

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

meeting date: 12 JANUARY 2023
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from the 1 April 2023.

2 BACKGROUND

- 2.1 The annual review of the council's fees and charges has been undertaken as part of the budget setting process for the forthcoming 2023/24 financial year.
- 2.2 The council's budget forecast allowed for a 5% inflationary increase in the level of income for the 2023/24 financial year.
- 2.3 Following further review of the forecast by Policy and Finance Committee in September 2022 it was recommended that fees and charges income should be increased by the rate of September's CPI (10.1%).
- 2.4 The review therefore aims to increase budgeted fees and charges income for 2023/24 by 10.1% as a minimum when compared with this year's original budget estimate.

3 FEES AND CHARGES FOR REVIEW

- 3.1 As planning application fees are set by Central Government they fall outside of the remit of this review. At this time no increases are anticipated for the 2023/24 financial year.
- 3.2 Pre-application advice fees are however set by ourselves as the relevant Local Planning Authority and have therefore been included in the annual review (Annex 1).
- 3.3 Building control fees are calculated in accordance with The Building (Local Authority Charges) Regulations 2010 on a cost recovery basis, with any surplus or deficit from the service being held in a separate earmarked reserve. Fees were last increased in April 2022.
- 3.4 As a non-statutory function the service is in competition with other providers of building control services, both from other local authorities and from within the private sector. Following a review of budgeted costs and expected demand levels for next year and of neighbouring authority charges, the section has proposed that building control fees and charges are not increased in April 2023.

4 ADVICE OF POLICY AND FINANCE COMMITTEE AND BUDGET WORKING GROUP

- 4.1 The Budget Working Group met in August 2022 to consider the council's three year budget forecast for the financial years 2023/24 – 2025/26 in detail. They recognised the rapidly changing position with regards to inflation and agreed the impact of this on the Council's budget needed to continue to be kept under close review.

4.2 They made a number of recommendations that were approved by Policy and Finance Committee at their meeting in September 2022, including that fees and charges for the 2023/24 financial year should be increased by the rate of the September CPI.

4.3 Service committees are therefore being asked to review their fees and charges in order to achieve the overall target increase in fees and charge income per the September CPI rate of 10.1% as a minimum.

4.4 For this committee, a minimum 10.1% increase in fees and charges would generate additional income of £6,500 when compared to the current year base budget for those income streams included within the review.

5 REVIEW OF FEES AND CHARGES FOR 2023/24

5.1 The review of fees and charges is coordinated by financial services, working together with heads of service and budget holders.

5.2 The following process is undertaken:

- Budget holders are provided with an indication of the fees and charges factoring in the 10.1% increase on the base budget.
- A discussion meeting is then held between the budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge different from a 10.1% increase.

5.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2023 has been produced for this committee and is shown at Annex 1.

5.4 The annex provides a breakdown of general fees and charges, predominantly those in respect of pre-application advice and sets out:

- the current charge for 2022/23;
- the current year base budgeted income estimated to be raised by each charge (Net of VAT);
- the proposed charges for implementation from 1 April 2023;
- an indication of the potential income that may be achieved in 2023/24 compared to the current base budget, should the proposals be agreed (Net of VAT);
- the resulting percentage increase in the charge from 2022/23 to 2023/24;
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

5.5 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on the 2022/23 base budget. No account is taken of any change in service use which may be influenced by a change in charge levels or reductions in demand that may result from market conditions.

5.6 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on **current budgeted income levels** is £7,230, or an overall increase of 11.2%.

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications:

- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

7 CONCLUSION

7.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee in advance of the next financial year.

7.2 Policy and Finance Committee have recommended that fees and charges be increased by the September 2022 CPI rate (10.1%).

7.3 If you agree with the increases in charges as set out in the annex to the report, then this committee will meet the 10.1% target required for the financial year 2023/24.

8 RECOMMENDATION THAT COMMITTEE

8.1 Approve the proposed fees and charges as set out in the annex to the report.

SENIOR ACCOUNTANT
PD4-22/VT/AC
20 DECEMBER 2022

DIRECTOR OF RESOURCES

For further information please ask for Valerie Taylor extension 4433

PLANNING AND DEVELOPMENT COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2023

BUILDING CONTROL – BCNON	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current Charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
				£	£	£	£	£	%
Building Control Decision Notices	BCNON/8231m	Non Vatable	01/04/2022	23.00	24.00	1,160.00	26.00	1,260.00	8.33%

PLANNING - PLANG	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current Charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
				£	£	£	£	£	%
Planning Decision Notices	PLANG/8231m	Non Vatable	01/04/2022	23.00	24.00	2,060.00	26.00	2,230.00	8.33%
Planning S106 Application Modification	PLANG/8404u	Non Vatable	01/04/2022	450.00	460.00	3,220.00	500.00	3,500.00	8.70%

Pre-Application Advice	Minor Developments	PLANG/8495n	VAT Inclusive	01/04/2022	255.00	265.00	19,000.00	300.00	21,510.00	13.21%
	- additional meeting	PLANG/8495n	VAT Inclusive	01/04/2022	127.50	130.00	140.00	150.00	160.00	15.38%
	Intermediate Developments	PLANG/8495n	VAT Inclusive	01/04/2022	490.00	510.00	4,100.00	562.00	4,520.00	10.20%
	- additional meeting	PLANG/8495n	VAT Inclusive	01/04/2022	245.00	250.00	570.00	275.00	630.00	10.00%
	Major Developments - up to two meetings	PLANG/8495n	VAT Inclusive	01/04/2022	1,500.00	1,550.00	12,970.00	1,700.00	14,230.00	9.68%
	- additional meeting	PLANG/8495n	VAT Inclusive	01/04/2022	750.00	775.00	-	850.00	-	9.68%
	- fast track service	PLANG/8495n	VAT Inclusive	01/04/2022	2,250.00	2,325.00	-	2,600.00	-	11.83%

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PLANNING - PLANG		Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current Charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
					£	£	£	£	£	%
Pre-Application Advice	Large Scale Major Developments - up to two meetings	PLANG/8495n	VAT Inclusive	01/04/2022	2,000.00	2,060.00	8,890.00	2,300.00	9,930.00	11.65%
	- additional meeting	PLANG/8495n	VAT Inclusive	01/04/2022	1,000.00	1,030.00	1,110.00	1,150.00	1,240.00	11.65%
	- fast track service	PLANG/8495n	VAT Inclusive	01/04/2022	3,000.00	3,090.00	3,340.00	3,500.00	3,780.00	13.27%
	Discharge of conditions meeting	PLANG/8495n	VAT Inclusive	01/04/2022	108.00	115.00	-	125.00	0.00	8.70%
	Householders - Without Meeting	PLANG/8495n	VAT Inclusive	01/04/2022	57.00	60.00	1,310.00	66.00	1,440.00	10.00%
	- With Meeting	PLANG/8495n	VAT Inclusive	01/04/2022	114.00	120.00	3,850.00	132.00	4,240.00	10.00%
	- additional meeting	PLANG/8495n	VAT Inclusive	01/04/2022	57.00	60.00	-	66.00	-	10.00%
	- fast track service	PLANG/8495n	VAT Inclusive	01/04/2022	171.00	180.00	1,860.00	200.00	2,070.00	11.11%
	High Hedge or Tree Issues	PLANG/8495n	VAT Inclusive	01/04/2022	75.00	80.00	-	88.00	-	10.00%
	Listed Building or work In Conservation	PLANG/8495n	VAT Inclusive	01/04/2022	110.00	115.00	670.00	125.00	730.00	8.70%
	Advertisement Advice	PLANG/8495n	VAT Inclusive	01/04/2022	75.00	80.00	130.00	88.00	140.00	10.00%
	Prior Notification	PLANG/8495n	VAT Inclusive	01/04/2022	125.00	130.00	-	150.00	-	15.38%

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HIGH HEDGES - HIGHH	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current Charge 2022/23	Budgeted Income Net of VAT for 2022/23	FINAL Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
				£	£	£	£	£	%
Submission of High Hedges Complaint	HIGHH/8460u	Non Vatable	01/04/2022	610.00	630.00	-	700.00	-	11.11%
Total budgeted Income						64,380.00	71,610.00	11.23%	
Overall extra income generated compared to base budget							7,230.00		