

AGENDA

SCRUTINY COMMITTEE MEETING

Date: Wednesday, 29 October 2014

Time: 7.00 pm

Venue: Council Chamber - Swale House

Membership:

Councillors Sylvia Bennett, Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Jackie Constable, John Coulter, Mark Ellen, June Garrad, Mike Haywood, Peter Marchington, Prescott, Ben Stokes and Ghlin Whelan

Quorum = 4

Pages

1. Apologies for Absence and Confirmation of Substitutes

2. Minutes

To approve the Minutes of the Meeting held on 30 September 2014 (Minute Nos. 258 - 267) as a correct record.

3. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any

item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

PART ONE - SUBSTANTIVE ITEMS

4. Fees and Charges 1 - 28

The Committee is asked to review the proposed Fees and Charges for 2015/16 before submission to Cabinet and Council for approval.

PART TWO - BUSINESS ITEMS

5. Reviews at Follow-up Stage and log of recommendations 29 - 30

The Committee is asked to review the updated log of recommendations (attached).

6. Other Review Progress Reports: Joint Scrutiny of the Mid-Kent Improvement Partnership (MKIP) governance and communications

The Committee will receive a verbal update on the joint scrutiny of the MKIP governance and communications undertaken with Maidstone and Tunbridge Wells Borough Councils.

7. Cabinet Forward Plan 31 - 42

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

8. Urgent Business Requests

The Committee is asked to consider any requests from Committee Members to commence a review.

9. Committee Work Programme 43 - 44

The Committee is asked to review and discuss the Committee's Work Programme (attached) for the remainder of the year.

Issued on Monday, 20 October 2014

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit www.swale.gov.uk

**Director of Corporate Services, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

Cabinet	Agenda Item:
Meeting Date	5 November 2014
Report Title	Review of Fees and Charges
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance
SMT Lead	Nick Vickers, Head of Finance
Head of Service	Nick Vickers, Head of Finance
Lead Officer	Caroline Frampton, Principal Accountant
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	To approve the proposed fees and charges for 2015/16 as set out in this report for submission to Council.

1. Purpose of Report and Executive Summary

- 1.1 The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2015/16 for submission to Council. Charges will take effect from 1 April 2015.
- 1.2 Appendix I details proposals for the level of fees to be charged in 2015/16 on a service by service basis. Appendix II details the income from fees and charges for services in 2013/14 and the budget for 2014/15.
- 1.3 As a principle for 2015/16 we are seeking as far as possible to freeze the level of charges to avoid putting additional financial burdens on residents. The Council continues to generate savings and benefit from other revenue streams.

2. Background

- 2.1 In 2013/14 the fees and charges covered by this report where the Council sets the level of fees or charges were £2.5m, of which £1.7m relate to car parking. Whilst the income from non-car parking fees and charges are important to our budget they are relatively small – we estimate the change in charges will generate an additional £4,500.
- 2.2 Managers were asked to review the current schedule of fees and charges for the forthcoming financial year.
- 2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for discretionary services. Discretionary services are those services that a Council has the power to, but is not obliged to, provide. A pre-condition to charging is

the person has to agree to the provision of the service and they are prepared to pay for it.

- 2.4 By far the most important charges are those for car parking where once again to support our local businesses these charges will be frozen.

3. Proposals

- 3.1 Appendix I details the proposed fees and charges for 2015/16 to be set by the Council along with those that are set by Government or another external body.
- 3.2 Table 1 lists those charges set by the Council where an increase is not recommended at this time and any increases shown here are due to volume not price increase. Table 2 lists those charges set by the Council where an increase is recommended.

Table 1: Fees & Charges where an increase is not being recommended for 2015/16	
Fee or Charge	Comments
Car Parks & Season Tickets	Charges will be frozen. Car parking charges are already lower than neighbouring councils.
Residents' Parking Permits (on street)	No increase is proposed. There has been an increase in take up of permits, therefore an increase in income. Charges vary but broadly similar across neighbouring authorities.
Street Naming & Numbering	No increase is proposed. Charges very variable across neighbouring authorities with the existing charges being generally mid-range.
Taxi Licensing	No increase is proposed. Now charging £20 for the Knowledge Test but this is refunded against the first year's badge. Charges are variable across authorities and Swale is generally mid-range.
Street Trading Licensing	No increase is proposed. Generally Swale is lower than other councils. However, our fees have been considered by the Licensing Committee and approved.

Table 1: Fees & Charges where an increase is not being recommended for 2015/16

Fee or Charge	Comments
Sex Establishment Licensing	<p>No increase is proposed.</p> <p>Generally the same level of fees as other districts following discussions through the Licensing Steering Group. Fees must reflect the cost of delivering the service and has been the subject of national discussion following the successful legal challenge of the fees charged by Westminster Council.</p>
Scrap Metal Dealers Licensing	<p>New to this report but not a new charge. No increase is proposed.</p> <p>Generally the same level as fees at other districts following discussions through the Licensing Steering Group. Fees are set by the Licensing Committee and must reflect the cost of delivering the service which has been the subject of national discussion.</p>
Chartered Institute of Environmental Health Level 2 Award Training in Food Safety in Catering	<p>No increase is proposed.</p>
Hire of Halls	<p>King George's Pavilion – no increase proposed. Hourly rate is in line with the hourly rate being charged in neighbouring boroughs.</p> <p>Guildhall – no increase is proposed. The Guildhall is in good condition, offering lots of history. Similar sized room in surrounding boroughs charge on average £15 per hour.</p> <p>Quinton Hall – no increase is proposed. Hall quality is significantly lower than halls in the surrounding areas and the hourly rate reflects this (subject to decision on transfer).</p>
Annual Animal Licensing	<p>No increase is proposed. The performing animal registration is a new charge, but we are only anticipating a very small uptake. It was a service that was not previously offered to the public.</p>
Stray Dog Collection	<p>No increase is proposed. Neighbouring councils have very similar charges.</p>
Pest Control	<p>No increase is proposed. Joint tendered contract with Maidstone and Ashford councils.</p>

Table 1: Fees & Charges where an increase is not being recommended for 2015/16	
Fee or Charge	Comments
Fixed Penalty Notices – Environmental	No increase is proposed. Charges for neighbouring councils very similar (guidelines were set nationally).
Garden Waste Collections (brown bins – domestic)	No increase is proposed.
Radar Key for Disabled Toilets	No increase is proposed.
Seafront Memorial Bench	No increase is proposed.
Travelling Fairs and Fetes	No increase is proposed.
Access over Open Space Licence	No increase is proposed.
Room Hire of Swale House	No increase is proposed. Prices vary across authorities depending on facilities offered in the meeting rooms.
Purchase of Electoral Register	No increase is proposed.
Staying Put Handyperson Rates	New to this report but not a new charge. No increase is proposed. The rates of charges are set as part of Staying Put's Home Improvement Agency existing contract with Kent County Council and are comparable with other areas of Kent whose fees range from £5.00 to £16.20 depending on the rate of subsidy offered by the local authority.
Pre Application Planning Advice	No increase is proposed. Significant increase in fee charge could lead to less take up of the service with the consequence of reducing the quality of planning applications, increasing the likelihood of refusal and consequential increase in planning appeals.
Sale of Ordnance Survey Plans	No increase is proposed. Demand for this service has significantly reduced with other options available to customers on the internet.

Table 1: Fees & Charges where an increase is not being recommended for 2015/16	
Fee or Charge	Comments
Complaints Made under the High Hedges Legislation	No increase is proposed. Fee is set in the medium to high bracket in comparison to other councils.
Planning Photocopying Charges	No increase is proposed. Demand for this service has significantly reduced with other options available to customers on the internet.
Local Land Charges	No increase is proposed. Charges are set locally based on regulations where recovery of costs should equate to cost of providing the service.

3.3 The following is a list of charges where an increase is recommended.

Table 2 : Fees & Charges where an increase is being recommended for 2015/16	
Fee or Charge	Comments
Requests for Environmental Information (e.g. planning, contaminated land)	Increase of 3% is proposed (rounded to nearest pound). The hourly charge to be increased from £75.00 to £77.00. This is a service request fee and income will reflect the number of enquiries we received from solicitors and developers' agents. Maidstone charge £66 per search. Tunbridge Wells charge £158 per search (additional hours £30).
Food Export Certificate	Increase of 3% is proposed. The charge for a certificate for premises in Swale and a certificate for goods in transit to increase from £70.00 to £72.00. No income was received in 2013/14. This is a responsive service dependent on food being exported by companies within the district.

Table 2 : Fees & Charges where an increase is being recommended for 2015/16

Fee or Charge	Comments
Registration Fee under the Local Government (Miscellaneous Provisions) Act 1982	The one-off fee for registration of establishments offering cosmetic piercing, electrolysis, tattooing and semi-permanent skin colour and acupuncture is proposed to be increased by 3% from £270.00 to £278.00.
Alleygate Key Sale	The charge for 2014/15 was £13.00. The cost is proposed to be increased to £14.80 which is the cost per key as supplied to the Council.
Bulky Waste Collection	Increase of 1.9% (CPI June 2014) is proposed. The charge for a collection will increase from £18.25 to £18.60. Neighbouring authorities charges vary as do number of collections per visit.
Wheeled Bins	Increase of 1.9% (CPI June 2014) is proposed. It is proposed that the charges be increased as follows: 240L from £38.74 to £39.50, 360L from £60.54 to £61.70, and 1,100L from £427.25 to £435.40.
Sports Facilities	Increase of 1.9% (CPI June 2014) is proposed.
Allotments	Increase of 1.9% (CPI June 2014) is proposed.
Cemeteries Burial Fees	Increase of 1.9% (CPI June 2014) is proposed. Each authority charges in different ways and as such it is difficult to compare charges.
Harbour Facilities	Increase of 1.9% (CPI June 2014) is proposed (subject to asset transfer decision).
Legal Charges for Third Parties	Increase of 3% proposed. The charges are comparable to neighbouring/similar local authorities.
Houses in Multiple Occupation (HMOs)	Increase of 1.9% (CPI June 2014) is proposed. Statutory guidance exists as to what councils can include in calculating licence charges. Swale charges are comparable with other councils who have similar size HMOs.
Home Inspection for Immigration Application Fee	Increase of 1.9% (CPI June 2014) is proposed.

3.4 Below is a list of fees and charges governed by national policy. Charges have been amended to reflect the current policy/advice:

- Planning fees
- Penalty charge notices for car parking/environmental response
- Statutory collection charge for stray dogs
- Liquor and gambling licences
- Environmental Protection Act fees
- Electoral Services (including the purchase of the electoral register or edited register).

4. Alternative Options

4.1 The alternative would be to propose a general flat rate increase or no increases in fees or charges. These alternatives would not be recommended as they may fail to take into account individual circumstance or the increased cost of delivering services.

5. Consultation Undertaken or Proposed

5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.

6. Implications

Issue	Implications
Corporate Plan	Embracing Localism Open for Business Healthy Environment
Financial, Resource and Property	It is projected that the Council would generate an additional £4,500 per annum from these proposals
Legal and Statutory	None identified at this stage
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health and Wellbeing	None identified at this stage
Risk Management and Health and Safety	None identified at this stage
Equality and Diversity	None identified at this stage

7. Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Proposed fees and charges for 2015/16; and
- Appendix II: Summary of fee income for 2013/14 and budget for 2014/15.

8. Background Papers

8.1 None.

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Car Parks and Season Tickets						
Short Stay Covering:						
Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets)						
Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only), Station Street (up to 2 hours only)						
Sheerness (no season tickets): Rose Street (inc land adjacent to Wood Street), Trinity Place, Beachfields						
Up to 30 minutes	0.25	0.05	0.30	0.25	0.05	0.30
Up to 1 hour	0.67	0.13	0.80	0.67	0.13	0.80
Up to 2 hours	1.25	0.25	1.50	1.25	0.25	1.50
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00
Season per quarter (short/long stay car park)	170.83	34.17	205.00	170.83	34.17	205.00
Long Stay Covering:						
Faversham: Partridge Lane, Queens Hall						
Sittingbourne: Spring Street, St Michael's Road, Bell Road						
Sheerness: Albion Place, Beach Street, Bridge Road, Cross Street						
Up to 30 minutes	0.25	0.05	0.30	0.25	0.05	0.30
Up to 1 hour	0.67	0.13	0.80	0.67	0.13	0.80
Up to 2 hours	1.25	0.25	1.50	1.25	0.25	1.50
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00
Over 4 hours	3.33	0.67	4.00	3.33	0.67	4.00
Season per month (long stay car park)	63.33	12.67	76.00	63.33	12.67	76.00
Season per quarter (short/long stay car park)	170.83	34.17	205.00	170.83	34.17	205.00
Long Stay Covering:						
Sittingbourne: Cockleshell Walk						
Sheerness: Trinity Road						
Up to 30 minutes	0.25	0.05	0.30	0.25	0.05	0.30
Up to 1 hour	0.67	0.13	0.80	0.67	0.13	0.80
Up to 2 hours	1.25	0.25	1.50	1.25	0.25	1.50
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Over 4 hours	3.00	0.60	3.60	3.00	0.60	3.60
Season per month (long stay car park)	63.33	12.67	76.00	63.33	12.67	76.00
Season per quarter (short/long stay car park)	170.83	34.17	205.00	170.83	34.17	205.00
Residents Only (5pm-9am evenings, weekends and bank holidays)						
Sittingbourne: Central car park (residents of Cross Lane and Bank Street)						
Faversham: Queens Hall (residents of Victoria Place and Dorset Place)						
Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)						
Per quarter	16.67	3.33	20.00	16.67	3.33	20.00
Sheerness: Delamark Road car park (residents only)						
All day	8.75	1.75	10.50	8.75	1.75	10.50
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)						
Up to 4 hours	1.75	0.35	2.10	1.75	0.35	2.10
All day	2.83	0.57	3.40	2.83	0.57	3.40
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00
Leysdown: Shellness Road (grassed area) (between 1 March and 31 October)						
All day	1.83	0.37	2.20	1.83	0.37	2.20
Minster Shingle Bank						
All day	2.83	0.57	3.40	2.83	0.57	3.40
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00
Season tickets to be used at any long stay car park throughout the Borough						
Season per quarter	188.33	37.67	226.00	188.33	37.67	226.00
Residents' Parking Permits (on street)						
Per annum	40.00	0.00	40.00	40.00	0.00	40.00
Visitors permit book (10 days)	10.00	0.00	10.00	10.00	0.00	10.00
Visitors parking permits (per day)	1.00	0.00	1.00	1.00	0.00	1.00
Hourly scratchcards (per hour)	0.80	0.00	0.80	0.80	0.00	0.80
Hourly scratchcards (per book of 10 hours)	8.00	0.00	8.00	8.00	0.00	8.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Car Parks Fixed Penalty Notices (rate depends on offence)						
<i>Lower Penalty System</i>						
Up to 14 Days	25.00	0.00	25.00	25.00	0.00	25.00
14 days to 56 days	50.00	0.00	50.00	50.00	0.00	50.00
57 days to 70 days	75.00	0.00	75.00	75.00	0.00	75.00
After 70 days	82.00	0.00	82.00	82.00	0.00	82.00
<i>Higher Penalty System</i>						
Up to 14 days	35.00	0.00	35.00	35.00	0.00	35.00
14 days to 56 days	70.00	0.00	70.00	70.00	0.00	70.00
57 days to 70 days	105.00	0.00	105.00	105.00	0.00	105.00
After 70 days	112.00	0.00	112.00	112.00	0.00	112.00
Street Naming & Numbering						
Changing or requesting new property	60.00	0.00	60.00	60.00	0.00	60.00
New street name	100.00	0.00	100.00	100.00	0.00	100.00
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	30.00	0.00	30.00	30.00	0.00	30.00
Provision of historical information relating to street naming & numbering	160.00	0.00	160.00	160.00	0.00	160.00
Changing street name	500.00	0.00	500.00	500.00	0.00	500.00
Taxi Licensing						
Plate deposit (refundable)	100.00	0.00	100.00	100.00	0.00	100.00
Vehicle licence and plate	160.00	0.00	160.00	160.00	0.00	160.00
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00
Operator's licence (5 years)	100.00	0.00	100.00	100.00	0.00	100.00
Intermediate (6 monthly licence)	60.00	0.00	60.00	60.00	0.00	60.00
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00
Knowledge test	0.00	0.00	0.00	20.00	0.00	20.00*
Badge (1 year)	50.00	0.00	50.00	50.00	0.00	50.00
Badge (3 years)	120.00	0.00	120.00	120.00	0.00	120.00
*Refunded against first year's badge cost						

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Street Trading Licensing						
Annual consents (not events)	100.00	0.00	100.00	100.00	0.00	100.00
6 month consents (not events)	50.00	0.00	50.00	50.00	0.00	50.00
One off consent	30.00	0.00	30.00	30.00	0.00	30.00
Event Consents						
1-19 stalls	65.00	0.00	65.00	65.00	0.00	65.00
20-49 stalls	130.00	0.00	130.00	130.00	0.00	130.00
50+ stalls	200.00	0.00	200.00	200.00	0.00	200.00
Liquor Licensing						
Main Application Fees for Premises and Personal Liquor Licensing						
Rateable Value B and A	100.00	0.00	100.00	100.00	0.00	100.00
Rateable Value B and B	190.00	0.00	190.00	190.00	0.00	190.00
Rateable Value B and C	315.00	0.00	315.00	315.00	0.00	315.00
Rateable Value B and D	450.00	0.00	450.00	450.00	0.00	450.00
Rateable Value B and E	635.00	0.00	635.00	635.00	0.00	635.00
Main Annual Charge for Premises and Personal Liquor Licensing						
Rateable Value B and A	70.00	0.00	70.00	70.00	0.00	70.00
Rateable Value B and B	180.00	0.00	180.00	180.00	0.00	180.00
Rateable Value B and C	295.00	0.00	295.00	295.00	0.00	295.00
Rateable Value B and D	320.00	0.00	320.00	320.00	0.00	320.00
Rateable Value B and E	350.00	0.00	350.00	350.00	0.00	350.00
Personal licence for alcohol	37.00	0.00	37.00	37.00	0.00	37.00
Personal licence change	10.50	0.00	10.50	10.50	0.00	10.50
Premises licence change	23.00	0.00	23.00	23.00	0.00	23.00
Transfers	23.00	0.00	23.00	23.00	0.00	23.00
Temporary events	21.00	0.00	21.00	21.00	0.00	21.00
Register of interests	21.00	0.00	21.00	21.00	0.00	21.00
Gambling Licensing						
New Applications/Applications for Provisional Statement						
Bingo club	2,268.00	0.00	2,268.00	2,268.00	0.00	2,268.00
Betting premises	2,268.00	0.00	2,268.00	2,268.00	0.00	2,268.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Tracks	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
Family entertainment centres	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
Adult gaming centre	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
<i>Licence Applications (Provisional Statement Holders)</i>						
Bingo club	935.00	0.00	935.00	935.00	0.00	935.00
Betting premises	935.00	0.00	935.00	935.00	0.00	935.00
Tracks	935.00	0.00	935.00	935.00	0.00	935.00
Family entertainment centre	772.00	0.00	772.00	772.00	0.00	772.00
Adult gaming centre	935.00	0.00	935.00	935.00	0.00	935.00
<i>Annual Fee</i>						
Bingo club	703.00	0.00	703.00	703.00	0.00	703.00
Betting premises	450.00	0.00	450.00	450.00	0.00	450.00
Tracks	703.00	0.00	703.00	703.00	0.00	703.00
Family entertainment centres	610.00	0.00	610.00	610.00	0.00	610.00
Adult gaming centre	703.00	0.00	703.00	703.00	0.00	703.00
<i>Application to Vary</i>						
Bingo club	1,550.00	0.00	1,550.00	1,550.00	0.00	1,550.00
Betting premises	1,308.00	0.00	1,308.00	1,308.00	0.00	1,308.00
Tracks	1,186.00	0.00	1,186.00	1,186.00	0.00	1,186.00
Family entertainment centres	800.00	0.00	800.00	800.00	0.00	800.00
Adult gaming centre	800.00	0.00	800.00	800.00	0.00	800.00
Application to transfer	860.00	0.00	860.00	860.00	0.00	860.00
Application for re-instatement	860.00	0.00	860.00	860.00	0.00	860.00
Copy licence	26.50	0.00	26.50	26.50	0.00	26.50
Notification of change	26.50	0.00	26.50	26.50	0.00	26.50
<i>Permit Fees (FEC gaming machine and prize gaming)</i>						
Application fee	300.00	0.00	300.00	300.00	0.00	300.00
Renewal fee	300.00	0.00	300.00	300.00	0.00	300.00
Transitional application fee	100.00	0.00	100.00	100.00	0.00	100.00
Change of name	25.00	0.00	25.00	25.00	0.00	25.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)						
Application fee and 1 st licence	4,200.00	0.00	4,200.00	4,200.00	0.00	4,200.00
Annual licence renewal	650.00	0.00	650.00	650.00	0.00	650.00
Application to vary	750.00	0.00	750.00	750.00	0.00	750.00
Transfer of licence	25.00	0.00	25.00	25.00	0.00	25.00
Duplicate licence	15.00	0.00	15.00	15.00	0.00	15.00
Scrap Metal Dealers Licensing						
Site licence	450.00	0.00	450.00	450.00	0.00	450.00
Site licence renewal	425.00	0.00	425.00	425.00	0.00	425.00
Collections licence, grant or renewal	210.00	0.00	210.00	210.00	0.00	210.00
Variation – collector to site	70.00	0.00	70.00	70.00	0.00	70.00
Variation – site to collector	50.00	0.00	50.00	50.00	0.00	50.00
Variation (minor administration, such as change of address)	30.00	0.00	30.00	30.00	0.00	30.00
Change of site manager	100.00	0.00	100.00	100.00	0.00	100.00
Requests for Environmental Information (eg. planning, contaminated land)						
Charge per hour	75.00	0.00	75.00	77.00	0.00	77.00
Charges for photocopying apply at 10p per page plus postage.						
Food Export Certificate						
For premises in Swale	70.00	0.00	70.00	72.00	0.00	72.00
Food in Transit	70.00	0.00	70.00	72.00	0.00	72.00
CIEH Level 2 Award Training in Food Safety in Catering						
Fee charged to food handlers for training in food hygiene	45.00	0.00	45.00	45.00	0.00	45.00
Registration Fee under the Local Government (Miscellaneous Provision) Act						
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)						
Standard Fee	270.00	0.00	270.00	278.00	0.00	278.00
King George's Pavilion (minimum 2 hours hire)						
Main hall/tea room (hourly rates) (minimum hire 2 hours)						
Main hall/tea room (hourly rates)						

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Mon-Fri (9am-5pm)	12.00	0.00	12.00	12.00	0.00	12.00
Mon-Fri (5pm-12am)	14.00	0.00	14.00	14.00	0.00	14.00
Sat (9am-5pm) minimum 4 hours	14.00	0.00	14.00	14.00	0.00	14.00
Sat (5pm-12am) minimum 4 hours	16.00	0.00	16.00	16.00	0.00	16.00
Playgroups (per morning)	27.00	0.00	27.00	27.00	0.00	27.00
Tea room – for children’s parties only (per hour) minimum 3 hours hire	10.00	0.00	10.00	10.00	0.00	10.00
Caretaking services – set up and clear away: standard tables and/or chairs	6.00	0.00	6.00	6.00	0.00	6.00
Refundable deposits	150.00	0.00	150.00	150.00	0.00	150.00
Bank Holidays, New Year’s Eve	2 times the Saturday rate		2 times the Saturday rate			
Guildhall (minimum 1 session hire)						
Main hall (minimum 1 session)						
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00
Bank Holidays, New Year’s Eve	40.00	0.00	40.00	40.00	0.00	40.00
	per session		per session	per session		per session
Quinton Hall (minimum 2 hours hire)						
Main hall/tea room (hourly rates)(minimum hire 2 hours)						
Main hall/tea room (hourly rates)						
Mon-Fri (9am-5pm)	6.60	0.00	6.60	6.60	0.00	6.60
Mon-Fri (5pm-12am)	6.60	0.00	6.60	6.60	0.00	6.60
Sat (9am-5pm)	6.60	0.00	6.60	6.60	0.00	6.60
Sat (5pm-12am)	6.60	0.00	6.60	6.60	0.00	6.60
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00
Bank Holidays, New Year’s Eve	6.60	0.00	6.60	6.60	0.00	6.60
Advertising Fees for Inside Swale (residents magazine)						
Outside back cover	650.00	130.00	780.00	650.00	130.00	780.00
Internal full page	495.00	99.00	594.00	495.00	99.00	594.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Half internal page (portrait or landscape)	275.00	55.00	330.00	275.00	55.00	330.00
Quarter internal page	150.00	30.00	180.00	150.00	30.00	180.00
Double internal page	895.00	179.00	1,074.00	895.00	179.00	1,074.00
Annual Animal Licensing (plus cost of vet inspection)						
All animal boarding establishment licences and pet shop licences shall relate to the calendar year in which it is granted (or to the following year). These licences will expire at the end of the calendar year for which they were issued. Vet fees will also be applicable for licences.						
Dangerous wild animals	250.00	0.00	250.00	250.00	0.00	250.00
Breeding of dogs	250.00	0.00	250.00	250.00	0.00	250.00
Animal boarding establishments	250.00	0.00	250.00	250.00	0.00	250.00
Riding establishments	250.00	0.00	250.00	250.00	0.00	250.00
Pet shops	250.00	0.00	250.00	250.00	0.00	250.00
Zoo licence	950.00	0.00	950.00	950.00	0.00	950.00
Performing animal registration	Service not available			135.00 (one-off cost)	0.00	135.00 (one-off cost)
Stray Dog Collection						
Statutory collection charge	25.00	0.00	25.00	25.00	0.00	25.00
Administration fee for collection/ returned stray dogs	15.00	0.00	15.00	15.00	0.00	15.00
Out of hours administration fee or collection/returned stray dogs	30.00	0.00	30.00	30.00	0.00	30.00
Pest Control						
Rats (per visit) with a minimum of 2 visits required	18.75	3.75	22.50	18.75	3.75	22.50
Rats (per visit) with a minimum of 2 visits required – clients on benefits	18.75	3.75	22.50	18.75	3.75	22.50
Mice (per visit) with a minimum of 2 visits required	18.75	3.75	22.50	18.75	3.75	22.50
Mice (per visit) with a minimum of 2 visits required – clients on benefits	18.75	3.75	22.50	18.75	3.75	22.50
Wasps per nest	37.92	7.58	45.50	37.92	7.58	45.50
Wasps per additional nest	6.67	1.33	8.00	6.67	1.33	8.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Fleas, bedbugs and other household pests (up to 6 rooms)*	45.83	9.17	55.00	45.83	9.17	55.00
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00
Cockroaches in domestic premises (up to 6 rooms)*	45.83	9.17	55.00	45.83	9.17	55.00
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00
Ants, insects etc	19.58	3.92	23.50	19.58	3.92	23.50
Ants, insects etc – clients on benefits	19.58	3.92	23.50	19.58	3.92	23.50
Silverfish, flies, mites, lice (up to 6 rooms)*	45.83	9.17	55.00	45.83	9.17	55.00
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive			To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive		
For treatments outside of normal office hours (hourly rate)	As above			As above		
Woodworm, birds, deathwatch beetle, foxes, moles & squirrels	Price on application (surveys required)			Price on application (surveys required)		
*Subsequent minimum charge will apply for further treatments after a period of 14 days has elapsed						
Environmental - Fixed Penalty Notices						
Littering and graffiti	80.00	0.00	80.00	80.00	0.00	80.00
Dog fouling	80.00	0.00	80.00	80.00	0.00	80.00
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00
<i>If paid within 7 days</i>						
Littering and graffiti	60.00	0.00	60.00	60.00	0.00	60.00
Dog fouling	60.00	0.00	60.00	60.00	0.00	60.00
Waste carrier offences	225.00	0.00	225.00	225.00	0.00	225.00
Alleygate Key						
Fee	13.00	0.00	13.00	14.80	0.00	14.80
Garden Waste Collections (brown bins – domestic)						
Per annum – 26 collections	35.00	0.00	35.00	35.00	0.00	35.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Bulky Waste Collections						
Up to 4 bulky items or a fridge freezer	18.25	0.00	18.25	18.60	0.00	18.60
Collections for those on benefits	2 free collections		Free collections have ceased			
Wheeled Bins						
Wheeled bins 240 litre	38.74	0.00	38.74	39.50	0.00	39.50
Wheeled bins 360 litre	60.54	0.00	60.54	61.70	0.00	61.70
Wheeled bins 1,100 litre	427.25	0.00	427.25	435.40	0.00	435.40
Radar Key for Disabled Toilets						
Fee	3.00	0.00	3.00	3.00	0.00	3.00
Sports Facilities						
<i>With changing facilities and showers</i>						
- Senior	54.17	10.83	65.00	55.00	11.00	66.00
- Under 18s	15.83	3.17	19.00	16.25	3.25	19.50
- Under 16s & mini soccer	11.25	2.25	13.50	11.67	2.33	14.00
<i>With changing facilities only</i>						
- Senior	43.75	8.75	52.50	44.58	8.92	53.50
- Under 18s	13.33	2.67	16.00	13.75	2.75	16.50
- Under 16s & mini soccer	10.42	2.08	12.50	10.83	2.17	13.00
<i>With no facilities</i>						
- Senior	27.50	5.50	33.00	27.92	5.58	33.50
- Under 18s	11.67	2.33	14.00	12.08	2.42	14.50
- Under 16s & mini soccer	7.08	1.42	8.50	7.50	1.50	9.00
Block bookings of 10 or more series of lets is VAT exempt						
Allotments						
Plots of 10 rods & pro rata	33.00	0.00	33.00	33.50	0.00	33.50
Plots of 10 rods & pro rata (OAPs/Disabled)	15.70	0.00	15.70	16.00	0.00	16.00
Cemeteries Burial Fees						
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>						

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
1 st Burial Sittingbourne, Faversham & Murston	1,305.00	0.00	1,305.00	1,330.00	0.00	1,330.00
1 st Burial Sheppey	1,180.00	0.00	1,180.00	1,203.00	0.00	1,203.00
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	703.00	0.00	703.00	717.00	0.00	717.00
1 st Burial if no use of previously purchased grave Sheppey	576.00	0.00	576.00	588.00	0.00	588.00
2 nd Burial Sittingbourne, Faversham & Murston	621.00	0.00	621.00	633.00	0.00	633.00
2 nd Burial Sheppey	480.00	0.00	480.00	490.00	0.00	490.00
3 rd Burial Sittingbourne, Faversham & Murston	480.00	0.00	480.00	490.00	0.00	490.00
Unpurchased Grave/Common Burial <i>(excludes Exclusive Right to Burial, Issue of Deed or Memorial Permit Rights)</i>						
Sittingbourne, Faversham & Murston	703.00	0.00	703.00	Service not available		
Sheppey	576.00	0.00	576.00	Service not available		
Cremated Remains <i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>						
1 st Burial	439.00	0.00	439.00	448.00	0.00	448.00
1 st Burial (where no use has been made of previously purchased grave)	200.00	0.00	200.00	204.00	0.00	204.00
2 nd Burial	200.00	0.00	200.00	204.00	0.00	204.00
3 rd Burial	200.00	0.00	200.00	204.00	0.00	204.00
4 th Burial	200.00	0.00	200.00	204.00	0.00	204.00
Child Coffin Burial						
Under 12 years of age in child's plot (resident of Swale)	0.00	0.00	0.00	0.00	0.00	0.00
Under 12 years of age in adult's plot (resident of Swale)	200.00	0.00	200.00	204.00	0.00	204.00
Under 12 years of age in child's plot (non resident of Swale)	136.00	0.00	136.00	139.00	0.00	139.00
Under 12 years of age in adult's plot (non resident of Swale)	329.00	0.00	329.00	336.00	0.00	336.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Ancillary Services						
Issue of letter of confirmation where deed is lost	49.00	0.00	49.00	50.00	0.00	50.00
Use of chapel in Sittingbourne	75.00	0.00	75.00	76.00	0.00	76.00
Use of chapel in Faversham	106.00	0.00	106.00	108.00	0.00	108.00
Planted grave (per annum)	107.00	0.00	107.00	109.00	0.00	109.00
Turfed grave	At cost			At cost		
Memorial tree (vatable)	260.00	52.00	312.00	265.00	53.00	318.00
Memorial bench (vatable)	At full cost of purchase & installation + £130 admin fee			At full cost of purchase & installation + £130 admin fee		
Transfer of deed ownership	49.00	0.00	49.00	50.00	0.00	50.00
Record search & certificate (each grave)	25.00	0.00	25.00	25.00	0.00	25.00
Scattering of ashes	70.00	0.00	70.00	71.00	0.00	71.00
Extra cost of large coffin or casket (measuring 30 inches or more)	141.00	0.00	141.00	144.00	0.00	144.00
Exhumation of coffin	1,186.00	0.00	1,186.00	1,210.00	0.00	1,210.00
Exhumation of cremated remains	118.00	0.00	118.00	120.00	0.00	120.00
Other services (vatable)	At cost			At cost		
Non-residents of Swale (not living in Swale at time of death or have not been a resident of Swale for at least 15 consecutive years) required to pay double the costs set out above (except child burials)						
Seafront Memorial Bench						
Memorial bench and installation	420.83	84.17	505.00	420.83	84.17	505.00
Harbour Facilities						
Queenborough Town Quay Berths - registered fishing vessels (per annum)	327.50	65.50	393.00	333.33	66.67	400.00
Licence of pleasure boats	112.50	22.50	135.00	115.00	23.00	138.00
Travelling Fairs and Fetes						
Pitch premium for open days (per day)	749.00	0.00	749.00	749.00	0.00	749.00
On site fee (including arrival and departure days)	54.00	0.00	54.00	54.00	0.00	54.00
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00
Fetes	50.00	0.00	50.00	50.00	0.00	50.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Refundable deposit	62.00	0.00	62.00	62.00	0.00	62.00
Beach Hut Charges						
Ground rent/licence fee for members of MBHA	50.00	0.00	50.00	300.00	0.00	300.00
Licence fee for 1 st phase Swale Borough Council huts (3 huts)	541.67	108.33	650.00	666.68	133.32	800.00
Licence fee for 2 nd phase Swale Borough Council huts (7 huts)	541.67	108.33	650.00	666.68	133.32	800.00
Access Over Open Space Licence						
Standard fee	63.00	0.00	63.00	63.00	0.00	63.00
Room Hire of Swale House						
Non-Commercial						
Council chamber (half day)	80.34	0.00	80.34	80.34	0.00	80.34
Council chamber (full day)	118.45	0.00	118.45	118.45	0.00	118.45
Committee room (half day)	41.20	0.00	41.20	41.20	0.00	41.20
Committee room (full day)	77.25	0.00	77.25	77.25	0.00	77.25
Assembly room (half day)	41.20	0.00	41.20	41.20	0.00	41.20
Assembly room (full day)	77.25	0.00	77.25	77.25	0.00	77.25
Commercial						
Council chamber (half day)	179.22	0.00	179.22	179.22	0.00	179.22
Council chamber (full day)	298.70	0.00	298.70	298.70	0.00	298.70
Committee room (half day)	88.58	0.00	88.58	88.58	0.00	88.58
Committee room (full day)	149.35	0.00	149.35	149.35	0.00	149.35
Assembly room (half day)	88.58	0.00	88.58	88.58	0.00	88.58
Assembly room (full day)	149.35	0.00	149.35	149.35	0.00	149.35
Charity groups or meetings where Swale residents will benefit	No cost			No cost		
Purchase of Electoral Register						
Full Register and the Notices of Alteration						
(Limited to law enforcement agencies and political parties)						
Hard copies (standard charge)	10.00	0.00	10.00	10.00	0.00	10.00
Hard copies (per 1,000 electors)	5.00	0.00	5.00	5.00	0.00	5.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Data format (standard charge)	20.00	0.00	20.00	20.00	0.00	20.00
Data format (per 1,000 electors)	1.50	0.00	1.50	1.50	0.00	1.50
List of Overseas Electors						
Hard copies (standard charge)	10.00	0.00	10.00	10.00	0.00	10.00
Hard copies (per 1,000 electors)	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge)	20.00	0.00	20.00	20.00	0.00	20.00
Data format (per 1,000 electors)	1.50	0.00	1.50	1.50	0.00	1.50
Edited Register (Available for purchase by anyone)						
Hard copies (standard charge)	10.00	0.00	10.00	10.00	0.00	10.00
Hard copies (per 1,000 electors)	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge)	20.00	0.00	20.00	20.00	0.00	20.00
Data format (per 1,000 electors)	1.50	0.00	1.50	1.50	0.00	1.50
Legal Charges for Third Parties						
Business Tenancies and Leases						
Licences (minimum charges)	205.00	0.00	205.00	210.00	0.00	210.00
Initial lease/tenancy (minimum charges)	310.00	0.00	310.00	315.00	0.00	315.00
Renewal (minimum charges)	155.00	0.00	155.00	160.00	0.00	160.00
Licences to assign/sublet/change use/alter premises (minimum charges)	155.00	0.00	155.00	160.00	0.00	160.00
Hourly rate	200.00	0.00	200.00	205.00	0.00	205.00
New Road licences	Contribution negotiated with asset management team			Contribution negotiated with asset management team		
Council Land						
Routine transactions* (subject to minimum charge)	515.00	0.00	515.00	525.00	0.00	525.00
Hourly rate	200.00	0.00	200.00	205.00	0.00	205.00
Complex transactions (hourly rate shown – subject to a minimum charge of £1,000)	200.00	0.00	200.00	205.00	0.00	205.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Sale as mortgagee in possession (minimum charge)	360.00	0.00	360.00	365.00	0.00	365.00
Easement						
Residential (minimum charge)	215.00	0.00	215.00	220.00	0.00	220.00
Commercial (minimum charge)	325.00	0.00	325.00	330.00	0.00	330.00
Completion of Section 106 Planning Agreements						
Routine (minimum charge)	565.00	0.00	565.00	575.00	0.00	575.00
Routine (per hour)	200.00	0.00	200.00	205.00	0.00	205.00
Complex (minimum charge)	1,030.00	0.00	1,030.00	1,050.00	0.00	1,050.00
Complex (per hour)	200.00	0.00	200.00	205.00	0.00	205.00
Variation (minimum charge)	565.00	0.00	565.00	575.00	0.00	575.00
Variation (per hour)	200.00	0.00	200.00	205.00	0.00	205.00
*Includes sale of council land and disposal of public open spaces (advertising is a separate fee)						
All charges above are to be negotiated dependent on the complexity, prioritisation to be given to the transaction and value and to be discussed in advance with the relevant lawyer. May vary when work relates to relevant charities or to voluntary organisations. Legal charges do not include disbursements						
Houses in Multiple Occupation Licensing						
New Application						
Non-accredited landlord	610.00	0.00	610.00	620.00	0.00	620.00
Accredited landlord	500.00	0.00	500.00	508.00	0.00	508.00
Renewal of Application						
Non-accredited landlord	460.00	0.00	460.00	467.00	0.00	467.00
Accredited landlord	350.00	0.00	350.00	355.00	0.00	355.00
Home Inspection for Immigration Application Fee						
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	90.00	0.00	90.00	92.00	0.00	92.00
Staying Put Handyperson Rates						
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	5.00	1.00	6.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Pre-Application Planning Advice						
Meetings						
Very large major	833.33	166.67	1,000.00	833.33	166.67	1,000.00
Major	416.67	83.33	500.00	416.67	83.33	500.00
Minor	208.33	41.67	250.00	208.33	41.67	250.00
Other (excluding householders and listed buildings)	83.33	16.67	100.00	83.33	16.67	100.00
Householder	41.67	8.33	50.00	41.67	8.33	50.00
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00
Letters						
Very large major	416.67	83.33	500.00	416.67	83.33	500.00
Major	208.33	41.67	250.00	208.33	41.67	250.00
Minor	104.17	20.83	125.00	104.17	20.83	125.00
Other (excluding householders and listed buildings)	41.67	8.33	50.00	41.67	8.33	50.00
Householder	20.83	4.17	25.00	20.83	4.17	25.00
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares						
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² - 9,999m ² or less than 2 hectares						
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare						
Sale of Ordnance Survey Plans						
Per set: A4	20.00	0.00	20.00	20.00	0.00	20.00
Per set: A3	50.00	0.00	50.00	50.00	0.00	50.00
Complaints made under the High Hedges Legislation						
Standard fee	450.00	0.00	450.00	450.00	0.00	450.00
Planning Photocopying Charges						
Planning decision notices	4.17	0.83	5.00	4.17	0.83	5.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Tree preservation order notices	4.17	0.83	5.00	4.17	0.83	5.00
Appeal decision notices	4.17	0.83	5.00	4.17	0.83	5.00
Architects plans/maps – A4	1.67	0.33	2.00	1.67	0.33	2.00
Architects plans/maps – A3	2.50	0.50	3.00	2.50	0.50	3.00
Architects plans/maps – A2	3.33	0.67	4.00	3.33	0.67	4.00
Architects plans/maps – A1	4.17	0.83	5.00	4.17	0.83	5.00
Architects plans/maps – A0	5.00	1.00	6.00	5.00	1.00	6.00
Weekly list annual charge	83.34	16.66	100.00	83.33	16.67	100.00
Weekly list of applications – per copy	2.50	0.50	3.00	2.50	0.50	3.00
A4 documents – single sided	0.42	0.08	0.50	0.42	0.08	0.50
A4 documents – double sided	0.83	0.17	1.00	0.83	0.17	1.00
Colour A4 documents – single sided	0.83	0.17	1.00	0.83	0.17	1.00
OS extracts	16.67	3.33	20.00	16.67	3.33	20.00
S106/52 agreements	4.17 to 33.33	0.83 to 6.67	5.00 to 40.00	4.17 to 33.33	0.83 to 6.67	5.00 to 40.00
Planning application copying – 4 sets – householder applications	20.83	4.17	25.00	20.83	4.17	25.00
Planning application copying – 4 sets – minor applications	41.67	8.33	50.00	41.67	8.33	50.00
Local Land Charges						
Residential Property						
Official certificate of search in land charges register (LLC1) on one parcel of land or property	36.30	0.00	36.30	36.30	0.00	36.30
Requisition of search on one parcel of land or property (Con29)	79.20	0.00	79.20	79.20	0.00	79.20
Standard residential full search fee	115.50	0.00	115.50	115.50	0.00	115.50
Commercial/Non-Domestic Property						
Official certificate of search in land charges register (LLC1) on one parcel of land or property	36.30	0.00	36.30	36.30	0.00	36.30
Requisition of search on one commercial parcel of land or property	94.70	0.00	94.70	94.70	0.00	94.70
Standard commercial full search fee	131.00	0.00	131.00	131.00	0.00	131.00

Proposed fees and charges for 2015/16

	2014/15			2015/16		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<i>Residential & Commercial Properties</i>						
Each additional parcel of land or property on (LLC1) certificate	3.00	0.00	3.00	3.00	0.00	3.00
Each additional parcel of land or property on requisition (Con 29)	9.00	0.00	9.00	9.00	0.00	9.00
Total for each additional parcel of land or property on one full search	12.00	0.00	12.00	12.00	0.00	12.00
Each printed Part II enquiry	16.00	0.00	16.00	16.00	0.00	16.00
Each additional enquiry of your own	21.00	0.00	21.00	21.00	0.00	21.00

List of income received from fees and charges for 2013/14 outturn and 2014/15 budgets

Service	Charge	2013/14 Outturn	2014/15 Budget
Fees and charges to be agreed as part of this report			
Commissioning & Customer Contact	Garden waste collections (brown bins)	304,095	248,570
Commissioning & Customer Contact	Cemeteries burial fees	123,235	111,770
Commissioning & Customer Contact	Bulky waste collections	40,038	32,000
Commissioning & Customer Contact	Sports facilities	7,892	11,500
Commissioning & Customer Contact	Residential wheeled bins	18,296	15,500
Commissioning & Customer Contact	Travelling fetes & fairs and access over open space licence	12,065	10,700
Commissioning & Customer Contact	Seafront memorial bench	5,022	1,000
Commissioning & Customer Contact	Allotments	1,095	1,000
Commissioning & Customer Contact	Harbour facilities and town quays	1,010	5,500
Commissioning & Customer Contact	Radar keys for disabled toilets	426	210
Commissioning & Customer Contact	Beach hut charges	4,315	5,000
Corporate Services	Legal services charges, including S106 application fees	22,123	10,000
Corporate Services	Hire of meeting rooms at Swale House	160	100
Economy & Communities	Advertising fees for Inside Swale	15,542	5,000
Economy & Communities	Guildhall	70	600
Economy & Communities	Quinton Hall	47	0
Economy & Communities	King George's Pavilion	16,224	14,000
Economy & Communities	Alleygate key	11	50
Housing	Houses in multiple occupation	0	500
Housing	Home inspection for immigration application fee	0	100
Housing	Stayput handyperson charges	2,804	2,200
Planning	Local land charges	217,876	200,000
Planning	Pre-application planning advice fees	49,137	40,000
Planning	Photocopying charges	3,401	2,000
Planning	Sale of ordnance survey plans	777	1,050
Service Delivery	Car parks and season tickets	1,535,161	1,572,900
Service Delivery	Residents parking permits (including voucher parking for visitors parking in residential bays)	120,063	97,000
Service Delivery	Street naming and numbering	12,048	15,000

List of income received from fees and charges for 2013/14 outturn and 2014/15 budgets

Service	Charge	2013/14 Outturn	2014/15 Budget
Service Delivery	Annual animal licenses	10,763	9,000
Service Delivery	Stray dog collection	6,600	9,000
Service Delivery	CIEH Level 2 Award Training in Food Safety in Catering	1,355	500
Service Delivery	Registration fee under the Local Government (Misc Provisions) Act	5,015	1,000
Service Delivery	Request for environmental information	1,538	1,000
Service Delivery	Food export certificate	195	100
Service Delivery	Pest control treatments	1,881	2,000
Total fees and charges agreed as part of this report		2,540,280	2,425,850

Charges set nationally or by an external body			
Service Delivery	Fixed penalty notices – parking	499,719	499,890
Service Delivery	Licences (premises and liquor, street trading, sex establishments and scrap metal)	101,461	99,500
Service Delivery	Taxi (Hackney Carriage) licensing	72,714	65,000
Service Delivery	Gambling licence fees	37,304	41,280
Corporate Services	Purchase of electoral register	1,844	1,500
Service Delivery	Fixed penalty notices – environmental response	2,335	3,000
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	719,084	652,930
Total fees and charges set nationally and by external bodies		1,434,461	1,363,100

OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS



Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	Environmental enforcement	1	Members shadowing service units	Accepted	E. Wiggins	Ongoing	Considered at Cabinet on 16 July 2014
Scrutiny	Environmental enforcement	2	Clearer briefing on who provides which services	Accepted	M.Radford	Ongoing	Considered at Cabinet on 16 July 2014
Scrutiny	Environmental enforcement	3	Recognise good work of Environmental Response Team	Accepted	E. Wiggins	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	1	SBC to work closely with CCGs and GPs on MH provision	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	2	SBC to assess impact of its services on those with MH	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	3	Stress importance of MH through local partners, inc KCC	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	4	Tackle particular problems of young people with MH issues	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	5	SBC to support voluntary sector in tackling MH issues	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	6	SBC to work with media and others to combat MH stigma	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	7	SBC to use its community advocate role to meet MH challenges	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	8	SBC to provide a costed model of supported housing	Rejected	A.Christou	Ongoing	Not a two-tier district function

Key to status	
	Pending: Awaiting cabinet decision on whether to accept or reject.
	Rejected: Recommendation not accepted by cabinet.
	Accepted: Recommendation accepted, still within target date for implementation.
	Implemented: Recommendation accepted, implementation complete.
	Overdue: Recommendation accepted, target date for implementation exceeded.

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**SWALE BOROUGH COUNCIL
FORWARD PLAN AND NOTICE OF KEY DECISIONS**

December 2014 - March 2015

Notes:

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at 100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet the Members of the Cabinet are:

Councillor Andrew Bowles - Leader

Councillor Kenneth Pugh - Cabinet Member for Community Safety and Health

Councillor David Simmons - Cabinet Member for Environmental and rural affairs

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance

Councillor John Wright - Cabinet Member for Housing

Councillor Mike Whiting - Cabinet Member for Localism

Councillor Ted Wilcox - Cabinet Member for Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor Gerry Lewin - Deputy Leader and Cabinet Member for Planning

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing democraticservices@swale.gov.uk or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Members' Localism Grant 2013/14 Report The report brings together and interprets statistical information for the Members' Localism Grant fund during the financial year 2013/14 to show how grants were spent. It also reviews awarding of the grants, lessons learnt and actions for 2014/15.	Cabinet 5 November 2014	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism Brooke Butfield
	Faversham Creek Neighbourhood Plan - Submission Consultation To agree that if the Neighbourhood Plan meets the requirements in the legislation when it is submitted, that it can be taken through Cabinet and out to a 6 week consultation.	Cabinet 5 November 2014	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Planning Natalie Earl, James Freeman
	Local Engagement Forum Update To consider the quarterly update on the Local Engagement Forums.	Cabinet 5 November 2014	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism
	Minutes of the Local Development Framework Panel held on 28 October 2014.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Planning

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Quinton Hall Asset Transfer Decision as to whether Quinton Hall should be transferred to Ichtus Trust on 125 year leasehold.	Cabinet 5 November 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Localism Sophia Ramm
	Review of Fees and Charges Cabinet is asked to make recommendations to Council to approve the proposed fees and charges for 2015/16.	Cabinet 5 November 2014	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Council Tax Support Scheme 2015-16 The Council Tax Support Scheme has to be approved by full Council by 31 January each year. Members need to decide whether we go with the same scheme as last year reducing CTS by 15% or	Cabinet 5 November 2014	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	a different scheme.					
	<p>Review of Community Asset Transfer Policy This report will be advising members of the review of the existing community asset transfer policy and making recommendations regarding changes to the policy.</p>	<p>Cabinet 5 November 2014</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Localism</p>
	<p>Sheerness Heritage Centre To consider a proposed new lease for Sheerness Heritage Centre.</p>	<p>Cabinet 5 November 2014</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in</p>	<p>Open</p>		<p>Cabinet Member for Finance Anne Adams</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Household Recycling & Waste Collection Policy The Household Recycling and Waste Policy confirms the Councils approach to recycling and collection of waste. It is intended to form the protocol that council officers will follow on behalf of the Council when liaising with residents.	Cabinet 3 December 2014	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Environmental and Rural Affairs
	Swale Fisherman's Association - Lease Proposal to offer Swale Fisherman's Association a twenty year lease for the moorings and quayside for the Fisherman's Quay at Queenborough.	Cabinet 3 December 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities	Open		Leader Len Mayatt

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Discretionary Rate Relief Policy This policy covers the discretionary help that can be given to local businesses which includes charities, non-profit making organisations and rural businesses. Under the Localism Act Members could put in place a scheme which encourages new businesses to move to the borough or to help a specific area of the Borough. This is a key decision because the cost of discretionary relief to the Borough is currently £150,000.	Cabinet 3 December 2014	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Finance Zoe Kent
	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 3 December 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk Charlotte Hudson

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Award of Markets Service Contract to 2018 To consider the Award of Markets Service Contract to 2018 following a procurement process for the three town markets in Sittingbourne, Faversham and Sheerness.	Cabinet 3 December 2014	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.	Fully exempt		Cabinet Member for Regeneration Lyn Newton
	Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2015/16.	Cabinet 3 December 2014	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Revenues and Benefits Service Debt Recovery Policy</p> <p>In a previous internal audit it was recommended that the Revenues and Benefits service should have its own debt recovery policy in addition to the corporate policy. A policy has therefore been written to ensure that residents and especially vulnerable persons are treated equally and fairly when collecting debt. The policy outlines how debts will be collected covering the processes and possible methods of collection.</p>	<p>Cabinet 3 December 2014</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk</p> <p>Zoe Kent</p>
	<p>Disposal of land at Sheppey Court Marshes, Sheerness</p> <p>To consider the potential disposal of surplus land at Sheppey Court Marshes, Sheerness.</p>	<p>Cabinet 3 December 2014</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area</p>	<p>Part exempt</p>		<p>Cabinet Member for Finance</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			comprising two or more wards or electoral divisions in the area of the local authority.			
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 3 December 2014	Non-Key This is not a key decision as it is for information only.	Open		
	Minutes of the Swale Rural Forum held on 18 November 2014.	Cabinet 3 December 2014	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs
	Minutes of the Local Development Framework Panel held on 4 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Cabinet Member for Planning
	Minutes of the Swale Joint Transportation Board meeting held on 8 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Councillor Mike Whiting
	Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2014/15.	Cabinet 4 February 2015	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Local Engagement Forum Update To receive an update on the quarterly Local Engagement Forum.	Cabinet 4 February 2015	Non-Key This is not a key decision as it is for information only.	Open		
	Minutes of the Swale Rural Forum held on 10 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs
	Local Development Framework Panel held on 12 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 11 March 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Councillor Mike Whiting

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SCRUTINY COMMITTEE WORK PROGRAMME 2014/15



Review title	Reviewers (lead underlined)	Status	29-Oct	27-Nov	13 Jan	28 Jan	11 Feb	19 Mar
Welfare reform and universal credit	All Committee members	Live		?	?		?	?
Housing services	?	Scoped		?	?		?	?
Primary health and funding opportunities	?	Not scoped		?	?		?	?
Economic development (from 2013/14)	Cllr <u>Conway</u>	Live						
Asset transfers (from 2013/14)	Cllr <u>Marchington</u>	Live	v					
Contracts and procurement (from 2013/14)	Cllr <u>Stokes</u>	Live	v					
2015/16 fees and charges	All Committee members	Live	v					
2015/16 budget scrutiny	All Committee members	Live				<i>Budget</i>		
Quarterly budget monitoring	All Committee members	Live		<i>Quarter 2</i>				<i>Quarter 3</i>
Quarterly performance monitoring	All Committee members	Live			<i>Quarter 2</i>			<i>Quarter 3</i>

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