

# EXECUTIVE MEETING

Date: Wednesday 21 December 2022  
Time: 6.30 pm  
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Burton (Chairman), Cooper, Parfitt-Reid, Perry, Round, Russell, and S Webb

*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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## **AGENDA**

Page No.

1. Apologies for Absence
2. Urgent Items
3. Notification of Visiting Members
4. Disclosures by Members or Officers
5. Disclosures of Lobbying
6. To consider whether any items should be considered in private due to the possible disclosure of exempt information
7. Minutes of the Meeting Held on 23 November 2022 1
8. Presentation of Petitions (if any)
9. Questions from Local Residents to the Leader or Individual Lead Member (as appropriate)
10. Questions from Members to the Leader or Individual Lead Member (as appropriate)
11. Matters Referred to the Executive for Reconsideration (if any)
12. Issues Arising from Overview and Scrutiny (if any)
13. Matters Referred to the Executive by another Committee
14. Any Matter Relating to a Serious Service Failure or Nuisance (if any)

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**Issued on 13 December 2022**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

15. Receipt of Written Representations from Members of the Council (if any)	
16. Executive Forward Plan	2 - 13
17. Fees and Charges 2023/24	14 - 67
18. Procurement Policy Changes	68 - 87
19. Mid Kent Waste Collection Contract	88 - 101
20. Granada House Refurbishment	102 - 114

## **PART II**

**To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.**

### **Head of Schedule 12A and Brief Description**

21. Exempt Appendix 2 to Item 19 - Mid Kent Waste Collection Contract	Paragraph 3 – Financial Business/Affairs	115 - 129
22. Exempt Appendix 1 to Item 20 - Granada House Refurbishment	Paragraph 3 – Financial Business/Affairs	130 - 143

## **INFORMATION FOR THE PUBLIC**

In order to ask a question at this 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 19 December 2022). 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 4 p.m. one clear working day before the meeting (i.e. by 4 p.m. on 19 December 2022). 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).

To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

## **MAIDSTONE BOROUGH COUNCIL**

### **COMMITTEENAME**

### **MINUTES OF THE MEETING HELD ON MEETINGDATE**

**Present:** Councillor ChairPresentShortRolesList, and  
Councillors MembersPresentShortList

**Also Present:** Councillors AllInattendanceShortList

### **REFERRED MATTER**

## MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 DECEMBER 2022 TO 31 MARCH 2023

This Forward Plan sets out the details of the key decisions which the Executive or Lead Members expect to take and the non-Key decisions that the Executive or Lead Members expect to take during the next four-month period. The plan will be updated weekly for the relevant period and a new plan for a new four-month period, published monthly on the last Friday of the month.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current members of the Executive are:

<div>2</div> <div></div> <div><b>Councillor David Burton</b> Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</div>	<div></div> <div><b>Councillor John Perry</b> Deputy Leader and Lead Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</div>	<div></div> <div><b>Councillor Lottie Parfitt-Reid</b> Lead Member for Communities and Public Engagement LottieParfittReid@Maidstone.gov.uk 07919 360000</div>	<div></div> <div><b>Councillor Martin Round</b> Lead Member for Environmental Services MartinRound@maidstone.gov.uk 07709 263447</div>
<div></div> <div><b>Councillor Simon Webb</b> Lead Member for Housing and Health SimonWebb@Maidstone.gov.uk 07878 018997</div>	<div></div> <div><b>Councillor Claudine Russell</b> Lead Member for Leisure and Arts ClaudineRussell@Maidstone.gov.uk</div>	<div></div> <div><b>Councillor Paul Cooper</b> Lead Member for Planning and Infrastructure PaulCooper@Maidstone.gov.uk 01622 244070</div>	

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at the Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the Council's website: [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

Members of the public are welcome to attend meetings of the Executive which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on [www.maidstone.gov.uk](http://www.maidstone.gov.uk) or you may contact the Democratic Services Team on telephone number 01622 602899 for further details.

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**David Burton**  
**Leader of the Council**

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
MBC Response to the Kent Minerals and Waste Plan Review Reg.18 response	Leader of the Council	Lead Member for Planning and Infrastructure	12 Dec 2022	No	No Open	Planning and Infrastructure Policy Advisory Committee 8 Dec 2022	MBC Response to the Kent Minerals and Waste Plan Review	<b>Helen Garnett</b>  helengarnett@maidstone.gov.uk
Maidstone Museum Governance Update report on the governance of Maidstone Museums and associated trusts.	Lead Member for Leisure and Arts	Lead Member for Leisure and Arts	16 Dec 2022	No	No Open	Economic Regeneration and Leisure Policy Advisory Committee 6 Dec 2022	Maidstone Museum Governance	<b>Victoria Barlow</b>  victoriabarlow@maidstone.gov.uk
Cobtree Manor Park Llama House A report to agree repairs to the Llama house at Cobtree Manor Park	Cobtree Manor Estate Charity Committee	Leader of the Council	21 Dec 2022	No	No Part exempt		Cobtree Manor Park Llama House	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk
Granada House Refurbishment Report on the outcome of the tender process and seeking approval to proceed with the works and the necessary financial commitments	Executive	Lead Member for Housing and Health	21 Dec 2022	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022	Granada House Refurbishment	<b>Andrew Connors</b>  Housing Enabling Officer  andrewconnors@maidstone.gov.uk

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Mid Kent Waste Collection Contract Approval	Executive	Lead Member for Environmental Services	21 Dec 2022	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022	Mid Kent Waste Collection Contract	<b>Jennifer Stevens</b>  <a href="mailto:jenniferstevens@maidstone.gov.uk">jenniferstevens@maidstone.gov.uk</a>
Fees and Charges 2023/24 This report sets out the proposed fees and charges for 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 will come into effect on 1 April 2023 unless otherwise stated in the report.	Executive	Lead Member for Corporate Services	21 Dec 2022	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 6 Dec 2022  Planning and Infrastructure Policy Advisory Committee 8 Dec 2022  Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022  Corporate Services Policy Advisory Committee 14 Dec 2022	Fees and Charges 2023/24	<b>Adrian Lovegrove</b>  Head of Finance  <a href="mailto:adrianlovegrove@maidstone.gov.uk">adrianlovegrove@maidstone.gov.uk</a>

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Procurement Policy Changes The Council has taken the opportunity to review and develop its policies in a number of areas in regards to the procurement of its goods and services.	Executive	Lead Member for Corporate Services	21 Dec 2022	No	No Open	Corporate Services Policy Advisory Committee 14 Dec 2022	Procurement Policy Changes	<b>Adrian Lovegrove</b>  Head of Finance  adrianlovegrove@maidstone.gov.uk
Equalities Policy and Action Plan - Update Annual Update report - providing an update on actions taken to meet objections, propose any revisions or changes	Executive	Lead Member for Communities and Public Engagement	21 Dec 2022	No	No Open	Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022	Equalities Policy and Action Plan - Update	<b>Orla Sweeney</b>  orlasweeney@maidstone.gov.uk
Update on Motion - Water Quality Update on the Motion moved at Council on 20 July 2022, with reference also the Wealden working group.	Executive	Lead Member for Planning and Infrastructure	21 Dec 2022	No	No Open	Planning and Infrastructure Policy Advisory Committee 8 Dec 2022	Update on Motion - Water Quality	<b>Tracey Beattie, Helen Garnett</b>  tracey.beattie@midkent.gov.uk, helengarnett@maidstone.gov.uk



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Governance and procedural arrangements for CIL Ward spend	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	23 Jan 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee 9 Nov 2022	Governance and procedural arrangements for CIL Ward spend	<b>Carole Williams</b>  carolewilliams@maidstone.gov.uk
Cobtree Manor Estate Financial Position Report ✓	Cobtree Manor Estate Charity Committee	Lead Member for Leisure and Arts	25 Jan 2023	Yes	No Open		Cobtree Manor Estate Financial Position Report	<b>Paul Holland</b>  paulholland@maidstone.gov.uk
Cobtree Manor Estate Annual Accounts 2021/22	Cobtree Manor Estate Charity Committee	Lead Member for Leisure and Arts	25 Jan 2023	No	No Open		Cobtree Manor Estate Annual Accounts 2021/22	<b>Paul Holland</b>  paulholland@maidstone.gov.uk

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<p>Housing Strategy 2022-27</p> <p>The proposed themes for the new housing strategy were approved by the CHE Committee in early 2022, and these have since been subject to public consultation. Therefore the new housing strategy, as drafted, takes account of these consultation responses, and is now ready for consideration for adoption.</p>	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Housing Strategy 2022-27	<p><b>John Littlemore</b></p> <p>Head of Housing &amp; Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>
<p>Charges for Replacement Wheeled Bins</p> <p>Proposal to introduce charges for the replacement of damaged refuse and recycling wheeled bins, in line with the Mid Kent Waste Partnership.</p>	Executive	Lead Member for Environmental Services	25 Jan 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Charges for Replacement Wheeled Bins	<p><b>Jennifer Stevens</b></p> <p>Head of Environmental Services &amp; Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>

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Property Acquisition for 1000 homes programme Report regarding Acquisition of site for 1000 affordable homes programme	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Property Acquisition for 1000 homes programme	<b>Philip Morris</b>  philipmorris@maistone.gov.uk
Review of Housing Assistance Policy (including DFG) This policy addresses a number of services and funding streams delivered from within the Housing and Community Services department, to include the Disabled Facilities Grant and the Help You Home scheme too. The document sets out how these funding streams are utilised to deliver the desired community benefits.	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Review of Housing Assistance Policy (including DFG)	<b>John Littlemore</b>  Head of Housing & Regulatory Services  johnlittlemore@maidstone.gov.uk
Provision of Cycle Ramp Off Church Road Otham	Executive	Lead Member for Corporate Services	25 Jan 2023	No	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Provision of Cycle Ramp Off Church Road Otham	<b>Victoria Kellett,</b>  victoriakellett@maidstone.gov.uk

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Council Tax Base 2023/24 and Collection Fund Adjustment. Update on the Council tax base figures and Collection fund adjustment - for decision by Executive as they are needed to set Council Tax levels.	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Council Tax Base 2023/24 and Collection Fund Adjustment.	<b>Adrian Lovegrove</b>  Head of Finance  adrianlovegrove@maidstone.gov.uk
Medium Term Financial Strategy 2023 - 2028 - Capital Programme Details of the draft Capital Programme.	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Medium Term Financial Strategy 2023 - 2028 - Capital Programme	<b>Mark Green</b>  markgreen@maidstone.gov.uk
Medium Term Financial Strategy and Saving Proposals 2023/24	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 10 Jan 2023  Planning and Infrastructure Policy Advisory Committee 11 Jan 2023	Medium Term Financial Strategy and Saving Proposals 2023/24	<b>Mark Green</b>  markgreen@maidstone.gov.uk

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1						Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023  Corporate Services Policy Advisory Committee 18 Jan 2023		
Commissioning Support from the VCS Support services delivered by VCS	Lead Member for Communities and Public Engagement	Lead Member for Communities and Public Engagement	30 Jan 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Commissioning Support from the VCS	<b>Anna Collier</b>  annacollier@maidstone.gov.uk
Strategic Plan refresh 2023-28 This report proposes refreshed areas of focus for the Council's Strategic Plan for the period 2023-2028.	Executive	Leader of the Council	8 Feb 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Strategic Plan refresh 2023-28	<b>Anna Collier</b>  annacollier@maidstone.gov.uk

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Maidstone Leisure Centre To decide the future of Maidstone Leisure Centre	Executive	Lead Member for Leisure and Arts	8 Feb 2023	Yes	No Part exempt	Economic Regeneration and Leisure Policy Advisory Committee 7 Feb 2023	Maidstone Leisure Centre	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk
Award of Arboricultural Services Contract Report to advise committee on the scope of the contract to provide tree pruning, tree safety works, planting and emergency call out service relating to Maidstone Borough Council owned land and tree stock.	Lead Member for Environmental Services	Lead Member for Environmental Services	23 Feb 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Award of Arboricultural Services Contract	<b>Andrew Williams</b>  andrewwilliams@maidstone.gov.uk
Property Acquisition for 1,000 Affordable Homes Programme Report regarding acquisition of site for 1,000 Affordable Homes Programme	Executive	Lead Member for Housing and Health	22 Mar 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Property Acquisition for 1,000 Affordable Homes Programme	<b>Andrew Connors</b>  Housing Enabling Officer  andrewconnors@maidstone.gov.uk

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Heather House and Royal British Legion site A report seeking approval to enter into contract with contractors for proposed works to Heather House and Royal British Legion Buildings.	Executive		22 Mar 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Heather House and Royal British Legion site	<b>Andrew Connors, Alison Elliott</b>  Housing Enabling Officer,  andrewconnors@maidstone.gov.uk, alisonelliott@maidstone.gov.uk

# Agenda Item 17

**Executive**

**21 December 2022**

## **Fees and Charges 2022-23**

<b>Will this be a Key Decision</b>	Yes
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Executive
<b>Lead Head of Service</b>	Mark Green, Director of Finance and Business Improvement
<b>Lead Officer and Report Author</b>	Adrian Lovegrove, Head of Finance
<b>Classification</b>	Public
<b>Wards affected</b>	All

### **Executive Summary**

This report sets out the proposed fees and charges for 2023/24 for all services. 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 the Executive will come into effect on 1 April 2023 unless otherwise stated in the report.

### **Recommendation to the Executive**

1. That the Fees and Charges as set out in the appendices 1, 3, 4 and 5 to this report be approved.

### **Timetable**

<b>Meeting</b>	<b>Date</b>
Executive	21 December 2022



## Fees and Charges 2023-24

### 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>	Adrian Lovegrove, 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>	Adrian Lovegrove, 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>	Adrian Lovegrove, 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 2023-24 onwards.</li> </ul>	Adrian Lovegrove, Head of Finance
<b>Staffing</b>	<ul style="list-style-type: none"> <li>The recommendations do not have any staffing implications.</li> </ul>	Adrian Lovegrove, Head of Finance
<b>Legal</b>	<ul style="list-style-type: none"> <li>Acting on the recommendations is within the Council's powers as set out within the Local Government Act 2003 and the Localism Act 2011.</li> </ul> <p>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.</p>	Legal

	<p>The authority has a duty to ensure that taking 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.</p> <p>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>	<ul style="list-style-type: none"> <li>The recommendations do not have any privacy or data protection implications.</li> </ul>	Policy and Information Team
<b>Equalities</b>	<ul style="list-style-type: none"> <li>The recommendations do not propose a change in service therefore will not require an equalities impact assessment.</li> </ul>	Equalities & Communities 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>	Adrian Lovegrove, Head of Finance
<b>Biodiversity and Climate Change</b>	<p>The implications of this report on biodiversity and climate change have been considered and are;</p> <ul style="list-style-type: none"> <li>There are no implications on biodiversity and climate change.</li> </ul>	Biodiversity and Climate Change 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:
- 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.
  - Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.
  - Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
  - 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:
- The council's strategic plan and values, and how charge supports these;
  - The use of subsidies and concessions targeted at certain user groups or to facilitate access to a service;
  - The actual or potential impact of competition in terms of price or quality;
  - Trends in user demand including an estimate of the effect of price changes on customers;
  - Customer survey results;

- Impact on users, both directly and on delivering the council's objectives;
- Financial constraints including inflationary pressure and service budgets;
- The implications of developments such as investment made in a service;
- The corporate impact on other service areas of council wide pressures to increase fees and charges;
- Alternative charging structures that could be more effective;
- Proposals for targeting promotions during the year and the evaluation of any that took place in previous periods.

### **Discretionary Charges for 2023-24**

- 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 2023/24 onwards. The detailed results of the review carried out this year are set out in Appendix 1 and the Committee is asked to recommend that the Executive approve the amended fees and charges for 2023/24 as set out in that appendix.
- 2.8 Table 1 below summarises the 2021/22 outturn and 2022/23 estimate for income from the discretionary fees and charges which fall within the remit of this committee. Please note that the table only reflects changes relating to fees and charges and does not include other budget proposals which may impact these service areas.
- 2.9 The overall increase in income if these changes are agreed and implemented as planned is expected to be £2,800 which amounts to a 2.04% increase in the budgeted income figure for this committee for the current financial year.

### **Fees and Charges**

<b>Service Area</b>	<b>2021-22 Outturn £</b>	<b>2022-23 Estimate £</b>	<b>Proposed change in income £</b>	<b>2023-24 Estimate £</b>
Legal Services	108,687	57,200	2,800	60,000
Street Naming & Numbering	67,205	73,350	0	73,350
Town Hall	415	1,500	0	1,500
Maidstone House (staff parking)	1,517	4,910	0	4,910
<b>Total income from charges set by the Council</b>	<b>177,823</b>	<b>136,960</b>	<b>2,800</b>	<b>139,760</b>

*Table 1: Discretionary Fees & Charges Summary*

- 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 Legal Services – The fees and charges for legal services are based on recovering the cost of the service. Consideration is also given to the maximum recoverable costs per hour for court work in this area, which are set by the Ministry of Justice. The most significant cost pressure for legal services is salaries which represent the biggest proportion of the expenditure budget. The hourly chargeable rate is the same across all three authorities in the partnership.
- 2.12 Street Naming and Numbering – The fees and charges have been increased to reflect significant increase in costs of providing these services and that they were not increased last year. These fees and charges are in line with other Kent Authorities. No changes are proposed to the budget as the income is under recovering at this stage.
- 2.13 Town Hall – The fees and charges have been increased to reflect significant cost increases of providing these services having not been increased since 2015 and therefore have increased by a higher percentage than usual. No changes are proposed to the budget as the income is under recovering at this stage.
- 2.14 Maidstone House (Charge for paying customers) – No changes are proposed to these charges at this stage.

### **Statutory Fees & Charges**

- 2.15 Table 2 below summarises the income due from fees which are set by the government. No changes are anticipated to these charges which are set centrally by government departments.

Service Area	2021-22 Outturn £	2022-23 Estimate £	Proposed change in income £	2023-24 Estimate £
Mid Kent Enforcement Service	758,189	905,700	130,300	1,036,000
<b>Total income from charges set externally</b>	<b>758,189</b>	<b>905,700</b>	<b>130,300</b>	<b>1,036,000</b>

*Table 2: Statutory Fees & Charges Summary (P&R)*

- 2.16 An increase in income from compliance and enforcement fees is anticipated as activity increases. This operates as a shared service, the income is gross and the net profit is shared equally between the authorities.

### **Strategic Overview**

- 2.17 The Executive will consider the overall impact of all fees and charges on the council's residents and businesses. A summary of these changes is provided below, with the detail set out within Appendices 3-5. Overall, the anticipated impact of all the proposals represents a small increase (2.9%)

on existing gross income budgets. This information excludes fees for licensing, which will be reported to the Licensing Committee for approval.

Service Area	2020-21 Actual £	2021-22 Estimate £	Proposed change in income £	2022-23 Estimate £
Parks and Open Spaces	10,678	17,510	0	17,510
Cemetery and Crematorium	1,685,281	1,497,160	98,700	1,595,860
Environmental Health	19,405	18,020	4,080	22,100
Waste Crime & Community Protection	14,706	26,900	0	26,900
Recycling & Refuse Collection	1,482,840	1,410,530	16,100	1,426,630
HMO Licensing	35,023	20,380	0	20,380
Gypsy & Traveller Sites	57,621	70,340	3,520	73,860
<b>Total income from fees set by the Council</b>	<b>3,305,554</b>	<b>3,060,840</b>	<b>122,400</b>	<b>3,183,240</b>

Table 3: Discretionary Fees & Charges Summary (CHE)

Service Area	2021-22 Outturn £	2022-23 Estimate £	Proposed change in income £	2023-24 Estimate £
Economic Development (Jubilee Square)	175	3,500	0	3,500
Market	0	0	0	0
Museum	34,230	44,400	0	44,400
<b>Total income from fees set by the Council</b>	<b>34,405</b>	<b>47,900</b>	<b>0</b>	<b>47,900</b>

Table 4: Discretionary Fees & Charges Summary (ERL)

Service Area	2020-21 Outturn £	2021-22 Budget £	Proposed change in income £	2022-23 Estimate £
Parking Services	3,366,460	3,164,500	0	3,164,500
Sandling Road Car Park	61,319	53,470	0	53,470
Land Charges	299,058	286,900	0	286,900
Building Control	456,912	401,510	20,080	421,590
Development and Conservation Control	1,525,860	1,457,410	0	1,457,410
<b>Grand Total</b>	<b>5,709,609</b>	<b>5,363,790</b>	<b>20,080</b>	<b>5,383,870</b>

Table 5: Discretionary Fees & Charges Summary (PI)

### **3. AVAILABLE OPTIONS**

#### **3.1 Option 1**

The Executive could approve the fees and charges as proposed in the Appendices. 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 Executive could approve alternative charges to those set out within the appendices. 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 2023-24. 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 Executive could 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 2023-24.

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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 the Appendices 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 recommended by this committee will go to the Executive for approval and will come into effect on 1 April 2023 unless otherwise stated.
- 

### **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.
-

## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 No consultation has been undertaken specifically relating to the proposals set out in the report. However, the Council has undertaken a survey of residents which will be used to inform wider decisions related to budget setting and spending priorities. The results of this survey will be considered as part of the budget process.
- 6.2 Fees and Charges have been considered by PACs, however it should be noted that at the time of drafting this report, charges are still to be considered by the Corporate Services Committee. A verbal update on these proposals will be given at the meeting if necessary. Any changes will be reflected in revised Appendix for consideration by the Executive on the 21st December.

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## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

The approved Fees and Charges will be implemented with effect from 1 April 2023.

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## **8. 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 – CS PAC.
- Appendix 2: Charging Policy
- Appendix 3: Current and Proposed Fees & Charges – CHE PAC
- Appendix 4: Current and Proposed Fees & Charges – ERL PAC
- Appendix 5: Current and Proposed Fees & Charges – PI PAC

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## **9. BACKGROUND PAPERS**

None.





Medium Term Financial Strategy 2023/24  
Fees and Charges.

Fees and Charges April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
Town Hall											
Town Hall Lettings	No vat	x		415	1,500					1,500	
Council Chamber											
Chamber Day (Commercial) - per hour	No vat	x				30.00	36.00	20.00%			Minimum charge as for 4 hours
Chamber Day (Non-Commercial) - per half day	No vat	x				65.00	78.00	20.00%			
Chamber Evening (Commercial)	No vat	x				120.00	144.00	20.00%			
Chamber Evening (Non-Commercial)	No vat	x				85.00	102.00	20.00%			
Beauvais Room											
Beauvais Day (Commercial) - per hour	No vat	x				20.00	24.00	20.00%			Minimum charge as for 4 hours
Beauvais Day (Non-Commercial) - per half day	No vat	x				30.00	36.00	20.00%			
Beauvais Evening (Commercial)	No vat	x				80.00	96.00	20.00%			
Beauvais Evening (Non-Commercial)	No vat	x				60.00	72.00	20.00%			
Refreshments											
Tea - per pot	No vat	x				2.00	2.40	20.00%			
Coffee - per pot	No vat	x				4.00	4.80	20.00%			
Town Hall Total				415	1,500				0	1,500	
Maidstone House (Parking at MBC)											
Maidstone House (Charge for paying customers) Total	*	x		1,517	4,910	480.00	480.00	0.00%	0	4,910	
Maidstone House Total				1,517	4,910				0	4,910	
Mid Kent Enforcement Service (MKES)											
				758,189	905,700				130,300	1,036,000	This operates as a shared service, the income is gross and the net profit is shared equally between the authorities.
Compliance Fees - statutory charge		x				75.00	75.00	0.00%			No Increase applied, these are statutory fees
Enforcement Fees - statutory charge		x				235.00	235.00	0.00%			
Shared MKES Total				758,189	905,700				130,300	1,036,000	
GRAND TOTAL				936,012	1,042,660				133,100	1,175,760	

# Maidstone Borough Council

## Charging Policy

### November 2017

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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.
  - b) Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.

# Maidstone Borough Council

## Charging Policy

- 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:
  - 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;

# Maidstone Borough Council

## Charging Policy

- 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
  - 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

# Maidstone Borough Council

## Charging Policy

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.
  - 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.

# Maidstone Borough Council

## Charging Policy

- 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 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



# Maidstone Borough Council

## Charging Policy

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.
- 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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# Maidstone Borough Council

## Charging Policy

- 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.

Have you considered the following?	Y/N/NA	Comments
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:** \_\_\_\_\_

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**Medium Term Financial Strategy 2023-24  
Fees and Charges  
Communities, Housing Environment PAC**

Appendix 3

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
			2021-2022	Estimate	Charges	Charges		2022-23	2023-2024	
			£	£	£	£	%	£	£	
<b>Cemetery</b>										
<b>Purchase of Exclusive Right of Burial Resident Fees</b>			84,590	62,070				3,200	65,270	
General Section - 30 years Exclusive Rights		x			870.00	915.00	5.17%			Increase in fees will be used towards the general upkeep of the cemetery and newly refurbished chapel
Class: Lawn - 30 years Exclusive Rights		x			870.00	915.00	5.17%			
General Section - 60 years Exclusive Rights		x			1,740.00	1,830.00	5.17%			
Class: Lawn - 60 years Exclusive Rights		x			1,790.00	1,830.00	2.23%			
Class: Vault					POA	POA				
Class: Cremated remains burial plot - 30 years Exclusive Rights		x			495.00	520.00	5.05%			
Class: Cremated remains burial plot - 60 years Exclusive Rights		x			990.00	1,040.00	5.05%			
Transfer of Exclusive Rights		x			92.50	97.00	4.86%			Admin fee
To add an existing name to Exclusive Rights		x			51.50	54.00	4.85%			Admin fee
<b>Non Resident Fees</b>										
General Section - 30 years Exclusive Rights		x			2,800.00	2,940.00	5.00%			
Class: Lawn - 30 years Exclusive Rights		x			2,800.00	2,940.00	5.00%			
General Section - 60 years Exclusive Rights		x			5,600.00	5,880.00	5.00%			
Class: Lawn - 60 years Exclusive Rights		x			5,600.00	5,880.00	5.00%			
Class: Cremated remains burial plot - 30 years Exclusive Rights					1,950.00	2,050.00	5.13%			
Class: Cremated remains burial plot - 60 years Exclusive Rights					3,900.00	4,100.00	5.13%			
Transfer of Exclusive Rights		x			92.50	97.00	4.86%			
To add an existing name to Exclusive Rights		x			51.50	54.00	4.85%			
Grave Selection Fee		x			50.00	60.00	20.00%			Charge made for personal selection of plot - where staff time is involved
<b>Interment Fees</b>			65,298	60,320				3,100	63,420	
Stillborn to 4 years (Stillborn post 24 week gestation)		x			No charge	No charge				
5 to 18 years		x			270.00	284.00	5.19%			Can claim back from the Children's Funeral Fund
18 years and over (18 years and 1 day)		x			630.00	665.00	5.56%			
Double		x			750.00	790.00	5.33%			
Treble		x			990.00	1,040.00	5.05%			
Cremated remains		x			250.00	260.00	4.00%			
Interment in existing vault and interment/excavation new vault		x			POA	POA				
Ashes casket (to purchase)		x			65.00	68.00	4.62%			
Ashes urn (to purchase)		x			60.00	63.00	5.00%			
Unpurchased grave - single depth		x			630.00	665.00	5.56%			Charge for Public Health Funerals
Excavation of non standard grave (extra digging)					190.00	200.00	5.26%			
(additional charge to above)		x								
Exhumation of cremated remains		x			300.00	315.00	5.00%			Reflects Admin work involved as well as actual exhumation
Exhumation of buried remains		x			POA	POA				
<b>Other charges</b>										
Use of chapel		x	0	0	N/A	350.00	N/A	36,400	36,400	Chapel being brought back into use ( not used since 2016) for 2023/24.
Witness Fee		x			50.00	50.00	0.00%			Reflects staff time and mileage travelling to Cemetery
Cost for less than 3 days notice where the Council incurs additional costs, this can include hiring equipment and additional staff or late paperwork					150.00	200.00	33.33%			
Hardwood seat with Stone Effect plaque		x								



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**Medium Term Financial Strategy 2023-24  
Fees and Charges  
Communities, Housing Environment PAC**

Appendix 3


Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>Cremations</b>			1,290,816	1,137,870				56,000	1,193,870	Increase in fees will cover the increase in utilities
Service charges		x								
Medical Referee's Fee		x			28.50	29.00	1.75%			£23.50 fee set by relevant professional body. £5.50 per visit to cover mileage
Non viable foetus and stillborn		x			no charge	no charge				
Less than 5 years		x			95.00	100.00	5.26%			
5 to 18 years		x			109.00	115.00	5.50%			Charges recovered from Children's Funeral Fund (CFF)
Adult (18 + 1 day)		x			615.00	646.00	5.04%			
08.15 cremation only - no service and no attendees					365.00	365.00	0.00%			
08.30 cremation only - no service and no attendees		x			365.00	365.00	0.00%			
08.45 cremation only - no service and no attendees		x			365.00	365.00	0.00%			
Adult - committal slot 9.00 A.M. (includes Environmental surcharge, Medical Referee fee & Cremation Carton)		x			495.00	495.00	0.00%			No price increase so we remain competitive.
Adult - reduced cremation slot 9.30 A.M. (includes Environmental surcharge, Medical Referee fee & Cremation Carton)		x			565.00	565.00	0.00%			
Environmental Surcharge		x			70.00	73.50	5.00%			
Cremation of body parts		x			105.00	105.00	0.00%			
Use of chapel (additional item)					290.00	305.00	5.17%			Double ceremony slots - this is an additional 1/2 hour in the Chapel, so effectively eliminates potential fee generation from the days capacity - this increase reflects the income lost by offering a double ceremony.
Use of chapel organ		x			10.00	10.50	5.00%			
Visual Tributes for services up to 25 slides		x			40.00	42.00	5.00%			
Pro Visual Tributes for services up to 25 slides		x			65.00	68.00	4.62%			
Additional 25 slides for visual tribute		x			25.00	26.00	4.00%			
Family made video shown as tribute		x			30.00	31.00	3.33%			
Downloadable copy of visual tribute		x			40.00	42.00	5.00%			
Keepsake copy of Visual Tribute or Webcast on DVD/Blu-Ray/USB		x			55.00	55.00	0.00%			
Webcasting - live only		x			50.00	50.00	0.00%			Not offering going forward, only offering with watch again (this has proved to be an admin nightmare as they change their mind afterwards and we have to change the charges)
Webcast + 28 day viewing		x			55.00	58.00	5.45%			
Witness fee		x			42.00	42.00	0.00%			
Saturday morning supplement fee		x			790.00	830.00	5.06%			Charge reflects cost for staff premium rates + high utility costs
Service over-run fee		x			From 100.00	From 150.00				Services that over-run can severely affect the days schedule - charges to be levied on Funeral Directors who fail to control length of services
<u>Containers for cremated remains</u>										
Polytainer / Cremation carton / strewing tube	*	x			18.50	20.00	8.11%			
Pictured Strewing Tubes					22.00	23.50	6.82%			
Urn	*	x			60.00	63.00	5.00%			
Casket	*	x			65.00	68.00	4.62%			
Baby urn	*	x			12.75	12.75	0.00%			
<u>Other related services</u>										
Exhumation of cremated remains		x			280.00	295.00	5.36%			
Disposal from other crematoriums					60.00	60.00	0.00%			To satisfy VAT regulations the elements of the memorial charge are identified separately as distinct elements. Customers may provide such elements of the memorial as appropriate providing that such elements satisfy the specification set by the Bereavement Services Officer from time to time to ensure the correct management and
		x								
Burial in individual plot		x			52.50	55.00	4.76%			

**Medium Term Financial Strategy 2023-24  
Fees and Charges  
Communities, Housing Environment PAC**

Fees and Charges	April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
<b>Memorials</b>				219,694	219,910				0	219,910	
Book of Remembrance				.					.		
line entry (min 2 lines) *	*	x				110.00	110.00	0.00%	.		No price increase so we remain competitive.
Flower/Crest/or Badge *	*	x				275.00	275.00	0.00%	.		
Folded Remembrance Card		x							.		
Card purchase *	*	x				10.00	10.00	0.00%	.		
per line entry (minimum 2 lines) *	*	x				55.00	55.00	0.00%	.		
Flower/Crest/or Badge *	*	x				285.00	285.00	0.00%	.		
									.		
<u>Cloister Hall of Remembrance</u>			x						.		
Wall vases		x							.		
Vase	*	x				38.00	44.00	15.79%	.		
Plot Rental - per annum		x				50.00	49.00	-2.00%	.		
Stone Block vase	*	x				70.00	83.00	18.57%	.		
Plot Rental - per annum		x				50.00	49.00	-2.00%	.		
Cloister Hall of Remembrance		x							.		
Cloister wall tablets		x							.		
Single	*	x				183.00	186.00	1.64%	.		
Plot Rental - 10 year dedication		x				210.00	210.00	0.00%	.		
Double (2 inscriptions)	*	x				366.00	372.00	1.64%	.		
Plot Rental - 10 year		x				260.00	260.00	0.00%	.		
Refurbishment per letter - re-gild	*	x				4.00	4.00	0.00%	.		
Refurbishment per letter - repaint	*	x				4.00	4.00	0.00%	.		
Second inscription	*	x				183.00	186.00	1.64%	.		
		x							.		
<u>Memorial Hall</u>		x							.		
Leather plaques	*	x				70.00	71.00	1.43%	.		
Plot Rental -5 year		x				95.00	95.00	0.00%	.		
Added inscription	*	x				70.00	71.00	1.43%	.		
									.		
<u>Gardens of Remembrance</u>		x							.		
Stone effect plaque	*	x				108.00	125.00	15.74%			
Stone effect plaque for bench	*	x				108.00	125.00	15.74%			
Stone effect plaque on spike	*	x				108.00	125.00	15.74%			
Plot Rental 10 year		x				230.00	240.00	4.35%			
Added inscription	*	x				108.00	125.00	15.74%			
Refurbishment	*	x				28.00	28.00	0.00%			
Plaque						98.00	99.00	1.02%			
Plaque rental						24.00	24.00	0.00%			
Heart shaped plaque						148.00	150.00	1.35%			
Heart shaped plaque renewal						24.00	24.00	0.00%			
<u>Gardens of Remembrance</u>		x									
<u>Sanctum Vault</u>		x									
5 year lease		x				1,075.00	1,085.00	0.93%			
10 year lease		x				1,630.00	1,640.00	0.61%			
20 year lease		x				2,600.00	2,610.00	0.38%			
30 year lease		x				3,300.00	3,310.00	0.30%			
<u>Family Sanctum Vault (From Jan 15)</u>		x									
5 Year lease						1,145.00	1,155.00	0.87%			
10 year lease		x				1,700.00	1,710.00	0.59%			
20 year lease		x				2,670.00	2,680.00	0.37%			
30 year lease		x				3,370.00	3,380.00	0.30%			

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				£	£	£	£	%	£	£	
<u>Gardens of Remembrance</u>			x								
Bench & Plaque		*	x			280.00	285.00	1.79%			
Plot Rental - 5 years			x			375.00	375.00	0.00%			
Plot Rental - bench and SE Plaque - Annual			x			75.00	75.00	0.00%			
Added inscription		*	x			70.00	72.00	2.86%			
Sanctum Panorama Vault 5 years						875.00	885.00	1.14%			
Sanctum Panorama Vault 10 years			x			1,270.00	1,280.00	0.79%			
Sanctum Panorama Vault 20 years			x			1,960.00	1,970.00	0.51%			
Sanctum Panorama Vault 30 years						2,460.00	2,470.00	0.41%			
Barbican			x			210.00	214.00	1.90%			
Barbican - annual renewal			x			26.00	26.00	0.00%			
Woodside Sundial			x			210.00	214.00	1.90%			
Woodside Sundial annual renewal			x			26.00	26.00	0.00%			
Granite bench x 2 plaques			x			160.00	160.00	0.00%			
Granite bench			x			20.00	20.00	0.00%			
Illustration, photo plaques etc.			x			P.O.A.	P.O.A.				
Chapel Lawn Planter			x								
Plaque with inscription		*	x			120.00	123.00	2.50%			
Plus 10 year dedication			x			220.00	220.00	0.00%			
Birdbath Memorial		*	x								
6" x 3" plaque with inscription		*	x			120.00	123.00	2.50%			
Annual dedication			x			19.00	19.00	0.00%			
7 1/4" x 3" plaque with inscription		*	x			130.00	133.00	2.31%			
Annual dedication			x			20.00	20.00	0.00%			
8 1/2 " x 3 " plaque with inscription		*	x			140.00	143.00	2.14%			
Annual dedication			x			21.00	21.00	0.00%			
9 3/4 " x 3 " plaque with inscription		*	x			150.00	153.00	2.00%			
Annual dedication			x			22.00	22.00	0.00%			
11 " x 3" plaque with inscription		*	x			160.00	163.00	1.88%			
Annual dedication			x			23.00	23.00	0.00%			
<u>Woodside Walk Book</u>											
Plaque with inscription		*	x			68.00	69.00	1.47%			
Plus 10 year dedication			x			160.00	160.00	0.00%			

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Fees and Charges    April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
<u>Woodside Walk Mushrooms</u>			x								
Tablet with inscription	*	x				95.00	97.00	2.11%			
Plus 10 year dedication		x				250.00	250.00	0.00%			
3 tablet Family Mushrooms (New Memorial)	*	x				285.00	291.00	2.11%			
3 tablet Family Mushrooms (New Memorial) dedication						75.00	75.00	0.00%			
5 tablet Family Mushrooms (new memorial)	*	x				380.00	388.00	2.11%			
5 tablet Family Mushrooms (new memorial) dedication						100.00	100.00	0.00%			
Blossom Valley Barbican (new memorial)	*	x				210.00	214.00	1.90%			
Blossom Valley Barbican (new memorial) dedication	*	x				26.00	26.00	0.00%			
Standing Stone (new memorial)	*	x				310.00	312.00	0.65%			
Standing Stone (new memorial) dedication	*	x				30.00	30.00	0.00%			
<u>Gardens of Remembrance</u>			x								
<u>Memorial shrubs in beds</u>			x								
Shrubs with Stone Effect Plaque on Spike Annual	*	x				98.00	99.00	1.02%			
Adoption renewal (Shrub only)	*	x				120.00	120.00	0.00%			
Adoption renewal (Shrub & Plq) only						240.00	245.00	2.08%			
Added inscription	*	x				98.00	99.00	1.02%			
Adoption renewal annual (standard Rose no plq)	*	x				25.00	25.00	0.00%			
Adoption renewal annual - Individual rose no plaque	*	x				25.00	25.00	0.00%			
Rose and plaque	*	x				197.00	197.00	0.00%			
						49.00	49.00	0.00%			
Tree and SE Plaque - Annual	*	x				135.00	137.00	1.48%			
Plot rental - annual Tree		x				48.00	49.00	2.08%			
Acer & Plaque on stake	*	x				183.00	185.00	1.09%			
Adoption renewal		x				70.00	70.00	0.00%			
<u>Search fees</u>			x								
1-5 years		x				10.00	10.00	0.00%			
6-10 years		x				10.00	10.00	0.00%			
Over 10 years		x				10.00	10.00	0.00%			
Personal search (by appointment)		x				35.00	35.00	0.00%			
<b>Crematorium Total</b>						<b>1,510,510</b>	<b>1,357,780</b>		<b>56,000</b>	<b>1,413,780</b>	

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						£	£	£	£	%	£	£	
Environmental Health													
Food Hygiene						3,824	3,070				500	3,570	Service provided when requests received
Voluntary Surrender of unsound food (certificate)					x			210.00	229.00	9.05%			
Food Export certificate					x			124.00	135.00	8.87%			
Food Export certificate (New Business)					x			257.00	280.00	8.95%			
Export Health Certificate for transit to destination country-New charge					x			36.00	39.00				
Admin Charge for changes to certificates, re-issue of certificates					x			26.00	27.00	3.85%			
Food business pre-opening advice, sampling etc. (hourly rate)				x	x			66.00	79.00	19.70%			Increase due to a review of hourly rates
Charge for Re-Visit and Re-scoring under the Food Hygiene Rating Scheme - C045					x			168.00	183.00	8.93%			
Contaminated Land						766	500				3,500	4,000	
Contaminated Land search fee per hour					x			25.00	26.00	4.00%			
Requests for Enhanced Environmental Information for Contaminated Land and Professional Opinion				x	x			66.00	79.00	19.70%			Increase due to a review of hourly rates
Pre Application Consultation for Environmental Health Advice for Acoustics, Air Quality, Contaminated Land Assessments and S.61 Control of Pollution Act 1974 agreements (hourly rate)				x	x			66.00	79.00	19.70%			Increase due to a review of hourly rates
Private Water Risk Assessment- per hour- (hourly rate)				x	x			66.00	79.00	19.70%			The charge setting arrangement has transferred to district authority from central government. The proposal is to cover costs based on an hourly officer charge, increase due to a review of officers charges.
Private Water Sampling Charge - (hourly rate)				x	x			66.00	79.00	19.70%			
Private water Authorisation Charge - (hourly rate)				x	x			66.00	79.00	19.70%			
Private Water Investigation Charge - (hourly rate)				x	x			66.00	79.00	19.70%			
Derogation Request (hourly rate)				x	x			66.00	79.00	19.70%			
Analysis – Group A					x								The local authority undertake and arrange sampling, with cost of laboratory charges to owner/occupier/person requesting sample
Analysis – Group B					x								
Tattooing, Electrolysis, Acupuncture & Ear-piercing - C205						6,065	6,450				780	7,230	Increase in income due to the number of new registrations received
Skin Piercing/Tattooing Registration					x			328.00	338.00	3.05%			
Additional registration of tattoo/piercing or other beauty treatment					x			56.00	61.00	8.93%			Fee charged for amendment/ increase in variety of treatments for previously registered practitioner.
Tattoo & other beauty treatments Events					x			205.00	205.00	0.00%			Event organisation review, administration, inspection.
Per New Artist & Practitioner at Events					x			25.00	27.00	8.00%			Individual artists fee attending above event
Pollution Control													
Statutory Fees for 48 Pollution Prevention Control Processes - C061					x			*	*		-700	7,300	Income based on 2022/23 figures show a year on year reduction in pollution processes and improved environmental controls
						8,751	8,000						
Environmental Health Total						19,405	18,020				4,080	22,100	

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				£	£	£	£	%	£	£	
Waste Crime/Community Protection											
Fixed Penalty Fines			×	12,186	23,000	120.00	120.00	0.00%		23,000	Charge reduces to £90 if paid within 14 days.
Failure to produce waste documents			×			300.00	300.00	0.00%			
Failure to produce authority to transport waste			×			300.00	300.00	0.00%			
Unauthorised distribution of free printed matter			×			75.00	75.00	0.00%			
Fly Posting			×			80.00	80.00	0.00%			
Abandonment of a vehicle			×			200.00	200.00	0.00%			
Repairing vehicles on a road			×			100.00	100.00	0.00%			
Graffiti			×			75.00	75.00	0.00%			
Failure to comply with a waste receptacles notice			×			100.00	100.00	0.00%			
Smoking in a smoke free place			×			50.00	50.00	0.00%			Discounted to £30 for early payment - set by central government
Failure to display no smoking signs			×			200.00	200.00	0.00%			Discounted to £150 for early payment - set by central government
Community Protection Notice Fixed Penalty Notice			×			100.00	100.00	0.00%			Amount shown is the maximum penalty
Public Space Protection Order Fixed Penalty Notice			×			100.00	100.00	0.00%			Amount shown is the maximum penalty
Duty of Care (Household Waste)			×			300.00	300.00	0.00%			
Fly tipping			×			400.00	400.00	0.00%			Amount shown is the maximum penalty
Duty of Care (Household Waste)			×			300.00	300.00	0.00%			
Fly tipping			×			400.00	400.00	0.00%			Amount shown is the maximum penalty
Waste Crime Total				12,186	23,000				0	23,000	

Fees and Charges		April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
						2021-2022	Estimate	Charges	Charges		2022-23	2023-2024	
						£	£	£	£	%	£	£	
Stray dog charges													
				x		470	3,900					3,900	
Collection charge (office hours)				x				85.00	85.00	0.00%			Reduced to £65 if paid within two weeks of the invoice date. Includes statutory fee of £25
Collection charge (out of office hours)				x				85.00	85.00	0.00%			
Collection charge (out of office hours (after midnight))				x				85.00	85.00	0.00%			
Pest Control charges													Fees adjusted to ensure we remain competitive.
Hourly charge for treatments carried out on industrial and commercial properties				x				"Call for quote"	"Call for quote"				
For treatments outside of normal office hours				x				"Call for quote"	"Call for quote"				
Charge per visit for the treatment of wasps nests carried out on domestic properties				x				62.60	68.60	9.58%			Per visit charge (Wasp nest requiring treatment using a ladder/tower scaffold, this will require a survey as a surcharge may be applied)
Additional nests treatment				x				11.30	12.40	9.73%			Additional nests treated on same visit
Charge per visit for the treatment of rat and mouse nests carried out on domestic premises for initial two visits.				x				61.00	67.20	10.16%			For mandatory two visits at £33.60 each.
Additional rat and mouse treatment visits				x				30.70	33.60	9.45%			
Minimum charge for treatment of ants on domestic premises				x				31.80	34.80	9.43%			Per visit charge
Squirrels: for a 2 x Fenn Trapping Programme				x				"Call for quote"	"Call for quote"				
Culls				x				72.70	72.70	0.00%			
For the treatment of fleas and other household pests (Flies, Lice, Silverfish etc.) carried out on a domestic premises up to 6 x rooms. Additional rooms over the original 6 are £10 each				x				72.70	79.60	9.49%			Subsequent minimum charge will apply for further treatments after a period of 14 days has elapsed
For each additional room (up to four rooms additional)				x				10.00	12.40	24.00%			Anything larger than 4 rooms will require a survey
Minimum charge (including up to four rooms) for the treatment of bedbugs carried out on a domestic premises				x				537.50	321.00	-40.28%			
For each additional room (up to four rooms additional)				x				"Call for quote"	"Call for quote"				Anything larger than 4 rooms will require a survey
Documentation charge added to charges above where it is necessary to send an invoice for payment.				x				30.00		-100.00%			
Community Safety Charges													
Road closure application				x		750	0	75.00	75.00	0.00%		0	Standard fee to cover the cost of trained operatives displaying signage and an administration fee
CCTV Footage request (insurance companies etc.)				x				0.00	0.00				These are considered to be subject access requests and we cannot charge for them.
Fixed Penalty Fines						1,300	0					0	
Public Space Protection Order (Dog Control) Fixed Penalty Notice				x				100.00	100.00	0.00%			Set by Order
Public Space Protection Order (Town Centre) Fixed Penalty Notice				x				100.00	100.00	0.00%			Set by Order
Community Protection Total						2,520	3,900				0	3,900	



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				£	£	£	£	%	£	£	
Recycling & Refuse Collection											
Bulky Collection				146,968	147,020				7,300	154,320	
1-4 items	x					26.00	29.00	11.54%			
5-8 items	x					36.00	39.00	8.33%			
Fridge/Freezers	x					21.00	21.00	0.00%			
Clinical Waste Collection	x			5	0						
2 collections annually- No charge						0.00	0.00	0.00%			
Per collection more than 2 collections annually						5.00	5.00	0.00%			
Garden Waste Service											
140 litre bin hire	x			1,156,941	1,087,340	40.50	40.50	0.00%	0	1,087,340	
240 litre bin hire	x					45.00	45.00	0.00%			
Trade Waste				178,927	176,170				8,800	184,970	
Sack collection - refuse only	x					2.40	2.55	6.25%			
240 litre bin - refuse only	x					9.90	10.50	6.06%			
500 litre bin - refuse only	x					22.00	23.50	6.82%			
1100 litre bin - refuse only	x					27.50	29.50	7.27%			
Sack collection - with recycling	x					2.20	2.30	4.55%			
240 litre bin - with recycling	x					8.80	9.25	5.11%			
500litre bin - with recycling	x					18.15	19.25	6.06%			
1100 litre bin - with recycling	x					22.00	23.50	6.82%			
£1 charge per 240 litre bin or weekly sacks collection - for paper/cardboard	x					1.10	1.10	0.00%			
Recycling & Refuse Collection Total				1,482,840	1,410,530				16,100	1,426,630	
HMO Licensing											
Mandatory HMO Licensing				35,023	20,380					20,380	
Initial Licence Fees											
Landlord Accreditation Status											(These fees are applicable on first application for a licence, or where a licence has been revoked or has lapsed for whatever reason.)
Accredited landlord on application	x					680	680	0.00%			
Non-accredited landlord	x					700	700	0.00%			
Renewal Licence Fees											
Landlord Accreditation Status											
Accredited landlord on application	x					635	635	0.00%			(These fees are applicable on application for a licence renewal, where a licence remains in force at the time of the application.)
Non-accredited landlord	x					655	655	0.00%			Estimate based on 20 HMO's renewals in 22/23 year. Note that new applications cannot be predicted and renewal licensing for HMO's only occurs every 5 years. Values are based upon average renewal charge.

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Fees and Charges  
Communities, Housing Environment PAC

Fees and Charges    April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
<b>Variation application licence fees applicable</b>											
Proposed Licence Variation											Fees for variation of licencing are not chargeable.
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.						0	0				
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)						0	0				
Reduction in the number of maximum occupiers for licensing purposes						0	0				
Variation of licence instigated by the council						0	0				
Increase in the number of habitable rooms						0	0				
Increase in the number of maximum occupiers for licensing purposes						0	0				
Change of use of HMO, e.g. from bedsits to shared house						0	0				
Change in room sizes of HMO						0	0				
Change in amenity provision						0	0				
Other licence fees applicable											(These fees are applicable as appropriate in relation to HMO licensing applications, or where HMOs are licensed.)
Revocation of licence						0	0				No refund on relevant licence application
Application refused by the council						0	0				Initial application fee with no refund
Application withdrawn by the applicant						0	0				Initial application fee with no refund
Application made in error						0	0				Refund of application fee will be made
Properties that cease to be licensable during the licensing process						0	0				Initial application fee with no refund
Charge for enforcement under S49 of the Housing Act 2004											(These fees are applicable as appropriate in relation to the service of enforcement notices, and taking enforcement action under the Housing Act 2004.)
Enforcement Action											
Service of Improvement Notice under s11 and/or s12		x				545	545	0.00%			
Service of Prohibition Order under s20 and/or s21		x				545	545	0.00%			
Service of Hazard Awareness Notice under s28 and/or s29		x				545	545	0.00%			
Taking Emergency Remedial Action under s40		x				545	545	0.00%			Charge In addition to cost of works plus administration fee of 30% (minimum £100)
Making of Emergency Prohibition Order under s43		x				545	545	0.00%			
Works in Default of Enforcement Notice		x				COST +	COST +	N/A			Cost of works + 30% (minimum of £100)
Immigration - housing inspection and accommodation certificates											
Fee for inspection		*	x			235	235	0.00%			
Housing Register Application Medical Fee						75	75	0.00%			
<b>HMO Licensing Total</b>				<b>35,023</b>	<b>20,380</b>				<b>0</b>	<b>20,380</b>	
<b>Gypsy and Travellers Sites</b>											
<b><u>Gypsy &amp; Traveller Site Plot fee</u></b>											
Stillebridge Lane		x		26,841	30,340	55.98	58.77	5.00%	1,520	31,860	Increase by CPI of 5% in anticipation of government rent cap
Water Lane		x		30,780	40,000	65.12	68.37	5.00%	2,000	42,000	Increase by CPI of 5% in anticipation of government rent cap
<b>Gypsy &amp; Traveller Site Total</b>				<b>57,621</b>	<b>70,340</b>				<b>3,520</b>	<b>73,860</b>	
<b>GRAND TOTAL</b>				<b>3,305,554</b>	<b>3,060,840</b>				<b>122,400</b>	<b>3,183,240</b>	

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary F	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>Museum</b>										
<b><u>School Education Activities</u></b>		x	21,173	24,300					24,300	
First workshop		x			90.00	90.00	7.14%			
Each Subsequent workshop		x			70.00	75.00	7.14%			Per additional class
Craft Sessions		x			70.00	75.00	7.14%			To raise interest
Object Inspired		x			40.00	45.00	12.50%			Self-led package
Lunch room hire					20.00	20.00	0.00%			School charged to use lunch room if on an unpaid for visit
<b><u>Outreach to schools</u></b>										
Children's holiday activities		x								
<b>Out with 1 staff member</b>										
1 workshop		x			180.00	200.00	11.11%			
2 workshops		x			250.00	275.00	10.00%			
3 workshops		x			325.00	350.00	7.69%			
3 workshops + Giant craft		x			475.00	500.00	5.26%			
4 workshops		x			400.00	450.00	12.50%			
<b>Out with 2 CLA</b>										
Loan Boxes to schools per half term		x			50.00	50.00	0.00%			
<b><u>Room hire</u></b>		x	4,145	5,000					5,000	
Glass Room - Per day		x			135.00	145.00	7.41%			
Library - Per day		x			220.00	230.00	4.55%			
Museum out of hours (based on 4 hours))		x			600.00	650.00	8.33%			
<b><u>Events</u></b>			8,380	8,000					8,000	
Per Child minimum charge depending on activity		x			3.00	3.00	0.00%			
<b><u>Children's Parties</u></b>	*		0	5,000					5,000	
Per Child minimum charge depending on activity		x			12.50	13.00	4.00%			
<b><u>Carriage Museum Admission</u></b>			330	1,600					1,600	
Adult		x			3.00	3.00	0.00%			May be waived for special events
Child over 5		x			2.00	2.00	0.00%			
Family Ticket		x			7.00	7.00	0.00%			
<b><u>Collections enquiries</u></b>										
QORWK - enquiries		x	203	500	20.00	20.00	0.00%		500	QORWK enquiry £15 per family history enquiry. The fee is waived for collections based enquiries or where the museum gains research/information
<b>Museum Total</b>			<b>34,230</b>	<b>44,400</b>				<b>0</b>	<b>44,400</b>	

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary F	Actuals	Current Estimate	Current	Proposed	Change	+ / - Income	Estimate	Comments
			2021-2022	2022-23	Charges 2022-2023	Charges 2023-2024			2023-2024	
			£	£	£	£	%	£	£	
<b>Parks and Open Spaces-Leisure Activities</b>										
<b><u>Tennis - per court per hour</u></b>										
Adult - single hire	*	x	0	0	8.40	8.40	0.00%		0	
Adult -10 or more hires	exempt	x			7.00	7.00	0.00%			
OAP/Junior - single hire	*	x			4.60	4.60	0.00%			
OAP/Junior - 10 or more hires	exempt	x			3.80	3.80	0.00%			
<b><u>Bowls - Season - Adult</u></b>	*	x	0	0	80.00	80.00	0.00%		0	
- OAP/Junior	*	x			40.00	40.00	0.00%			
- per Green - Adult	*	x			6.00	6.00	0.00%			
- OAP/Junior	*	x			3.00	3.00	0.00%			
-Match fees	*	x			4.80	4.80	0.00%			
Use of Woods - per hour/match - Adult	*	x			3.50	3.50	0.00%			
- OAP/Junior	*	x			2.30	2.30	0.00%			
- per match - Adult	*	x			3.50	3.50	0.00%			
- OAP/Junior	*	x			2.30	2.30	0.00%			
<b><u>Rounders - Weekends</u></b>	*	x			53.50	53.50	0.00%			
- Evenings 5 - 9.30pm	*	x			41.50	41.50	0.00%			
<b><u>Use of Changing Rooms and Showers</u></b>	*	x			20.00	20.00	0.00%			
<b><u>Events</u></b>										
Fairs and circuses - per day (min. charge)	exempt	x			635.00	635.00	0.00%			
Big top show - per evening (min. charge)	exempt	x			430.00	430.00	0.00%			
<b><u>Hire of Parks</u></b>										
Fitness Classes (10-70 participants) - per session (min charge) B904		x	42	5,200	19.00	19.95	5.00%		5,200	
<b><u>All Events</u></b>										
<b>Event day fee (min charge) per day</b>			19,970	15,330				760	16,090	
- up to 100 participants	exempt	x			52.00	55.00	5.77%			
100 to 499 participants	exempt	x			100.00	105.00	5.00%			
500 - 899 participants	exempt	x			435.00	460.00	5.75%			
901+ by negotiation	exempt	x								
<b>Booking and disruption fee (min charge) per day on site (including all event days and build days)</b>										
Commercial and charity ticketed events - Mote Park		x			310.00	325.00	4.84%			Price point should be in mutliples of £5 for customer ease
Free events - Mote Park		x			67.00	70.00	4.48%			Price point should be in mutliples of £5 for customer ease
Additional hire fee for event parking per day (Mote Park on		x			310.00	325.00	4.84%			Price point should be in mutliples of £5 for customer ease
Commercial and charity ticketed events - All other Parks		x			155.00	165.00	6.45%			
Free events - All other Parks		x			62.00	65.00	4.84%			Price point should be in mutliples of £5 for customer ease

Medium Term Financial Strategy 2023/24  
Fees and Charges  
Economic Regeneration Leisure PAC

APPENDIX 4

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary F	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>Filming companies</b> -(min charge) per day										
- Mote Park	exempt	x			325.00	380.00	16.92%			in line with small one day event
- Brencley Gardens	exempt	x			215.00	230.00	6.98%			
- others by negotiation										
<b>Commercial medical units</b> - per day		x			145.00	145.00	0.00%			
<b>Hot air ballooning</b> (per flight/landing) - Private	exempt	x			115.00	115.00	0.00%			
<b>Mooring Fee</b>										
PER VESSEL (20 feet length)										
per Night	*	x			8.00	8.00	0.00%			
per Week	*	x			40.00	40.00	0.00%			
per Month	*	x			140.00	140.00	0.00%			
per Quarter	*	x			350.00	350.00	0.00%			
<b>51</b>			20,012	20,530				760	21,290	
<b>Market</b>										
<b>Office Rent C250</b>										
Mon/Tue/Fri charge per month 1st April - 31st March	x		0	2,600	460.00	460.00	0.00%	0	2,600	This is per contract should not change
<b>Tuesday &amp; Saturday Market Pitches C223/C226</b>			27,701	40,310				0	40,310	
<b>Open Market</b>										
<b>Regular Rate Market Square</b>										
Up to 10 feet - 1 April - 31 Dec	x				25.00	15.00	-40.00%			
Undercroft Rate - 1 April - 31 Dec	x				25.00	15.00	-40.00%			
<b>Lettings-General C251/D358/C227</b>			54,274	80,090				0	80,090	Based on last full year bookings.
<b>Hire of Agricultural Hall</b>										
Standard Hire - per day - casual hire	x				495.00	525.00	6.06%			Casual hire - once per month
Standard Hire minimum 3 hours	x				35.00	35.00	0.00%			£35.00 per hour / £105 per session to C251
<b>Boot Fair -When in undercroft</b>										
10' - pitch (£10 per each additional 10' pitch)	x				15.00	10.00	-33.33%			
<b>Commercial Hire</b>										
Per half day ( maximum 8 hours )	x				550.00	550.00	0.00%			
Per day ( over 8 hours )	x				1,050.00	1,050.00	0.00%			
Hire of chairs for events - per 100	x				50.00	50.00	0.00%			Charged pro rata
<b>Farmers Market C253</b>	x		2,501	0	0.00	0.00	#DIV/0!	0	0	
Every other Friday - daily rate										
April - March										
<b>Market Total</b>			84,477	123,000				0	123,000	

Fees and Charges	April 2022- March 2023	* Includes VAT	Discretionary F	Statutory Fee	Actuals	Current Estimate	Current	Proposed	Change	+ / - Income	Estimate	Comments
					2021-2022	2022-23	Charges	Charges		2022-23	2023-2024	
					£	£	£	£		%	£	
Economic Development-Jubilee Square												
Jubilee Square (EN40 B724)					175	3,500					3,500	
Use of premises licence		x					70.00	75.00	7.14%			
Use of electricity - 3 phase (incl Openreach call out)		x					80.00	85.00	6.25%			
Use of Electricity (Without Openreach call out)		x					20.00	25.00	25.00%			
Promotional/Commercial use inc admin fee		x					250.00	265.00	6.00%			
Events/Educational Promotion (min) charity / public sector admin fee		x					50.00	55.00	10.00%			
Economic Development Total					175	3,500				0	3,500	
GRAND TOTAL					138,894	191,430				760	192,190	

Medium Term Financial Strategy 2023-24  
Fees and Charges  
Planning Infrastructure PAC

Appendix 5

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>Parking Services</b>										
Business Permits D043		x	6,533	12,710	100.00	100.00	0.00%		12,710	
Residents Permits D065		x	86,668	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	94,325	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	0	780	10.00	10.00	0.00%		780	(For lost Permits)
Carers Permits - Organisation D050	*	x	1,067	1,290	20.00	20.00	0.00%		1,290	
<b>Dispensations and Waivers D061</b>			18,276	2,560					2,560	
Waivers/Work permits [max 1 day]		x			12.00	12.00	0.00%			
Waivers/ Work Permits [max 1 week]		x			36.00	36.00	0.00%			
Waivers/ Work Permits [max 2 week]		x			45.00	45.00	0.00%			
Waivers/ Work Permits [max 1 month]		x			60.00	60.00	0.00%			
Waivers/ Work Permits [over 1 month (to a maximum of 3 months) - per month (or part month)]		x			50.00	50.00	0.00%			
Dispensations [max 1 day]		x			12.00	12.00	0.00%			
Dispensations [max 1 week]		x			36.00	36.00	0.00%			
Dispensations [max 2 week]		x			45.00	45.00	0.00%			
Dispensations [max 1 month]		x			60.00	60.00	0.00%			
Dispensations [over 1 month (to a maximum of 3 months) - per month (or part month)]		x			50.00	50.00	0.00%			
Cones/ Suspension administration Fee		x			100.00	100.00	0.00%			(Plus any bay charges for Pay & Display)
PCN Low - Statutory D042		x	1,088,062	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>			88,635	132,730					132,730	
6 Month 5 days Mon - Fri	*	x			496.00	496.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
6 Month 7 days Mon - Sun	*	x			638.00	638.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 5 days Mon - Fri	*	x			910.00	910.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 7 days Mon - Sun	*	x			1,163.00	1,163.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
Evening (any CP) off-peak valid after 5pm and before 8am Mon - Sun-12 Months	*	x			357.00	180.00	-49.58%			Reduced by 50% to increase sales - Off-peak season ticket / Pro-rata refunds on surrender / admin fee applied
Refund administration fee					30.00	30.00	0.00%			
<b>Season Tickets - Car Parks (Mote Park Only) D041 RC23</b>			6,208	5,000					5,000	
One Year	*	x			40.00	40.00	0.00%			Maidstone residents only

Medium Term Financial Strategy 2023-24  
Fees and Charges  
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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b><u>PAY AND DISPLAY</u></b>										
<b><u>Electric Vehicles</u></b>			7,759	10,000						
Battery Electric Vehicles (BEVs)		x			0.00	0.00	0.00%			No change proposed to support an increase in EV usage (currently BEVs represent only 3.44% of all transactions) - Free parking for BEVs when customer registers transaction through the councils cashless payment provider
Electric Vehicle Charging (per kWh)		x			0.25	variable				Charged per Kilowatt hour (kWh) - Increased charge to 15p above the energy supplier rate per kWh (reviewed and adjusted monthly)
<b><u>On Street D060</u></b>			187,468	201,340					201,340	
<b><u>James Whatman Way</u></b>										
30 mins		x			0.70	0.70	0.00%			
1 hr		x			1.50	1.50	0.00%			
1.5 hr		x			2.00	2.00	0.00%			
2 hr		x			2.50	2.50	0.00%			
3 hr		x			3.50	3.50	0.00%			
4 hr		x			4.50	4.50	0.00%			
<b><u>All other on-street pay and display locations</u></b>										
30 mins		x			0.80	0.80	0.00%			
1 hr		x			1.50	1.50	0.00%			
1.5 hr		x			2.25	2.25	0.00%			
2 hr		x			3.00	3.00	0.00%			
<b><u>Off street</u></b>			1,559,285	1,551,750					1,551,750	
<b><u>Short Stay</u></b>										
<b><u>Medway St</u></b>										
1 hr	*	x			1.30	1.30	0.00%			
2 hr	*	x			2.60	2.60	0.00%			
3 hr	*	x			3.90	3.90	0.00%			
4 hr	*	x			5.20	5.20	0.00%			
<b><u>Brewer Street [E]</u></b>										
30 mins	*	x			0.65	0.65	0.00%			
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			



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Fees and Charges		April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary /	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
						£	£	£	£	%	£	£	
<b><u>Brooks Place</u></b>													
1 hr		*	x					1.15	1.15	0.00%			
2 hr		*	x					2.30	2.30	0.00%			
3 hr		*	x					3.45	3.45	0.00%			
4 hr		*	x					4.60	4.60	0.00%			
5 hr		*	x					5.75	5.75	0.00%			
Over 5 hours		*	x					7.30	7.30	0.00%			
<b><u>Brunswick Street</u></b>													
1 hr		*	x					1.05	1.05	0.00%			
2 hr		*	x					2.10	2.10	0.00%			
3 hr		*	x					3.15	3.15	0.00%			
4 hr		*	x					4.20	4.20	0.00%			
5 hr		*	x					5.25	5.25	0.00%			
Over 5 hours		*	x					7.30	7.30	0.00%			
<b><u>College Road</u></b>													
1 hr		*	x					1.05	1.05	0.00%			
2 hr		*	x					2.10	2.10	0.00%			
3 hr		*	x					3.15	3.15	0.00%			
4 hr		*	x					4.20	4.20	0.00%			
5 hr		*	x					5.25	5.25	0.00%			
Over 5 hours		*	x					7.30	7.30	0.00%			
<b><u>Lucerne Street</u></b>													
1 hr		*	x					1.15	1.15	0.00%			
2 hr		*	x					2.30	2.30	0.00%			
3 hr		*	x					3.45	3.45	0.00%			
4 hr		*	x					4.60	4.60	0.00%			
5 hr		*	x					5.75	5.75	0.00%			
Over 5 hours		*	x					7.30	7.30	0.00%			
<b><u>Sittingbourne Road</u></b>													
1 hr		*	x					1.15	1.15	0.00%			
2 hr		*	x					2.30	2.30	0.00%			
3 hr		*	x					3.45	3.45	0.00%			
4 hr		*	x					4.60	4.60	0.00%			
5 hr		*	x					5.75	5.75	0.00%			
Over 5 hours		*	x					7.30	7.30	0.00%			

Medium Term Financial Strategy 2023-24  
Fees and Charges  
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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b><u>Union Street [E]</u></b>										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<b><u>Union Street [W]</u></b>										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<b><u>Well Road</u></b>										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
5 hr	*	x			5.25	5.25	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<b><u>Lockmeadow</u></b>										
1 hr	*	x			1.00	1.00	0.00%			
2 hr	*	x			2.00	2.00	0.00%			
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><u>Mote Park</u></b>			222,175	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>3,366,460</b>	<b>3,164,500</b>				<b>0</b>	<b>3,164,500</b>	

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			£	£	£	£	%	£	£	
Sandling Road Car Park										
			61,319	53,470					53,470	
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>61,319</b>	<b>53,470</b>				<b>0</b>	<b>53,470</b>	

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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>Development Control-Land Charges</b>										
			299,058	286,900					286,900	All fees below are the same across the partnership.
Search only (LLC1 only)		x			42.00	15.00	-64.29%			Fee reduced to match levels set by HMRL
LLC1 Only - Additional Parcel of Land		x			12.00	4.80	-60.00%			Fee reduced by the same amount as the LLC1 above.
CON29 (Including VAT)	*	x			123.00	164.00	33.33%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
CON29 - Additional Parcel of Land (Including VAT)	*	x			21.00	24.00	14.29%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Standard Official Search (LLC1 and CON29) (Including VAT)	*	x			165.00	179.00	8.48%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Standard Official Search (LLC1 and CON29) - Additional Parcel of Land (Including VAT)	*	x			33.00	28.80	-12.73%			
Part II enquiry - CON 29 Optional Questions 4-21 (Including VAT)	*	x			15.60	16.20	3.85%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Part II enquiry - CON29 Optional Question 22 (Including VAT)	*	x			30.00	30.00	0.00%			No change to cost
Additional Questions (Including VAT)	*	x			22.80	22.80	0.00%			No change to cost
<b>CON29 - Personal Searches (EIR)</b>										
<b>Question</b>										
Personal Search		x			0.00	0.00	0.00%			
Enhanced Personal Search		x			15.00	0.00	-100.00%			Service removed so fees are inline with the LLC1 search above.
1.1 (a) - (l) (Planning)	*	x			7.80	8.40	7.69%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
1.1 (j,k,l) (Building Regulations)	*	x			7.80	8.40	7.69%			
2.1 (b) - (d)	*	x			3.90	4.20	7.69%			
3.1 (Land for Public Purpose)	*	x			3.90	4.20	7.69%			
3.3 Drainage Matters	*	x			3.90	4.20	7.69%			
3.5 (Railway Schemes)	*	x			3.90	4.20	7.69%			
3.7 (Outstanding Notices)	*	x			12.00	12.00	0.00%			
3.8 (Building Regulations Contravention)	*	x			3.90	4.20	7.69%			
3.9 (Enforcement)	*	x			7.80	8.40	7.69%			
3.10 CIL	*	x			5.40	5.70	5.56%			
3.13 b (Contaminated Land)	*	x			3.90	4.20	7.69%			
3.13 c (Contaminated Land)	*	x			3.90	4.20	7.69%			
<b>Land Charges Total</b>			<b>299,058</b>	<b>286,900</b>				<b>0</b>	<b>286,900</b>	

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			£	£	£	£	%	£	£	
<b>Building Control</b>										
			456,912	401,510				20,080	421,590	
Erection of a single dwelling house - Full Plan & Building Notice Charge	*	x			1,059.00	1,134.00	7.08%			
Erection of 2 dwelling houses - Full Plan & Building Notice Charge	*	x			1,392.00	1,489.00	6.97%			
Single storey heated annex - Full Plan & Building Notice Charge	*	x			0.00	891.00	0.00%			New description added
Single storey heated annex - Regularisation Charge		x			0.00	1,113.03	0.00%			New description added
Unheated outbuilding - Full Plan & Building Notice Charge	*	x			0.00	599.00	0.00%			New description added
Unheated outbuilding - Regularisation Charge		x			0.00	748.77	0.00%			New description added
Garages up to 60m² - Full Plan & Building Notice Charge	*	x			514.00	551.00	0.00%			
Garages up to 60m² - Regularisation Charge		x			643.86	688.05	6.86%			
Garage with room over 60m² - 100m²	*	x			605.00	648.00	7.11%			
Garage with room over 60m² - 100m² - Regularisation Charge		x			756.08	809.48	7.06%			
Extension up to 40m² - Full Plan & Building Notice Charge	*	x			757.00	809.00	6.87%			
Extension up to 40m² - Regularisation Charge		x			946.05	1,011.84	6.95%			
Extensions over 40m² and up to 100m² - Full Plan & Building Notice Charge	*	x			908.00	971.00	6.94%			
Extensions over 40m² and up to 100m² - Regularisation Charge		x			1,134.75	1,214.22	7.00%			
Loft Conversions up to 60m² - Full Plan & Building Notice Charge	*	x			787.00	842.00	6.99%			
Loft Conversions up to 60m² - Regularisation Charge		x			983.02	1,052.33	7.05%			
Garage or Basement Conversion under 40m² - Full Plan & Building Notice Charge	*	x			484.00	551.00	13.84%			
Garage or Basement Conversion under 40m² - Regularisation Charge		x			605.63	688.05	13.61%			
Installation of up to 10 replacement windows - Full Plan & Building Notice Charge	*	x			242.00	259.00	7.02%			
Installation of up to 10 replacement windows - Regularisation Charge		x			302.18	323.79	7.15%			
Part P electrical work or installation of heating appliance - Full Plan & Building Notice Charge	*	x			303.00	324.00	6.93%			
Part P electrical work or installation of heating appliance - Regularisation Charge		x			378.68	404.75	6.88%			
Alterations up to the value of £4999 - Full Plan & Building Notice Charge	*	x			333.00	356.00	6.91%			
Alterations up to the value of £4999 - Regularisation Charge		x			415.66	445.22	7.11%			
Alterations from £5000 to £9999 - Full Plan & Building Notice Charge	*	x			484.00	518.00	7.02%			
Alterations from £5000 to £9999 - Regularisation Charge		x			605.63	647.58	6.93%			
Alterations from £10000 to £19999 - Full Plan & Building Notice Charge	*	x			0.00	648.00	0.00%			New description added
Alterations from £10000 to £19999 - Regularisation Charge		x			0.00	809.48	0.00%			New description added
Demolition Notice	*	x			257.50	275.50	6.99%			
<b>Building Control Total</b>			<b>456,912</b>	<b>401,510</b>				<b>20,080</b>	<b>421,590</b>	

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			£	£	£	£	%	£	£	
Development Control-Planning and Conservation										
Written Pre-Application Advice										
<b>Pre-Application Fees</b>			223,981	262,700				0	262,700	
<b>Advice for Householder Proposals</b>										
charged for written advice on Householder applications	*	x			71.00	76.00	7.04%			
email response to follow up request	*	x			51.00	54.00	5.88%			
and with an hour long meeting with an officer	*	x			173.00	182.00	0.00%			
additional hour	*	x			51.00	54.00	5.88%			
follow up call/skype with email response	*	x			76.00	81.00	0.00%			
and with an hour long site meeting with an officer	*	x			224.00	237.00	0.00%			
additional hour	*	x			51.00	54.00	5.88%			
follow up call/skype with email response	*	x			77.00	81.00	5.19%			
<b>Advice for Minor Development Proposals 1-9 Dwellings</b>										
charged for written advice	*	x			255.00	268.00	5.10%			
email response to follow up request	*	x			102.00	108.00	5.88%			
and with an hour long meeting with an officer	*	x			357.00	375.00	5.04%			
additional hour	*	x			102.00	108.00	5.88%			
follow up meeting	*	x			153.00	161.00	5.23%			
and with an hour long site meeting with an officer	*	x			459.00	482.00	5.01%			
additional hour	*	x			102.00	108.00	5.88%			
follow up call/Skype with email response	*	x			153.00	161.00	5.23%			
<b>Advice for Major Development Proposals 10-39 Dwellings</b>										
charged for written advice	*	x			357.00	375.00	5.04%			
email response to follow up request	*	x			255.00	268.00	5.10%			
and with an hour long meeting with an officer at MBC Offices	*	x			612.00	643.00	5.07%			
additional hour	*	x			1,277.00	1,341.00	5.01%			
follow up call/Skype with email response	*	x			255.00	268.00	5.10%			
and with an hour long site meeting with an officer	*	x			739.00	777.00	0.00%			
additional hour	*	x			127.00	134.00	5.51%			
follow up call/Skype with email response	*	x			255.00	268.00	5.10%			
<b>Advice for Large Development Proposals 40+ Dwellings</b>										
and with an hour long meeting with an officer at MBC Offices	*	x			842.00	885.00	5.11%			
follow up call/Skype with email response	*	x			357.00	375.00	5.04%			
and with an hour long site meeting with an officer	*	x			969.00	1,018.00	5.06%			
follow up call/Skype with email response	*	x			357.00	375.00	5.04%			

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			£	£	£	£	%	£	£	
<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.	*	x								
Managers - Spatial Policy, Development Management, Major Projects - (MBC Offices or Skype).	*	x			255.00	268.00	5.10%			
on-site	*	x			382.00	402.00	5.24%			
Head of Service	*	x			510.00	536.00	5.10%			
on-site	*	x			765.00	804.00	5.10%			
<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			179.00	188.00	5.03%			
Meeting on Site	*	x			255.00	268.00	5.10%			
<b>Heritage Works Only Advice (EE20)</b>			3016.67	8,000					8,000	
Written Advice (D165)			0	5,000					5,000	
Written advice Householder	*	x			76.00	80.00	5.26%			
Written advice Minor	*	x			255.00	268.00	5.10%			
Written advice Major	*	x			357.00	375.00	5.04%			
Site visit/Meeting/ Fee depending type of app/onsite/office based	*	x								
Written plus Meeting Fee Householder	*	x			179.00	188.00	5.03%			
Written plus Meeting Fee Minor	*	x			204.00	215.00	5.39%			
Written plus Meeting Fee Major	*	x			612.00	643.00	5.07%			
Written plus Site visit Fee Householder	*	x			229 230	242.00	0.00%			
Written plus Site visit Fee Minor	*	x			408.00	429.00	5.15%			
Written plus Site visit Fee Major	*	x			612.00	643.00	5.07%			
<b>Work to Protected Tree Only Advice</b>			0	2,600					2,600	
<b>Works to Trees - Meeting on Site</b>										
Written advice/response	*	x			77.00	81.00	5.19%			
Works to Trees - Site visit	*	x			153.00	161.00	5.23%			
<b>High Hedges</b>					510.00	510.00	0.00%			



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			£	£	£	£	%	£	£	
<b>S.106 Agreements</b>										
<i>(The following charges do not include any charges levied by MKSLegal)</i>										
Initial email advice following planning/housing officer review of request for DoV	*	x			178.00	186.90	5.00%			
Formal request to instruct on DoV (first clause)	*	x			357.00	374.85	5.00%			
(each additional clause)					128.00	134.40	5.00%			
Confirmation of S.106 clause compliance (desktop) (per clause)	*	x			153.00	160.65	5.00%			
(additional charge if site visit required)	*	x			127.00	133.35	5.00%			
<b>Enforcement</b>										
Written confirmation of closure of household enforcement case and reasons	*	x			51.00	53.55	5.00%			
(additional charge if site visit required)	*	x			51.00	53.55	5.00%			
Written confirmation of compliance with household enforcement notice	*	x			51.00	53.55	5.00%			
(additional charge if site visit required)	*	x			51.00	53.55	5.00%			
Written confirmation of closure of (other) enforcement case and reasons	*	x			82.00	86.10	5.00%			
(additional charge if site visit required)	*	x			51.00	53.55	5.00%			
Written confirmation of compliance with (other) enforcement notice	*	x			92.00	96.60	5.00%			
(additional charge if site visit required)	*	x			51.00	53.55	5.00%			
<b>Listed Building Works</b>										
Site visit and written confirmation of completion in accordance with approval	*	x			280.00	294.00	5.00%			
Written advice only (where possible without inspection)	*	x			153.00	160.65	5.00%			
<b>Planning Conditions</b>										
Written confirmation of compliance with condition	*	x			102.00	107.10	5.00%			
(each additional condition)	*	x			77.00	80.85	5.00%			
(additional charge if site visit required)	*	x			127.00	133.35	5.00%			
<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%			
<b>Statutory Application Fees (currently set nationally)</b>										
<b>Application to discharge conditions related to a permission</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%			

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			£	£	£	£	%	£	£	
<b><u>Written confirmation of conditions previously discharged relating to a permission</u></b>		x								
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><u>Research of Permitted Development Rights and Planning Histories</u></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</u></b>			1,298,862	1,179,110					1,179,110	
£462.00 per 0.1 hectare for sites up to and including 2.5 hectares		x			462.00	462.00	0.00%			
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%			
<b><u>Full Applications (and First Submissions of Reserved Matters)</u></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			22,850.00	22,850.00	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%			

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			£	£	£	£	%	£	£	
<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 4,215m²		x			22,859.00	22,859.00	0.00%			
<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 465m²		x			96.00	96.00	0.00%			
Gross floor space to be created by the development More than 465m²		x			2,580.00	2,580.00	0.00%			
<b>Erection/alterations/replacement of plant and machinery</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>Applications other than Building Works</b>										
<b>Car parks, service roads or other</b>		x			234.00	234.00	0.00%			
<b>accesses For existing uses</b>										
<b>Waste (Use of land for disposal of refuse or waste materials or deposit of</b>										
<b>material remaining after extraction or storage of minerals)</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>Operations connected with exploratory drilling for oil or natural gas</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%			

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			£	£	£	£	%	£	£	
<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%			
<b><u>Lawful Development Certificate</u></b>										
LDC - Existing Use - in breach of a planning condition					Equivalent to full application for same works					
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><u>Prior Approval</u></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><u>Reserved Matters</u></b>										
Application for approval of reserved a condition following grant of planning permission		x			462.00	462.00	0.00%			
matters following outline approval full fee due if the full fee already paid then £462 due.										
<b><u>Approval/Variation/discharge of condition</u></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><u>Change of Use</u></b> of a building to use as one or more separate dwelling houses, or other cases										
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><u>Other Changes of Use</u></b> of a building or land		x			462.00	462.00	0.00%			

Medium Term Financial Strategy 2023-24  
Fees and Charges  
Planning Infrastructure PAC

Appendix 5

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<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>1,525,860</b>	<b>1,457,410</b>				<b>0</b>	<b>1,457,410</b>	
<b>Grand Total</b>			<b>5,709,609</b>	<b>5,363,790</b>				<b>20,080</b>	<b>5,383,870</b>	

# Agenda Item 18

## EXECUTIVE

21 December 2022

### Procurement Policy Changes

Timetable	
Meeting	Date
Corporate Services Policy Advisory Committee	14 December 2022
Executive Meeting	21 December 2022

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Executive
Lead Head of Service	Mark Green, Director of Finance & Business Improvement
Lead Officer and Report Author	Adrian Lovegrove, Head of Finance
Classification	Public
Wards affected	All

#### Executive Summary

The Council is committed to delivering best value for its residents in every area of service and decided to review and develop its policies in a number of areas in regard to the procurement of its goods and services, most notably the Public Services (Social Value) Act 2012 and the Public Contracts Regulations 2015.

The review identified 3 key areas where we should be developing our policies:

- MBC Biodiversity and Climate Change Action Plan – including Sustainable Procurement Policy.
- Public Services (Social Value) Act 2012 – Social Value
- Modern Slavery Statement

Therefore the aim is to introduce new policies and revise contract approval levels to develop the procurement process. These changes support the Council's strategic priorities and current legislation. In 2019, the Council declared a climate emergency and set out a commitment to become carbon neutral by 2030. For many councils, the majority of greenhouse gas emissions and cost reduction opportunities lie outside internal operations. Using its own updated procurement frameworks, the Council can encourage and engage suppliers to develop proactive approaches to sustainability and reduce emissions and costs.

We also want to increase our social value impacts to take into account the “economic, social and environmental well-being of Maidstone Borough Council” in its procurement activity’.

Considering this, the Council would like to implement 2 new policies, and one statement as follows:

1. Sustainable Procurement Policy
2. Social Value Policy
3. Modern Slavery Statement

These will ensure the internal procurement process reflects legislation, remains fit for purpose and supports sustainability and social value within Maidstone.

**Recommendation to the Executive:**

That the following be approved:

- a) Procurement Sustainability Policy, attached at Appendix 1 to the report;
- b) Social Value Procurement Policy, attached at Appendix 2 to the report; and
- c) Modern Slavery Statement, attached at Appendix 3 to the report.

# Procurement Policy Changes

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	The new policies support the councils aims to be Carbon free by 2030 and support wider support to Maidstone with its Social Value procurement policy.	Director of Finance and Business Improvement (Section 151 Officer)
<b>Cross Cutting Objectives</b>	This report enables any links between performance and financial matters to be identified and addressed at an early stage, thereby reducing the risk of compromising the delivery of the Strategic Plan 2019-2045, including its cross-cutting objectives.	Director of Finance and Business Improvement (Section 151 Officer)
<b>Risk Management</b>	No direct impacts	Director of Finance and Business Improvement (Section 151 Officer)
<b>Financial</b>	Delivering best value for its residents in every area of service is vital. With changes to legislation, most notably the Public Services (Social Value) Act 2012 and the Public Contracts Regulations 2015, the Council has taken the opportunity to review and develop its procurement policies in a number of areas to support delivering VfM.	Senior Finance Manager (Client)
<b>Staffing</b>	No direct impacts	Director of Finance and Business Improvement (Section 151 Officer)
<b>Legal</b>	The Council can accept and implement the policies and statement as they are line with current legislation	Team Leader, Contracts and Commissioning MKLS
<b>Information Governance</b>	No impact	Head of Finance



<b>Equalities</b>	An equalities impact assessment has been carried out to ensure we have considered the impacts from the policy.	Equalities and Communities Officer
<b>Public Health</b>	No impact.	Head of Finance
<b>Crime and Disorder</b>	No direct implication from this report.	Director of Finance and Business Improvement (Section 151 Officer)
<b>Procurement</b>	The new policies allow the procurement function to support the sustainability and social values that are part of legislation, ensuring the function remains fit for purpose.	Director of Finance and Business Improvement (Section 151 Officer)
<b>Biodiversity and Climate Change</b>	<p>The Implications of this report on Biodiversity and Climate Change have been considered and fully align with the intentions of the MBC Biodiversity and Climate Change Action Plan - particularly Action 9.6 to 'Develop a corporate policy and procurement approach to social value that incorporates enhancing biodiversity and reducing our (scope 3) carbon footprint through the way we design, carry out and procure our services.'</p> <p>The largest emissions source of Maidstone Borough Council is the procured goods and services (contracts), which totalled an estimated 3,029 tCO<sub>2</sub>e in 2020, accounting for approximately 69% of the Council's footprint according to the Carbon Trusts Baseline Report.</p> <p>Sustainable Procurement will support the councils Net Zero 2030 commitments, and ultimately aims towards saving costs, reducing carbon, and supporting goods and services contracts to reduce supply/value chain carbon and costs as well.</p>	Biodiversity and Climate Change Manager

## **2. INTRODUCTION AND BACKGROUND**

2.1 As part of the work of regularly reviewing procurement policy and statements to ensure they remain fit for purpose and support the Council's priorities, it has been identified that there are two new policies, and a Modern Slavery Statement that the Council needs to implement to help achieve effective procurement function. The new policies and statement are summarised below.

### *Sustainable Procurement*

2.2 Attached at Appendix 1 is the sustainable procurement policy. The policy supports the Council's aim of becoming carbon neutral by 2030. Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the local economy, whilst minimising damage to the environment.

### *Social Value*

2.3 Appendix 2, the Social Value policy, sets out how the Council intends to deal with these requirements. The implementation of social, ethical, environmental and economic impacts should be in line with the Public Services (Social Value) Act 2012. The Council's intention is to commit fully to the Act by embedding its principles into internal procurement processes and procedures where it is feasible and appropriate to do so. The Council can use social benefits to bring long-term good to the Borough

### *Modern Slavery Statement*

- 2.4 Appendix 3 sets out the Modern Slavery Statement which contains the Council's expectations of officers and suppliers. The implementation of the statement will enable the Council to ensure that procurement processes take account of modern slavery when assessing the suitability of contractors to work with the Council.
- 2.5 These changes support procurement best practice and allow a consistent approach across Tunbridge Wells and Maidstone Borough Councils which operate a joint procurement function.

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## **3. AVAILABLE OPTIONS**

- 3.1 That the Executive approves:
- new policies (Appendices 1 and 2)
  - new Modern Slavery Statement (Appendix 3).
- 3.2 That the Executive do not approve the new policies and statement.

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

- 4.1 That the Executive approve :
- new policies (Appendices 1 and 2)

- new Modern Slavery Statement (Appendix 3).
- 

## **5. RISK**

- 5.1 The paper gives the Council the ability to ensure its procurement processes are fit for purpose and can start to impact upon sustainability and social value that will have benefits to Maidstone.
- 

## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 The policies have been consulted upon within the Council and have been presented informally to the Executive. This is the first time CS PAC will have seen these new policies and statement.
- 6.2 This report will be considered by Corporate Services Policy Advisory Committee on 14 December 2022 and the Committee's comments and recommendations will be reported to the Executive.
- 

## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 The recommendation for approval will go to the Executive on 21st December.
- 7.2 New policies and statement will be implemented in January.
- 

## **8. REPORT APPENDICES**

- Appendix 1: Procurement Sustainability Policy
  - Appendix 2: Social Value Procurement Policy
  - Appendix 3: Modern Slavery Statement
- 

## **9. BACKGROUND PAPERS**

None.

## **Sustainability Policy - Procurement**

### **Introduction**

Maidstone Borough Council is committed to providing the residents of the borough with excellent value in all areas of operation. In 2019 the Council declared a climate emergency and set out a commitment to become carbon neutral by 2030. For many councils the majority of greenhouse gas emissions and cost reduction opportunities lie outside internal operations. By measuring Scope 3 emissions, and working through procurement frameworks the council can encourage and engage suppliers to develop a proactive approach to sustainability, and reduce emissions and costs.

Considering this aim, the Council has reviewed its current processes and developed a policy to support officers and suppliers in moving towards this objective.

Due to the diverse nature of the goods and services provided the Council, this policy cannot offer a single solution for all contracts, but will be considered by Procurement and Legal at commissioning stage prior to any tender being released.

### **What is Sustainable Procurement?**

'Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the local economy, whilst minimising damage to the environment' ([LGA 2021](#)).

To Council supports staying within a global temperature threshold of 1.5 degree centigrade, which requires limiting cumulative carbon dioxide (CO2) emissions over the coming decades. By not reducing our carbon emissions in the recommended timeframe we add to the environmental impacts of rising global temperatures. Because global temperature change is determined by cumulative emissions, the pace at which we reduce emissions is important. The longer we wait, the sooner the remaining carbon space in the atmosphere will be used up.

### **What are the advantages of adopting this policy?**

The main advantage of adopting this policy will be to support the Council's aim of becoming Carbon neutral by 2030. This policy will also provide the following benefits.

- Guiding the Council when considering whole life sustainability impacts in all contracts and ensuring that we take a proportional approach and support suppliers in assisting us to reduce our joint carbon footprint.
- Support the Council in encouraging suppliers to assist us in reducing our consumption on utilities.
- Aiming to benefit our communities in encouraging small and medium size enterprises (SME's) to work with the Council and to engage with

sustainability issues. The policy will also aim to provide information on guidance as to how they can calculate and reduce their carbon footprint.

- Ensuring greenhouse gas emissions and energy risks within the supply chain of Council procured services are fully understood, including long term 'carbon costs' and to enable appropriate mitigation measures to be implemented.
- Equally, it will enable suppliers to review their own business supply chain and energy security measures.
- Identifying which suppliers are leaders and which are laggards in terms of their sustainability performance.
- Engaging suppliers and assisting them to implement sustainability initiatives
- Improving the energy efficiency of suppliers' products
- Positively engaging with employees to reduce emissions from business travel and employee commuting.

### **How will the Sustainable procurement policy work in practice?**

Due to the varying industries the Council procure works and services from, this policy proposes a flexible timeline to ensure compliance, fair competition and measurable results. This flexibility will also allow us to remain committed to supporting local SME's as we progress.

During the commissioning phase of any contract, the Council will explore the industry that we are looking to source from and adjust sustainability expectations as required. Officers will be asked to consider the contract term and any technical developments within the industry they are looking to procure services or works from. For example, the construction industry has made significant strides to meet sustainable requirements. In this instance, the Council would move to stage 3 of our vision. For industries that are starting this journey we would continue with the vision plan as it is set out.

In all cases a balanced consideration of the social, ethical, environmental and economic impacts will be undertaken. In line with the '[Public Services \(Social Value\) Act 2012](#)' the Council must consider—

- a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
- b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

This is to ensure procurement can be used to deliver relevant local priorities, creating new businesses, new green jobs, and new green skills in the UK, improve supplier diversity, innovation and resilience, and tackle climate change and reducing waste.

### **Our Vision**

Embedding sustainability into procurement can support the objectives of an organisation as set out in relevant policies and strategies and can be adapted to reflect the nature of the contract. The vision for this policy is to provide a framework for officers and suppliers that will guide the Council's procurement and provide contracts that contribute towards the Council achieving its aim of becoming carbon neutral by 2030.

The main themes underlying this policy are engagement, consideration and adaptation to each procurement and the outcome.

1. Engagement – This will support and provide guidance for suppliers to enable them to demonstrate how they comply fully with the procurement opportunities advertised. The Council will run events as set out in the 5-year procurement plan which will engage local suppliers and provide support and references to guidance in order to encourage them to begin operating in a sustainable manner.
2. Consideration and adaptation – This will be essential for the policy to be successful; the Council must change and adjust the approach for each procurement, adapting the expectation dependent on each industry's current market position.
3. Outcomes – To achieve its target's the Council will expect all suppliers to be aligned with its ambition to work towards being carbon neutral by 2030. This will require all suppliers to implement their own carbon reduction measures and reduce their own carbon emissions as much as possible. Only after all possible emissions have been mitigated should a verified offset scheme be considered.

Disclosure requirements vary from sector to sector and between small, medium and [large](#) businesses. The policy will be tailored to fit procurement of each scale so as not to exclude or unfairly discredit comparisons between different size businesses and companies. Working with our suppliers is key to delivering the aims of this policy.

As such we will monitor and measure their performance, encourage them to conduct their operations in line with the council's commitments and make their own [commitments](#), and embrace continuous improvement.

Our five-year proposal aims to build and develop a strategy that will encourage supplier engagement and will establish contracts that will assist the Council in achieving its carbon neutral objectives. Our vision is split into the short, medium, and long term.

#### ➤ *Short term – Years 1*

- During this phase we will start the engagement process This will set out the Council's aims and expectations for suppliers. At this phase we will support suppliers in finding resources and guidance for their own Sustainability plans.
- Suppliers will be expected to answer a questionnaire which will be adapted to suit the procurement exercise and the contract type. Suppliers who are in the early stages of looking into becoming more

sustainable will be able to evidence attendance at events as part of their submission.

- Suppliers will be encouraged to assess their own scope 1 and 2 greenhouse gas emissions (GHG)
- Suppliers who have already made efforts to monitor their emissions will be scored more highly
- *Medium Term – Years 2 and 3*
  - In the medium term we will continue to build upon previous work and continue with local supplier engagement.
  - We will expand on the questions asked of suppliers, during this phase they will be required to provide more data and further details of their sustainability efforts which this will include evidencing their carbon reduction forward plan.
  - We will also begin to set targets for specific categories that form a major part of the Council's scope 3 emissions.
  - From year 3 of this policy, it will be mandatory for suppliers to provide scope 1 and 2 data to the Council.
- *Long term – Years 3 and 4*
  - In the long term, the Council will have a mandatory requirement for all suppliers to provide carbon footprint data for scope 1, 2 and 3 emissions.
  - Suppliers should have developed their carbon knowledge and should be able to supply the Council with in depth data to support the Council's carbon neutral targets.
  - Suppliers will be asked to provide copies of their carbon reduction policies and their actions plans, including details of their carbon footprint trajectory and reductions achieved. Ongoing progress as to the supplier's carbon reduction will be provided to the Council's throughout the contract term.

### **Delivery**

The Council will integrate the policy into its procedures as follows:

- For all contracts the commissioning/contracting officer will need evidence that they have investigated the marketplace current positioning on sustainability and shall then adjust the process to act reasonably regarding the current positioning of that industry.
- For any construction projects officers must consider embedded carbon and include a sustainability weighting within the tender documents, this must be given a sufficient weighting in the overall score for the evaluation process.
- For some procurement exercises the whole life cycle assessment of products will need to be considered. This is a technique for assessing the environmental aspects associated with a product over its life cycle.

Once a procurement exercise is concluded, the responsibility for the contract officers will be to ensure data is collected and monitored and that the supplier adheres to their tender response.

This policy will be reviewed annually and adjusted in line with the Council's sustainability targets.

- For clarification, whilst the Council refers to 'carbon neutral', in this instance it has the same meaning as net zero. Net zero means any emissions remaining, after all possible efforts to mitigate them have been undertaken, would be balanced by verified schemes to offset an equivalent amount of greenhouse gases from the atmosphere



# **Social Value Policy**

**Public Services (Social Value) Act 2012**

**and the**

**Public Contracts Regulations 2015**

*'to take into account the "economic, social and environmental well-being of Maidstone Borough Council" in its procurement activity'*

drafted August 2022

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2.0 What is Social Value?	3
3.0 What are the advantages of adopting this policy?	4
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5.0 How will the Social Value Policy work in practice?	5
6.0 Delivery and reporting	6
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## 1. Introduction

Maidstone Borough Council is committed to delivering best value for its residents in every area of service. The Council has taken the opportunity to review and develop its policies in a number of areas in regards to the procurement of its goods and services.

The Public Services (Social Value) Act 2012 came into force in January 2013 and laid out the responsibilities of a contracting authority when procuring goods and services contracts (subject to public procurement regulations) to take into account the “*economic, social and environmental well-being of the relevant area*” in its procurement activity.

The Council’s intention is to commit fully to the Act by embedding its principles into our procurement processes and procedures where it is feasible and appropriate to do so.

Due to the diverse nature of the goods and services provided the Council, this policy cannot be considered as standard for every contract, but will be considered by Procurement and Legal at commissioning stage prior to any tender being released.

## 2. What is Social Value?

Social Value has been defined as the additional benefit to the community from a commissioning or procurement process, over and above the direct outcome of the purchasing of the goods and services (the outcome of the tendering or quotation process).

The Public Services (Social Value) Act 2012 states:

*The authority must consider—*

- (a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and*
- (b) how, in conducting the process of procurement, it might act with a view to securing that improvement.*

In order to fully embed and embrace social value, commissioning/contracting officers must consider more than the core services or goods being delivered by the contractor and look for opportunities to enhance the value of the contract to the wider community.

### 3. What are the advantages and disadvantages of adopting this policy?

Requiring suppliers to deliver social benefits while they deliver the main element of their contract means that there is a magnified benefit for the borough. Incorporating social value into our commissioning and procurement process is not difficult and can make a tangible difference to people in the community, to service delivery and to the Council's spending plans as a whole.

Adoption of this policy can provide **advantages** as noted below:

- **Promoting greater environmental sustainability:** Minimising waste and pollution, supporting carbon reduction initiatives, furthering energy efficiency and other sustainability programmes to retain, protect, and promote the character of Maidstone's natural environment for the benefit of residents and wildlife;
- **Promoting fair employment practices:** Ensuring workforce equality and diversity within supply chains, compliance with the National Living Wage and Modern Slavery Legislation etc;
- **Meeting targeted recruitment and training needs:** Offering a range of apprenticeship, training and skills development opportunities as well as employment opportunities;
- **Community benefits:** Maximising opportunities for Maidstone organisations to participate in the Council's supply chains and encouraging suppliers to make a social contribution to the local area;
- **Ethical sourcing practices:** Ensuring compliance with UK and international standards, promoting fair trade (including payment terms to subcontractors) and fair pricing policies, tackling corruption, child labour, animal welfare, blacklisting of union members and similar social issues; and
- **Encouraging a diverse base of suppliers:** Promoting supplier diversity; including the participation of small and medium sized enterprises (SME's) and third sector organisations, and local suppliers in general.

The potential **disadvantages** of adopting this policy are:

- The social value elements of new tenders and contracts are likely to add additional cost;
- Contract managers will have an additional responsibility for the delivery of social value clauses within contracts, which many will not be familiar with. This will require further training and development.

## 4. How does this policy fit with organisational priorities?

This Social Value Policy fully supports the Council's 4 corporate priorities of:

1. Embracing Growth and Enabling Infrastructure;
2. Homes and Communities;
3. A Thriving Place; and
4. Safe, Clean and Green.

The policy will also support the Implementation of the Biodiversity and Climate Change strategy and action Plan. As noted in the introduction, the Public Services (Social Value) Act 2012 places a duty on the Council to consider and secure improvements in the wellbeing of the area through procurement activity.

This policy may also support the Council's obligations under the Equality Act (2010) by seeking to advance opportunities for disadvantaged groups through the provision of social value benefits within our contracts.

## 5. How will the Social Value Policy work in practice?

Council representatives are required to seek measurable, verifiable social value outcomes that:

- i. are relevant to the purpose of commissioning where possible;
- ii. can reasonably be included in contract specifications; and
- iii. contribute to achieving the Council's priorities.

In order to maximise the opportunity for social value benefits to be achieved, the commissioning/contracting officer should be considering any potential added social value from the very start of the commissioning process. This needs to be communicated in a very clear and consistent manner to the potential contractors in the tender documentation in order to ensure there are no misinterpretations of the Council's expectations.

Some examples of how the Council can use social benefits to bring long-term good to the Borough are:

- Creating skills and training opportunities (e.g. apprenticeships or on the job training);
- Creating employment opportunities for workless residents including the long-term unemployed or NEETs (those not in education, employment or training);
- Offering work placements to students and young adults;
- Providing career advice and information for young people;

- Offering curriculum support to schools and colleges on careers relating to services delivered by contractors;
- Providing additional opportunities for individuals or groups facing greater social or economic barriers.
- Creating supply chain opportunities for SMEs and social enterprises;
- Developing the capacity of local SMEs;
- Creating opportunities to develop third sector organisations.
- Improving market diversity;
- Encouraging community engagement with groups of individuals who might otherwise feel disengaged;
- Supporting initiatives like targeting hard to reach groups;
- Encouraging ethical and fair trade purchasing; and
- Promoting greater environmental sustainability, such as:-
  - Increased biodiversity/available green space
  - Efficient use of resources and minimising waste
  - Reduced energy and fuel consumption in the provision of services
  - Improvements in Environmental Management Performance

This list is not intended to be exhaustive, and contractors should be encouraged to bring innovative ideas to the Council in respect of added social value when they submit their tender responses. We can and will however provide examples of possible ideas for adding social value to the contractors in order to aid their understanding.

## 6. Delivery

The way in which the Council will incorporate the policy into its procedures is as follows:

- For contracts with a value of less than £75k (or latest level as per the Constitution), the commissioning / contracting officer will need to show evidence that they have given due consideration to social value opportunities. If any are identified, they must be included in the tender documents and given a sufficient and proportionate weighting in the overall score for the evaluation process.
- For contracts with a value exceeding £75k (or latest level as per the Constitution), the commissioning officer **must** include social value criteria within their tender specification, which should be weighted as a minimum of 10% of the overall score. The figure of 10% places sufficient emphasis on social value within the tender process, but is not considered too onerous as to be a deterrent to potential tenderers. It is also comparable with other local authority's social value policies.

Once a procurement exercise is concluded, the responsibility for ensuring the committed social value benefits are actually delivered falls to the officers responsible for management of the contract. Department heads should be informed of the social value benefits committed to by the contractor and should in turn commit to providing the contract manager with the support they need to ensure it is delivered.

## 7. Review

Maidstone Borough Council will periodically review its Social Value Policy. In doing so, it will take account of any changes in legislation pertaining to the Public Services (Social Value Act) 2012, Public Contracts Regulations 2015, the Local Government Act and any changes to the Council's priorities.

## **Modern Slavery in the Supply Chain Statement**

### **Introduction**

Maidstone Borough Council contracts with a range of suppliers of all sizes to provide essential goods and services, in order to deliver its services to the residents and businesses of the borough. The Council understands it has a wider social responsibility and is committed to having a positive impact on the working environments of all those involved in the fulfilment of these contracts.

### **What is Modern Slavery?**

The Local Government Association uses the following definition of Modern Slavery, provided by Unseen UK.

**'The term 'Modern Slavery' captures a whole range of types of exploitation, many of which occur together. These are defined by Unseen UK to include but are not limited to:**

- **Sexual exploitation: this includes sexual abuse, forced prostitution and the abuse of children for the production of child abuse images/videos.**
- **Domestic servitude: this involves victims being forced to work in usually private households, performing domestic chores and childcare duties.**
- **Forced labour: this can happen in various industries, including construction, manufacturing, laying driveways, hospitality, food packaging, agriculture, maritime and beauty (nail bars).**
- **Criminal exploitation: This can be understood as the exploitation of a person to commit a crime, such as pick-pocketing, shop-lifting, cannabis cultivation, drug trafficking and other similar activities that are subject to penalties and imply financial gain for the trafficker.**
- **Human trafficking: this requires that a person arranges or facilitates the travel of another person with a view to that person being exploited. The offence can be committed even where the victim consents to the travel. This reflects the fact that a victim may be deceived by the promise of a better life or job or may be a child who is influenced to travel by an adult.**
- **Other forms of exploitation: organ removal; forced begging; forced benefit fraud; forced marriage and illegal adoption.'**

The Modern Slavery Act (2015) provides the legislation behind the Government's commitment to eliminating Modern Slavery across the United Kingdom. The Council recognises the importance of this legislation, and aims to outline the expectations we have of our officers and supply chain through this statement.



### **Our expectations of all Suppliers**

The Council has the following expectation of any supplier its contracts with;

1. The Council expects all its suppliers to recognise and take steps to ensure modern slavery is eradicated from its business activities.
2. The Council also expects that all its suppliers to be in compliance with the Modern Slavery Act of 2015, including the obligation to publish any relevant documents. Businesses should familiarise themselves with this legislation and the relevant guidance.
3. Suppliers will follow the appropriate reporting routes if they suspect, witness or receive any reports of Modern Slavery within their business and through the course of their operations.
4. Suppliers should educate their staff to recognise and report any instances of modern slavery. These reporting routes should be clear and transparent.

### **Commissioning**

The Council will integrate this statement into its procedures as follows:

- For all contracts the commissioning/contracting officer will need to request evidence from the supplier that they are in compliance with the Modern Slavery Act (2015).
- During any tendering process, officers will be encouraged to explore the Modern Slavery risks within the contract. This may include;
  - Requesting confirmation that all employees have written contracts of employment.
  - Requesting confirmation that all employees are paid at least the national minimum wage and, where appropriate, encouraging suppliers to pay the living wage.
  - For suppliers with a turnover less than the legally mandated threshold, the Council will encourage production of a Modern Slavery Statement or Policy as appropriate.

Once a procurement exercise is concluded, the responsibility for the contract officers will be to ensure data is collected and monitored and that the supplier adheres to their tender response and is in compliance with all legislation.

This statement will be reviewed periodically and amended as necessary.

# Agenda Item 19

**Executive**

**21 December 2022**

## Mid Kent Waste Collection Contract Award

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Communities, Housing and Environment Policy Advisory Committee	Tuesday 13 December 2022
Executive	Wednesday 21 December 2022

<b>Will this be a Key Decision?</b>	Yes
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Executive
<b>Lead Head of Service</b>	William Cornall, Director of Regeneration and Place
<b>Lead Officer and Report Author</b>	Jennifer Stevens, Head of Environment and Public Realm
<b>Classification</b>	Public Report and Appendix 1  Exempt Appendix Appendix 2: Tender Price Breakdown The appendix contains exempt information as classified in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 in that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining this exemption outweighs the public interest in their disclosure.
<b>Wards affected</b>	All

### Executive Summary

The report provides a summary of the procurement process of the Mid Kent Waste Contract which is due to commence in March 2024 and the recommendation for Contract Award.

A Competitive Dialogue Process has been undertaken over the past 12 months, with one compliant bid received at Final Tender stage. The report outlines the submission received from Bidder A, including the quality and price scoring.

### **Purpose of Report**

Recommendation

### **This report makes the following recommendations to the Executive that:**

1. The Mid Kent Waste Contract is awarded to Bidder A;
2. The Director of Finance, Resources and Business Improvement is given the delegated authority to issue a Letter of Intent to Bidder A to enable contract mobilisation to commence; and
3. £5.8 million capital funding is allocated for the purchase of Maidstone's waste collection fleet.

## Mid Kent Waste Collection Contract Award

### 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>The Mid Kent Waste Collection Contract supports the delivery of a "Safe, Clean and Green" environment by delivering comprehensive recycling services and ensuring waste is collected effectively and efficiently.</p>	Head of Environment and Public Realm
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The Mid Kent Waste Contract considers the environmental impact and social value of the services and seeks to identify opportunities to improve environmental sustainability and biodiversity through this contract including specific interventions at depots as well as improving outcomes for local communities through engagement, training and employment opportunities.</p>	Head of Environment and Public Realm
<b>Risk Management</b>	The risks associated with the recommendations of this report are included in Appendix 1.	Head of Environment and Public Realm

<b>Financial</b>	The budgetary implications of the proposed recommendations from this report have been built into the draft budget for 2023/28, which is subject to approval at Council (22 <sup>nd</sup> February 2023).	Section 151 Officer & Finance Team
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Head of Environment and Public Realm
<b>Legal</b>	Accepting and acting on the recommendations will fulfil the Council's duties and uses its powers under the Environmental Protection Act 1990.	Team Leader, Contracts and Commissioning MKLS
<b>Information Governance</b>	The recommendations will impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes. The Information Governance Team will review the processing of personal data affected and the associated documentation will be updated accordingly, including a data protection impact assessment.	Senior Information Governance Officer
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Equalities & Communities Officer
<b>Public Health</b>	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Housing and Inclusion Team Leader
<b>Crime and Disorder</b>	No implications identified	Head of Environment and Public Realm
<b>Procurement</b>	This report provides the outcome of a competitive dialogue procurement process, overseen by Ashford Borough Council's procurement team and in line with financial procedure rules.	Head of Environment and Public Realm
<b>Biodiversity and Climate Change</b>	Consideration of the Contract's environmental impact has been a fundamental part of the specification, dialogue, and evaluation process. The service provision is designed to meet the aims of Maidstone's Biodiversity and Climate Change Action Plan in relation to improving recycling rates, reducing contamination, and	Biodiversity and Climate Change Manger

	promoting waste reduction, reuse, and home composting. In addition, bidders were asked to provide solutions to reduce the Council's carbon footprint and support the net zero 2030 commitment. Proposals included by Bidder A are included within the report.	
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 In March 2021, the Communities, Housing and Environment Committee made the decision to continue as part of the Mid Kent Partnership to outsource its waste and recycling collection services and undertake a competitive dialogue procurement process to secure the highest quality and cost-effective outcome for residents. This included the collection of food waste, refuse, dry recycling, garden waste, bulky items and clinical waste.
- 2.2 The procurement process started in December 2021 and a three-stage process has since been carried out including dialogue with each of the bidders to fine-tune their submissions to meet the needs of the Partners and drive down cost whilst maximising quality.
- 2.3 Two bids were received at the initial stage - Invitation to Participate in Dialogue (ITPD) – and were then refined at the Invitation to Submit Refined Solutions (ISRS) stage. Throughout the process, two bidders fully engaged with the process and contributed to meaningful dialogue to reduce risk pricing, improve quality, and explore innovation.
- 2.4 At Final Tender Stage, one bid was received. The bid was compliant with the Partner's specification and project agreement.
- 2.5 The table below shows the evaluation criteria and weighting that were applied at Final Tender Stage:

Evaluation Criteria			
Price	40%		
Quality	60%	Technical	35%
		Quality Management System (QMS)	17.5%
		Environment	5%
		Social Value	2.5%

- 2.6 The Tender was scored by each Partner Authority and then moderated over the three to reach an agreed score of each element. The scores for Bidder A are included in paragraph 2.19.

### Submission Summary

- 2.7 The final tender submission received from Bidder A included numerous notable improvements to service quality that provide the Council with reassurance that Bidder A has considered the challenges ahead and has

sought innovative yet cost effective solutions to meet them. Overall, the quality of the Bid was considered good as shown in the scoring.

- 2.8 The Technical Solution was good with the use of pod vehicles for the co-collection of food and recycling or refuse. These vehicles have been selected as they are more robust with improved payload than the twin-packs currently used. The vehicle has a non-compacting compartment behind the cab for the collection of food waste and a single compartment across the back for either refuse or recycling. An image of the proposed vehicle is shown below.



- 2.9 A full-time garden waste narrow access resource has also been included to improve the resilience of this service which is currently struggling with reliability.
- 2.10 Bidder A has also developed a partnership with Demelza Hospice Care to enable the reuse of suitable bulky items. This has been an objective within the Council's Waste Strategy for many years, however, it had not been possible to find a suitable reuse partner. The commitment within the submission from Demelza Hospice Care is a positive step forward to meet this objective. The submission also includes the collection of small waste electrical and electronic equipment (WEEE), textiles and batteries as free items within a paid bulky collection and they will hold three mobile collection points per year as part of a recycling roadshow to promote recycling across the Borough.
- 2.11 The Quality Management System submission by Bidder A was comprehensive with improved use of technology to track service requests automatically from the customer to the crew and back to the customer, including bin deliveries and missed collections. The system enables the Council to have full access to vehicle tracking and CCTV systems as well as the Waste Service Management System (WSMS) which will provide full visibility to the client team to resolve complaints.
- 2.12 The system also requires the collection crews to positively confirm the collection of each assisted collection and enables flags to be created for properties who have experienced repeated service failures. This will provide greater monitoring and visibility of the collections.
- 2.13 Throughout the dialogue stages and contained within the Final Tender Submission, the opportunities to improve the services' environmental impact have been fully explored, particularly the use of electric vehicles (EVs). This part of Bidder A's submission was more limited, recognising

that the availability of suitable vehicles, cost of alternative fuels and infrastructure would be prohibitive. For Maidstone it is proposed to have electric supervisor vans, but no frontline EVs as there is currently insufficient charging infrastructure at the Park Wood Depot and the vehicles are over double the capital cost of a standard diesel refuse collection vehicle. Electric pod or twin-pack vehicles are also not available at the present time.

- 2.14 A Special Projects Officer has been included with a particular focus on increasing recycling from flats and communal collections. The proposal includes direct interventions in several sites each year including the provision of alternative collection arrangements, additional signage, reusable bags for residents and increased resident engagement.
- 2.15 The submission also includes voluntary Sustainability Champions and biodiversity initiatives at each Depot and route optimisation work throughout the contract term to incorporate property growth across the Borough, which has seen fuel reductions of 5-15% on other contracts.
- 2.16 The Social Value submission was strong, demonstrating that Bidder A is committed to their employees, the community, local charities, and the Partnership. This included offering skills training sessions, two community events per year, six apprenticeships and four internships including one in partnership with Leonard Cheshire to support those with disabilities and long-term health concerns. The submission also includes mental health first aid training for a proportion of staff and 20 places for Council officers. School initiatives are also included with STEM (science, technology, engineering and mathematics) resources and inter-school competitions and prizes.

### **Submission Score**

- 2.17 The moderated scores across the Partnership for Bidder A are shown below:

	<b>Price (40%)</b>	<b>Quality (60%)</b>	<b>TOTAL</b>
Bidder A	40	41.88	81.88

- 2.18 As only one bid was received at final tender stage, the price comparison was made with the projected cost of operating a Local Authority Collection Company (LACC). This work was carried out by Waste Consulting Ltd based on the resources required to provide a comparable service. The LACC cost was projected to be more than Bidder A's tender price predominantly due to the higher pension contribution and higher overhead costs, resulting in the price score shown above.
- 2.19 The cost breakdown of Bidder A's final tender is included in Exempt Appendix 2. This cost is correct as at September 2022 and will be subject to indexation at contract commencement. Adjustment to the price will also be made based on revised TUPE information - Transfer of Undertakings (Protection of Employment) - relating to staff costs and increase to services such as property growth.



- 2.20 It is recommended that the Partnership fund the capital investment in the fleet as this will significantly reduce costs. If Bidder A were to fund the fleet and recover the cost through the annual contract sum, the Partners would incur higher borrowing fees, profit margin and a risk premium. A full breakdown of the costs is included in Exempt Appendix 2.
- 2.21 It is recommended that the Committee recommend to the Executive that £5.8 million funding is allocated within the Capital Programme for the purchase of the waste collection fleet. This includes a contingency for potential material and labour cost increases in their manufacture. The capital cost of the fleet was included within the evaluation process to ensure value for money is achieved.
- 2.22 Although the recommendation is for the Council to fund the capital purchase of the fleet, as set out in the project agreement, the Contractor will be responsible for the specification, procurement, maintenance, and safety of the fleet. Should a vehicle require replacing during the contract term, this will be funded by the Contractor.

### **Contract Award Process**

- 2.23 As this is a partnership contract across Mid Kent (Ashford, Maidstone and Swale Borough Councils), all partners are required to agree the Contract Award.
- 2.24 Each authority is taking the decision through their governance arrangements in December 2022 and if agreed Contract Award will be made in early January 2023 to enable mobilisation to commence. The Contract documents will then be sealed by all Partners and the Contractor.
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## **3. AVAILABLE OPTIONS**

- 3.1 That the Waste Collection Contract is awarded to Bidder A.
- 3.2 Alternatively, the Executive could decide that the contract is not awarded and alternative options for delivery are reviewed.
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## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 It is recommended that the Waste Collection Contract is awarded to Bidder A.
- 4.2 A two-year process has been undertaken to review the options for delivery, prepare the specification and complete a three-stage competitive dialogue procurement process. Throughout this process all alternative service and delivery options have been considered including bringing the service in-house, operating a trading company and changing to twin-stream collections.

- 4.3 The Final Tender received from Bidder A offers the Council improvements to service standards through technological advancements, more detailed KPIs and greater resource resilience.
- 4.4 If the contract is not awarded to Bidder A, the Council could be in breach of its commitment to the Mid Kent Partnership as they would be unable to enter into the new contract. With only 16 months until the contract is due to start, there is insufficient time to carry out a new procurement process or to set up an in-house service. Therefore, if the contract is not awarded there is a high likelihood that the Council would be unable to fulfil its statutory duties for waste collection from March 2024 or would be required to agree temporary arrangements that are likely to be substantially more expensive and potentially open to challenge.
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## **5. RISK**

- 5.1 The risks associated with the recommendations contained within this report are included in Appendix 1.
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## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 An original scoping report was presented to the Communities, Housing and Environment Committee in June 2020 to outline the options for delivering the waste, recycling and street cleansing services. A Member workshop was then held in September 2020 to explore the options further.
- 6.2 A final report was taken to the Committee in March 2021, and it was agreed that the Council would retain its commingled collection arrangements, would re-tender the waste collection contract and would remain within the Mid Kent Waste Partnership.
- 6.3 This report will also be considered by the Communities, Housing and Environment Policy Advisory Committee on 13 December 2022 and the Committee's comments and recommendations will be reported to the Executive.
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## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 If the recommendation is agreed across the Partnership, the contract will be awarded to Bidder A and a letter of intent will be issued whilst the contract is compiled and sealed by all parties.
- 7.2 The mobilisation period will then commence, which will include securing vehicle build slots, integrating ICT systems and staff engagement.
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## **8. REPORT APPENDICES**

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

Appendix 1: Risk Management

Exempt Appendix 2: Tender Price Breakdown

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## **9. BACKGROUND PAPERS**

None

## Appendix 1 – Risk Management – Mid Kent Waste Contract Award

Vulnerability/Risk	Trigger	Consequences	Current Rating
Contract Award	<ul style="list-style-type: none"> <li>- One or more authorities do not agree the award</li> <li>- Bid is not compliant so cannot be awarded</li> <li>- Bidder withdraws from process</li> </ul>	Contract cannot be awarded Reputational risk to the Council Unable to deliver statutory duties Legal costs	Likelihood: 2 Impact: 4  Rating: 8
Deliverability	<ul style="list-style-type: none"> <li>- Resource plan is not robust</li> <li>- Mobilisation plan not adequate</li> <li>- Insufficient experience</li> <li>- Data provided is inaccurate</li> <li>- Specification unclear or misinterpreted</li> </ul>	Service failures Reputational risk to the Council Unable to deliver statutory duties	Likelihood: 3 Impact: 4  Rating: 12
Vehicle availability	<ul style="list-style-type: none"> <li>- Lead-times become prolonged</li> <li>- Order books closed</li> <li>- Hire market limited</li> </ul>	Service failures Unable to deliver statutory duties Reputational risk to the Council	Likelihood: 2 Impact: 4  Rating: 8
Financial	<ul style="list-style-type: none"> <li>- TUPE information incorrect</li> <li>- Indexation increases significantly</li> </ul>	Contract cost exceeds the budget within MTFS Service reductions required to meet budget Savings required elsewhere to offset costs	Likelihood: 3 Impact: 3  Rating: 9
Challenge	<ul style="list-style-type: none"> <li>- Contract extension</li> <li>- Non-compliant bid accepted</li> <li>- Process unfair</li> </ul>	Delay to contract award Contract cannot be awarded	Likelihood: 2 Impact: 3  Rating: 6

No.	Current Rating	Target Rating	Risk		
1	8	6	Contract Award		
Control in place	Adequacy of controls	Required action/control	Responsible Officer	Success Factors	Date for Review
Regular and ongoing engagement with decision makers Decision already taken by Members to pursue this route	Good	Joint meeting of Cabinet / Executive / Committee if decision is not agreed in December to consider options	Jennifer Stevens	Contract Award Decision taken by each authority Letter of Comfort issued	Weekly until end Jan 2023

Maidstone has depot and resources available to offer alternative service if required Business continuity plans Extension option available with incumbent					
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No.	Current Rating	Target Rating	Risk		
2	12	8	Deliverability of Service		
Control in place	Adequacy of controls	Required action/control	Responsible Officer	Success Factors	Date for Review
Competitive Dialogue process to refine solution and issue clarifications Consultant support to review resource plans and submissions Bidder CVs and experience captured in submission Client officers reviewing resourcing and submission and seek clarification Contractual protections in place	Good	References followed up Regular mobilisation meetings to identify risks Risk register to be created for mobilisation	Jennifer Stevens	Mobilisation Plan in place and delivered	Monthly

No.	Current Rating	Target Rating	Risk		
3	8	6	Vehicle Availability		
Control in place	Adequacy of controls	Required action/control	Responsible Officer	Success Factors	Date for Review
Quotes obtained from vehicle manufacturers with lead-times	Good	Regular mobilisation meetings Contingency plans developed Depot to be in place to take delivery of vehicles before contract start	Jennifer Stevens	Vehicles delivered Contract commencement	Monthly

Contract commencement delayed enabling longer mobilisation period Further extensions of current contract available Vehicle specifications simplified where possible Vehicle hire arrangements in place Reassurance from Fleet Director					
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No.	Current Rating	Target Rating	Risk		
4	9	6	Financial		
Control in place	Adequacy of controls	Required action/control	Responsible Officer	Success Factors	Date for Review
Three-staged process has refined costs Risks have been identified and eliminated from the pricing MTFS based on higher initial cost estimations Local Authority comparator used to ensure costs realistic Section 151 Officer engagement through the process Indexation matched to the actual cost profile of bidders	Fair	Projections of indexation factored into costs Review of position on staff pay rates to project increases	Jennifer Stevens	Contract cost as of April 2024 is within MTFS budget	Monthly

No.	Current Rating	Target Rating	Risk
5	6	3	Challenge

Control in place	Adequacy of controls	Required action/control	Responsible Officer	Success Factors	Date for Review
Contract extension within 50% of contract value Agreed early in process before final tender Legal advice sought throughout procurement Consultants advise sought throughout procurement Bid checked for compliance Procurement oversight throughout	Good	Extension to be advertised Ongoing dialogue with incumbent to manage process	Jennifer Stevens	Contract Awarded No challenge received	Weekly until Feb 2023

# Agenda Item 20

**EXECUTIVE**

**21 December 2022**

## Granada House Refurbishment

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Communities Housing and Environment Policy and Advisory Committee	13 <sup>th</sup> December 2022
Executive	21 <sup>st</sup> December 2022

<b>Will this be a Key Decision?</b>	Yes
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	EXECUTIVE
<b>Lead Head of Service</b>	William Cornall
<b>Lead Officer and Report Author</b>	Andrew Connors
<b>Classification</b>	<p>Public Report with Exempt Private Appendix</p> <p>The information contained within the Appendix has been considered exempt under the following paragraph of part 1 of schedule 12A to the Local Government Act 1972:-</p> <p>3 = Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>Public Interest Test</p> <p>On applying the public interest test, the public interest in non- disclosure of the report outweighs the public interest in disclosing this information. The reasons in favour of disclosure are the public interest in ensuring value for money and the reasons against disclosure are the harm to the Councils financial position in respect of a commercial transaction. Any disclosure of such information may compromise the negotiating position of the Council. Keeping</p>



	the information exempt is therefore in the public interest.
<b>Wards affected</b>	High Street

### **Executive Summary**

We are requesting permission to proceed with the refurbishment works with the preferred contractor for the total scheme cost as outlined within Exempt Appendix 1 – Financial Summary. This issue is to be considered by the Communities Housing and Environment Policy Advisory Committee before to advise the Executive's decision.

### **Purpose of Report**

Decision

### **This report makes the following recommendations to the Executive to:**

1. Agree to carry out the proposed refurbishment works to Granada House up to the Total Scheme Cost as outlined in Table 1 within Exempt Appendix 1 – Financial Summary.
2. Enter into contract with the preferred contractor to carry out the refurbishment works to Granada House.
3. Agree that:
  - a) Officers explore fully with Pelling's (the appointed Employers Agent) and the appointed Contractor the merits of providing solar PV to the property as a way of off-setting electrical use.
  - b) That this option and additional expenditure (as outlined in Table 2 within Exempt Appendix 1 – Financial Summary) is only pursued after consultation, post contract award with the Lead Member on the Executive for Housing and Health.
4. Agree that the Director of Finance, Resources and Business Improvement is granted delegated authority to enter into any related appointments, legal actions, deeds, contracts and agreements which may be required to facilitate the refurbishment works required.
5. Agree that the Head of Mid Kent Legal Services is authorised to appoint the Solicitors required to negotiate and complete the necessary contract documentation, deeds and agreements associated with the refurbishment works on the terms as agreed by the Director of Finance, Resources & Business Improvement.

# Granada House Refurbishment

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>Accepting the recommendations will materially improve the Council's ability to achieve and support Embracing Growth and Enabling Infrastructure and Homes and Communities. We set out the reasons other choices will be less effective in section 2 [available alternatives].</p>	Director of Regeneration and Place.
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The report recommendations support the achievements of the cross-cutting objectives by respecting the heritage of the existing building with sensitive design and addressing and reducing health inequalities with significant upgrade works to improve the internal and external condition and visual appearance of the building.</p>	Director of Regeneration and Place
<b>Risk Management</b>	Already covered in the risk section	Director of Regeneration and Place
<b>Financial</b>	The report sets out the challenges to delivering this project in a way that delivers value for money to the Council. The	Director of Finance, Resources

	associated risks will need to be managed with care and any variance from the planned course of action reported back at the earliest opportunity. The costs of the works exceed what is currently in the capital programme, but the additional funding will be identified as part of the ongoing development of the new five-year programme for 2023/24 onwards.	and Business Improvement
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Director of Regeneration and Place
<b>Legal</b>	<p>The Local Government Act 1972, section 111(1) empowers a local authority to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.</p> <p>The Council also has a general power of competence pursuant to Section 1 of the Localism Act 2011 which enables it to do anything that individuals generally may do.</p> <p>Any procurement or contracting must be done in accordance with the Council's Constitution and arrangements.</p>	Interim Team Leader (Contentious and Corporate Governance)
<b>Information Governance</b>	The recommendations will impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes. The Information Governance Team will/have reviewed the processing of personal data affected and the associated documentation has been/will be updated accordingly, including a data protection impact assessment.	Information Governance Team
<b>Equalities</b>	An EqIA has previously been carried out of which will be updated in accordance with proposed refurbishment works as outlined in this report.	Equalities & Communities Officer
<b>Public Health</b>	We recognise that the recommendations will improve living conditions and therefore have a	Public Health Officer

	<p>positive impact on the health and wellbeing of individuals residing in Granada House however the impact of rent increases to some existing residents will need to be considered.</p> <p>The chosen contractor will also be following their own policies and procedures to manage the Health and Safety of workers on site during the refurbishment works.</p>	
<b>Crime and Disorder</b>	No implications	Director of Regeneration and Place
<b>Procurement</b>	On accepting the recommendations, the Council will appoint the preferred contractor via direct award from the identified framework and undertake the refurbishment works required.	Head of Service & Section 151 Officer
<b>Biodiversity and Climate Change</b>	The implications of this report on biodiversity and climate change have been considered and aligns directly with the intentions of the BCC Action plan to decarbonisation MBC assets in line with the council's 2030 net zero commitment. The refurbishments considerations should include low carbon heating. Renewable energy generation, insulation (particularly on the external façade), insulation measures, and smart controls.	Biodiversity and Climate Change Manager

## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Council purchased Granada House back in 2016. It contains 20 apartments and some commercial units at ground floor level. The purchase price was £3.5m and the rental income from the residential and the commercial elements were similar, hence the purchase price of the apartments can be deemed to be circa £1.75m (£87.5k each).
- 2.2 Granada House is a building of high significance to the character and appearance of that part of the Maidstone Centre conservation area centred on Gabriel's Hill. This is perhaps the key building in the Gabriel's Hill street scene due to its width and mass and also its central location.

- 2.3 The original strategy when Granada House was purchased was for it to be demolished to make way for the wholesale redevelopment of The Mall shopping centre. The owners of the Mall, Capital & Regional opted not to advance these ideas, and so the Council has been renting the apartments at market rents through Maidstone Property Holdings Limited (MPH). The apartments have rented reasonably well, but at quite modest rents with an annualised gross rental income of £136k (average £566pcm) to reflect their current condition, which is broadly similar to the commercial units.
- 2.4 Since the acquisition, the Council has only undertaken responsive repairs on the apartments, and they are now in an extremely poor condition and fall short of meeting the Decent Homes Standard. MPH as the landlord has a duty to ensure that all of its properties meet the Decent Homes Standard for letting purposes. The "A Fairer Private Rented Sector White Paper" published on 16<sup>th</sup> June 2022, outlined the government's plans to legislate and introduce a legally binding Decent Homes Standard to the private rented sector (PRS) for the first time, under the Renters' Reform Bill.
- 2.5 If landlords are in breach of this requirement to ensure their property meets the Decent Homes Standard, this would be a criminal offence and it can be dealt with by either issuing a civil penalty or undertaking a prosecution in the magistrate's court. The Government recognise that they propose some significant changes, and therefore propose a phased approach or transition period. This would allow local councils time to prepare for Decent Homes Standard enforcement and landlords additional time to comply with the Decent Homes Standard. Further details and information are awaited on this and timescales for implementation.
- 2.6 From 2025 all newly rented properties will need to achieve an Energy Performance Certificate (EPC) rating of C or above. The flats at Granada House currently have a range of ratings from C to E. There is therefore a pressing need to carry out the required refurbishment works to Granada House as outlined in this report.
- 2.7 Granada House was identified as one of the five Town Centre Opportunity sites for a roof top extension to the existing building and a planning guidance document was produced to help inform and shape development design proposals to be taken forward. However, after a lot of detailed design work, this particular opportunity was rejected by the Policy & Resources & Committee, who decided they favoured just a comprehensive refurbishment of the existing accommodation.
- 2.8 It was agreed that a tender procurement process be undertaken to choose a suitable Contractor and Employers Agent (with hybrid of services such as Clerk of Works and Principal Designer) to undertake and oversee the necessary refurbishment works required. With a follow up report being presented outlining the results from the tender procurement process and to approve the financial commitments required to complete the refurbishment works.

- 2.9 Pelling's were duly appointed as Employers Agent (including Clerk of Works and Principal Designers services). They assisted Officers in preparing a schedule/specification for the works and overall tender pack for procuring a contractor, as well as the evaluation and scoring of tenders once they were received back.
- 2.10 Following evaluation, there was concern that the initial procurement process didn't deliver value for money for the required specification. Also the total costs associated for the scheme were going to exceed likely end values for the flats. The Council's procurement rules also do not allow us to negotiate or materially value engineer with the preferred contractor.
- 2.11 The Council therefore has commenced a fresh procurement exercise to appoint a suitable contractor at the target price (as outlined in Exempt Appendix 1 – Financial Summary).
- 2.12 If the appointed firm cannot deliver it within our budget inclusive of their design fees and on-costs, we will value engineer the specification with them to keep within our cost envelope.
- 2.13 The rental income for the flats will also be increased once the refurbishment works are completed, recognising the significant scope of improvement works undertaken. Once refurbished the flats will let for an annualised gross rental income of £196,800 (average £820pcm), so £254pcm more than previously. This is a further £60k per annum of gross income, and if this were capitalised at 5%, this equates to value creation of circa £1m (net of ongoing management and maintenance costs).
- 2.14 Given the state of repair of the flats, they are now largely void in readiness for the refurbishment works to be carried out. The decanting of the building has been done in a planned and co-ordinated manner adhering to the correct legislation, providing move on support to those tenants who may have required it during the 6-month notice period that was given.
- 2.15 There are no works proposed to the Commercial units on the ground floor, but some of the refurbishment works to the flat roof and deck above the commercial units at the rear of the building will be contributing towards the upkeep of these units and safeguarding the commercial rental income.

### **Proposed refurbishment works**

- 2.16 A visual inspection and intrusive survey of the existing apartments has been undertaken to help inform the proposed schedule of refurbishment works of which is based on an All-Electric specification. This includes modern oil filled electric wall mounted radiators as the heating solution, with small point of use electric water heaters in the kitchens and bathrooms, plus electric showers.

- 2.17 This will eliminate the need for piped heating systems and gas fired boilers. This is beneficial with regard to the servicing costs and maintenance and replacement costs. Gas installations require annual servicing, at an assumed cost of around £2,000 to £3,000 per year for the building, and mean the whole flat being without heating and hot water in the event of a boiler failure or breakdown. This proposal would allow single elements to be repaired or replaced as appropriate upon failure, with the added benefit of maintaining heating and/or hot water in other parts of the flat if one unit was to fail. Repairs will be much cheaper and quicker to fulfil.
- 2.18 The decarbonisation opportunity with this option is substantial. The elimination of gas use means that no fossil fuels will be used to heat the building or water used within and if a green energy provider is used to provide the electricity demand, there would effectively be no carbon emissions through heating and hot water. Although this option would have a higher running cost due to the reliance on higher cost electricity, the efficiency of the heaters and upgraded thermal performance of the building will limit this.
- 2.19 In order to minimise further the cost impact on future tenants of the building, it is recommended that a solar photovoltaic (PV) system be installed on the roof of the second floor and configured to offset the electrical use in the building. How this works in practice will need to be fully explored, and it may be necessary to have a single meter, with charges paid by the Council and recovered via an all-inclusive rental arrangement. Whilst this option is likely to require a UKPN upgrade to incoming supply heads, it is believed that this will be a small-scale upgrade to the existing infrastructure and will not require any incoming cable upgrades or works to the sub-station. This is to be confirmed by the contractor's design team once appointed.
- 2.20 This all-electric approach is expected to easily achieve an EPC rating of C once the refurbishment works are completed and could exceed this with the solar PV option included. Officers will fully explore the merits of this further with Pelling's and the Contractor and will only go ahead with this option and additional expenditure (as outlined in Table 2 within Exempt Appendix 1 – Financial Summary) in consultation, post contract award, with the Lead Member on the Executive for Housing and Health.
- 2.21 The initial proposed refurbishment works are thorough. They include full roof and window replacements, external brick and concrete repair and clean. Replacement of kitchens, bathrooms, new flooring, internal front doors, alarms, emergency lighting, heating, electrical rewires and internal re-decorations within the flats and communal areas.
- 2.22 When considering the cost of the proposed refurbishment works referred to within Exempt Appendix 1 – Financial Summary, it is important to note that:
- There has been virtually no planned maintenance work to the building undertaken ever, only piecemeal responsive repairs have ever been done.

- The original Crittall windows are in poor condition, with broken mechanisms and in some instances broken glass. These are incredibly poor in terms of thermal performance and without replacement for double glazing the EPC rating of C could not be achieved, which will be required from 2025.
- The internal finishes of the flats that have been inspected and are very poor - predominantly woodchip wallpaper and damp stained plaster ceilings. The original woodwork throughout is discoloured, damaged, and covered in many layers of paint.
- Existing heating systems are original or 50s/60s retrofits at the latest. The radiators are old panel style, which are large and inefficient. The pipework and radiators will be heavily oxidised and filled with sludge.
- Generally, the flats are in poor condition and in some cases have unresolved rainwater ingress causing dampness, mould, and other related defects. Fire safety is an obvious risk that the works will rectify too.
- The proposed refurbishment works are considered to be fundamental in order to meet Decent Homes Standards and ensure the long-term efficiency, sustainability and economic future for the building.
- If the preferred contractor cannot deliver our initial specification within our budget inclusive of their design fees and on-costs, we will value engineer the specification with them to keep within our cost envelope.

2.23 The works planned will be to a high quality and will significantly improve the buildings appearance. Undertaking these works will also benefit residents by improving internal living conditions, increase energy efficiency, thereby reducing bills, as well as contributing to the future long-term sustainability of the building and presenting a far more attractive offering to existing and new potential tenants. Any refurbishment works will also add value to the property through targeted investment.

### **Financial Commitments**

2.24 The breakdown of the Total Scheme Cost and financial commitments for the refurbishment works is shown at Exempt Appendix 1 – Financial Summary.

### **Proposed Schedule of Events**

2.25 The proposed schedule of events if proceeding with the refurbishment works is given below. The dates should be regarded as indicative at this stage (with the exception of the Committee and Executive approval dates) as we may need to extend and /or amend the timetable as necessary.

<b>Activity</b>	<b>Finish Date</b>
CHE Policy Advisory Committee	13 <sup>th</sup> December 2022
Executive Approval	21st December 2022
Appoint Contractor	January 2023



JCT Design and Build Contract Signed	January 2023
Start on Site	April 2023
Practical Completion	October 2023

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### 3. AVAILABLE OPTIONS

- 3.1 **Option 1: Choose to do nothing on this property.** This is not recommended. The Council and occupiers of Granada House would not realise the benefit of improving the value, appearance and general living conditions and standard of the market rental accommodation within Granada House. Maidstone Property Holdings (MPH) has a duty as the landlord to ensure the property meets the Decent Homes Standard. If landlords are in breach of this requirement, this would be a criminal offence and it can be dealt with by either issuing a civil penalty or undertaking a prosecution in the magistrate's court. This would cause significant reputational damage to the Council as owners and to MPH as the landlord.
- 3.2 If the Council don't do the refurbishment work, and decide to just sell for example, this could be viewed as a negative and poor response by the Council in terms of our town centre strategy and climate change commitments. There would also be a high degree of uncertainty as to what would happen to the building once it is not in our ownership. Improvement works might not take place or to the required standard and the Council might have to take enforcement action against the new owners.
- 3.3 **Option 2: To carry out the proposed refurbishment works for a lower or higher total scheme cost.** This is not recommended. If the total scheme cost is reduced this in turn will affect the level of specification which will undermine the long-term rental demand for the flats and will also drive up responsive repair costs once relet.
- 3.4 The initial specification is thorough and adequate allowance needs to be provided for replacing all the kitchens and bathrooms, windows, rear walkway, roof repairs and full electrical, plumbing and heating systems of which are considered to be key priority areas of work. Pelling's have not selected a high-end specification, the standard is middle to lower range, whilst still being of good quality, durable and suitable for the end use.
- 3.5 A markedly higher total scheme cost is not recommended to avoid incurring a total scheme cost greater than the likely end values for the flats.
- 3.6 **Option 3: To carry out the proposed refurbishment works for the Total Scheme Cost (or lower if this can be achieved by reasonable value engineering) as outlined in Table 1 within Exempt Appendix 1. With Officers exploring fully with Pelling's (the appointed Employers Agent) and the appointed Contractor the merits of providing solar PV to the property as a way of off-setting electrical use.**

- 3.7 This is the preferred and recommended option. The properties would continue to be used for market rental purposes after completion of the refurbishment works, with the rents increased accordingly to reflect the scope of the improvement works undertaken.

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

- 4.1 The preferred option is **Option 3** above. This will result in refurbishment works being undertaken of which will significantly improve the condition of the building both internally and externally. It will allow the Council as owners of the building and MPH as landlords to comply with the Decent Homes Standard and EPC requirements.
- 4.2 If the preferred contractor cannot deliver our initial specification within our budget inclusive of their design fees and on-costs, we will value engineer the specification with them to keep within our cost envelope.
- 4.3 Due to the extent of the refurbishment works required the majority of the properties are currently void, ready for the contractor to begin works. The rents will be increased to reflect the scope of the improvement works undertaken.
- 4.4 Officers will fully explore the merits of installing Solar PV's as a means of off-setting electrical use with Pelling's and the Contractor and will only go ahead with this option and additional expenditure in consultation, post contract award, with the Lead Member on the Executive for Housing and Health.
- 4.5 Taking into account the purchase price referred to, plus the total scheme costs for the refurbishment works as set out in Exempt Appendix 1 – Financial Summary, it is demonstrated that the Council will not be spending more than the likely end value of circa £4m (£200k per flat).

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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.
- 5.2 The major risk would be associated with taking no action at all, which would mean that the Council would not be able to demonstrate compliance with the Government's commitment to introducing a legally binding Decent Homes Standard to the private rented sector for the first time and also EPC requirements.
- 5.3 There is also an increased risk arising from adopting a target pricing model, with potential challenges to the quality and scope of the work to be undertaken and the viability of the project from the contractor's viewpoint. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 The Policy and Resources Committee previously agreed that a tender procurement process be undertaken to choose a suitable Contractor and Employers Agent to undertake and oversee the necessary refurbishment works required to Granada House.
  - 6.2 The Cabinet were consulted on the initial preferred contractor tender sum price. There was concern about value for money and the total costs associated for the scheme relative to likely end values for the flats. A re-procurement is therefore taking place for the reasons as set out within this report.
  - 6.3 The Housing Team have been previously consulted on the impacts of the refurbishment works to Granada House and in particular the issue of decanting/moving on the existing households of which this process has already been undertaken with the building largely vacant and ready for works to begin.
  - 6.4 This report will be considered by the Communities, Housing and Environment Policy Advisory Committee on 13 December 2022 and the Committee's comments and recommendations will be reported to the Executive.
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## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 Following approval of the recommendations by the Executive Committee, the preferred Contractor will be appointed to undertake the refurbishment works required. The Council's appointed Employers Agent (Pelling's) and Legal Services will assist in the preparation and signing of the necessary contract documentation.
  - 7.2 A plan for communications and consultation with the commercial unit tenants will also be put in place with the appointed contractor and the Communications and Marketing Team prior to any refurbishment works commencing.
  - 7.3 Officers will fully explore with Pelling's and the appointed Contractor the merits of installing Solar PV onto the roof of Granada House as a means of off-setting electrical use. The findings will be consulted with the Lead Member on the Executive for Housing and Health before pursuing this option and additional expenditure.
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## **8. REPORT APPENDICES**

- Exempt Appendix 1: Financial Summary
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## **9. BACKGROUND PAPERS**

None.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Agenda Item 22

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