



Agenda

Environment and Enforcement Committee

Wednesday, 12 December 2018 at 7.00 pm

Brentwood County High School, Shenfield Common, Seven Arches Road,
Brentwood CM14 4JF

Membership (Quorum – 3)

Cllrs Parker (Chair), Bridge (Vice-Chair), Mrs Fulcher, McLaren, Morrissey, Naylor, Poppy, Tierney and Wiles

Substitute Members

Cllrs Barrell, Barrett, Clarke, McCheyne, Mrs Pound and Mrs Slade

Agenda

| Item | Item | Wards(s) Affected | Page No |
|------|---------------------------------|----------------------|---------|
| 1. | Apologies for Absence | | |
| 2. | Minutes of the Previous Meeting | | 5 - 10 |
| 3. | Chair's Update | All Wards | 11 - 18 |
| 4. | Fees and Charges | All Wards | 19 - 28 |
| 5. | Urgent Business | | |

A handwritten signature in black ink, appearing to read "P. L. R. B." with a large, sweeping underline.

Chief Executive

Town Hall
Brentwood, Essex
04.12.2018

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

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Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

these activities, in their opinion, are disrupting proceedings at the meeting.

 **Private Session**

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 **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



Minutes

Environment and Enforcement Committee Wednesday, 26th September, 2018

Attendance

| | |
|--------------------------|----------------|
| Cllr Parker (Chair) | Cllr Morrissey |
| Cllr Bridge (Vice-Chair) | Cllr Naylor |
| Cllr Mrs Fulcher | Cllr Tierney |
| Cllr McLaren | Cllr Wiles |

Apologies

Cllr Poppy

Substitute Present

Cllr Mrs Pound (substituting for Cllr Poppy)

Also Present

Officers Present

| | | |
|-----------------|---|--|
| David Carter | - | Environmental Health Manager |
| Mike Dun | - | Trade Waste Officer |
| Darren Laver | - | Operations Manager, Operational Services |
| Tracey Lilley | - | Enforcement Manager |
| Zoe Borman | - | Governance and Member Support Officer |
| Stuart Anderson | - | Deputy Operations Manager |
| Greg Campbell | - | Director Of Operations |

143. Apologies for Absence

Apologies were received from Cllr Poppy and Cllr Mrs Pound was substituting.

144. Minutes of the Previous Meeting

The Minutes from the Environment and Enforcement Committee held on 4th July 2018 were approved as a true record.

145. Chair's Update

Members noted updates from Officers set out in the agenda.

The following clarifications were provided by the Chair and appropriate officers answered questions posed by Members and advised as follows:

- Performance indicators would not be used at this point to measure a service that had only recently been set up and was not fully functional at present. However, these could be developed in the future to support the service delivery. In the meantime, relevant updates and progression of the service would be reported to this committee, along with an internally produced newsletter for information.
- It was confirmed that the Council's Community Safety Accredited Officers do not have the powers of arrest afforded to Police Officers.
- The Community Safety Accredited Officers, once trained, will enhance and support the work carried out by the Civil Enforcement Officers.
- Help and engagement with homeless and working alongside homeless charities and Police is ongoing. Aggressive begging and anti-social behaviour in the High Street will be targeted, ensuring the High Street is a safe place for all.
- There is no future scope to broaden the range of parking offences in the borough. These powers lie with the Police and what is classified as a parking obstruction is based on their case by case risk assessment.

Members noted the contents of the report.

146. Recycling Contract

The current contract for processing our mixed dry recyclables is to end 3 May 2019 and it is necessary to commence the procurement process to ensure that a contractor is in place as from the 6 May 2019.

It was proposed to join a procurement partnership exercise, which is led by Basildon Borough Council; the other partners are Castle Point Borough Council, Rochford District Council and Uttlesford District Council.

A motion was **MOVED** by Cllr Parker and **SECONDED** by Cllr Bridge to approve the recommendation in the report.

Cllr Fulcher questioned whether this item should be referred to Policy, Performance and Resource Committee given the high cost of the contract. It was advised that it was under the power of this Committee to approve the contract but may be ratified at Policy, Performance and Resource Committee at a later date.

Cllr Fulcher voiced her frustration in tracking this contract's history through past Agendas and Minutes as this Committee has gone through three recent name changes; and requested this be noted. Cllr Fulcher asked whether other borough's recyclables would be handled at the depot and was advised that it would be purely Brentwood waste handled from the Brentwood depot.

A vote was taken by a show of hands and it was **RESOLVED:**

- 1. That the Committee delegate authority to the Director of Operations to lead on the procurement exercise and to finalise the contractual agreement with the successful bidder, in consultation with the Section 151 Officer.**

Reasons for Recommendation

Members were requested to concur with the recommendations set out in 2.1, as this will enable the Council to react to scenarios and agree, or act, upon solutions; ensuring the procurement process is seamless.

147. Winter Maintenance Local Plan

In the event of adverse weather conditions during the winter, a winter maintenance local plan is activated. This report outlines the steps to be followed in such an event.

The main actions are to ensure minimal disruption to the waste and recycling collection services, and to offer support to the Essex County Council's gritting activities.

A motion was **MOVED** by Cllr Parker and **SECONDED** by Cllr Bridge to approve the recommendations in the report.

Cllr Wiles requested a record of his appreciation to staff, especially those at the depot, for the superb work undertaken with regards to gritting in the borough during the particularly bad weather experienced last year.

After a full discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

- 1. That the Committee approve the Winter Maintenance Local Plan for 2018/19.**
- 2. That the Committee agree to delegate authority to the Director of Operations on issues concerning the deployment of resources.**

Reasons for Recommendation

Members were requested to approve the recommendations to ensure that effective decision making is undertaken within the framework of a structured approach.

148. Amendment to the Cemetery Regulations in respect of Floral Tributes

In 2014 the Council reviewed the cemetery regulations to govern the Cemeteries in London Road, Woodman Road and Lorne Road.

The 2014 review proved beneficial to both informing residents and the bereaved of their rights as set out in the Exclusive Right of Burial (ERB) holder.

However, since the introduction of the ERB there has been a noted increase in the trend to place pots, containers, plants and ornaments on a burial plot.

Often these items are left on a burial plot even after the plants have perished or ornaments have deteriorated. This can result in numerous empty pots/containers remaining on or around a grave.

This gives an unkept or neglected look to the cemetery, detracting from its appearance for all users.

An amendment to the current Cemetery Regulations was sought in order to take a sympathetic but practical approach to address the issue of excessive or uncared for items being left on a burial plot.

Further, it was clarified that the approach to the introduction of the amendment would be sympathetic and achieved over a period of time through contact with plot holders and appropriate signage.

A motion was **MOVED** by Cllr Parker and **SECONDED** by Cllr Bridge to approve the recommendations in the report.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

- 1. That Members approve the amendment to the current cemetery regulations as set out in Section 4.2 of the report.**

Reasons for Recommendation

Cemeteries are a sensitive and emotionally emotive area of operation within the Council. As such, any actions taken must be carried out first and foremost with the families of all those buried in the cemetery in mind, and the feelings of those individuals. For this reason, it is important that the Council act as an intermediary in controlling what is placed on a grave within one of its sites.

To allow for greater control and regularisation of the placing of ornaments, pots, containers and floral tributes on graves.

To ensure that the visual appeal of the cemetery is preserved for all those visiting the facility.

149. Urgent Business

There were no items of urgent business.

The meeting concluded at 20:08

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12th December 2018

Environment and Enforcement Committee

Chair's Update Report

Report of: *Cllr Keith Parker – Chair of the Environment and Enforcement Committee*

Wards Affected: *All Wards*

This report is: *Public*

Members to note updates from Officers set out below.

Community Safety Accreditation Scheme - CSAS

Corporate Enforcement Team

As well as the core team of 6 accredited officers listed below:

Tracey Lilley – Corporate Enforcement

David Carter – Environmental Health/Corporate Enforcement

Terry Knight – CCTV

Daniel Cannon – Community Safety

Anthony Willson – Street Inspector

Isabelle Hatton – Community Safety (ASB)

A further 3 more Council officers from our Environment Health department have now successfully passed their Community Safety Accreditation. Bringing the total up to 12.

Fly-tipping

170 fly-tips have been reported between July – September 2018 (October info not ready yet). Navestock dominant again with 60 fly-tips during this period.

The team have been working on a 'fly-tipping and duty of care campaign' which will be launched in Navestock during December.

Working with the local community, CCTV is being sponsored in Navestock in a bid to secure evidence of fly-tipping to provide the best opportunity for enforcement and prosecution.

Environmental Health officers have taken action against a number of cases and have secured prosecutions in four cases and issued a fixed penalty notice for a duty of care offence. Fines (including the Council's costs) amounting to more than £5500 have been imposed as a result.

The Community Safety Partnership (CSP) has agreed to fund two further rapid deployment cameras which can be deployed to hotspot locations.

The CSP has also provided funding to purchase 'NO Fly-tipping' signs which will be erected across the borough.

Following a report of a fly-tip in Lorne Road Cemetery a £400 FPN has been issued against the responsible person and the items removed at their cost.

Whilst on patrol with Essex Police the enforcement team dealt with a vehicle that was stopped by officers carrying a large amount of garden waste. Details were taken including photos and the individuals were spoken to about their activities in the borough. As a result, they were warned about disposing of their load appropriately and details were provided of where they intended to dispose of their waste. It was established that they had completed work to a driveway locally. Officers attended the address and warned the occupant about Duty of Care. The following day officers made enquiries at the site provided by the individuals carrying the waste and they had indeed disposed of their waste appropriately. It was made very clear to them that we are targeting fly tippers and action will be taken.

Enforcement Opportunity/Support

Essex Police have approached the Council after hearing about the work of the newly formed enforcement team to explore options for further collaboration in terms of speeding issues across the borough. As a result, enforcement officers are to undertake training in order to be able to use Essex Police speed cameras in the borough. Once trained, staff will be awarded the necessary powers from the Chief Constable to be able to undertake speeding patrols. Speeding is always a key community safety issue for our communities, so this is a real positive step forward. It will also improve our visibility across the borough including our rural areas.

Abandoned Vehicles info:

Please note in the chart below the activity relating to the management and removal of abandoned vehicles over the previous three months

| Month | Enquiries | Total Removed | BBC Removed | DVLA Removed | Owner Removed |
|--------------|------------------|--------------------------|------------------------|-------------------------|--------------------------|
| Aug-18 | 17 | 5 | 1 | 2 | 2 |
| Sep-18 | 26 | 10 | 0 | 1 | 9 |
| Oct-18 | 21 | 4 | 0 | 2 | 2 |

Parking on grass verges - Essex Act 1987 notices have been applied to 62 vehicles that were parked illegally where prohibition notices are in force. Only 1 vehicle was found a second time on the verges and received a second warning (same notice).

Waste presentation issues

158 warning/education letters sent to residents.

Parking Enforcement

Whilst on-street parking falls under the remit of the South Essex Parking Partnership (SEPP), four officers from the Council's enforcement team have undertaken Civil Enforcement Officer training. This will enable them to tackle parking issues whilst on patrol. Their role will not be one of parking enforcement, but the aim is to develop a fully equipped team who are able to enforce effectively across a number of enforcement activities.

We are currently negotiating with SEPP on a Service Level Agreement which will secure funds to cover the cost of patrols undertaken by the Council's enforcement team.

Dedicate Patrols

The team continue to undertake patrols in key locations tackling community issues such as ASB, fly tipping, nuisance vehicles and enforcing the Public Spaces Protection Order (PSPO). Several patrols have already taken place during the evening and weekends alongside Essex Police.

Police Operations

Corporate Enforcement have been working with Essex Police over several months on a planned operation within the borough targeting organised criminal activity. This culminated in enforcement officers taking part in an operation at a location in the borough alongside Essex Police, Environment agency, and HMRC. Work continues pursuing enforcement opportunities alongside our partners.

Homeless Intervention

A meeting took place in October between the Council, Sawyers Hall Church and representatives from the local Homeless Group to consider options for collaboration in terms of supporting our rough sleepers. Some success was achieved working in partnership with local churches and the charity, Team Challenge, which resulted in the most vulnerable homeless person going in to a residential rehab facility.

Enforcement Vehicle

The enforcement vehicle is now fully operational, and an official launch is planned in early December 2018.

One of the main uses will be in targeting fly-tipping in our rural areas. The vehicle will also be used by the team when undertaking high visibility patrols in key locations, and for transporting enforcement officers as and when required.

Public Spaces Protection Order

The Order is now in place and the team are working with Essex Police in ensuring it is effectively enforced. There has been a period of engagement and education which has proved extremely positive.

Corporate Enforcement Newsletter

To keep Members, partners and the wider community informed of our enforcement activity across the Council we will be produce a bi-monthly Corporate Enforcement Newsletter in partnership with our communications team. The first edition will be available shortly.

The purpose of this newsletter is to provide an opportunity for all service areas to showcase their enforcement activity. To better inform our stakeholders of the work undertaken and provide context to enforcement cases allowing us to highlight best practice and examples of good work. The newsletter will be an informative and useful document with a wide distribution list with the ability to promote through not only the usual channels but also via social media, Council website and wider.

The newsletter is for members, partners, businesses, and the local community and will contain facts & figures from service areas for enforcement activity i.e. cases logged, those dealt with, action taken etc. Also, Case Studies highlighting particular good work/best practice.

The Service Areas it will cover are:

- Corporate Enforcement (fly tipping, abandoned vehicles, parking etc)
- CCTV
- Planning Enforcement
- Licensing
- Community Safety (ASB)

Enforcement Twitter

An enforcement twitter account has been established to allow the team to publicise and promote their work. Providing another way of engaging with our partners and communities on key issues that matter to them. Please feel free to follow us @BBCEnforcement.

Community Safety

ASB Officer

Since January 2018 the dedicated ASB Officer has dealt with 75 reports of anti-social. 58 of those cases have been resolved or closed with 17 remaining open and ongoing.

Achievements include:

- ✓ 10 Notices of Seeking Possession for anti-social behaviour served.
- ✓ 2 successful injunctions obtained.
- ✓ Application made to court for an eviction.
- ✓ 3 Acceptable Behaviour Contracts signed.
- ✓ Worked with partners including the local GP in supporting an extremely vulnerable lady who was sectioned under the Mental Health Act.
- ✓ Visited over 200 properties in key hotspot areas to reassure local residents and encourage reporting.

Case Management

The team have now completed the required training on the Council's ASB case management system. This will improve our case management of ASB and streamline our processes.

ASB issues

Since the enforcement have been introduced the borough has seen 106 fewer incidents a 9.3% reduction in ASB within the borough according to Essex Police figures. This is against the Force 4.7% reduction. The team have been patrolling key dates and locations and Halloween and Bon Fire Night were noticeably quieter than previous years.

Off road vehicle nuisance has been an issue in a rural area of the borough. The team have been working with Essex Police and local residents which has resulted in warning letters being issued to a number of vehicles.

An untaxed, in-insured vehicle parked on housing land has been removed following intervention from the enforcement team.

Engagement Days

Throughout the year the Community Safety Partnership alongside Neighbourhood Watch engage with the public at least two times a month. Each engagement day has a designated theme such as fire safety, fraud, senior safety, Essex Community Message System and more. The CSP and NHW have a stall in the libraries, Baytree Centre, High Streets (Brentwood, Shenfield and Ingatestone) and are sometimes accompanied by other agencies, such as Essex Police, Essex Fire and Rescue. All agencies provide a variety of safety advice to the public as well as answer questions.

Speedwatch

The Community Safety team continue to co-ordinate and support Community Speedwatch across the borough.

Building Lives Project

The Council and Community Safety Partnership (CS) commissioned Reach Every Generation to deliver a Youth Intervention Programme in early 2018. This has resulted in a successful bid to the Big Lottery who have now funded the organisation for 3 years to deliver the Building Lives Project to young people locally who are at risk or presenting risky behaviour. The only other area to benefit from this funding is Basildon.

Recycling Roadshows

There are three roadshows scheduled for December. These are:

Tuesday 11th December - Brentwood Centre, 11am - 1pm
Friday 14th December - High Street, Brentwood 11am-1pm
Friday 21st December - High Street, Brentwood 11am- 1pm

These roadshows will publicise the importance of recycling, re-enforce the message to recycle and providing general advice to residents.

Second Delivery of Orange Sacks

The second delivery of orange sacks has commenced – comprising of 40 orange sacks per household. These Orange sacks continue to be available through retail outlets in the borough.

Waste Holding Facility

The waste holding facility is fully functional and Brentwood's dry recycling is now being delivered directly to the MRF which has enabled our gate fee for Mixed Dry Recycling (MDR) to reduce. Further the service is now running mixed glass directly to a local processor which will deliver a further saving in the future.

Traveller Incursions

There were 15 reported unauthorised incursions in the Borough as a whole between January and August 2018. The Essex Countywide Traveller Unit (ECTU) dealt with seven cases and Essex Police issued s.61 directions on six sites.

Incursions on Brentwood Borough Council land occurred on four occasions, at William Hunter Way, Larkins Playing Fields, Elizabeth Road and the Brentwood Centre; police action resulted in two of the sites being vacated in less than one day

There has been a significant reduction of incursions onto Council land over the past three years which is set out below:

- 19 incursions 2016
- 11 incursions 2017
- 4 incursions 2018

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12 December 2018

Environment and Enforcement Committee

Fees and Charges

Report of: *Jacqueline Van Mellaerts – Interim Chief Finance Officer*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

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

2. Recommendation(s)

- 2.1 That the proposed fees and charges attached in Appendices A, B, C and D are approved and referred to Policy, Projects & Resources Committee and Ordinary Council as part of the 2019/20 budget setting process.**

3. Introduction and Background

- 3.1 The Council has fees and charges relating to specific 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 also review its charges for discretionary services year on year.
- 3.2 The individual charges that are being proposed are set out in Appendices A, B, C and D of this report.

4. Issue, Options and Analysis of Options

- 4.1 It is proposed to implement an increase of c.3% or less with regards statutory services. This is to reflect the increase in costs the Council incurs in providing them.
- 4.2 This year, the Council has undertaken a benchmarking exercise of Fees & Charges. The Fees & Charges, where possible, have been compared against other local authorities within Essex as well as local businesses, if similar charges apply.
- 4.3 The exceptions to the proposed increase of c. 3% or less for 2019/20 to those non – statutory services are summarised below:
- 4.4 **Cemeteries Appendix B** – Internal Audit produced an income generation report in 2017, this recommended that increases were applied over a two-year period. The increases for 2019/20 reflects this second stage.
- 4.5 **Environmental Health and Enforcement Appendix C** - fees and charges have been benchmarked against other authorities. Fixed penalty charges have been set by Committees
- 4.6 **High Hedges Appendix C** - The Anti-Social Behaviour Act 2003 placed a duty on local authorities to deal with complaints from the occupiers of residential property in their area relating to high hedges in neighbouring properties.
- 4.7 Section 68 of the Act sets out the procedure for dealing with complaints and allows local authorities to set a fee for this work. The fee must be paid to the Council before any action to deal with the complaint begins.
- 4.8 The current fee has been set at £330 since the act came into force. This no longer reflects the cost to the organisation in dealing with these complaints that are often protracted due to the ongoing nature of the response required. The proposed increase of the fee to £500 better reflects the cost in dealing with such complaints.
- 4.9 **Abandoned Shopping Trolley Appendix C** - Charges for abandoned shopping trolleys have been increased to encourage collection by the stores and ensure the Council covers its costs and continue to provide a viable cost recovery.

- 4.10 **Street Naming and Numbering Appendix D** – it is proposed to increase the unit charge for street naming and numbering in line with other authorities' charges and to ensure the Councils overheads are covered.
- 4.11 **Town Hall Fees & Charges** – Currently, the Fees and Charges regarding the new Town Hall are being reviewed in line with the Town Hall Project. The proposed fees and charges are to reflect the improved meeting room space available in the new refurbished Town Hall 2019. These will be made available to outside organisations as well as tenants who lease the commercial space.
- 4.12 Proposed charges will be reported to Policy, Projects and Resources, so that the new fees & charges can be included in the proposed budget. The Chair and vice-chair of Environment and Enforcement will be consulted on the proposed fees before they are taken to Policy, Projects & Resources.

5. Reasons for Recommendation

- 5.1 The recommended increases to fees and charges will enable the Council to recover the cost of services provided.

6. Consultation

Not applicable.

7. References to Corporate Plan

- 7.1 The application of the fees and charges will help the Council to maximise assets to deliver corporate objectives and ensure community benefit.

8. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Tel & Email 01277 312500

jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 All costs associated with providing chargeable services have been reviewed in order to ensure fees & charges are fully cost recoverable.
- 8.2 The benchmarking exercise ensures fees & charges are competitive and affordable.
- 8.3 The fees referred to in this report will inform the 2019/20 budget setting process.

Legal Implications

Name & Title: Surinder Atkar, Planning Solicitor

Tel & Email: 01277 312500 surinder.atkar@brentwood.gov.uk

- 8.4 The Council has powers to charge for discretionary services covered by this report under section 1 Localism Act 2011. The charging policy must comply with the Council's statutory duties (including the Human Rights Act and the public sector Equalities Duty) and the manner of exercising the powers must comply with general administrative law principles such as propriety of purpose. The amount of charges must be set at a level which is limited to costs recovery.

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

- 8.5 None.

- 9. Background Papers** (include their location and identify whether any are exempt or protected by copyright).

- 9.1 Internal Audit Income Generation Report 2017.

10. Appendices to this report

- A Waste Management fees and charges
- B Cemeteries fees and charges
- C Environmental Health and Enforcement fees and charges
- D Street Naming and Numbering fees and charges

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Appendix A

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019**

| DESCRIPTION OF CHARGE | VAT | FEE | CHARGES April 2018-March 2019 | | CHARGES April 2019-March 2020 | |
|-----------------------|-----|-----|----------------------------------|---------|----------------------------------|---------|
| | | | Excl VAT | Inc VAT | Excl VAT | Inc VAT |

SERVICE AREA: WASTE MANAGEMENT**CHARGING AREA: REFUSE**

| | | | | £ | £ | £ | £ |
|--|-------------|---|---|--------|--------|--------|--------|
| Dog waste and litter bin emptying | | | | | | | |
| Empty dog waste/litter bins | Per Empty | S | D | 2.75 | 3.30 | 2.83 | 3.40 |
| Domestic Refuse Collection | | | | | | | |
| Bulky Household Collections - Charge per item | Min 2 Items | O | D | 10.80 | 10.80 | 11.00 | 11.00 |
| Biodegradable sacks for garden waste per wrap of 10 | | O | D | 3.10 | 3.10 | 3.20 | 3.20 |
| Biodegradable sacks for garden waste per wrap of 100 (Wholesale) | | S | D | 232.50 | 279.00 | 240.00 | 288.00 |
| Garden Waste Bin hire per annum - including fortnightly emptying | | O | D | 50.00 | 50.00 | 51.50 | 51.50 |
| Garden Waste Bin - Replacement if lost/stolen | | O | D | 0.00 | 0.00 | 20.00 | 20.00 |
| Hire of 1280 litre container | | S | D | 103.00 | 123.60 | 105.75 | 126.90 |
| Hire of 770, 940 and 1100 litre Container | | S | D | 97.83 | 117.40 | 100.50 | 120.60 |
| Hire of 240 litre container | | S | D | 30.92 | 37.10 | 31.75 | 38.10 |
| Hire of 360 litre container | | S | D | 41.17 | 49.40 | 42.25 | 50.70 |
| Residual Trade Waste Collection & Disposal | | | | | | | |
| 1280 litre Container | Per Lift | O | D | 21.50 | 21.50 | 22.00 | 22.00 |
| 1100 litre Container | | O | D | 19.50 | 19.50 | 20.00 | 20.00 |
| 940 litre Container | | O | D | 17.90 | 17.90 | 18.40 | 18.40 |
| 770 litre Container | | O | D | 15.90 | 15.90 | 16.30 | 16.30 |
| 360 litre Container | | O | D | 10.80 | 10.80 | 11.10 | 11.10 |
| 240 litre Container | | O | D | 9.30 | 9.30 | 9.50 | 9.50 |
| Prepaid Residual Sacks (25) | Per roll | O | D | 53.80 | 53.80 | 55.30 | 55.30 |
| Extra collection | | O | D | 25.60 | 25.60 | 26.30 | 26.30 |
| Collection/delivery (T&Cs S.14) | | O | D | 52.00 | 52.00 | 53.40 | 53.40 |
| Amendment (T&Cs S.14) | | O | D | 26.40 | 26.40 | 27.10 | 27.10 |
| Residual Waste - Collection only | | | | | | | |
| 1280 litre Container | Per Lift | O | D | 10.80 | 10.80 | 11.10 | 11.10 |
| 1100 litre Container | | O | D | 9.70 | 9.70 | 9.90 | 9.90 |
| 940 litre Container | | O | D | 9.70 | 9.70 | 9.90 | 9.90 |
| 770 litre Container | | O | D | 9.70 | 9.70 | 9.90 | 9.90 |
| 360 litre Container | | O | D | 8.70 | 8.70 | 8.90 | 8.90 |
| 240 litre Container | | O | D | 8.20 | 8.20 | 8.40 | 8.40 |
| Trade Glass Collection | | | | | | | |
| 1100 litre Container | | O | D | 12.30 | 12.30 | 12.60 | 12.60 |
| 360 litre Container | | O | D | 8.70 | 8.70 | 8.90 | 8.90 |
| 240 litre Container | | O | D | 8.20 | 8.20 | 8.40 | 8.40 |
| Trade Dry Recycling Collection | | | | | | | |
| 1280 litre Container | Per Lift | O | D | 12.80 | 12.80 | 13.10 | 13.10 |
| 1100 litre Container | | O | D | 12.30 | 12.30 | 12.60 | 12.60 |
| 940 litre Container | | O | D | 11.30 | 11.30 | 11.60 | 11.60 |
| 770 litre Container | | O | D | 9.70 | 9.70 | 10.00 | 10.00 |
| 360 litre Container | | O | D | 8.70 | 8.70 | 8.90 | 8.90 |
| 240 litre Container | | O | D | 8.20 | 8.20 | 8.40 | 8.40 |
| Prepaid Recycling Sacks (25) | Per roll | O | D | 25.60 | 25.60 | 26.30 | 26.30 |
| School Dry Recycling Collection | | | | | | | |
| One off charge for 2019/20 | | O | D | 51.50 | 51.50 | 53.00 | 53.00 |
| School/Trade Dry Recycling Sacks for Use in Containers Only | | | | | | | |
| Purple sacks - 400 sacks per box. | Box | O | D | 20.00 | 20.00 | 20.50 | 20.50 |
| Trade Food Waste | | | | | | | |
| 140 litre bin | Per Lift | O | D | 5.00 | 5.00 | 5.10 | 5.10 |
| Events - Residual Waste (Maximum hire 5 days) | | | | | | | |
| 1100 litre Container | Per Lift | O | D | N/A | N/A | 40.00 | 40.00 |
| 770 litre Container | | O | D | N/A | N/A | 32.60 | 32.60 |
| 360 litre Container | | O | D | N/A | N/A | 22.20 | 22.20 |
| 240 litre Container | | O | D | N/A | N/A | 19.00 | 19.00 |
| Events - Dry Recycling (Maximum hire 5 days) | | | | | | | |
| 1100 litre Container | Per Lift | O | D | N/A | N/A | 25.20 | 25.20 |
| 770 litre Container | | O | D | N/A | N/A | 20.00 | 20.00 |
| 360 litre Container | | O | D | N/A | N/A | 17.80 | 17.80 |
| 240 litre Container | | O | D | N/A | N/A | 16.80 | 16.80 |
| Events - Glass (Maximum hire 5 days) | | | | | | | |
| 1100 litre Bin | Per Lift | O | D | N/A | N/A | 25.20 | 25.20 |
| 360 litre bin | | O | D | N/A | N/A | 17.80 | 17.80 |
| 240 litre Bin | | O | D | N/A | N/A | 16.80 | 16.80 |

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Appendix B

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019**

| DESCRIPTION OF CHARGE | VAT | FEE | CHARGES April 2018-March 2019 | | CHARGES April 2019-March 2020 | |
|-----------------------|-----|-----|----------------------------------|---------|----------------------------------|---------|
| | | | Excl VAT | Inc VAT | Excl VAT | Inc VAT |

SERVICE AREA: CEMETERIES**CHARGING AREA: CEMETERIES**

*Note - Maintaining of graves is usually standard rate VAT, but as the council has published rules on the type of memorial governing, the charge is outside scope.
A Brentwood resident is anyone currently living in the Borough or someone who spent 75% of their life in the Borough.*

Purchase of Exclusive Rights of Burial for 50 years

| | | | £ | £ | £ | £ |
|--|---|---|----------|----------|----------|----------|
| All full burial graves | O | D | 997.00 | 997.00 | 1,220.00 | 1,220.00 |
| Cremated remains grass plot | O | D | 396.00 | 396.00 | 439.00 | 439.00 |
| Non-Brentwood resident - all full burial graves | O | D | 9,970.00 | 9,970.00 | 2,440.00 | 2,440.00 |
| Non-Brentwood resident - cremated remains grass plot | O | D | 3,960.00 | 3,960.00 | 878.00 | 878.00 |

Purchase of Exclusive Rights of Burial for 25 years (Vaults and Niches Only)

| | | | | | | |
|--|-----|---|-----|-----|----------|----------|
| Granite vaults | TBC | D | N/A | N/A | 916.00 | 916.00 |
| Niches In granite columbarium | TBC | D | N/A | N/A | 616.00 | 616.00 |
| Non- Brentwood resident - granite vaults | TBC | D | N/A | N/A | 1,832.00 | 1,832.00 |
| Non-Brentwood resident - niches in granite Columbarium | TBC | D | N/A | N/A | 1,232.00 | 1,232.00 |

Interment Fees

| | | | | | | |
|---|---|---|----------|----------|----------|----------|
| Graves dug down for one or two | E | D | 724.00 | 724.00 | 882.00 | 882.00 |
| Additional charge for dig down to 9ft | E | D | 179.00 | 179.00 | 218.00 | 218.00 |
| Cremated remains grass plot | E | D | 140.00 | 140.00 | 189.00 | 189.00 |
| Granite vault | E | D | N/A | N/A | 340.00 | 340.00 |
| Niche In granite Columbarium | E | D | N/A | N/A | 340.00 | 340.00 |
| Child under 12 years | E | D | 0.00 | 0.00 | 0.00 | 0.00 |
| Non-Brentwood resident-graves dug down for one or two | E | D | 7,240.00 | 7,240.00 | 1,764.00 | 1,764.00 |
| Non-Brentwood resident -additional charge for dig down to 9ft | E | D | 1,790.00 | 1,790.00 | 436.00 | 436.00 |
| Non-Brentwood resident-cremated remains grass plot | E | D | 1,400.00 | 1,400.00 | 378.00 | 378.00 |
| Non-Brentwood resident -granite vault | E | D | N/A | N/A | 680.00 | 680.00 |
| Non-Brentwood resident -Niche In granite Columbarium | E | D | N/A | N/A | 680.00 | 680.00 |
| Non-Brentwood resident -Child under 12 years | E | D | 0.00 | 0.00 | 0.00 | 0.00 |

Option to Extend Exclusive Rights of Burial for a further 25 years

| | | | | | | |
|--|---|---|----------|----------|--------|--------|
| All full burial graves | O | D | 198.00 | 198.00 | 204.00 | 204.00 |
| Cremated remains plot | O | D | 99.00 | 99.00 | 102.00 | 102.00 |
| Non-Brentwood resident -all full burial graves | O | D | 1,980.00 | 1,980.00 | 408.00 | 408.00 |
| Non-Brentwood resident -cremated remains plot | O | D | 990.00 | 990.00 | 204.00 | 204.00 |

Option to Extend Exclusive Rights of Burial for a further 10 years (Vaults and Niches Only)

| | | | | | | |
|---|-----|---|-----|-----|--------|--------|
| Granite vaults | TBC | D | N/A | N/A | 366.00 | 366.00 |
| Niches In granite Columbarium | TBC | D | N/A | N/A | 246.00 | 246.00 |
| Non-Brentwood resident - granite vaults | TBC | D | N/A | N/A | 732.00 | 732.00 |
| Non-Brentwood resident -Niches In granite Columbarium | TBC | D | N/A | N/A | 492.00 | 492.00 |

Monuments

| | | | | | | |
|--|---|---|--------|--------|--------|--------|
| Monument/Inscription approval fee | O | D | 134.00 | 134.00 | 137.00 | 137.00 |
| Additional charge for kerbed monuments | O | D | 134.00 | 134.00 | 137.00 | 137.00 |
| Inscription on a vault or niche | O | D | N/A | N/A | 244.00 | 244.00 |

Other Charges

| | | | | | | |
|-------------------------------------|---|---|-------|-------|-------|-------|
| Deed Transfer | O | D | 58.00 | 58.00 | 60.00 | 60.00 |
| Search of Burial Records | O | D | 0.00 | 0.00 | 0.00 | 0.00 |
| Chapel hire - Woodman Road Cemetery | E | D | 55.00 | 55.00 | 57.00 | 57.00 |

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| Appendix C | | | | | | | |
|---|-----|-----|-----------------------------------|----------|-----------------------------------|----------|--|
| ENVIRONMENT AND ENFORCEMENT | | | | | | | |
| FEES & CHARGES SCHEDULE FROM 1 APRIL 2019 | | | | | | | |
| DESCRIPTION OF CHARGE | VAT | FEE | CHARGES | | CHARGES | | |
| | | | April 2018-March 2019 Excl VAT | Inc VAT | April 2019-March 2020 Excl VAT | Inc VAT | |
| SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT | | | | | | | |
| SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT | | | | | | | |
| Dog Control | | | | | | | |
| Statutory Seizure Fee | O | S | 25.00 | 25.00 | 25.00 | 25.00 | Statutory fee |
| Dog Warden Collection Costs | O | D | 70.00 | 70.00 | 70.00 | 70.00 | |
| Kennelling Costs (per day charged by Kennel) | O | D | 14.00 | 14.00 | 14.00 | 14.00 | |
| Skin Piercing | | | | | | | |
| Premises Registration | O | D | 257.50 | 257.50 | 257.50 | 257.50 | |
| Practitioner Registration | O | D | 91.50 | 91.50 | 91.50 | 91.50 | |
| Other Charges | | | | | | | |
| Level 2 CIEH Food Hygiene/Health & safety | E | D | 67.00 | 67.00 | 67.00 | 67.00 | |
| Contaminated Land Search Enquiries | O | D | 115.00 | 115.00 | 115.00 | 115.00 | |
| Pollution Prevention and Control Act 1999* | | | | | | | |
| <i>* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2019 are subject to change</i> | | | | | | | |
| Standard Process | O | S | 1,650.00 | 1,650.00 | 1,650.00 | 1,650.00 | |
| Reduced fee activities | O | S | 99.00 | 99.00 | 99.00 | 99.00 | |
| Mobile screening and crushing plant | O | S | 1,650.00 | 1,650.00 | 1,650.00 | 1,650.00 | |
| Annual Subsistence Charge* | | | | | | | |
| <i>* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2019 are subject to change</i> | | | | | | | |
| Standard process Low Risk | O | S | 772.00 | 772.00 | 772.00 | 772.00 | |
| Standard process Medium Risk | O | S | 1,161.00 | 1,161.00 | 1,161.00 | 1,161.00 | |
| Standard process High Risk | O | S | 1,747.00 | 1,747.00 | 1,747.00 | 1,747.00 | |
| Reduced fee activities Low Risk | O | S | 79.00 | 79.00 | 79.00 | 79.00 | |
| PVR I & II combined | O | S | 113.00 | 113.00 | 113.00 | 113.00 | |
| Mobile screening and crushing plants | O | S | 646.00 | 646.00 | 646.00 | 646.00 | |
| Fixed Penalty Notices | | | | | | | |
| ASB, Crime and Policing Act 2014 | | | | | | | |
| Breach of Community Protection Notice | O | D | 100.00 | 100.00 | 100.00 | 100.00 | Level set by Business and Town Centres Committee Dec 2014 |
| Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 | |
| Breach of Public Spaces Protection Order | O | D | 100.00 | 100.00 | 100.00 | 100.00 | Level set by Business and Town Centres Committee Dec 2014 |
| Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 | Level specified in legislation |
| Environmental Protection Act 1990/ Clean Neighbourhoods & Env Act 2005 | | | | | | | |
| Failure to provide a waste transfer note | O | D | 300.00 | 300.00 | 300.00 | 300.00 | Level specified in legislation |
| Littering | | | | | | | |
| * Full penalty | O | D | 80.00 | 80.00 | 150.00 | 150.00 | Maximum full penalty |
| * Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 | |
| Unauthorised distribution of free literature | | | | | | | |
| * Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 | Maximum full penalty |
| * Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 | |
| Domestic waste receptacle offences | | | | | | | |
| * Full penalty | O | D | 80.00 | 80.00 | 80.00 | 80.00 | Maximum full penalty |
| * Early payment | O | D | 60.00 | 60.00 | 60.00 | 60.00 | |
| * Dog control offences | O | D | 0.00 | 0.00 | 80.00 | 80.00 | Maximum full penalty |
| * Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details | O | D | 0.00 | 0.00 | 80.00 | 80.00 | Maximum full penalty |
| Nuisance parking | | | | | | | |
| * Full penalty | O | D | 100.00 | 100.00 | 100.00 | 100.00 | Maximum full penalty |
| * Early payment | O | D | 60.00 | 60.00 | 60.00 | 60.00 | |
| Abandoning a vehicle | | | | | | | |
| * Full penalty | O | D | 200.00 | 200.00 | 200.00 | 200.00 | Maximum full penalty |
| * Early payment | O | D | 120.00 | 120.00 | 120.00 | 120.00 | |
| Industrial and commercial waste receptacle offences | | | | | | | |
| * Full penalty | O | D | 110.00 | 110.00 | 110.00 | 110.00 | Maximum full penalty |
| * Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 | |
| Fly-tipping | O | D | 400.00 | 400.00 | 400.00 | 400.00 | Maximum full penalty - set by Environment and Housing Management Committee June 2016 |
| Littering from vehicles | | | | | | | |
| * Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 | Maximum full penalty |
| * Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 | |
| Abandoned shopping trolleys | | | | | | | |
| Seizure fee | O | D | 35.00 | 35.00 | 40.00 | 40.00 | |
| Storage fee (per week or part thereof) | O | D | 5.00 | 5.00 | 10.00 | 10.00 | |
| Delivery fee | O | D | 25.00 | 25.00 | 30.00 | 30.00 | |
| Anti-social Behaviour Act 2003 | | | | | | | |
| Graffiti | | | | | | | |
| * Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 | Maximum full penalty |
| * Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 | |
| Fly posting | | | | | | | |
| * Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 | Maximum full penalty |
| * Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 | |
| High Hedge Complaint | O | D | 330 | 330 | 500.00 | 500.00 | |
| Noise Act 1996 | | | | | | | |
| Noise exceeding permitted level - domestic premises | | | | | | | |
| * Full penalty | O | D | 110.00 | 110.00 | 110.00 | 110.00 | Maximum full penalty Service not provided |
| * Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 | |
| Noise exceeding permitted level - licensed premises | | | | | | | |
| * Full penalty | O | D | 500.00 | 500.00 | 500.00 | 500.00 | Maximum full penalty Service not provided |
| <i>* Levels set by Environment and Enforcement Committee July 2018</i> | | | | | | | |

Environment and Enforcement
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

| DESCRIPTION OF CHARGE | VAT | FEE | CHARGES | | CHARGES | |
|-----------------------|-----|-----|-----------------------------------|---------|-----------------------------------|---------|
| | | | April 2018-March 2019 Excl VAT | Inc VAT | April 2019-March 2020 Excl VAT | Inc VAT |

SERVICE AREA: Community Safety

CHARGING AREA: Corporate Enforcement

Environmental Protection Act 1990

| | | | | | | |
|--|---|---|--------|--------|--------|--------|
| Littering - Full penalty | E | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Littering - Discounted Penalty | E | D | 75.00 | 75.00 | 75.00 | 75.00 |
| Littering from vehicles - Full Penalty | E | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Littering from vehicles - Discounted Penalty | E | D | 75.00 | 75.00 | 75.00 | 75.00 |
| Unauthorised Distribution of Free Literature on Designated Land - Full Penalty | E | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Unauthorised Distribution of Free Literature on Designated Land - Discounted Penalty | E | D | 50.00 | 50.00 | 50.00 | 50.00 |
| Domestic Waste Receptable Offences - Full Penalty | E | D | 80.00 | 80.00 | 80.00 | 80.00 |
| Domestic Waste Receptable Offences - Discounted Penalty | E | D | 60.00 | 60.00 | 60.00 | 60.00 |
| Industrial and Commercial waste receptable offences - Full Penalty | E | D | 110.00 | 110.00 | 110.00 | 110.00 |
| Industrial and Commercial waste receptable offences - Discounted Penalty | E | D | 75.00 | 75.00 | 75.00 | 75.00 |

Anti Social Behaviour Act 2003

| | | | | | | |
|----------------------------------|---|---|--------|--------|--------|--------|
| Graffiti - Full Penalty | E | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Graffiti - Discounted Penalty | E | D | 50.00 | 50.00 | 50.00 | 50.00 |
| Fly-Posting - Full Penalty | E | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Fly-Posting - Discounted Penalty | E | D | 50.00 | 50.00 | 50.00 | 50.00 |

Clean Neighbourhoods and Environment Act 2005

| | | | | | | |
|---|---|---|--------|--------|--------|--------|
| Nuisance Parking - Full Penalty | E | D | 100.00 | 100.00 | 100.00 | 100.00 |
| Nuisance Parking - Discounted Penalty | E | D | 60.00 | 60.00 | 60.00 | 60.00 |
| Abandoning a Vehicle - Full Penalty | E | D | 200.00 | 200.00 | 200.00 | 200.00 |
| Abandoning a Vehicle - Discounted Penalty | E | D | 120.00 | 120.00 | 120.00 | 120.00 |

Noise Act 1996

| | | | | | | |
|--|---|---|--------|--------|--------|--------|
| Noise Exceeding permitted level - domestic premises - Full Penalty | E | D | 110.00 | 110.00 | 110.00 | 110.00 |
| Noise Exceeding permitted level - domestic premises - Discounted Penalty | E | D | 75.00 | 75.00 | 75.00 | 75.00 |
| Noise Exceeding permitted level - Licensed premises - Full Penalty | E | D | 500 | 500 | 500 | 500 |
| Noise Exceeding permitted level - Licensed premises - Discounted Penalty | E | D | 500 | 500 | 500 | 500 |

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019**

| DESCRIPTION OF CHARGE | VAT | FEE | CHARGES | | CHARGES | |
|-----------------------|-----|-----|-----------------------------------|---------|-----------------------------------|---------|
| | | | April 2018-March 2019 Excl VAT | Inc VAT | April 2019-March 2020 Excl VAT | Inc VAT |

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

CHARGING AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

Dog Control

| | | | | | | |
|--|---|---|-------|-------|-------|-------|
| Statutory Seizure Fee | O | S | 25.00 | 25.00 | 25.00 | 25.00 |
| Dog Warden Collection Costs | O | D | 70.00 | 70.00 | 70.00 | 70.00 |
| Kennelling Costs (per day charged by Kennel) | O | D | 14.00 | 14.00 | 14.00 | 14.00 |

Other Charges

| | | | | | | |
|---|---|---|--------|--------|--------|--------|
| Level 2 CIEH Food Hygiene/Health & safety | E | D | 67.00 | 67.00 | 67.00 | 67.00 |
| Contaminated Land Search Enquiries | O | D | 115.00 | 115.00 | 115.00 | 115.00 |

ASB, Crime and Policing Act 2014 Fixed Penalty Notices

| | | | | | | |
|--|---|---|-------|-------|-------|-------|
| Breach of Community Protection Notice | O | D | 80.00 | 80.00 | 80.00 | 80.00 |
| Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 |
| Breach of Public Spaces Protection Order | O | D | 80.00 | 80.00 | 80.00 | 80.00 |
| Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 |

Environmental Protection Act 1990 Fixed Penalty Notices

| | | | | | | |
|--|---|---|--------|--------|--------|--------|
| Failure to provide a waste transfer note | O | D | 300.00 | 300.00 | 300.00 | 300.00 |
| Dog control offences | O | D | 80.00 | 80.00 | 80.00 | 80.00 |

Clean Neighbourhoods and Environment Act 2005

| | | | | | | |
|--|---|---|-------|-------|-------|-------|
| Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details | O | D | 80.00 | 80.00 | 80.00 | 80.00 |
|--|---|---|-------|-------|-------|-------|

Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016

| | | | | | | |
|--------------------------------|---|---|--------|--------|--------|--------|
| Fly-tipping (up to max amount) | O | D | 400.00 | 400.00 | 400.00 | 400.00 |
|--------------------------------|---|---|--------|--------|--------|--------|

Fixed Penalty Notices

| | | | | | | |
|--|---|---|--------|--------|--------|--------|
| Littering | | | | | | |
| Full penalty | O | D | 80.00 | 80.00 | 150.00 | 150.00 |
| Early payment | O | D | 80.00 | 80.00 | 75.00 | 75.00 |
| Littering from vehicles | | | | | | |
| Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 |
| Graffiti | | | | | | |
| Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 |
| Fly posting | | | | | | |
| Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 |
| Unauthorised distribution of free literature | | | | | | |
| Full penalty | O | D | 150.00 | 150.00 | 150.00 | 150.00 |
| Early payment | O | D | 50.00 | 50.00 | 50.00 | 50.00 |
| Nuisance parking | | | | | | |
| Full penalty | O | D | 100.00 | 100.00 | 100.00 | 100.00 |
| Early payment | O | D | 60.00 | 60.00 | 60.00 | 60.00 |
| Abandoning a vehicle | | | | | | |
| Full penalty | O | D | 200.00 | 200.00 | 200.00 | 200.00 |
| Early payment | O | D | 120.00 | 120.00 | 120.00 | 120.00 |
| Domestic waste receptacle offences | | | | | | |
| Full penalty | O | D | 80.00 | 80.00 | 80.00 | 80.00 |
| Early payment | O | D | 60.00 | 60.00 | 60.00 | 60.00 |
| Industrial and commercial waste receptacle offences | | | | | | |
| Full penalty | O | D | 110.00 | 110.00 | 110.00 | 110.00 |
| Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 |
| Noise exceeding permitted level - domestic premises | | | | | | |
| Full penalty | O | D | 110.00 | 110.00 | 110.00 | 110.00 |
| Early payment | O | D | 75.00 | 75.00 | 75.00 | 75.00 |
| Noise exceeding permitted level - licensed premises | | | | | | |
| Full penalty | O | D | 500.00 | 500.00 | 500.00 | 500.00 |

Already authorised by committee - Env Enforcement July 18 ? If decided to offer service - most adopted. Noise at Night not adopted as at Nov 18

Pollution Prevention and Control Act 1999*

| | | | | | | |
|---|---|---|----------|----------|----------|----------|
| <i>* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2019 are subject to change</i> | | | | | | |
| Standard Process | O | S | 1,650.00 | 1,650.00 | 1,650.00 | 1,650.00 |
| Reduced fee activities | O | S | 99.00 | 99.00 | 99.00 | 99.00 |
| Mobile screening and crushing plant | O | S | 1,650.00 | 1,650.00 | 1,650.00 | 1,650.00 |

Annual Subsistence Charge*

| | | | | | | |
|---|---|---|----------|----------|----------|----------|
| <i>* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2019 are subject to change</i> | | | | | | |
| Standard process Low Risk | O | S | 772.00 | 772.00 | 772.00 | 772.00 |
| Standard process Medium Risk | O | S | 1,161.00 | 1,161.00 | 1,161.00 | 1,161.00 |
| Standard process High Risk | O | S | 1,747.00 | 1,747.00 | 1,747.00 | 1,747.00 |
| Reduced fee activities Low Risk | O | S | 79.00 | 79.00 | 79.00 | 79.00 |
| PVR I & II combined | O | S | 113.00 | 113.00 | 113.00 | 113.00 |
| Mobile screening and crushing plants | O | S | 646.00 | 646.00 | 646.00 | 646.00 |

Skin Piercing

| | | | | | | |
|---------------------------|---|---|--------|--------|--------|--------|
| Premises Registration | O | D | 257.50 | 257.50 | 257.50 | 257.50 |
| Practitioner Registration | O | D | 91.50 | 91.50 | 91.50 | 91.50 |

Anti-social Behaviour Act 2003

| | | | | | | |
|----------------------|---|---|-----|-----|--------|--------|
| High Hedge Complaint | O | D | 330 | 330 | 500.00 | 500.00 |
|----------------------|---|---|-----|-----|--------|--------|

Noise Pollution - at night.
Legally this could be charged but not adopted as low incidents reported.

Is this included in above or are they just daytime noise

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Appendix D

ENVIRONMENT AND ENFORCEMENT FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

| DESCRIPTION OF CHARGE | VAT | FEE | CHARGES | | CHARGES | |
|-----------------------|-----|-----|-----------------------|---------|-----------------------|---------|
| | | | April 2018-March 2019 | | April 2019-March 2020 | |
| | | | Excl VAT | Inc VAT | Excl VAT | Inc VAT |

SERVICE AREA: STREET SERVICES

CHARGING AREA: STREET NAMING & NUMBERING

Residential Charges

| | | | | | | |
|---|----|---|-------|-------|-------|-------|
| Renaming/renumbering of domestic dwelling | OS | D | 30.00 | 30.00 | 30.00 | 30.00 |
| Industrial/Retail renumbering/rename | OS | D | 60.00 | 60.00 | 60.00 | 60.00 |

Developer Charges

| | | | | | | |
|--|----|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Naming of street – per street | OS | D | 100.00 | 100.00 | 100.00 | 100.00 |
| Numbering of development plots | OS | D | 75.00 | 75.00 | 75.00 | 75.00 |
| Numbering of development plots 2-10 units | OS | D | 145.00 | 145.00 | 145.00 | 145.00 |
| Numbering of development plots over 10 units | OS | D | 145.00 + £10 per extra unit | 145.00 + £30 per extra unit | 145.00 + £10 per extra unit | 145.00 + £30 per extra unit |

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Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Environment and Enforcement Committee

1. The functions within the remit of the Environment and Enforcement Committee (including the operational management of assets which for the sake of clarity also comprises maintenance) are set out below:

- 1) Waste management, refuse collection and recycling
- 2) Environmental improvement schemes
- 3) The quality of the public realm, including street services and grounds maintenance
- 4) Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
- 5) Public conveniences
- 6) Cemeteries and closed churchyards
- 7) Unlawful incursions
- 8) Operational facilities management (including maintenance) of the Town Hall and the Depot
- 9) Environmental nuisance and pollution controls
- 10) Other miscellaneous powers enforced by Environmental Health
- 11) Food safety and health and safety
- 12) Oversee and monitor the enforcement activities of the Council.

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