Further, The Council must, 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 2023/24 of 7.0%.

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. 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 Council 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. Compliance with this duty can be evidenced by undertaking an equalities impact assessment. Or by evidence provided in the report to ensure Members have due regard to equalities consideration in the decision making. Additional information will be required in relation to this prior to the report going to Cabinet for decision.

The Council's S151 Officer has issued a section 114 notice which restricts all but essential spending by the Council to provide essential Council Services and to meet its legal duties. The Council's legal duties in relation to its housing stock are referred to in the report. In addition, Members must consider the comments of the Council's s151 Officer set out in the report.

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 2023/24 of 7.0%.

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.

### 8.3 **Diversity and Equality**

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



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 including adaptations to the stock for residents with disabilities.

A Community Equality Impact Assessment will be completed for this proposal before the report is taken to Cabinet.

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

N/A

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**

None

### **Report Author**

Mike Jones

Strategic Lead, Corporate Finance

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<b>22 February 2023</b>	<b>ITEM: 14</b>
<b>Cabinet</b>	
<b>Establishing the Strategic Investment Advisory Panel</b>	
<b>Wards and communities affected:</b> Not Applicable	<b>Key Decision:</b> Non-Key
<b>Report of:</b> Councillor Mark Coxshall, Leader of the Council	
<b>Accountable Assistant Director:</b> Not Applicable	
<b>Accountable Director:</b> John Jones, Director of Law and Governance & Monitoring Officer	
<b>This report is</b> Public	

## Executive Summary

This report sets out the details, including terms of reference and background governance, to establish an advisory committee to the Cabinet relating to council investments.

### 1. Recommendation(s)

- 1.1 Establish the Strategic Investment Advisory Panel as outlined in Section 3 and Appendix 1 of this report.**
- 1.2 That Council is requested to endorse the panel and terms of reference and agree to the necessary appointments to the panel.**

### 2. Introduction and Background

- 2.1 On 2 September 2022, Thurrock Council received a letter of intervention from the Secretary of State in relation to the high level of risk attached to the financial and commercial investments the Council had made. This risk was detailed in the Quarter 2 financial report which went to Cabinet in December 2022, where an estimated £184.381m structural deficit was identified for the 2023/24 year with an in-year projected deficit of £469.581m.
- 2.2 In response to this situation the Council has established an Improvement Recovery Plan. An aspect of this Plan, in order to manage the financial issues facing the Council, is to establish an advisory panel to the Cabinet, related to investments. This report sets out the suggested nature, format and terms of reference of this advisory panel.

2.3 An advisory committee/panel can be established to advise the Leader/Cabinet under section 102(4) Local Government Act 1972:

(4)A local authority may appoint a committee, and two or more local authorities may join in appointing a committee, to advise the appointing authority or authorities [F8, or, where the appointing authority or each of the authorities operate executive arrangements, any executive of that or those authorities, or a committee or member of that executive,] on any matter relating to the discharge of their functions, and any such committee—

(a)may consist of such persons (whether members of the appointing authority or authorities or not) appointed for such term as may be determined by the appointing authority or authorities; and

(b)may appoint one or more sub-committees to advise the committee with respect to any such matter

2.4 Under the provisions of regulation 4 of the Local Authorities (England) Functions regulations 2000 (as amended ) the adoption of a plan or strategy for a plan or strategy for the control of the authority's borrowing, investments or capital expenditure or for determining the authority's minimum revenue provision sits with Council, However preparation of the draft of that plan and implementing of the approved plan is an Executive function which can be carried out by the Leader, Cabinet or an Officer under delegated powers.

2.5 The creation of the advisory panel will create a formal mechanism for the Leader and Cabinet members to engage collaboratively with members across the authority in developing the necessary draft plans and strategies for Council's approval.

2.6 Whilst carrying out any borrowing or investments in accordance with the approved plans and strategies is an Executive side function, the panel provides an opportunity for members from outside the Cabinet to be provided with a formal platform to provide advice and guidance to the Leader, Cabinet or an officer acting under delegated powers on the merits of proposed borrowing/investment decisions which fall within the terms of reference of the panel to facilitate improved decision making. There is also scope for non-councillors with appropriate expertise to be co-opted onto the panel to expand the knowledge base and to support the decision-making process.

2.7 The panel will also provide a cross party forum which will review the performance of borrowings /investments and can make recommendations arising from any review.

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

3.1 Following the parameters set out in the legislation, the proposal is to establish a seven Member Panel with the option to co-opt non-Members to bring on expertise or commissioners to the Panel if so desired. Depending on the

nature of the co-optees, Members may wish to consider introducing an allowance for them.

3.2 The Panel will be politically balanced, with the current make up being:

4 Conservatives  
2 Labour  
1 Thurrock Independent/ Independent  
Co-optees as desired.

3.3 The Panel would not be a decision-making committee and would serve to advise the Leader/Cabinet on borrowings, investments, traded services and the Council's property strategy (including income generation and the generation of capital receipts). Members of this will panel have an advisory role only and the panel will not exercise any delegated executive or Council decision making powers

3.4 The Panel would meet quarterly within a municipal year (although additional "special" meetings could be held if required) and its agenda and paperwork would be subject to access to information rules in that agendas would be published as other public committees currently do. However, it is envisaged that the majority of the Panel's work will be subject to exemption due to the commercial nature of the information being discussed.

3.5 The Terms of Reference for the Panel are attached at Appendix 1 for consideration. The legislation permits the panel to appoint co-opted members who are not Councillors. If this takes pace, then it is recommended that co-opted members aren't given voting rights.

3.6 The panel would primarily be supported by Council officers. However external expertise will be procured when necessary to ensure that the best possible advice is available to the panel.

3.7 Members sitting on this Panel will be expected to undertake specialist training, provided by an external provider.

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

4.1 The financial management of the Council's investments has been one of the key strands of the recent central government intervention at Thurrock and the Advisory Panel will strengthen the governance of collective decision making around this key area of activity.

4.2 The proposed form and terms of reference of the Panel allow for broad political representation on the Panel.

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

5.1 The establishment of the Strategic Investment Advisory Panel is part of the Improvement Recovery Plan and has been agreed by the Directors Board as the appropriate way to achieve strengthened governance around decisions relating to investments.

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

6.1 The Council is committed to good decision making and the introduction of this Advisory Panel ensures that the Leader/Cabinet has access to informed and cross-party advice relating to the council's current and future investments. The Advisory Panel further fulfils the aims and desired outcomes of the Council's Improvement Recovery Plan.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Jonathan Wilson**  
**Interim Director of Finance and Section 151 Officer**

The establishment of this advisory panel is an important step in the mechanism for monitoring and reporting investment and property issues, as required by the terms of the central government intervention. It adds a check and balance to the financial investment decisions of the Cabinet/Leader, allowing expertise and diverse viewpoints to be considered before decisions are made. The cost of supporting the Panel would be met through the existing officer body. The payment of any co-optee allowances (mentioned in 3.1) would need to be made with consideration to ongoing budget pressures the Council is facing. The Independent Remuneration Panel, due to meet in July 2023, could be asked to recommend an allowance level that it felt appropriate for the role(s).

### **7.2 Legal**

Implications verified by: **Mark Bowen**  
**Interim Head of Legal Services**

Advisory Committees can be set up under the provisions of section 102(4)) of the Local Government Act 1972. The relevant statutory provision is set out in paragraph 2.2 of this report. An advisory committee which advises the Leader or Cabinet will not be an decision making body as defined by regulation 2 of The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 and as a consequence those regulations will not apply to its operation. However advisory committees are not excluded from the provisions of Part VA of the Local Government Act

1972 which deals with access to information as section 100E 3 (a) provides that those provisions apply to

*“a committee which ... is appointed by one or more principal councils under section 102 ...”*

### 7.3 **Diversity and Equality**

Implications verified by: **Rebecca Lee**  
**Team Manager – Community Development and Equalities**

Any co-optees appointed to this panel would need to reflect the financial, property or other expertise required to ensure good governance. There are no further implications for this report.

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

The introduction of a further committee adds to the busy calendar of meetings and adds pressure to the committee support that covers formal public Member meetings. The Cabinet may wish to consider the introduction of the Panel within the context of the wider committee structure and any potential future recommendations of the Constitution Working Group regarding the committee structure.

### 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):

- The Improvement Recovery Plan

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

- Appendix 1 – Terms of Reference for the Strategic Investment Advisory Panel

### **Report Author**

Matthew Boulter  
Democratic Services Manager  
Legal Services

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<b>1.</b>	<b>Strategic Investment Advisory Panel</b>	
<b>Appointed by:</b>	<b>Number of Elected Members:</b>	
The Leader/Cabinet under section 102(4) of the Local Government Act 1972	Seven	
<b>Chair and Vice-Chair appointed by:</b>	<b>Political Proportionality:</b>	
The Council	The elected Members shall be appointed according to Political Proportionality.	
<b>Quorum:</b>	<b>Co-opted Members to be appointed by Council:</b>	
Three	The Panel may wish to appoint co-optees (without voting rights) to fulfil the terms of reference.	
<b>Terms of reference:</b>		
<ol style="list-style-type: none"> <li>1. Monitoring the financial position of the council`s investments and borrowings and to make recommendations to the Leader /Council.</li> <li>2. Receiving regular reports on the performance of the Council`s investments.</li> <li>3. Reviewing the Council`s Treasury Management and investment Strategies and making recommendations.</li> <li>4. Reviewing all new investment decisions (including where investments are made in companies where the council already holds investments or where existing investments are refinanced) and making recommendations on the suitability of the investment to the Leader or to an officer acting under delegated powers.</li> <li>5. Receiving regular reports on and reviewing the performance, effectiveness and efficiency of the Council`s income generating and sold services and making recommendations to the Leader relevant Portfolio Holder or an officer acting under delegated powers on all options including but not limited to change, improvement or discontinuance of any of those services.</li> </ol>		

6. Receiving reports on and reviewing the Councils disposal programme and making recommendations to the Leader relevant Portfolio Holder or an officer acting under delegated powers.
  
7. Reviewing the performance of the Council's property assets including any income generated and making recommendations to the Leader relevant Portfolio Holder or an officer acting under delegated powers

*Members of this will panel have an advisory role only and the panel will not exercise any delegated executive or Council decision making powers*