

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Finance and Performance Management Cabinet Committee **Date:** Thursday, 15 November 2018

Place: Council Chamber - Civic Offices **Time:** 7.00 - 7.32 pm

Members Present: Councillors G Mohindra (Chairman), A Lion, J Philip and S Stavrou

Apologies: C Whitbread

Officers Present: P Maddock (Assistant Director (Accountancy)), D Macnab (Acting Chief Executive), T Carne (Public Relations and Marketing Officer), M Chwiedz (Senior Project Manager) and R Perrin (Senior Democratic Services Officer)

32. Webcasting Introduction

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet and that the Council had adopted a protocol for the webcasting of its meetings.

33. Substitute Members

The Cabinet Committee noted that there were no substitute members for this meeting.

34. Declarations of Interest

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

35. Minutes

RESOLVED:

That the minutes held on 13 September 2018 be taken as read and signed by the Chairman as a correct record.

36. Corporate Plan 2018-2023 - Progress Report Q2 2018/19

The Performance Improvement Officer, M. Chwiedz presented a report regarding the progress report for quarter 2, 2018/19.

The Corporate Plan 2018-2023 was the authority's key strategic planning document which laid out the journey the Council would take to transform the organisation to be 'Ready for the Future'. The plan linked the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions.

A Corporate Specification for each year (previously called the Key Action Plan) detailed how the Corporate Plan was being delivered through operational objectives, with these in turn linked to annual service business plans.

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The success of the Corporate Plan was assessed through the achievement of a set of benefits, each measured through one or more performance indicator, focussed on what the Council achieved for customers. The Leadership Team, Cabinet and the scrutiny committees had scrutiny roles to drive improvement in performance and ensure corrective action was taken where necessary.

The Performance Improvement Officer updated members on the following performance indicators;

M1.2 Number of 'take-away' restaurants signed up to 'Tuck In' pledge – This had not met the target and the action to be taken was targeting premises in Waltham Abbey and NHS/GP surgeries to offer healthier takeaways and healthier alternatives.

M2.2 Number of days to process benefits claims – Processes had been changed and this should be reflected in quarter 3.

M4.3 Number of new residential properties built or acquired by the Council – The framework of new contractors for phases 4 onwards had been signed and sealed on 16 October 2018.

The Cabinet Committee commented that the performance indicator for M4.1 Number of businesses who joined the 'Buy with confidence' scheme, may need to be reconsidered as it appeared not to be working and officers should discuss this indicator with the Environment Portfolio Holder, Councillor N. Avey. Also the target for M6.2 - Number of new jobs, was incorrect. Overall, depending on the quarter 3 positions, some of the measures may need to be reconsidered for future years.

Resolved:

(1) That outturn position of Quarter 2 2018/19, in relation to the achievement of the Corporate Plan for 2018-2023 be noted.

Reasons for Decision:

The combined report brings together the performance of the Council against the Corporate Plan and gave a 'clear line of sight' for performance across the Council via the new benefits maps and performance indicator set. The benefits maps provide an opportunity for the Council to focus attention on how specific areas for improvement would be addressed, and how opportunities would be exploited and better outcomes delivered. It was important that relevant performance management processes were in place to review and monitor performance against performance indicators to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under performance.

Other Options Considered and Rejected:

No other options were appropriate in this respect. Failure to monitor and review performance and to consider corrective action where necessary could have negative implications for judgements made about the Council's progress and might mean that opportunities for improvement were lost.

37. Mid-Year Report on Treasury Management and Prudential Indicators 2018/19

The Assistant Director Accountancy presented a report on the mid-year Treasury Management and Prudential Indicators 2018/19.

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The mid-year treasury report was a requirement of the CIPFA Code of Practice on Treasury Management and covered the treasury activity for the first half of the financial year 2018/19. During this period, the Council had continued to finance all capital expenditure from within internal resources, the average net investment position had been approximately £19.75m and there had been no significant breaches on any of the prudential indicators.

This prudential indicator assisted the Council in controlling and monitoring the level of usable capital receipts that would be available at the end of a five-year period. The forecast Capital Programme for the four years to 2021/22 totalled £127m and was partly funded by £28m borrowing. It was predicted that at the end of this period there would still be £2.1m available in Capital Receipts and £5.9m in the Major Repairs Reserve. The Cabinet Committee were asked to note the report.

Councillor J. Philip enquired about the 13% investment to a counterparty outside of the UK. The Assistant Director Accountancy informed members that it was to Svenska Handelsbanken, which was Swedish bank.

Resolved:

That the management of the risks associated with Treasury Management for the first half of 2018/19 be noted.

Reasons for Decision:

The report was presented for noting as scrutiny was provided by the Audit and Governance Committee, who made recommendations to this Committee when necessary.

Other Options for Considered and Rejected:

Members could ask for additional information about the CIPFA Codes or the Prudential Indicators.

38. Quarterly Financial Monitoring

The Assistant Director Accountancy presented the second quarterly financial monitoring on key areas of income and expenditure for 2018/19, which covered the period from 1 April 2018 to 30 September 2018. The report provided details of the revenue budgets for both Continuing Services and the District Development Fund, Capital budgets and Major Capital Schemes. The reports were presented in the new directorate structure.

The salaries monitoring data was presented in the previous directorate structure, due the complexity and showed an underspend of £140,000 or 1.1%.

The Assistant Director Accountancy updated members on the following Service Areas;

- Planning Service Area - Development Control was well above expectations with fees and charges £139,000 higher than budgeted and other pre-assessment charges £23,000 higher than expected.
- Commercial and Regulatory Service Area - Building Control income was £13,000 higher than the budgeted and the opening position on the ring-fenced

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account had a surplus of £111,000 after a £4,000 deficit last year. The account was budgeted to show an in year deficit of £87,000, although this would be lower than expected and adjusted during the budget process. Licencing income was below expectations but there were a significant number of renewals due.

- Contracts and Technical Services Area - Income from MOT's carried out by Fleet Operations was below expectations by around £17,000. The Car Parking income was up by £6,000 and the recycling credit income was still very slow and difficult to get the County Council to agree the figures. Income was well behind expectation at month 6 and there was an adjustment necessary to 2017/18 figures, also to be accounted for in 2018/19. The waste contract expenditure had fallen behind due to late invoicing and the leisure management contract showed a reduction in income due to some unexpected pension related expenditure.
- In the Business Services Area - The Local Land Charge income was £9,000 below expectations and had marginally improved.
- Housing and Property Service - Bed and Breakfast income and expenditure had been begun to increase again. The main underspend on the HRA related to special services and was a combination of late Biffa invoicing, reduced utility costs and caretaking and cleaning. The Housing Repairs Fund expenditure was surprisingly close to the profiled budget.

In addition the proposed retention of 75% of Business Rates within local government sector would take effect from 2020/21 and it was possible that it would be accompanied by additional responsibilities. The Council was part of the Essex authorities bid to Central Government, to become a 75% retention pilot for 2019/20 and the outcome was expected on 6 December 2018.

Furthermore, the Council benefited from the cash collection requirements and held onto £1,791,216 of non-domestic rates.

There were four projects included on the Major Capital Schemes which related to the House Building packages 2 and 3, the new Hillhouse Leisure Centre and refurbishment works at Loughton Leisure Centre.

The Cabinet Committee enquired whether a recent decision from the Court of Appeal, which judged in favour of retailers seeking to avoid ATM sites being treated as separate property units for business rates purposes, would affect the Council. The Assistant Director Accountancy advised that he would investigate this ruling with the Customer Services Service Director.

The Cabinet Committee also pointed out that the Fleet Operations had a recurring loss. The Acting Chief Executive advised that the associated costs subsidised the maintenance of the Council's fleet and therefore recharges would increase.

Resolved:

That the Revenue and Capital Financial Monitoring report for 1 April 2018 to 30 September 2018 be noted.

Reasons for Decision:

To note the second quarter financial monitoring report for 2018/19.

Other Options Considered and Rejected:

No other options available.

39. Fees and Charges 2019/20

The Assistant Director Accountancy presented a report on the fees and charges that would be levied by the Council in 2019/20 and, if any, increases that could be made.

The Medium Term Financial Strategy had identified the need to find savings of £600,000, £300,000 in both 2020/21 and 2021/22, which was over and above the £2.5m (£1.7m General Fund) savings from the implementation of the People Strategy. The Revenue Support Grant funding was set to be phased out in 2019/20 and there had been no real information on funding levels from 2020/21 onwards with the Council having to fund all the General Fund services from the Council Tax, Retained Business Rates and Fees and Charges.

There was little scope of increasing income through fees and charges with the exception of parking charges, and increases of 2% or 3% would not have a particularly significant impact on overall income levels. Charges were to be set at a level to fully recover costs where possible and prevent the General Taxpayer subsidising those services.

The Consumer Prices Index (CPI) was at 2.7% and the Consumer Price Inflation Householders (CPIH) which included housing costs and employee related inflation were around 2.3%.

The Assistant Director Accountancy advised that the following fees and charges had been put forward as follows;

Community and Partnership Services – The charges made for the use of the Limes Centre would be increased in line with inflation, rounding to the nearest 50p and the Council's Museum, Heritage and Culture (MHC) service levy had been increased after taking into consideration the cost of the provision provided.

Housing and Property Services - Housing-Related Fees and Charges for 2019/20 were to be increases by around 2.3%.

Planning Services - Development Control fee levels were controlled by Central Government and the Council had been able to increase the charges by 20% in January 2018, under the proviso that the additional income would be used for planning related services. The pre-application charges were to remain at the same level as 2018/19 for 2019/20 and Local Land Charges were undergoing significant change and migration to the Land Registry system. This was expected to be completed by December 2019 with a report to Cabinet due shortly and fees and charges being reviewed for the 2020/21 financial year.

Contract & Technical Services - The fees and charges relating to Car Parking Charges were being reported to the Cabinet separately. The MOT charges were subject to a maximum charge set by the Vehicle Operating Service Agency (VOSA) which was currently £54.85 and the Council had determined a fee of £45 for trade and £50 normal customers would be competitive. The cost for the collection of bulk waste was subject to an annual index linked increase in line with the Waste Management contract and the general uplift for fees and charges relating to the Leisure Centres were in line with the retail prices index within the leisure contract.

Commercial & Regulatory Services - Public Hire licence fees were set by the Local Government (miscellaneous provisions) Act 1976 and other forms of licensing were based on cost recovery only. The fees relating to the Gambling Act 2005 were set locally and were unchanged from 2018/19.

Building Control Fees were ring-fenced into the Building Control Charging Account and apart from rationalising charges in 2017; fee levels remained unchanged since 2011. Therefore, it was proposed that fees were increased by an average of 5% but the exact fee structure had yet to be determined.

Governance and Member Services - The main area of fees related to the recharging of legal work, which in many cases were too low and did not properly recover costs. Therefore, it was proposed that new fees were introduced from 1 January 2019 and a more detailed review would be undertaken to ensure that costs were fully recovered.

The Cabinet Committee agreed with increases relating to the legal work and asked that the review include benching marking against the market place and commercial services. Furthermore, Councillor J Philip commented on the Limes Centre charges in that, normally a full days usage fee of a venue would be slightly less than the cost of a half day fee, to encourage use. The Assistant Director Accountancy advised that he would investigate this issue.

Recommended:

- (1) That the proposed fees and charges for 2019/20, as set out in the appendices attached to the minutes, be approved; and
- (2) That the proposed schedule of Housing Revenue Account fees and charges for 2019/20 be approved.

Reasons for Decision

As part of the annual budget process changes to fees and charges needed to be agreed.

Other Options Considered and Rejected

Where the Council had discretion on the level of fees and charges that it set, there were many possible options open to the Council ranging between no increase up to applying quite large increase where justifiable.

40. Draft General Fund CSB, DDF and ITS lists and Savings Update

The Assistant Director Accountancy presented a report on the draft Continuing Services Budget (CSB), District Development Fund (DDF) and Invest to Save (ITS) Schedules for 2019/20.

The Financial Issues Paper was considered by members on 26 July 2018 and highlighted a number of financial uncertainties and risks facing the Authority including the reductions in Central Government funding, Retention of Business Rates, Welfare Reform and Transformation.

The Medium Term Financial Strategy (MTFS) had identified savings of £300,000 in 2020/21 above the figure previously identified on the growth/savings lists. The People Strategy implementation was underway and indications suggested that the

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£437,000 that had been identified in 2018/19 from the General Fund would be achieved. The Cabinet had also agreed a change to the parking tariffs, which were expected to be implemented by March 2019 and should generate additional ongoing income. In addition there was also a drive to remove or reduce budgets that traditionally had an underspend.

The DDF balanced for 2018/19, mainly due to slippage on the Local Plan budget and a number of other movements, which should stay solvent over the forecast period. The remaining balance at the end of 2017/18 on the ITS had been fully allocated and any further bids would need to be replenished from the General Fund.

The Assistant Director Accountancy advised that the emphasis in this budget cycle was on the CSB savings rather than growth and that there would inevitably be significant financial challenges ahead with the budget being revisited over the next two months.

The Cabinet Committee questioned why the additional rental income at North Weald Airfield had been reduced. The Acting Chief Executive advised that the additional income had slipped in 2019/20 because of when the National Police Air Service had signed their lease.

Resolved:

- (1) That the draft Continuing Services Budget (CSB), District Development Fund (DDF) and Invest to Save (ITS) schedules for 2019/20 be noted; and
- (2) That the savings to date, as part of the 2019/20 budget process be noted.

Reasons for Action

Members were asked to note the first draft of these schedules and make comments as appropriate.

Other Options Considered and rejected

No other options applicable.

41. Any Other Business

It was noted that there was no other urgent business for consideration by the Cabinet Committee.

CHAIRMAN

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Community, Health & Wellbeing Activity - Proposed Fees and Charges for 2019/20

Appendix 1

Service/Activity	2018/19 Fees	Proposed 2019/20 Fees	Comments
New Horizons Yoga session Indoor Bowls (Epping & Waltham Abbey) David Lloyd Bowls Badminton Boccia Table Tennis	£5.80 £3.80 £4.50 £3.80 £3.80 £3.80	£6.00 £4.00 £4.50* £4.00 £4.00 £4.00	*This was increased by 50p last year and we received a lot of criticism for this therefore we do not feel it should be increased again for 2018/19
Lifewalks	£2.00 per walk £30.00 privilege card for 6 months £58 privilege card for 12 months	£2.00* £30.00 £58	*Easy money for leaders to collect, gets complicated when dealing in pence plus feel this is a premium we can charge for a walk, most walkers purchase a privilege card LVRPA have introduced car park charges, this has had a negative impact upon walkers attending and therefore we do not feel we can increase fees if walkers have to pay for parking.
Cycling for Health	£4.50 £9.00	£4.50 £9.00	LVRPA have introduced car park charges, this has had a negative impact upon people attending and therefore we do not feel we can increase fees if walkers have to pay for parking.
Term time Sessions: Futsal	£3.00	£3.00	Essex FA has advised that this is the right price for this session and any increase will reduce the number of people attending.
Holiday Provision Workshops	£5.00	£6.00	
Get Active Sessions	£3.50	£3.50	No change this year but will increase to £4 in 2020/21.
Multi-Sport/Activity Camps	£16.50	£16.50	Increased by 50p last year which is above 2.3% increase, we have a lot of local competition for these camps therefore we do not feel we can increase further this year.
Play in the Forest	£3.00	£3.50	



The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

SCALE OF HIRE CHARGES – from 1st April 2019

The Limes (Main) Hall

	Charges per hour	
	Scale 1 – Regular Hirers	Scale 2 – Standard Rate
Monday to Friday		
9.00am – 6.00pm	£13.25	£26.50 (21.20)
6.00pm – 10.00pm	£18.25	£36.50 (29.20)
Saturday		
10.00am – 6.00pm	£18.25	£38.50 (30.80)
6.00pm – 11.00pm	£29.50	£50.00 (40.00)
Sunday		
10.00am – 9.00pm	£29.50	£50.00 (40.00)

Limes Activity Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£9.25	£19.50 (15.60)
6.00pm – 10.00pm	£14.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£15.25	£25.50 (20.40)
6.00pm – 11.00pm	£20.50	£31.00 (24.80)

Limes Meeting Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£6.25	£12.50 (10.00)
6.00pm – 10.00pm	£12.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£12.25	£24.50 (19.60)
6.00pm – 11.00pm	£16.25	£32.50 (26.00)

Charging Bands	Scale 1	Scale 2
	This rate is specifically for regular hirers (and not for profit organisations)	Standard rate less 20% if EFDC resident or Charity. Profitable organisations to pay full charge.

PAYMENTS

- A deposit of 25% of the hire fee is payable with the application
 - The balance must be paid at least **ONE MONTH** before the letting
 - If the letting is less than one month from the booking date, the full amount must be paid at the time of booking
 - A refundable damage deposit fee of £500 for adult parties and £250 for children's parties
- Cheques should be made payable to Epping Forest District Council and crossed a/c Payee Only. Credit/Debit card payments are also taken**

CANCELLATIONS

- Booking deposits are **not** refundable
- For general bookings, the balance is refundable only if more than **four week's notice** of the cancellation is given **or**, if shorter notice is given, the hall can be let to another hirer for the cancelled period
- For Wedding cancellations, a scale of cancellation fees applies according to period of notice given

Bookings may be made by telephone on

01992 564561

A completed application form and a non-returnable deposit of 25% of the hire fee along with a security deposit cheque are required before the letting can be confirmed.

Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
Images (Private Research & Commercial)			
Private Research:			
A4 Black & White print	£6.25	£6.50	Yes
A4 Colour print	£6.75	£7.00	Yes
A4 Black and white photocopy	£1.00	£1.00	Yes
Digital copy, 300dpi (by email)	£5.50	£6.00	Yes
Digital copy, 300dpi (by email) (over 10 images)	£4.50	£5.00	Yes
Commercial:			
Books			
Local History Groups & Registered Charities	Free	Free	
Cover Page	£220.00	£220.00	Yes
Inner Page	£70.00	£70.00	Yes
TV / Film / Video			
Single Country	£80.00	£80.00	Yes
Worldwide	£160.00	£160.00	Yes
Digital			
300dpi jpeg/tiff per image / single use	£80.00	£80.00	Yes
Web			
Regional based business	£80.00	£80.00	Yes
National / International business	£160.00	£160.00	Yes
Identifications/ Enquiries			
Collections Search Service	Free	Free	
Research Visits	Free	Free	
Identifications Service	Free	Free	
Research Service (fee per hour)	£15.00	£15.00	No
Exhibition Hire			
Touring Exhibitions (Venues in Eastern Region) per month (minimum 2 month hire)	£50.00	£60.00	No
Touring Exhibitions (Venues Outside Eastern Region) per month (minimum 2 month hire)	£75.00	£90.00	No
Talks and Tours			

Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
1 hour daytime talk within the Borough of Broxbourne / Epping Forest District (per group)	£55.50	£60.00	No
1 hour daytime talk outside the Borough of Broxbourne / Epping Forest District (per group)	£65.50	£70.00	No
1 hour evening talk outside museum but within borough/district (per group)	£65.50	£70.00	No
1 hour evening talk outside the borough/district (per group)	£75.50	£80.00	No
1 hour daytime talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £50</i>	£5.00	£6.00	No
1 hour evening talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £70</i>	£7.00	£8.00	No
Schools (workshops in school)			
(max 35 pupils per class)			
1 class for 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£40.00	£45.00	No
Schools outside Epping Forest/Broxbourne area	£50.00	£55.00	No
2 classes on same day 2 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£60.00	£70.00	No
Schools outside Epping Forest/Broxbourne area	£70.00	£80.00	No
3 classes on same day 3 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£80.00	£95.00	No
Schools outside Epping Forest/Broxbourne area	£90.00	£105.00	No
4 classes on same day 4 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£100.00	£120.00	No
Schools outside Epping Forest/Broxbourne area	£120.00	£140.00	No
Schools (workshops in museum)			
2 hours (half day) up to two classes			
Epping Forest District and Broxbourne Borough Council Schools (Per child) minimum charge £40	£3.00	£4.00	No
Schools outside Epping Forest/Broxbourne area (Per child) minimum charge £40	£4.00	£5.00	No
Self guided visit	Free	Free	
School Topic Box Hire			
Epping Forest and Broxbourne Borough Schools	£40.00	£45.00	No
Schools outside Epping Forest/Broxbourne area	£50.00	£55.00	No
*Special rate save £10 if booked with and delivered on the same day as a workshop			

Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
Workshops/Public Programme			
Family Fun Workshops and Toddler sessions	£1.50	£2.00	No
Half Day Workshops	£8.00	£8.00	No
Full day workshops	£20.00	£20.00	No
Artist-led Workshops 1.5 hrs (incl. materials)	£8.00	£10.00	No
Artist-led Workshops 2 hrs (incl. materials)	£10.00	£10.00	No
Artist-led Workshops 5 hrs/1 day (incl. materials)	£20.00	£20.00	No
Performance ticket (kids theatre shows)	£8.00	£8.00	No
Motiv8 Performance ticket	£8.00	£8.00	No
Motiv8 Performance ticket Concession price	£5.50	£6.00	No
eNgage Performance ticket	£12.50	£13.00	No
eNgage Performance ticket Concession price	£9.50	£10.00	No
After School Dance per child per session	£3.50	£3.50	No
Active Assemblies 1 day of training for session leaders (plus travel)	£180.00	£200.00	No
Active Assemblies 20 resource packs	£400.00	£450.00	No
Active Assemblies teacher mentoring over 8 weeks, per group	£51.00		No
Active Assemblies session delivery for 8 sessions outside EFDC (plus travel)	£260.00	£300.00	No
Active Assemblies session delivery for 8 sessions EFDC	£185.00	£200.00	No
Creative Homes Arts sessions per session (incl. materials and set up, clear up time)	£67.00	£70.00	
Creative Homes Dance sessions per session (incl. materials)	£48.00	£50.00	
Venue Hire			
Lowewood Museum Room (per hour) (25 people)	12.50/£10.00	12.50/£10.00	Yes
Lowewood Museum Room evening rate (per hour) (25 people)	£50.00/£35.00	£50.00/£35.00	Yes
Lowewood Museum Whole Museum (per hour) (200 people)	£160.00/£150	£160.00/£150	Yes
The Space day rate (per hour) (30 people)	£25.00/15.00	£25.00/15.00	Yes
The Space evening rate (per hour) (30 people)	£50.00/£35.00	£50.00/£35.00	Yes
The Space Sunday rate (per hour) (30 people)	£100.00/£80.00	£100.00/£80.00	Yes
Tudor Gallery and Garden day rate (per hour) (20 people)	£35.00/£30.00	£35.00/£30.00	Yes
Tudor Gallery and Garden evening rate (per hour) (20 people)	£55.00/£45.00	£55.00/£45.00	Yes
Temp Ex (per hour) (60 people)	£120.00/£100	£120.00/£100	Yes
Whole Museum (per hour) (200 people)	£160.00/£150	£160.00/£150	Yes
Overnight hire at both museums		£500.00	Yes
Tea/Coffee and Biscuits (per person)	£3.00	£3.00	Yes
Buffet Lunch (per person)	£7.00	£7.00	Yes

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Fees and Charges 2019/20 - HOUSING RELATED SERVICES

Appendix 4

Service	2019/20		2018/19	
	Amount	Period	Amount	Period
Older People's Housing				
Communal Halls: Pelly Court Hall, Epping Oakwood Hill Hall, Loughton Barrington Hall, Loughton	£10.65 £149.20 £8.70	per hour per annum per session	£10.40 £145.85 £8.50	per hour per annum per session
Guest Rooms - Sheltered Housing	£9.90	per person per night	£9.65	per person per night
Scooter Stores: Rental Electricity	£4.25 £2.20	per week per week	£4.15 £2.15	per week per week
Sheltered Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£10.65 £3.20 £1.90	per week per week per week	£10.40 £3.15 £1.85	per week per week per week
Area Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£2.65 £0.85 £0.52	per week per week per week	£2.60 £0.80 £0.50	per week per week per week
Careline Charges (Council tenants): Tenants not in receipt of housing benefit Tenants in receipt of housing benefit	£4.60 £1.40	per week per week	£4.50 £1.35	per week per week
Telecare Packages (Private users): Alarm and up to 4 sensors (Monitoring only) Alarm only Monitoring of additional sensors (per sensor)	£156.50 £128.50 £15.90	per annum per annum per annum	£153.00 £122.00 £15.50	per annum per annum per annum
Monitoring of alarms for other organisations (per speech module)	£115.00	per annum	£112.00	per annum
Large Button Telephone	£23.20	per telephone	£22.65	per telephone
Use of Jessopp Ct Lounge by Essex CC as a Day Centre	£10,790	per annum	£10,545	per annum
Lease for Jessopp Ct Office to Peabody	Increased each October by the Sept RPI increase			
Home Ownership and Sales				
Leasehold Vendors' Enquiries	£156.50	per enquiry	£153.00	per enquiry
Certificates of Buildings Insurance - Leaseholders	£49.80	per copy	£48.70	per copy
Small Land Sales Valuation Charge	£399.40	per sale	£390.40	per sale
Valuation & Legal Charge - Re-sale of RTB Property within 5 years / Sale of property to EFDC within 10 years	£403.30	per application	£394.20	per application
Consideration of Right to Re-purchase Former RTB Property within 10 years of Original Purchase	£66.60	per application	£68.60	per application
Housing Management				
Hire of Halls for Elections	£97.30	per day	£95.10	per day
Garage rents	£8.95	per week	£8.75	per week
Hardstandings	£92.75	per annum	£90.65	per annum
Lockable parking spaces	£7.70	per annum	£7.50	per annum
Mortgage references	£45.70	per enquiry	£44.65	per enquiry
Request for covenant and leasehold approvals	£72.90	per request	£71.25	per request
Licences for vehicular access across housing land	£121.25	per annum	£118.50	per annum
Dishonoured cheques	£28.30	per cheque	£27.65	per cheque
Homelessness				
Homeless Hostel Accommodation: One Room Two Rooms Three Rooms Homelessness Pods (per room) Chalets	£51.40 £80.40 £108.15 £51.40 £93.70	per week per week per week per week per week	£50.25 £78.55 £105.70 £50.25 £91.55	per week per week per week per week per week
Bed and Breakfast Accommodation (Contracted rates): Single Room Double Room	£42.10 £50.05	per night per night	£42.10 £50.05	per night per night
Repairs and Maintenance				

Repairs and maintenance				
Condition surveys to respond to Party Wall Act Notices	£82.50	per Notice	£80.60	per Notice
Copies of Structural Reports on RTB Properties	£40.80	per report	£39.85	per report
Rechargeable repairs	2.3%	increase in all charges	3.0%	increase in all charges
Replacement Door Entry and Suited Keys	£15.40	per key	£15.00	per key
Sewerage charges for individual sewerage systems	2.3%	increase in all charges	3.0%	increase in all charges
Caring and Repairing in Epping Forest (CARE) Service				
Caring And Repairing in Epping Forest (CARE) Fees: Disabled facilities grants and Decent Homes loans Small Works Repayable Assistance	15% 10%	of works cost of works cost	15% 10%	of works cost of works cost
C.A.R.E Handyperson Service: <i>Clients in receipt of means-tested benefits:</i> General jobs Falls prevention and home safety checks/works Garden maintenance - First visit - Second visit <i>Clients <u>not</u> in receipt of means-tested benefits:</i> General jobs Falls prevention and home safety checks/works Garden maintenance	£34.30 Free Free Free £56.40 £28.15 £28.15	Maximum charge per visit per visit (up to 2 hours) per visit (up to 2 hours)	£33.50 Free Free Free £55.10 £27.50 £27.50	Max. charge per visit per visit (up to 2 hours) per visit (up to 2 hours) per visit (up to 2 hours) Max. charge per visit Max. charge per visit Max. charge per visit
Private Sector Housing				
Licences - HMOs (Initial & Renewal): 3 storey HMO with up to 5 units of accommodation Additional units of accommodation	£753.50 £70.20	per licence per additional unit	£736.50 £68.60	per licence per additional unit
Landlord Accreditation Scheme for Student Accommodation: Bed-sit 1-2 bedroom flats House/bungalow with up to 6 bedrooms 3 storey houses (non-licensable)	£55.20 £111.00 £166.00 £194.00	per property accredited per property accredited per property accredited per property accredited	£53.95 £108.00 £162.00 £189.00	per property accredited per property accredited per property accredited per property accredited
Park Homes Licensing Fees: Site licence fees Depositing of site rules	In accordance with EFDC's Fees Policy for Licensing Residential Park Home Sites			
	£147.00	per deposit	£143.60	per deposit
Penalty charges for private landlords Failing to provide appropriate smoke and carbon monoxide alarms (Smoke and Carbon Monoxide Alarm (England) Regulations 2015) Fine for Lettings Agencies and Property Agencies failing to join a Government-approved Redress Scheme Civil Penalty Notices for certain Housing Act 2004 offences	£5,000 £5,000	per incidence (unless extenuating circs.) per incidence (unless extenuating circs.)	£5,000 £5,000	per incidence (unless extenuating circs.) per incidence (unless extenuating circs.)
	New charge		Up to £30,000 per notice	
Property inspections for immigration applications: 1 or 2 Bed Property 3 Bed Flat Property 4 Bed Property	£89.50 £120.00 £166.00	per inspection per inspection per inspection	£87.50 £117.50 £162.00	per inspection per inspection per inspection
Enforcement of private sector housing conditions - Housing Act 2004 and Mobile Homes Act 2013 1-4 Hazards: 1 Bed Property 2 Bed Property 3 Bed Property 4 Bed Property 5 or 6 Bed Property > 6 Bed Property or HMO 5 or more Hazards: 1 Bed Property 2 Bed Property 3 Bed Property 4 Bed Property 5 or 6 Bed Property > 6 Bed Property or HMO	£360.00 £405.00 £452.00 £540.00 £584.00 £706.00 £452.00 £195.00 £541.00 £645.00 £690.00 £765.00	per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement	£352.00 £396.00 £441.00 £528.00 £571.00 £690.00 £441.00 £484.00 £529.00 £630.00 £675.00 £748.00	per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement
Works in default following enforcement				
Cost of Works plus 30%				
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General percentage uplift for next year	2.3%			

Proposed fees & charges for 2019/20

Service area	2018/19		Proposed 2019/20		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Environmental Health					
Training					
Basic food hygiene course	£75.00		£75.00		6 courses 10 per course
Basic health & safety course	£65.00		£65.00		
Animal welfare					
Animal boarding	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Dog breeding	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Pet Shops	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Dangerous wild animals	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Riding Establishment	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Stray dog					Set by Waltham Forest as part of contract with them
Dog home boarding fee	£72.00		£75.00		.
Zoo's	£570.00		£570.00		
Licensing.					
Hackney Carriage/Private Hire					
Annual Vehicle Licence	£277.00	£277.00	£277.00	£277.00	
Annual Driver's Licence	£186.00	£186.00	£186.00	£186.00	
Vehicle plate	£30.00		£30.00		Initial fee, refundable on return
Driver badge	£10.00		£10.00		
Drivers Test	£40.00		£40.00		Refundable if 2 days notice of cancellation given. Payment required 7 days before.
Drivers re-sit of test	£21.00		£21.00		Refundable if 2 days notice of cancellation given. Payment required 7 days before.

Service area	2018/19		Proposed 2019/20		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Private Hire Operators					
Annual operator licence (1 vehicle only)	£105.00		£105.00		Subject to Statutory consultation, 5 year licence
Annual Operators (> 1 vehicle)	£405.00		£405.00		Subject to Statutory consultation, 5 year licence
Plate exemption	£88.00		£88.00		
Gambling Act 2005					
See separate sheet					
Miscellaneous					
Special treatment premises	£167.00		£171.00		
Special treatments person	£90.00		£92.00		
Sex Shops and Cinemas	£556.00	£556.00	£569.00	£569.00	
Sexual Entertainment Venues -	£4,325.00	£2,160.00	£4,425.00	£2,210.00	
Street Trading Consents	£410.00	£410.00	£420.00	£420.00	If not successful at sub-committee then half fee refunded
Scrap Metal Site	£405.00		£415.00		3 year licence
Scrap Metal Dealer	£243.00		£249.00		3 year licence
Road Closure Notices	£181.00		£185.00		
Licensing Act 2003					All fees set by statute based upon premises rateable value plus occupancy for premises holding more than 5,000 people. Personal licences valid for 10 years EFDC cannot amend these charges, therefore not included in this table

Gambling Act 2005

Betting Premises	New application		Annual fee		Variation, Transfer, Re-instatement	
	Current	Proposed	Current	Proposed		
Betting premises (not tracks)	£1,220.00	£1,220.00	£610.00	£600.00		

Betting Premises	Licence copy		Notification of change	
	Current	Proposed	Current	Proposed
Betting premises (not tracks)	£31.00	£31.00	£31.00	£31.00

Waste management

Bulky household waste

Item	Current	Proposed	Notes	
1 to 3 items	£25.00	£25.50	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
4 to 7 items	£37.50	£38.50	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
8 to 10 items	£49.50	£51.00	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
11 to 15 items	£63.00	£65.00	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
More than 15 items	Assessment	Assessment	50% concession HB/in receipt of state pension	Contract plus Admin. Fee

Street Numbering and Naming Charges

Item	Current	Proposed	Notes	
House Name Change/ Addition	£54.00	£55.00	Per property	
Development of 1+ properties	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Changes in initial development after initial notification	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Renaming of street at residents request	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Confirmation of postal address details	£2.95	£3.00	Per certificate issued	
	£18.50	£19.00	Per property involved	

Fee Type Permit Type	Application fee	Annual fee	Renewal fee	Transitional Application Fee
FEC Gaming Machine	£306.00	N/A	£306.00	£102.00
Prize Gaming	£306.00	N/A	£306.00	£102.00
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£153.00	£51.00	N/A	£102.00
Club Gaming Permit	£204.00	£51.00	£204.00	£102.00
Club Gaming Machine Permit	£204.00	£51.00	£204.00	£102.00
Club Fast-track for Gaming Permit or Gaming Machine Permit	£102.00	£51.00	£204.00	N/A
Small Society Lottery Registration	£42.00	£22.00	£22.00	N/A

Permit - Miscellaneous Fees

	Change of Name £	Copy of Permit £	Variation £	Transfer £
FEC Permits	£26.00	£16.00	N/A	N/A
Prize Gaming Permits	£26.00	£16.00	N/A	N/A
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£26.00	£16.00	£102.00	£26.00
Club Gaming Permit	N/A	£16.00	£102.00	N/A
Club Gaming Machine Permit	N/A	£16.00	£102.00	N/A
Small Society Lottery Registration	£42.00	£22.00	N/A	N/A

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LEGAL FEES – 2018/19
& Proposed from 1/1/19

	<u>2018/19</u>	<u>2019/20</u>
1. Property Transactions		
1.1 Redemption of Mortgages	£152.00	£152.00
1.2 Transfers of Equity	£295.00	£295.00
1.3 Sale of Land	£431.00	£650.00
1.4 Repayment of Discount and Postponement of Legal Charge	£144.00	£432.50
1.5 Deed of Release of Covenant	£266.00	£400.00
1.5.1 Deed of Covenant + Application to Cancel Land Charges Entry (Form K11)	£115.00	£300.00
1.6 Second Mortgage Questionnaires	£106.00	£120.00
1.7 Licence to cross land/occupy land	£431.00	£643.00
Licences to cross housing land	£128.00	£324.00
1.8 Leases		
(a) Shops	£773.00	£1,200.00
(b) Industrial (e.g. Oakwood Hill and North Weald)	£773.00	£1,200.00
(c) Leases contracted out of Landlord and Tenant Act 1954 provisions	£184.00	£184.00
(d) New Lease extending Term (residential)	£547.00	£600.00
1.9 Licences granted pursuant to a lease		
(a) To Assign (add £63.00 if surety)	£402.00	£1,140.00
(b) For Alterations	£402.00	£1,140.00
(c) For Change of Use	£402.00	£1,140.00
(d) To sublet	£402.00	£1,140.00
1.10 Deed of Surrender of Lease	£400.00	£1,140.00
1.11 Combined Surrender/Licence	£481.00	£1,140.00
1.12a Transfer of Lease and Notification of Mortgage (RTB)	£65.00	£84.00
1.12b For commercial leases	£89.00	£90.00
1.13 Deed of Variation (if they produce)	£195.00	£450.00
1.14 Deed of Variation (Legal prepare)	£313.00	£450.00
1.15 Consent for restriction (Land Registry)	£65.00	£114.00

		<u>2018/19</u>	<u>2019/20</u>
2.	Planning Agreements		
2.1	S106 Agreement - routine	£643.00	£900.00
2.2	S106 Agreement – complex	Time recorded	Time Recorded
2.3	S106 Agreement including Minor Highway Works	£643.00	£1,300.00
2.4	S106 Agreement including Major Highway Works	£864.00	£1,500.00
2.5	Unilateral Undertaking - routine	£356.00	£500.00
2.6	Unilateral Undertaking - Complex	Time recorded	Time Recorded
2.7	Variation/Revocation of S106 Agreement or Unilateral Undertaking	£430.00	£550.00
3.	Photocopying		
3.1	Abstract of Title	£10.00 £1.85 for each Deed	£12.00 £2.20 each Deed
3.2	Other	A4 –£0.90 per page A3–£1.32 per page Add £2.88 for P&P	A4-£0.93 per page A3-£1.35 per page Add £2.95 for P&P
3.3	Any Document that can be obtained as office copies from the Land Registry not in connection with a redemption or other current matter for each document	£10.00 plus £3.14 for P&P	£10.00 plus £3.20 for P&P
3.4	Additional charge for faxing documents/letter	£0.90 per page	£0.93 per page

* All charges are subject to an increase in case of additional work being necessary in accordance with time spent.