

Public Document Pack



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872453
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

3 February 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE** will be held in the HMS Brave Room at these Offices on Tuesday 14 February 2017 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at rebeccabrough@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

Scrutiny (Policy and Performance) Committee Membership:

K Mills (Chairman)
M I Cosin (Vice-Chairman)
T A Bond
R J Frost
B J Glayzer
J M Heron
M J Holloway
S C Manion
M Rose
D A Sargent

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 5)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4 **MINUTES**

To confirm the Minutes of the meeting of the Committee held on 17 January 2017 (to follow).

5 **PUBLIC SPEAKING**

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak only applies to agenda items 12 to 15.

The right of the public to speak does not apply to the following agenda items: Apologies, Appointment of Substitute Members, Declarations of Interest, Minutes, the Forward Plan, the Scrutiny Work Programme, any agenda item that is not accompanied by a written report and items that are exempt business.

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day before the meeting.

6 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE**

The Cabinet at its meeting held on 6 February 2017 took the following decisions in respect of recommendations from the Scrutiny (Policy and Performance) Committee (to follow):

- Dover Soup Kitchen
- Adoption of the Nelson Street, Deal Conservation Area Character Appraisal
- Information Security, Risk and Governance Framework and Policies
- Guidance on Suspect Devices, Packages and Calls

7 **ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE OR ANOTHER COMMITTEE**

There are no items for consideration.

8 **ITEMS CALLED-IN FOR SCRUTINY OR PLACED ON THE AGENDA BY A MEMBER OF THE COMMITTEE, ANY INDIVIDUAL NON-EXECUTIVE MEMBERS OR PUBLIC PETITION**

- (a) Items placed on the agenda by a Member of the Committee or any individual Non-Executive Member

Any individual Councillor may request that a matter is placed on the agenda of one of the Council's Overview and Scrutiny Committees by providing Democratic Support with notice of the matter prior to the agenda being published.

There are no items for consideration.

- (b) Items the subject of Call-In

Executive Decisions may be called-in by the Chairman or Spokesperson of the Scrutiny (Policy and Performance) Committee or any three non-executive members.

There are no items for consideration.

(c) Public Petition

There are no items for consideration.

9 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 6 - 9)

It is intended that Members should use the Notice of Forthcoming Key Decisions to identify topics within the remit of the Committee for future scrutiny.

10 **SCRUTINY WORK PROGRAMME** (Pages 10 - 16)

It is intended that the Committee monitor and prioritise its rolling work programme.

11 **REGENT CINEMA** (Pages 17 - 19)

To receive an update from the Director of Environment and Corporate Assets on the progress made in respect of Cabinet Decision CAB61 (Regent Cinema – 3 October 2016).

12 **COUNCIL BUDGET 2017/18 AND MEDIUM-TERM FINANCIAL PLAN 2017/18–2020/21** (Pages 20 - 22)

To consider the attached report of the Director of Finance, Housing and Community.

Due to its size, the Budget and Medium Term Financial Plan are attached as a supplement to this agenda to assist Members.

13 **FEES AND CHARGES 2017/18** (Pages 23 - 87)

To consider the attached report of the Director of Finance, Housing and Community.

14 **YOUR LEISURE FUNDING ARRANGEMENTS** (Pages 88 - 101)

To consider the attached report of the Director of Environment and Corporate Assets.

15 **PERFORMANCE REPORT - QUARTER 3 2016/17** (Pages 102 - 127)

To consider the attached report of the Director of Governance.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.

- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: rebeccabrough@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.



Notice of Forthcoming Key Decisions

[This updated version of the Notice supersedes all other versions issued in previous months]

Publication Date: 31 January 2017

Notice of Forthcoming Key Decisions which will be made on behalf of the Council

Key Decisions 2016/17	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
1	Preparation of the Dover District Council Draft Community Infrastructure Levy Charging Schedule	3 December 2012 and dates to be confirmed
2	Neighbourhood Plans	June 2013 and ongoing (see entry)
3	Gypsy, Traveller and Travelling Showpeople Development Plan	This entry has been withdrawn as it will be included in the review of the Local Plan (see entry no. 36)
4	Dover Town Centre Regeneration: To consider progress on the Compulsory Purchase Order and any issues arising which may go beyond the scope of the resolutions incorporated in Minute CAB 87	8 September 2014/24 April 2015/7 March 2016 and ongoing
5	Approval of the award of a contract for the electrical re-wiring of Council-owned properties	This entry has been withdrawn
6	Revised Hackney Carriage and Private Hire Licensing Policy	1 February 2016 and 4 July 2016
7	To consider: a) the result of consultation on the extension of the Kingsdown Conservation Area boundary and b) the introduction of an Article 4 Direction	a) 29 February 2016 b) 5 September 2016
8	To seek approval for the implementation of the Indoor Sports Facility Strategy and support the work being undertaken to replace Dover Leisure Centre.	7 March and 4 July 2016
9	Approval of Housing Adaptations Policy	9 May 2016
10	To seek Cabinet approval for public consultation on draft Nelson Street, Deal Conservation Area Appraisal	5 September 2016 and 9 January 2017
11	Future provision of Grounds Maintenance Services	9 May 2016
12	Extension to fitness suite at Tides Leisure Centre, Deal	Project delayed pending appointment of new operator for Tides Leisure Centre
13	Parking Strategy Review	9 May and 5 September 2016
14	Approval of Fuel Poverty Strategy for Kent	5 September 2016
15	Review of Aylesham Village Expansion Development Agreement	7 November 2016

Key Decisions 2016/17	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
16	Approval to develop detailed plans for replacement of Dover Leisure Centre	25 July/20 September and 15 December 2016 (special Cabinet meetings) and 4 September 2017
17	Project approval for the refurbishment of Norman Tailyour House	5 September 2016
18	To agree the Council's requirements for the submission of financial viability assessments	End February/Early March 2017 - date to be confirmed (Developer Contributions Executive Committee)
19	Authority Monitoring Report	1 March 2017
20	Statutory Brownfield Register	To be confirmed
21	Review of Tenancy Strategy and Tenancy Policy	March or April 2017
22	Approval of draft Waterloo Crescent, Dover Conservation Area Appraisal for public consultation	5 December 2016 and date to be confirmed
23	To seek approval for the introduction of fixed penalty notices and the level to be set for fly-tipping offences under Section 33 of the Environmental Protection Act 1990	7 November 2016
24	Approval for the continuation of 'Energy Deal', the Collective Energy Switching Scheme	7 November 2016
25	To implement a recycling reward scheme	5 December 2016
26	Council Tax Reduction Scheme	21 November 2016
27	To approve the cost and contractual arrangements with regard to access to Canadian Estate properties for installation of replacement uPVC windows and redecoration	5 December 2016
28	Agreement on levels of Fees and Charges for 2017/18	9 January 2017
29	Recommendation to Council of the draft 2017/18 Budget and Medium-Term Financial Plan 2017/18-2020/21 and approval by Cabinet of various delegations within the Budget	6 February and 1 March 2017
30	Thanet District Council Preferred Options Local Plan	1 March 2017
31	Canterbury City Council Local Plan (Proposed Main Modifications)	1 March or 3 April 2017
32	To approve the award of a contract for the preparation of a planning application and an application for Scheduled Monument Consent for a Commonwealth War Memorial at Western Heights, Dover	No earlier than March 2017
33	Appropriation of Assets	1 March 2017
34	Award of 3-year contract for cleaning services (including public toilets)	6 February 2017
35	Award of 3-year contract for cleaning services for Council's Whitfield offices	6 February 2017

Key Decisions 2016/17	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
36	Review of Local Plan	1 March 2017 and dates to be confirmed
37	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)
38	Approval for public consultation on draft South Barracks Conservation Area Appraisal	8 May 2017 and date to be confirmed
39	To consider the results of public consultation on the Waterloo Crescent Conservation Area Appraisal and approve public consultation on proposed boundary extensions	3 April 2017 and dates to be confirmed
40	To consider the results of public consultation on the extension of the Nelson Street Conservation Area boundary and the introduction of an Article 4 Direction	8 May 2017 and date to be confirmed
41	Review of Parking Charges	1 March 2017

- Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.
- (2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website (www.dover.gov.uk).

OVERVIEW AND SCRUTINY WORK PROGRAMME 2016/17

SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
May 2016	Council Tax Reduction Scheme 2017/18	Single Meeting	Director of Finance, Housing and Community	£0	£0	To consider the report.
	Performance Targets	Single Meeting	Director of Governance	£0	£0	To consider the report.
	Performance Report Q4	Single Meeting	Director of Governance	£0	£0	To consider the report.
	Update on the Council's Plans to Build 500 Council Houses	Single Meeting	Director of Finance, Housing and Community	£0	£0	To receive an update on the proposals to build 500 Council Houses. The Portfolio Holder for Housing, Health and Wellbeing has been invited to attend the meeting.
	Museum and Tourism Strategy	Single Meeting	Director of Environment and Corporate Assets	£0	£0	To receive an update on the Museum and Tourism Strategy. The Leader of the Council and the Portfolio Holder for Skills, Training, Tourism, Voluntary Services and Community Safety have been invited to attend the meeting.
June 2016	NO MEETING HELD					
July 2016	Heavy Goods Vehicles Parking in Residential Areas of Dover	Special Meeting	Director of Environment and Corporate Assets	£0	£0	A special meeting to consider the issue of HGV parking in Residential Areas in Dover

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Agenda Item No 10

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Set-up of Grounds Maintenance Service	Single Meeting	Director of Environment and Corporate Assets	£0	£0	To receive an update on the proposals for the setting-up of a Grounds Maintenance Services.
	Revised Hackney Carriage and Private Hire Licensing Policy	Single Meeting	Director of Governance	£0	£0	To consider the report.
	Indoor Sports Facility Strategy	Single Meeting	Director of Environment and Corporate Assets	£0	£0	To consider the report.
	Acquisition of Land for Dover Leisure Centre	Multiple Meetings	Director of Environment and Corporate Assets	£0	£0	Pre-decision Scrutiny.
August 2016	NO MEETING SCHEDULED					
September 2016	Parking Strategy Review	Single Meeting 13 September 2016	Director of Environment and Corporate Assets	£0	£0	To consider the report.
	Petition – Reopen the Regent	Single Meeting 13 September 2016	Chief Executive / Head of Regeneration and Development	£tbc	£127	To receive the petition. The September 2016 meeting will be held in Deal at the Chairman's request.
	Approval to Develop Detailed Plans for the Replacement of Dover Leisure Centre	Multiple Meetings 20 September 2016	Director of Environment and Corporate Assets	£0	£0	To consider the report.
	Performance Report Q1	Single Meeting 20 September 2016	Director of Governance	£0	£0	To consider the report.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Future Funding for Domestic Abuse Service Provision	Single Meeting 20 September 2016	Director of Environment and Corporate Assets	£0	£0	To consider the report.
	Lorry Parking Restrictions Update	Single Meeting	Director of Environment and Corporate Assets	£0	£0	To consider the report.
	Public Spaces Protection Order 2015	Single Meeting	Director of Governance	£0	£0	To receive an annual update
October 2016	Essential Repairs to Dover Town Hall	Single Meeting	Director of Environment and Corporate Assets	£0	£0	To consider the report.
November 2016	Performance Report Q2	Single Meeting	Director of Governance	£0	£0	To consider the report.
	Lorry Parking - Update	Single Meeting	Director of Environment and Corporate Assets	£0	£0	The Committee at its meeting on 20 September 2016 requested a full report on the KCC lorry survey.
	Restoration of Maison Dieu, Dover	Single Meeting	Director of Environment and Corporate Assets	£0	£0	To consider the report.
	Award of Contract for Gas Servicing and Heating Installation	Single Meeting	East Kent Housing	£0	£0	To consider the report.
	Environmental Enforcement Service Delivery Options	Single Meeting	Director of Governance	£0	£0	To consider the report.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Introduction of Fixed Penalty Notices (FPNs) for Fly-Tipping	Single Meeting	Director of Governance	£0	£0	To consider the report.
December 2016	Provision of Access Equipment and Services for New Windows and External Decorations at Canadian Estate, Dover	Single Meeting	Director of Environment and Corporate Assets	£0		To consider the report.
	Recycling Reward Scheme Report	Single Meeting	Director of Environment and Corporate Assets	£0		To consider the report.
	Approval of draft Waterloo Crescent, Dover Conservation Area Appraisal for public consultation	Single Meeting	Chief Executive	£0		To consider the report.
	Dover Leisure Centre	On-going 19 December 2016	Director of Environment and Corporate Assets	£0		To consider the report.
January 2017	Dover Soup Kitchen	Single Meeting	Director of Environment and Corporate Assets	£0		To receive an update on the decision over the location of the Dover Soup Kitchen. This item was added at the request of Cllr Heron.
	Deal Pier	Single Meeting	Director of Environment and Corporate Assets	£0		To receive an update in respect of Deal Pier. This item was added at the request of Cllr Frost.
	Veolia Waste	Single Meeting	Director of Environment and Corporate Assets	£0		To receive an update on the performance of Veolia Waste. This was added at the request of Cllr Heron.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Site Visit – St James'	Single Meeting 16 January 2017	Head of Inward Investment	£0		Site Visit to the DTIZ site to see progress.
	Information Security, Risk and Governance Framework and Policies	Single Meeting	Director of Governance	£0		To consider the report.
	Guidance on Suspect Devices, Packages and Calls	Single Meeting	Director of Governance	£0		To consider the report.
	St James' Update	Single Meeting	Head of Inward Investment	£0		To receive an update from the Head of Inward Investment as a result of the Committee's on-going overview function.
	Adoption of the Nelson Street, Deal Conservation Area Character Appraisal	Single Meeting	Chief Executive	£0		To consider the report.
February 2017	Regent Cinema	Single Meeting	Director of Environment & Corporate Assets	£0		To receive an update
	Performance Report Q3	Single Meeting	Director of Governance	£0		To consider the report.
	Your Leisure Funding Arrangements	Single Meeting	Director of Environment and Corporate Assets	£0		To consider the report.
	Budget & Medium Term Financial Plan	Single Meeting	Corporate Management Team plus Cabinet Member(s)	£0		To scrutinise the Council's budget for 2017/18.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Fees and Charges	Single Meeting	Corporate Management Team plus Cabinet Member(s)	£0		To consider the report.
March 2017	EK Merger	On-going	Corporate Management Team			To consider the report.
	Tower Hamlets Enforcement Issue (Scaffolding)	Single Meeting	To be determined.	£0		Committee agreed to accept this at its November 2016 meeting. Added at request of Councillors B J Glayzer and M Rose. KCC have confirmed attendance.
April 2017	Dover Leisure Centre	On-going	Director of Environment and Corporate Assets	£0		To consider the report. (Provisional)
	Regent Cinema	On-going	Various	£0		To continue to monitor the progress of the Committee's recommendations and the matter in general. The recommendations were considered by Cabinet at its October 2016 meeting. The recommended six month period for a planning application would therefore expire in April 2016.
May 2017						

Please note dates are approximate for key decisions as they are based on the latest edition of the Forward Plan and subject to change.

Municipal Year 2017/18

As appropriate						
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October 2017	Dover Leisure Centre	On-going	Director of Environment and Corporate Assets	£0		To consider the report. (Provisional)
As appropriate	Lorry Parking	On-going	Various	£0		To continue to monitor the progress in resolving illegal and anti-social lorry parking in the district.
To be determined	Coastal Communities Grant	Single Meeting	Cabinet Member / Corporate Management Team	£0		To receive an update on the Coastal Communities Grant
At Key Milestones	Dover Town Investment Zone	Single Meeting	Various	£tbc		To maintain a watching brief, scheduling scrutiny meetings as appropriate.

Decision Status	Record of Decision	Alternative options considered and rejected (if any)
<p>CAB 61 3.10.16 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 11 October 2016</p>	<p><u>REGENT CINEMA</u></p> <p>(a) It was agreed that the Scrutiny (Policy and Performance) Committee's recommendations (a), (b), (e), (g), (h), (i) and (j), made at its meeting held on 13 September 2016 (Minute No 47), be approved as follows:</p> <p>(a) That Planning Officers be instructed to immediately cease providing pre-application advice to the developers of the Regent Cinema. Cabinet noted that the developers had recently been advised by the Chief Executive that the pre-application advice process had been exhausted and that they should proceed with a planning application as soon as possible.</p> <p>(b) That the developer be given 3 months to submit an outline planning application and 6 months to submit a full planning application for the Regent Cinema building and, if these deadlines are not met, the Council take enforcement action in respect of the building.</p> <p>(e) That an immediate inspection of the Regent Cinema building be undertaken by Officers to look at whether a Section 215 notice can be issued and a report be provided to a future meeting of the Scrutiny (Policy and Performance) Committee outlining the action taken. Cabinet noted that Officers had visited the site the preceding week, and that the Section 215 process could potentially take up to 5 months should the developer appeal against the notice.</p> <p>(g) That a local Fire Officer be requested to conduct an immediate inspection of the Regent Cinema building. Cabinet noted that the request had already been made and the outcome was</p>	<p>All options were considered.</p>

	<p>awaited.</p> <p>(h) That the Director of Environment and Corporate Assets be requested as a matter of urgency to investigate if the condition of the Regent Cinema building is adversely affecting the Timeball Tower and take appropriate action. Cabinet noted that this matter was being investigated.</p> <p>(i) That Officers be asked to investigate whether the correct level of business rates has been paid on the Regent Cinema building for its actual use over the last six years and the findings, including any action taken as a result, be reported to a future meeting of the Scrutiny (Policy and Performance) Committee. Cabinet noted that this matter was being investigated.</p> <p>(j) That a report be submitted to a future meeting of the Scrutiny (Policy and Performance) Committee on the feasibility of the Council undertaking a Compulsory Purchase Order in respect of the Regent Cinema building in the event the developer does not take the requested actions. Cabinet noted that the Compulsory Purchase procedure should be considered as a measure of last resort and that provision of a report should be subject to the expiry of the planning application deadlines at (b) above.</p> <p>(b) It was agreed that the Scrutiny (Policy and Performance) Committee's recommendations (c) and (d) relating to heritage value and listed building status be rejected for the time being, pending the outcome of other actions. Cabinet noted that there were no restrictions on who could make an application for listed building status, and that listed building status could potentially limit the future use of the building.</p> <p>(c) It was agreed that the Scrutiny (Policy and Performance)</p>	
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	<p>Committee's recommendation (f) relating to enforcement action on covenant compliance be rejected since it was considered that it would not be appropriate to take enforcement action whilst the deadlines for submitting outline and full planning applications were outstanding. Cabinet noted that this matter would be reviewed, if necessary, at the appropriate time.</p>	
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Subject:	COUNCIL BUDGET 2017/18 AND MEDIUM-TERM FINANCIAL PLAN 2017/18–2020/21
Meeting and Date:	Cabinet – 6 February 2017 Scrutiny (Policy and Performance) Committee – 14 February 2017
Report of:	Mike Davis, Director of Finance, Housing and Community
Portfolio Holder:	Councillor Michael Conolly, Portfolio Holder for Corporate Resources and Performance
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To progress approval of the 2017/18 budget and the Medium-Term Financial Plan (MTFP) for 2017/18–2020/21

Recommendation: It is recommended that Cabinet:

- Consider the draft General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account budget, and the content of the Medium Term Financial Plan (MTFP) as proposed in Appendix 1, and advise the Director of Finance, Housing and Community of any changes they require to be incorporated in the final version;
- Note that the Council Tax Resolution and Treasury Management Strategy will be added to the MTFP and other minor adjustments made before being presented to Council in March.

1. Summary

- 1.1 This report has been produced to seek Cabinet approval to develop the 2017/18 budget and MTFP for 2017/18 – 2020/21 on the basis detailed in Appendix 1. The report will also be considered by Scrutiny (Policy and Performance) on 14th February.
- 1.2 If agreed by Cabinet, the document will be amended and finalised before being presented back to Cabinet, and then to Council in March, together with the specific recommendations for Cabinet and Council and the resolution to set the Council Tax. At this stage the resolution to set the Council Tax cannot be included because the precepts from Towns and Parishes, Kent County Council (KCC), Kent Police Authority and Kent and Medway Towns Fire Authority have not all been received.

2. Introduction and Background

- 2.1 As part of its financial management process the Council is required to consider the MTFP and its implications for the Council's service objectives and financial management. The Director of Finance, Housing and Community (as Section 151 Officer) is required to comment on the robustness of the budget and the adequacy of the reserves. These requirements are addressed in the attached Budget and Medium Term Financial Plan report (Appendix 1).
- 2.2 The MTFP contains a number of recommendations. These are shown at the end of the sections within the MTFP and consolidated in Annex 14.

General Fund Budget

- 2.3 The Council is required to approve a General Fund revenue budget having regard to net expenditure requirements, Government funding, available internal reserves and the yield from Council Tax and the localisation of Business Rates.
- 2.4 The Council has discretion over allocation of resources to service priorities and its use of reserves, and can determine its Council Tax within the constraints as set by Government (the Council has no influence over the level of Government funding) but must have due regard to the capacity to set viable budgets in ensuing years.
- 2.5 The 2017/18 settlement from Government is currently under consultation and the figures in Appendix 1 are based on the provisional settlement provided in December 2016. It is not anticipated that there will be significant changes to the settlement figures in the final version of the report.
- 2.6 The figures for Business Rates are draft at this stage, based on the draft 2017 valuation list, and using estimates made before the final list was published or the draft 2017/18 NDR1 return was available. There is a high level of uncertainty with these figures due to the impact of the 2017 revaluation, changes to small business rates relief, the impact of existing and potential appeals, etc. These figures will be reviewed further after the completion of the NDR1 return and the MTFP will be revised if necessary.

Capital Programme

- 2.7 The Council has limited capital resources, but within these resources it has discretion over which projects to support. The Medium Term Capital Programme shows that resources have been applied to the regeneration projects in support of the Council's corporate objectives.

Housing Revenue Account (HRA)

- 2.8 The Council has to ensure that the HRA remains viable.
- 2.9 The DCLG has directed that Councils reduce rents by 1% per annum (in cash terms) from 2015/16 levels for each of the next 4 years and this is included in the budget and MTFP.

Future Budgets

- 2.10 The MTFP is a planning document, so approval of the budget for 2017/18 and adoption of the MTFP does not commit the Council to the forecast budgets for 2018/19 to 2020/21. These are for planning purposes and are likely to be adjusted in the light of new information or changes in the Council's circumstances.

3. Identification of Options

- 3.1 Cabinet cannot change the financing received from government. They can increase Council Tax, subject to the referendum conditions, and they can change budget allocations. Cabinet then recommend their budget to Council.
- 3.2 The Council is required to set a budget, and so declining to do so is not an option. Council could choose to amend Cabinet's budget recommendations, but is subject to the same constraints concerning government funding and Council Tax. Council can change the allocation of resources between services, and that option remains open to the Council during the financial year.

4. Resource Implications

- 4.1 The revenue budgets and capital plans determine the level of Council Tax and the utilisation of resources for the next year. The MTFP is a key element in the prudent use of resources over the medium term.

5. **Corporate Implications**

5.1 Comment from the Section 151 Officer: No further comments to add.

5.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

5.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications however, in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

6. **Appendices**

Appendix 1 – DRAFT Budget for 2017/18 and Medium Term Financial Plan 2017/18
-2020/21

7. **Background Papers**

2017/18 budget working papers.

Contact Officers: Helen Lamb (Extn 2063) & Mike Davis (Extn 2107)

Subject:	FEES AND CHARGES 2017/18
Meeting and Date:	Cabinet – 9 January 2017
Report of:	Mike Davis, Director of Finance, Housing and Community
Portfolio Holder:	Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance
Decision Type:	Executive Key Decision
Classification:	Unrestricted

Purpose of the report: This report has been prepared in order to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2017/18. These F&Cs have been included in the preparatory work on the draft budget for 2017/18 and require approval.

-
- Recommendation:**
1. Cabinet approve the Fees and Charges (F&Cs) for 2017/18 as set out in Appendices 2 and 5.3
 2. Members agree that any F&Cs will be adjusted by Service Director and Portfolio Holder to comply with any subsequently received government guidelines (when they are received) without being the subject of a further report unless they are materially different from current charges, or have a material impact on the level of income.
 3. Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
 4. Members note the fees and charges approved by Licensing and Regulatory Committees (which includes the Planning Committee) set out in Appendices 3, 4, 5.1 and 5.2
 5. Members agree that the Director of Governance can authorise variation of the CON29 Land Charges to take account of the prevailing VAT requirements.
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1. Summary

The Council's constitution specifies that F&Cs shall be reviewed annually. In order to meet this requirement all Directors have been asked to review the F&Cs within their areas of responsibility (see checklist of issues to consider – Appendix 1) and to produce recommended levels for 2017/18. The fees and charges are tabulated in the further Appendices for consideration and/or approval by Members.

2. Introduction and Background

- 2.1 The level of Member approval required is dependent upon the types of F&Cs raised. In order to obtain appropriate approval the following reports have been prepared:

- Licensing Committee
Report to the meeting on 30 November 2016 of all F&Cs to be set by the Licensing Committee.
- Regulatory Committee
Report to the meeting on 1 November 2016 of all F&Cs to be set by the Regulatory Committee.
- Planning Committee
Report (for information) to the meeting on 24 November 2016 of all F&Cs relevant to the Planning Committee.
- Cabinet
Report to the meeting on 9 January 2017 of all F&Cs, but seeking specific approval of those F&Cs set by Cabinet.

2.2 Members are reminded that a framework of broad guidelines to be considered in formulating proposals for F&Cs is in place. This includes a checklist which has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.

2.3 As in previous years, in order to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendices 2 to 5.

2.4 The main points to note are set out below.

Detail and Narrative

These give a brief summary of the type of service being provided.

Set by Government

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

2016/17 Charge Inc VAT

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will actually pay and is therefore more meaningful.

Second, charges for some services, especially those such as car parking, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, based on the appropriate market level. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

2017/18 Proposed Charge Inc VAT

This is the recommended charge for 2016/17 and will, subject to Members' approval, be included in the 2016/17 budget.

2017/18 Total Expected Income ex VAT

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

Comments

This provides Members with a brief explanation for the change. In some instances guidance is still awaited from Government as to the basis upon which F&Cs should be set. In these cases it has not always been possible to confirm a fee level, Member's approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

3. **Other Fees and Charges**

3.1 The following F&Cs are not included in this report.

3.2 Housing Rents and Service Charges

Housing rents are approved by the Director of Finance, Housing and Community under delegated authority. They are largely prescribed by government and the Council has no real scope to determine rent levels.

Service charges (for both tenants and long term lease holders) are determined through statutorily prescribed consultation processes and the recovery of all allowable costs. As a result the Council has no real scope to determine service charges.

3.3 Car Parking

Car parking fees are the subject of specific reports from the Director of Environment and Corporate Assets.

4. **Identification of Options**

4.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.

4.2 Members may propose and approve alternative figures with reasons recorded for their decisions.

4.3 Those fees already approved by Licensing and Regulatory Committees are for information only.

5. **Evaluation of Options**

5.1 The recommended fees and charges take into account the need to maximise income at a time of challenging budget positions, while taking into account comparable charges at neighbouring authorities and what the market can bear.

5.2 Members should also take into account the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices

6. **Resource Implications**

See Appendices

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance, Housing and Community (linked to the MTFP): Finance have been involved in the production of this report and have no further comment to add (VB).
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comment to make.
- 7.3 Comment from the Equalities Officer: 'The report does not specifically highlight any equality implications, however in discharging their responsibilities members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>'
- 7.4 Other Officers (as appropriate):

8. **Appendices**

- Appendix 1 – F&C checklist
- Appendices 2.1 – 2.5 – F&C for which Cabinet approval is sought
- Appendices 3.1 – 3.2 – F&C to be approved by Licensing Committee
- Appendices 4.1 - 4.2 – F&C to be approved by Regulatory Committee
- Appendices 5.1 – 5.3 – Planning application fees

Contact Officer: Mike Davis, Director of Finance, Housing and Community

Fees and Charges Checklist

<p>Corporate and Service Objectives Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p>Users of the Service Is there sufficient understanding of our service users and their needs and wishes? Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed? Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.</p>
<p>Comparison with other providers Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements? Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p>Performance Management Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p>Financial Considerations Is the charge at a level to fully recover all costs or if is subsidised - why? Have we considered all services for which we can / should charge a fee? Are there any fees that we charge, that have not been included in the schedule? Are we being radical in our approach to charging and are our charges cost effective?</p>
<p>Corporate Income Policy Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p>Legal Considerations and Other Guidance Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p>Customer Access Review Consider whether the CAR for your service includes any issues for specific fees.</p>

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Building Control - R. Walton - M. Leggatt - Cllr Bartlett								
1	General	Building Regulations general enquires	N	£53	£53.00	£100	0%	
2	General	Solicitors enquiries & other specialist advice	N	£26.65	£26.65		0%	
3	General	Where customer specifies the relevant application reference and no research is required, the charge for a certified true copy	N	£5	£5.00		0%	
4	General	Production of Standard Assessment Procedure (SAP) - energy ratings	N	£303.00	£303.00	£1,500	0%	reduction in BC staff has meant that there is insufficient resource to service many SAP applications
5	General	Fees for Building Regulations Fee Earning Work as defined by Building (Local Authority Charges) Regulations 2010. Copy of charges scheme available in Building Control - fees sheets available on internet	N		Various	£280,000	0%	
6	General	Structural design	N		£0.00	£0	0%	Service suspended following departure of Senior BCS (replaced with part qualified BCS)

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
7	General	Administration/professional charges for dealing with dangerous structures	N	£53	£0.00	£200	-100%	Dangerous structure notifications number 20 to 30 a year - vast majority resolved without need to charge.
Dover Museum - R Walton - J Iverson - Cllr Watkins								
8	General	Adults	N	£4.50	£0.00		-100%	This element of fees and charges was subject to an agreement to allow free entry to the museum for a trial period. This will be reviewed at the completion of that period. The income loss was offset by adjustments in internal budgets and by a grant from Dover Town Council.
9	General	Children	N	£3.20	£0.00		-100%	
10	General	OAP	N	£3.20	£0.00		-100%	
11	General	Family Day	N		£0.00		0%	
12	General	Family Ticket (2 adults, 2 children)	N	£11.50	£0.00		-100%	
13	General	Schools	N	£3.50	£0.00	£18,000	-100%	Reflects increased cost of external providers
14	General	Schools Service: 2 hour workshop	N	£4.50	£5.00		11%	
15	General	Talks and artefact handling	N	£3.50	£4.00		14%	
16	General	World War Two Festival	N	£5.50	£6.00		9%	
17	General	Roman/Victorian/Tudor Festivals	N	£5.50	£6.00		9%	
18	General	Curator talks (at Dover Museum)	N	£175.00	£200.00	£500	14%	
19	General	Talks (at Dover Museum) Non-DDC Area	N	£3.50	£3.50		0%	
20	General	Curator talks (other venues)	N	£175.00	£200.00		14%	
21	General	Photo repro stills - TV, film Video	N	£40.00	£48.00		20%	Prices have remained static since 2015 and do not reflect current costs
22	General	Photo repro stills - TV, film Video	N	£68.50	£82.20		20%	Prices have remained static since 2015 and do not reflect current costs

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
23	General	Photo repro stills - books/periodicals - commercial	N	£28.50	£34.20	£1,200	20%	Prices have remained static since 2015 and do not reflect current costs
24	General	Photo repro stills - books/periodicals academic and local history	N	£11.50	£13.80		20%	Prices have remained static since 2015 and do not reflect current costs
25	General	Photo repro stills - newspapers - local and regional	N	£23.00	£27.60		20%	Prices have remained static since 2015 and do not reflect current costs
26	General	Photo repro stills - newspapers - national	N	£40.00	£48.00		20%	Prices have remained static since 2015 and do not reflect current costs
27	General	Photo repro stills - exhibition commercial	N	£23.00	£27.60		20%	Prices have remained static since 2015 and do not reflect current costs
28	General	Photo repro stills - exhibition non commercial	N	£13.75	£16.50		20%	Prices have remained static since 2015 and do not reflect current costs
29	General	Film and video broadcast - regional one use	N	£3.45	£4.14		20%	Prices have remained static since 2015 and do not reflect current costs
30	General	Film and video broadcast - regional continuing use	N	£5.75	£6.90		20%	Prices have remained static since 2015 and do not reflect current costs
31	General	Film and video broadcast - network one use, one country	N	£8.00	£9.60		20%	Prices have remained static since 2015 and do not reflect current costs
32	General	Film and video broadcast - network continuing use, one country	N	£11.50	£13.80		20%	Prices have remained static since 2015 and do not reflect current costs
33	General	Film and video broadcast - network continuing use, EC region	N	£14.25	£17.10		20%	Prices have remained static since 2015 and do not reflect current costs
34	General	Film and video broadcast - network continuing use, world	N	£18.25	£21.90		20%	Prices have remained static since 2015 and do not reflect current costs
35	General	Film and video broadcast - commercials etc. (world)	N	£36.50	£43.80	20%	Prices have remained static since 2015 and do not reflect current costs	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
36	General	Cost of Preparing and sending images Print	N	£8.30	£9.96	£300	20%	Prices have remained static since 2015 and do not reflect current costs
37	General	Cost of Preparing and sending Film and video	N	£20.80	£24.96		20%	Prices have remained static since 2015 and do not reflect current costs
38	General	Cost of preparing and sending stills	N	£20.80	£24.96		20%	Prices have remained static since 2015 and do not reflect current costs
39	General	Cost of preparing and sending digital images	N	£5.20	£6.24		20%	Prices have remained static since 2015 and do not reflect current costs
40	General	Cost of preparing and sending digital images on CD	N	£10.40	£12.48		20%	Prices have remained static since 2015 and do not reflect current costs
41	General	Developing/printing 7x5	N	£6.85	£8.22	Negligible income expected	20%	Prices have remained static since 2015 and do not reflect current costs
42	General	Developing/Printing 10x8	N	£9.15	£10.98		20%	Prices have remained static since 2015 and do not reflect current costs
43	General	Developing/printing 12x10	N	£11.40	£13.68		20%	Prices have remained static since 2015 and do not reflect current costs
44	General	Handprint 10x8	N	£22.80	£27.36		20%	Prices have remained static since 2015 and do not reflect current costs
45	General	Handprint 12x10	N	£29.70	£35.64		20%	Prices have remained static since 2015 and do not reflect current costs
46	General	Handprint 16x12	N	£36.50	£43.80		20%	Prices have remained static since 2015 and do not reflect current costs
47	General	Handprint 20x16	N	£45.80	£54.96		20%	Prices have remained static since 2015 and do not reflect current costs
48	General	Photocopy A4	N	£0.25	£0.30	£75	20%	Prices have remained static since 2015 and do not reflect current costs
49	General	Photocopy A3	N	£0.35	£0.42		20%	Prices have remained static since 2015 and do not reflect current costs

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
50	General	Film and video non-broadcast Educational continuing use world (Rights)	N	£3.45	£4.14	£150	20%	Prices have remained static since 2015 and do not reflect current costs
51	General	Film and video non-broadcast corporate non theatrical continuing use world (Rights)	N	£5.75	£6.90		20%	Prices have remained static since 2015 and do not reflect current costs
52	General	Theatrical shorts non broadcast less than 60 minutes (Rights)	N	£14.25	£17.10		20%	Prices have remained static since 2015 and do not reflect current costs
53	General	Theatrical films non broadcast longer than 60 minutes	N	£23.00	£27.60		20%	Prices have remained static since 2015 and do not reflect current costs
54	General	Digital Commercial Low res email (Rights)	N	£1.15	£1.38		20%	Prices have remained static since 2015 and do not reflect current costs
55	General	Digital Commercial High Res email (Rights)	N	£6.90	£8.28		20%	Prices have remained static since 2015 and do not reflect current costs
56	General	Digital Commercial Rescan email (Rights)	N	£9.20	£11.04		20%	Prices have remained static since 2015 and do not reflect current costs
57	General	Digital Commercial Internet single use email (Rights)	N	£91.25	£109.50		20%	Prices have remained static since 2015 and do not reflect current costs
58	General	Digital Commercial Exhibition (Rights)	N	£22.80	£27.36		20%	Prices have remained static since 2015 and do not reflect current costs
59	General	Digital Commercial Publication (Rights)	N	£28.20	£33.84		20%	Prices have remained static since 2015 and do not reflect current costs
60	General	Digital Commercial Newspaper National (Rights)	N	£40.00	£48.00	20%	Prices have remained static since 2015 and do not reflect current costs	

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Fees and Charges 2017/18

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				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
61	General	Digital Commercial Newspaper Regional (Rights)	N	£22.80	£27.36		20%	Prices have remained static since 2015 and do not reflect current costs

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
62	Unsound Food Certificates	Not exceeding 1 metric tonne	N	£103.00	£103.00	£309	0%	Plus disposal charge
63	Unsound Food Certificates	Exceeding 1 metric tonne	N	£209	£209	£418	0%	Plus disposal charge
64	Port Health	Ship Sanitation Certificate	Y			£10,000	0%	Fees between £80 and £600 varies depending on tonnage and passenger capacity
65	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£15	£15	£0	0%	Documentary Check A
66	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£50	£50		0%	Documentary Check B
67	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£100	£100		0%	Sampling Check plus £45 Courier (if required) plus analyst fees
68	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£15	£15	£5,000	0%	Documentary Check A
69	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£50	£50		0%	Documentary Check B

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
70	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£100	£100		0%	Sampling Check plus £45 Courier (if required) plus analyst fees
71	Port Health	DPE Imported Food Examinations. Commission Implementing Regulation (EC) No 669/2009	Y	£50	£50	£0	0%	Documentary Check
72	Port Health	DPE Imported Food Examinations. Commission Implementing Regulation (EC) No 669/2009.	Y	£100	£100		0%	Sampling Check plus £45 Courier (if required) plus analyst fees
73	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£40	£40		0%	Endorsement of Cert up to 5 certs
74	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£60	£60	£500	0%	6-10 certs
75	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£70	£70		0%	11-20 certs
76	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£80	£80		0%	21+certs

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
77	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£20	£20	£500	0%	Bilateral Agreements Cert for up to 5 certs
78	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£35	£35		0%	6-10 certs
79	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£45	£45		0%	11-20 certs
80	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£55	£55		0%	21+ certs
81	Organic Food Certificates	Organic Products (import from Third Countries Regulations 2003)	Y	£45	£45	£11,500	0%	
82	Export Certificates	The Natural Mineral Water, Spring Water and Bottled Drinking Water (England) Regulations 2007 as amended	N	£50	£50	£0	0%	
83	Dog Control	Removal of stray dogs to kennels	Y	£25	£25	£4,500	0%	Increase based on income from last year.
84	Dog Control	Out of hours Dog Collection	N	£40	£40		0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
85	Dog Control	Kennelling fee per calendar day (up to a maximum of seven days)	N	£12.50	£12.50		0%	
86	Private Water Supplies	Risk Assessment		£500	£500	£0	0%	Hourly rate x officer time. Maximum fee £500.
87	Private Water Supplies	Sampling	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
88	Private Water Supplies	Investigation	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
89	Private Water Supplies	Granting an Authorisation	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
90	Private Water Supplies	Analysing a Sample under Reg 10	Y	£25	£25	£0	0%	
91	Private Water Supplies	Analysing a sample (Check Monitoring)	Y	£100	£100	£0	0%	Hourly rate x officer time. Maximum fee £100.
92	Private Water Supplies	Analysing a Sample (Audit monitoring)	Y	£500	£500	£0	0%	Hourly rate x officer time. Maximum fee £500.
93	Contaminated Land Enquiry	Up to 250m distance	N	£73	£22	£200	56%	Hourly rate for officer time. Minimum fee 1 hour.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
94	Contaminated Land Enquiry	Up to 500m distance	N	£142	£142	£200	0%	Hourly rate for officer time. Minimum fee 1 hour.
95	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y			£0		Charges advised by DEFRA
96	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y			£0		
97	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y			£0		
98	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y			£10,000		
99	Public Health funerals	Officers admin fees in arranging funeral.	N	Maximum of £250	Maximum of £250	£500	N/A	Hourly rate x officer time. Maximum fee £250.
Recycling & Waste Collections - R. Walton - M. Pile - Cllr Kenton								
100	Domestic Recycling & Refuse Collection	Supply & Delivery of 140 litre bin	N	£34.99	£34.99	£1,050	0%	30
101	Domestic Recycling & Refuse Collection	Supply & Delivery of 180 litre bin	N	£47.35	£47.35	£1,421	0%	30
102	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin	N	£46.65	£46.65	£1,400	0%	30
103	Domestic Recycling & Refuse Collection	Supply & Delivery of 360 litre bin	N	£73.55	£73.55	£2,207	0%	30
104	Domestic Recycling & Refuse Collection	Supply & Delivery of 660 litre bin	N	£246.99	£246.99	£7,410	0%	30

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
105	Domestic Recycling & Refuse Collection	Supply & Delivery of 1100 litre bin	N	£275.35	£275.35	£8,261	0%	30
106	Domestic Recycling & Refuse Collection	Supply & Delivery of 55l Black Box or Blue Box	N	£8.35	£8.35	£251	0%	30
107	Domestic Recycling & Refuse Collection	Supply & Delivery of 23l Kerbside Caddy for food collections	N	£8.35	£8.35	£251	0%	30
108	Domestic Recycling & Refuse Collection	Supply & Delivery of 7l Kitchen Caddy for food collections	N	£4.80	£4.80	£144	0%	30
109	Domestic Recycling & Refuse Collection	Supply & Delivery of Container 'Launch Pack' (2 WB, 2 Food + Box)	N	£75.95	£75.95	£2,279	0%	30
110	Domestic Recycling & Refuse Collection	Green Waste Collections; Annual Subscription for up to 6 sacks	N	£39.95	£39.95	£199,750	0%	5000
111	Domestic Recycling & Refuse Collection	Green Waste Collections; Supply & Delivery of 60l Reusable Garden Waste Sack	N	£3.60	£3.60	£7,200	0%	2000
112	Domestic Refuse	Bulk Domestic Waste - Collection (charge for 5 items)	Y	£29.95	£29.95	£29,950	0%	1000
113	Domestic Refuse	Bulk Domestic Waste, Abortive Visit	Y	£29.95	£29.95	£150	0%	5
114	Domestic Refuse	Bulk Domestic Waste, Additional Items	Y	£5.00	£5.00	£50	0%	10
Leisure Facilities - R. Walton - M. Leggatt - Cllr Bartlett								
115	Deal Pier Fishing	Daytime (08:00 to 22:00 hrs April-November, 08:00 to 18:00 hrs December-March) - adult	N	£6.00	£6.00		0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
116	Deal Pier Fishing	Daytime (08:00 to 22:00 hrs April-November, 08:00 to 18:00 hrs December-March) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£3.00	£3.00	£37,500	0%	Certain charges frozen, others raised between 0 and 5% in order to facilitate collection of fees and minimise change.
117	Deal Pier Fishing	Daytime (08:00 to 22:00 hrs April-November, 08:00 to 18:00 hrs December-March) - hand lines	N	£1.45	£1.50		3%	
118	Deal Pier Fishing	Evening (17:00 to 22:00 hrs April-November, 13:00-18:00 hrs December to March) - adult	N	£4.30	£4.50		5%	
119	Deal Pier Fishing	Evening (17:00 to 22:00 hrs April-November, 13:00 to 18:00 hrs December-March) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£2.20	£2.30		5%	
120	Deal Pier Fishing	Night Time (22:00 to 06:00 hrs) - adult	N	£8.40	£8.50		1%	
121	Deal Pier Fishing	Night Time (22:00 to 06:00 hrs) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£4.80	£5.00		4%	
122	Deal Pier Fishing	Combined 'Day and Night' Ticket - adult	N	£10.75	£11.00		2%	
123	Deal Pier Fishing	Combined 'Day and Night' Ticket - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£7.05	£7.00		-1%	
124	Hire of Pier	Per night booking	N	£193	£200.00		4%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
125	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Adult	N	£66	£67.00	1500	2%	Income figures estimated as collection rates under new management structure may vary
126	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - OAP	N	£66	£67.00		2%	
127	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Junior	N	£32.75	£33.50		2%	
128	Sports - Parks and Recreation Grounds	Visitors green fees per game 21 ends (per game per person) per game (per set – 4 woods and 1 Jack)	N	£3.20	£3.30		3%	
129	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Adult	N	£51.50	£53.00		3%	Higher increase keeps charge simple
130	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Juniors	N	£21	£21.50		5%	
131	Sports - Parks and Recreation Grounds	Netball	N	£25.00	£26.00		4%	
132	Sports - Parks and Recreation Grounds	Tennis - Adult (per court per hour)	N	£4.80	£5.00		4%	
133	Sports - Parks and Recreation Grounds	Tennis - Junior (per court per hour)	N	£1.65	£1.70		3%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
134	Sports - Parks and Recreation Grounds	Tennis - OAP (per court per hour)	N	£1.65	£1.70		3%	
135	Parks	Standard Hire Event	N	£156		£19,475	-100%	Delete - too similar to small commercial combine categories
136	Parks	Deposit	N				0%	
137	Parks	Small Commercial/stnadard Event - Operating Day	N	£163	£170.00		4%	
138	Parks	Small Commercial Event - Non-Operating Day	N	£38	£40.00		5%	
139	Parks	Small Commercial Event - Deposit	N	£1,000	£1,000.00		0%	
140	Parks	Large Commercial Event - Operating Day	N	£530	£555.00		5%	
141	Parks	Large Commercial Event - Non-Operating Day	N	£84.50	£88.50		5%	
142	Parks	Large Commercial Event - Deposit	N	£1,000	£1,000.00		0%	
143	Parks	Mobile Exhibition - Per Day	N	£75	£79.00		5%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
144	Parks	Mobile Exhibition - Deposit	N	£200	£200.00		0%	
145	Parks	Community Event or Event run by a registered charity - per day	N	£45	£45.00		0%	
146	Parks	Community Event or Event run by a registered charity - per deposit	N	£200	£200.00		0%	
147	Parks	Use of parks for commercially run fitness and similar activities - fee per session	N	£15.00	£25.00		n/a	
148	Parks	Commemorative Trees	N	£375	£395.00	(Included in £157,500 below)	5%	
149	Parks	Memorial Benches administration fee	N	£210	£195.00		-7%	
150	Parks	Commemorative Plaques	N	£199	£200.00		1%	
151	Cemetery - R. Walton - M. Leggatt - Cllr Bartlett							
152	General	Maintenance	N	£51	£52.50		3%	
153	General	Maintenance and Planting	N	£107	£110.00		3%	
154	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	£655	£675.00		3%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
155	General	Purchase of Grave Space - Child under 12 years	N	£0	£0	£157,500	0%	
156	General	Purchase of Cremation Grave/Ashes Plot (This fee will be doubled for non residents)	N	£185	£190.00		3%	
157	General	Use of Chapel	N	£151	£155.00		3%	
158	General	Garden of Remembrance - right to erect a tablet	N	£89	£91.00		3%	
159	General	Interment of Ashes (excluding caskets or urns)	N	£187	£192.00		3%	
160	General	Search in Burial Register (to be charged when time involved exceeds 1 hr)	N	£55	£57.50		5%	
161	General	Right to erect a memorial not exceeding 1.06 metres in height, 0.76 metres in width and 0.45 metres in depth	N	£169	£174.00		3%	
162	General	Vase not exceeding 0.30 metres in height or tablet not exceeding 0.25 metres (including a tablet for a stillborn child) with only the name or initials, date of death and age of person inscribed	N	£79	£81.00		3%	
163	General	Right to place on any flagstone, headstone, kerbstone, border stone, inscribed vase, tablet or monument, each further inscription	N	£71	£73.00		2%	
164	General	Replacement of a headstone with a new headstone	N	£35	£40.00	14%	Current (2016/17) charge does not cover costs of the service	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
165	General	Right to place kerb - depending upon location within cemetery		£375	£385.00		3%	
166	General	Interment of cremated remains in any grave	N	£187	£192.00		3%	
167	General	Interment of a stillborn child or child under 6 months	N	£56	£57.00		2%	
168	General	Interment of a child exceeding 6 months but under 12 years	N	£245	£250.00		2%	
169	General	Interment of an adult or child exceeding 12 years: single depth - new grave	N	£810	£835.00		3%	
170	General	Interment of an adult or child exceeding 12 years: single depth - reopen	N	£630	£650.00		3%	
171	General	Interment of an adult or child exceeding 12 years: double depth - new grave	N	£930	£960.00		3%	
172	General	Interment of an adult or child exceeding 12 years: double depth - reopen	N	£785	£810.00		3%	
173	General	Interment of an adult or child exceeding 12 years: triple depth	N	£1,140	£1,175.00		3%	
174	General	Laying Down of Unsafe Memorials Or Making Memorials Safe	N	£108	£0.00		-100%	Delete - occurs on old graves, majority of occurrences the family are difficult impossible to trace hence not cost effective to pursue charge
175	General	One Off Contribution For Maintenance For Coffin Burials	N	£215	£222.00		3%	
176	General	One Off Contribution For Maintenance For Cremated Remains	N	£83.00	£85.00		2%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
177	The above charges apply where the person to be interred is, or immediately before death was a resident in the Dover District Council area, or in the case of a stillborn child, where the parents (or one of them) are residents of the District.							
Foreshore - R. Walton - M. Leggatt - Cllr Bartlett								
178	Beach Plot Charges	Walmer Plot	N	£320	£320.00	£15,456	0%	Fee will be held for 17/18 then 2% annual increase until 21/22 and 5 year licences granted to reduce admin.
179	beach Plot charges	Deal/Walmer commercial plot	N	£151	£151.00		0%	
180	Beach Plot Charges	St Margaret's Plot	N	£225	£231.00		3%	
181	Beach Plot Charges	Kingsdown Plot	N	£178	£183.00		3%	Omit 50% discount ramp replaced
182	Beach Plot Charges	Extra Boat on Plot	N	£78.50			-100%	Delete - Difficult to monitor limited income pick up on overall cost of plot
183	Beach Huts	St Margaret's Bay - Annual	N	£1,150	£1,185.00	£16,590	3%	
184	Beach Huts	The Endeavour Centre - Daily	N	£34.00	£35.00	£140	3%	
185	Sandwich Quay	Long stay moorings per m per day (minimum 3 months) - Residents	N	£3.20	£3.20	£2,500	0%	Left at 16/17 prices to encourage greater use of the quay so that it is a vibrant environment, prices are not below Kent market values given the offering.
186	Sandwich Quay	Long stay moorings per m per day (minimum 3 months) - Non-Residents	N	£5.00	£5.00		0%	
187	Sandwich Quay	Short Stay Moorings per day (maximum 28 days)	N	£10.00	£10.00		0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett								
188	Beach Huts	Beach Hut Plots Kingsdown	N	£450.00	£465.00	£9,300	3%	
189	Filming on DDC land	Fee - per day	N	£570.00	£600.00	£3,000	5%	
190	Filming on DDC land	Fee - per hour	N	£97.00	£102.00		5%	
191	Statutory Street Naming and Numbering	Registering a New Property Address	N	£130.00	£135.00	£15,500	4%	
192	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	£270	£280.00		4%	
193	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	£430	£440.00		2%	
194	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	£440	£450.00		2%	For developments in excess of 20 units - fee will be £440 plus £10 fee for each unit in excess of 20 units . No maximum fee.
195	Statutory Street Naming and Numbering	Changing Street Name	N	£570	£585		3%	
196	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering	N	£55	£55.00		0%	Current charge covers hourly charge out rate

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Fees and Charges 2017/18

				2016/17	2016/17	2016/17	2016/17	2016/17	2016/17	2017/18	2017/18		2017/18	2017/18		2017/18		2017/18		
Detail	Narrative	Vatable Y/N?	Proposed Amount of penalty if paid within 15 days	units / comments	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Units / comments	Penalty Amount % change	Proposed Full amount of penalty - 14 days	Units / comments	Full Amount of Penalty % change	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels		
Environmental Health - R. Walton - D Croucher - Cllr Bartlett																				
197	S48 Anti-Social Behaviour, Crime & Policing Act 2014	Failure to comply with a Community Protection Notice	N		£100		£2500 in the case of an individual, unlimited in the case of a body					£100		0%	£2500 in the case of an individual, unlimited in the case of a body	0%				
198	S33 Environmental Protection Act 1990	Fixed penalty notice for fly-tipping				Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)						£400	Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)		Unlimited fine.				New power to issue FPNs for fly-tipping introduced in May 2016. Proposed level of £400 subject to approval by Cabinet.	
199	S34 Environmental Protection Act 90	Failure to produce waste documents	N	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy.									£300		0%	Unlimited on indictment, £5000 on summary	0%			
200	S5 Control of Pollution (amendment) Act 1989	Failure to produce authority to transport waste	N		£300		£5,000					£300		0%	£5,000	0%				
201	s47 Environmental Protection Act '90	Failure to comply with a waste receptacles notice (commercial)	N		£100		£1,000					£100		0%	£1,000	0%				
202	s46 Environmental Protection Act 1990	Failure to comply with a waste receptacles notice (domestic)	N		£60	Paid within 28 days	Recoverable as a civil debt					£60	Paid within 28 days	0%	Recoverable as a civil debt	0%				
203	S7 Health Act 2006	Smoking in a smoke free premises or vehicle	N	£30	Paid within 15 days	£50	Paid within 29 days	£200			£30	Paid within 15 days	0%	£50	Paid within 29 days	0%	£200	0%		
204	S7 Health Act 2006	Smoking in a vehicle with a person under the age of 18 present.									£30	Paid within 15 days		£50	Paid within 29 days		£200		Legislation introduced in October 2015.	
205	S6 Health Act 2006	Failure to display no smoking signs in smoke free premises or vehicles	N	£150	Paid within 15 days	£200	Paid within 29 days	£1,000			£150	Paid within 15 days	0%	£200	Paid within 29 days	0%	£1,000	0%		
206	S4 Noise Act 1996	Noise from dwellings exceeding the permitted level (defined in the Act)	N		£100		£1,000					£100		0%	£1,000	0%				
207	S4A Noise Act 1996	Noise from licensed premises exceeding the permitted level (defined in the Act)	N		£500		£5,000					£500		0%	£5,000	0%				
208	S6 Clean Neighbourhoods & Env Act 2005	Nuisance Parking (exposing vehicles for sale on a road or repairing vehicles on a road)	N		£100		£2,500					£100		0%	£2,500	0%				
209	S.88(1) Environmental Protection Act 1990	Litter	N	No longer applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy									£75	Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)	0%	£2,500	0%			
210	Sch. 3A para 7. EPA '90	Unauthorised distribution of literature on designated land	N		£75		£2,500					£75	Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)	0%	£2,500	0%				
211	S.43 Anti-Social Behaviour Act 2003	Graffiti and fly posting	N		£75		£2,500					£75	Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)	0%	£2,500	0%				
212	S.2A Refuse Disposal (Amenity) Act 1978	Abandoning a vehicle	N		£200		£2,500					£200		0%	£2,500	0%				
213	S.73 CNEA '05	Failure to nominate key holder (within an alarm notification area) or to notify the LA in writing of nominated key holder's details	N		£75		£1,000					£75		0%	£1,000	0%				
214	S.3 Dogs (Fouling of Land) Act 1996	Failure to remove dog faeces forthwith	N	Legislation still in force but fouling now dealt with under Public Spaces Protection Orders. May be reintroduced if PSPOs rescinded or not renewed.																

£9,500

£9,500

				2016/17	2016/17	2016/17	2016/17	2016/17	2016/17	2017/18	2017/18		2017/18	2017/18		2017/18		2017/18	
	Detail	Narrative	Vatable Y/N?	Proposed Amount of penalty if paid within 15 days	units / comments	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Units / comments	Penalty Amount % change	Proposed Full amount of penalty - 14 days	Units / comments	Full Amount of Penalty % change	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels
Environmental Health - R. Walton - D Croucher - Cllr Bartlett																			
49	215	The Public Space Protection Order (Dover District Council) 2014	Failure to comply with Public Space Protection Order	N	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.	£75		£1,000		Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.			£75	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.		£1,000	0%		

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
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Legal - D. Randall - H. Rudd - Cllr Conolly								
216	General	Engrossments (Right to Buy – Leasehold Transactions)	N	£75	£120	£4,200	60%	
217	General	All charges for legal professional work being met by third parties	N	£205	£205	£4,100	0%	Per hour
Land Charges - D. Randall - L. Cooke - Cllr Conolly								
218	General	Requisition for Search (LLC1)	N	£27.50	£27.50		0%	
219	General	Optional Printed Enquiry (in Part 2 of Con 290)	N	£12.00	£12.00		0%	
220	General	Any Additional Enquiry submitted	N	£15.00	£15.00		0%	
221	General	Search in respect of any extra parcel of land	N	£13.00	£13.00		0%	
222	General	Existing Conveyancing Form (CON29)	N	£98.50	£98.50		0%	
223	General	Proposed New Conveyancing Form (CON29)	N				100%	
224	General	CON29 Q1.1(a,b,c,d,e,f,g,h,i)	N	£3.50	£3.50		0%	
225	General	CON29 Q1.1(j,k,l)	N	£6.00	£6.00		0%	
226	General	CON29 Q1.2	N	£2.00	£2.00		0%	
227	General	CON29 Q2.1(a,b,c,d)	N	£3.50	£3.50		0%	
228	General	Proposed New CON29 Q2.2, 2.3, 2.4, 2.5 (Refer to KCC)	N	£6.00	£6.00			
229	General	CON29 Q3.1	N	£2.00	£2.00		0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
230	General	CON29 Q3.2	N	£2.00	£2.00	£220,000 in total for Land Charges	0%	
231	General	New Question CON29 Q3.3(a,b,c)	N	£3.50	£3.50		0%	
232	General	CON29 Q3.4 (a,b,c,d,e,f)	N	£5.00	£5.00		0%	
233	General	CON29 Q3.5 (a,b)	N	£4.00	£4.00		0%	
234	General	CON29 Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	N	£3.00	£3.00		0%	
235	General	CON29 Q3.7 Flood and coastal erosion added)	N	£18.00	£18.00		0%	
236	General	CON29 Q3.8	N	£4.00	£4.00		0%	
237	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	£2.50	£2.50		0%	
238	General	New Question CON29 Q3.10	N	N/A	N/A		100%	
239	General	CON29 Q3.11(a,b)	N	£4.00	£4.00			
240	General	CON29 Q3.12	N	£2.00	£2.00		0%	
241	General	CON29 Q3.13(a,b,c)	N	£5.00	£5.00		0%	
242	General	CON29 Q3.14	N	£3.00	£3.00		0%	
243	General	New Question CON29 Q3.15	N	£1.50	£1.50		100%	
244	General	CON29 Administration Fee plus Question fees	N	£18.00	£18.00	0%	£18 admin fee now charged for CON29O and additional questions submitted without a standard search	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
245	General	Personal Search Land Charges Register	N	£0.00	£0.00		0%	Free
Electoral Services - D. Randall - L. Cooke - Cllr Conolly								
246	Representation of the People Acts and the Electoral Administration Act	Purchase of Register of Electors and copies of Election documents	Y	£0.00	£0.00		0%	As per Statutory Instrument
Miscellaneous - D. Randall - M. Weir - Cllr Conolly								
247	Access to Information and Data Protection Acts	Inspection of list of background papers	Y	£0.00	£0.00	£0.00	0%	Freedom of Information free up to 18 hour limit
248	Access to Information and Data Protection Acts	Inspection of each set of documents	Y	£2.50	£2.50	£0.00	0%	Freedom of Information free up to 18 hour limit
249	Access to Information and Data Protection Acts	Inspection of personal data	Y	£10.00	£10.00	£100.00	0%	Maximum fee Council can charge as per legislation
250	Access to Information and Data Protection Acts	Environmental Information Request	N	N/A	£32.00	£100.00	N/A	New Charge from 2017/18

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT (where applicable)	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Comments (inc reasons for change in charges and/or income)
Housing - M. Davis - P Whitfield - Cllr Beresford								
251	Garages	Standard garages to Council tenants	N	£11.10	£11.22	£184,950	1.1%	Inflation increase 317 garages
252	Garages	Standard garages to Non-Council tenants	N	£11.10	£11.22	£230,945	1.1%	Inflation increase 475 garages
253	Garages	Garage Plots (per annum)	N	£132.93	£134.28	£21,350	1.0%	Inflation increase 159 garages
254	Garages let at full market rent	The Gateway, Dover	N	£19.22	£19.44	£1,685	1.1%	Inflation increase Two garages
255	Garages let at full market rent	Dover Town Area (Harold St, Godwyne Close, Pencester)	N	£17.22	£17.22	£15,222	0.0%	17 garages
256	Guest Room Rental	Rental of Guest Room in Sheltered Housing Blocks	N	£18.50	£18.50	£1,400	0.0%	£18.50 for the first night then £11.50 for any subsequent nights
257	Rent of Common Rooms	Rental of Common Rooms in Sheltered Housing Blocks	N	£10.00	£10.00	£1,500	0.0%	£10 per hour
258	Laundry Facilities	Use of Laundry Facilities within the Sheltered Housing Blocks	N	£0.20	£0.20	£600	0.0%	3000
259	Keys	Assa Keys for Communal Buildings	N	£18.00	£18.00	£900	0.0%	60
260	Supporting People Charges	Accommodation based service - sheltered	N	£10.24	£10.24	£142,021	0.0%	266 clients
261	Supporting People Charges	Alarm Service	N	£0.33	£0.33	£11,154	0.0%	650 clients (charge is per week)
262	Leaseholders	Solicitors enquiries from potential leaseholders	N	£108	£109.20	£3,185	1.1%	Inflation increase 35 expected
263	Notice of Transfer	Change of Leaseholder details		£75	£76.00	£2,280	1.3%	Inflation increase 30 expected
264	Leaseholders	Extension of Lease - initial work on lease valuation extension and legal costs. Does not include costs of actual lease extension		£656	£656	656	0.0%	One lease extension expected
265	Retrospective Consent	Retrospective consent from Housing to make alterations at Council Properties		£40	£45	£450	12.5%	More accurate reflection of actual cost 10 expected
Private Sector Housing - M. Davis - R. Kennedy - Cllr Beresford								
266	HMO Licensing	Initial application fee to licence an HMO.	N	£680	£700	£1,600	2.9%	Change due to benchmarking of surrounding councils charges
267	HMO Licensing	Fee for Licence renewal	N	£450	£460	£1,800	2.2%	Change due to benchmarking of surrounding councils charges
268	Housing Act Notices	Improvement and Prohibition notice	N	£350	£370	£1,000	5.7%	Change due to benchmarking of surrounding councils charges

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT (where applicable)	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Comments (inc reasons for change in charges and/or income)
Housing - M. Davis - P Whitfield - Cllr Beresford								
269	Housing Act Notices	Suspended Improvement and Prohibition notice	N	£350	£370	£0	5.7%	Change due to benchmarking of surrounding councils charges
270	Housing Act Notices	Emergency Remedial Action	N	£500	£550	£550	10.0%	Change due to benchmarking of surrounding councils charges
271	Housing Act Notices	Demolition Order	N	£600	£610	£0	1.7%	Inflation costs
272	Mobile Homes Act 2013 licence	Initial Licence fee	N	£50	£50	£0	0.0%	
273	Mobile Homes Act 2013 licence	Annual licence fee	N	£10	£10	£0	0.0%	For each pitch
274	Mobile Homes Act 2013 licence	Transfer of licence	N	£300	£300	£0	0.0%	For each licence
275	Mobile Homes Act 2013 licence	Expansion fee	N	£200	£200	£0	0.0%	For each expansion plus £10 for each additional unit
276	Mobile Homes Act 2013 licence	Fee for depositing rules	N	£30	£30	£0	0.0%	Depositing rules
277	Mobile Homes Act 2013 licence	Charge for notices	N	£260	£260	£0	0.0%	One notice plus cost for specialist reports
278	The redress schemes for letting agency work and management agency work order 2014	Penalty notice for each breach of requirement of letting agent or managing agent to belong to a redress scheme	Y	£5,000	£5,000	£0	0.0%	Each breach of requirement
279	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Penalty notice for each breach of requirement of letting agent or managing agent to belong to a redress scheme	Max yes	£1,500	£1,500	£0	0.0%	£1500 for first offence; £3000 for second offence; £5000 for third and subsequent offence
280	Immigration inspection	Requests to inspect properties and provide report of suitability of property for immigration	N	£100	£100	0	0.0%	For one property inspection
Miscellaneous - M. Davis - H. Lamb - Cllr Conolly								
281	Finance	Credit Card Surcharge	N		£0	£0	-100.0%	Credit card surcharge to be removed to encourage move to electronic payments and to support digital transformation.
282	Finance	Court Summons for Council Tax and Business Rates	N	£50	£50	£300,000	0.0%	No increase for 17/18 As the costs are only intended to reflect our actual costs in obtaining the summons or liability order it is difficult to justify increasing them when our overall budgets are reducing.
283	Finance	Liability Order for Council Tax and Business Rates	N	£50	£50		0.0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
1	Personal Licences	Grant or Renewal	Y	£37	£37	£3,700	0%	Statutory Fee set by Government
2	Personal Licences	Change of Name or Address	Y	£10.50	£10.50	£315.00	0%	
3	Personal Licences	Theft, Loss etc.	Y	£10.50	£10.50	£52.50	0%	
4	Premises & Club Licences	Theft, Loss etc.	Y	£10.50	£10.50	£52.50	0%	
5	Premises & Club Licences	Change of Name or Address	Y	£10.50	£10.50	£52.50	0%	
6	Premises & Club Licences	Change of Club Rules	Y	£10.50	£10.50	£0	0%	
7	Premises & Club Licences	Vary DPS	Y	£23	£23	£1,886	0%	
8	Premises & Club Licences	Transfer Licence	Y	£23	£23	£621	0%	
9	Premises & Club Licences	Interim Authority	Y	£23	£23	£0	0%	
10	Premises & Club Licences	Notification Interest	Y	£21	£21	£21	0%	
11	Premises & Club Licences	Provisional Statement	Y	£315	£315	£0	0%	
12	Premises & Club Licences	Minor Variation	Y	£89	£89	£267	0%	
13	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100	£100	£1,000	0%	
14	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190	£190	£2,090	0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
15	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315	£315	£630	0%	
16	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450	£450	£0	0%	
17	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635	£635	£0	0%	
18	Premises & Club Licences	Annual Fee NDR Band A	Y	£70	£70	£6,300	0%	
19	Premises & Club Licences	Annual Fee NDR Band B	Y	£180	£180	£54,000	0%	
20	Premises & Club Licences	Annual Fee NDR Band C	Y	£295	£295	£12,390	0%	
21	Premises & Club Licences	Annual Fee NDR Band D	Y	£320	£320	£3,520	0%	
22	Premises & Club Licences	Annual Fee NDR Band E	Y	£350	£350	£2,800	0%	
23	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000	£1,000	£0	0%	
24	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	£2,000	£2,000	£0	0%	
25	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	£4,000	£4,000	£0	0%	
26	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	£8,000	£8,000	£0	0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
27	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	£16,000	£16,000	£0	0%	Statutory Fee set by Government
28	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	£24,000	£24,000	£0	0%	
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000	£32,000	£0	0%	
30	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	£40,000	£40,000	£0	0%	
31	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	£48,000	£48,000	£0	0%	
32	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	£56,000	£56,000	£0	0%	
33	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	£64,000	£64,000	£0	0%	
34	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500	£500	£0	0%	
35	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000	£1,000	£0	0%	
36	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000	£2,000	£0	0%	
37	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000	£4,000	£0	0%	
38	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000	£8,000	£0	0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
39	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000	£12,000	£0	0%	Statutory Fee set by Government
40	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000	£16,000	£0	0%	
41	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000	£20,000	£0	0%	
42	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000	£24,000	£0	0%	
43	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000	£28,000	£0	0%	
44	Large Scale Events	Annual fee 90,000 and over	Y	£32,000	£32,000	£0	0%	
45	Temporary Event Notices	New Notice	Y	£21	£21	£4,830	0%	
46	Temporary Event Notices	Theft, Loss etc.	Y	£10.50	£10.50	£0.00	0%	
47	Small Society Lotteries	Registration Fee	Y	£40	£40	£480	0%	
48	Small Society Lotteries	Annual Fee	Y	£20	£20	£1,400	0%	

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Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
49	Bingo Club	Licence Application	N	£3,500	£3,500	£0	0%	
50	Bingo Club	Annual Fee	N	£950	£950	£1,900	0%	
51	Bingo Club	Application to Vary	N	£1,750	£1,750	£0	0%	
52	Bingo Club	Application to Transfer	N	£1,200	£1,200	£0	0%	
53	Bingo Club	Application for Reinstatement	N	£1,200	£1,200	£0	0%	
54	Bingo Club	Application for Provisional Statement	N	£3,500	£3,500	£0	0%	
55	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200	£1,200	£0	0%	
56	Bingo Club	Copy of Licence	N	£25	£25	£0	0%	
57	Bingo Club	Notification of Change	N	£50	£50	£0	0%	
58	Betting Premise (excluding Tracks)	Licence Application	N	£3,000	£3,000	£0	0%	
59	Betting Premise (excluding Tracks)	Annual Fee	N	£575	£575	£6,325	0%	
60	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250	£1,250	£0	0%	
61	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200	£1,200	£0	0%	
62	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200	£1,200	£0	0%	
63	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000	£3,000	£0	0%	
64	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200	£1,200	£0	0%	
65	Betting Premise (excluding Tracks)	Copy of Licence	N	£25	£25	£0	0%	

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Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
66	Betting Premise (excluding Tracks)	Notification of Change	N	£50	£50	£0	0%	
67	Track	Licence Application	N	£2,500	£2,500	£0	0%	
68	Track	Annual Fee	N	£950	£950	£0	0%	
69	Track	Application to Vary	N	£1,250	£1,250	£0	0%	
70	Track	Application to Transfer	N	£950	£950	£0	0%	
71	Track	Application for Reinstatement	N	£950	£950	£0	0%	
72	Track	Application for Provisional Statement	N	£2,500	£2,500	£0	0%	
73	Track	Licence Application (Provisional Statement Holders)	N	£950	£950	£0	0%	
74	Track	Copy of Licence	N	£25	£25	£0	0%	
75	Track	Notification of Change	N	£50	£50	£0	0%	
76	Family Entertainment Centre	Licence Application	N	£2,000	£2,000	£0	0%	
77	Family Entertainment Centre	Annual Fee	N	£725	£725	£2,175	0%	
78	Family Entertainment Centre	Application to Vary	N	£1,000	£1,000	£0	0%	
79	Family Entertainment Centre	Application to Transfer	N	£950	£950	£0	0%	
80	Family Entertainment Centre	Application for Reinstatement	N	£950	£950	£0	0%	
81	Family Entertainment Centre	Application for Provisional Statement	N	£2,000	£2,000	£0	0%	
82	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950	£950	£0	0%	
83	Family Entertainment Centre	Copy of Licence	N	£25	£25	£0	0%	
84	Family Entertainment Centre	Notification of Change	N	£50	£50	£0	0%	

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Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
85	Adult Gaming Centre	Licence Application	N	£2,000	£2,000	£0	0%	
86	Adult Gaming Centre	Annual Fee	N	£950	£950	£3,800	0%	
87	Adult Gaming Centre	Application to Vary	N	£1,000	£1,000	£0	0%	
88	Adult Gaming Centre	Application to Transfer	N	£1,200	£1,200	£0	0%	
89	Adult Gaming Centre	Application for Reinstatement	N	£1,200	£1,200	£0	0%	
90	Adult Gaming Centre	Application for Provisional Statement	N	£2,000	£2,000	£0	0%	
91	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200	£1,200	£0	0%	
92	Adult Gaming Centre	Copy of Licence	N	£25	£25	£0	0%	
93	Adult Gaming Centre	Notification of Change	N	£50	£50	£0	0%	
94	New Small Casino	Licence Application	N	£8,000	£8,000	£0	0%	
95	New Small Casino	Annual Fee	N	£5,000	£5,000	£0	0%	
96	New Small Casino	Application to Vary	N	£4,000	£4,000	£0	0%	
97	New Small Casino	Application to Transfer	N	£1,800	£1,800	£0	0%	
98	New Small Casino	Application for Reinstatement	N	£1,800	£1,800	£0	0%	
99	New Small Casino	Application for Provisional Statement	N	£8,000	£8,000	£0	0%	
100	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000	£3,000	£0	0%	
101	New Small Casino	Copy of Licence	N	£25	£25	£0	0%	
102	New Small Casino	Notification of Change	N	£50	£50	£0	0%	
103	New Large Casino	Licence Application	N	£10,000	£10,000	£0	0%	
104	New Large Casino	Annual Fee	N	£10,000	£10,000	£0	0%	

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Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
105	New Large Casino	Application to Vary	N	£5,000	£5,000	£0	0%	
106	New Large Casino	Application to Transfer	N	£2,150	£2,150	£0	0%	
107	New Large Casino	Application for Reinstatement	N	£2,150	£2,150	£0	0%	
108	New Large Casino	Application for Provisional Statement	N	£10,000	£10,000	£0	0%	
109	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000	£5,000	£0	0%	
110	New Large Casino	Copy of Licence	N	£25	£25	£0	0%	
111	New Large Casino	Notification of Change	N	£50	£50	£0	0%	
112	Regional Casino	Licence Application	N	£15,000	£15,000	£0	0%	
113	Regional Casino	Annual Fee	N	£15,000	£15,000	£0	0%	
114	Regional Casino	Application to Vary	N	£7,500	£7,500	£0	0%	
115	Regional Casino	Application to Transfer	N	£6,500	£6,500	£0	0%	
116	Regional Casino	Application for Reinstatement	N	£6,500	£6,500	£0	0%	
117	Regional Casino	Application for Provisional Statement	N	£15,000	£15,000	£0	0%	
118	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000	£8,000	£0	0%	
119	Regional Casino	Copy of Licence	N	£25	£25	£0	0%	
120	Regional Casino	Notification of Change	N	£50	£50	£0	0%	
121	Temporary Use Notice	Application Fee	Y	£500	£500	£0	0%	
122	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50	£50	£250	0%	

Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
123	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150	£150	£0	0%	
124	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50	£50	£150	0%	
125	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300	£300	£0	0%	
126	Family Entertainment Centre Unlicensed	Permit Renewal Fee	Y	£300	£300	£1,800	0%	Permits last for a period of 10 years.
127	Prize Gaming	Permit Application Fee	Y	£300	£300	£0	0%	
128	Prize Gaming	Permit Renewal Fee	Y	£300	£300	£0	0%	
129	Club Gaming	Permit Application Fee	Y	£200	£200	£0	0%	
130	Club Gaming	Permit Annual Fee	Y	£50	£50	£100	0%	
131	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200	£200	£0	0%	
132	Club Gaming Machine	Permit Application Fee	Y	£200	£200	£0	0%	
133	Club Gaming Machine	Permit Annual Fee	Y	£50	£50	£250	0%	
134	Club Gaming Machine	Permit Renewal Fee	Y	£200	£200	£0	0%	
135	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100	£100	£0	0%	

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Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
136	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50	£50	£0	0%	
137	Gaming Machine Permit	Annual Fee	Y	£100	£100	£0	0%	
138	Provision of Gambling	Copy Licence	Y	£0	£0	£0	0%	
139	Provision of Gambling	Notification of Change	Y	£0	£0	£0	0%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
1	Acupuncture	Premise Registration	N	£175	£175	£0	0%	
2	Acupuncture	Additional Practitioner	N	£80	£80	£80	0%	
3	Acupuncture	Minor Variation	N	£50	£50	£0	0%	
4	Cosmetic Piercing	Premise Registration	N	£175	£175	£0	0%	
5	Cosmetic Piercing	Additional Practitioner	N	£80	£80	£80	0%	
6	Cosmetic Piercing	Minor Variation	N	£50	£50	£0	0%	
7	Ear Piercing	Premise Registration	N	£175	£175	£0	0%	
8	Ear Piercing	Additional Practitioner	N	£80	£80	£80	0%	
9	Ear Piercing	Minor Variation	N	£50	£50	£0	0%	
10	Electrolysis	Premise Registration	N	£175	£175	£0	0%	
11	Electrolysis	Additional Practitioner	N	£80	£80	£0	0%	
12	Electrolysis	Minor Variation	N	£50	£50	£0	0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£175	£175	£0	0%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£80	£80	£80	0%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50	£50	£0	0%	
16	Tattooing	Premise Registration	N	£175	£175	£0	0%	
17	Tattooing	Additional Practitioner	N	£80	£80	£80	0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
18	Tattooing	Minor Variation	N	£50	£50	£0	0%	
19	Animal Licensing	Boarding Establishments	N	£235	£235	£3,290	0%	Plus vet fees (initial visit). NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
20	Animal Licensing	Home Boarding	N	£120	£120	£480		Boarding within Domestic Premises. Plus vet fees (initial visit). NOTE: £80 Non refundable to be submitted with application, a further £40 is due if application is approved to cover regulation.
21	Animal Licensing	Dog Breeding Establishments	N	£235	£235	£470	0%	Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
22	Animal Licensing	Dangerous Wild Animals	N	£235	£235	£0	0%	Every 2 years Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
23	Animal Licensing	Performing Animals	N	£235	£235	£0	0%	Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
24	Animal Licensing	Pet Shops	N	£170	£170	£1,020	0%	Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £114 Non refundable to be submitted with application, a further £56 is due if application is approved to cover regulation.
25	Animal Licensing	Horse Riding Establishments	N	£235	£235	£940	0%	Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
26	Animal Licensing	Zoos	N	£750	£750	£0	0%	Every 4-6 years (Plus interim vet inspection fees during period) Plus Vet fees. NOTE: £500 Non refundable to be submitted with application, a further £250 is due if application is approved to cover regulation.
27	Street Trading Consent	Grant	N	£490	£490	£490	0%	£295 Non refundable to be submitted with application, a further £195 is due if application is approved to cover regulation.
28	Street Trading Consent	Annual renewal	N	£230	£230	£920	0%	
29	Street Trading Consent	Occasional	N	£130	£130	£0	0%	
30	Street Trading Consent	Occasional Street Market	N	£200	£200	£1,000	0%	Up to 25 stalls then £10 per stall thereafter

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
31	Street Trading Consent	Pavement Permit (New) - Tables & Chairs	N	£75	£75	£150	0%	New & Variation Applications
32	Street Trading Consent	Pavement Permit (Renewal) - Tables & Chairs	N	£35	£35	£980	0%	Renewal
33	Sexual Entertainment Venue	Grant	N	£3,250	£3,250	£0	0%	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.
34	Sexual Entertainment Venue	Renewal, Transfer or Variation	N	£2,225	£2,225	£0	0%	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.
35	Boat Licence	Grant	N	£93	£93	£0	0%	
36	Boat Licence	Renewal or Transfer	N	£93	£93	£279	0%	
37	Hypnotism Performance	Grant	N	£50	£50	£0	0%	
38	Scrap Metal Dealer	Site Licence Grant	N	£470	£470	£0	0%	NOTE: £314 Non refundable to be submitted with application, a further £156 is due if application is approved to cover regulation.
39	Scrap Metal Dealer	Site Licence Variation	N	£50	£50	£0	0%	
40	Scrap Metal Dealer	Site Licence Renewal	N	£450	£450	£0	0%	Every 3 years

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
41	Scrap Metal Dealer	Collectors Licence Grant	N	£275	£275	£0	0%	NOTE: £184 Non refundable to be submitted with application, a further £91 is due if application is approved to cover regulation.
42	Scrap Metal Dealer	Collectors Licence Variation	N	£50	£50	£0	0%	
43	Scrap Metal Dealer	Collectors Licence Renewal	N	£255	£255	£255	0%	Every 3 years

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
44	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£375	£327	£22,080	-13%	If vehicle is wheelchair accessible there is a 10% reduction in fee
45	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£315	£259	£33,012	-18%	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 10% reduction in fee.
46	Hackney Carriage & Private Hire	Unmet Demand Survey	N	£0	£0	£0		Included within Grant / renewal Fee
47	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£50	£54	£2,800	8%	
48	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£20	£21	£42	5%	
49	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant)	N	£91	£124.00		37%	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.
50	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal)	N		£110.00			No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
51	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant)	N	£187	£293.00	£30,000	N/A	The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.
52	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal)	N		£279.00			The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.
53	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	£44	£5,060	0%	Fee set externally. New drivers + every 3 years for renewals
54	Hackney Carriage & Private Hire	Knowledge Test	N	£26	£0	£0	-100%	Included within Grant fee
55	Hackney Carriage & Private Hire	Vehicle Plate	N	£19	£17	£306	-11%	Per plate
56	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£12	£15	£150	25%	Per holder

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
57	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles	N	£15 Plus £40 per vehicle	£90		0%	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
58	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles	N		£144			1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
59	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles	N		£197			1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
60	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles	N	£75 Plus £200 per vehicle	£364	£2,480	N/A	Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.
61	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 6 to 10 vehicles	N		£631			

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
62	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles	N		£898			Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.
63	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N		£30	£200.00		New fee to allow for changes such as change of name or number of vehicles.
64	Private Hire Operator	Variation to Operators Licence (outside of band) for PH Vehicles	N		£50			New fee to allow for changes such as change of name or number of vehicles.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Planning - N. Aziz - M. Ebbs - Cllr Kenton								
1	General	Section 52 Agreements, Section 106 Agreements, Tree Preservation Orders and Article 4 Directions and Enforcement Notices	Y	£5.00	£5.00	£750.00		
2	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.10	£0.10		A4	
3	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.20	£0.20		A3	
4	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£5.00	£5.00		Over A3	
5	General	Research on Planning Histories, Permitted Development Rights and Use classes	N	£35.00	£35.00		Per request	
6	General	Planning Application Fees (see Appendix 5.2 - A Guide to the Fees for Planning Applications in England)	Y			£600,000	9%	Increase projected based on i) the current fees received to date this financial year and ii) possible fee increases proposed by the Govt
7	General	Pre-application advice (see Appendix 5.3)	N			£55,000	0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Planning - N. Aziz - M. Ebbs - Cllr Kenton								
8	General	Details pursuant to conditions	Y			£15,000	0%	
9	General	Details pursuant to conditions	Y				0%	
10	General	Advice on compliance of conditions information	Y				0%	
11	General	Advice on compliance of conditions information	Y				0%	

A Guide to the Fees for Planning Applications in England

These fees apply from 15 April 2015 onwards.

This document is based upon '[The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#)'

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

All Outline Applications		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare

Householder Applications		
Alterations/extensions to a single dwelling , including works within boundary	Single dwelling	£172

Full Applications (and First Submissions of Reserved Matters)		
Alterations/extensions to two or more dwellings , including works within boundaries	Two or more dwellings (or two or more flats)	£339
New dwellings (up to and including 50)	New dwellings (not more than 50)	£385 per dwelling
New dwellings (for <i>more</i> than 50) £19,049 + £115 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£19,049 + £115 per additional dwelling

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Full Applications (and First Submissions of Reserved Matters) continued...		
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£195
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£385
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£385 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£19,049 + £115 for each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000
The erection of buildings (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£385
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£385 for first 540 sq m + £385 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£19,049 + £115 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £250,000

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Full Applications (and First Submissions of Reserved Matters) continued...		
Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m	£2,150
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£385 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£19,049 + additional £115 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000

Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£195
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + £115 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£423 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£31,725 + additional £126 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000

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Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£214 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£32,100 + additional £126 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
Other operations (not coming within any of the above categories)		
Site area	Any site area	£195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690

Lawful Development Certificate	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£195
Proposed use or operation	Half the normal planning fee.

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Prior Approval	
Agricultural and Forestry buildings & operations or demolition of buildings	£80
Telecommunications Code Systems Operators	£385
Proposed Change of Use to State Funded School or Registered Nursery	£80
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£80
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£80
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£172
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£80
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£172
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£80
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£80
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£172

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Prior Approval continued...	
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£80
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£172
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£80

Reserved Matters	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £385 due

Approval/Variation/discharge of condition	
Application for removal or variation of a condition following grant of planning permission	£195
Request for confirmation that one or more planning conditions have been complied with	£28 per request for Householder otherwise £97 per request

Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellings	Not more than 50 dwellings	£385 for each
Number of dwellings	More than 50 dwellings	£19,049 + £115 for each in excess of 50 up to a maximum of £250,000
Other Changes of Use of a building or land		£385

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Advertising	
Relating to the business on the premises	£110
Advance signs which are not situated on or visible from the site, directing the public to a business	£110
Other advertisements	£385

Application for a New Planning Permission to replace an Extant Planning Permission	
Applications in respect of major developments	£575
Applications in respect of householder developments	£57
Applications in respect of other developments	£195

Application for a Non-material Amendment Following a Grant of Planning Permission	
Applications in respect of householder developments	£28
Applications in respect of other developments	£195

Continued on next page...

CONCESSIONS
EXEMPTIONS FROM PAYMENT
For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Planning permission for relevant demolition in a Conservation Area
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area
If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension

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CONCESSIONS continued...
EXEMPTIONS FROM PAYMENTS continued...
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt

CONCESSIONS
REDUCTIONS TO PAYMENTS
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £385
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £385
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (if not including residential)
Where an application consists of the erection of dwellings and the erection of other types of buildings (categories 1-4) the fees are added together and maximum can be exceeded
Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site or a sum of the fees if it is less than 150%

ENDS

Pre-application Advice

Why Seek Advice?

Whether you are a developer of a large scheme or a householder wishing to improve your home, it is advisable to seek advice before submitting your planning application. We can let you know whether your proposals are supported by planning policy and whether there are any issues that may prevent you from obtaining planning permission.

Basic administrative advice on the planning process is available by visiting a local office or over the telephone and our website contains a wealth of information on planning matters. All of this is available free of charge.

If you would prefer a specific review of your proposals and detailed guidance on the application process, we would recommend you obtain formal pre-application advice. This is a charged-for service and is available to meet any scheme.

We are happy to provide advice at any time, whether it is just a discussion on some initial ideas or a review of more detailed plans. You can use the service just once or it is often beneficial to obtain advice throughout the evolution of your scheme.

There are considerable benefits in seeking our advice such as

- It gives you an opportunity to understand how our policies will be applied to your development
- It can identify at an early stage where there is a need for specialist input, for example about listed buildings, trees, landscape, noise, transport, contaminated land, ecology or archaeology
- It will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more smoothly
- It may lead to a reduction in time spent by your professional advisors in working up proposals
- If a proposal is unlikely to be acceptable we can advise you in advance to enable you to suggest amendments or consider alternative proposals

Our charges

All householder enquiries, small scale developments of up to 5 dwellings, general advice on land-use and small commercial developments of up to 500sq metres of commercial space.

We charge £60 per hour with a minimum charge of 1 hour and then at £30 per 30 minutes or part thereof. This includes travel time to site visits if required. The Officer allocated to deal with your pre-application enquiry will be dependant on the nature and scale of the proposals and resources available.

The Planning Officer will advise you at the outset of the estimated cost and will not exceed this without your agreement. Advice will only be provided once the fee, in line with the estimation, has been received.

You can minimise costs by providing as much information about your scheme as possible in advance, but there is no requirement to do this.

Listed Buildings

Proposals which involve Listed Buildings, or affect their setting, will have a minimum charge of £180 to enable specialist advice to be obtained. This charge will be higher if the proposal also requires the involvement of a Planning Officer.

All other applications

Fee

- £500 or 1.5% of the appropriate fee under the Application Fees Regulations, whichever is the greater, for up to an hour long meeting and written response
- If the Planning Officer recommends further time is spent on your proposal we will provide you with an estimate and obtain your agreement.

We also need the following information

- Written details of the address and proposal
- Description of the nature and scale of the development proposed and the uses to which land and buildings are to be put
- Site location plan with the site clearly marked (to a recognised scale, north point etc)
- Sketch drawings providing details of the proposal (to a recognised scale)
- Photographs of the site and surrounding area, with particular regard to any nearby houses or other development which might be affected by your proposal
- Contact details including phone number and email address
- An initial design and access statement
- Access and parking arrangements
- This may also need to be accompanied by ecological, landscape, contamination, flood and transport assessments depending upon the location, nature and complexity of the development.

What the costs cover

These fees cover administration costs and the time spent in research, assessment, a meeting as necessary, and in making a written response.

Subject:	YOUR LEISURE FUNDING ARRANGEMENTS
Meeting and Date:	Cabinet – 6 February 2017
Report of:	Roger Walton, Director of Environment and Corporate Assets
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Public Protection
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: Cabinet is requested to confirm Your Leisure funding arrangements for 2017/18 and to determine whether the funding arrangements should continue beyond 31 March 2018.

Recommendation: Cabinet are requested to:

1. Confirm approval of the proposed funding agreement for 2017/18.
2. To determine whether the funding arrangements with Your Leisure in respect of Dover Leisure Centre and Tides Leisure & Indoor Tennis Centre at Deal should continue beyond 31 March 2018.

1. Summary

- 1.1 Members may recall approving a report on 10 September 2012 confirming the merger between Vista Leisure & Thanet Leisure Force. The report also confirmed agreement to funding arrangements for a three year period 2012/13 to 2015/16 and assigned lease agreements for the newly merged Your Leisure (YL). (CAB 15 10 September 2012).
- 1.2 The lease arrangements with Your Leisure for the Dover Leisure Centre and Tides Leisure & Indoor Tennis Centre provide that the leases will terminate automatically when the funding arrangements with Your Leisure come to an end. Cabinet is now being asked to confirm approval to the DDC/YL funding agreement for 2017/18.
- 1.3 Cabinet is asked to note that if the funding arrangements are not extended beyond 31 March 2018, the leases with Your Leisure will cease on that date. It is proposed that this will mark the start of a new twelve year contract period for Dover Leisure Centre and Tides Leisure & Indoor Tennis Centre following the leisure operator procurement process that is currently underway. Further consultation and discussion is continuing with YL at the time of writing this report and any further representations will be reported to the Cabinet at their meeting on 6 February.

2. Introduction and Background

- 2.1 Following the merger of Vista Leisure & Thanet Leisure Force in 2013, the existing lease agreements were assigned to Your Leisure and supported by a three year funding agreement for the management of Dover Leisure Centre and Tides Leisure & Indoor Tennis Centre. A sum of £265k per annum was agreed up to 31 March 2016.

- 2.2 Although the funding agreement entered into at that time primarily provided for financial support up to 31 March 2016 it made provision for further annual funding which were described in the Agreement as 'Subsequent Funding Periods'. Currently, we are in such a Subsequent Funding Period which came into effect when DDC provided funding to YL for 2016/17.
- 2.3 The level of funding for the 2016/2017 period was reviewed in accordance with the previous funding agreement. This review entailed reviewing YL's Corporate Business Plan, assessing recent audited accounts, YL risk register, and taking other considerations into account such as the key performance indicator results, the Council's growing budget pressures & volatility, deterioration of leisure centre buildings and projected increases in minimum wage etc. The sum of £265K was maintained and provided for in the budget and approved by Cabinet on 1 February 2016.
- 2.4 The proposed funding agreement for 2017/18 is attached at Appendix B. This document continues the same mechanism under which YL seeks annual funding from the Council which is then used to support the delivery of its sport, leisure and health objectives at the leisure centres. Another review of the funding level has been undertaken as described above and Cabinet are being asked to agree to maintain the current £265k level of funding for 2017/18.
- 2.5 If the funding arrangements are not extended beyond 31 March 2018, the leases with YL will also cease automatically on that date. It should be noted that this is not as reported to Cabinet on September 2016 when members were advised in error that the leases would have to be terminated by the giving of 12 months notice. Although the leases as originally granted made provision for termination by the giving of 12 months notice they were varied as part of the assignment process referred to in paragraph 1.1 and provision made for their automatic determination on the ending of the Council's funding support.
- 2.6 The Council is currently undertaking a leisure operator procurement process that will seek to appoint an operator to manage both centres for a twelve year contract period from 1 April 2018. This decision has evolved as a result of the work being undertaken to build a new Dover Leisure Centre likely to be complete by early 2019.
- 2.7 YL will of course be invited to tender and have the opportunity to bid for the new contract with other competing operators. It should however be restated that the Council's legal relationship with a new operator will be different from that which it maintains at the moment with YL. Currently the leisure facilities form part of the undertaking of YL whereas under the proposed arrangements the operator will be operating facilities as a manager on behalf of the Council.

3. Identification of Options

- 3.1 Option 1. To agree to the new DDC/YL funding agreement for 2017/18. This is the preferred option.
- 3.2 Option 2. To decline to agree the further funding.

4. Evaluation of Options

- 4.1 The preferred option is Option 1. The new funding agreement provides certainty to both YL & DDC in terms of YL financial planning and continuity of services at both

leisure centres. Local sport, leisure and health objectives will be supported in our district to help our resident's lead more active and healthier lifestyles.

- 4.2 Option 2 is not recommended as this would potentially result in YL ceasing to operate the leisure centres from 1 April 2017 and the Council would be without an operator to manage facilities and deliver services from that period until alternative arrangements can be put in place.

5. **Resource Implications**

- 5.1 The budget requirement of £265k is included in the Council Budget 2017/18 and Medium Term Financial Plan 2017/18.

6. **Corporate Implications**

Comment from the Section 151 Officer: Finance have been consulted and have no further comment to add (VB).

Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

Comment from the Equalities Officer: The report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

7. **Appendices**

Appendix A: Letter from Vista dated 18 July 2012

Appendix B: DDC/YL Funding Agreement 2017/18

Background Papers

Contact Officer: Laura Corby – extension 2448

Appendix A

Kevin Fordham
Chief Executive

Philippe Lacamp
Chairman

www.vistaleisure.com



18 July 2012

Mr R. Walton
Director of Environment and Corporate Assets
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ

Vista Leisure
PO Box 408
Dover
Kent
CT16 9BH

Tel: 01304 829860
Fax: 01304 829854

Dear Roger

Merger Between Vista Leisure and Thanet Leisureforce

On the 6th July the Vista Leisure (VL) Trustees agreed to merge with Thanet Leisureforce (TLF). The form of merger will be for VL to dissolve with our assets and liabilities transferring to TLF operating as an Industrial and Provident Society, albeit under a different company name.

The Trustees were confident that our values and objectives and indeed skill set were complementary and considered this was the best way forward to provide a more robust financial platform. They also felt the merger would open up new opportunities and was in the best interests of the charity beneficiaries.

You will be aware there were pre-determined requirements to enable the merger to proceed including approval in respect of leases and funding from Dover District Council (DDC). For completeness the essential requirements are outlined below and I would be grateful if you could make arrangements to progress the current 'in principle' support, in order to obtain formal Council approval.

- Agree to novate the existing leases to the new merged organisation
- Retain the existing length of the lease up until March 2021 and remove all clauses that enable a break in the lease with 12 months' notice
- Agree to enter in to a three year funding arrangement with the new merged organisation

I should mention that a Shadow Board has now been formed to oversee the implementation and their first meeting will be on the 14th August. A key decision at this meeting will be to agree a Company name, which will enable TLF's Membership to formally adopt this name at a Members meeting on the 21st August. The merger is scheduled for completion in March/April 2013 and to keep this on track and avoid abortive costs it would be helpful if you could aim to achieve Council approval in advance of the TLF Members meeting.

You will also know the merger report clarifies VL's and TLF's joint position on Local Authority representation on the new Board. In respect of future governance, and whilst I think I know the answer, it would be helpful if you could confirm if DDC would like to consider the possibility of Councillor representation.

Registered Address: Spin Brothers, 5 St James's Street, Dover, Kent, CT16 1DD
The Company is a limited company registered in England and Wales, Company Registration No. 4149648
Charity Registration No. 1099530



Please do not hesitate to contact me to discuss further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Fordham', written over a light grey circular background.

Kevin Fordham
Chief Executive

Copy to: Steve Davis - Managing Director, Thanet Leisureforce

Dated _____ 2017

DOVER DISTRICT COUNCIL (1)

And

YOUR LEISURE KENT LIMITED (2)

FUNDING AGREEMENT

relating to

LEISURE SERVICES

Harvey Rudd
Solicitor to the Council
Dover District Council
White Cliffs Business Park
Dover
Kent CT16 3PJ

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THIS AGREEMENT is made the _____ day of _____ 2017

B E T W E E N:

1. **DOVER DISTRICT COUNCIL** of White Cliffs Business Park Dover Kent CT16 3PJ ('the Council')
2. **YOUR LEISURE KENT LIMITED** whose registered office is at Winter Gardens Fort Crescent Margate Kent CT9 1HX (Company Registration no IP28889R) ('the Company')

INTRODUCTION

1. The Council is a District Council which is intending to exercise its powers under Section 19(3) of the Local Government (Miscellaneous Provisions) Act 1976
2. Your Leisure Kent Limited is an industrial and provident society with charitable objectives registered under the Industrial and Provident Societies Act 1965 and is also a voluntary organisation which has amongst its objects the provision of community recreational facilities as defined in Section 19 of the Local Government (Miscellaneous Provisions) Act 1976
3. The parties agree that this Agreement shall deal with the arrangements for certain Services which are to be carried out by the Company

THE PARTIES AGREE as follows:-

1. Interpretation

- 1.1 'Approved Business Plan' means the business plan prepared by the Company and agreed by the Council from time to time
- 1.2 'Commencement Date' means 1 April 2017
- 1.3 'Funding' shall mean the sums payable by the Council to the Company under this Agreement
- 1.4 'Funding Payments' shall mean any payment made by the Council to the Company under the terms of this Agreement
- 1.5 'Funding Period' means the period commencing on the Commencement Date and ending on 31 March 2018
- 1.6 'Leases and Licences' shall mean the leases and licences under which the premises at which the Services are to be performed pursuant to this Agreement are or may be demised to the Company by the Council and 'Lease and Licence' has a corresponding meaning
- 1.7 'The Premises' shall mean those premises known as Dover Leisure Centre, Dover and Tides Leisure Pool and Indoor Tennis Centre, Deal which are the subject of the Leases and Licences

- 1.8 'The Services' shall mean all those services for which the Council is making Funding Payments as set out in this Agreement

2 Funding Period and Amount of Funding

- 2.1 The amount of Funding for the Funding Period is £265,000.00 (two hundred and sixty-five thousand pounds)

3. Payment Arrangements

- 3.1 The Council will pay the Funding to a bank account in the name of the Company and the Company shall use the Funding solely for the purposes set out in accordance with the provisions of clause 5 hereof
- 3.2 Payments will only be made subject to the Council being satisfied that the Company has properly used (or are intending properly to use) the said funds in accordance with the terms of this Agreement
- 3.3 It is agreed that wilful breach of this Agreement by the Company would entitle the Council to terminate this Agreement and that the Council may require repayment of all moneys already paid to the Company which had not been spent at the date of such termination
- 3.4 At any time when a payment falls to be made by one party to the other the parties may agree to set off any sum or sums due to the paying party from the other

4. Financial Management and Monitoring

- 4.1 The Company shall operate all customary financial management systems in accordance with established best standards of accounting practice. In particular their accounts will be prepared in accordance with all relevant guidance issued by the Financial Reporting Council and will follow the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice 2005, identifying as appropriate any exceptions to the Statement.
- 4.2 The Company shall maintain such financial operational and service records as shall be necessary to establish that the terms of this Agreement are being fulfilled, and, in particular that the Funding is being used to assist the Company in providing the Services at the Premises and for no other purpose. The Company shall at the request of the Council forthwith make such records available to the Council or its representatives (including its internal or external auditor).
- 4.3 Without prejudice to the generality of the foregoing the Company shall provide such information to the Council and at such intervals as shall be agreed from time to time as part of the regular programme for monitoring the Company's performance

- 4.4 The Company shall submit unaudited accounts to the Council as soon as they are available and in any case not later than 3 months after the end of the Company's financial year
- 4.5 The Company shall submit audited accounts to the Council as soon as they are available and in any case not later than 6 months after the end of the Company's financial year

5. The Purpose of the Funding

- 5.1 The Council has provided the Company with a copy of its recent adopted Indoor Sports Facility Strategy July 2016 and the Playing Pitch and Outdoor Sports Facility Strategy February 2015 which set out the Council's strategic sport, leisure and health objectives. Schedule 2 sets out the specific sport, leisure and health contributory key drivers and objectives, all of which the Company has hereby agreed to assist in delivering by providing the Services at the premises subject to Leases and Licences within the District of Dover (including such ancillary services which are specified in the Schedule 2).
- 5.2 The Company will provide the Council with performance information relating to performance indicators agreed between the parties.
- 5.3 The Company has prepared the Approved Business Plan showing how it will provide the recreational and other services referred to in clause 5.1
- 5.4 The purpose of the Funding is to assist the Company in the provision of those Services as are more particularly specified in the Approved Business Plan at the Premises (and only for such purposes) by way of enabling the Council to fulfil its statutory functions under Section 19(3) of the Local Government (Miscellaneous Provisions) Act 1976 and Section 145 Local Government Act 1972 by the provision of high quality sport and leisure services as evidenced by robust performance measures.

6. Reviews and Variations

- 6.1 The parties agree that they will have regular and general reviews of this Agreement and without prejudice to the generality of this clause any such review will consider whether the Council's strategic objectives and performance indicators (as set out in this Agreement) are being met the level of expenses being incurred by the income being achieved and consequentially whether or not the current past and any proposed level of funding is at the right level whether best value is being delivered as set out in clause 7 and without prejudice to the generality of this provision will have reviews not less than quarterly
- 6.2 The parties further agree that if either party considers that there is an urgent need to discuss the operation of this Agreement that they will meet expeditiously to discuss the implications of any such changes and to use reasonable endeavours to agree all necessary variations to the purposes for which the Funding may be used including any required

amendments to the Approved Business Plan

- 6.3 The Company will provide all required information (without making any charge) and fully co-operate with the Council so that the Council can carry out the reviews efficiently and expeditiously
- 6.4 Without prejudice to the generality of clauses 6.1 and 6.2 if either party is in breach of any of its obligations in this Agreement any of the Leases Licences Transfer Agreement or any other arrangements between the parties they will meet expeditiously to discuss the implications of such breaches

7. Best Value

- 7.1 The Council is obliged to carry out its duties in accordance with the statutory duty of 'Best Value'
- 7.2 In order to enable the parties to demonstrate the best value principles as set out above the parties will seek to agree a mutually acceptable method of evaluating whether Best Value is being delivered including consideration of appropriate benchmarking exercises

8. Alterations to Memorandum or Articles

- 8.1 The Company agrees that it will not alter or amend its Memorandum or Articles of Association without prior consultation with the Council

9. Status of The Company and Part V Local Government and Housing Act 1989 and Companies Orders

THE COMPANY warrants that:

- 9.1 it is a voluntary organisation as defined in Section 19(3) of the Local Government (Miscellaneous Provisions) Act 1976 and will remain a voluntary organisation throughout the Funding Period
- 9.2 it is not a controlled, regulated or influenced company as defined in Part V of the Local Government and Housing Act 1989 (or the Local Authorities (Companies) Orders 1995 and 1996) and will not so become during the Funding Period
- 9.3 that less than twenty percent of its members is a local authority associated person within the definition of such person in Section 69(5) of the Local Government and Housing Act 1989 and that it will use its best endeavours to prevent any member so becoming
- 9.4 none of the members of its Board of Trustees is a local authority associated person within the definition of such person in Section 69(5) of the Act and that it will use its best endeavours to prevent any member of its Board of Trustees so becoming

10. Disputes

- 10.1 If any dispute arises out of this Agreement (save as set out below) the parties shall have the option to settle it by mediation in accordance with the Centre for Dispute Resolution (“CEDR”) Model Mediation Procedure (“the Model Procedure”) and the following provisions of this sub-clause:
- 10.2 Either party shall give a notice (“the ADR Notice”) to the other requesting a mediation in accordance with this sub-clause and a copy of the ADR Notice shall be sent to CEDR
- 10.3 The Model Procedure shall be amended to take account of any relevant provisions in this Agreement or any other additional agreement which the parties may enter into in relation to the conduct of the mediation
- 10.4 If there is any question on the conduct of the mediation (including as to the nomination of the mediator) upon which the parties cannot agree within 14 days from the date of the ADR Notice CEDR will at the request of either party (and after consultation with the parties) decide such question
- 10.5 The mediation shall start not later than 28 days after the date of the ADR Notice

11. Value Added Tax

- 11.1 Any payments made in accordance with this Agreement are exclusive of Value Added Tax (‘VAT’) and VAT shall be added to any payments where appropriate
- 11.2 In respect of the Funding Payments on receipt of any valid VAT invoice from the Company the Council shall pay VAT to the Company in addition to the other sums payable in accordance with this Agreement

12. This Agreement not to constitute a partnership

- 12.1 None of the provisions of this Agreement shall be deemed to constitute a partnership between the parties and neither of them shall have any authority to bind the other in any way

13. Termination

- 13.1 This Agreement shall terminate automatically upon the expiration of the Funding Period
- 13.2 On termination of this Agreement, however it ends, the Leases and Licences will automatically determine.
- 13.3 Termination or expiry of this Agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination or expiry including the right to claim damages in respect of any breach of the agreement which existed at or before the date of termination or expiry.

IN WITNESS whereof this Agreement has been entered into and delivered as a deed on the date stated at the beginning

SCHEDULE 1

THE PURPOSES OF THE FUNDING

1. The purpose of the funding is primarily to enable the Company help achieve the Council's strategic sport, leisure and health objectives as set out in its adopted Indoor Sports Facility Strategy July 2016 and the Playing Pitch and Outdoor Sports Facility Strategy February 2015 at the Premises together with such other specific objectives as may be agreed between the Company and the Council from time to time.
2. The purpose of the funding is also to ensure that the Company is providing a range of safe, affordable and accessible sport and leisure activities to the residents of Dover District at the Premises by achieving a range of broader social and economic benefits for the communities in which the Premises are located. When considering whether to offer any further funding to the Company the Council will consider whether the Company is prepared to (and has) made the Premises available to the public.
3. Key performance indicators linked to district sport, leisure and health drivers and objectives will help to monitor and measure the Company achievements in strategic delivery.

SCHEDULE 2

SPECIFIC CONTRIBUTION TO SPORT, LEISURE AND HEALTH KEY DRIVERS AND OBJECTIVES

The relevant sport, leisure & health key drivers and objectives are as follows (the numbering reflects the numbering in the adopted strategies identified below):

Contribution to key drivers set out in the **Dover District Playing Pitch and Outdoor Sports Facility Strategy February 2015**

- The need to encourage healthy lifestyles (1.5 – 1.8)
- To help maintain and increase participation levels in sport (1.9 – 1.11)
- The need to ensure that existing stock is used efficiently and effectively (1.17 – 1.18)
- Promoting community cohesion (1.19 – 1.22)

Strategic priorities set out in the action plan of the adopted **Dover District Indoor Sports Facility Strategy July 2016**

- (2) Maximising revenue generation from existing facilities
- (4) Progress with proposals for improvement of facilities at Tides Leisure Centre
- (6) Ensure the sports facility charges are reasonable in terms of affordability to residents and are comparable with similar facilities elsewhere
- (12) Contribute towards addressing specific issues relating the district's demographic profile ie high rates of obesity levels, ensure appropriate provision

for the ageing population and contribute to improving below average levels of sports participation

- (13) Use indoor sport and leisure facilities to improve levels of physical activity in the whole population and reduce the gap in health inequalities by promoting access and engagement with at risk groups
- (16) Work with local swimming clubs to ensure they have sufficient time and space to aid development of their club.
- (23) Support re-development of health and fitness at Tides Leisure Centre and Indoor Tennis Centre
- (27) Ensure effective programming and appropriate pricing in order to continue extensive club, community and elite player usage at Tides Indoor Tennis Centre
- (29) Support re-development of workout and spinning provision at Dover & Tides Leisure Centres

THE COMMON SEAL OF DOVER

DISTRICT COUNCIL was affixed to this deed

in the presence of:

Authorised Officer

Signed as Deed by

YOUR LEISURE KENT LIMITED

By A Secretary and Director/Two directors

Director

Director/Secretary

Subject:	PERFORMANCE REPORT – QUARTER 3, 2016/17
Meeting and Date:	Cabinet – 6 February 2017 Scrutiny (Policy and Performance) Committee – 14 February 2017
Report of:	David Randall, Director of Governance
Portfolio Holder:	Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance
Decision Type:	Non-Key Decision
Classification:	Unrestricted

Purpose of the report:	To monitor performance against key objectives
Recommendation:	The Council's Performance Report and Actions for the 3rd Quarter 2016/17 be noted

1. Summary

The Council's Performance Report for the 3rd Quarter 2016/17 reports on performance against key performance targets throughout the Council, East Kent Shared Services and East Kent Housing during the third quarter. It incorporates comments from each Director on performance within their directorate plus any key initiatives and concerns they may have.

2. Introduction and Background

- 2.1 Monitoring of performance against key targets is key to the achievement of the Council's aims and objectives. The Performance Report provides a summary of the Council's key performance figures for the nine months to 31 December 2016.
- 2.2 The Performance Report contains information relating to the performance of the Council against key corporate indicators and considers the performance of a range of indicators against previous year's performance.
- 2.3 The Performance Report identifies areas where performance is on track throughout the third quarter of 2016/17, whilst recognising the need for further improvements in some areas. Each Director provides additional commentary focussing on areas of high or low performance.
- 2.4 Planning performance remains under pressure due to the on-going difficulty in recruiting planners and the emergence of market supplements for planners at neighbouring authorities.
- 2.5 Homelessness is also under pressure with a continued high level of presentations (at local, regional and national levels), limited viability of accommodation, and a possible increase in the level of support that councils will be required to offer to the homeless.
- 2.6 There are a number of major projects in progress which compete for limited officer resources. These include the Council Tax Reduction Scheme, Dover Leisure Centre,

Dover Town Hall, Kearsney, the Property Investment Strategy and Residential Property Investment. .

- 2.7 A section is included to show performance within the Shared Services against key indicators. A more comprehensive set of indicators for EK Services and East Kent Housing are monitored through the monitoring structures established by the Agreements under which those services are delivered, with any areas of significant concern being capable of escalation into this quarterly monitoring report, if required.

3. **Identification of Options**

- 3.1 Not applicable.

4. **Resource Implications**

- 4.1 None.

5. **Corporate Implications**

- 5.1 Comment from the Section 151 Officer: Finance has been consulted and has nothing further to add. (HL)

- 5.2 Comment from the Solicitor to the Council: The Head of Legal Services has been consulted during the preparation of this report and has no further comment to make.

- 5.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications, however in discharging their responsibilities, members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.

6. **Appendices**

Appendix 1 – Q3 Performance Report

7. **Background Papers**

None.

Contact Officer: Colin Cook, Head of Corporate Services

Dover District Council Performance Report For the Quarter Ending – 31December 2016

Introduction

- Summary of Performance Indicators

KEY

▲	Improved performance
▶	Maintained performance
▼	Decline in performance

Status	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Direction of Travel to previous Qtr
	No.	%	No.	%	No.	%	No.	%	
Green	22	65%	23	68%	23	68%			▶
Amber	5	15%	3	8%	3	8%			▶
Red	7	20%	8	24%	8	24%			▶
Total	34	100%	34	100%	34	100%			

Shared Services Performance

EK Services

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr where applicable	Direction of Travel to previous Qtr	RAG Status
ICT											
EKS01d	Percentage of incidents resolved within agreed target response time - ICT	99%	95%	96%	97%	99%		97%		▲	Green
EKS02d	Percentage of Service Desk calls resolved within one day	65%	65%	69%	70%	70%		70%		▶	Green

EK Services

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr where applicable	Direction of Travel to previous Qtr	RAG Status
EKS04d	Percentage availability of email service	100%	97.50%	100%	100%	100%		100%		▶	Green
EKS24d.1	Percentage availability of Finance system	100%	95%	100%	100%	100%		100%		▶	Green
EKS24d.2	Percentage availability of Anite/Housing System	100%	95%	100%	100%	100%		100%		▶	Green
Council Tax											
EKS026d	Average call waiting time in minutes	46 seconds	75 seconds	71 seconds	50 seconds	25 seconds		48 seconds		▲	Green
EKS18d	The percentage of council taxes due for the financial year which were received in year by the authority.	97.92%	97.65%	29.43%	57.20%	85.09%		85.09%		N/A	Green
		£54,966,428	N/A	£ 17,358,815	£ 33,875,342	£ 50,440,629		£ 50,440,629		N/A	N/A
Business Rates											
EKS19d	Total Business Rates collectable per NNDR1	99.31%	Information only	32.23%	58.26%	85.20%		85.20%		N/A	N/A
EKS50d	Total Business Rates Invoiced	£ 34,437,527	Information only	£ 8,934,677	£ 11,776,965	£ 30,041,471		£ 30,041,471		N/A	N/A

EK Services

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr where applicable	Direction of Travel to previous Qtr	RAG Status
Benefits											
EKS13d	Pay benefit quickly	5.57 days	9 days	6.60 days	6.15 days	7.88 days		6.85 days		▼	Green
EKS14d	Percentage of correct Housing Benefit & Council Tax Benefit decisions	95.88%	94.00%	96.59%	96.89%	91.99%		96.00%		▼	Green
EKS51d	Households affected by reductions in Housing Benefit	520	Information only	519	506	493		493		N/A	N/A

EK Services Director's Comments

Performance:

Q3 has been a good quarter for performance in all areas except for the Housing Benefit and Council Tax Support 'error rate' (EKS14d) which has dipped, albeit it remains currently on target for the year as an average. This is due to an individual performance issue within the team that is being addressed and I will be monitoring this closely with the DDC client officers in the January monthly report where I expect to see an improvement, which in turn will provide reassurance that the annual target will still be achievable.

Key Initiatives/Outcomes:

Work remains ongoing with the EKS operating model review, mentioned last quarter, which is looking across the whole of EKS and EKHR to ensure the structure is correct for the future. However, in addition to this two management reviews are underway within Customer Services and EKHR that will change the structure slightly and deliver improvements and savings.

East Kent Housing are now live on the EK HR Payroll which was a project delivered on time and cost and, thus far, is going very well in terms of quality.

EK Services

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr where applicable	Direction of Travel to previous Qtr	RAG Status
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The focus on digital channel shift and ensuring our customer services teams are adapting processes and systems to ensure we are ready for more customer self-serve is progressing well. A lot of work has been done on customer insight to gather real evidence and views from the public to help shape the service needs and we will shortly be briefing DDC on this activity. As part of this, we ran some training with members of the public to help them understand how they can contact the council or manage requests and transactions using their mobile phones and computers via the web; this was very well received and we intend to conduct some more of this activity over the coming months

Concerns/Risks:

We remain on track to deliver our in year savings for 16/17 (circa £1m within a £13m operating budget) but with a further challenging savings target for 17/18 (£0.9m) there is now little room for manoeuvre and future savings will start to impact on staffing levels. We need to adapt services in order to achieve such reduction and if we adopt greater digital approaches and have less reliance on face to face contact and manual transactions we should be able to maintain the high standards of service to the public in different ways. If we cannot achieve this then we will need to look at staffing levels in other areas and reduce service levels accordingly which would impact on standards of service

EK Housing

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
EKHL1	Average time taken to re-let council dwellings	13.08 days	15 days	14.37 days	12.28 days	8.11 days		11.85 days		▲	Green
EKHC2	Rent arrears as % of annual debit	1.15%	1.40%	1.33%	1.33%	1.66%		1.66%		▼	Red
EKHD1	Total current residential arrears (including court costs)	£234,031	N/A	£267,677	£267,366	£333,701		£333,701		▼	N/A
EKHD2	Average current tenant arrears per rented unit	£53.90	N/A	£57.37	£57.30	£71.52		£71.52		▼	N/A
EKHM1	Percentage of total responsive jobs completed on time	94.16%	95%	98.72%	98.80%	99.33%		98.98%		▲	Green
EKHD3	Total former tenant arrears (including court costs)	£91,595	£101,000	£92,372	£78,875	£87,784		£87,784		▼	Green
EKHD4	Amount of former tenant arrears written off	£72,851	N/A	£11,336	£50,785	£67,724		£67,724		▼	N/A
EKHM5	Percentage of properties with a valid gas safety certification	99.9%	100%	99.90%	100%	100%		100%	4,666 properties	▶	Green

East Kent Housing Director's Comments:

Performance:

The current and former tenant arrears figures are taken from one week after the quarter end. We are unable to extract exact figures for the intended time period due to issues with the New Year Bank Holiday and Housing Benefit posting.

However, arrears performance compares positively against last year's position for Quarter 3:

- Current tenant arrears are £22,230 lower than at Q3 last year (£355,931)
- Rent arrears as a percentage of annual debit (despite missing the DDC target this quarter) is 0.14% lower than at Q3 last year (1.8%)

EK Housing

Percentage of total responsive jobs completed on time continues to improve month on month and at 31st Dec 2016, no properties were without a valid Landlord Gas Safety Record (LGSR)

Apart from rent arrears as a percentage of annual debt, all other indicators remain in target.

Key Initiatives/Outcomes:

Nothing to report for Q3

Concerns/Risks

Nothing to report for Q3

Finance, Housing & Community

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
ACC004	Percentage of invoices paid on time	97.74%	96%	97.95%	98.04%	97.53%		97.84%	2063	▼	Green
HOU010a	Number of households living in Temporary Accommodation including B&B	53	50	59	76	75		75		▶	Red
HOU010b	Number of households in bed and breakfast (The data provided in HOU010a and b shows the number of households on the last day of the quarter.)	35	25	43	42	35		35		▲	Red
PSH006	Number of DFG applicants waiting more than a year for a grant offer	0	0	0	0	0		0		▶	Green
PSH007	Number of DFG applications completed	84	90	14	20	20		54		▶	Amber
HOU005	The number of households presenting as homeless	243	N/A	66	69	52		187		N/A	N/A
HOU011	The number of households presenting as homeless where a duty to re-house is accepted	124	N/A	36	33	37		106		▼	N/A
HOU012	The number of children in B&B and temporary accommodation (TA)	New 2016/17	N/A	13	9	7		7		N/A	N/A

Performance Summary – General Fund, HRA and Capital

Performance:

General Fund Revenue Budget

- The comments below relate to the General Fund at 31st December 2016.
- The General Fund is projecting a surplus of £144k, compared to a budgeted break-even position, as shown in the table below.
- This is a £132k increase in the surplus forecast at the end of the previous quarter, of which £125k arises from a recalculation of the internal recharges, which mostly relates to additional officer time spent on capital projects, including the new Dover Leisure Centre.
- There is a favourable variance of £56k on Enterprise Zone relief grant receivable, representing the additional income relating to 2015/16 above that anticipated in Dover's original budget for that year, which can only be recognised in 2016/17 under legislation. This has been transferred to the Business Rates & Council Tax Reserve.
- Management Fees charged by East Kent Services have reduced by an additional £47k above the £125k target saving.
- Additional pressures are estimated for homelessness emergency accommodation costs (£200k) and legal costs following the judicial review of the Farthingloe (Western Heights) planning decision (£62k). However, there are additional administration grants from Government for the LCTS scheme (£46k) and Universal Credit (£37k). There are also reductions in NNDR payable on corporate properties (£36k) and extra income from car parks (£86k).
- Following the Brexit decision and reduction in the bank base rate, interest rates achievable on deposits have been reducing since June. The investment income has been reviewed and currently no reduction is required, with a small favourable variance (£5k) reported. Further reviews will be carried out.
- A backlog of unresolved business rates appeals with VOA make the final figures for 2016/17 and future years volatile, difficult to predict and subject to change, with ongoing business rates income subject to erosion by successful appeals. Allowance has been made for erosion of income by appeals in the Business Rates projections, alongside a specific provision against the backdating of successful appeals totalling £2.8m. This is expected to be offset by increases in income from new businesses. A 'Business Rates & Council Tax' reserve has been established to help smooth out the impact of timing and changes in business rates income being recognised.
- The variances arising in the second quarter do not indicate any specific need for management action at this stage, but will feed into the next cycle of planning and budgeting, with the revision of the Medium Term Financial Plan already underway.
- In addition, Members will note that General Fund balances are projected to be maintained at about £2.7m, which is above the forecast of £2.5m for 2016/17 in the Medium Term Financial Plan 2016/17–2019/20 approved by Council on 2nd March 2016.

General Fund Budget Summary (31st December 2016)	£000
Original budget surplus	0
Supplementary Approval	0
Budget variations	(144)
Projected budget surplus	(144)
Balances Brought Forward	(2,995)
Transfer to Earmarked Reserves	450
Projected Year End Balances	(2,689)

The main variances in the General Fund budget are shown below:

General Fund Budget Variances (31st December 2016) - cumulative	Variance £000
Homelessness - Estimated additional emergency accommodation costs	200
Net increase in recharges recovered, including additional charges of officer time to projects	(125)
Car Parking Income - Off-street: £60k extra car park fees, £19k extra residents' permits, £7k other	(86)
Western Heights - Legal costs associated with judicial review of Farthingloe planning consent	62
Enterprise Zone Relief - additional grant from 2015/16 recognised in 2016/17, as required	(56)
Transfer of additional Enterprise Zone Relief grant to Business Rates & Council Tax Reserve to offset potential future pressures on business rates income	56
East Kent Services - additional management fees savings above the £125k target budgeted	(47)
Planning Contractor Panel – extra costs for which there are no planning vacancy savings to cover	38
Local Council Tax Support scheme – reduction in admin grant less severe than budgeted	(46)
Universal Credit scheme - Admin Grant (no known additional costs for offset)	(37)
Land Charges - Net increase in search fees income, after legal fees, etc.	(41)
NNDR - net savings on corporate properties, incl. £21k for Car Parks (closure of Russell Street)	(36)
Waste - £24k extra green waste income, & £13k KCC weed spray contribution (street cleansing)	(37)
Waste - £15k recycling contract savings due to lower inflation and £5k reduced subs	(20)
Street Lighting - Expected additional electricity costs under contract	23
Other net variances	8
Total Variances - favourable	(144)

Housing Revenue Account

- The HRA balance as at 31st December 2016 is estimated at £1,001k, reflecting a decrease in the result from £90k surplus to £12k deficit.
- The main variances are set out in the Housing Revenue Account Budget Variances table below.

Housing Revenue Account Budget Summary:

Housing Revenue Account Budget (31st December 2016)	£000
Original budget favourable	(90)
Budget variations - adverse	102
Projected budget adverse	12
Balances Brought Forward	(1,013)
Projected Year End Balances	(1,001)

The main variances in the Housing Revenue Account budget are shown below:

Housing Revenue Account Budget Variances (31st December 2016)	Total Variance £000
Stock condition survey	70
HRA contribution towards payment card industry compliance and eFin system improvements.	17
Dwelling rents	(121)
Grounds Maintenance	20
Corporate review of insurance	7
Street lighting	5
Sheltered alarms	5
Norman Tailyour House	(18)
Door entry systems	5
Council tax charges	(30)
Recalculation of major repairs reserve	260
Capital expenditure funded by HRA	(664)
Void budget	(50)
Transfer to reserves	600
Miscellaneous variances	(4)
Total Variances - adverse	102

Medium Term Capital Programme

- Within the capital programme, all projects approved to proceed are fully financed, and there are no significant project overspends. Further details were provided in the budget monitoring report circulated to Members.

The main changes in the Medium Term Capital Programme are shown below:

Capital Budgets (31st December 2016)	Current Year £000	Total Cost of Programme £000
2016/17 position as at 30 th September 2016	15,142	71,085
Phasing changes	(1,326)	0
Additional funding for existing projects (includes:- Dover Town Hall major refurbishment - further £1m approved use of the District Regeneration and Economic Development Reserve; Waterfront projects - £65k external contributions expected.	69	1,069
Reduction on HRA Property Projects estimates following a review of the 16/17 requirement.	(140)	(140)
New ICT project added - server replacement funded from the approved ICT Reserve allocation.	20	20
New approved allocation added for Property Investment Strategy – financing to be determined on a case-by-case basis for each proposal.	0	200,000
Total Capital Programme – projected spend	13,765	272,034

Homelessness - The Housing Options Service continues to address growing service demand, a situation which is reflected across the Country but especially in London and the South East. The number of homelessness applications has increased over the past couple of years, but the increasing proportion of applicants we have had to accept a duty to rehouse has been the main issue over recent months. It has become more difficult to help households secure alternative housing in the private sector particularly those reliant on housing benefit. While the Council can offer financial assistance with rent deposits a housing benefit levels can be insufficient to meet actual rents. The Local Housing Allowance rate is based on the 30th percentile of average local rents and is currently frozen until 2019 while private sector rents have steadily increased since 2012 with a 2.7% increase in the South East in the 12 months to September 2015. The relatively limited supply of privately rented homes compared to demand also means that landlords can be more selective, and may refuse to consider households in receipt of benefits.

Other factors include:

- An increase in the number of private sector shorthold tenancies that are not renewed and, as explained above, a problem in finding alternative accommodation. A number of landlords appear to be selling properties in response to the recent changes to the tax system.
- Welfare reform changes such as the reduced benefit cap has exacerbated the affordability problem.
- A general slowdown in the development of new affordable housing for rent and a switch of emphasis to low cost home ownership.

We are working on alternatives to B&B because it is the least suitable and most expensive form of temporary accommodation. Options include property acquisitions, modular housing and working with commercial organisations who acquire private sector properties specifically for use as temporary accommodation. As a result, although the numbers in temporary accommodation remains high, the number of households in B&B has fallen over the last 2 quarters.

The Homelessness Reduction Bill is expected to be enacted by April 2017 and will introduce a new duty to prevent homelessness for all households approaching for assistance. This will continue for 56 days regardless of priority need or intentionality. Councils will be expected to assess every homeless application and provide the applicant with a 'Personalised Housing Plan' and demonstrate that every effort has been made to assist the applicant to prevent their homelessness.

Based on the feedback from Wales, where this approach was introduced in 2015, we anticipate that the number of approaches we will be required to deal with will increase by approximately 26%.

Disabled Facilities Grant - The statutory duty to approve DFGs lies with the local housing authority however in a 2 tier local authority structure the LHA has a legal duty to consult with Social Services before a DFG can be approved. The initial determination for a DFG funded adaptation has to be undertaken by a qualified occupational therapist employed by KCC. If agreed, KCC submits a referral to DDC's Private Sector Housing Team. If the applicant is not in receipt of a means tested benefit the applicant will be sent a preliminary test of resources at an early stage to determine if they would be eligible to receive assistance. The law requires the Council to determine if the adaptation recommended by KCC is reasonable and practicable and will carry out an inspection of the property to determine this. Normally the property is visited within two weeks of receipt of the recommendation.

In most cases the PSH team then makes a grant offer to the property owner the same day. Where the adaptation is of a more complex nature, further visits may be made with other agencies.

Once the grant offer has been made, the property owner can then make a formal application for a DFG. Application requires the completed grant forms together with estimates and plans where appropriate, and sometimes planning permission. Approval is subject to a final means test and in most cases a grant is approved within a week, so the applicant is then able to arrange for the work to be carried out.

Currently, the average length of time taken for the Council to make a grant offer following receipt of a referral is 15 days and, for the past 3 years or so, as a result of increased funding, no-one has had to wait more than 12 months after an OT referral has been made, for a grant offer. Grant applications are usually notified in 5 days. The time taken for the initial OT referral, and for the applicant to submit their grant application and agree a date for the work to start are outside of the Council's direct control.

Funding for DFGs is currently provided by government via the Better Care Fund and has significantly increased year on year over the past 3 years. The funding goes to KCC and it is transferred in full to DDC. Prior to the increase in funding, the amount of grant was less than required to meet service demand and as a result the Council had to operate a waiting list of DFG applicants. Consequently, there was no need to promote the service and raise an expectation the Council would be unable to meet.

The position has changed dramatically especially over the past year. Funding has been increased again while the number of referrals received from the KCC OT service has been below what would normally be expected. As a result we have no backlog but the reduction in referrals means that the number of DFG applications completed is currently below target. We have raised this with senior managers at KCC and have been assured that there is no significant backlog of cases waiting to be referred to DDC. However, we are aware that some districts have offered to help fund additional OT resources to resolve a backlog issue and we will be having further discussions with KCC to determine whether there really is a capacity issue we can help address.

We have also implemented a number of measures to promote the DFG service more widely including the production of leaflets and posters and attending meetings of local groups to explain the service. We are continuing to explore other ways we can raise awareness. We are also exploring how we can use the funding more flexibly for example providing additional funding for the HIA handyperson service specifically to help improve hospital discharge times and also removing some of the means testing barriers for relatively low cost adaptations such as stair lifts.

Concerns/Risks:

- Business Rates Income is subject to on-going pressure from unresolved appeals and, from 2017/18, the impact of the 2017 revaluation by VOA. Business rates income has been reviewed and, while broadly in line with budget, remains volatile, and further adjustments may be required as the year progresses and further appeals are settled. Regeneration in Dover is progressing, but significant improvements in income are unlikely to be seen until late in 2017/18. In recent years, improvements in income from completed developments have been exceeded by the ongoing erosion of year-on-year income by appeals, including GPs surgeries, Tesco, Cable Link to Thanet Wind Farm, etc. While some provision for the prior year impact of such appeals has been made, the ongoing erosion is a concern, and remains hard to fully evaluate. A further dispute over back-dated rates chargeable to another significant customer may impact appeals and/or bad debt provisions, which is only partially provided for at the moment.
- Early indications from the 2017 revaluation process suggest that DDC appears to be one of the 'big gainers' with a 23.9% increase in RV, which is 3 or 4 times the next nearest district in Kent. However, this is mainly due to a significant increase for the Channel Tunnel. Previously, Channel Tunnel have won appeals against their 2005 and 2010 valuations, and they have also re-appealed recently, but the appeal has not yet been heard or settled, so it is extremely uncertain that the new RV is sound. In addition, DCLG will probably neutralise the impacts of the revaluation by adjusting the baseline. It is

highly likely that there will be an immediate deluge of BR appeals once the list 'goes live', which the VOA will take considerable time to resolve, and that will add to uncertainty about the levels of BR income achievable, and we will need to make substantial provisions against such appeals.

- DCLG have advised HRAs to decrease Housing rents by 1% in cash terms per annum for 4 years from 2016/17 – leading to circa 12% shortfall in rent against the HRA Business Plan by year 4 (est. £7m cumulative loss by 2019/20) and pressure to make significant HRA savings. Representations are being made to Central Government by the District Councils' Network to rethink their proposals.

Key Initiatives/Outcomes:

The projected outturns for the General Fund, HRA and Capital Programme do not indicate the need for corrective action in 2016/17. The variances identified will be taken into account in work on the 2017/18 budget and MTFP.

Following confirmation of the £3m HLF funding, the team continue to progress the Parks for People project.

Homelessness presentations continue to stay at high levels. The team are working with partners to increase the level of alternatives to B&B accommodation, but a £200k potential pressure has been reflected in the December results.

Note: Please refer to the December 2016 Budget Monitoring Report for full details of the Capital, General Fund and HRA data in the tables above.

Governance

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
GOV003	The number of second stage complaints referred to the Council's Complaints Officer	34	N/A	8	2	9		19		N/A	N/A
GOV004	The number of FOI requests received	1085	N/A	301	292	295		888		N/A	N/A
LIC006	The percentage of unopposed licensing and permit applications processed within 5 working days	94.25%	85%	96%	97%	98%		97%	542	▲	Green
LIC005	The percentage of licensed premises inspections completed by target date	72%	80%	55%	75%	79%		69.67%	29	▲	Amber
ENH012	Number of Fixed Penalty Notices issued for litter	84	N/A	22	22	23		67		N/A	N/A
ENH015	Number of Fixed Penalty Notices issued for dog fouling	11	N/A	1	0	0		1		N/A	N/A
ENH016	Number of Envirocrime prosecutions completed	23	N/A	5	3	6		14		N/A	N/A
ENH013	Percentage of stray dog enquiries responded to within target time.	99.5%	95%	100%	100%	99%		100%	91	▶	Green
ENH005	Percentage of complaints regarding nuisance responded to within 5 working days	98.38%	95%	97 %	99 %	99.6%		98.53%	157	▶	Green
GOV001	Number of working days/shifts lost due to sickness absence per FTE	7.09 days	N/A	1.80 days	1.53 days	2.29 days		5.62 days		▼	compare to Q3 2015/16
GOV002	Number of working days/shifts lost due to long term sickness absence over 10 days per FTE	2.61 days	N/A	1.13 days	0.79 days	1.34 days		3.26 days		▼	compare to Q3 2015/16

Governance

Governance Director's comments

Performance:

Stable performance has been maintained throughout this quarter.

Key Initiatives/Outcomes:

Land Charges

Work is continuing with HM Land Registry who will in the future be holding the statutory Local Land Charges Register as a result of new legislation. Whilst HMLR will hold the Register, the Council will continue to maintain the Register and will continue to answer Conveyancers questions using the Law Society Con29 questionnaire. The transition to the new system will be phased over a number of years. HMRC has announced that VAT on searches will be implemented by 31 March 2017.

By Elections

There has been higher than normal levels of vacancies on Parish and Town Councils in recent months. This has resulted in an unprecedented number of By Elections between October and December 2016. There was also the Aylesham District By Election held during this period.

Register of Electors

The statutory annual update of the Register of Electors commenced in August with all residential properties receiving a form. If no response was received these addresses were followed up with reminders and a personal visit. Where a new elector was identified they were sent the statutory invitation to Register. If no response was received this was followed up by reminders and a visit. We continue to promote the automated response services available.

2016 PCC Election and EU Referendum

Work has continued on the post-election statutory returns to the Electoral Commission and the Election Accounts were prepared and submitted for approval to HM Election Claims Unit.

2017 Kent County Council Elections

The Head of Democratic Services has been working with the Kent County Council on preparations for the May 2017 Elections

Concerns/Risks:

Nothing to report for Q3

DDC Headcount Analysis

Division	FTE @ 1 April 2016	(Leavers)/ Joiners/ Transfers	FTE @ 31 December 2016
Chief Executive	31.25	-1.16	30.09
Governance	43.40	-0.39	43.01
Finance, Housing and Community	38.30	0.00	38.30
Environment and Corporate Assets	73.80	-2.81	70.99
HR & Audit	26.50	-0.80	25.70
Total Staff FTE	213.25	-5.16	208.09

Environment & Corporate Assets

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
CSU001	Percentage of ASB cases resolved within 30 days	93.28	95%	100%	97.14%	96.15%		97.76%	26	▼	Green
PKG003	Number of PCNS issued	11997	N/A	3716	4190	3946		11,852		N/A	N/A
MUS002	The number of visits to the museum in person per 1,000 population	123.64	150	29.65	52.48	39.47		121.60		▼	Green
WAS003	Number of collections missed per 100,000 collections of household waste.	13.84	15	9.19	16.15	11.83		12.39		▲	Green
WAS010	Residual household waste per household	379.78 kg (Est)	390KG	422kg	420kg	417kg		420kg		▲	Red
WAS011	Household waste sent for reuse, recycling or composting	41.52% (Est)	45%	40.22%	42.20%	46.00%		42.81%		▲	Amber
WAS012	Environmental cleanliness: Percentage of streets containing litter	6%	5%	Measured at 4 month intervals			N/A	N/A	N/A	N/A	
				4.17%	1.67%						
WAS013	Environmental cleanliness: Percentage of street containing detritus	9%	10%	Measured at 4 month intervals			N/A	N/A	N/A	N/A	
				11.19%	3.45%						

Environment & Corporate Assets Director's comments

Performance:

Performance against targets during the third quarter of 2016/17 remains mixed across service areas.

Environment & Corporate Assets

Key Initiatives/Outcomes:

Assets, Corporate Property & Building Control

The Dover Leisure Centre is on target for completion in early 2019. BAM have now been appointed as main contractors and are working with DDC and the design team on the final designs for the interior spaces how these spaces will be used and detailed design of the parking provision. The remaining tenants in both 91/95 Folkestone Road and Norman Tailyour House vacated the premises just before Christmas. NT House is currently having an asbestos survey undertaken and any asbestos found will be stripped out in preparation for the main contractors moving on to site. Since the final tenant left, 91-95 Folkestone Road has been fully surveyed. What was found necessitated some design changes which are nearly complete and the tendering process will commence shortly. A series of moves and alterations to the layouts of the Whitfield offices, to reflect the changes to and within teams, have commenced and over the next 3-4 months the team will facilitate changes in: customer services; electoral services; grounds maintenance; assets; community engagement and housing needs. The team were also instrumental in organising the replacement of the pump that takes sewage from the café and WC's on the pier, which broke on 27th December. Special thanks go to Shaun Williams for interrupting his skiing holiday on several occasions in order to advise by telephone on the most appropriate course of action and to David Denne (lead pier attendant) for 6am starts that allowed the contractors on to the pier to carry out the replacement works.

The new Assets & Building Control establishment, following the recent restructure, took effect on 1st January, which also saw Brian Wallis (Civic Warden) and Christine Clark (Transport & Projects Officer) leave DDC after 5 and 16 years loyal service respectively.

Waste Services

Christmas recycling and waste collections went well with changes only being made to collections during Christmas week, collections ran one day later than normal. There are concerns within the Waste industry that recycling rates have dropped in England for the first time ever, from a national average of 44.8% to 43.9%, our current recycling rate remains static at around 42%. Work is still being progressed with the Kent Resource Partnership to deliver a campaign directed at food waste reduction and recycling during qtr 4 (Jan 17 – Mar 17).

Litter picking was undertaken under traffic management for the whole length of the A2 over eight nights in early December; approximately 2.5 tonnes of litter was removed during this time.

Missed collections per 100,000 have reduced during qtr3, this is due to ongoing monitoring by both the Officers of DDC and the Veolia Supervisors

Parks & Open Spaces

Work on bringing the Grounds Maintenance service back in house is well on track for the service start date of the 3rd April. With the early stages of the TUPE transfer process just starting to take shape it is unclear whether the entire existing workforce will be joining DDC at this time, but a well-planned contingency is in place. Key areas such as finance, HR, procurement, H&S and fleet are all going well with no major problems being expected. A review of the future shape of the Parks & Open Spaces department is also underway and how WCCP, UOTD, in house GM and the Kearsney HLF project will become a flexible and resilient team with the ability to adapt to the pressures of modern local government.

Environment & Corporate Assets

Parking

Following the changes in management structures in October, staff within the Parking services team are currently being managed by the Director. The contract to replace the Pay & Display machines across the District is now complete and the new machines are performing well. Feedback from customers has been generally positive once people have got used to the new design. Temporary tickets have been used at the Sainsbury's and Co-op car parks in Deal, which are due to be replaced shortly. Free parking days were offered on Small Business Saturday on December 3rd and also from Monday December 19th to Monday January 2nd 2017, to support the local economy through the Christmas period.

Museum & Tourism

The restructure of the front of house operation at the Museum and VIC is now complete. The jointly funded (DDC and DTC) free entry project continues to attract substantially more visitors than last year. The new district tourism guide has been published and distribution for the 2017 season has begun. Destination Dover – a joint project across Dover to join up the tourism offer across the town – has begun, and the manager has been appointed. Following the success of the Bluebird Heritage trail across Dover a project to provide a similar trail in Deal and Walmer that looks at their links with the Royal Marines has commenced.

Concerns/Risks:

As noted in the narrative above, the various teams are involved in a wide range of projects and initiatives, many of which support key corporate objectives. With staff resources being understandably stretched, there is always a risk that unforeseen events impact on delivery dates as staff time is diverted to deal with the latest crisis, such as the recent failure of the sewerage pump on Deal Pier or electrical panel fire at Tides.

Regeneration & Development

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr	Direction of Travel to previous Qtr	RAG Status
PLA002	Percentage of major planning applications determined in 13 weeks (exc. section 106 agreements) or within an agreed extension of time or Planning Performance Agreement	66%	60%	41%	36%	33%		35%	9	▼	Red
PLA003	Percentage of minor planning applications determined in 8 weeks (exc. section 106 agreements) or within an agreed extension of time or Planning Performance Agreement	69.43%	65%	61%	72%	55%		61%	85	▼	Red
PLA004	Percentage of other planning applications determined in 8 weeks (exc. section 106 agreements) or within an agreed extension of time or Planning Performance Agreement	77.50%	80%	72%	83%	75%		76%	160	▼	Red
PLA001	The percentage of appeals against planning decisions which were successful for the applicant	13.50%	20%	42%	50%	38%		44%	13	▲	Red
PLA007 (new)	Number of new houses completed	51,531 <i>Base Figure</i>	N/A	153	128	130		411	51,942	N/A	N/A
PLA008 (new)	Growth in Business Rates base (number of registered businesses)	3,970 <i>Base Figure</i>	N/A	-43	19	7		-17	3,953	N/A	N/A

Regeneration & Development Director's comments:

Performance:

Given the ongoing resource challenges, it was anticipated that the performance for planning applications would decline. Two rounds of advertising (including national advertising) have resulted in no successful candidates. The response rate to the advertisements has been very low, but this reflects the shortage of qualified planners in the Public Sector. The consultancy panel continues to support the service and interim private sector appointments have also been pursued with two vacancies being covered for the remainder of the financial year. Long-term, a more targeted recruitment drive is being considered with specialist help from the recruitment sector.

The appeals statistics continue to be above target, but a report to January's planning committee on the appeals process reviews the decision –making process and also compares Dover with other Kent Council's and nationally. It is clear from this that the target does not reflect the national trend and is not reflecting the Government's own approach to defining that performance target. This will be reviewed for 2017/18

Key Initiatives/Outcomes:

Appeals process for Major applications at Whitfield are likely to result in public hearings

Investment opportunities in the District continue to come forward and the dept. is actively pursuing additional financial support through Planning Performance Agreements to help fund this additional work.

The pre-application service continues to be popular with applicants and is meeting its financial targets.

Concerns/Risks:

Planning resources continue to be the key risk

Digital

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr	Direction of Travel to previous Qtr	RAG Status
WEB001 (was EKS05d)	Percentage availability of the corporate website (DDC responsibility)	99.50%	99.50%	99.9%	100%	99.98%		99.96%	N/A	▶	Green
WEB002 (new)	Number of Keep me Posted subscribers	N/A	N/A	45,593	54,473	57,086		57,086	N/A	N/A	N/A
WEB003 (new)	Facebook subscribers	N/A	N/A	4528	4624	4731		4731	N/A	N/A	N/A
PLA005	Percentage of electronic planning applications received	74.50%	75%	77.46%	71.50%	75.07%		74.68	351	▲	Green
ACC011 (new)	Percentage of on-line payments to cash and cheque	N/A	N/A	86%	91%	87%		88%	51,538	N/A	N/A

CS

Quarterly Focus

COMMUNITY SERVICES

Restructure brings renewed focus - This is the first performance report since the establishment of the Community Services division, bringing together the Community Safety Unit, Community Development, and Communication & Engagement teams to provide a renewed focus on how the Council works with, and supports, the local community. The new team is working well with all three sections now co-located to provide a “one-stop-shop” for elected members, partner organisations, and the local community.

Community Safety - The Dover District Community Safety Partnership elected Cllr Keith Morris as Chairman as it continues to work for the future of communities across the area. The partnership brings together organisations committed to reducing anti-social behaviour and crime and disorder, and to building stronger communities. We respond to community safety needs and issues and address crime and the fear of crime. The partnership includes Dover District Council, Kent County Council, Kent Fire and Rescue Service, Kent Police, the Kent, Surrey and Sussex Community Rehabilitation Company, and the South Kent Coast Clinical Commissioning Group.

As part of the restructure of the Community Safety Partnership, Safeguarding issues will now be covered under two new sub groups so that agencies that cover both Young People and Adults. This means the groups can be more focused on the client group to address their issues, needs and opportunities.

A key focus of the CSU’s work includes supporting key national campaigns at a local level. During the review period the team has focussed on campaigns to support alcohol awareness and road safety.

Members of the Dover Partnership Against Crime (DPAC) Pubwatch scheme recently paid a visit to Dover District Council’s CCTV Operations Room to see for themselves how the team of trained operators are supporting local pubs, bars and nightclubs in monitoring local streets.

The landlords, bar owners, and managers were given an insight into the work of the Council’s CCTV team and how monitoring the 46 cameras across the district, along with the DPAC radio scheme, keeps our town centres and high streets safe.

Developing stronger, more resilient communities - The core focus for Community Development continues to be the creation of sustainable communities with the resources to deliver local priorities. During Q3 the team supported the next phase of Neighbourhood Forums and the distribution of £22,500 in community grants to projects agreed by a panel of Members.

The Inspire Fund, designed to support young people in the district, continues to grow in popularity. During the period, 105 young people aged from 5 to 18 from right across the district took part in activities ranging from athletics to film production. The Council supported the will Social Action week with an event at the Linwood Youth Centre in Deal designed to showcase opportunities for young people.

At the other end of the age scale, the community development team worked with Kent County Council to raise the awareness of the needs of older people, including issues such as mobility, vision and hearing, and dementia. A member of the team wore a special simulation suit to visit areas within the Council

offices to see how they could be improved to better meet the needs of an aging population. One of the aims is for DDC to be accredited as a dementia friendly organisation.

Linked to the health and well-being agenda, the team is also working with the FA and local clubs and leagues to develop the walking football offer in the district, creating new opportunities for people to remain fit and active.

DDC continues to provide project management support for the Dover, and Deal and Sandwich Coastal Community Teams. Both Teams submitted successful EOIs for funding from Round 4 of the Coastal Communities Fund. DDC continues to signpost funding opportunities for local community and voluntary groups, with five funding newsletters distributed during Q3.

The team is actively supporting major asset projects, including funding bids for both the Maison Dieu (Dover Town Hall), and the Guildhall in Sandwich. The latter is part of a wider project that is also looking at transport and open spaces.

Ensuring that local community and voluntary groups have the capacity to access Big Lottery funding is another important focus for the community development team. Regular meetings are held every two months with the Big Lottery, and we are organising visits for local groups to successful projects to share best practice. Big Lottery have also attended funding fairs organised by DDC, and have visited local projects.

Keeping people informed and engaged - The Communication & Engagement team continued to focus on proactive campaigns to support Council initiatives and policies. The Council's 'Keep Me Posted' e-mail alerts now has over 57,000 subscribers.

The Press Office issued 26 news releases during the review period, and responded to 64 media enquiries.

Engaging local people with the Council's regeneration and inward investment agenda was a major focus in Q3 with the Dover Skills & Business Expo 2016 held at Dover Town Hall on 15 November. Attended by over 300 people, the event provided a showcase of over 40 local employers, colleges and universities, and voluntary organisations.

As part of the Expo a business breakfast for local companies was hosted by the Leader of the Council. Attended by over 60 representatives of the business community, the event provided networking for local businesses to learn more about planned developments, supply chain and sub-contracting opportunities.

Raising the profile of Dover district - Dover District Council was the only Kent district represented at this year's MIPIM UK exhibition at London Olympia. They key event for the real estate and property investment markets, DDC worked with the Port of Dover and Quinn Estates to showcase the changing face of the district. Potential investors were encouraged to 'Take a Fresh Look at Dover'. A number of leads were developed and it is hoped that this will open the door to further new investment in the district.

Bringing the Kearsney Parks project to life - Since the Q2 Performance Report on the Kearsney Parks both the Project Officer and Community Engagement Officers are now in post. Plans are progressing for key contractor appointments for the early stages of the scheme. Further public events have been held in the parks in December to keep local people informed of the plans and next steps.