

Subject:	Fees and Charges 2020-21		
Date of Meeting:	21 January 2020		
Joint Report of:	Executive Director for Housing, Neighbourhoods, & Communities; Executive Director, Economy, Environment & Culture; Executive Lead Officer - Strategy Governance & Law		
Contact Officer:	Name:	Steven Bedford	Tel: 01273 293047
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Ward(s) affected:	(All Wards);		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to set out the proposed 2020/21 fees and charges for the service areas covered by the Environment, Transport and Sustainability Committee, including Bereavement Services, in accordance with corporate regulations and policy.

2. RECOMMENDATIONS:

- 2.1 That the Committee approves the proposed fees and charges for 2020/21 as set out within the report and its appendices.
- 2.2 That Committee approves the relevant Traffic Regulation orders and Notices of intention to be advertised as soon as possible and that any objections to the Traffic Regulation Orders are reported back to the relevant committee for a final decision.
- 2.3 That Committee notes the proposed 2020/21 fees and charges for car parking within Stanmer Park as set out in paragraphs 3.13 – 3.15 and **Appendix 3** are potentially subject to objections from the Traffic Regulation Order process. If any recommendations for changes are made to the Stanmer Park charges following the Traffic Regulation Order process this will come back to the relevant Committee alongside any potential changes in relation to Preston Park and East Brighton Park to ensure the charges are consistent across all the parks.
- 2.4 That Committee delegates authority to the Executive Director of Economy, Environment & Culture (in relation to paragraphs 3.4-3.21), the Executive Director of Housing, Neighbourhoods & Communities (in relation to paragraphs 3.22 - 3.25) and to the Executive Lead Officer – Strategy, Governance & Law (in relation to paragraphs 3.26 – 3.29) to change fees and charges as notified and set by central Government during the year.

Note: If the above recommendations are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to the

Policy & Resources Committee meeting on 13 February 2020 to be considered as part of the overall 2020/21 budget proposals. This is because the 2020/21 budget proposals are developed on the assumption that fees and charges are agreed as recommended and any failure to agree, or a proposal to agree different fees and charges, will have an impact on the overall budget proposals, which means it needs to be dealt with by Policy & Resources Committee as per the requirements of the constitution. This does not fetter the committee's ability to make recommendations to Policy & Resources Committee.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either: the standard rate of inflation, statutory increases, or actual increases in the costs of providing the service.
- 3.2 The [Draft Revenue Budget and Capital Strategy 2020/21 report](#) approved by Policy & Resources Committee in December 2019 specified the assumption of a standard inflation increase to fees and charges of +2% (paragraph 4.13), with exceptions including Penalty Charge Notices (parking fines) where the level of fines are set by government and cannot be changed independently. The council's Standard Financial Procedures states that service committees shall receive a report from Executive Directors on fees and charges variations above or below the corporately applied rate of inflation
- 3.3 It is not always possible when amending fees and charges to increase by the exact inflation figure due to rounding. Therefore some fees and charges are rounded for ease of payment and administration.

City Transport - Highways (Appendix 1)

Highways

- 3.4 It is proposed to increase the non-statutory fees and charges in line with the corporate rate of +2%. The planning and pre-planning application advice charges have been increased by +4% to bring the officer hourly rate charges for Highways into line with those for Planning Services (one additional year of increases). Where percentage increases are under or over +2%/+4% this is to ensure that increases can be made in whole pounds. The proposed fees and charges are set out in **Appendix 1**.

City Transport – Parking (Appendix 2)

On-Street Parking

- 3.5 Decriminalised Parking Enforcement (DPE) was introduced in July 2001 with the aim of reducing congestion and improving traffic management. Any surplus arising from on street parking is spent on qualifying expenditure as governed by section 55 of the Road Traffic Regulation Act 1984, as amended from October 2004 by section 95 of the Traffic Management Act 2004.

- 3.6 All the surplus generated from parking charges after direct costs is invested locally into bus subsidies, concessionary bus fares, Local Transport Plan costs and local environmental improvements as permitted under the Act. Please see the following summary table. More information is available online in the [Parking Annual Report 2018/19 \(page 27/28\)](#).

On-Street Parking Surplus Spending					
Financial Year		2015/16	2016/17	2017/18	2018/19
		£m	£m	£m	£m
Surplus	Net On-Street Parking Income	12.7	13.7	15.2	16.8
Spent on:					
	Concessionary fares	10.8	10.9	10.8	10.8
	Capital investment borrowing costs	2.8	2.7	2.6	2.5
	Supported bus services and other public transport services	1.2	1.1	1.4	1.3
	Contribution to eligible transport related expenditure	-	-	0.5	2.2
Total Spending Supported by Surplus		14.7	14.7	15.2	16.8
Spending Over Surplus		2.0	1.0	-	-

- 3.7 The proposed 2020/21 fees follow a review of parking demand in the city and the objectives set out in the councils Local Transport Plan, therefore changes to the tariffs will not reflect the assumed 2% standard budgetary inflation value. A schedule of fees and charges for on-street parking is included at **Appendix 2**. The most noteworthy proposals are as follows:

- Increase four rates in the Seafront pay & display high tariff between +1.8% to +16.7%. Medium and low tariff rates will remain the same. The increase in seafront tariffs ensures consistency with the central Brighton parking zones.
- Raise the price of an annual resident full scheme permit from £130 to £150 but keeping quarterly prices (£45) the same to not impact on those who find the upfront annual costs more difficult. Resident permits have not been increased since April 2016 and are an important tool for improving air quality (the 50% discount for low emission vehicles remains) while providing for needs of residents.
- Raise the price of an annual resident light touch permit from £100 to £110 but keeping six monthly prices (£60) the same to not impact on those who find the upfront annual costs more difficult. Again, resident permits have not been increased since April 2016 and is an important tool for improving air quality (the 50% discount for low emission vehicles remains) while providing for needs of residents.
- Raise second/additional full scheme and light touch resident permits by means of an additional surcharge (£80 and £70 respectively, quarterly £20 and six monthly £35). Again this is an important tool for improving air quality (the 50% discount for low emission vehicles remains) and may also reduce waiting lists for resident permits.
- Increase traders' permits (annually from £700 to £800, quarterly from £200 to £250 and add monthly, weekly and daily (removing waiver) options. Traders' permits are good value as the permits allow the use of resident/shared bays for any parking zone at any time for just over £2 per day. This allows more

flexibility for traders and better consistency for businesses as well as, by removing the waiver, reducing obstructive parking on double yellow lines.

- Increase the price of business permits (from £350 to £400 yearly and from £100 to £115 quarterly) but also double the allocation of business permits from two permits to four permits. Business permits are also a good value permit allowing use of resident/shared bays for a particular zone at any time at just over a £1 a day.
 - Increase doctors' permits from £100 to £200 but allow them to use parking bays in a zone with same rules as business permit as well as specific doctors' parking bays (more parking options). This charge is consistent with business permits and allows costs to be determined by permit rather than by bay. It also increases parking flexibility for doctors as they can also park in resident/shared bays
 - Increase resident visitor permits in Zone B and D (event day schemes) from £2.60 to £3.50 alongside setting a £50 charge for annual guest permits. Visitor permits would be consistent with light touch parking schemes. It also addresses complaints from residents about the use of visitor parking from the event day parking consultation.
- 3.8 Improving air quality is a key objective for the Brighton & Hove City council. Nationally poor air quality reduced average life expectancy in the UK by over six months and is believed to be responsible for approximately 50,000 premature deaths annually. In some parts of Brighton & Hove, the levels of nitrogen oxides in the air are double the European and English legal limits. Locally, the Joint Strategic Needs Assessment includes local figures for the impact of local air quality on health. As part of a range of measures to improve air quality, including the introduction of a Low Emission Zone, parking charges can also help to encourage less polluting travel options and reduce emissions.
- 3.9 In addition, congestion in the central area can affect the reliability of journey times and long term parking can reduce accessibility and the turnover of spaces. Better accessibility through a high turnover of vehicles being parked helps to support local businesses. Parking charges can help to encourage alternative transport choices and higher turnover of spaces. Penalty Charge Notices (PCNs) are set by central government and cannot be changed independently.

Off-Street Parking

- 3.10 As with on-street parking charges, the proposed fees are considered to be at a level which reflects the administration's traffic management objectives, particularly to reduce congestion and promote alternative forms of transport by moderating demands in certain bands. A schedule of car park fees and charges are included at **Appendix 2**: The most noteworthy proposals are to:
- Increase four rates at the Black Rock car park by +10% and include a new 11 hour tariff and delete the 9 hour tariff to bring the hours in line with nearby on-street parking. The car park will also extend in hours from 9am - 6pm to 9am - 8pm to bring in line with nearby on-street charges.

- Increase four rates at the King Alfred car park between +12.5% and +25%. The car park will also extend in hours from 9am to 6pm to 9am to 8pm to bring in line with nearby on-street charges. The annual season ticket will go up from £780 to £800 (+2.6%).
- Increase three rates at Rottingdean Marine Cliffs car park between +10% and +66.7%. A new 4 hour time band will also be introduced and the quarterly season ticket will go up from £52 to £60 (+15.4%).
- Increase two rates at the Norton Road car park at +10%. All other bands will remain unchanged. The quarterly season ticket will increase from £780 to £800 (+2.6%) and a new charge will apply to staff annual permits in the car park (£400).
- Increase the 1 hour band at the Lanes car park from £2 to £3 (+50%). All other bands will remain unchanged.
- Increase three rates at the Regency Square car park between +7.7% and +25%. All other bands will remain unchanged. The 24 hours/lost ticket fee will also increase from £18 to £20 (+11.1%)

City Environmental Management (Appendix 3)

City Parks

Allotments, Parks and Sports Bookings

- 3.11 It is proposed to increase the charges for allotments, parks and sports bookings by the standard inflation rate. A schedule of fees and charges is included at **Appendix 3**.
- 3.12 The principle of charging for dedicated benches and trees is to recover the costs to the council of running the service. Sports bookings have historically been set at a rate to reflect the council's health and wellbeing objectives and it is recognised that most sports bookings do not recover the cost of provision. There is an ongoing review of the sports booking service provision to investigate options to increase the proportion of costs met by the service user.

Car Parking Charges in Parks

- 3.13 Car parking charges at the car parks located at Preston Park and East Brighton Park were first introduced in 2011 and 2014 respectively to manage the level of parking activity with any net surplus generated ring fenced to invest in park improvements. The charges have remained at the same levels since being introduced (9 years and 7 years ago respectively).
- 3.14 The regeneration of Stanmer Park includes the proposed introduction of car parking charges on the site (as part of the business case which successfully secured external funding). The proposed Stanmer Park car parking charges are subject to a Traffic Regulation Order which was first reported to Environment, Transport and Sustainability Committee in October 2016. Subject to the outcome of consultation on the Traffic Regulation Order and the completion of

the relevant works, these car parking charges will be introduced in September 2020.

- 3.15 The proposal is to increase the car parking charges at Preston Park and East Brighton Park in order to bring these in line with the proposed charges for parking at Stanmer Park (Upper Lodges, Chalkhill, Lower Lodges) and manage demand. Details of these are set out in **Appendix 3**. These charges are potentially subject to consultation feedback from the Stanmer Park Traffic Regulation Order process to ensure all car park charges are consistent. This report therefore recommends that any required changes to Preston Park and East Brighton park charges are considered by a further Committee in the same further report as any potential objections received to the Stanmer Park proposals. Further changes to these parks would only be required if there are relevant changes following the Traffic Regulation Order consultation for Stanmer Park.

City Clean

Flyering Licenses

- 3.16 Flyering licences fees are set at a rate that is reasonably considered to allow appropriate regulation and minimisation of flyering activity, and to partly recover the cost of work required to clear litter generated from flyering activity. It is proposed to increase the charges by the standard inflation rate of +2%.

Trade Waste Collection Service

- 3.17 At Environment, Transport & Sustainability Committee on 9 October 2018, Committee delegated authority to the Executive Director Economy, Environment & Culture (subject to consultation with the Executive Director Finance & Resources) to revise the trade waste collection prices in response to the prevailing market prices for the services provided at least annually. Prices are set at individual customer level based on a combination of market price and the cost of providing the service.

Garden Waste Collection Service

- 3.18 The existing garden waste collection service charge at £52 per household per year was approved by Environment, Transport and Sustainability Committee in June 2016. The charge has not been increased in the three years since the service was opened. Cost inflation since service inception is estimated at a minimum of +8%. In addition, the charge for the garden waste collection service is comparatively low compared to the council's neighbouring authorities offering a similar service as set out in the table below:

Neighbouring Authorities Current Garden Waste Collection Services

Authority	Annual Cost	Bin Cost	Total Annual Cost	Notes
Brighton & Hove City Council	£52.00	£0.00	£52.00	Fortnightly collections/240 litre bin included.
Mid-Sussex District Council	£65.00	£0.00	£65.00	Fortnightly collections/240 litre bin included.
Lewes & Eastbourne District Councils	£70.00	£0.00	£70.00	Fortnightly collections/240 litre bin included.
Adur & Worthing District Councils	£85.00	£0.00	£85.00	Weekly collections/240 litre bin included.
Horsham District Council	£49.00	£43.40	£92.40	25 collections a year/charge for a 240 litre bin.

- 3.19 The proposal is to increase the garden waste charges to £60 per household per year - a level which is comparable with but still lower than neighbouring authorities. This translates into £5 per month for a fortnightly collection.
- 3.20 Assuming a customer base of 8,000 households, the estimated additional income generated each year is around £0.064m a year which will cover the costs of expanding the service and existing costs.

Environmental Enforcement

- 3.21 At the 25 June 2019 meeting of the Environment, Transport & Sustainability Committee, the committee approved the Environmental Enforcement Framework and the associated Fixed Penalty Notice charges. Details of these charges can be found at [E. https://new.brighton-hove.gov.uk/rubbish-recycling-and-streets/streets/environmental-enforcement-framework](https://new.brighton-hove.gov.uk/rubbish-recycling-and-streets/streets/environmental-enforcement-framework)

Safer Communities (Appendix 4)

Trading Standards

- 3.22 It is proposed to increase the non-statutory fees and charges in line with the corporate rate of inflation +2%.

Environmental Health

- 3.23 It is proposed to increase the majority of non-statutory fees and charges in line with the corporate rate of inflation +2%. The exception being an additional £10 fee for carpet moth treatment to pay for additional control measures.

Travellers Sites (Appendix 5)

Traveller Pitch Fees

- 3.24 The pitch fees for both the permanent and transit sites are legally, under The Mobile Homes Act 1983, permitted to be increased by the Retail Price Index (RPI) each year. These charges have been increased by the September 2019 RPI of +2.4% as per the legislation.
- 3.25 The service charges for both sites are set to recover the costs only. It is proposed to increase the existing service charges for the travellers' transit site by +4.3% and for the travellers' permanent site by +2.9% to reflect increases in

costs. There is limited historic data on costs as the pitches have only been fully operational for a few years.

Bereavement Services (Appendix 6)

- 3.26 Proposals for increases to certain services provided by the council's Bereavement Services team are made with the knowledge that there is increased competition in the funeral industry. Research, and full engagement with local funeral directors, has enabled the service to build a picture of what other crematoria are providing, and therefore keep pace with changes, and be flexible enough to adapt our own service offer, both now, and to lay foundations for anticipated changes in the bereavement industry, in the future.
- 3.27 Affordability of funerals continues to be high profile nationally, with significant scrutiny around costs. The service's proposals for the financial year 2020/21 are made with this acknowledged and include analysis of updated benchmarking information that details fees charged for similar services in neighbouring districts including Worthing, Eastbourne and with the Downs Crematorium within Brighton and Hove. Comparisons have been made with these neighbours, as they are the alternative service providers who customers are most likely to opt for if they don't choose Brighton and Hove City Council's service offer. It should also be noted that there is the emergence of a nationwide direct cremations company, who have a marketing strategy targeting funeral directors across the country. The service proposal acknowledges this risk to our direct cremations service, with a proposal to only increase next year's fee for our direct cremations service, by the standard 2% uplift.
- 3.28 The benchmarking review has demonstrated that Bereavement Services remain competitive with near neighbours and still offer services for a comparatively low fee. As with previous reviews, there are no proposals to change charging policies in relation to children. Central Government recently launched their scheme to fund children's funerals nationally. It is currently unclear how cremation/burial authorities will actually claim back costs. The service's charges for children's cremations and burials remains nil but when the new national scheme is introduced by the government and becomes operational, this may need to be reflected in the local fees and charges.
- 3.29 **Appendix 6** contains a table of the proposed changes to fees based on the main services that we offer. Benchmarking and comprehensive unit costs analysis has established exactly what it costs the Bereavement Services to provide the services offered to customers. Please see details at **Appendix 7**. The additional income is estimated of up to £0.039m if business levels remain consistent in 2020/21 to the analysed demand for services over the full year of 2018/19. The proposed fees and charges are formulated to be consistent with the general principle of cost recovery rather than making a profit.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The proposed fees and charges in this report have been prepared in accordance with the council's fees and charges policy and form part of the proposed budget strategy. They take account of the requirement to increase by the corporate inflation rate of 2.0% (unless otherwise stated) and consideration has been given

to other factors such as statutory requirement, cost recovery and prices charged by competitor / comparator organisations. Parking fees and charges are set to meet transport management objectives of managing demand for parking and reduce congestion.

5 COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Where Traffic Regulation Orders are required for proposed transport fee changes, objections received will be reported to this Committee at a future date.

6. CONCLUSION

- 6.1 Fees and charges are considered to be an important source of income in enabling services to be sustained and provided. A wide range of services are funded or part funded by fees and charges including those detailed in this report. The overall budget strategy aims to ensure that fees and charges are maintained or increased as a proportion of gross expenditure through identifying income generating opportunities, ensuring that charges for discretionary services and trading accounts cover costs, and ensuring that fees and charges keep pace with price inflation and/or competitor and comparator rates.
- 6.2 Fees and charges budgets for 2020/21 are assumed to increase by a standard inflation rate of +2.0% with the exception of those listed within this report. The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either; the standard rate of inflation, statutory increase or increases in the costs of providing services.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The fees and charges recommended in this report have been reviewed in line with the Corporate Fees & Charges Policy and all relevant regulations and legislation. The anticipated recurring financial impacts of fee changes will be reflected within service revenue budgets. Increases to meet the corporate rate of inflation of +2% are normally applied to all council income budgets (exceptions include statutory Penalty Charge Notices) to ensure income is maintained as a proportion of the net cost of service. Increases above or below the corporate rate of inflation must be approved by the relevant service committee or Policy & Resources Committee and can result in additional contributions toward either the cost of services and/or overheads. This can also result in the achievement of a net budget saving to the council. Where this is the case, this will be reflected in 4-Year Budget Plan proposals for the relevant service and will be incorporated within the revenue budget report to Policy & Resources Committee and Budget Council in February 2020. Income from fees and charges is monitored as part of the Targeted Budget Monitoring (TBM) process.
- 7.2 In the case of on-street parking permits, tariffs and penalty charges, the use of any surplus income from civil parking enforcement, after taking into account costs, is governed by section 55 of the Road Traffic Regulation Act 1984 as amended. This requires any surplus to be used for transport and highways

related projects and expenditure such as supported bus services, concessionary fares, Local Transport Plan projects and environmental improvements

- 7.3 There may be costs associated with advertising Traffic Regulation Orders (TROs) for changes to charges within the Transport service which will be met from existing revenue budgets.

Finance Officer Consulted: Steven Bedford

Date:06/01/20

Legal Implications:

- 7.4 The council needs to establish for each of the charges imposed both the power to levy charges of that type, and, where applicable, the power to set the charge at a particular level. In some cases, the amount of the charges is set by Government. In other cases where a figure is not prescribed, for example the general power to charge for discretionary services under the Local Government Act 2003, the amount that can be charged is restricted to cost recovery. In some prescribed cases, such as charging for trade waste collection, legislation enables the Council to set charges at a commercial rate. Special provisions apply in the case of parking charges which are set out below. In all cases the council must act reasonably and ensure that any statutory formalities which govern the particular charge are complied with.
- 7.5 The Council is entitled to set parking charges at levels that will enable it to meet its traffic management objectives for example, by managing supply and demand for parking. Under section 55 of the Road Traffic Regulation Act 1984, as amended by the Traffic Management Act 2004, the Council must keep an account of all parking income and expenditure in designated (i.e. on-street) parking spaces which are in a Civil Enforcement Area, and of their income and expenditure related to their functions as an enforcement authority. The use of any surplus income from civil parking enforcement is governed by Section 55 of the Road Traffic Regulation Act 1984 as amended. This allows any surplus to be used for transport and highways related projects and expenditure such as supported bus services, concessionary fares and Local Transport Plan projects.

Lawyer Consulted: Elizabeth Culbert

Date: 08/01/20

Equalities Implications:

- 7.6 Management of fees and charges is fundamental to the achievement of council priorities. The council's fees and charges policy aims to increase the proportion of costs met by the service user. Charges, where not set externally, are raised by corporate inflation rates unless there are legitimate anti-poverty considerations.

Sustainability Implications:

- 7.7 There are no direct sustainability implications arising from the recommendations in this report.

Any Other Significant Implications:

- 7.8 There are no other significant implications arising from the recommendations in this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed City Transport (Highways) Fees and Charges 2020/21
2. Proposed City Transport (Parking) Fees and Charges 2020/21
3. Proposed City Environmental Management Fees and Charges 2020/21
4. Proposed Safer Communities Fees and Charges 2020/21
5. Proposed Travellers Sites Fees and Charges 2020/21
6. Proposed Bereavement Services Fees and Charges 2020/21
7. Benchmarking Bereavement Services Fees and Charges 2020/21

Background Documents

1. None

