

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

### Summary

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

### Recommendation(s)

**Members are asked to:**

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

### Main Report

#### **Introduction and Background**

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

#### **Issue, Options and Analysis of Options**

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

### **Parking**

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

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

### **Facilities Management**

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

### **Design & Print Services**

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

### **Economic Development**

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

### **Reasons for Recommendation**

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

### **Consultation**

- 14. None required.

### **References to Corporate Plan**

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

### **Implications**

#### **Financial Implications**

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

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

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

17.

#### **Legal Implications**

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

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

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

## **Economic Implications**

**Name/Title: Phil Drane, Director of Place**

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

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

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

None

## **Background Papers**

None

## **Appendices to this report**

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