

Taunton Deane Borough Council

Executive – 5 December 2012

Fees and Charges 2013/2014

Report of the Strategic Finance Officer

(This matter is the responsibility of Executive Councillors Ken Hayward, Mrs Jean Adkins, Mrs Vivienne Stock-Williams and Mark Edwards)

1. Executive Summary

1.1 This report sets out the proposed fees and charges for 2013/2014.

2. Background

- 2.1 Taunton Deane Borough Council charges the public for some services that they use. Some of these charges are set by central government whilst others are set by us.

The services that TDBC charge for are:-

- Crematoria
- Cemetery
- Waste Services
- Land Charges
- Housing
- Licensing
- Planning
- Car Parking
- Environmental Health
- Recovery of Court Costs – NNDR and Council Tax
- Housing Act 2004 Notices.

3. Proposed Increases for 2013/2014

- 3.1 Appended to this report are the detailed proposed charges for each service as outlined above.

3.2 Cemeteries and Crematorium (Appendix A)

It is proposed that the main cremation fee be increased by £18 to £608 and make minor increases for other charges within the service. This will

generate additional income of an estimated £39,600.

The table below details charges made by neighbouring crematorium authorities, as yet their proposed fees for 2013/2014 are not yet known.

CREMATORIUM	YEAR 2012/13
Taunton	£590
Weston Super Mare	£645
Yeovil	£510
Bath	£580
Barnstaple	£548.50
Bristol	£584
Exeter	£685

3.3 Waste Services (Appendix B)

The Somerset Waste Partnership are keen to harmonise the charges for garden waste, bulky waste and bin delivery across the County. To do so will require us to make slight increases to our charges for garden waste bins and bulky waste collection, as set out in Appendix B. No increases were made in this area last year so it is appropriate to now consider an increase. (NB. The garden waste collection service is not self-financing and relies on subsidy by those council tax payers not currently accessing the service). To be prudent and allow for loss of take up of this service it is assumed that there will be no additional income as a result of these changes.

3.4 Land Charges (Appendix C)

As last year, given the current economic climate, it is proposed to keep land charges fees the same as in 2012/13. This coupled with the continuing downturn in demand for the service should mean that the land

charges service breaks even overall, which is in line with Government expectations

3.5 Housing (Appendix D)

It is proposed to increase all charges by September RPI. There are 2 exceptions to the RPI increase.

- 1) Garage rents for private tenants and owner occupiers have been increased by 5%;
- 2) and hire charges for the sheltered scheme meeting halls and hire charges for sheltered scheme guest rooms have not been increased, although have been rounded up to the nearest 10p. This is to increase take up of the facilities.

The anticipated additional income that these increases will yield is estimated to be £34.6K

3.6 Deane Helpline (Appendix E)

As with the Housing increases the Deane Helpline fees will be increased by September RPI. It is estimated that the Deane Helpline charges will generate additional income of an estimated £34k. The additional income will not add income to the budget due to a current under achievement of budget.

3.7 Licensing Fees (Appendix F)

Licensing Fees

Many fees and charges for Licensing functions are set by statute, so increases under local arrangements are not possible.

Where there is local flexibility to set fees, Officers have been working to ensure that the Council's costs in administering and enforcing such licenses are adequately met from the subsequent income received, also that our fees are reasonable, and any fees not paid on time are fully pursued. Changes to the Licensing Act allowing for the suspension of licenses following non payment of fees are assisting in this area.

Licensing fees are delicately balanced, put these rates up too much and this may suppress the market and lead to an overall reduction in activity resulting in a reduction in income. A large increase in fees may also encourage more illegal and therefore unregulated trading; resulting in greater risks to public safety and consequently may result in costly enforcement activity by the Licensing Team. If the fee however is kept reasonable and affordable, people will still be inclined to pay it, affording a greater level of protection of public safety in the Borough.

It is recommended that licensing fees are increased as set out in the attached appendix. All fees, except taxi fees, that are set under local powers are proposed to increase by an inflation factor of 3%. The proposed fees are anticipated to generate an additional income of £2,500.

Taxi Licensing

Following a challenge from the taxi trade a highly detailed analysis of the projected costs and income of the taxi licensing regime has recently been undertaken. The results of this analysis show that efficiencies in the computer system and procedures are expected to reduce the process time for all application types and reduce the amount of time taken on the administration and enforcement for the regime. The results have also shown that the estimation of costs in some areas are higher than the current fees charged. For the next financial year it is recommended that fees are re-set at the levels identified by the analysis to achieve our updated assessment of reasonable cost recovery.

Whilst the proposed changes will lead to some fees increasing and some decreasing, the overall level of income from taxi licensing is expected to be similar to current levels and the increase in income that would have been anticipated through the application of the 3% inflation factor will not be realised. Unless there are significant changes to the Council's costs through different ways of working or legislative requirements, subsequent increases are likely to be inflationary only for the foreseeable future. The Council will consider on a regular basis whether conditions indicate that a further detailed analysis of costs is required, to continue to provide assurance that relevant "reasonable costs" are recovered.

It is intended that over the next year the same level of analysis will also be applied to all other licensing fees where local flexibility exists so that both members and service users can continue to be satisfied that fees are reasonable and in compliance with the appropriate legislation.

3.7 Planning (Appendix G)

The planning service offers pre-application advice and charges of this service. It is proposed to increase these charges as detailed in Appendix F. This will generate additional income of an estimated £4,000.

3.8 Car Parking Charges

Fees and charges for Car Parks will be discussed outside the scope of this report.

3.9 Environmental Health

It is proposed to increase the charges for pest control from 1 April 2013 as detailed below.

	Domestic	Commercial
Rodents	£43.61 inc VAT	£65/hour plus VAT plus materials
Wasps	£43.61 inc VAT	£50 plus VAT
Subsidised rate	£21.80	

Additional nests charged at 20% of either the full or subsidised rate
A call out fee of £21.24 will be charged if a pre arranged appointment is missed.

Domestic contracts are available for the treatment of rodents at £90/year (including VAT)

Commercial contracts are available for the treatment of rodents, fleas and cockroaches. Contracts are priced on an individual basis

3.10 Recovery of Court Costs

The Council is allowed to add "reasonable costs" to the debts if recovery is assisted through the magistrate's court. The 2012/13 charges were agreed by Council in February 2012. A review of these charges has taken place and the proposed charges for 2013/14 will remain the same as 2012/13. The charge for a summons will remain at £63.50 and the charge for a liability order will remain at £10.

3.11 Charging for Housing Act Notices and Immigration visits (Appendix H)

The Somerset West Private Sector Housing Partnership would recommend the introduction of charging for formal Housing Act 2004 Notices. The Act gives the power to Local Authorities to charge for the serving of Improvement and Prohibition Notices. The partnership endeavour to work with the landlord informally should a complaint arise from a tenant regarding the condition of their property. However, if the hazards remain and the partnership has exhausted informal means then there is no alternative than to serve Notice. There is no set fee structure in statute. The partnership has provided a charge which covers the minimum costs. It is anticipated that the Partnership will serve 10 formal Notices a year.

The partnership would also recommend the introduction of charging for Immigration visits. The visits are requested by immigration applicants who need to provide evidence that they have suitable housing accommodation within the United Kingdom. The evidence needs to show that the property they intend to occupy does not have any Category One hazards under the Housing Health and Safety Rating System and will not become overcrowded when they take up residence. The charge will be flat fee of £129. Based upon previous years, there is expected to be a request for 5 inspections a year.

The intention is to apply this charging structure across the three authorities in the partnership (Sedgemoor District Council, Taunton Deane Borough Council and West Somerset Council). The income generated from the charges in Taunton Deane will remain with the Council

3.12 Comments from Corporate Scrutiny

At its meeting on 26th November 2012 Corporate Scrutiny considered the proposed fees and charges for 2013/14. No comments about the proposals were made.

4. Finance Comments

4.1 This is a finance report and there are no further comments.

5. Legal Comments

5.1 There are no legal implications of this report.

6. Links to Corporate Aims

6.1 Even though some of the services increasing their charges are linked to the corporate aims there are no specific links within this report.

7. Environmental and Community Safety Implications

7.1 There are no environmental and community safety implications of this report.

8. Equalities Impact

8.1 Where equalities issues have been identified the equalities impact assessment is attached in appendix I.

9. Risk Management

9.1 Not appropriate to this report.

10. Partnership Implications

10.1 There are no partnership implications of this report.

11. Recommendations

11.1 The Executive is recommended to support the proposed changes to the fees and charges for 2013/2014 and recommends that Full Council approves the fees and charges.

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Appendix A

TAUNTON DEANE CEMETERIES & CEMATORIUM

TABLE OF FEES AND CHARGES

EFFECTIVE FROM 1ST APRIL 2013

Table of fees and other charges, the payment of which may be demanded under Section 9 of the Cremation Act 1902, by the Taunton Deane Borough Council for the cremation of human remains.

Part 1 – Cremation

For the Cremation:-	<u>2012/13</u>	<u>2013/14</u>
(i) of the body of a stillborn child or of a child whose age at the time of death did not exceed one month;	No Fee	No Fee
(ii) of the body of a child whose age at the time death exceeded one month but did not exceed sixteen years;	No Fee	No Fee
(iii) of the body of a person whose age at the time of death exceeded sixteen years	£590.00	£608.00
(iv) Cremation delivery fee	£490.00	£505.00
(v) Use of Chapel for additional service time	£110.00	£114.00
(vi) Saturday cremation fee	£840.00	£866.00
(vii) Chapel Attendant pall-bearing fee	£18.00	£19.00

NOTE:- The cremation fee includes:-

Use of Chapel, waiting room, etc
Services of chapel attendant

Medical referee's fee
 Disposal of cremated remains in Garden of Rest (unwitnessed)
 Certificate for burial of cremated remains
 Provision of Polytainer when required
 Wesley Music System and presentation

Part 2 – Urns **2012/13** **2013/14**

Supply of Urn or Casket from £26.00

Part 3 – Cremated Remains

(i)	Temporary deposit of cremated remains:-		
	First month	£22.00	£23.00
	Each subsequent month	£26.00	£27.00
(ii)	Forwarding cremated remains excluding Carriage	£27.00	£28.00
(ii)	Collection of cremated remains on a Saturday (when available)	£60.00	£63.00

Part 4 - Memorials

(i)	Entries in Book of Memory:-		
	Two line inscription	£58.00	£60.00
	Five line inscription	£78.00	£81.00
	Eight line inscription	£110.00	£114.00
	Flower) with five or eight line	£53.00	£55.00
	Badge or Coat of Arms) inscription	£74.00	£77.00
(ii)	Memorial Cards-		
	Two line inscription	£30.00	£31.00
	Five line inscription	£37.00	£39.00
	Eight line inscription	£40.00	£42.00
	Flower) with five or eight line	£53.00	£55.00
	Badge or Coat of Arms) inscription	£74.00	£77.00
(iii)	Miniature Books:-		
	Two line inscription	£58.00	£60.00
	Five line inscription	£72.00	£75.00
	Eight line inscription	£76.00	£79.00
	Flower) with five or eight line	£53.00	£55.00
	Badge or Coat of Arms) inscription	£74.00	£77.00

Subsequent inscriptions			
	Per line	£21.00	£22.00
	Flower	£53.00	£55.00
	Badge or Coat of Arms	£74.00	£77.00
(iv)	Cornish Granite tablet for a ten year period	<u>2012/13</u>	<u>2013/14</u>
		<u>Incl VAT at 20%</u>	<u>Incl VAT at 20%</u>
	Standard memorial tablet	£408.00	£421.20
	Memorial tablet with vase	£480.00	£494.40
	Provision of flower container in existing tablet	£66.00	£69.60
	Cost of renewal for 10 year period	£204.00	£211.20
	Cost of renewal for 5 year period	£96.00	£99.60
	Cost of renewal for 3 year period	£60.00	£62.40
	Cost of renewal for 1 year period	£24.00	£25.20
	Resurface	£60.00	£61.00
	Each letter/number	£2.40	£2.50
(v)	Memorial Plaque for a five year period	£295.20	£304.80
	Cost of renewal for 5 year period	£147.60	£152.40
	Cost of renewal for 3 year period	£96.00	£99.60
	Cost of renewal for 1 year period	£36.00	£37.20
(v)	Baby memorial plaques for a ten year period	£90.00	£93.60
	Cost of renewal 50% of current fee	£44.40	£46.80

Part 5 – Other Fees and Charges

(i)	Certified extract from Register of Cremations	£20.00	£21.00
(ii)	Wesley Music System		
	Provision of Audio recording	£40.00	£42.00

Provision of DVD	£55.00	£58.00
Webcast of Service	£55.00	£57.00
Provision of Webcast and DVD	£75.00	£78.00

CEMETERIES

TABLE OF FEES AND CHARGES

EFFECTIVE FROM 1ST APRIL 2013

Table of fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane, St Mary's, St James and Wellington Cemeteries.

Part 1 – Interments

	<u>2012/13</u>	<u>2013/14</u>
<p>The fees indicated for the various heads of this part include the digging of the grave but do not include the walling of a vault or walled grave.</p>		
1. For the interment of a grave in respect of which an exclusive right of burial has not been granted		
(i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year	No Fee	No Fee
(ii) of the body of a child or person whose age at time of death exceeded one year	No Fee	No Fee
(iii) of the body of a person whose age exceeds ten years	£400.00	£412.00
2. For an interment in a grave in respect of which an exclusive right of burial has been granted		
(i) of a body of a stillborn child or child whose age at the time of death did not exceed one year		

	at SINGLE depth	No Fee	No Fee
	at DOUBLE depth	No Fee	No Fee
	at TREBLE depth	No Fee	No Fee
(ii)	of body of a child or person whose age at the time of death exceeded one year but did not exceed ten.		
	at SINGLE depth	No Fee	No Fee
	at DOUBLE depth	No Fee	No Fee
	at TREBLE depth	No Fee	No Fee
		<u>2012/13</u>	<u>2013/14</u>
(iii)	for the body of a person whose age exceeds ten years		
	at SINGLE depth	£450.00	£464.00
	at DOUBLE depth	£550.00	£567.00
	at TREBLE depth	£610.00	£629.00
3.	Saturday burial (when available)	£250.00	£258.00
4.	For the interment of cremated remains:		
(i)	to witness interment in Garden of Rest when cremation has taken place in at Taunton	£23.00	£24.00
(ii)	in any grave in respect of which an exclusive right of burial has been granted	£105.00	£109.00
(iv)	Additional charge for Saturday Interment for Cremated Remains	£50.00	£52.00
(iv)	in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium	£58.00	£60.00

Part 2 – Exclusive Rights of Burial in Earthen Graves

1. Taunton Deane Cemetery;

For the exclusive of burial for a period of 75
years in an earthen grave.

(i)	in Division L	£550.00	£567.00
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(ii)	in Division A	N/A	N/A
(iii)	in Division B (limited availability)	£560.00	£577.00
(i)	cremated remains grave	£400.00	£416.00
2.	St Mary's and St James Cemeteries;		
	For the exclusive rights of burial for a period of 75 years in an earthen grave	£560.00	£577.00
		<u>2012/13</u>	<u>2013/14</u>
3.	Wellington Cemetery;		
	For the exclusive right of burial for a period of 75 years in an earthen grave		
(i)	Cremated Remains Graves	£400.00	£416.00
(ii)	Full Burial Space	£560.00	£577.00
	The fees indicated in Part 2 include Deed of Grant and all expenses thereof.		

Part 3 – Memorials and Inscriptions

For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted

1.	In any "Traditional Section"		
(i)	a flat stone, kerbstone or any other form of memorial	£190.00	£196.00
(ii)	a headstone or cross with base, bases or tablet	£165.00	£170.00
(iii)	an inscribed stone vase	£65.00	£67.00
2.	In any "Lawn Section"		
(i)	a headstone	£165.00	£176.00
(ii)	an inscribed stone vase	£65.00	£67.00
3.	Cremated remains tablet	£165.00	£170.00

4.	Each removal of memorial for additional inscriptions	£65.00	£67.00
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Part 4 – Other fees and Charges

1.	Certified extract from the Register of Burials	£21.00	£22.00
2.	Burial service in Crematorium Chapel	£110.00	£114.00
3.	Register search	£21.00	£22.00

Appendix B

Waste Services

Waste Collection Authorities (WCA) are empowered by the Environmental Protection Act 1990 and by regulations to charge for the collection of certain types of household wastes. These include bulky items and household garden wastes. Authorities are also empowered to charge for the provision of waste containers.

The proposed charges for 2013/14 are shown in the table below.

	2012/13 £	2013/14 £
Garden Waste Service		
Garden Waste Bin	42.50	45.00
Garden Waste Sack (£ per bundle of 10)	25.00	25.00
Bulky Waste Service		
First Item *	36.50	38.15
Subsequent Items (maximum number of five items per collection)	8.00	8.35
Refuse Collection Service		
Bin delivery/exchange charge	25.00	25.00

Appendix C

Local Land Charges Searches and Enquiries

	2012/13	2013/14
	£	£
One parcel of land	85.00	85.00
Several parcels of land		
- first parcel of land	85.00	85.00
- each additional parcel of land	12.00	12.00
Optional enquiries		
Each printed enquiry	8.00	8.00
Solicitors own enquiry	12.00	12.00
Statutory search fee on Form LLC1	30.00	30.00
Highway Authority charge	25.55	25.55
Personal search fee	0.00	0.00

Appendix D

Housing

Housing	2012/13	2013/14
Service Charges		
Communal areas	£0.56	£0.57
Grounds maintenance	£0.72	£0.74
Combined Service Charges		
Specialised (Extra Care) Sheltered Housing	£45.99	£47.19
Sheltered Housing	£16.65	£17.08
Low Level Sheltered Support	£8.27	£8.49
Garage Rents		
Council tenants	£5.33	£5.47
Private tenants and Owner Occupiers (exc. VAT)	£6.06	£6.36
Private tenants and Owner Occupiers (inc VAT)	£7.27	£7.63
Hire Charges for Sheltered Scheme Meeting Halls		
First hour	£10.21	£10.20
Each half hour thereafter	£4.09	£4.10
6 hours plus	£51.74	£51.70
Total charge for residents in a scheme and community organisations	£13.36	£13.40
Provision of Meals at Kilkenny Court (Extra Care)		
Cost per meal	£5.90	TBA
* please note the provision of meal service contract is yet to be awarded.		
Hire Charges for Sheltered Scheme Guest Rooms		
No. of nights per person		
1	£11.30	£11.30
2	£18.10	£18.10
3	£24.90	£24.90
4	£31.70	£31.70
5	£39.10	£39.10
6	£45.30	£45.30
7	£52.60	£52.60

Hostels (rent per day)	2012/13	2013/14	Service Charge 2013/14	Gross Per Day
40 Humphreys Road	£8.23	£8.44	Nil	£8.44
1 Gay Street	£8.23	£8.44	£3.37	£11.81
Outer Circle				
113 and 113a (studios)	£7.00	£7.18	£3.37	£10.55
115 and 115a (3 bedroom)	£9.11	£9.35	£4.13	£13.48
119 (2 bedroom)	£7.00	£7.18	£3.37	£10.55
119a (2 bedroom)	£7.00	£7.18	Nil	£7.18
Sneddon Grove				
Unit 1 (2 bedroom)	£8.23	£8.44	£3.37	£11.81
Unit 2 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit 3 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit 4 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Unit 5 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Unit 6 (2 bedroom)	£8.23	£8.44	£3.37	£11.81
Unit 7 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Unit 8 (2 bedroom)	£9.86	£10.12	£4.13	£14.25
Winckworth Way				
Unit 1 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit2 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit 3 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Wheatley Crescent (4 studios)				
30 (1 bedroom)	£7.00	£7.18	Nil	£7.18
32 (1 bedroom)	£7.00	£7.18	Nil	£7.18
34 (1 bedroom)	£7.00	£7.18	Nil	£7.18
36 (1 bedroom)	£7.00	£7.18	Nil	£7.18

Fees and Charges 2013/14 Increases;

Fees and Charges for 2013/14 have been increased across the board by RPI 2.9%, with the following exceptions:

- Garage rents for private tenants and owner occupiers have been increased by 5%; and
- Hire charges for the sheltered scheme meeting halls and hire charges for sheltered scheme guest rooms have not been increased, although have been rounded up to the nearest 10p. This is to increase take up of the facilities.

Appendix E

Deane Helpline

Private Customers

It is proposed to increase the Lifeline charge by 2.6% based on the September RPI increase as reported by The Office of National Statistics.

To protect the majority of our customer base it was decided not to increase existing customer's charges during the 2010 Price Restructure. This has resulted in two price brackets which are 29p per week apart. It is proposed to phase out this discount over the next two years to bring all customers up to the same charge.

Customers who joined the service prior to November 2010 would therefore receive a RPI+15p per week increase in April 2013 (25p per week) and an RPI+14p increase the following April (Approx 28p per week). This increase will generate an additional £8,291.00 in the first year and £17,688.84 in the second and subsequent years. Customers who joined after November 2010 will receive the flat 2.6% RPI increase which will generate approximately £4,713.28.

This does represent some risk as some customers may cancel due to price rises. However I believe this is a necessary change and do not expect the number of cancellations to be significant.

These prices will maintain our charges within the range of our competitors. It is not known what increases our competitors will apply in April 2013.

Service	Price Per Week	Notes
Sedgemoor Lifeline	£4.42	
Swindon Homeline	£5.07	
Careline Camden	£5.30	
Bristol Careline	£3.50	No Response Service or Keyholding
South Somerset	£3.65	No Response Service or Keyholding
Hereford Careline	£3.73	No Response Service or Keyholding
Magna Careline	£4.95	No Response Service or Keyholding

No increase is proposed to the Installation Charge, Additional Pendant Charges, Telecare monitoring or any other peripheral charges in the current financial year.

Lifeline Charges from 1st April 2013			
Description	Charge per week	Charge per quarter	Charge per year

Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting after 1 st November 2010	£4.54	£59.02	£236.08
Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting prior to 1 st November 2010	£4.40	£57.20	£228.80
Additional Pendant	50p	£6.50	£26.00
Telecare Sensors (each)	50p		
Minuet Watch instead of Pendant (One off Charge)	£40.00		
Installation & Setup Charge (One off charge)	£25.00		
Additional Services	Set up fee	Cost per call	
Welfare Contact Calls	£25.00	50p	

For reference last years charges were:

Lifeline Charges from 1st April 2012			
Description	Charge per week	Charge per quarter	Charge per year
Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting 1 st November 2010 to 31 st March 2011	£4.43	£57.59	£230.36
Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting prior to 1 st November 2010	£4.15	£53.95	£215.80
Additional Pendant	50p	£6.50	£26.00
Telecare Sensors (each)	50p		
Minuet Watch instead of Pendant (One off Charge)	£40.00		
Installation & Setup Charge (One off charge)	£25.00		
Additional Services	Set up fee	Cost per call	
Welfare Contact Calls	£25.00	50p	

Public Customers –

It is proposed to apply the same 2.6% RPI increase to all Public Customers to maintain parity between private and public paying customers.

1,111 Council owned properties are monitored by the Service at the same rate as Private Customers. In addition Deane Helpline provides an Out of Hours Service to the Council covering 6742 hours per year.

	Current Charge 2012/2013	Proposed Charge 2013/2014	Increase in Revenue
Lifeline Monitoring Service	£255,929.96	£262,584.13	£6,654.17
Out of Hours Service	£9,348.30	£9,591.35	£243.05

Corporate Customers

It is proposed that all Corporate Contracts will receive a 2.6% increase in line with RPI unless their contracts specifically dictate an increase agreement schedule. This increase is expected to return £5985.00 in additional revenue to the Service.

Summary

If these proposals are implemented the table below shows the changes and increases in revenue for each section of the business (assuming zero growth for 2013/2014).

	Increase in Revenue
Private Lifeline Customers	£13,004.28
HRA funded Customers	£6,897.22
Private Corporate Contracts	£5,985.00
Total Revenue Increase	£25,886.50

Appendix F

Licensing

Item	Current Charges	Proposed Charges
Administration Charges		
Administration Charges - Uncleared Cheques	£36.96	£38
Administration Charges - Other	£36.96	£38
Animal Welfare		
Animal Boarding	£142.56	£147
Home Boarding	£142.56	£147
Dog Breeding	£142.56	£147
Pet Shop Licence	£142.56	£147
Riding Establishment Licence	£163.68	£169
Dangerous Wild Animal Licence	£158.40	£163
Zoo Licence	£543.84	£560
Plus vet fees where appropriate for all above		
Gambling Act 2005		
Gambling Act 2005	85% of Maximum charge set by Statute	
Licensing Act 2003		
Licensing Act 2003	Charges set by Statute	
Motor Salvage		
Motor Salvage Operators Registration	£105.60	£109
Motor Salvage Operators Certified Copy of Registration	£58.08	£60
Section 115E Permissions		
Pavement Cafes up to 10m ²	£660.00	£680
Pavement Cafes up to 10m ² Renewal	£411.84	£424
Pavement Cafes up to 20m ²	£718.08	£740
Pavement Cafes up to 20m ² Renewal	£469.92	£484
Pavement Cafes up to 30m ²	£871.20	£897
Pavement Cafes up to 30m ² Renewal	£623.04	£642
Pavement Cafes up to 40m ²	£939.84	£968
Pavement Cafes up to 40m ² Renewal	£691.68	£712
Pavement Cafes over 40m ²	£1,193.28	£1,229
Pavement Cafes over 40m ² Renewal	£945.12	£973
Promotional Event daily rate	£211.20	£217
Promotional Event daily rate where minimum of 15 days per year booked	£190.08	£196
Sex Establishments		
Sex Establishment Licence	£5,438.40	£5,602
Sex Establishment Licence Renewal	£1,642.08	£1,691
Sex Establishment Licence Variation	£116.16	£120
Sex Establishment Licence Transfer	£116.16	£120

Additional fee if application is to be determined by Licensing Committee	£633.60	£653
Skin Piercing		
Skin Piercing Premises Registration	£110.88	£114
Skin Piercing Individual Registration	£84.48	£87
Street Trading Consents		
Zone 1 food traders	£3,516.84	£3,622
Zone 1 non food traders	£2,935.68	£3,023
Zone 1 daily rate	£47.52	£49
Zone 1 daily rate where minimum of 15 days per year block booked	£42.77	£44
Zone 2 all traders	£1,774.08	£1,827
Zone 3 designated Lay-bys adjacent to Trunk Roads	£3,377.09	£3,478
Zone 3 all other areas	£2,261.95	£2,330
Zones 2 & 3 daily rate	£34.85	£36
Zones 2 & 3 daily rate where minimum of 15 days per year block booked	£31.36	£32
Mobile Traders	£438.24	£451
Site on private land	£438.24	£451
Taxis		
Hackney Carriage/Private Hire Vehicle Licence	£211.20	£180
Transfer of interest (vehicle)	£52.80	£52
Meter test following failure of original test	£22.18	£24
Replacement vehicle plate	£26.40	£50
Replacement Internal Identification Sticker	£3.70	£42
Advertising on vehicles	£105.60	£90
Private Hire Operators Licence	£147.84	£152
Private Hire Operators Licence Renewal	£147.84	£119
Hackney Carriage/Private Hire Driver Licence	£147.84	£193
Hackney Carriage/Private Hire Driver Licence Renewal (1 year)	£126.72	£126
Hackney Carriage/Private Hire Driver Licence Renewal (3 years)	£316.80	£267
Replacement Drivers Badge	£26.40	£44
Medical	£0.00	£21

Appendix G

Planning

CURRENT PLANNING CHARGES

The schedule of charges incorporates fees which are dependent on the nature and scale of your proposal. The charge is per request.

Level 1 - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required):

Written Advice	£60 + vat @ 20% = £72.00
Meeting with note	£80 + vat @ 20% = £96.00

Level 2a - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):

Written Advice	£150 + vat @ 20% = £180.00
Meeting with note	£200 + vat @ 20% = £240.00

Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):

Written Advice	£250+ vat @ 20% = £300.00
Meeting with note*	£300+ vat @ 20% = £360.00

Level 3a - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):

Written Advice	£500 + vat @ 20% = £600.00
Meeting with note*	£600 + vat @ 20% = £720.00

Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):

Written Advice	£800 + vat @ 20% = £960.00
Meeting with note*	£1000 + vat @ 20% = £1,200.00

* Where both Development Management and Planning Policy officers need to attend the meeting there will be an additional cost as shown below:

- Level 2b additional £100 + vat @ 20% = £120.00
- Level 3a additional £150 + vat @ 20% = £180.00
- Level 3b additional £200 + vat @ 20% = £240.00

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges.

Other fees

- “Do I need Planning Permission” letter for householders attracting a fee of £40.
- High hedges applications £500 based upon the experience of the resource necessary.

PROPOSED PLANNING CHARGES FROM APRIL 2013

The schedule of charges incorporates fees which are dependent on the nature and scale of your proposal. The charge is per request.

Level 1 - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required):

Written Advice	£66 + vat @ 20% = £79.20
Meeting with note	£88 + vat @ 20% = £105.60

Level 2a - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):

Written Advice	£165 + vat @ 20% = £198.00
Meeting with note	£220 + vat @ 20% = £264.00

Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):

Written Advice	£275+ vat @ 20% = £300.00
Meeting with note*	£330+ vat @ 20% = £360.00

Level 3a - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):

Written Advice	£550 + vat @ 20% = £660.00
Meeting with note*	£660 + vat @ 20% = £792.00

Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):

Written Advice	£880 + vat @ 20% = £1,056.00
Meeting with note*	£1,100 + vat @ 20% = £1,320.00

* Where both Development Management and Planning Policy officers need to attend the meeting there will be an additional cost as shown below:

- Level 2b additional £110 + vat @ 20% = £132.00
- Level 3a additional £165 + vat @ 20% = £198.00
- Level 3b additional £220 + vat @ 20% = £264.00

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges.

Additional changes to fees

- Reintroduce “Do I need Planning Permission” letter for householders attracting a fee of £40 + vat @ 20% = £48.00.
- High hedges applications £550 based upon the experience of the resource necessary.

APPENDIX H

Housing Act Notices & Immigration Visits



SOMERSET WEST PRIVATE SECTOR HOUSING PARTNERSHIP

Briefing Paper: Charging for Formal Notices

1. Purpose of the paper

- 1.1 The Somerset West Private Sector Housing Partnership (SWPSHP) are recommending that the Council imposes charges for the serving of Formal Notices. These Formal Notices relate to landlords who own privately rented properties where they have failed to comply with the statutory minimum legal standards despite the attempts by SWPSHP to secure compliance through informal means.

2. Background

- 2.1 Traditionally Local Authorities have not charged for informal or formal Notices. There was the option of charging for Formal Notices in 1996 when the Housing Act 1985 was amended. However many Council's chose not to enact the discretionary power.
- 2.2 The Government reintroduced the discretion under the Housing Act 2004. The partnership had considered the charging for Formal Notices following the change in the Act but did not enact it at the time as there was no value to doing this other than a small amount of income being generated.
- 2.3 In the last year SWPSHP have seen a considerable increase in the number of justifiable complaints concerning living conditions some of which have resulted in formal action. The charges would provide an additional deterrent to landlords in securing compliance through informal means.

3. Charges

- 3.1 The charge would only apply when SWPSHP have had to serve a Formal Notice. It is the partnerships duty to ensure wherever possible that informal means are exhausted first before taking a formal route. Informal involves the Officer encouraging the landlord to undertake works and providing possible solutions. Table One below sets out the proposed charges for the serving of Improvement Notices and Prohibition Notices.
- 3.2 The calculation for the charges is based upon the average time for an Officer in investigating the complaint, average Officer salary plus on costs, mileage and administration.

Table One: Proposed Charges

<u>Chargeable Enforcement Notices</u>		£
Improvement Notice		131.95*
Prohibition Notice		131.95*
Additional Charges (if applicable)		
1	Where a professional service is required (e.g. Electrician, Gas Safe Engineer etc.) this cost will be past directly on to the owner/persons responsible for the property	
2	*The fixed rate of £131.95 is for 2 visits. If more visits are required to check compliance with the notice each visit will incur an additional cost to the owner/persons responsible	

- 3.2 By bringing the property back into use the landlord will provide 4 affordable units within Local Housing Allowance levels. The number of beds will meet the demand for that area as stipulated by the Housing Options team in Taunton Deane.
- 3.3 It is estimated from previous history that there will be 10 formal Notices served a year. The majority will be Improvement Notices.

4. Equalities Impact Assessment

- 4.1 The Equalities Impact Assessment is provided within Appendix I of the Fees and Charges Report.

APPENDIX I

EQUALITY IMPACT ASSESSMENT

SERVICE	COMMENT	EIA ATTACHED
Cemeteries and Crematoria	No adverse equality impact identified	NO
Waste	EIA completed.	YES
Land Charges	No change in charging policy therefore no EIA completed.	NO
Housing and Deane Helpline	No adverse equality impact on the protected groups	YES – DEANE HELPLINE
Licensing	No change in charging policy therefore no EIA completed	NO
Planning	It is not considered that these increases will have any material impact in terms of people's ability to access this service.	NO
Environmental Health	No adverse equality impact identified	NO
Recovery of Court Costs	No change in charging policy therefore no EIA completed.	NO
Housing Act 2004	EIA completed	YES

Equality Impact Assessment – pro-forma Waste

Responsible person	<i>Richard Sealy</i>	Job Title: Corporate & Client Service Services Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	√
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Somerset Waste Partnership (SWP) Fees and Charges 2012/2013	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	<p>The SWP Board are recommending to each partner authority the standardisation of fees and charges across the county. This means:</p> <ul style="list-style-type: none"> ▪ Increasing the garden waste bin collection service from £42.50 to £45.00 per annum ▪ The charge for garden waste sacks remaining at £25.00 per bundle of 10 ▪ The bulky waste collection charges to increase from £36.50 to £38.15 for the first item and from £8.00 to £8.35 for each subsequent item up to a maximum of 5 ▪ The charge for bin delivery or exchange to remain at £25.00 	
Which protected groups are targeted by the policy/decision/service?	1. Age; 2. Disability; 3. Gender Reassignment; 4. Pregnancy and Maturity; 5. Race; 6. Religion or belief; 7. Sex; 8. Sexual Orientation; 9. Marriage and civil partnership	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has	The Somerset Waste Board considered the level f proposed fees and charges at their meeting on 28 September 2012.	

been used
The information can be found on....

Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality

The proposed fees and charges increases will apply to all services users.

The impact of the recommended changes will be limited.

In general increases in charges may have a disproportionate impact on the post retirement age group; those on low incomes; people with mobility impairments, or people with sensory impairments that may impact on their mobility. To help to mitigate this we continue to subsidise garden waste collections, promote free and sustainable alternative disposal routes and allow the use of refuse sacks as a charge free alternative to wheeled bins.

People living in rural areas may be disproportionately impacted by the increase in charges, as might people with limited mobility and low income who would find carrying sacks difficult and paying for a replacement bin an unreasonable cost..

I have concluded that there is/should be:

No major change - no adverse equality impact identified	
Adjust the policy/decision/service	
Continue with the policy/decision/service	Their maybe minor impacts on some groups, but these are likely to be minimal, as we are only making minor changes to some fees and alternative options are available.
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions
Equality Impact Assessment undertaken by the Somerset Waste Partnership

Section four – Implementation – timescale for implementation

The proposed increase in fees and charges will be applicable for April 2013

Section Five – Sign off

Responsible officer: Richard Sealy Date: 5 October 2012	Somerset Waste Board Date: 28 Sep 2012
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table					
Service area	Somerset Waste Partnership		Date	5 Oct 2012	
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions
Age					
These changes may disproportionately affect customers without the use of a car, impacting on both age (specifically retired people who do not drive) and disability groups.	Garden waste charges will continue to be lower than the actual cost of providing that service and the maximum increase proposed remains around 20 pence per collection.	Somerset Waste Partnership; Somerset Waste Board	1/4/2013	Uptake of services	No significant decline in uptake of services; increase in use of low cost and sustainable alternatives.
Disability					
These changes may disproportionately affect customers without the use of a car, impacting	Garden waste charges will continue to be lower than the actual cost of	Somerset Waste Partnership; Somerset Waste Board	1/4/2013	Uptake of services	No significant decline in uptake of services;

on both age and disability groups.	providing that service and the maximum increase proposed remains around 20 pence per collection.				increase in use of low cost and sustainable alternatives.
Gender Reassignment					
There will be no disproportionate impact on this group.					
Marriage and Civil Partnership					
There will be no disproportionate impact on this group.					
Pregnancy and Maternity					
There will be no disproportionate impact on this group.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
There will be no disproportionate impact on this group.					
Religion and Belief					
There will be no disproportionate impact on this group.					
Sex					
There will be no disproportionate impact on this group.					
Sexual Orientation					
There will be no					

disproportionate impact on this group.					
Other (including caring responsibilities, rurality, low income, etc)					
Rurality – remoteness from Recycling Centres may increase dependence on collection services so increased charges may have a disproportionate impact. Presence of wildlife (foxes, badgers etc) means that use of refuse sacks as an alternative to wheeled bins may be more problematic . Uptake of Garden Waste is not currently higher in rural areas which may reflect there are generally fewer objections to home composting. Home composting is also more prevalent among the elderly.	Monitoring: Comparing uptake of services in areas of rural and urban profiles.	Somerset Waste Partnership; Somerset Waste Board	2013/14 financial year.	Comparative fluctuations in uptake of services.	Minimal difference in uptake of services in rural compared to urban areas.
Low income groups may find they have less access to refuse bins.	Retain sack collection option as alternative.	SWP	Ongoing	Uptake of replacements bins in deprived areas.	Continued access to service via sack collections.

Equality Impact Assessment – pro-forma Deane Helpline

Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	Price increases for Deane Helpline
Section One – Aims and objectives of the policy /service	
<p>To increase Lifeline charges in line with Inflation for all customers with effect from 1/4/2013 and to reduce the discount received by Legacy customers by 15p per week.</p> <p>Details of new prices attached. In 2010 a Price Restructure was undertaken and to protect the customer base, legacy Service Users (those with contracts taken up prior to 1st November 2010) remained on their current rate (subject to normal annual increases). This discount will now be reduced over the course of two years to bring them into line with all other paying customers.</p> <p>Each year it is necessary to apply an increase equal to the rate of inflation to maintain the revenue stream at the same position as our competitors and to remain financially viable. Private customers are charged each week for monitoring, lease of equipment, emergency response attendance, key holding and any contact calls.</p> <p>Telecare sensors are at present provided at no cost with a nominal extra charge for the additional monitoring. There is currently an installation charge levied for new contracts of £25 to cover administration and service set up and a nominal charge for multiple Service Users at the same address to cover the increased incidence of calls and emergency attendances. These charges will be increased in larger but less frequent steps and no increase on these fees is planned for the 2013 increase.</p>	
Section two – Groups that the policy or service is targeted at	
<p>All users of the Deane Helpline service, this includes vulnerable adults, the elderly, the disabled whether physically or mentally. Those that have recently undergone medical treatment reducing their ability to be independent, those with learning difficulties and anyone that has a need for reassurance to allow them to live independently.</p>	
Section three – Groups that the policy or service is delivered by	
<p>The group comprises the Control Centre Operators, Lifeline Officers, Emergency Response Officers, Admin Team and Management Team all of varying ages. We are not aware of any disabilities among the current staff group. All are White British. No information is held on staff's religion, belief or sexual orientation, these are also not specifically relevant to the changes in this review.</p>	
Section four – Evidence and Data used for assessment	
<p>Each year the September RPI increase, as specified by the Office for National Statistics is used to determine the proposed price increase. Several local and national Carelines are queried for their pricing structure to ensure the Service is in line with the</p>	

industry.

Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes.

As the RPI increase affects all customers equally no group will be affected more heavily than any other. Since the 2010 price restructure and regular annual RPI increases customer numbers have risen so no negative impact has been identified to the Service. As the increases are global and do not affect individual groups differently no negative impact has been identified.

No negative equality impacts have been identified. Although our service is available to anyone that wishes to use it we recognise that existing Service Users would view the new pricing structure as a significant increase and potentially having those that currently rely on the service cancelling their contracts despite their need for it. For this reason the increase to parity with all other customers will be phased in over the course of two years to reduce any financial impact.

Section six – Examples of best practise

A case study of the changes will be provided to the Telecare Standards Authority.

Signed: Person/Manager completed by		Signed: Group Manager/Director	
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Impact Assessment Issues and Actions table

Service area				Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
Knowing our Communities, engagement and satisfaction						
Potential negative impact from price increase only identifiable after the change	Unknown	Review numbers of new customers after twelve months to reassess any negative impact	Richard Burge	12 Months from date of change	No	Unknown
Responsive services and customer care						
Place shaping, leadership and partnerships						
A modern and diverse workforce						

Equalities Impact Assessment – Housing Act 2004

Responsible person	<i>Richard Sealy</i>	Job Title: Corporate and Client Services Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	√
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Private Sector Housing Services: Charging for the service of Formal Notices and Immigration inspections under the Housing Act 2004	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	<ul style="list-style-type: none"> • <i>Proposal to charge for the serving of formal Notices (Improvement and Prohibition) under the Housing Act 2004.</i> • <i>Proposal to charge for requests from immigration applicants who are required to provide evidence that they have suitable housing accommodation within the United Kingdom.</i> 	
Which protected groups are targeted by the policy/decision/service?	1. Age; 2. Disability; 3. Gender Reassignment; 4. Pregnancy and Maturity; 5. Race; 6. Religion or belief; 7. Sex; 8. Sexual Orientation; 9. Marriage and civil partnership	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	<p>1. Engagement No formal engagement has been taken with landlords as the discretion is available to charge and to consult with landlords would contradict what this is attempting to achieve.</p> <p>Evidence has been drawn from other local authorities of similar size to the partnership area and authorities the same size as Taunton Deane. The proposed cost is comparable to the national average.</p>	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		

The proposed charges will apply to all private sector landlords where informal means has been exhausted and has resulted in the serving of a formal Notice.

The threat of the charges will ensure that there is an additional incentive to encourage landlords to undertake the repairs at the informal stage. The majority of the complaints about housing conditions are from vulnerable tenants living in the private rented sector.

I have concluded that there is/should be:

No major change - no adverse equality impact identified	No major change as no adverse equality impact on the protected groups
Adjust the policy/decision/service	
Continue with the policy/decision/service	
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions

Section four – Implementation – timescale for implementation

The proposed increase in fees and charges will be applicable for April 2013

Section Five – Sign off

Responsible officer:
Date:

Management Team:
Date:

Section six – Publication and monitoring

Published on

Next review date

Date logged on Covalent