



**MINUTES of  
STRATEGY AND RESOURCES COMMITTEE  
10 NOVEMBER 2022**

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**PRESENT**

Chairman	Councillor S White
Councillors	Mrs P A Channer, A S Fluker, K M H Lagan, N G F Shaughnessy, R H Siddall, W Stamp CC, S Swain and Mrs M E Thompson
Substitutes	Councillor Mrs J L Fleming CC

**378. CHAIRMAN'S NOTICES**

The Chairman welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

**379. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE**

Apologies for absence were received from Councillors M G Bassenger and M F L Durham CC. In accordance with notice duly given Councillor Mrs J L Fleming was attending as a substitute for Councillor Durham.

**380. MINUTES OF THE LAST MEETING**

**RESOLVED** that the Minutes of the Strategy and Resources Committee held on 6 October 2022 be approved and confirmed.

**381. DISCLOSURE OF INTEREST**

Councillor Mrs P A Channer disclosed that in relation to Agenda Item 22 - Savings Proposals 2023 / 24, a private and confidential item of business, should a certain element be discussed she had a non-registrable interest and would leave the Chamber. She declared that she was a member of a charity – Crohn's and Colitis UK and also that she had a protected characteristic.

**382. PUBLIC PARTICIPATION**

No requests had been received.

### 383. BUDGETARY CONTROL (AS AT 30 SEPTEMBER 2022)

The Committee considered the report of the Director of Resources providing information in relation to financial performance over the period 1 April to 30 September 2022. The report provided an update on a number of areas including the following:

- Gross Service Income and Expenditure;
- Top Expenditure Areas and Variance;
- Top Income Areas and Variance Analysis;
- Salary Monitoring as at 30 September 2022;
- Inflationary Assumptions;
- Impact on the General Fund Balance;
- Capital Projects Monitor as at 30 September 2020 (Appendix 1)

It was noted that although the Council had emerged from the Coronavirus pandemic, a significant percentage of residents may be facing financial difficulty due to rising interest rates and the ensuing cost-of-living crisis and high inflation (driven by supply shortages in food, fuel and energy sources).

The Director of Resources reported that the largest variance related to staffing and was due to the recent 5.5% on average national pay award.

In response to a question the Committee were advised that the Leisure Contract Working Group regularly reviewed figures from the leisure contractor. It was noted that an update from the Working Group would be brought to a future meeting of the Committee.

**RESOLVED** that the forecasted 2022 / 23 financial position at the midway point of the financial year be noted.

### 384. MEDIUM TERM FINANCIAL STRATEGY 2023 / 24 TO 2025 / 26

The Committee considered the report of the Director of Resources presenting the revised Medium-Term Financial Strategy (MTFS) Update for 2023 / 24 to 2025 / 26 attached as Appendix 1 to the report.

The MTFS set out how the Council would manage its revenue finances and supported delivery of the Council's objectives and priorities. A summary of budget changes were set out in table 1 to the report along with detailed information on the following areas:

- Growths – Budget growth items were being reported separately to this Committee and would be added to the budget and MTFS if agreed.
- Cost of living crisis – Forecasts had been reviewed with budget pressures in mind and table 2 to the report set out the current assumptions.
- Areas of uncertainty – These included Pension contributions, New Homes Bonus, Waste, staff pay, inflation, audit fees and business rates.
- General Fund – Table 3 to the report highlighted the effect on the budget gap following approved amendments and investment returns. Table 4 provided a projected General Fund Balance.

## RESOLVED

- (i) That the Medium-Term Financial Strategy Summary Update for 2023 / 24 to 2025 / 26 (as at 10 November 2022) at Table 1 to the report be noted;
- (ii) That the updated impact on the General Fund Balance at Table 4 to the report be noted.

Councillor Mrs M E Thompson joined the meeting during this item of business.

### **385. DISCRETIONARY FEES AND CHARGES 2023 / 24**

The Committee considered the report of the Director of Resources seeking Members' review of the Fees and Charges for 2023 / 24 and set out in Appendix A to the report. Members were also asked to consider the inflation rate to be applied to specific Fees and Charges as set out in Appendix C.

Appendix A set out the proposed fees and charges for 2023 / 24 based on policy decisions agreed by this Committee at its last meeting. The changes were summarised in Appendix B and further comments on specific areas such as car parking were provided. Appendix C highlighted a number of specific fees and charges to which it was suggested that the inflation rate be applied.

During the debate that ensued Officers provided the following information:

- During the first half of 2023 Officers would be looking at a full car park strategy which would cover a number of options including proposals for increases and would be used to inform a mid-year review of car parking. It was agreed that it would be helpful to reconvene the Car Parking Task and Finish Working Group and the Council would be looking to involve a consultancy to support it in this piece of work.
- The set Fees and Charges were based on an inflationary figure which was known at the time and as figures for the following year were not known historically the August Retail Price Index (RPI) figures were used. In August 2022 this figure was 12.3% and this is what has been applied to the Fees and Charges in Appendix A. It was commented that the details of this needed to be clearly shown.
- In respect of the pre-application process and Officer time involved, Members were advised that Officers costs in terms of the time spent providing such service were recalculated to include this. A review was undertaken every two years and the fees adjusted following that, if required.
- It was requested that a policy on the Council car park was brought forward separately to the overall review in light of the usage it was currently getting. Following the relaxation of enforcement of car parking at the Council offices during the Covid Pandemic, Members were advised that permits were now being used and enforcement reintroduced. The Customers, Community and Casework Manager advised of a new arrangement where car parking permits could be purchased by the public and businesses. It was requested that details of enforcement for the Council car park over the last three months be circulated to Members.

The Chairman then put the recommendation as set out in the report and this was duly agreed by assent.

## RECOMMENDED

- (i) that the detailed Fees and Charges for 2023 / 24 (as set out in **APPENDIX A** to these Minutes), be agreed;
- (ii) that the inflation rate be applied to those Fees and Charges as detailed in **APPENDIX B** to these Minutes.

### 386. 2023 / 24 CAPITAL PROJECT BIDS

The Committee considered the report of the Director of Resources seeking Members' review of the Capital projects that had been put forward by Officers (set out in Appendix A to the report), prior to approval of the 2023 / 24 budget and updated Medium-Term Financial Strategy (MTFS) in February 2023.

The 2023 / 24 Capital Project Bids were summarised in table 1 to the report with detailed projects sheets provided in Appendix A. Members were reminded of the groups that each capital project had been categorised into by Officers. It was noted that any revenue consequences of the approved capital projects would be included in the 2023 / 24 revenue budget.

Members discussed in detail the Capital Project bids submitted, and in response to questions the following information was provided by Officers:

- Play Equipment Prom Park Sensory – Members were advised that Section 106 (S106) monies would be used in connection with the project. However, this was a large project as it involved replacing all play equipment and landscaping.

Councillor W Stamp referred to the lack of play equipment for Special Educational Needs in Burnham-on-Crouch and questioned whether there was opportunity to use some of the S106 monies to incorporate such play equipment into other areas in the District. In response the Director of Service Delivery suggested that he met with Councillor Stamp outside the meeting. The Chairman advised that she wished to attend the meeting with Councillor Stamp and suggested that all Members should have the opportunity raise items on which S106 monies should be spent.

The Director of Service Delivery advised Members that he would report back to Members on S106 allocations and potential grants that could be applied against such play equipment. He also suggested that Officers undertake some analysis in terms of what money was allocated per site.

- Prom Park – The Valley – Play Galleon - In response to comments regarding the costs related to the galleon play equipment at the Promenade Park and spreading such equipment across other areas of the District, the Director of Service Delivery explained that although it was a high cost the galleon was high profile, heavily used and if funding was not agreed the equipment would have to be removed for safety reasons.
- The current play equipment at Promenade and Riverside Parks was funded by a Government grant in 2004 and maintained by Officers following a strict regime. If equipment was not fit for purpose it would be closed.
- Replacement Parks Vehicles – As part of the procurement of new vehicles options for purchasing including options such as hiring and green energy would be considered along with the Council's Climate Strategy.

- Monies for works to the Burnham-on-Crouch Pontoon had been included in the UK Shared Prosperity Fund (SPF) bid and Officers were working to bring this forward at the earliest opportunity.

The Director of Service Delivery advised that Officers would circulate to Members a list of play sites and where there was funding available through S106s.

The Chairman put the recommendation as set out in the report and this was duly seconded. Councillor K M H Lagan asked that it be noted he did not agree with this recommendation and felt had not been allowed to raise a point as a Ward Member.

In accordance with Procedure Rule No. 13 (3) Councillor A S Fluker requested a recorded vote which was duly seconded.

For the recommendation:

Councillors Mrs P A Channer, Mrs J L Fleming, R H Siddall, C Swain, Mrs M E Thompson and S White

Against the recommendation:

Councillors A S Fluker, K M H Lagan, N G F Shaughnessy and W Stamp.

Abstention:

There were none.

The Chairman declared that the recommendation was therefore agreed.

**RESOLVED** that the Committee's review of the project bids set out in Appendix A to the report in preparation to recommend a 2023 / 24 Capital Programme at the Strategy and Resources Committee in January 2023 for approval by the Council in February 2023, be noted.

### **387. RURAL SETTLEMENTS LIST**

The Committee considered the report of the Director of Resources seeking Member's approval of the Rural Settlement List for the financial year 2023 / 24 (attached at Appendix A to the report) to determine and award Rural Rate Relief to eligible businesses.

The Chairman moved the recommendation set out in the report. This was duly seconded and agreed by assent.

**RESOLVED** that the Rural Settlement List attached as Appendix A to the report be approved.

### **388. MALDON DISTRICT COUNCIL DISABLED FACILITIES GRANT POLICY 2022 - 25**

The Committee considered the report of the Director of Service Delivery presenting the Disabled Facilities Grant (DFG) Policy 2022 / 23 (the Policy) attached as Appendix 1 to the report, for adoption. The Policy outlined the approach of the Council's Private Sector Housing Officers in relation to the dispensation of the Better Care Fund for the purposes of delivering grants for disabled adaptations in the District.

The Council was required to provide DFGs under the Housing Grants, Construction and Regeneration Act 1996 (the Act). DFG monies were now part of the Better Care

Fund and the Policy sought to formalize the processes involved in the dispensation of the Better Care Fund in Line with the Act.

**RESOLVED** that the Disabled Facilities Grant Policy 2022 – 2023 (attached as Appendix 1 to the report) be adopted as Council policy.

### **389. SUPPLEMENTARY ESTIMATE REQUEST**

The Committee considered the report of the Director of Service Delivery seeking approval of a Supplementary Estimate for urgent emergency tree works. It was noted that this had been brought to the Committee in lines with the Financial Regulations as the amount requested was over £20,000.

The report provided background information following the commission of an assessment of all trees owned and managed by the Council in 2020 which had been undertaken by Essex County Council (ECC) Place Services Arboricultural Team (PS). Through this work the Council had identified a number of trees which require attention to reduce possible risks and although works had commenced there were insufficient financial resources to fund all the work, therefore a supplementary estimate was requested. The report set out the estimated value of the work to be carried out and further requested that a contingency fund be agreed. As the Council had no in-house capacity it was recommended that PS be appointed to oversee the necessary work on behalf of the Council.

In addition, a Revenue Growth request has been submitted to update the software required to record the condition of Council owned trees. This system would be used to record the condition of trees and feed into an annual work plan, with Officers working on a five-year rolling programme of maintenance.

Members discussed the report and in response to a number of questions and comments made, were provided with the following information:

- Members were advised that the Council would be looking to ensure it tendering was an open process allowing local arboricultural companies to bid.
- Officers would review the budget and if savings could be made they would be, although this was not guaranteed.
- Over 265 trees had been identified as needing work with those urgent works being prioritised first and once mapped with PS this could be shared with Members.
- The review of the trees was separate to the work of the Council's Tree Officer.

The Chairman put the recommendation which was duly agreed.

### **RESOLVED**

- (i) that a Supplementary Estimate in the sum of £112k is provided to fund the urgent tree works identified, broken down into two elements (as follows):
  - that Essex County Council Place Services are engaged to oversee all of the works on behalf of the Council at a cost of £12k (Management);
  - that Essex County Council Place Services costs of engaging with the contractors for the tree works at a cost of £100k.

- (ii) that a further sum of £18k is provided as a contingency sum to cover unexpected costs associated in undertaking the work identified in (i) above.

### **390. EVENTS AND CONCESSIONS STRATEGY 2023 - 2028**

The Committee considered the report of the Director of Strategy, Performance and Governance seeking approval of the Events and Concessions Strategy 2023 – 28 (the Strategy) which outlined the rationale and approach the Council would develop for annual events and concessions.

The report provided background information regarding events held by the Council in its parks and open spaces. The Strategy set out how the Council would deliver events and concessions, stimulate revenue income, support local businesses and encourage new tourism into the District. It was noted that the Strategy also detailed a governance approach where Members would review and feedback on proposed annual events and concessions calendar.

Councillor R H Siddall proposed an amendment to the Strategy, that under the section 'Governance and Delivery of Events / Concessions' that the third paragraph be amended to include the Leader of the Opposition in any discussions. This proposal was duly seconded and agreed by the Committee.

The Commercial Manager responded to some questions and comments from Members advising:

- Officers would be reviewing the use of diesel and petrol engines and electronic reproduced music.
- The Council did engage with local residents when it had major events taking place.
- Terms and Conditions had been amended to ensure that events were not set up and set down outside certain hours.

In response to a comment regarding avoiding the use of ice cream trucks which produced a lot of fumes, the Chairman advised this would be noted.

The Chairman moved the recommendation with the earlier amendment agreed. This was duly seconded.

In accordance with Procedure Rule No. 13 (3) Councillor K M H Lagan requested a recorded vote which was duly seconded.

For the recommendation:

Councillors Mrs P A Channer, Mrs J L Fleming, N G F Shaughnessy, R H Siddall, W Stamp, C Swain, Mrs M E Thompson and S White.

Against the recommendation:

Councillors A S Fluker and L M H Lagan.

Abstention:

There were none.



**RESOLVED** that the Events Strategy 2023 – 28 (attached at Appendix 1 to the report) be approved subject to the following amendment to the section 'Governance and Delivery of Events / Concessions':

It is anticipated that large scale events (more than 500 attendees) will be limited to no more than 10 per annum. In exceptional circumstances this could be increased if an opportunity arises within the calendar year and is agreeable to the corporate leadership team, Leader of the Council, **Opposition Leader** and Chair of Strategy and Resources Committee. Large scale events could include the following: Bank Holiday markets, Maldon mud race, fireworks displays and live music events.

### **391. RURAL ENGLAND PROSPERITY FUND**

The Committee considered the report of the Director of Strategy, Performance and Governance informing Members of new opportunities presented by the UK Government's Rural England Prosperity Fund (REPF).

The report gave some background information regarding the REPF. It was noted that the REPF prospectus had been published and confirmed that the Maldon District had been allocated £430,328 to be spent by March 2025. The funding could be used to support capital projects for small businesses and community infrastructure. Further details regarding phase one of the process being undertaken were set out in the report and Members were advised that phase two would involve development of an application and awards process.

Members received a presentation from the Lead Specialist: Prosperity which provided further detail regarding the REPF.

Councillor A S Fluker declared an interest in this item of business advising that as there was no public speaking at this event this had precluded him from speaking and he would leave the meeting on the understanding that he hoped a Member would ask a question on his behalf. Councillor Fluker then left the meeting.

Councillor W Stamp read a short statement from Councillor Fluker which referred to Southminster Community Centre and Sports Pavilion which had recently been granted planning permission. The statement requested that Officers meet with Councillor Fluker, the Ward Member, to discuss the community project, this request was duly agreed by the Director of Strategy, Performance and Governance.

In response to questions raised, the Lead Specialist Prosperity provided Members with additional information regarding the Fund, including:

- The Council is looking a minimum and maximum grant levels to ensure the monies were spread evenly across the District. It was expected that there would be strict criteria put in place.
- Funding would not be received until 1 April 2023 and it was understood that this could not be used in advance but could be used to cover spending completed in arrears.
- Frequently Asked Questions were awaited from the Department for Environment, Food and Rural Affairs (DEFRA) and it was hoped that this information would assist Officers in completing the investment plan. Members were advised that Officers had chased this information on a number of occasions, specifically as there was a very short deadline for the Council to submit its investment plan.



Councillor Mrs P A Channer proposed that herself (as Leader of the Council) and the Directors approach DEFRA to request the Frequently Asked Questions. The Chairman suggested that this could be discussed outside of the meeting.

Councillor Fluker returned to the Chamber at this point and further discussion of the report continued.

Councillor K M H Lagan thanked the Lead Specialist Prosperity for the report and work she had done, commenting on the benefit the initiative would have. He then proposed an amendment to recommendation (ii) to include the Leader of the Opposition. This proposal was duly seconded and agreed.

The Chairman then put the amended recommendation to the Committee which was duly agreed.

## **RESOLVED**

- (i) That Members note the opportunity presented for investment in the District by the Rural England Support Fund and the Council's role in securing the investment and any administration;
- (ii) That Members note the aggressive pace of work required to submit the Council's Rural England Prosperity Fund Addendum Investment Plan and delegate the authority to the Director of Strategy, Performance and Governance in consultation with the Leader of the Council, Leader of the Opposition and Chairman of Strategy and Resources Committee for development and submission in line with the Government guidance. Members will be provided with a further written update.

### **392. SOFT PLASTICS RECYCLING TRIAL (PLASTIC BAGS AND WRAPPINGS)**

The Committee considered the report of the Director of Service Delivery informing Members of a successful bid to trial a fully funded collection of Soft Plastics (plastic bags and wrappings).

The report detailed background information on the flexible plastic packaging and collection service pilot which was being undertaken with a cross section of local authorities. The pilot was funded by the Department for Environment, Food and Rural Affairs (DEFRA), UK Research and Innovation and the Flexible Plastic Fund. The report set out the aims of the project and advised how, following a successful bid, a trial would operate in the District, initially rolled out to approximately 25% of the District expanding in October 2023 and 2024. It was noted that the trial would be managed by SUEZ and run for three years with a provisional start date of 30 January 2023.

In response to a comment regarding the trial taking place in the Dengie and not just the central part of the District, the Director of Service Delivery advised that he would share that information with SUEZ.

## **RESOLVED**

- (i) That Members note Maldon District Council will be participating in the collection of Soft Plastics (plastic bags and wrappings) trial from January 2023, with further expansion of the scheme expected in October 2023;

- (ii) That Officers ensure the public are supported in the trial by making certain that clear information is made available to participants working with the Waste Resources Action Programme.

### **393. 2022 / 23 HALF YEARLY TREASURY MANAGEMENT UPDATE**

The Committee considered the report of the Director of Resources setting out the Council's investment activity for the first half of 2022 / 23 in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code.

The report provided an update on the following areas and further details were set out in the related Appendices:

- An overview of the external economic environment - Appendix 1 to the report had been prepared by Arlingclose who provide treasury management consultancy and advice services to the Council.
- Investment Activity (April 2021 – September 2022).
- Performance – Budgeted income and outturn.
- Compliance with Prudential Indicators and Treasury Management Strategy (Appendix 2).
- Outlook for the remainder of 2022 / 23 provided by Arlingclose.

It was noted that only one of the Prudential Indicators had been briefly breached and a prudent approach had been taken in relation to investment activity with priority being given to security and liquidity over yield.

**RESOLVED** that the Treasury Management report be received for compliance purposes.

### **394. SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES: 1 AUGUST - 30 SEPTEMBER 2022**

The Committee considered the report of the Director of Resources reporting Virements, Supplementary Estimates and Procurement Exemptions agreed under delegated powers where they were below the levels requiring approval by the Committee.

It was noted that only virements within Directorates were carried out and there were no supplementary estimates agreed during this period.

Members' attention was drawn to the report which provided detail of two Procurement Exemptions and one draw down from reserves that had been agreed.

#### **RESOLVED**

- (i) That the Virements as detailed in paragraph 3.3.1 of the report be received;
- (ii) That the Procurement Exemptions as detailed in paragraph 3.5.1 of the report be received;
- (iii) That the drawdown from Reserves as detailed in paragraph 3.6.1 of the report be received.

### **395. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

### **396. LAND PURCHASE - REQUEST FOR DRAW DOWN OF ADDITIONAL FUNDS FROM COMMUTED SUMS**

The Committee considered the report of the Director of Service Delivery requesting Members' approval to drawdown £53,000 from Commuted Sums for the Land Purchase Project. It was noted that these monies were required to:

- a. conclude the necessary due diligence work needed for the Outline Planning application, and
- b. secure the sum needed to pay the planning application fee in preparation for submission of the Outline Planning Application immediately after the May election in 2023.

The report reminded Members of the Option Agreement the Council had entered into in November 2021 and detailed its mobilization in January 2022. A project budget summary was attached as Appendix A to the report.

During the debate that ensued Members raised a number of questions regarding the project. In response the Commercial Manager provided the Committee with further details regarding the sum requested, explaining how surveys proposed were to support the planning application.

Councillor R H Siddall as Chairman of the Corporate Projects Working Group, informed the Committee how the Working Group had robustly discussed, questioned and challenged this project. At this point, Councillor A S Fluker requested that the information on auctioneering, received by the Working Group be circulated to all Members of the Committee

The Chairman moved the recommendation as set out in the report and this was duly agreed. Councillor K M H Lagan requested that his dissent be recorded.

**RESOLVED** that the sum of £53,000 is approved and drawn down from Commuted sums (ringfenced for affordable housing) to conclude the due diligence phase of the Land Purchase Project and to fund the fee required to submit the planning application.

### **397. LONG LEASE AGREEMENT BURNHAM-ON-CROUCH**

The Committee considered the report of the Director of Service Delivery seeking Members' agreement to grant a new lease of 20 years to an organisation.

The report detailed the current lease arrangements and proposals for a new lease, including the annual cost and annual increase by means of Consumer Price Index with a maximum cap of 3%.

## **RESOLVED**

- (i) That the Council grants a new lease to the organisation as set out in the report for a period of 20 years.
- (ii) That the Director of Service Delivery be granted delegated authority to agree the terms of the lease in consultation with the Legal Services Specialist and Chairman of the Committee.

### **398. MILLFIELDS, BURNHAM-ON-CROUCH - LONG LEASE AGREEMENT**

The Committee considered the report of the Director of Service Delivery seeking Members' agreement of an automatic right of renewal within the terms of the proposed new lease for an electricity substation at Millfields, Burnham-on-Crouch.

The report provided background information following the agreement by this Committee in July 2022 to grant a lease for a term of 99 years for an electrical substation with the terms of the lease delegated to the Director of Service Delivery. It was reported that during negotiations of the terms a request for an automatic right to renew the lease had been received.

Some questions were raised regarding the lease and the related costs. In response to these the Chairman proposed that this item of business be deferred until further information regarding the lease was available. This was duly seconded and agreed.

**RESOLVED** that this item of business be **DEFERRED** until further information regarding the lease is available.

### **399. SAVINGS PROPOSALS 2023 / 24**

The Committee considered the report of the Director of Resources presenting Members with savings options for 2023 / 24 for decision.

The report detailed the three strategic projects initiated to help address the budget gap and deliver the Council's priorities. Following presentation of savings proposals to the Corporate Leadership Team, the Finance Working Group had considered these, and the list divided into three groups as set out in the following appendices to the report:

- Appendix 1 – savings which could be achieved with none to minimal impact on services to residents and internally.
- Appendix 2 – savings which could be achieved with little internal impact but had wider consequences and required careful consideration.
- Appendix 3 – savings deemed to have significant impact to service delivery or Council objectives, requiring a fundamental change to Council priorities. It was noted that these were not recommended for approval.

The Director of Resources highlighted that some of the fees and charges in Appendix 2 had been superseded and a report would be coming forward to the next meeting of the Council specifically in relation to one of the options identified in Appendix 3. The Council, at its next meeting, would also be considering a report from the Independent Remuneration Panel which would provide more context on Member allowances. In response to a question the Director advised that it was proposed that a review of car parking would take place identifying all issues and following that a proposal regarding car parking would be brought forward to Members.

A number of Members spoken in relation to this report highlighting concerns they had with specific saving options and areas where they felt further information was required.

Councillor K M H Lagan proposed that this item of business be deferred due to the importance of this item of business and the implications it had. He felt a special meeting should be arranged to discuss this item. This proposal was duly seconded. Members discussed the proposals and the Chairman suggested that the meeting could be adjourned. At this point, Councillor Lagan withdrew his earlier proposal and the Chairman proposed that the meeting be adjourned to a future date to be confirmed by Officers in consultation with the Chairman to discuss this item of business. This proposal was duly seconded and agreed. Councillor Mrs Channer asked that it be noted she was against the proposal.

#### **400. ADJOURNMENT OF THE MEETING**

**RESOLVED** that this meeting of the Strategy and Resources Committee be adjourned (in private session) at 10:06pm to a future date (to be agreed in consultation with the Chairman of the Committee) to continue consideration of the report on Savings Proposals 2023 / 24.

S WHITE  
CHAIRMAN

# Minute Annex

Appendix A - 2022.23 Fees Charges Schedule

<u>PLANNING &amp; ENVIRONMENTAL SERVICES</u>	Charge	VAT	2023/24	2022/23
	£	£	£	£
<b>ENVIRONMENTAL HEALTH</b>				
<b>ENVIRONMENTAL PROTECTION</b>				
<b>Anti Social Behaviour Act 2003</b>				
Fixed Penalty for Graffiti and Fly Posting S43	150.00	-	150.00	150.00
<b>Clean Neighbourhoods and Environment Act 2005</b>				
Repairing vehicle on a road	100.00	-	100.00	100.00
Fixed Penalty for failure to nominate key holder (within an alarm notification area) or failure to notify local authority in writing of nominated key holders details	80.00	-	80.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	100.00	-	100.00	100.00
<b>Environmental Protection Act 1990</b>				
Copy of contaminated land register entry per A4 sheet	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	49.00	-	49.00	45.00
emailed copy		Free		
Copy of radioactive substances notification per A4 sheet	0.08	0.02	0.10	0.10
Copy of radioactive substances register : bound paper copy	49.00	-	49.00	45.00
emailed copy		Free		
per A4 sheet	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	0.08	0.02	0.10	0.10
downloaded from website		Free		
Environmental searches / professional reports (per enquiry)	108.33	21.67	130.00	120.00
Charge for Housing Act Enforcement (per hour)	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house	965.00	-	965.00	965.00
charge per each additional room	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house	665.00	-	665.00	665.00
charge per each additional room	54.00	-	54.00	54.00
Request for housing inspection for immigration purposes	189.00	-	189.00	189.00
Fixed Penalty for Litter S88 (1)	150.00	-	150.00	150.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	110.00	-	110.00	110.00
Fixed Penalty for breach of street litter control notices and clearing notices S94A(2)		Deleted		
Fixed Penalty for unauthorised distribution of literature on designated land S3A para.7(2)		Deleted		
Failure to produce waste documentation (commercial)	300.00	-	300.00	300.00
Failure to produce waste documentation (domestic)	200.00	-	200.00	200.00
<b>Noise Act 1996</b>				
Fixed Penalty for noise from dwellings S8	100.00	-	100.00	100.00
<b>FOOD SAFETY, &amp; HYGIENE</b>				
Export certificate: one off	54.00	-	54.00	54.00
Food Safety revisit	175.00	-	175.00	175.00
Replacement FHRS sticker	10.00	-	10.00	10.00
Sale of SFBB packs	26.00	-	26.00	26.00
<b>Private Water Supplies</b>				
Risk assessment (per hour of officer time maximum £500)	54.00	-	54.00	54.00
Private water supply sampling		Recovery of costs		
<b>Skin Piercing Activities</b>				
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	89.00	-	89.00	89.00
per premises	289.00	-	289.00	289.00
<b>GAMBLING ACT 2005</b>				
<b>Annual Fee</b>				
Adult Gaming Centre	1,031.00	-	1,031.00	918.00
Betting premises (other)	619.00	-	619.00	551.00
Betting Premises (track)	1,031.00	-	1,031.00	918.00
Bingo premises	1,031.00	-	1,031.00	918.00
Casino premises (converted)	3,095.00	-	3,095.00	2,756.00
Casino premises (large)	10,317.00	-	10,317.00	9,187.00
Casino premises (regional)	15,475.00	-	15,475.00	13,780.00
Casino premises (small)	5,158.00	-	5,158.00	4,593.00
Family entertainment centre	777.00	-	777.00	692.00
<b>Application Fees for Premises and Application for Provisional Statements</b>				
Adult gaming centre	2,063.00	-	2,063.00	1,837.00

<b>PLANNING &amp; ENVIRONMENTAL SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2023/24</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Betting premises (other)	3,095.00	-	3,095.00	2,756.00
Betting premises (track)	2,578.00	-	2,578.00	2,296.00
Bingo premises	3,612.00	-	3,612.00	3,216.00
Casino premises (large)	10,317.00	-	10,317.00	9,187.00
Casino premises (regional)	15,475.00	-	15,475.00	13,780.00
Casino premises (small)	8,254.00	-	8,254.00	7,350.00
Family entertainment centre	2,063.00	-	2,063.00	1,837.00
<b>Application Fee for Premises with Provisional Statement</b>				
Adult gaming centre	1,238.00	-	1,238.00	1,102.00
Betting premises (other)	1,238.00	-	1,238.00	1,102.00
Betting premises (track)	985.00	-	985.00	877.00
Bingo premises	1,238.00	-	1,238.00	1,102.00
Casino premises (large)	5,158.00	-	5,158.00	4,593.00
Casino premises (regional)	8,254.00	-	8,254.00	7,350.00
Casino premises (small)	3,095.00	-	3,095.00	2,756.00
Family entertainment centre	985.00	-	985.00	877.00
<b>Transfer / Reinstatement of Licence</b>				
Adult gaming centre	1,238.00	-	1,238.00	1,102.00
Betting premises (other)	1,238.00	-	1,238.00	1,102.00
Betting premises (track)	985.00	-	985.00	877.00
Bingo premises	1,238.00	-	1,238.00	1,102.00
Casino premises (converted)	1,393.00	-	1,393.00	1,240.00
Casino premises (large)	2,221.00	-	2,221.00	1,978.00
Casino premises (regional)	6,705.00	-	6,705.00	5,971.00
Casino premises (small)	1,856.00	-	1,856.00	1,653.00
Family entertainment centre	985.00	-	985.00	877.00
<b>Variation Fee</b>				
Adult gaming centre	1,031.00	-	1,031.00	918.00
Betting premises (other)	1,547.00	-	1,547.00	1,378.00
Betting premises (track)	1,295.00	-	1,295.00	1,153.00
Bingo premises	1,806.00	-	1,806.00	1,608.00
Casino premises (converted)	2,063.00	-	2,063.00	1,837.00
Casino premises (large)	7,737.00	-	7,737.00	6,890.00
Casino premises (regional)	7,737.00	-	7,737.00	6,890.00
Casino premises (small)	4,127.00	-	4,127.00	3,675.00
Family entertainment centre	1,031.00	-	1,031.00	918.00
<b>Other Gambling Act Licence Fees</b>				
Change of circumstance	49.00	-	49.00	44.00
Copy of licence	25.00	-	25.00	22.00
<b>LICENSING</b>				
Animal Licensing				
Animal boarding establishments - new application	683.00	-	683.00	608.00
Animal boarding establishments - renewal	375.00	-	375.00	334.00
Animal home boarding - new application	599.00	-	599.00	533.00
Animal home boarding - renewal	347.00	-	347.00	309.00
Dangerous wild animal	384.00	-	384.00	342.00
Dog breeding establishments - new application	581.00	-	581.00	517.00
Dog breeding establishments - renewal	478.00	-	478.00	426.00
Pet shop - new application	739.00	-	739.00	658.00
Pet shop - renewal	431.00	-	431.00	384.00
Riding establishments - new application	619.00	-	619.00	551.00
Riding establishments - renewal	409.00	-	409.00	364.00
Zoo licence (individually determined fees)	Recovery of costs			
<i>Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee</i>				
Doggy Day Care	711.00	-	711.00	633.00
Doggy Day Renewal	431.00	-	431.00	384.00
Exhibition	739.00	-	739.00	658.00
Exhibition Renewal	599.00	-	599.00	533.00



<b>PLANNING &amp; ENVIRONMENTAL SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2023/24</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Hackney Carriage Licences</b>				
Driver licence (Hackney or Dual) - 3 yrs duration	266.00	-	266.00	237.00
Vehicle licence (excludes vehicles test) - 1 yr duration	267.00	-	267.00	238.00
<i>Licence fee reduced for wheelchair accessible vehicles 25%</i>				
<b>Private Hire Licences</b>				
Driver licence (PH or Dual) - 3 yrs duration	266.00	-	266.00	237.00
Private hire operators licence (1 car) - 5yrs duration	257.00	-	257.00	229.00
Vehicle licence (excludes vehicles test) - 1 yr duration *	267.00	-	267.00	238.00
* Licence fee reduced for wheelchair accessible vehicles 25%				
<b>Town &amp; Police Clauses Act 1847</b>				
Street closures admin charge	82.50	16.50	99.00	88.00
+ Street closures press advert recovery of cost	Recovery of costs			
<b>Local Government Miscellaneous Provisions Act 1982</b>				
Sex establishment licence: application	3,052.00	-	3,052.00	2,718.00
renewal	611.00	-	611.00	544.00
variation	244.00	-	244.00	217.00
<b>MOBILE HOMES ACT 2013</b>				
Application to transfer a site licence	352.00	-	352.00	352.00
Deposit of Site Rules	65.00	-	65.00	65.00
<b>Annual Fee</b>				
Band 1 (1-8 Pitches)	0.00	-	0.00	-
Band 2 (9-24 Pitches)	298.00	-	298.00	298.00
Band 3 (25-99 Pitches)	503.00	-	503.00	503.00
Band 4 (100-199 Pitches)	790.00	-	790.00	790.00
Band 5 (more than 200 Pitches)	1,017.00	-	1,017.00	1,017.00
<b>New Site Licence Application and renewals</b>				
Band 1 (1-8 Pitches)	666.00	-	666.00	666.00
Band 2 (9-24 Pitches)	763.00	-	763.00	763.00
Band 3 (25-99 Pitches)	1,055.00	-	1,055.00	1,055.00
Band 4 (100-199 Pitches)	1,272.00	-	1,272.00	1,272.00
Band 5 (more than 200 Pitches)	1,537.00	-	1,537.00	1,537.00
<b>Application to amend a site Licence fee</b>				
Band 1 (1-8 Pitches)	390.00	-	390.00	390.00
Band 2 (9-24 Pitches)	400.00	-	400.00	400.00
Band 3 (25-99 Pitches)	417.00	-	417.00	417.00
Band 4 (100-199 Pitches)	422.00	-	422.00	422.00
Band 5 (more than 200 Pitches)	449.00	-	449.00	449.00
<b>SCRAP METAL DEALERS LICENCES</b>				
Scrap metal dealers collectors licence (3yrs duration)	204.00	-	204.00	204.00
Scrap metal dealers collectors licence renewal (3yrs duration)	158.00	-	158.00	158.00
Scrap metal dealers site licence (3yrs duration)	387.00	-	387.00	387.00
Scrap metal dealers site licence renewal (3yrs duration)	321.00	-	321.00	321.00
Scrap metal dealers variation of a licence	95.00	-	95.00	95.00
Scrap metal dealers additional site	75.00	-	75.00	75.00
<b>ENVIRONMENTAL WASTE</b>				
<b>DOMESTIC REFUSE</b>				
Black sacks - per roll of 26	Deleted			
<b>PEST CONTROL - COMMERCIAL</b>				
Insects and rodents per hour (excluding materials)	119.17	23.83	143.00	127.00
Rodent contract work	By negotiation - minimum charge £100			
Treatment for squirrels	119.17	23.83	143.00	127.00
Treatment for moles	119.17	23.83	143.00	127.00

<b>PLANNING &amp; ENVIRONMENTAL SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2023/24</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>PEST CONTROL - DOMESTIC</b>				
Call out charge	68.33	13.67	82.00	73.00
Ants (each property)	96.67	19.33	116.00	103.00
Bedbug infestation: 1-3 bed property	100.83	20.17	121.00	108.00
4-5 bed property	107.50	21.50	129.00	115.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Bees	68.33	13.67	82.00	73.00
Brown-tailed moth	Based on hourly rate			
Fleas infestation: 1-3 bed property	100.83	20.17	121.00	108.00
4-5 bed property	107.50	21.50	129.00	115.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Lice and cockroaches	68.33	13.67	82.00	73.00
Mice	68.33	13.67	82.00	73.00
Rats	68.33	13.67	82.00	73.00
Wasps nests	68.33	13.67	82.00	73.00
additional nest (treated at same time as first)	32.50	6.50	39.00	35.00
<b>RECYCLING</b>				
Green bins: standard annual fee	56.00	-	56.00	50.00
(standard fee: half year pro rata for new customers)	25.00	-	28.00	25.00
Isolated properties annual fee	30.00	-	30.00	27.00
Purchase of Green Bin including Delivery	31.00	-	31.00	28.00
<b>REFUSE COLLECTION</b>				
Household Bulky Waste - 1 to 3 items	42.00	-	42.00	37.00
Household Bulky Waste - 4 to 6 items	79.00	-	79.00	70.00
Household Bulky Waste - 7 to 9 items	125.00	-	125.00	111.00
Household Bulky Waste - 10 to 12 items (maximum)	166.00	-	166.00	148.00
<b>NEW PROPERTIES (6 or more properties)</b>				
Cost per refuse / recycling container to developers including delivery	65.00	-	65.00	65.00
<b>STRAY DOGS</b>				
Stray dog destruction fee	Recovery of costs			
Collection Fee	55.00	-	55.00	55.00
Admin Fee	25.00	-	25.00	25.00
Kenelng per night	Recovery of costs			
<b>With Tag or Chip</b>				
Vets fees	Recovery of costs			
<b>Without Tag or Chip</b>				
Vets fees	Recovery of costs			
<b>STREET CLEANSING</b>				
Return of abandoned trolleys	50.00	-	50.00	50.00

<b>SERVICE DELIVERY</b>	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
<b>CEMETERIES</b>					
Search in burial register	Yes	32.50	6.50	39.00	35.00
Use of chapel	No	247.00	-	247.00	220.00
Plot choosing: burial ex woodland non-resident	Yes	561.67	112.33	674.00	600.00
burial ex woodland resident	Yes	280.83	56.17	337.00	300.00
Plot choosing: cremated remains non-resident	Yes	187.50	37.50	225.00	200.00
Plot choosing: cremated remains resident	Yes	93.33	18.67	112.00	100.00
Cancellation Fee (Less than 48 hours)	No	0.00	-	0.00	250.00
<b>Bronze Memorial Plaques</b>					
Plaque on plinth: 6" x 4"	Yes	388.33	77.67	466.00	415.00
Brass plaque on stake 6" x 4"	No	208.00	-	208.00	185.00
Brass plaque on stake 7" x 5"	No	219.00	-	219.00	195.00
Brass plaque on stake 6" x 4" Cremation plots only	No	208.00	-	208.00	185.00
Brass plaque on stake 7" x 5" Cremation plots only	No	219.00	-	219.00	195.00
Perspex plaque on stake 5" x 3" Cremation plots only	No	0.00	-	0.00	55.00
<b>Charges for Right to Place Monument</b>					
Under 18 years			Free		
Additional inscription	No	95.00	-	95.00	85.00
Full kerb set	No	253.00	-	253.00	225.00
Full kerb set & headstone up to 1m	No	371.00	-	371.00	330.00
Headstone up to 1m	No	174.00	-	174.00	155.00
Plaque on a Bench (8" x 2.5") 10 year leave agreement ( <i>New Charge</i> )	No	674.00	-	674.00	600.00
Other memorials ( <i>cremated remains memorials</i> )	No	124.00	-	124.00	110.00
<b>Exclusive Right of Burial - Non Resident</b>					
10 Year ( top up for existing Exclusive right of burial only)	Yes	393.33	78.67	472.00	420.00
10 Year ( top up for existing Exclusive right of burial only child)	Yes	205.83	41.17	247.00	220.00
10 Year top up for cremated remains existing ERB only child	Yes	103.33	20.67	124.00	110.00
11 Year top up for cremated remains existing ERB only Adult	Yes	196.67	39.33	236.00	210.00
50 years next in line burial child		655.00	131.00	786.00	700.00
50 years next in line burial adult		1,310.00	262.00	1,572.00	1,400.00
50 years next in line cremated remains child		280.83	56.17	337.00	300.00
50 years next in line cremated remains adult		561.67	112.33	674.00	600.00
99 years next in line cremated remains child		468.33	93.67	562.00	500.00
99 years next in line cremated remains adult		935.83	187.17	1,123.00	1,000.00
99 years next in line burial adult		1,871.67	374.33	2,246.00	2,000.00
99 years next in line burial child		935.83	187.17	1,123.00	1,000.00
Transfer of exclusive rights of burial	No	79.00	-	79.00	70.00
<b>Exclusive Right of Burial - Resident</b>					
10 years top up for existing ERBs only adult	Yes	196.67	39.33	236.00	210.00
10 years top up for existing ERBs only child	Yes	98.33	19.67	118.00	105.00
10 years top up for cremated remains existing ERB only adult	Yes	103.33	20.67	124.00	110.00
10 year top up for cremated remains existing ERB only child	Yes	51.67	10.33	62.00	55.00
50 years next in line burial adult	Yes	655.00	131.00	786.00	700.00
50 years next in line burial child	Yes	327.50	65.50	393.00	350.00
50 years next in line cremated remains child	Yes	140.00	28.00	168.00	150.00
50 years next in line cremated remains adult	Yes	280.83	56.17	337.00	300.00
99 years next in line cremated remains child	Yes	234.17	46.83	281.00	250.00
99 years next in line cremated remains adult	Yes	468.33	93.67	562.00	500.00
99 years next in line burial adult	Yes	935.83	187.17	1,123.00	1,000.00
99 years next in line burial child	Yes	468.33	93.67	562.00	500.00
Transfer of exclusive rights of burial	No	0.00	-	0.00	70.00
<b>Interment - Non Resident</b>					
Under 18 years (no charge to customer)	Yes	935.83	187.17	1,123.00	1,000.00
18 years and over burial	Yes	1,871.67	374.33	2,246.00	2,000.00
Under 18 years (no charge to customer)	Yes	234.17	46.83	281.00	250.00
18 years and over cremated remains	Yes	468.33	93.67	562.00	500.00
Scattering of ashes: under 18 years (No charge to the customer)	Yes	84.17	16.83	101.00	90.00
18 years and over		159.17	31.83	191.00	170.00
Saturday 10.00 - noon only	No		Deleted		
<b>Interment - Resident</b>					

<b>SERVICE DELIVERY</b>	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Under 18 years (no charge to customer)	Yes	468.33	93.67	562.00	500.00
18 years and over burial	Yes	935.83	187.17	1,123.00	1,000.00
Under 18 years (no charge to customer)	Yes	107.50	21.50	129.00	115.00
18 years and over cremated remains	Yes	210.83	42.17	253.00	225.00
Scattering of ashes: under 18 years (No charge to the customer)	Yes	42.50	8.50	51.00	45.00
18 years and over		70.83	14.17	85.00	85.00
scattering at sea all ages		420.83	84.17	505.00	450.00
Disinterment of cremated remains		327.50	65.50	393.00	350.00
Exhumation of coffin		Price on request			
<b>Memorialisation Scheme</b>					
Memorial tree including planting	No	320.00	-	320.00	285.00
<b>Neat and Tidy Scheme</b>					
Ashes (bed): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
Lawn (headstone bed): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
Lawn (full burial): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
<b>PARKS TEAM</b>					
Parks Ground Maintenance Contracts - Charges based on enquiry					
<b>OFF STREET PARKING</b>					
Vehicles that display up to date disabled persons badge		Free			
<b>OFF STREET PARKING</b>					
<b>Maldon District Council offices:</b>					
<b>Weekdays 8am - 5pm (max stay 2 hrs)</b>					
Up to 1 hr		1.00	0.20	1.20	1.10
Up to 2hrs		1.33	0.27	1.60	1.40
<b>Weekends</b>					
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	1.00	0.20	1.20	1.10
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.33	0.27	1.60	1.40
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.83	0.37	2.20	2.00
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.42	0.48	2.90	2.60
Saturday (8am to 5pm) over 4 hours	Yes	4.08	0.82	4.90	4.40
Saturday Evening 5pm to 10pm	Yes	1.42	0.28	1.70	1.50
Sunday All Day	Yes	1.42	0.28	1.70	1.50
<b>Butt Lane (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 2 hours	Yes	1.33	0.27	1.60	1.40
2 to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	2.42	0.48	2.90	2.60
over 4 hours	Yes	4.08	0.82	4.90	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.42	0.28	1.70	1.50
Sunday All Day	Yes	1.42	0.28	1.70	1.50
<b>Season ticket:</b>					
annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly	Yes	53.33	10.67	64.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
<b>Friary Fields (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	2.42	0.48	2.90	2.60
over 4 hours	Yes	4.08	0.82	4.90	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.42	0.28	1.70	1.50
Sunday All Day	Yes	1.42	0.28	1.70	1.50
<b>Season ticket:</b>					
annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly	Yes	53.33	10.67	64.00	57.00

<b>SERVICE DELIVERY</b>	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
Public sector partners (Monday - Friday)			Deleted		
<b>High St. East (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 2 hours	Yes	1.33	0.27	1.60	1.40
2 to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	2.42	0.48	2.90	2.60
over 4 hours	Yes	4.08	0.82	4.90	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly	Yes	53.33	10.67	64.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
Public sector partners (Monday - Friday)			Deleted		
<b>Hythe Quay</b>					
Season ticket: Annual		108.33	21.67	130.00	116.00
<b>Maldon Promenade (Monday to Sunday - 8am to 8pm)</b>					
Car: up to 1 hour	Yes	1.22	0.24	1.46	1.30
1 to 2 hours	Yes	2.43	0.49	2.92	2.60
2 to 4 hours	Yes		Deleted		
2 to 5 hours	Yes	5.83	1.17	7.00	6.50
all day	Yes	8.33	1.67	10.00	8.50
Coach: up to 2 hours	Yes	9.17	1.83	11.00	10.00
over 2 hours	Yes	11.08	2.22	22.00	20.00
Coach park - coach / bus season tickets	Yes		Deleted		
Non residents season ticket	Yes		Deleted		
Residents season ticket	Yes	596.67	119.33	716.00	638.00
Residents season ticket (two hours per day)	Yes	148.00	29.60	148.00	132.00
<b>Market Site</b>					
Season ticket: annual	Yes	659.17	131.83	791.00	704.00
6 months	Yes	329.17	65.83	395.00	352.00
monthly	Yes	59.17	11.83	71.00	63.00
<b>Silver Street</b>					
Season ticket: annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly			Pro rata charge		
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
<b>White Horse Lane (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 2 hours	Yes	1.25	0.25	1.50	1.40
2 to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	3.42	0.68	4.10	3.70
over 4 hours	Yes	8.08	1.62	9.70	8.80
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.42	0.28	1.70	1.50
<b>White Horse Lane</b>	Yes				
Maldon Schools permit	Yes	205.83	41.17	247.00	220.00
	Yes				
<b>Town Centre Car Parks</b>					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	73.92	14.78	88.70	79.00
<b>Events Car Parking - day ticket</b>					
Charge to be set by MDC prior to event	Yes				

<b>SERVICE DELIVERY</b>	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
<b>Electricity Supply (Riverside &amp; Promenade Park)</b>					
Charge per day	Yes	79.17	15.83	95.00	85.00
Deposit	No		Price on application		
<b>Water Supply (Riverside &amp; Promenade Park)</b>					
Stand Pipe Installation	No		Price on application		
Charge per day	Yes		Price on application		
Deposit	No		Price on application		
<b>Beach Hut Hire - Promenade Park</b>					
<b>Daily Charge</b>					
High-Season (April - September)		48.33	9.67	58.00	55.00
Low-Season (October - March)		30.83	6.17	37.00	35.00
<i>A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings</i>			Deleted		
<b>FUNFAIRS AND CIRCUSES - Minimum of:</b>					
Damage deposit	No		Price on application		
Poster removal deposit	No		Price on application		
<b>Circus at Promenade Park</b>					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
<b>Circus at Riverside Park</b>					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
<b>Funfair at Riverside Park</b>					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
<b>Travelling Funfair at Promenade Park</b>					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
<b>PARKS AND OPEN SPACES</b>					
<b>Memorial Benches</b>					
Rustic bench	No	1,428.00	-	1,428.00	1,272.00
Cast iron bench	No	1,452.00	-	1,452.00	1,293.00
<b>Advertising and Sponsorship</b>					
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes		Price on application		
Events Banners per week ( <i>community / charity</i> )	Yes	28.33	5.67	34.00	30.00
Internal park adverts TBA ( <i>per week</i> )	Yes	28.33	5.67	34.00	30.00
Vehicle advertising TBA ( <i>per day</i> )	Yes		Price on application		
Sponsorship	Yes		By negotiation		
<b>Event Land Hire Charge - Council Park or Open Space</b>					
Event licence / Permit fee (minimum fee payable on acceptance of event)	Yes	41.67	8.33	50.00	30.00
Charity - Small event (1-1,000 attendees)	Yes		Price on application		
Charity - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Charity - Large event (2,501 + attendees)	Yes		Price on application		
Community - Small event (1-1,000 attendees)	Yes		Price on application		
Community - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Community - Large event (2,501 + attendees)	Yes		Price on application		
Commercial - Small event (1-1,000 attendees)	Yes		Price on application		
Commercial - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Commercial - Large event (2,501 + attendees)	Yes		Price on application		
<b>Prom Park hire for Concessions</b>					
			Price on application	Price on application	Price on application
<b>Other Council owned Land Hire for Concessions - (price is per operator, per day, per concession)</b>					
<b>Peak Time (School Holidays/Bank Holidays/ Event Days)</b>					
Daily charge	No	73.00	-	73.00	65.00
<b>Off Peak Time</b>					

<b>SERVICE DELIVERY</b>	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Daily charge	No	45.00	-	45.00	40.00
<b>Pop Up Trading</b>					
<b>Peak Time</b> ( <i>School Holidays/Bank Holidays/ Event Days</i> )					
Market Stall (Frame with Canopy)	No	79.00	-	79.00	70.00
Wheelie Cart	No	62.00	-	62.00	55.00
Wheelie Cart including Fridge	No	67.00	-	67.00	60.00
Electricity	Yes			Price on application	
<b>Off Peak Time</b>					
Market Stall (Frame with Canopy)	No	67.00	-	67.00	60.00
Wheelie Cart	No	51.00	-	51.00	45.00
Wheelie Cart including Fridge	No	56.00	-	56.00	50.00
Electricity	Yes			Price on application	
<b>ROUNDBOUT SPONSORSHIP</b>					
1 Year agreement - Maldon Town site	Yes			Price on application	n application
1 Year agreement - Other district site	Yes			Price on application	n application
3 Year agreement - Maldon Town site	Yes			Price on application	n application
3 Year agreement - Other district site	Yes			Price on application	n application
Landscaping scheme (minimum 5 years)	Yes			Price on application	n application
1 Year Boundary sign Agreement	Yes			Price on application	n application
<b>PARKS AND SPORTS PITCHES</b>					
<b>Cricket (per game)</b>					
Adult	Yes	83.33	16.67	100.00	89.00
Junior	Yes	48.33	9.67	58.00	52.00
Sports pitch use - parking season ticket (per club)	Yes	120.83	24.17	145.00	129.00
<b>Football (per game)</b>					
Adult	Yes	51.67	10.33	62.00	55.00
Junior	Yes	38.33	7.67	46.00	41.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	120.83	24.17	145.00	129.00
Sports club training / structured activities		10.00	2.00	12.00	11.00
<b>Mini Soccer</b>					
Juniors	Yes	30.83	6.17	37.00	33.00
<b>Netball (per court, per hour)</b>					
Adult	Yes	10.83	2.17	13.00	12.00
Junior	Yes	8.33	1.67	10.00	9.00
<b>Tennis (per court, per hour)</b>					
Adult	Yes			Deleted	
Junior	Yes			Deleted	
<b>Organised Bootcamps / Personal Training in Council-owned Parks</b>					
Hourly	Yes	11.67	2.33	14.00	12.00
3 Month Licence ( 2 hours per week)	Yes	140.00	28.00	168.00	150.00
6 Month Licence ( up to 3 hours per week)	Yes	205.83	41.17	247.00	220.00
12 Month Licence ( up to 5 hours per week)	Yes	327.50	65.50	393.00	350.00
<b>RIVERS</b>					
<b>Moorings</b>					
Annual charge: up to 7.99 metres	Yes	140.00	28.00	168.00	150.00
8 to 9.99 metres	Yes	229.17	45.83	275.00	245.00
10 to 14.99 metres	Yes	318.33	63.67	382.00	340.00
15 metres and above	Yes	420.83	84.17	505.00	450.00
Mooring registration fee	Yes	126.67	25.33	152.00	135.00
Transfer of mooring				50% of annual mooring fee	
<b>Residential Mooring Charges</b>					
up to 9.99 metres ( <i>per month</i> )		187.50	37.50	225.00	200.00
10 to 14.99 metres ( <i>per month</i> )		173.33	34.67	208.00	400.00
15 metres and above ( <i>per month</i> )		347.50	69.50	417.00	600.00
<b>Wharfage - Hythe Quay Maldon and Burnham Pontoon</b>					
Daily fees: vessels and multihulls	Yes	20.00	4.00	24.00	21.00



<u>SERVICE DELIVERY</u>	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	2,007.36	401.47	2,408.83	2,145.00
(annual fee can be paid quarterly with no penalty)	Yes	501.84	100.37	602.21	536.26
Monthly fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	184.17	36.83	221.00	196.80
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	122.50	24.50	147.00	147.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	5.00	1.00	6.00	5.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	130.83	26.17	157.00	140.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	130.83	26.17	157.00	140.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	65.83	13.17	79.00	70.00
<b>Commercial team</b>					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					

Appendix A - 2022.23 Fees Charges Schedule

	Charge	VAT	2023/24	2022/23
	£	£	£	£
<b>PLANNING SERVICES</b>				
<b>BUILDING CONTROL</b>				
New dwellings	See attached - table A			
Work to a single dwelling	See attached - table B			
All other non-domestic work	See attached - table C			
Copy document (completion certificate)	15.00	-	15.00	13.00
<b>DEVELOPMENT CONTROL</b>				
<b>Designs and Patents Act 1989</b>				
Plan copies - per sheet:	A4	0.08	0.02	0.10
	A3	0.17	0.03	0.20
	A2	0.83	0.17	1.00
	die line	1.67	0.33	2.00
<b>Ordnance Survey Maps</b>				
Handling fee	1.67	0.33	2.00	2.00
Site plans (max 6 copies) - per extract	35.00	7.00	42.00	37.00
<b>Other Development Control</b>				
High Hedge Complaints	572.50	114.50	687.00	612.00
<b>Street Naming and Numbering</b>				
Adding / removing a name	53.00	-	53.00	47.10
Renaming / renumbering a property	53.00	-	53.00	47.10
Naming / numbering 1-5 properties (per property) inc flats*	79.00	-	79.00	70.00
Naming / numbering 6-25 properties (per property) inc flats*	35.00	-	35.00	31.00
Naming / numbering 26-75 properties (per property) inc flats*	29.00	-	29.00	26.00
Naming / numbering 76+ properties (per property) inc flats*	22.00	-	22.00	20.00
Naming a street (per street)**	115.00	-	115.00	102.00
Change to development after notification	57.00	-	57.00	51.00
Street renaming at residents request	172.00	-	172.00	153.00
Written confirmation of postal address details	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets				
** number of new street names only				
<b>LAND CHARGES</b>				
Premises exempt as per legislation: church halls, village halls & non-commercial venues				
CON29 (part 1): standard fee	141.67	28.33	170.00	151.00
additional fee for non-residential searches	25.83	5.17	31.00	28.00
LLC1	26.00	0.00	26.00	23.00
additional fee for non-residential searches	38.33	7.67	46.00	41.00
CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)	17.50	3.50	21.00	19.00
Q6-21	17.50	3.50	21.00	19.00
Q22 only	25.83	5.17	31.00	28.00
Additional enquiry	37.50	7.50	45.00	40.00
Additional parcel of land LLC1	6.00	0.00	6.00	5.00
Additional parcel of land CON29	17.50	3.50	21.00	19.00
Copy of duplicate search	10.83	2.17	13.00	12.00
Search confirmation (up to 3mths old)	10.83	2.17	13.00	12.00
<b>Personal Searches</b>				
CON29R standard enquiry (when viewed in person)	Free			
Local land charges register (in person): print out	Free			
view	Free			
Local land charges LLC1 certificated	26.00	0.00	26.00	23.00

## Planning Services Pre-Application Fees and Charges 2023/24

Further Details		Cost (£)	VAT (£)	2023/24 Total (£)	2022/23 Total (£)
Householder development (Duty Planner)	Only available for non-Complex Householder advice. This would include extensions to single dwellings, porches, garages, outbuildings and walls and fences. (No written advice).	25	5	30	Free
Application Validation	Reviewing application forms and charging for incorrect completion.	25	5	30	Free
Householder development (Written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	105.00	21.00	126.00	112.00
Householder development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	199.17	39.83	239.00	213.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	105.00	21.00	126.00	112.00
Smallscale commercial development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	199.17	39.83	239.00	213.00
Minor development (Written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	264.17	52.83	317.00	282.00
Minor development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	593.33	118.67	712.00	634.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	395.83	79.17	475.00	423.00
Medium development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	660.00	132.00	792.00	705.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	660.00 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	132.00	792.00	705.00

Major development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 10-20 residential units  Non-residential development with a gross external floorspace over 1,000m2	1,319.17  (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	263.83	1,583.00	1,410.00
Strategic Proposals (Planning Performance Agreements) (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Any application of 75 dwellings or more dwellings; or any outline residential development proposals whose site is 2 hectares or more.  Any residential proposal promoted as an allocated site within the LDP. Any 100% Affordable Housing proposals of six dwellings or 0.3ha or more in outline form. Any non-residential development proposal, whose floor area is 1,500 square metres or more or whose site area is 2 hectares or more. Any non-residential proposals relating to development proposals allocated within the LDP. Any retail development 1,000 square meters or more or which of 250 square metres or more and is proposed to be beyond existing town centres as defined in the local plan or emerging LDP. Any mixed use development proposals whose site area is 2 hectares or more, or is of 75 dwellings or 1,000 square metres commercial floor area or more. Wind Turbines Any wind energy proposals whose output capacity is 1Mw or more or which proposes three or more turbines of 30m or more. Any Solar energy proposals whose output capacity is 1Mw or more or which proposes 4,000 or more solar panels. Energy from Waste Scheme which is 1KW capacity or more.	Individually determined at full cost recovery			
Minor Alterations to Listed Building (Written advice)	Only available for very minor and non-Complex advice. This would include replacement windows.  This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	79.17	15.83	95.00	85.00
Alterations/Extension to Listed Building (Written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area  This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	264.17	52.83	317.00	282.00
Alterations/Extension to Listed Building (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area  This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	644.17	128.83	773.00	688.00
Development in a Conservation Area (Written Advice )	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	199.17	39.83	239.00	213.00
Development in a Conservation Area (Meeting* with Planning Officer of no more than one hour and written advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	580.00	116.00	696.00	620.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	79.17	15.83	95.00	85.00

Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	105.00	21.00	126.00	112.00
Minor Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for:  Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	264.17	52.83	317.00	282.00
Major Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for:  Works to 5 or more individually listed trees Replacement of 5 or more individually listed trees Works to trees within an area protected under a Tree Preservation Order Works to trees within a woodland protected under a Tree Preservation Order	528.33	105.67	634.00	565.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	264.17	52.83	317.00	282.00
Compliance with Condition requests	Includes, but not exclusively:  Written confirmation that a condition(s) has been complied with Written confirmation that a condition(s) has been discharged	199.17	39.83	239.00	213.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed	131.67 per obligation	26.33	158.00	141.00
Planning History requests	Includes, but not exclusively:  Written confirmation of any restrictions imposed on a site on a site. Confirmation of authorised use of a site Confirmation of an absence of an agricultural occupancy condition	199.17	39.83	239.00	213.00

\*All pre-application and advice Meeting\*s will be held at the Council Offices. However, if it is agreed necessary to convene a Meeting\* on site, travel time to and from the site will be charged at the hourly Meeting rate. Officers are unable to hold a site Meeting\* without the prior deposit of plans or written proposals.

**TABLE A - NEW DWELLINGS**  
2023/24

Dwelling-houses and Flats not exceeding 300m2

Please note that the Charges marked with an \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

VAT rate:	20.0%		2023/24	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23	2022/23
Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*	Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	205.00	514.00	791.00	1,007.00	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-	41.00	102.80	158.20	-
		<b>Total</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>
H02	2 Plots	Net	308.00	822.00	1,243.00	1,582.00	308.00	822.00	1,243.00	1,582.00
		VAT	61.60	164.40	248.60	-	61.60	164.40	248.60	-
		<b>Total</b>	<b>369.60</b>	<b>986.40</b>	<b>1,491.60</b>	<b>1,582.00</b>	<b>369.60</b>	<b>986.40</b>	<b>1,491.60</b>	<b>1,582.00</b>
H03	3 Plots	Net	360.00	1,130.00	1,639.00	2,086.00	360.00	1,130.00	1,639.00	2,086.00
		VAT	72.00	226.00	327.80	-	72.00	226.00	327.80	-
		<b>Total</b>	<b>432.00</b>	<b>1,356.00</b>	<b>1,966.80</b>	<b>2,086.00</b>	<b>432.00</b>	<b>1,356.00</b>	<b>1,966.80</b>	<b>2,086.00</b>
H04	4 Plots	Net	411.00	1,438.00	2,034.00	2,589.00	411.00	1,438.00	2,034.00	2,589.00
		VAT	82.20	287.60	406.80	-	82.20	287.60	406.80	-
		<b>Total</b>	<b>493.20</b>	<b>1,725.60</b>	<b>2,440.80</b>	<b>2,589.00</b>	<b>493.20</b>	<b>1,725.60</b>	<b>2,440.80</b>	<b>2,589.00</b>
H05	5 Plots	Net	462.00	1,747.00	2,430.00	3,092.00	462.00	1,747.00	2,430.00	3,092.00
		VAT	92.40	349.40	486.00	-	92.40	349.40	486.00	-
		<b>Total</b>	<b>554.40</b>	<b>2,096.40</b>	<b>2,916.00</b>	<b>3,092.00</b>	<b>554.40</b>	<b>2,096.40</b>	<b>2,916.00</b>	<b>3,092.00</b>
<b>Flats</b>										
F01	1	Net	205.00	514.00	791.00	1,007.00	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-	41.00	102.80	158.20	-
		<b>Total</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>
F02	2	Net	308.00	668.00	1,074.00	1,366.00	308.00	668.00	1,074.00	1,366.00
		VAT	61.60	133.60	214.80	-	61.60	133.60	214.80	-
		<b>Total</b>	<b>369.60</b>	<b>801.60</b>	<b>1,288.80</b>	<b>1,366.00</b>	<b>369.60</b>	<b>801.60</b>	<b>1,288.80</b>	<b>1,366.00</b>
F03	3	Net	360.00	822.00	1,300.00	1,654.00	360.00	822.00	1,300.00	1,654.00
		VAT	72.00	164.40	260.00	-	72.00	164.40	260.00	-
		<b>Total</b>	<b>432.00</b>	<b>986.40</b>	<b>1,560.00</b>	<b>1,654.00</b>	<b>432.00</b>	<b>986.40</b>	<b>1,560.00</b>	<b>1,654.00</b>
F04	4	Net	411.00	976.00	1,526.00	1,942.00	411.00	976.00	1,526.00	1,942.00
		VAT	82.20	195.20	305.20	-	82.20	195.20	305.20	-
		<b>Total</b>	<b>493.20</b>	<b>1,171.20</b>	<b>1,831.20</b>	<b>1,942.00</b>	<b>493.20</b>	<b>1,171.20</b>	<b>1,831.20</b>	<b>1,942.00</b>
F05	5	Net	462.00	1,130.00	1,752.00	2,229.00	462.00	1,130.00	1,752.00	2,229.00
		VAT	92.40	226.00	350.40	-	92.40	226.00	350.40	-
		<b>Total</b>	<b>554.40</b>	<b>1,356.00</b>	<b>2,102.40</b>	<b>2,229.00</b>	<b>554.40</b>	<b>1,356.00</b>	<b>2,102.40</b>	<b>2,229.00</b>
<b>Conversion to</b>										
V01	Single Dwelling-House	Net	205.00	616.00	904.00	1,151.00	205.00	616.00	904.00	1,151.00
		VAT	41.00	123.20	180.80	-	41.00	123.20	180.80	-
		<b>Total</b>	<b>246.00</b>	<b>739.20</b>	<b>1,084.80</b>	<b>1,151.00</b>	<b>246.00</b>	<b>739.20</b>	<b>1,084.80</b>	<b>1,151.00</b>
V02	Single Flat	Net	205.00	514.00	791.00	1,007.00	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-	41.00	102.80	158.20	-
		<b>Total</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>
<b>Notifiable electrical work</b>			<b>(where applicable, in addition to the above, per dwelling)</b>				<b>(where applicable, in addition to the above, per dwelling)</b>			
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		216.00	274.00	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		216.00	274.00
		VAT			43.20	-			43.20	-
		<b>Total</b>			<b>259.20</b>	<b>274.00</b>			<b>259.20</b>	<b>274.00</b>

Where Standard Charges are not applicable please contact Building Control on 01621 876235

**TABLE B - WORK TO A SINGLE DWELLING**  
2023/24

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)										
VAT rate	20.0%		2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24
Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *	
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **				
D01	Separate single storey extension with floor area not exceeding 40m <sup>2</sup>	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00	
D02	Separate single storey extension with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Net VAT Total	205.00 41.00 246.00	514.00 102.80 616.80	103.00 20.60 123.60	257.00 51.40 308.40	791.00 158.20 949.20	396.00 79.20 475.20	1,007.00 - 1,007.00	
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m <sup>2</sup>	Net VAT Total	214.00 42.80 256.80	462.00 92.40 554.40	107.00 21.40 128.40	231.00 46.20 277.20	745.00 149.00 894.00	373.00 74.60 447.60	947.00 - 947.00	
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m <sup>2</sup> but not ex 100m <sup>2</sup>	Net VAT Total	223.00 44.60 267.60	616.00 123.20 739.20	112.00 22.40 134.40	308.00 61.60 369.60	923.00 184.60 1,107.60	462.00 92.40 554.40	1,175.00 - 1,175.00	
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m <sup>2</sup>	Net VAT Total	205.00 41.00 246.00	240.00 48.00 288.00	103.00 20.60 123.60	120.00 24.00 144.00	490.00 98.00 588.00	245.00 49.00 294.00	623.00 - 623.00	
D06	Detached non-habitable domestic building with total floor area not exceeding 50m <sup>2</sup>	Net VAT Total	205.00 41.00 246.00	308.00 61.60 369.60	103.00 20.60 123.60	154.00 30.80 184.80	565.00 113.00 678.00	283.00 56.60 339.60	719.00 - 719.00	
<b>Conversions</b>										
D07	First floor & second floor loft conversions	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00	
D08	Other work (e.g. garage conversions)	Net VAT Total	205.00 41.00 246.00	205.00 41.00 246.00	103.00 20.60 123.60	103.00 20.60 123.60	452.00 90.40 542.40	226.00 45.20 271.20	575.00 - 575.00	
<b>Alterations (including underpinning)</b>										
D09	Renovation of a thermal element	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00	
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00	
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	103.00 20.60 123.60	154.00 30.80 184.80	52.00 10.40 62.40	77.00 15.40 92.40	283.00 56.60 339.60	142.00 28.40 170.40	360.00 - 360.00	
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	154.00 30.80 184.80	205.00 41.00 246.00	77.00 15.40 92.40	103.00 20.60 123.60	396.00 79.20 475.20	198.00 39.60 237.60	503.00 - 503.00	
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	205.00 41.00 246.00	342.00 68.40 410.40	103.00 20.60 123.60	171.00 34.20 205.20	603.00 120.60 723.60	302.00 60.40 362.40	767.00 - 767.00	
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	257.00 51.40 308.40	514.00 102.80 616.80	129.00 25.80 154.80	257.00 51.40 308.40	848.00 169.60 1,017.60	424.00 84.80 508.80	1,079.00 - 1,079.00	
<b>Notifiable Electrical work (in addition to the above, where applicable)</b>										
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net VAT Total					361.00 72.20 433.20	n/a n/a n/a	461.00 - 461.00	

**\*\*Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 electrical Works**

Where Standard Charges are not applicable please contact Building Control on 01621 876235



**TABLE C - ALL OTHER NON-DOMESTIC WORK**  
2023/24

Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2023/24	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23	2022/23	2022/23	
Code	Extensions and New Build	Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge	Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge	
N01	Single storey with floor area not exceeding 40m2	Net 214.00 VAT 42.80 Total <b>256.80</b>	107.00 21.40 <b>128.40</b>	411.00 82.20 <b>493.20</b>	206.00 41.20 <b>247.20</b>	875.00 - <b>875.00</b>	208.00 41.60 <b>249.60</b>	104.00 20.80 <b>124.80</b>	399.00 79.80 <b>478.80</b>	200.00 40.00 <b>240.00</b>	849.00 - <b>849.00</b>	
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net 240.00 VAT 48.00 Total <b>288.00</b>	120.00 24.00 <b>144.00</b>	531.00 106.20 <b>637.20</b>	266.00 53.20 <b>319.20</b>	1,079.00 - <b>1,079.00</b>	233.00 46.60 <b>279.60</b>	117.00 23.40 <b>140.40</b>	515.00 103.00 <b>618.00</b>	258.00 51.60 <b>309.60</b>	1,046.00 - <b>1,046.00</b>	
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net 257.00 VAT 51.40 Total <b>308.40</b>	129.00 25.80 <b>154.80</b>	582.00 116.40 <b>698.40</b>	291.00 58.20 <b>349.20</b>	1,175.00 - <b>1,175.00</b>	249.00 49.80 <b>298.80</b>	125.00 25.00 <b>150.00</b>	665.00 113.00 <b>778.00</b>	283.00 56.60 <b>339.60</b>	1,139.00 - <b>1,139.00</b>	
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net 274.00 VAT 54.80 Total <b>328.80</b>	137.00 27.40 <b>164.40</b>	658.00 133.60 <b>791.60</b>	334.00 66.80 <b>400.80</b>	1,318.00 - <b>1,318.00</b>	266.00 53.20 <b>319.20</b>	133.00 26.60 <b>159.60</b>	648.00 129.60 <b>777.60</b>	324.00 64.80 <b>388.80</b>	1,279.00 - <b>1,279.00</b>	
<b>Alterations</b>												
N05	Cost of work not exceeding £5,000	Net 154.00 VAT 30.80 Total <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	419.00 - <b>419.00</b>	
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net 154.00 VAT 30.80 Total <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	419.00 - <b>419.00</b>	
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net 154.00 VAT 30.80 Total <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	419.00 - <b>419.00</b>	
	Installation of new shop front	Net 154.00 VAT 30.80 Total <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	149.00 29.80 <b>178.80</b>	75.00 15.00 <b>90.00</b>	419.00 - <b>419.00</b>	
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net 205.00 VAT 41.00 Total <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	558.00 - <b>558.00</b>	
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net 205.00 VAT 41.00 Total <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	558.00 - <b>558.00</b>	
	Renovation of thermal elements	Net 205.00 VAT 41.00 Total <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	558.00 - <b>558.00</b>	
	Installation of a Raised Storage Platform within an existing building	Net 205.00 VAT 41.00 Total <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	199.00 39.80 <b>238.80</b>	100.00 20.00 <b>120.00</b>	558.00 - <b>558.00</b>	
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net 308.00 VAT 61.60 Total <b>369.60</b>	154.00 30.80 <b>184.80</b>	411.00 82.20 <b>493.20</b>	206.00 41.20 <b>247.20</b>	1,007.00 - <b>1,007.00</b>	299.00 59.80 <b>358.80</b>	150.00 30.00 <b>180.00</b>	399.00 79.80 <b>478.80</b>	200.00 40.00 <b>240.00</b>	977.00 - <b>977.00</b>	
	Fit out of building up to 100m2	Net 308.00 VAT 61.60 Total <b>369.60</b>	154.00 30.80 <b>184.80</b>	411.00 82.20 <b>493.20</b>	206.00 41.20 <b>247.20</b>	1,007.00 - <b>1,007.00</b>	299.00 59.80 <b>358.80</b>	150.00 30.00 <b>180.00</b>	399.00 79.80 <b>478.80</b>	200.00 40.00 <b>240.00</b>	977.00 - <b>977.00</b>	

**Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01621 876235

**FEES AND CHARGES SUBJECT TO INFLATION 2023/24**

<b>Inflationary Fees and Charges</b>	<b>0% Increase £000</b>	<b>5% Increase £000</b>	<b>8% Increase £000</b>	<b>12.3% Increase £000</b>
Environmental Protection (Paperwork Copies Only)	7	7	8	8
Gambling	4	4	4	4
Licences	105	110	113	118
Pest Control	32	34	35	36
Green Bins & Bulky Waste	623	654	673	700
Cemeteries	124	130	134	139
Hythe Quay car parking	2	2	2	2
Car Parking	1,282	1,346	1,385	1,440
Parks and Sports pitches	8	8	9	9
Wharfage (Barges moving to 40% Discount)	20	21	21	22
Moorings	17	18	18	19
Street Naming and Numbering	16	17	17	18
Land Charges	110	116	119	124
Pre-App process	63	66	68	71
<b>Total*</b>	<b>2,413</b>	<b>2,534</b>	<b>2,606</b>	<b>2,710</b>
Additional Income		120	193	296

\* Nb: The figures shown are only for the Fees and Charges subject to inflation.

The figures shown against the 2023/24 Budgets in paragraph 4.1 of the report contain all discretionary Fees and Charges.