

# STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE MEETING

Date: Tuesday 8 December 2020

Time: 6.30 pm

Venue: Remote Meeting: The public proceedings of the meeting will be broadcast live and recorded for playback on the Maidstone Borough Council Website

Membership:

Councillors D Burton (Chairman), Clark, English, Garten, Mrs Grigg (Vice-Chairman), McKay, Munford, Parfitt-Reid and Spooner

*The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.*

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## AMENDED AGENDA

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Urgent Items
4. Notification of Visiting Members
5. Disclosures by Members and Officers
6. Disclosures of Lobbying
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
8. Minutes of the Meeting Held on 18 November 2020
9. Presentation of Petitions (if any)
10. Question and Answer Session for Members of the Public
11. Questions from Members to the Chairman (if any)
12. Committee Work Programme
13. Reports of Outside Bodies
14. 2nd Quarter Financial Update & Performance Monitoring Report 2020/21

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**Issued on Monday 30 November 2020**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

15. Medium Term Financial Strategy 2021/22 - 2025/26
16. Maidstone Authority Monitoring Report
17. Infrastructure Funding Statement 2020
18. Local Plan Review Update
19. **Fees & Charges 2021-22**

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### **INFORMATION FOR THE PUBLIC**

In order to ask a question at this remote meeting, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Friday 4 December 2020). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5p.m. one clear working day before the meeting (i.e. by 5p.m. on Friday 4 December 2020). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk).

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## Strategic Planning & Infrastructure Committee

**8 December 2020**

### Fees & Charges 2021-22

<b>Final Decision-Maker</b>	Strategic Planning & Infrastructure Committee
<b>Lead Head of Service</b>	Mark Green, Director of Finance & Business Improvement
<b>Lead Officer and Report Author</b>	Ellie Dunnet, Head of Finance Austin Mackie, Major Projects Manager
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **Executive Summary**

This report sets out the proposed fees and charges for 2021/22 for the services within the remit of this committee. Fees and charges determined by the council are reviewed annually, and this forms part of the budget setting process. Changes to fees and charges agreed by this committee will come into effect on 1 April 2021 unless otherwise stated in the report.

#### **Purpose of Report**

The committee is requested to agree the proposed charges for 2021-22, for the areas in which these can be set at the council's discretion (discretionary fees and charges).

The committee is also invited to note the expected charges which are determined externally (e.g. by statute), which have been included in Appendix 1 for information (statutory fees and charges).

#### **This report makes the following recommendations to this Committee:**

1. That the proposed discretionary fees and charges set out in Appendix 1 to this report are agreed.
2. That the expected statutory fees and charges set out in Appendix 1 to this report are noted.

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Communities, Housing and Environment Committee	8 December 2020
Policy & Resources Committee	20 January 2021

## Fees & Charges 2021-22

### 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<ul style="list-style-type: none"> <li>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, the Council's policy on charging has been developed to support corporate priorities as set out in the strategic plan and the proposals within the report have been made with reference to this.</li> </ul>	Ellie Dunnet, Head of Finance
<b>Cross Cutting Objectives</b>	<ul style="list-style-type: none"> <li>The report recommendations support the achievement of the cross cutting objectives by ensuring that costs of service delivery are recovered where possible, which enables services which support these objectives to be sustained.</li> </ul>	Ellie Dunnet, Head of Finance
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>This is covered within section 5 of the report.</li> </ul>	Ellie Dunnet, Head of Finance
<b>Financial</b>	<ul style="list-style-type: none"> <li>Financial implications are set out in the body of the report. If agreed, this income will be incorporated into the Council's medium term financial strategy for 2020-21 onwards.</li> </ul>	Ellie Dunnet, Head of Finance
<b>Staffing</b>	<ul style="list-style-type: none"> <li>The recommendations do not have any staffing implications.</li> </ul>	Ellie Dunnet, Head of Finance
<b>Legal</b>	<p>Acting on the recommendations is within the Council's powers as set out within the Local Government Act 2003 and the Localism Act 2011. Section 93 of the Local Government Act 2003 permits best value authorities to charge for discretionary services provided the authority has the power to provide that service and the recipient agrees to take it up on those terms. The authority has a duty to ensure that taking</p>	Russell Fitzpatrick (MKLS (Planning))

	<p>one financial year with another, income does not exceed the costs of providing the service. A number of fees and charges for Council services are set on a cost recovery basis only, with trading accounts used to ensure that the cost of service is clearly related to the charge made. In other cases, the fee is set by statute and the Council must charge the statutory fee. In both cases the proposals in this report meet the Council's legal obligations. Where a customer defaults on the fee or charge for a service, the fee or charge must be defensible, in order to recover it through legal action. Adherence to the MBC Charging Policy on setting fees and charges provides some assurance that appropriate factors have been considered in setting such fees and charges.</p>	
<b>Privacy and Data Protection</b>	The recommendations do not have any privacy or data protection implications.	Policy and Information Team
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities and Corporate Policy Officer
<b>Public Health</b>	<ul style="list-style-type: none"> <li>The recommendations do not have any public health implications.</li> </ul>	[Public Health Officer]
<b>Crime and Disorder</b>	<ul style="list-style-type: none"> <li>The recommendations do not have any public health implications.</li> </ul>	[Head of Service or Manager]
<b>Procurement</b>	<ul style="list-style-type: none"> <li>The recommendations do not have any procurement implications.</li> </ul>	[Head of Service & Section 151 Officer]

**2. INTRODUCTION AND BACKGROUND**

2.1 The council is able to recover the costs of providing certain services through making a charge to service users. For some services, this is a requirement and charges are set out in statute, and in other areas the council has discretion to determine whether charging is appropriate, and the level at which charges are set.

2.2 In recent years, the use of charging has become an increasingly important feature of the council's medium term financial strategy, as pressures on the revenue budget limit the extent to which subsidisation of discretionary

services is feasible. Recovering the costs of these services from users where possible helps to ensure sustainability of the council's offer to residents and businesses, beyond the statutory minimum.

2.3 A charging policy (attached at Appendix 2 for reference) is in place for charges which are set at the council's discretion and this seeks to ensure that:

- a) Fees and charges are reviewed regularly, and that this review covers existing charges as well services for which there is potential to charge in the future.
- b) Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.
- c) Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
- d) Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the charge is fully understood.

2.4 The policy covers fees and charges that are set at the discretion of the council and does not apply to services where the council is prohibited from charging, e.g. the collection of household waste. Charges currently determined by central government, e.g. planning application fees, are also outside the scope of the policy. However, consideration of any known changes to such fees and charges and any consequence to the medium term financial strategy are included in this report for information.

2.5 Managers are asked to consider the following factors when reviewing fees and charges:

- a) The council's strategic plan and values, and how charge supports these;
- b) The use of subsidies and concessions targeted at certain user groups or to facilitate access to a service;
- c) The actual or potential impact of competition in terms of price or quality;
- d) Trends in user demand including an estimate of the effect of price changes on customers;
- e) Customer survey results;
- f) Impact on users, both directly and on delivering the council's objectives;
- g) Financial constraints including inflationary pressure and service budgets;
- h) The implications of developments such as investment made in a service;

- i) The corporate impact on other service areas of council wide pressures to increase fees and charges;
- j) Alternative charging structures that could be more effective;
- k) Proposals for targeting promotions during the year and the evaluation of any that took place in previous periods.

### **Proposed Fees & Charges for 2021-22**

- 2.6 It is important that charges are reviewed on a regular basis to ensure that they remain appropriate and keep pace with the costs associated with service delivery as they increase over time.
- 2.7 Charges for services which fall within the remit of this committee have been reviewed by budget managers in line with the policy, as part of the development of the medium term financial strategy for 2021/22 onwards. The detailed results of the review carried out this year are set out in Appendix 1 and the approval of the committee is sought to the amended discretionary fees and charges for 2021/22 as set out in that appendix. Statutory fees and charges, which are set externally, have also been included within this appendix for information.
- 2.8 Table 1 below summarises the 2019/20 outturn and 2020/21 estimate for income from the fees and charges which fall within the remit of this committee.
- 2.9 The overall change in income if these changes are agreed and implemented as planned is expected to be -£893,818 which amounts to a 13.83% decrease on the overall budgeted fees and charges income figure for this committee for the current financial year. This includes both the effect of changes in fees and charges and revised projections for transaction volumes in light of the expected ongoing impact of Covid-19. The budgeted income levels have been provided for context to assist with consideration of fees and charges. They should be treated as indicative at this stage, and may be subject to change as the medium term financial strategy develops.

## Fees and Charges

Service Area	2019-20 Outturn	2020- 2021 Estimate	Proposed change in income	2021- 2022 Estimate
	£	£	£	£
<b>Parking Services</b>	3,716,592	3,908,240	-724,228	3,184,012
<b>Sandling Road Car Park</b>	202,311	151,000	0	151,000
<b>Land Charges</b>	305,642	319,550	-31,955	287,595
<b>Street Naming &amp; Numbering</b>	82,711	81,500	-8,150	73,350
<b>Building Control</b>	358,832	391,850	-35,267	356,584
<b>Development and Conservation Control</b>	1,499,974	1,610,440	-94,218	1,516,222
<b>Grand Total</b>	<b>6,166,061</b>	<b>6,462,580</b>	<b>-893,818</b>	<b>5,568,763</b>

Table 1: Fees & Charges Summary (SPI)

2.10 Detailed proposals are set out within Appendix 1 to this report, and considerations relating to these proposals have been summarised below.

2.11 Parking Services – The price increases detailed within Appendix 1 represent the increases previously agreed by the committee which were due to take effect from 1 April 2020. As previously reported to the committee, this increase was deferred to 1 April 2021 owing to the economic impacts of the Covid 19 pandemic. The off-street parking charges for town centre car parks proposed for adoption from 1 April 2021 have been compared to charges at non-MBC car parks (see table below) and are considered to represent value for money.

Tariff	Fremlin	Fremlin (Sat)	Mall	Station	Station (Sat)	Lock- meadow (MBC)	Medway St (MBC)	King St (MBC)
1hr	£2.30	£3.50	£2.00	£6.20	£5.50	£1.00	£1.30	£1.35
2hr	£2.80	£3.50	£2.00	£6.20	£5.50	£2.00	£2.60	£2.70
3hr	£3.30	£5.80	£2.50	£6.20	£5.50	£2.50	£3.90	£4.05
4hr	£4.30	£5.80	£3.50	£6.20	£5.50	£3.50	£5.20	£5.40
5hr	£5.60	£9.90	£4.50	£6.20	£5.50	£5.00	n/a	n/a
Over 5hr	£10.50	£9.90	£9.00	£6.20	£5.50	£7.00	n/a	n/a
Overnight	£2.00	£2.00	£1.00	£6.20	£5.50	No charge	£2.00	£2.00

Table 2: Town centre parking charges comparison

2.12 Applying the increases from 1 April 2021 reflects the strategy endorsed by Policy and Resources committee at its meeting on 21 July 2020, to consider income generation opportunities in seeking to close the budget gap. It is preferable to close the budget gap in this way, rather than to cut services. It is estimated that the proposed increases will generate income of approximately £50,000. However, a series of other factors are expected to



give rise to an overall reduction in the level of income that the Council will be able to generate from parking in 2021/22.

- 2.13 Firstly, the income budget for on street parking has been reduced by £26,000 per annum following the installation of the new cycle lane on King Street, resulting in the loss of on-street parking bays.
- 2.14 Secondly, the impact of Covid-19 and lockdown measures has had a significant impact on occupancy levels. This has led to income forecasts for car parking being revised downwards in line with assumptions on the speed of financial recovery set out within the medium term financial strategy. This is an area of significant uncertainty and forecasts will remain under regular review. The fall in occupancy levels is not related to the level of parking charges and there is no evidence that future occupancy levels will be affected by the relatively modest increases proposed to be implemented on 1<sup>st</sup> April 2021.
- 2.15 Thirdly, proposals to discount parking charges for battery electric vehicles (BEVs) will be brought to the committee for consideration in January 2021. The aim of introducing such discounts is to support the Council's wider objectives around improving air quality. If agreed, it is anticipated that this will result in modest income reductions of between £1,500 and £3,100 per annum. This reflects the relatively low proportion of this type of vehicle on the roads currently. This will need to be monitored on an ongoing basis as the proportion of BEVs on the road will increase over the coming years, resulting in further income reductions.
- 2.16 Penalty charges are set externally. No change is anticipated for the next financial year at this stage.
- 2.17 The net impact of these factors combined with the increase in charges is a reduction of £724,228 for parking related income.
- 2.18 Sandling Road Car Park – No changes are proposed to the existing charges at this car park. Income generated from charges at this car park is payable to the Maidstone East partnership joint bank account with KCC and used to fund the redevelopment of this site following the joint purchase of the former Royal Mail sorting office in 2016.
- 2.19 Land Charges and Street Naming & Numbering – Search fees are set by central government and no changes are currently anticipated for the next financial year. It is proposed that the discretionary charges in these areas remain at their current level for 2021/22. An allowance has been built into the income budget for next year to reflect the reduced demand for this service observed in the current year.
- 2.20 Building control – Moderate inflationary increases are proposed for building control charges. It is anticipated that this may generate additional income of £3,000-£4,000, however a reduction is expected in the overall income budget for this service during 2021/22 based on performance in the current year.
- 2.21 Development Control & Conservation

### *Pre-Application Charges*

- 2.21.1 Planning officers have undertaken an extensive review and benchmarking exercise for pre-application charges. It should be noted that this review does not cover charges relating to Planning Performance Agreements (PPAs).
- 2.21.2 The proposed increases to existing fees are based on this benchmarking exercise and therefore reflect comparative costs per meeting and per hour of staff time. However, the proposed new rates remain considerably below Kent averages and continue to represent excellent value for residents, businesses and investors. This is illustrated in the benchmarking exercise, the results of which have been attached as Appendix 2 to this report.
- 2.21.3 Whilst the benchmarking exercise demonstrates that the potential exists for significantly greater increases, which coinciding with the draft local plan release, could result in a significant increase in income, it is considered that in the climate of Covid and an uncertain Brexit, increases should not be introduced at the preferred levels in one year, but phased in over the next few years in order to avoid overburdening residents and business or discouraging developers to engage with the Council at an early stage. The future rates will be based on analysis of actual time and costs.
- 2.21.4 The figures set out in Appendix 1 therefore represent the first year's increases, as part of a strategy to bring MBC closer to Kent averages.

### *2.22 Statutory Fees*

- 2.23 Other planning fees are set externally by central government. No changes are anticipated for 2021/22 at this stage.

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## **3. AVAILABLE OPTIONS**

### **3.1 Option 1**

The committee could approve the recommendations as set out in the report, adopting the fees and charges as proposed in Appendix 1. As these proposals have been developed in line with the council's policy on fees and charges, they will create a manageable impact on service delivery whilst maximising income levels.

### **3.2 Option 2**

The committee could propose alternative charges to those set out within Appendix 1. Any alternative increases may not be fully compliant with the policy, would require further consideration before implementation and may not deliver the necessary levels of income to ensure a balanced budget for

2021-22. The impact on demand for a service should also be taken into account when considering increases to charges beyond the proposed level.

### 3.3 Option 3

The committee could choose to do nothing and retain charges at their current levels. However, this might limit the Council's ability to recover the cost of delivering discretionary services and could result in the Council being unable to set a balanced budget for 2021-22.

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## 4. **PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1 Option 1 as set out above is recommended as the proposed fees and charges shown within Appendix 1 have been developed by budget managers in line with the Council's Charging Policy. The proposed charges are considered appropriate and are expected to create a manageable impact on service delivery whilst maximising cost recovery. Changes to fees and charges agreed by this committee will come into effect on 1 April 2021 unless otherwise stated.

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## 5. **RISK**

5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

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## 6. **REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

- Appendix 1: Current and Proposed Fees & Charges – SPI Committee
- Appendix 2: Benchmarking of pre-application charges November 2020
- Appendix 3: Charging Policy

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## 7. **BACKGROUND PAPERS**

None

Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
			£	£				£	£	

**Parking Services**

Business Permits D043		x	6,783	12,710	100.00	100.00	0.00%		12,710	
Residents Permits D065		x	87,620	85,440	25.00	25.00	0.00%		85,440	Maximum of two residents permits, a third Visitors Permit is £50
Visitors Permits D066		x	95,375	83,240	25.00	25.00	0.00%		83,240	Maximum of one per property
3rd Permit [resident / visitor parking]		x			50.00	50.00	0.00%			Applied to 3rd permit where applicable
Replacement Permits/Duplicate Permits D067	*	x	8	780	10.00	10.00	0.00%		780	(For lost Permits)
Carers Permits - Organisation D050	*	x	1,275	1,290	20.00	20.00	0.00%		1,290	
School Permit	*	x			12.00	12.00	0.00%			Bulk issue only (Sittingbourne Rd CP)
<b>Dispensations and Waivers D061</b>			16,251	2,560					2,560	
Waivers/Work permits [max 1 day]	*	x			11.00	11.00	0.00%			
Waivers/ Work Permits [max 1 week]	*	x			33.00	33.00	0.00%			
Waivers/ Work Permits [max 3 months]	*	x			55.00	55.00	0.00%			
Dispensations [max 1 day]	*	x			11.00	11.00	0.00%			
Dispensations [max 1 week]	*	x			33.00	33.00	0.00%			
Dispensations [max 3 months]	*	x			55.00	55.00	0.00%			
Cones/ Suspension administration Fee	*	x			70.00	70.00	0.00%			(Plus any bay charges for Pay & Display)
PCN Low - Statutory D042		x	913,910	864,660	50.00	50.00	0.00%		864,660	Discounted by 50% if paid within 14 days.
PCN High - Statutory		x			70.00	70.00	0.00%			Discounted by 50% if paid within 14 days.
<b>Season Tickets - Car Parks D041 RC20</b>			231,396	218,710				-6,470	212,240	
3 Month 5 days Mon - Fri	*	x			250.00	0.00				Discontinued
3 Month 7 days Mon - Sun	*	x			303.00	0.00				Discontinued
6 Month 5 days Mon - Fri	*	x			440.00	496.00	12.73%			Pro-rata refunds after 3 months upon surrender / admin fee applied
6 Month 7 days Mon - Sun	*	x			540.00	638.00	18.15%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 5 days Mon - Fri	*	x			770.00	910.00	18.18%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 7 days Mon - Sun	*	x			930.00	1,163.00	25.05%			Pro-rata refunds after 3 months upon surrender / admin fee applied
Evening (any CP) off-peak valid after 5pm and before 8am Mon - Sun	*	x			0.00	357.00				New off-peak season ticket / Pro-rata refunds on surrender / admin fee applied
Refund administration fee					0.00	30.00				New charge
<b>Season Tickets - Car Parks (Mote Park Only) D041 RC23</b>			5,774	5,000					5,000	
One Year	*	x			40.00	40.00	0.00%			

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Fees and Charges	April 2020- March 2021		Statutory Discretionary * Includes VAT	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
<b>Parking Services (contd.)</b>											
<b><u>PAY AND DISPLAY</u></b>											
<b><u>On Street D060</u></b>				253,221	285,180				-83,843	201,337	
<b><u>James Whatman Way</u></b>											
			x			0.70	0.70	0.00%			
			x			1.50	1.50	0.00%			
			x			2.00	2.00	0.00%			
			x			2.50	2.50	0.00%			
			x			3.50	3.50	0.00%			
			x			4.50	4.50	0.00%			
<b><u>All other on-street pay and display locations</u></b>											
			x			0.80	0.80	0.00%			
			x			1.50	1.50	0.00%			
			x			2.25	2.25	0.00%			
			x			3.00	3.00	0.00%			
<b><u>Off street</u></b>				1,890,657	2,135,670				-633,915	1,501,755	
<b><u>Short Stay</u></b>				<b>All increases to P &amp; D</b>							
<b><u>Medway St</u></b>											
		*	x			1.25	1.30	4.00%			Increase by 5p per hour
		*	x			0.00	2.60				New tariff
		*	x			3.75	3.90	4.00%			Increase by 5p per hour
		*	x			5.00	5.20	4.00%			Increase by 5p per hour
<b><u>Brewer Street [E]</u></b>											
		*	x			0.60	0.65	8.33%			Increase by 5p
		*	x			1.10	1.15	4.55%			Increase by 5p per hour
		*	x			0.00	2.30				New tariff
		*	x			3.30	3.45	4.55%			Increase by 5p per hour
		*	x			4.40	4.60	4.55%			Increase by 5p per hour
<b><u>King Street</u></b>											
		*	x			1.30	1.35	3.85%			Increase by 5p per hour
		*	x			0.00	2.70				New tariff
		*	x			3.90	4.05	3.85%			Increase by 5p per hour
		*	x			5.20	5.40	3.85%			Increase by 5p per hour
<b><u>Wheeler Street</u></b>											
		*	x			0.60	0.65	8.33%			Increase by 5p
		*	x			1.10	1.15	4.55%			Increase by 5p per hour
		*	x			0.00	2.30				New tariff
		*	x			3.30	3.45	4.55%			Increase by 5p per hour
		*	x			4.40	4.60	4.55%			Increase by 5p per hour

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Parking Services (contd.)</b>										
<b>Palace Avenue</b>										
3 hr	*	x			3.75	3.90	4.00%			Increase by 5p per hour
4 hr	*	x			5.00	5.20	4.00%			Increase by 5p per hour
<b>Mote Road</b>										
1 hr	*	x			1.00	1.05	5.00%			Increase by 5p per hour
2 hr	*	x			0.00	2.10				New tariff
3 hr	*	x			3.00	3.15	5.00%			Increase by 5p per hour
4 hr	*	x			4.00	4.20	5.00%			Increase by 5p per hour
<b>Mill Street</b>										
1 hr	*	x			1.00	1.05	5.00%			Increase by 5p per hour
2 hr	*	x			0.00	2.10				New tariff
3 hr	*	x			3.00	3.15	5.00%			Increase by 5p per hour
4 hr	*	x			4.00	4.20	5.00%			Increase by 5p per hour
<b>Long Stay</b>										
<b>Barker Road</b>										
1 hr	*	x			1.10	1.15	4.55%			Increase by 5p per hour
2 hr	*	x			0.00	2.30				New tariff
3 hr	*	x			3.30	3.45	4.55%			Increase by 5p per hour
4 hr	*	x			4.40	4.60	4.55%			Increase by 5p per hour
5 hr	*				5.50	5.75	4.55%			Increase by 5p per hour
Over 5 hours					7.00	7.30	4.29%			Increase by 5p per hour

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Parking Services (contd.)</b>										
<b><u>Brooks Place</u></b>										
1 hr	*	x			1.10	1.15	4.55%			Increase by 5p per hour
2 hr	*	x			0.00	2.30				New tariff
3 hr	*	x			3.30	3.45	4.55%			Increase by 5p per hour
4 hr	*	x			4.40	4.60	4.55%			Increase by 5p per hour
5 hr	*	x			5.50	5.75	4.55%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour
<b><u>Brunswick Street</u></b>										
1 hr	*	x			1.00	1.05	5.00%			Increase by 5p per hour
2 hr	*	x			0.00	2.10				New tariff
3 hr	*	x			3.00	3.15	5.00%			Increase by 5p per hour
4 hr	*	x			4.00	4.20	5.00%			Increase by 5p per hour
5 hr	*	x			5.00	5.25	5.00%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour
<b><u>College Road</u></b>										
1 hr	*	x			1.00	1.05	5.00%			Increase by 5p per hour
2 hr	*	x			0.00	2.10				New tariff
3 hr	*	x			3.00	3.15	5.00%			Increase by 5p per hour
4 hr	*	x			4.00	4.20	5.00%			Increase by 5p per hour
5 hr	*	x			5.00	5.25	5.00%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour
<b><u>Lucerne Street</u></b>										
1 hr	*	x			1.10	1.15	4.55%			Increase by 5p per hour
2 hr	*	x			0.00	2.30				New tariff
3 hr	*	x			3.30	3.45	4.55%			Increase by 5p per hour
4 hr	*	x			4.40	4.60	4.55%			Increase by 5p per hour
5 hr	*	x			5.50	5.75	4.55%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour
<b><u>Sittingbourne Road</u></b>										
1 hr	*	x			1.10	1.15	4.55%			Increase by 5p per hour
2 hr	*	x			0.00	2.30				New tariff
3 hr	*	x			3.30	3.45	4.55%			Increase by 5p per hour
4 hr	*	x			4.40	4.60	4.55%			Increase by 5p per hour
5 hr	*	x			5.50	5.75	4.55%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Parking Services (contd.)</b>										
<b>Union Street [E]</b>										
1 hr	*	x			1.10	1.15	4.55%			Increase by 5p per hour
2 hr	*	x			0.00	2.30				New tariff
3 hr	*	x			3.30	3.45	4.55%			Increase by 5p per hour
4 hr	*	x			4.40	4.60	4.55%			Increase by 5p per hour
5 hr	*	x			5.50	5.75	4.55%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour
<b>Union Street [W]</b>										
1 hr	*	x			1.10	1.15	4.55%			Increase by 5p per hour
2 hr	*	x			0.00	2.30				New tariff
3 hr	*	x			3.30	3.45	4.55%			Increase by 5p per hour
4 hr	*	x			4.40	4.60	4.55%			Increase by 5p per hour
5 hr	*	x			5.50	5.75	4.55%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour
<b>Well Road</b>										
1 hr	*	x			1.00	1.05	5.00%			Increase by 5p per hour
2 hr	*	x			0.00	2.10				New tariff
3 hr	*	x			3.00	3.15	5.00%			Increase by 5p per hour
4 hr	*	x			4.00	4.20	5.00%			Increase by 5p per hour
5 hr	*	x			5.00	5.25	5.00%			Increase by 5p per hour
Over 5 hours	*	x			7.00	7.30	4.29%			Increase by 5p per hour
<b>Lockmeadow</b>										
1 hr	*	x			1.00	1.00	0.00%			
2 hr	*	x			0.00	2.00				New tariff
3 hr	*	x			2.50	2.50	0.00%			
4 hr	*	x			3.50	3.50	0.00%			
Up to 5 hours	*	x			5.00	5.00	0.00%			
Over 5 hours	*	x			7.00	7.00	0.00%			
<b>Overnight charge all off-street car parks (6.30pm to 8am) (except Lockmeadow)</b>										
	*	x			2.00	2.00	0.00%			
<b>Mote Park</b>			214,320	213,000					213,000	
Up to 6 Hours	*	x			2.00	2.00	0.00%			
Over 6 Hours	*	x			12.00	12.00	0.00%			
<b>Parking Services Total</b>			<b>3,716,592</b>	<b>3,908,240</b>				<b>-724,229</b>	<b>3,184,012</b>	

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
			£	£				£	£	
<b>Sandling Road Car Park</b>										
			202,311	151,000					151,000	
1 hr	*	x			1.10	1.10	0.00%			
3 hr	*	x			2.20	2.20	0.00%			
4 hr	*	x			3.50	3.50	0.00%			
Up to 5 hours	*	x			6.00	6.00	0.00%			
Over 5 hours	*	x			6.00	6.00	0.00%			
<b>Sandling Road Car Park Total</b>			<b>202,311</b>	<b>151,000</b>				<b>0</b>	<b>151,000</b>	

Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Development Control-Land Charges</b>										
			305,642	319,550				-31,955	287,595	
Search only (LLC1 only)		x			40.00	40.00	0.00%			No fee increase to keep fees the same across partnership.
LLC1 Only - Additional Parcel of Land		x			11.00	11.00	0.00%			
CON29 (Including VAT)	*	x			120.00	120.00	0.00%			
CON29 - Additional Parcel of Land (Including VAT)	*	x			21.00	21.00	0.00%			
Standard Official Search (LLC1 and CON29) (Including VAT)	*	x			160.00	160.00	0.00%			
Standard Official Search (LLC1 and CON29) - Additional Parcel of Land (Including VAT)	*	x			32.00	32.00	0.00%			
Part II enquiry - CON 29 Optional Questions 4-21 (Including VAT)	*	x			15.00	15.00	0.00%			
Part II enquiry - CON29 Optional Question 22 (Including VAT)	*	x			30.00	30.00	0.00%			
Additional Questions (Including VAT)	*	x			22.80	22.80	0.00%			
<b>CON29 - Personal Searches (EIR)</b>										
<b>Question</b>										
Personal Search		x			0.00	0.00	0.00%			
Enhanced Personal Search		x			15.00	15.00	0.00%			
1.1 (a) - (l) (Planning)	*	x			7.20	7.20	0.00%			
1.1 (j,k,l) (Building Regulations)	*	x			7.20	7.20	0.00%			
2.1 (b) - (d)	*	x			6.00	6.00	0.00%			
3.1 (Land for Public Purpose)	*	x			3.60	3.60	0.00%			
3.3 Drainage Matters	*	x			3.60	3.60	0.00%			
3.5 (Railway Schemes)	*	x			3.60	3.60	0.00%			
3.7 (Outstanding Notices)	*	x			12.00	12.00	0.00%			
3.8 (Building Regulations Contravention)	*	x			3.60	3.60	0.00%			
3.9 (Enforcement)	*	x			7.20	7.20	0.00%			
3.10 CIL	*	x			4.80	4.80	0.00%			
3.13 b (Contaminated Land)	*	x			3.60	3.60	0.00%			
3.13 c (Contaminated Land)	*	x			3.60	3.60	0.00%			
<b>Land Charges Total</b>			<b>305,642</b>	<b>319,550</b>				<b>-31,955</b>	<b>287,595</b>	

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
			£	£				£	£	
<b>Street Naming &amp; Numbering</b>										
			82,711	81,500				-8,150	73,350	
Name change		x			25.00	25.00	0.00%			
Addition of Name to numbered Property		x			25.00	25.00	0.00%			
Amendment to Postal Address		x			25.00	25.00	0.00%			
New Build - Individual Property		x			80.00	80.00	0.00%			
Official Registration of Postal Address previously not Reg		x			50.00	50.00	0.00%			
New Development - Fee per unit/flat		x			45.00	45.00	0.00%			
Creation of New Street		x			105.00	105.00	0.00%			
Conversion of property into Flats-fee per flat		x			45.00	45.00	0.00%			
Renumbering of Development or Block of Flats - Fee per		x			20.00	20.00	0.00%			
<b>Street Naming &amp; Numbering Total</b>			<b>82,711</b>	<b>81,500</b>				<b>-8,150</b>	<b>73,350</b>	

Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Building Control</b>										
			358,832	391,850				-35,267	356,584	
Erection of a single dwelling house - Full Plan & Building Notice Charge	*	x			995.00	1,010.00	1.51%			
Erection of 2 dwelling houses - Full Plan & Building Notice Charge	*	x			1,350.00	1,365.00	1.11%			
Garages up to 60m <sup>2</sup> - Full Plan & Building Notice Charge	*	x			500.00	505.00	1.00%			
Garages up to 60m <sup>2</sup> - Regularisation Charge		x			625.00	631.25	1.00%			
Garage with room over up to 100m <sup>2</sup> - Full Plan & Building Notice Charge	*	x			585.00	593.00	1.37%			Description changed to Single Storey Garage 60-100m2
Garage with room over up to 100m <sup>2</sup> - Regularisation Charge		x			731.25	741.25	1.37%			
Extensions up to 40m <sup>2</sup> - Full Plan & Building Notice Charge	*	x			735.00	742.00	0.95%			
Extensions up to 40m <sup>2</sup> - Regularisation Charge		x			918.75	927.50	0.95%			
Extensions over 40m <sup>2</sup> and up to 100m <sup>2</sup> - Full Plan & Building Notice Charge	*	x			880.00	890.00	1.14%			
Extensions over 40m <sup>2</sup> and up to 100m <sup>2</sup> - Regularisation Charge		x			1,100.00	1,112.50	1.14%			
Loft Conversions up to 60m <sup>2</sup> - Full Plan Charge	*	x			760.00	771.00	1.45%			
Loft Conversions up to 60m <sup>2</sup> - Regularisation Charge		x			950.00	963.75	1.45%			
Loft Conversions up to 60m <sup>2</sup> - Building Notice Charge	*	x			760.00	771.00	1.45%			
Garage Conversion under 40m <sup>2</sup> - Full Plan & Building Notice Charge	*	x			470.00	475.00	1.06%			
Garage Conversion under 40m <sup>2</sup> - Regularisation Charge		x			587.50	593.75	1.06%			

Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
			£	£				£	£	
<b>Building Control</b>										
Installation of up to 10 replacement windows - Full Plan & Building Notice Charge	*	x			235.00	237.00	0.85%			
Installation of up to 10 replacement windows - Regularisation Charge		x			293.75	296.25	0.85%			
Part P electrical work or installation of heating appliance - Full Plan & Building Notice Charge	*	x			295.00	297.00	0.68%			
Part P electrical work or installation of heating appliance - Regularisation Charge		x			368.75	371.25	0.68%			
Alterations up to the value of £4999 - Full Plan & Building Notice Charge	*	x			320.00	326.00	1.88%			
Alterations up to the value of £4999 - Regularisation Charge		x			400.00	407.50	1.88%			
Alterations from £5000 to £9999 - Full Plan Charge	*	x			470.00	475.00	1.06%			
Alterations from £5000 to £9999 - Regularisation Charge		x			587.50	593.75	1.06%			
Alterations from £5000 to £9999 - Building Notice Charge	*	x			470.00	475.00	1.06%			
Demolition Notice	*	x			250.00	252.50	1.00%			
<b>Building Control Total</b>			<b>358,832</b>	<b>391,850</b>				<b>-35,267</b>	<b>356,584</b>	

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	%	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022	Change	+ / - Income	Estimate	
			£	£				£	£	
<b>Development Control-Planning and Conservation</b>										
<b>Written Pre-Application Advice</b>										
<b>Pre-Application Fees D160 + D167</b>			243,528	286,160				35,650	321,810	
<b>Advice for Householder Proposals</b>										
charged for written advice on Householder applications	*	x			55.00	70.00	27.27%			
email response to follow up request and with an hour long meeting with an officer additional hour	*	x			160.00	170.00	6.25%			New charge
follow up call/skype with email response and with an hour long site meeting with an officer additional hour	*	x			190.00	220.00	15.79%			
follow up call/skype with email response	*	x				75.00				New charge
<b>Advice for Minor Development Proposals 1-9 Dwellings</b>										
charged for written advice	*	x			105.00	250.00	138.10%			
email response to follow up request and with an hour long meeting with an officer additional hour	*	x			315.00	350.00	11.11%			New charge
follow up meeting and with an hour long site meeting with an officer additional hour	*	x			380.00	450.00	18.42%			
follow up call/Skype with email response	*	x				150.00				New charge
<b>Advice for Major Development Proposals 10-39 Dwellings</b>										
charged for written advice	*	x			160.00	350.00	118.75%			
email response to follow up request and with an hour long meeting with an officer at MBC Offices additional hour	*	x			485.00	600.00	23.71%			
follow up call/Skype with email response and with an hour long site meeting with an officer additional hour	*	x			580.00	725.00	25.00%			
follow up call/Skype with email response and with an hour long meeting with an officer at MBC Offices and with an hour long site meeting with an officer	*	x			660.00	0.00	-100.00%			To be deleted
	*	x			795.00	0.00	-100.00%			To be deleted

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>Advice for Large Development Proposals 40+ Dwellings</b>										
and with an hour long meeting with an officer at MBC Offices	*	x			720.00	825.00	14.58%			New charge
follow up call/Skype with email response	*	x				350.00				
and with an hour long site meeting with an officer	*	x			795.00	950.00	19.50%			New charge
follow up call/Skype with email response	*	x				350.00				
<b>Request for Manager attendance</b>										
Should the applicant request the attendance of a Manager in additional to the assigned case officer, the following additional charge shall apply.										
Managers - Spatial Policy, Development Management, Major Projects - (MBC Offices or Skype).						250.00				New charge
on-site						375.00				
Head of Service						500.00				
on-site						750.00				
<b>Meetings with additional Specialist Officers attending (hourly rate) (additional charges for specialist officers additional to the above pre-application charges)(heritage, spatial policy, landscape, etc)</b>										
Meeting at Maidstone House	*	x			160.00	175.00	9.38%			
Meeting on Site	*	x			190.00	250.00	31.58%			

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>Heritage Works Only Advice (EE20)</b>			953.5	8,000				6,000	14,000	
Written Advice (D165)	*	x	0	5,000	51.00	0.00	-100.00%	-5,000	0	
Written advice Householder	*	x				75.00				New charge schedule for 'Written Advice (D165)'
Written advice Minor	*	x				250.00				New charge schedule for 'Written Advice (D165)'
Written advice Major	*	x				350.00				New charge schedule for 'Written Advice (D165)'
Site visit/Meeting/ Fee depending type of app/onsite/office based	*	x			367.20	0.00	-100.00%			
Written plus Meeting Fee Householder	*	x				175.00				New charge schedule for 'Site visit/Meeting/ Fee depending type of app/onsite/office based'
Written plus Meeting Fee Minor	*	x				200.00				New charge schedule for 'Site visit/Meeting/ Fee depending type of app/onsite/office based'
Written plus Meeting Fee Major	*	x				600.00				New charge schedule for 'Site visit/Meeting/ Fee depending type of app/onsite/office based'
Written plus Site visit Fee Householder	*	x				225.00				New charge schedule for 'Site visit/Meeting/ Fee depending type of app/onsite/office based'
Written plus Site visit Fee Minor	*	x				400.00				New charge schedule for 'Site visit/Meeting/ Fee depending type of app/onsite/office based'
Written plus Site visit Fee Major	*	x				600.00				New charge schedule for 'Site visit/Meeting/ Fee depending type of app/onsite/office based'
<b>Work to Protected Tree Only Advice (D164)</b>			0	2600					2,600	
Works to Trees - Meeting on Site	*	x			55.00	0.00	-100.00%			
Written advice/response	*	x				75.00				New charge schedule for 'Works to Trees - Meeting on Site'
Works to Trees - Site visit	*	x				150.00				New charge schedule for 'Works to Trees - Meeting on Site'
Householder tree advice involving a site visit by an officer (five trees or less)	*	x			183.60	0.00	-100.00%			To be deleted
Householder tree advice involving a site visit by an officer (more than five trees)	*	x			367.20	0.00	-100.00%			To be deleted
Other site meeting/Large scale £720.00	*	x			550.80	0.00	-100.00%			To be deleted

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	%	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022	Change	+ / - Income	Estimate	
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>High Hedges</b>					386.00	500.00	29.53%			
<b>Written Advice for small commercial applications</b>										
charged for written advice for small commercial including shops, shop fronts and change of use	*	x			73.44	0.00	-100.00%			To be deleted
<b>Written Advice for applications</b>										
charged for written advice for applications/Minor £100/Major £150	*	x			153.00	0.00	-100.00%			To be deleted
<b>Advice involving meetings with Officers</b>										
An hour long meeting	*	x			612.00	0.00	-100.00%			To be deleted
an hour long meeting with officer plus heritage/landscape/design advice	*	x			734.40	0.00	-100.00%			To be deleted
Additional fee per advisor / Onsite meeting with officer £180	*	x			153.00	0.00	-100.00%			To be deleted
<b>S.106 Agreements</b>										
<i>(The following charges do not include any charges levied by MKLegal)</i>										
Initial email advice following planning/housing officer review of request for DoV						175.00				New charge
Formal request to instruct on DoV (first clause) (each additional clause)						350.00				New charge
Confirmation of S.106 clause compliance (desktop) (per clause)						125.00				New charge
(additional charge if site visit required)						150.00				New charge
						125.00				New charge

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Fees and Charges	April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
				Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
				£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>											
<b>Enforcement</b>											
Written confirmation of closure of household enforcement case and reasons							50.00				New Charge
(additional charge if site visit required)							50.00				New Charge
Written confirmation of compliance with household enforcement notice							50.00				New Charge
(additional charge if site visit required)							50.00				New Charge
Written confirmation of closure of (other) enforcement case and reasons							80.00				New Charge
(additional charge if site visit required)							50.00				New Charge
Written confirmation of compliance with (other) enforcement notice							90.00				New Charge
(additional charge if site visit required)							50.00				New Charge
<b>Listed Building Works</b>											
Site visit and written confirmation of completion in accordance with approval							275.00				New charge
Written advice only (where possible without inspection)							150.00				New charge
<b>Planning Conditions</b>											
Written confirmation of compliance with condition							100.00				New charge
(each additional condition)							75.00				New charge
(additional charge if site visit required)							125.00				New charge
<b>Other Pre-Application Fees</b>											
<b>Administration fees</b>											
<b>Research of Permitted Development Rights and Planning Histories</b>											
Research on Planning Histories			x			116.00	116.00	0.00%			
Research on Permitted Development Rights			x			116.00	116.00	0.00%			

Fees and Charges April 2020- March 2021	* Includes VAT	Statutory Discretionary	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>Statutory Application Fees (currently set nationally)</b>										
<b><u>Application to discharge conditions related to a permission</u></b>										
The standard fee for conditions per request; or		x			116.00	116.00	0.00%			
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.		x			34.00	34.00	0.00%			
<b><u>Written confirmation of conditions previously discharged relating to a permission</u></b>										
Per request; or		x			116.00	116.00	0.00%			
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.		x			34.00	34.00	0.00%			
<b><u>Administration fees</u></b>										
<b>Research of Permitted Development Rights and Planning Histories</b>										
Research on Planning Histories		x			116.00	116.00	0.00%			
Research on Permitted Development Rights		x			116.00	116.00	0.00%			
<b><u>All Outline Applications (D118+D161+D162+D163+D333)</u></b>										
£462.00 per 0.1 hectare for sites up to and including 2.5 hectares		x	1,255,493	1,308,680	462.00	462.00	0.00	-130,868	1,177,812	
More than 2.5 hectares £11432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000		x			11,432.00	11,432.00	0.00			
<b><u>Householder Applications</u></b>										
Alterations/extensions to a <b>single dwelling</b> , including works within boundary		x			206.00	206.00	0.00%			

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	%	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022	Change	+ / - Income	Estimate	
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>Full Applications (and First Submissions of Reserved Matters)</b>										
Alterations/extensions to <b>two or more dwellings houses (or flats), including works within boundaries</b>										
		x			407.00	407.00	0.00%			
<b>Per New dwelling</b> (up to and including 50)										
		x			462.00	462.00	0.00%			
<b>New dwellings</b> (for more than 50) £22,859 + £138 per additional dwelling in excess of 50 up to a maximum fee of £300,000										
		x			22,859.00	22,859.00	0.00%			
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant or machinery)										
No increase in gross floor space or no more than 40m <sup>2</sup> gross floor space to be created by the development										
		x			234.00	234.00	0.00%			
More than 40 sqm but no more than 75 sq m gross floor space to be created by the development										
		x			462.00	462.00	0.00%			
More than 75 sqm but no more than 3,750 sqm gross floor space to be created by the development (£462 per £75 sq m or part thereof)										
		x			462.00	462.00	0.00%			
More than 3,750 sq m - £22,859 plus £138 for each 75 sqm or part thereof in excess of 3,750 sq.m to a maximum of £300,000										
		x			22,859.00	22,859.00	0.00%			
<b>The erection of buildings</b> (on land used for agriculture for agricultural purposes)										
Gross floor space to be created by the development not more than 465 Sq.m										
		x			96.00	96.00	0.00%			
Gross floor space to be created by the development more than 465 sq.m but less than 540 sq.m										
		x			462.00	462.00	0.00%			
Gross floor space to be created by the development more than 540m2 but not more than 4,215m2										
		x			462.00	462.00	0.00%			
Gross floor space to be created by the development More than 4,215m <sup>2</sup>										
		x			22,859.00	22,859.00	0.00%			

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Fees and Charges April 2020- March 2021	* Includes VAT	Statutory / Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>Erection of glasshouses</b> (on land used for the purposes of agriculture)										
Gross floor space to be created by the development Not more than 465m <sup>2</sup>		x			96.00	96.00	0.00%			
Gross floor space to be created by the development More than 465m <sup>2</sup>		x			2,580.00	2,580.00	0.00%			
<b><u>Erection/alterations/replacement of plant and machinery</u></b>										
Site area Not more than 5 hectares		x			462.00	462.00	0.00%			
Site area More than 5 hectares max £300,000		x			22,859.00	22,859.00	0.00%			
<b><u>Applications other than Building Works</u></b>										
Car parks, service roads or other accesses For existing uses		x			234.00	234.00	0.00%			
<b><u>Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)</u></b>										
Site area Not more than 15 hectares		x			234.00	234.00	0.00%			
Site area More than 15 hectares		x			34,934.00	34,934.00	0.00%			
<b><u>Operations connected with exploratory drilling for oil or natural gas</u></b>										
Site area Not more than 7.5 hectares		x			508.00	508.00	0.00%			
Site area More than 7.5 hectares		x			38,070.00	38,070.00	0.00%			
<b><u>Operations(other than exploratory drilling) for the winning and working of oil or natural gas</u></b>										
Site area Not more than 15 hectares		x			257.00	257.00	0.00%			
Site area More than 15 hectares		x			38,520.00	38,520.00	0.00%			
<b><u>Other operations (winning and working of minerals)</u></b>										
Site area Not more than 15 hectares		x			234.00	234.00	0.00%			
Site area More than 15 hectares		x			34,034.00	34,034.00	0.00%			
Other operations (not coming within any of the above categories) Any site area		x			234.00	234.00	0.00%			

Fees and Charges April 2020- March 2021	* Includes VAT	Statutory Discretionary	2019-2020	2020-2021	Current	Proposed	% Change	2020-2021	2021 -2022	Comments
			Actuals	Current Estimate	Charges 2020-2021	Charges 2021-2022		+ / - Income	Estimate	
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>Lawful Development Certificate</b>										
LDC - Existing Use - in breach of a planning condition										
LDC - Existing Use LDC - lawful not to comply with a particular condition		x			234.00	234.00	0.00%			
LDC - Proposed Use -					50% planning fee					
<b>Prior Approval</b>										
Agricultural and Forestry buildings & operations or demolition of buildings		x			96.00	96.00	0.00%			
Telecommunications Code Systems Operators		x			462.00	462.00	0.00%			
All other Prior Approval		x			96.00	96.00	0.00%			
With Operational development		x			206.00	206.00	0.00%			
<b>Reserved Matters</b>										
Application for approval of reserved a condition following grant of planning permission matters following outline approval full fee due if the full fee already paid then £462 due.		x			462.00	462.00	0.00%			
<b>Approval/Variation/discharge of condition</b>										
Application for removal or variation of		x			234.00	234.00	0.00%			
Request for confirmation that one or more planning conditions have been complied with - householder		x			34.00	34.00	0.00%			
All other development		x			116.00	116.00	0.00%			
<b>Change of Use of a building to use as one or more separate dwelling houses, or other cases</b>										
Number of dwellings not more than 50 £462 each dwelling		x			462.00	462.00	0.00%			
Number of dwellings More than 50		x			22,859.00	22,859.00	0.00%			
<b>Other Changes of Use</b> of a building or land		x			462.00	462.00	0.00%			

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Fees and Charges	April 2020- March 2021	Statutory Discretionary * Includes VAT	2019-2020 Actuals	2020-2021 Current Estimate	Current Charges 2020-2021	Proposed Charges 2021-2022	% Change	2020-2021 + / - Income	2021 -2022 Estimate	Comments
			£	£				£	£	
<b>Development Control-Planning and Conservation (contd.)</b>										
<b>Advertising</b>										
Relating to the business on the premises		x			132.00	132.00	0.00%			
Advance signs which are not situated on or visible from the site, directing the public to a business		x			132.00	132.00	0.00%			
Other advertisements		x			462.00	462.00	0.00%			
<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>										
Applications in respect of householder developments		x			34.00	34.00	0.00%			
Applications in respect of other developments		x			234.00	234.00	0.00%			
Permission in Principle - Site Area		x			402.00	402.00	0.00%			
<b>Development and Conservation Control Total</b>			<b>1,499,974</b>	<b>1,610,440</b>				<b>-94,218</b>	<b>1,516,222</b>	
<b>Grand Total</b>			<b>6,166,061</b>	<b>6,462,580</b>				<b>-893,818</b>	<b>5,568,763</b>	

Pre Application Fees  
Benchmarking of Kent Authorities  
November 2020

Kent-Wide Pre-Application Charges

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	MBC Charges 2020/21	Kent Average Where Charged	MBC Recommended 2021/22	Swale	T&M	Seve'ks	Ashford	Dover	Cant'	Twells	Thanet	F&H
	£	£	£	£	£	£	£	£	£	£	£	£
<b>Householder</b>												
Written Only	55	70	70		126	96	0	100		75	72	54
Meeting & Letter	160	148	170	50	190	120	0	165	400	100	144	161
Site Mtg & Letter	190	184	220	50	284		0		400			
<b>Minor (up to 9 dw)</b>												
Written Only	105	255	250	250	175	360	182	275		150	390	
Meeting & Letter	315	538	350	500	331	450	488	550	1000	200	780	542
Site Mtg & Letter	380	635	450	500	394		488	650	1000		780	
<b>Major (10-39dw)</b>												
Written Only	160	541	350	500	524						600	
Meeting & Letter	485	1227	600	2000	650	480	488	1200	3500	450	1200	1071
Site Mtg & Letter	580	1724	725	2000	720			1200	3500		1200	
<b>Large (40+)</b>												
Written Only	n/a	n/a	n/a	1000							1200	PPA
Meeting & Letter	660	2189	825	3000	1172	550	PPA	2300	5000	900	2400	PPA
Site Mtg & Letter	795	2868	950	3000	1172			2300	5000		n/a	PPA
Hourly Rate H'hold		209	50	50	248		382	65		300		
Hourly Rate Minors		343	100	375			297	100		600		
Hourly Rate Majors		728	125	2000		480		300		450	600	535
Hourly Rate Large		1230	175	3000		550		500		900	1200	PPA



# Maidstone Borough Council Charging Policy

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# Maidstone Borough Council

## Charging Policy

### 1 Introduction and Context

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- 1.1 At Maidstone Borough Council, fees and charges represent an important source of income which is used to support the delivery of the Council's objectives. Currently income from fees and charges constitutes just under a third of the council's funding.
- 1.2 The Council needs to ensure that its charges are reviewed regularly, and that they contribute towards the achievement of its priorities. It is also important to ensure that fees and charges do not discriminate against individuals or groups by excluding them from accessing council services.
- 1.3 Pressure on the Council's budgets has increased the incentive to make best use of charging opportunities and to recognise the importance of using this as a means of recovering the costs of delivering services.
- 1.4 Under the Council's constitution, responsibility for setting discretionary fees and charges is delegated to service committees and directors. Each committee will review the fees and charges for the services within its remit at least annually as part of the budget setting process to ensure that they remain relevant and appropriate.
- 1.5 Where the Council has the discretion to set the charge for a service, it is important that the implications of this decision are fully understood, and that decision makers are equipped with sufficient information to enable rational decisions to be made.

### 2 Policy Aims and Objectives

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- 2.1 The aim of this policy is to establish a framework within which fees and charges levied by the Council are agreed and reviewed.
- 2.2 The Council must ensure that charges are set at an appropriate level which maximises cost recovery. Unless it would conflict with the Council's strategic priorities, other policies, contracts or the law then the Council should aim to maximise net income from fees and charges.
- 2.3 The policy aims to ensure that:-
  - a) Fees and charges are reviewed regularly, and that this review covers existing charges as well as services for which there is potential to charge in the future.

# Maidstone Borough Council

## Charging Policy

- b) Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.
- c) Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
- d) Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the charge is fully understood.

### 3 Scope

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- 3.1 This policy relates to fees and charges currently being levied by the Council and those which are permissible under the wider general powers to provide and charge for "Discretionary Services" included within the Local Government Act 2003 and Localism Act 2011. It does not cover services for which the council is prohibited from charging.
- 3.2 Fees for statutory services delivered by the council, but for which charges are set by central government, rents, leases, council tax, and business rates are outside the scope of this policy.
- 3.3 In general, charges should ensure that service users make a direct contribution to the cost of providing a service. However, there may be certain circumstances where this would not be appropriate. For example:
  - Where the council is prohibited from charging for the service (e.g. collection of household waste)
  - Where the introduction of a charge would impede delivery of corporate priorities;
  - Where administrative costs of charging outweigh the potential income;
  - Where the service is seen to be funded from Council Tax (i.e. services which are provided and delivered equally to all residents)
  - Where the government sets the fee structure (e.g. pollution permits and private water fees)

### 4 Principles

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- 4.1 The following overarching principles apply for the consideration and review of all current and future fees and charges levied by the council:

# Maidstone Borough Council

## Charging Policy

- Fees and charges should maximise cost recovery and where appropriate, income generation, to the extent that the Council's legal powers permit, providing that this would not present any conflict with the Council's strategic objectives;
- Fees and charges should support the improvement of services, and the delivery of the Council's corporate priorities, as set out in the strategic plan;
- Where a subsidy or concession is provided for a service, this must be targeted towards the delivery of strategic priorities, for example, by facilitating access to services;
- The process for setting and updating fees and charges should be administratively simple, transparent and fair, and for budgeting purposes, income projections must be robust and rational.

### 5 Process and Frequency for Reviewing Charges

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- 5.1 The following arrangements for reviewing charges will be applied throughout the Council, for existing charges as well as those which in principle could be introduced.
- 5.2 In accordance with the Council's constitution, *'Discretionary fees and charges will be reviewed and fixed each year by the Committee responsible for the function or the Service Director as appropriate having considered a report from the Director or duly authorised Officer in conjunction with the Chief Finance Officer, as part of the estimate cycle.'*
- 5.3 This annual review will ensure consistency with the Council's priorities, policy framework, service aims, market sensitivity, customer preferences, income generation needs and that any subsidy made by the Council is justifiable.
- 5.4 Heads of Service and budget managers will be asked to complete a schedule setting out all proposed fees and charges for the services in their area (including those which are not set by the council). This will usually take place in autumn for the following financial year and review the current year. By this means, any growth or savings resulting from fees and charges can be built into the budget strategy. The schedule will indicate:
- The service or supply to which the charge relates;
  - Who determines the charges;
  - The basis for the charge (e.g. units or hourly rates);
  - The existing charge;
  - The total income budget for the current year;
  - The proposed charge;
  - Percentage increase/decrease;
  - Effective date for increase/decrease; and

# Maidstone Borough Council

## Charging Policy

- Estimated income for the next financial year after introducing the change.

An example schedule is provided at Appendix B.

- 5.5 Following this, the proposals will be collated by the Finance section into a report for each committee to consider the appropriateness of proposed fees and charges for the services within their remit. The report will clearly identify the charges for which the committee can apply discretion, and distinguish these from the charges which are set externally and included for information only. Policy and Resources Committee will then receive a final report which brings together the proposals from each of the three service committees, in order to assess the overall impact of the proposed changes, and consider the potential impact on customers and service users.
- 5.6 The timing of the annual review will ensure that changes can be incorporated into the council's budget for the forthcoming financial year, although changes to fees and charges may be made outside of this process if required through a report to the relevant director or service committee.
- 5.7 It is possible that the review may lead to a conclusion that charges should remain at the existing level. If this is the case, then the outcomes of the review, including the justification for not increasing the charge need to be documented and reported to the relevant service committee.
- 5.8 For the avoidance of doubt, periodic reviews of the rents and leases are not covered by the above. Individual reviews will be implemented by the relevant officer as long as market levels at least are achieved.

## 6 Guidance

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- 6.1 A checklist of issues for budget managers and Heads of Service to consider when determining the level at which to set fees and charges is provided at Appendix A to this policy.
- 6.2 Below is a list of guiding principles intended to assist decision makers in determining the appropriate level at which to set fees and charges:
- a) Any subsidy from the Council tax payer to service users should be transparent and justifiable.

# Maidstone Borough Council

## Charging Policy

- b) Fees and charges may be used to manage demand for a service, and price elasticity of demand should be considered when determining the level at which charges should be set.
  - c) Fees and charges should not be used to provide subsidies to commercial operators.
  - d) Concessions for services should follow a logical pattern and a fair and consistent approach should be taken to ensuring the ensure recovery of all fees and charges.
  - e) Fees and charges should reflect key commitments and corporate priorities.
  - f) Prices could be based on added and perceived value, which takes account of wider economic and social considerations, as well as cost.
  - g) There should be some rational scale in the charge for different levels of the same service and there should be consistency between charges for similar services.
  - h) Policies for fees and charges should fit with the Council's Medium Term Financial Strategy and, where appropriate, should be used to generate income to help develop capacity, to deliver efficiency and sustain continuous improvement.
  - i) In certain areas, charging may be used to generate surpluses which can be used to finance other services.
- 6.3 Wherever possible, charges should be recovered in advance or at the point of service delivery. If this is not possible, then invoices should be issued promptly and appropriate recovery procedures will be followed as required. Use of direct debit should be encouraged for periodic payments where this would improve cost effectiveness and enable efficient and timely collection of income.

## 7 Cost Recovery Limitation

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- 7.1 Generally speaking, charges should be set at a level which enables all the costs of delivering a service to be recovered, although there are some exceptions to this identified earlier in this document. This includes direct costs such as the purchase of goods for resale, as well as indirect costs such as management and accommodation costs.
- 7.2 For certain services, legislation prohibits the Council from generating surpluses through charging. The general principle is that, taking one financial year with another, the income from

# Maidstone Borough Council

## Charging Policy

charges must not exceed the costs of provision. Examples where this applies include building control and local land charges.

- 7.3 Any over or under recovery that resulted in a surplus or deficit of income in relation to costs in one period should be addressed when setting its charges for future periods so that, over time, income equates to costs.
- 7.4 Councils are free to decide what methodology to adopt to assess costs. Maidstone Borough Council follows the Service Reporting Code of Practice definition of total cost, including an allocation of all related support costs, plus an appropriate share of corporate and democratic core and non-distributed costs. Further guidance and support on calculating the full cost of service provision can be obtained from the Finance section.

## 8 Concessions & Subsidies

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- 8.1 The normal level of fees and charges may be amended to allow for concessions targeted at certain user groups to encourage or facilitate access to the service.
- 8.2 Where concessions are proposed or already in place they must be justified in terms of overall business reasons, or implementation of key strategic considerations e.g. community safety, healthy living.
- 8.3 Examples of concessions and the reasons why they are awarded are:-
- Reductions for older people or children to encourage different age groups to participate in the sport which is linked to the promotion of public health;
  - Free spaces for disabled drivers in Council car parks to support social inclusion;
  - Concessions for new casual traders at the market to stimulate new usage;
- 8.4 In some cases, it may also be justifiable to subsidise a service for all users, where it would support delivery of strategic priorities.
- 8.5 In some circumstances, it may also be suitable to implement a system of means testing for managing access to concessions and subsidies, in order to ensure that subsidy can be targeted appropriately.

# Maidstone Borough Council

## Charging Policy

- 8.6 A fair and consistent approach should be taken to the application of concessionary schemes, and decisions should recognise the Council's broader agenda on promoting equality, as set out in the Equality Policy. When considering new charges, or significant changes to an existing charge, the budget manager should complete an Equalities Impact Assessment (EQIA).
- 8.7 All decisions regarding concessions and subsidies should include consideration of the impact the Council's ability to generate income and the Medium Term Financial Strategy.

### 9 Introducing a new charge

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- 9.1 Proposals to introduce new charges should be considered as part of the service planning process and income projections should be factored into the Council's medium term financial plan.
- 9.2 Reasonable notice should be given to customers and service users prior to the introduction of a new charge, along with advice on concessions and discounts available.
- 9.3 Proposals should be based on robust evidence, and will incorporate the anticipated financial impact of introducing the charge, as well as the potential impact on demand for the service.
- 9.4 Performance should be monitored closely following implementation to enable amendments to the charge to be made if required, and the charge will subsequently be picked up as part of the annual review process.

### 10 Monitoring

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- 10.1 Income levels will be monitored throughout the year and reported to committees through the quarterly reporting process. Significant variances may be addressed through an amended to charges, which will require approval from the appropriate Director or Service Committee.
- 10.2 The impact of changes in demand for services will be monitored through quarterly performance monitoring reports, where this is identified as a key performance indicator.



# Appendices

## Appendix A - Discretionary Fees & Charges Review Checklist

The below checklist may be used as a guide for managers when reviewing existing charges or implementing a new fee structure:

<b>Have you considered the following?</b>	<b>Y/N/NA</b>	<b>Comments</b>
1. How does the charge link to the Council's corporate priorities?		
2. Does the charge enable the council to recover all costs of providing the service?		
3. If the answer to question 2 is 'No', have you considered increasing the charge to enable full cost recovery?		
4. Has the impact of inflation on the cost of service delivery been reflected in the proposed charge?		
5. Do the administrative costs of charging or increasing the charge outweigh the potential income to be generated?		
6. Is the charge being used to deter or incentivise certain behaviours?		
7. Has there been any investment in the service to effect an increase in charges?		
8. If there is a market for the service or supply, has the impact of market conditions and competition be considered in setting the charge?		
9. How sensitive is the price to demand for the service? Is there a risk that an increase in charge could deter potential customers?		
10. If applicable, have consultation results been taken into account?		

# Appendix A - Discretionary Fees & Charges Review Checklist

11. Could the charges or income budget be increased to support the delivery of a savings target?		
12. What would the impact of the change be on customers, and how does this affect the delivery of corporate priorities?		
13. Have any alternative charging structures been considered?		
14. How will the service be promoted? How successful have previous promotions been in generating demand?		
15. New charges only - are there any legal factors which impact on the scope for charging (e.g. an obligation to limit charges to cost recovery only)?		
16. New charges only - has an Equalities Impact Assessment been completed?		
17. If applicable, have concessionary charges been considered on a fair and consistent basis?		

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Chargeable Service/Supply:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

## Appendix B – Example Schedule of Fees & Charges

Fees and Charges April 2017 - March 2018		Includes VAT	Discretionary Fee	Statutory Fee	2016-2017 Actuals	2017 -2018 Current Estimate	Current Charges 2017-2018	Proposed Charges 2018-2019	% Change	2017-2018 + / - Income	2018 -2019 Estimate	Comments
EA31	<b>Street Naming &amp; Numbering</b>				66,995	49,000				0	49,000	
	Name change						25.00	0.00	-100.00%			
	Addition of Name to numbered Property						25.00	0.00	-100.00%			
	Amendment to Postal Address						25.00	0.00	-100.00%			
	New Build - Individual Property						75.00	0.00	-100.00%			
	Official Registration of Postal Address previously not Registered						50.00	0.00	-100.00%			
	New Development - Fee per unit/flat						40.00	0.00	-100.00%			
	Creation of New Street						100.00	0.00	-100.00%			
	Renumbering of Development or Block of Flats - Fee per unit/flat						20.00	0.00	-100.00%			
	<b>Street Naming &amp; Numbering Total</b>				<b>66,995</b>	<b>49,000</b>				<b>0</b>	<b>49,000</b>	