



# Minutes

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## Policy, Resources & Economic Development Committee Wednesday, 2nd February, 2022

### Attendance

Cllr Hossack (Chair)	Cllr Mynott
Cllr Parker (Vice-Chair)	Cllr Mrs Pearson
Cllr Barrett	Cllr Poppy
Cllr S Cloke	Cllr Wagland
Cllr Lewis	

### Also Present

Cllr Aspinell  
Cllr J Cloke  
Cllr Mrs Pound

Nick Binder - Parking Partnership Manager

### Officers Present

Kim Anderson	- Partnership, Leisure and Funding Manager
Phoebe Barnes	- Corporate Manager - Finance
Greg Campbell	- Corporate Director (Environment & Communities)
Phil Drane	- Corporate Director (Planning and Economy)
Mike Dun	- Trade Waste Officer
Zoey Foakes	- Governance & Member Support Officer
Amanda Julian	- Corporate Director (Law and Governance) and Monitoring Officer
Steve Summers	- Strategic Director (Deputy Chief Executive)
Jacqueline Mellaerts	Van - Corporate Director (Finance & Resources)
Jonathan Stephenson	- Chief Executive
Ian Winslet	- Strategic Director - Regeneration and Housing Development
Nick Binder	- Parking Partnership Manager

## LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing.](#)

### 279. Apologies for absence

No apologies were received for this committee meeting.

### 280. Minutes of the previous meeting

The minutes of the Policy, Resources and Economic Development meeting held on 24<sup>th</sup> November 2021 were approved as a true record.

### 281. South Essex Parking Partnership - Proposed New Term for the Partnership Agreement

The current 11-year term of the South Essex Parking Partnership (SEPP) Joint Committee Agreement ends on 31 March 2022. The purpose of this report sought approval from the Council to a new offer from Essex County Council (ECC) to continue the operation into a new term under a new Joint Committee Agreement, commencing on 1 April 2022. The proposed term is five years with the option to extend a further twelve months on three consecutive occasions. The proposed Agreement was considered by the SEPP Joint Committee on 28 October 2021. It unanimously supported its proposed terms and recommended that its constituent councils formally approve them.

The Chair wanted to thank Parking Enforcement Team Leader, Emma Cross and the team for their role in Brentwood.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED**:

**That Members formally agree to the proposed terms of the new offer from Essex County Council to enter into a new South Essex Parking Partnership Joint Committee Agreement from 1 April 2022. Refer to Appendix A for details of the proposal.**

### 282. Order of the agenda amendment

The Chair amended the order of the agenda to take Item 9 after Item 3. This was agreed by the committee.

### 283. Response to the Transport East 30-Year Strategy

This report sought approval on a formal response to the Transport East Draft Transport Strategy public consultation "A 30-year transport strategy for the East". The strategy is informed by the East's unique contribution to the UK

and specific challenges throughout the region. It identified a vision and four strategic priorities (decarbonisation to net-zero; connecting growing towns and cities; energising coastal and rural communities; and unlocking international gateways). It identified six core corridors that play a vital role in the movement of people and goods in the East, two of which flow through the borough.

A proposed response to the consultation on behalf of the Council is set out in Appendix A. This is broadly supportive of the high level aims of the 30-year strategy but raised concern that some of the specific transport issues in the borough are not sufficiently referenced. A consultation brochure providing an overview of the strategy is set out in Appendix B.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY**.

**Members are asked to:**

**R1. Approve the response to the Transport East 30-Year Strategy consultation, as set out in Appendix A.**

**Reasons for Recommendation:**

Transport East is setting a collective vision for the future of transport in Essex (and beyond), through a partnership that Brentwood Borough Council is part of. The proposed response set out in Appendix A on behalf of the Council expresses support for the 30-year strategy but challenges specific issues relevant to the borough that at present are not sufficiently covered. Ongoing partnership working with Transport East would enable these issues to be discussed and tackled.

#### **284. Financial Initiatives Group (FIG)**

Members were aware that one of the key objectives within the Council's Corporate Strategic Plan 2020-2025 is to sustain £1 million revenue via commercial activities to reduce the council's revenue budget gap.

To assist with this objective and meet the targets set out in the Council's Medium Term Financial Strategy and build on the initiatives already developed it was considered appropriate to introduce a member's cross working party, re-named Financial Initiatives Group (FIG) to review and develop financial initiatives for presentation to and consideration by this committee.

On 30 September it was resolved at this committee to set up formal cross party members Financial Initiatives Group (FIG) and the Terms of Reference were agreed.

This Group would be led by Cllr White and met in November and a total of 13 opportunities have been identified and collated by impact and priority. The group will feedback to PRED on a regular basis to monitor progress.

This item was information only and no voting was required.

## **285. Brentwood Regeneration Fund**

The Council, in its 'Brentwood 2025' Corporate Strategy, had stated 'Growing our Economy' as a central plank of its ambition and had committed to developing a culture that supported the creation of new enterprise, inward investment and the growth of existing business. Regeneration of housing and other sites in the Borough is central to this ambition and the Council was already directly delivering affordable housing to support local families and, in turn, their contribution to the local economy. The Council is now looking at how it might go further with this social purpose activity and proactively facilitate regeneration projects where sites are stalled and where some financial intervention, through a dedicated 'Regeneration Fund' might unlock development and help accelerate delivery.

A presentation on the Regeneration Fund was given to the Committee by Ian Winslet.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED**.

**Members are requested to:**

**Approve the establishment of a 'Brentwood Regeneration Fund' to support commercial regeneration projects in the Borough. Subject to approval of the fund, specific opportunities for the allocation of fund finance will brought to this committee for consideration as they arise.**

## **286. Fees and Charges**

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. During the municipal year Chairs of the relevant committees deferred the proposed fees and charges pending further review of the proposed charges considering the current economic climate and the increase in inflationary costs. Officers alongside chairs have reviewed and revised the fees and charges since they were deferred, and they are being brought in totality to the Policy Resources and Economic Development committee for approval. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

An updated version of Appendix D is appended to the minutes and was what members used to vote on.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED**.

**Members are asked to:**

**R1. Agree to the proposed charges for 2022/23 as attached in Appendix A-E and recommend for approval at Ordinary Council on 23rd February 2022.**

### **Reasons for Recommendation**

Officers review fees and charges annually and this will be used to inform the 2022/23 budget setting process.

## **287. Budget 2022/23**

This report and appendices sets out all the relevant information in support of setting the Councils Budget for General Fund services and Council Tax for 2022/23, together with financial forecast information through to 2024/25. Also included is information on the Housing Revenue Account (HRA) budget for 2022/23 and the Capital Programme 2022/23 to 2024/25.

- (i) Appendix A - The General Fund budget proposals for 2022/23 to 2024/25.
- (ii) Appendix B - The Housing Revenue Account (HRA) budget proposals for 2022/23 onwards.
- (iii) Appendix C - The Capital and Investment Strategy for 2022/23 including the Councils capital Programme 2022/23 to 2024/25
- (iv) Appendix D - Pay Policy Statement
- (v) Appendix E - Section 151 Officers Assurance Statement and useful information
- (vi) Appendix F: Corporate Strategy Budget Summary

The Policy, Resources and Economic Development Committee is required to consider the proposals and make recommendations to Ordinary Council for approval on 23rd February 2022.

The figures presented summarise the detailed service budgets, together with known adjustments including the impact of the provisional central government grant funding along with financial implications of COVID-19.

The key elements of the proposed budget are:

#### General Fund:

- 1) £5 increase in Council Tax for 2022/23 for Brentwood Council services.
- 2) Earmarked Reserves to set aside appropriate balances to mitigate future financial risk and build up in borough regeneration.
- 3) Future uncertainty of Local Government Financing.

#### Housing Revenue Account:

- 1) For 2022/23 a budget that delivers a small surplus of £34k.
- 2) Increase in rents of CPI plus 1% per annum; equating to 4.1%.
- 3) Continued investment in the delivery of Decent Homes and Development of Housing within the Borough.

4) Significant investment in the Strategic Housing Delivery Programme ensuring the 30 year business plan is sustainable.

Capital:

- 1) Total capital investment of £41.420 million in 2022/23
- 2) Subsequent investment of £38.9 million & £22.3million from 2023 to 2025.

The Chair thanked officers Mrs Van Mellaerts, Ms Barnes and the finance team on work produced.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED**.

**Members are asked to:**

**R1. Approve the proposals for the General Fund Budget and MediumTerm Financial Strategy as set out in Appendix A and recommend to Ordinary Council for approval on 23rd February 2022.**

**R2. Recommend that Council Tax has a £5 increase for 2022/23, the charge of Band D property increasing to £198.63 per annum for Brentwood Council services only.**

**R3. Approve proposals for the HRA budget 2022/23 including the 30 year HRA Business Plan within Appendix B and recommend to Ordinary Council for approval on 23rd February 2022.**

**R4. Approve an increase to rents for 2022/23 by CPI plus 1%**

**R5. Approve the Capital and Investment Strategy in Appendix C including the Capital Programme and recommend to Ordinary Council for approval on 23rd February 2022.**

**R6. To note the Pay Policy Statement in Appendix D and recommend for approval at Ordinary Council on 23rd February 2022.**

**R7. To note the Section 151 Officers Assurance Statement in Appendix E when recommending all for approval to Ordinary Council on 23<sup>rd</sup> February 2022.**

**Reasons for Recommendation**

Effective financial management underpins all of the priorities for the Council and will enable the Council to operate within a sustainable budget environment.

The Council is required to approve the Budget as part of the Budget and Policy Framework Page.

A vote was taken on Standing Orders and it was **UNANIMOUSLY AGREED** to extend the meeting for a further 30 minutes.

## **288. Economic Development Work Programme 2021-2025**

In November 2021 Policy, Resources and Economic Development Committee approved an Economic Development Strategy that identifies objectives to deliver corporate priorities for economic growth. A work programme has been developed to guide the work of the Economic Development Team in delivering these objectives (Appendix A). This will be brought to the committee on a regular basis so that information on progress delivering the objectives can be monitored by Members.

The Chair commended the work undertaken by Mrs Edmonds and the Economic Development Team.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED**.

**Members are asked to:**

**R1. Endorse the Economic Development work programme as set out in Appendix A.**

**R2. Agree that the work programme is brought back to Policy, Resources and Economic Development Committee on a regular basis to inform Members on objectives and progress.**

### **Reasons for Recommendation**

The Economic Development Strategy 2021-2025 is critical to the delivery of the Corporate Strategy 2020-2025. The work programme sitting behind the Strategy details the specific projects and actions needed to achieve on the objectives.

## **289. Urgent Business**

There were no items of urgent business to discuss.

The meeting concluded at 9.25pm.

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**POLICY, RESOURCES & ECONOMIC DEVELOPMENT**

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2020/21 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.

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

Fees and Charges for parking are to remain at current rates. Season tickets increase proposed is 2% in line with the council's corporate increase regarding fees & charges. This is based on the average CPI inflation increase. Town centre charges will be applicable to KGPF car park.

### Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service and keeping the rates commercially competitive. Charges implemented for KGPF supports the approval of the business case the charge for parking on the redeveloped site to support the financing costs of development. No other changes have been made to other car parking charges in the borough

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

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?

Not applicable

### Expected budgeted income

Season Ticket Income: £530,000  
Pay and Display Fees & Charges: £1,200,000

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
<b>SERVICE AREA: PARKING</b>						
<b>CHARGING AREA: Offstreet Parking</b>						

**Chatham Way**

<b>Monday to Saturday - 6:00am to 7:00pm</b>						
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
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
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	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
<b>Monday to Saturday - 7:00pm to 6:00am</b>						
Overnight Charge	S	D	1.67	2.00	1.67	2.00
<b>Sunday Charge</b>						
All day	S	D	0.00	0.00	0.00	0.00

**Coptfold Road**

<b>Monday to Saturday - 6:00am to 7:00pm</b>						
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
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
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	S	D	5.00	6.00	5.00	6.00
6 hours+ to close	S	D	6.67	8.00	6.67	8.00
<b>Monday to Saturday - 7:00pm to 10:00pm</b>						
Overnight Charge	S	D	1.67	2.00	1.67	2.00
<b>Sunday Charge - 6:00am to 10:00pm</b>						
Flat Charge	S	D	0.83	1.00	0.83	1.00
Lost Ticket	S	D	8.33	10.00	8.33	10.00
Exit charge after 10:00pm	S	D	41.67	50.00	41.67	50.00

**William Hunter Way**

<b>Monday to Saturday - 6:00am to 7:00pm</b>						
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
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
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	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00
<b>Sunday Charge</b>						
All day	S	D	0.83	1.00	0.83	1.00

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2020**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2019-March 2020 Excl VAT	Inc VAT	April 2020-March 2021 Excl VAT	Inc VAT

**SERVICE AREA: PARKING**

**CHARGING AREA: Offstreet Parking**

**Town Hall**

**Monday to Saturday - 6:00am to 7:00pm**

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
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
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	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

**Sunday Charge**

All day	S	D	0.00	0.00	0.00	0.00
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**Westbury Road**

Saturday - all day	S	D	3.33	4.00	3.33	4.00
Sunday - all day	S	D	0.83	1.00	0.83	1.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

**King George's Playing Field**

4 Hours	S	D	0.00	0.00	N/A	N/A
Over 4 Hours	S	D	4.17	5.00	N/A	N/A
Coaches	S	D	12.50	15.00	N/A	N/A

**Monday to Sunday**

30 mins	S	D	N/A	N/A	0.00	0.00
1 hours	S	D	N/A	N/A	0.83	1.00
2 hours	S	D	N/A	N/A	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	N/A	N/A	2.50	3.00
4 hours	S	D	N/A	N/A	3.33	4.00
5 hours	S	D	N/A	N/A	4.17	5.00
6 hours	S	D	N/A	N/A	5.00	6.00
6 hours +	S	D	N/A	N/A	6.67	8.00

**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 Bellmead and Market Square Monday to Saturday 8:00am - 6:00pm**

**Friars Avenue**

Maximum stay 2 hours no return for 4 hours	S	D	N/A	N/A	N/A	N/A
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**Monday to Saturday - 6:00am to 7:00pm**

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
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

**Sunday Charge**

All day	S	D	0.83	1.00	0.83	1.00
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**Hunters Avenue**

Maximum stay 2 hours no return for 4 hours	S	D	N/A	N/A	N/A	N/A
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**Monday to Saturday - 6:00am to 7:00pm**

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	1.00	1.00	1.00	1.00
2 hours	S	D	2.00	2.00	2.00	2.00
2 hours with discount card	S	D	1.40	1.40	1.40	1.40
3 hours	S	D	3.00	3.00	3.00	3.00
Overnight Charge	S	D	2.00	2.00	2.00	2.00

**Sunday Charge**

All day	S	D	1.00	1.00	1.00	1.00
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**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PARKING**

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

**Season Tickets - Flexi Charge**

7 days	S	D	20.00	24.00	20.00	24.00
1 month	S	D	62.50	75.00	62.50	75.00
3 months	S	D	175.00	210.00	175.00	210.00
6 months	S	D	332.50	399.00	332.50	399.00
12 months	S	D	590.00	708.00	590.00	708.00

**Season Tickets - Standard Charge**

7 days	S	D	30.00	36.00	30.00	36.00
1 month	S	D	93.33	112.00	93.33	112.00
3 months	S	D	271.67	326.00	271.67	326.00
6 months	S	D	518.33	622.00	518.33	622.00
12 months	S	D	935.00	1,122.00	935.00	1,122.00

Note - For Coptfold Road, Sir Francis Way, Westbury Road and William Hunter Way car parks

**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

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

Committee: PRED  
Service Area: Design & Print

### 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 (%)

The increase proposed to round to nearest whole number .

### 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)?

None, charges to cover costs.

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

£0 - charges generate minimal income, charges there to cover costs if needed.

### Expected budgeted income

£0

**DESIGN AND PRINT SERVICES  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2021-March 2022 Excl VAT	Inc VAT	April 2022-March 2023 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	17.00	20.40	17.50	21.00
Price per black and white copy	S	D	0.01	0.01	0.02	0.02
Price per colour copy	S	D	0.03	0.04	0.04	0.05
Provision of printing materials	S	D	As per job spec		As per job spec	

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

Committee: PRED  
Service Area: Facilities Management

### 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 (%)

The increase proposed is 5% and rounded to nearest number to keep with inflation. This is based on the forecast CPI inflation increase for 22/23. Essex set the wedding fees, increased by 2.4 to 3.4%.

### 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 chelmsford when opened. The proposed Fees and charges are deemed average within the benchmarking exercise. Haven't undertook another benchmarking exercise as there hasn't been much uptake on room hire. Potentially due to COVID.

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

N/A

### Expected budgeted income

£500, extra from weddings. No extra expected income from room hire. Total budget £17.5k



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

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			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	370.00	444.00	383.33	460.00
Council Chamber Full Day*	S	D	625.00	750.00	650.00	780.00
Committee Rooms 1 Half Day*	S	D	158.33	190.00	166.67	200.00
Committee Rooms 1 Full Day*	S	D	258.33	310.00	266.67	320.00
Committee Rooms 2 Half Day*	S	D	63.33	76.00	66.67	80.00
Committee Rooms 2 Full Day*	S	D	104.17	125.00	108.33	130.00
Civic Foyer Half Day	S	D	104.17	125.00	108.33	130.00
Civic Foyer Full Day	S	D	183.33	220.00	191.67	230.00
Leader's room Half Day	S	D	78.33	94.00	83.33	100.00
Leader's room Full Day	S	D	145.83	175.00	154.17	185.00

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

**Weddings (Town Hall - From August 2019)**

Council Chamber Monday - Thursday	S	D	358.33	430.00	375.00	450.00
Council Chamber Friday	S	D	358.33	430.00	375.00	450.00
Council Chamber Saturday	S	D	358.33	430.00	375.00	450.00

\* 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	191.00	210.00
Committee Rooms Friday	E/S	D	250.00	300.00	250.00	300.00
Committee Rooms Saturday	E/S	D	308.33	370.00	308.33	370.00

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.

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

**Committee:** PRED  
**Service Area:** Economic Development

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

The primary objective of the charge is cost recovery for the Brentwood Business Showcase

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

Charges have not been increased by a set percentage, instead charges have been increased based on the cost of delivering the service to ensure full cost recovery

### 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 sponsorship for other large business expos. 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?

There has been no significant change in charge

### Expected budgeted income

The expected income for the Brentwood Business Showcase is £25,000, generated through sponsorship and exhibitor fees

**COMMUNITY AND HEALTH  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: PLANNING & ECONOMY**

**CHARGING AREA: Economic Development**

For more information about sponsorship packages, contact the Economic Development team on [business@brentwood.gov.uk](mailto:business@brentwood.gov.uk)

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2022/23 ONWARDS

**Committee:** Policy, Resources & Economic Development  
**Service Area:** Legal Services

### 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 (%)

Introduction of New Charges

### Justification for revised charge (compared to previous year)

Introduction of New Charges

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

Fees have been benchmarked. 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?

No required

### Expected budgeted income

£25k

**LEGAL SERVICES**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

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

**SERVICE AREA: LEGAL SERVICES**

**CHARGING AREA: LEGAL SERVICES**

\*New fees introduced with effect 1st April 2022

**Administation**

	VAT	FEE	£	£
Certified Copy Lease	S	D	18.33	22.00
Copy Transfer	S	D	15.00	18.00
General Enquiries (see below for pre contract and RTB enquiries) Minimum of 2 hours, hourly rate thereafter	S	D	75.00	90.00
Sealing Costs (e.g. s.106 Agreements)	S	D	25.00	30.00
Single document copy	S	D	10.00	12.00
RTB pre sale land enquiries	S	D	See above	See above

**Commercial Portfolio**

Grant of Commerical Lease - Minimum for 7 hours, thereafter houly rate	S	D	750.00	900.00
Licence for Works/Changes of Use Commerical Lease - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
License to Assign Commercial Lease - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Licence to Underlet Commerical Lease - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
Guarantor Agreement - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
Rent Deposit Deed - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00
	S	D	750.00	900.00

**Litigation**

Prep of s.146 Notice	S	D	175.00	210.00
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**Post Completion**

Deed of Postponement - non refundable, including if not all requested information is provided	S	D	155.00	186.00
Deed of Rectification - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00

**Residential**

Approval Deed of Covenant	S	D	100.00	120.00
Covenant Modification/Release - Minimum for 7 hours, thereafter hourly rate	S	D	750.00	900.00
Equity Share Transfers - Minimum for 7 hours, thereafter hourly rate	S	D	500.00	600.00
Grant of Easement -	S	D	750.00	900.00
Leaseholders Enquiries (e.g. Brocklesmead, Sibneys, LPE1's)	S	D	150.00	180.00
Notice of Charge/Assignment	S	D	50.00	60.00
Redemption Fee - Repayment of Discount	S	D	150.00	180.00
Redemption Fee - Repayment of Service Charge Loan	S	D	100.00	120.00
Savoy Wood Maintenance Agreements	S	D	200.00	240.00
Savoy Wood Cerificate of Discharge	S	D	40.00	48.00
Service Charge Loan Interest Free/Deferred	S	D	100.00	120.00
Service Charge Loan - Traditional	S	D	87.50	105.00
Variation Deed (Residential) - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Variation to Lease Plans - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Licence to Alter (Residential Lease) - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Consent to Second Mortgage	S	D	40.00	48.00
Boundary/Plan Enquiries - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00

**Transaction**

Additional Land Sale - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Additional Land Sale (betterment) - Minimum for 7 hours, thereafter hourly rate	S	D	400.00	480.00
Land Sale - Minimum for 10 hours, thereafter hourly rate	S	D	250.00-1750.00	300.00-2100.00
Footpath stopping up - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Freehold Reversion Sale - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Roundabout Agreements	S	D	250.00	300.00
Sale of Residential Garage - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Lease Extension - Minimum for 7 hours, thereafter hourly rate	S	D	750.00	900.00
Licence for land - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Renewal of Licence - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00
Wayleaves - Minimum for 7 hours, thereafter hourly rate	S	D	130.00	156.00
Deed of Dedication - Minimum for 7 hours, thereafter hourly rate	S	D	350.00	420.00
Reports on Title - Minimum for 7 hours, thereafter hourly rate	S	D	200.00	240.00

**External Hourly Rates**

Hourly Rate Solicitor 8 years plus PQE	S	D	190.00	228.00
Hourly Rate Solicitor 4 years plus PQE	S	D	165.00	198.00
Hourly Rate Solicitors Legal Execs and FE equivalent	S	D	135.00	162.00
Hourly Rate Trainee Solicitors, Paralegals, FE equivalent	S	D	100.00	120.00
DPA work	S	D	250.00	300.00

**Parish Councils**

Hourly Rate Solicitor 8 years plus PQE	S	D	125.00	150.00
Hourly Rate Solicitor 4 years plus PQE	S	D	110.00	132.00
Hourly Rate Solicitors Legal Execs and FE equivalent	S	D	90.00	108.00
Hourly Rate Trainee Solicitors, Paralegals, FE equivalent	S	D	85.00	102.00
DPA work	S	D	250.00	300.00

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