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Agenda Supplement

Dear Councillor

POLICY, RESOURCES & ECONOMIC DEVELOPMENT COMMITTEE - WEDNESDAY, 23RD NOVEMBER, 2022

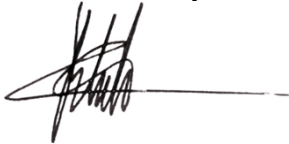
I am now able to enclose, for consideration on Wednesday, 23rd November, 2022 meeting of the Policy, Resources & Economic Development Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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- | | |
|----|---|
| 5. | <u>Fees & Charges</u> (Pages 3 - 18) |
| 9. | <u>Football Hub</u> |

This item has been deferred.

Yours sincerely



Chief Executive

Encs

18/11/22

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Agenda Item 5

Committee(s): Policy, Resources & Economic Development Committee	Date: 23 November 2022
Subject: Fees and Charges	Wards Affected: All
Report of: Jacqueline Van Mellaerts – Corporate Director (Finance & Resources)	Public
Report Author/s: Name: Jacqueline Van Mellaerts – Corporate Director (Finance & Resources) Email: jacqueline.vanmellaerts@brentwood.gov.uk	For Decision

Summary

Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

Recommendation(s)

Members are asked to:

R1. Agree to the proposed charges for 2023/24 as attached in Appendix A, B & C subject to the annual budget setting process.

Main Report

Introduction and Background

1. The Council's has several fees and charges relating to the services it provides. As part of the budget setting process, these charges are reviewed on an annual basis. Whilst some of the fees and charges are statutory, and therefore determined through legislation. the Council must also review its charges for discretionary services to ensure that they reflect the current costs of service provision.
2. The individual charges that are being proposed are set out in Appendix A, B & C of this report.

Issue, Options and Analysis of Options

3. The proposed fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is statutory charge or where the fees are set by Government.
4. The Council where possible will adopt a full cost recovery of fees and charges.
5. It is proposed that all current non statutory fees and charges are increased by inflation, which is approximately 10%. This is to reflect increase in costs to maintain the services. However, managers can amend their fees and charges above or below this recommended percentage increase as long as the change can be justified within the supporting covering sheet to the appendix.
6. Within each appendix a covering sheet explains the following:
 - a) Objectives and rationale behind the fees and charges
 - b) The proposed change in fee
 - c) Justification for this revision
 - d) Any benchmarking undertaken to aid in informing the level of charge
 - e) Whether any consultation needs to be considered
 - f) Expected income from the proposed fees and charges.
7. The fees and charges with proposed changes are:

Parking

8. During budget setting for 2022/23 it was agreed to wait and consider the fees and charges for Car Parks on completion of the Car Park strategy. The Car Parking Strategy was agreed at the PRED committee on the 03.10.2022 2022 Min: 173 and as such it was agreed to bring back proposed fees and charges in line with the recommendations of the Parking Strategy to the next Committee. The fees and charges have been considered in line with recent financial pressures. Season tickets have not been increased since 2020/21 and other charges not since 2016/17.
9. Before members are the proposed fees and charges based on the Parking Strategy which are proposed to start from the 1st January 2023:
 - That parking charges increase in line with inflation at 10%, however the Multi Storey Car Parks charges are not proposed to increase. This provides an alternative to the oversubscribed surface car parks of Chatham Way and William Hunter Way Car Parks in Brentwood. This is to encourage those visiting the town to use the multi storey car park which at present remains under utilised
 - That the 30 minutes free parking remains throughout the borough.

- That parking charges are consistent through the day and night. This is with the exception of Shenfield where there is a need to deter commuter parking in the Hunters Way and Friars Avenue Car Parks. At these locations the present time constraints will remain.
 - Sunday parking charges will be standardised across all car parks and will be set at £1.10 for the day, except Coptfold Road Multi Storey Car Park which will be set at £1.00.
 - That all day parking charge at Coptfold Road Multi Storey Car Park be reduced from £8 to £6 in order to provide workers, especially those in retail in Brentwood, access to cheaper parking on a daily basis if they park in Coptfold Road
 - The Council will continue to work with SEPP to develop a budget parking scheme for those workers in the areas of Shenfield and Ingatestone where our car park spaces are far more limited and there will be a need to liaise and agree options with our local on-street parking providers SEPP.
10. Further the Council intends to invest in the multi storey car park to reduce anti-social behaviour, increase security and improve the quality of the parking process which in turn will enable further technological advances to introduce flexible short term season tickets.
11. Following the review of SEPP's operational reserve. It has been agreed at the Joint Committee that £186k will be allocated to the seven partner authorities and the funding must be used as per the requirements of Section 55 of the Road Traffic Act 1984.
12. The cost of improvements to Coptfold Road Multi Storey Car Park is intended to be met from the funding being provided by SEPP and should be introduced in 2023/24.

Facilities Management

- a) Charges for committee room hire to external bodies, have been increased by 4% and rounded to the nearest whole number.
- b) Charges for weddings at the Town Hall are determined by Essex Registration Services. The element attributable to the Council has been increased by 4%

Design & Print Services

- a) Charge for provision of design and print services has been increased by 4% and rounded to the nearest pound
- b) No change to click charges as these are based on charges the Council incurs, rounded to the nearest penny.

Economic Development

- a) Officers Charges for Business showcase exhibitor fees, have been increased by 10% to reflect the cost in supplying the service.

Reasons for Recommendation

- 13. Officers review fees and charges annually and this will be used to inform the 2023/24 budget setting process.

Consultation

- 14. None required.

References to Corporate Plan

- 15. To ensure the provision of efficient and effective services of our residents and businesses.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources) and S151 Officer

Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

- 16. Financial implications have been included within the report. If approved, implications will be reflected in the Budget 2023/24.

17.

Legal Implications

Name & Title: Steve Summers, Strategic Director and Monitoring Officer

Tel & Email: 01277 312500/steve.summers@brentwood.gov.uk

- 18. The Council is able under the relevant legislation to recover costs for services it provides. The Council can charge for discretionary services under the Local Government Act 2003 section 93 and the Localism Act 2011 general power of competence and is able to review the fees and charges in line with these provisions.

Economic Implications

Name/Title: Phil Drane, Director of Place

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

19. It is important that the Council review fees and charges as part of the budget setting process, which identifies how corporate priorities will be delivered, including growing our economy.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

Background Papers

None

Appendices to this report

- Appendix A: Proposed fees and charges – Parking
- Appendix B: Proposed fees and charges – Facilities & Management and Design & Print.
- Appendix C: Proposed fees and charges – Economic Development.

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FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

Committee: Policy, Resources And Economic Development
Service Area: Parking

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

Chargeable car parks: William Hunter Way, Chatham Way and the Town Hall Car Parks have increased in an effort to release capacity and divert to the multi-storey car park. Note that the 30 mins free parking still remains

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service and influencing choice of car parks.
 The charging period is also extended to 24 hours, Monday to Sunday for a number of the car parks; excluding the multi-storey car park.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees have been benchmarked when the parking strategy was developed. The proposed Fees and charges are deemed average within the benchmarking exercise.

If significant change in charge, what consultation was undertaken with the general public?

Changes guided by Parking Strategy.

Expected budgeted income

£900k

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 January 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Chatham Way

			<u>Chargeable period 24 Hours</u>			
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
4 hours	S	D	3.33	4.00	3.67	4.40
5 hours	S	D	4.17	5.00	4.58	5.50
6 hours	S	D	5.00	6.00	5.50	6.60
24 hours	S	D	6.67	8.00	7.33	8.80
Sunday Charge						
All day	S	D	0.00	0.00	0.92	1.10

Coptfold Road

Monday to Saturday - 6:00am to 10:00pm						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours plus	S	D	5.00	6.00	5.00	6.00
Sunday Charge - 6:00am to 10:00pm						
All day	S	D	0.83	1.00	0.83	1.00
Lost Ticket	S	D	8.33	10.00	5.00	6.00

William Hunter Way

			<u>Chargeable period 24 Hours</u>			
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
4 hours	S	D	3.33	4.00	3.67	4.40
5 hours	S	D	4.17	5.00	4.58	5.50
6 hours	S	D	5.00	6.00	5.50	6.60
24 hours	S	D	6.67	8.00	7.33	8.80
Sunday Charge						
All day	S	D	0.83	1.00	0.92	1.10

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 January 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Town Hall

			<u>Chargeable period 24 Hours</u>			
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
4 hours	S	D	3.33	4.00	3.67	4.40
5 hours	S	D	4.17	5.00	4.58	5.50
6 hours	S	D	5.00	6.00	5.50	6.60
24 hours	S	D	6.67	8.00	7.33	8.80
Sunday Charge						
All day	S	D	0.00	0.00	0.92	1.10

King Georges Playing Fields

Monday to Sunday 6:00am - 7:00pm						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hour	S	D	0.83	1.00	0.92	1.10
2 hour	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
4 hours	S	D	3.33	4.00	3.67	4.40
5 hours	S	D	4.17	5.00	4.58	5.50
6 hours	S	D	5.00	6.00	5.50	6.60
Over 6 hours	S	D	6.67	8.00	7.33	8.80
Monday to Sunday 6:00am - 7:00pm						
Mini-bus - All Day	S	D	12.50	15.00	14.17	17.00
Coach - All Day	S	D	25.00	30.00	27.50	33.00

Ingatestone

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	0.00	0.00
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Note - This is for Bell Mead and Market Square Monday to Saturday 8:00am - 6:00pm

Friars Avenue

Maximum stay 3 hours no return for 4 hours

			<u>Chargeable period 24 Hours</u>			
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
Sunday Charge						
All day	S	D	0.83	1.00	0.92	1.10

Hunters Avenue

Maximum stay 3 hours no return for 4 hours

			<u>Chargeable period 24 Hours</u>			
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	8.93	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
Sunday Charge						
All day	S	D	0.83	1.00	0.92	1.10

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 January 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking - Season Tickets and Penalty Charge Notices

Season Tickets - Standard Charge - No refund

7 days	S	D	30.00	36.00	33.33	40.00
1 month	S	D	93.33	112.00	100.00	120.00
3 months	S	D	271.67	326.00	300.00	360.00
6 months	S	D	518.33	622.00	566.67	680.00
12 months	S	D	935.00	1,122.00	1,025.00	1,230.00

Note - For Coptfold Road, William Hunter Way*, Friars Avenue, Hunter Avenue and Eagle Way car parks
* -No new season tickets will be offered for William Hunter Way Car Park.

Penalty Charge Notice

Higher Level Penalty Charge Notice	O	S	70.00	70.00	70.00	70.00
Higher Level Penalty Charge Notice (if paid within 14 days)	O	S	35.00	35.00	35.00	35.00
Lower Level Penalty Charge Notice	O	S	50.00	50.00	50.00	50.00
Lower Level Penalty Charge Notice (if paid within 14 days)	O	S	25.00	25.00	25.00	25.00

Note: Set through national legislation.

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

Committee: Policy, Resources & Economic Development
Service Area: Office Accommodation

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

4% rounded up to nearest £

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the services including labour costs to provide service and costs to maintain built facilities including increased utility costs to heat etc

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees were benchmarked against Chelmsford when opened. Since the fees had been increased as per corporate guidance. Haven't undertook another benchmarking exercise because there hasn't been much uptake with hiring of rooms. This could be due to COVID and as a result virtual meetings growing in popularity.

If significant change in charge, what consultation was undertaken with the general public?

Expected budgeted income

Base budget is currently £18k (Income from Weddings). A 4% increase is £720. Total budget £18,720

**Policy, Resources & Economic Development
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OFFICE ACCOMMODATION

CHARGING AREA: WEDDINGS & ROOM HIRE

Committee Room Hire (Town Hall)

Council Chamber Half Day*	S	D	383.33	460.00	400.00	480.00
Council Chamber Full Day*	S	D	650.00	780.00	680.00	816.00
Committee Rooms 1 Half Day*	S	D	166.67	200.00	175.00	210.00
Committee Rooms 1 Full Day*	S	D	266.67	320.00	280.00	336.00
Committee Rooms 2 Half Day*	S	D	66.67	80.00	70.00	84.00
Committee Rooms 2 Full Day*	S	D	108.33	130.00	115.00	138.00
Civic Foyer Half Day	S	D	108.33	130.00	115.00	138.00
Civic Foyer Full Day	S	D	191.67	230.00	200.00	240.00
Leader's room Half Day	S	D	83.33	100.00	90.00	108.00
Leader's room Full Day	S	D	154.17	185.00	165.00	198.00

* 50% Discount applicable for booking made by Charities and Community Groups

Weddings (Town Hall - From August 2019)

Council Chamber Monday - Thursday	S	D	375.00	450.00	390.00	468.00
Council Chamber Friday	S	D	375.00	450.00	390.00	468.00
Council Chamber Saturday	S	D	375.00	450.00	390.00	468.00

* Please note fees for wedding ceremonies in the Council Chamber are administered by BBC and does not include registrar fee

Committee Rooms Monday - Thursday	E/S	D	191.00	210.00	200.00	240.00
Committee Rooms Friday	E/S	D	250.00	300.00	260.00	312.00
Committee Rooms Saturday	E/S	D	308.33	370.00	320.00	384.00

Please note the above charges do not include the fee for the certificate. £11 will need to be paid in addition to the charges above.

**DESIGN AND PRINT SERVICES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: DESIGN AND PRINT SERVICES

CHARGING AREA: DESIGN AND PRINT SERVICES

External Printing

			£	£	£	£
Provision of design and print services - per hour	S	D	17.50	21.00	18.33	22.00
Price per black and white copy	S	D	0.02	0.02	0.02	0.02
Price per colour copy	S	D	0.04	0.05	0.04	0.05
Provision of printing materials	S	D	As per job spec			

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FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

Committee: Policy, Resources & Economic Development
Service Area: Economic Development

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

10% increase in Brentwood Business Showcase exhibitor fees

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees have been benchmarked against similar events such as the Basildon Business Expo, Networking Essex Expo and Festival of Business. The proposed Fees and charges are deemed average within the benchmarking exercise

If significant change in charge, what consultation was undertaken with the general public?

Expected budgeted income

£7,700 in Brentwood Business Showcase exhibitor income

**Policy, Resources & Economic Development
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING & ECONOMY

CHARGING AREA: Economic Development						
Brentwood Business Showcase exhibitor stands			£175	£210.0	£191.67	£230.0

For more information about sponsorship packages, contact the Economic Development team on business@brentwood.gov.uk