

Public Document Pack

Date of meeting Wednesday, 16th January, 2019
Time 2.00 pm
Venue Astley Room - Castle House
Contact Geoff Durham 01782 742222



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

Castle House
Barracks Road
Newcastle-under-Lyme
Staffordshire
ST5 1BL

Cabinet

AGENDA

PART 1 – OPEN AGENDA

- 1 APOLOGIES**
- 2 MINUTES** **(Pages 3 - 8)**
To consider the minutes of the previous meeting.
- 3 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 4 REVENUE AND CAPITAL BUDGETS**
Report to follow
- 5 CAPITAL STRATEGY 2019/20**
Report to follow
- 6 INVESTMENT STRATEGY 2019/20**
Report to follow
- 7 SCALE OF FEES AND CHARGES 2019/20** **(Pages 9 - 48)**
- 8 MAER CONSERVATION AREA APPRAISAL AND
MANAGEMENT PLAN SUPPLEMENTARY PLANNING
DOCUMENT** **(Pages 49 - 56)**
- 9 URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.
- 10 DISCLOSURE OF EXEMPT INFORMATION**

To resolve that the public be excluded from the meeting during consideration of the following reports, because it is likely that there will be disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

11 ATTENDANCE AT CABINET MEETINGS

Councillor attendance at Cabinet meetings:

- (1) The Chair or spokesperson of the Council's scrutiny committees and the mover of any motion referred to Cabinet shall be entitled to attend any formal public meeting of Cabinet to speak.
- (2) Other persons including non-executive members of the Council may speak at such meetings with the permission of the Chair of the Cabinet.

Public attendance at Cabinet meetings:

- (1) If a member of the public wishes to ask a question(s) at a meeting of Cabinet, they should serve two clear days' notice in writing of any such question(s) to the appropriate committee officer.
- (2) The Council Leader as Chair of Cabinet is given the discretion to waive the above deadline and assess the permissibility if the question(s). The Chair's decision will be final.
- (3) The maximum limit is three public questions at any one Cabinet meeting.
- (4) A maximum limit of three minutes is provided for each person to ask an initial question or make an initial statement to the Cabinet.
- (5) Any questions deemed to be repetitious or vexatious will be disallowed at the discretion of the Chair.

Members: Councillors S Tagg (Chair), M. Holland, T. Johnson, P. Northcott, S. Sweeney and J Waring

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

NOTE: THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY THROUGH THE FIRE EXIT DOORS.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE FRONT OF THE BUILDING BY THE STATUE OF QUEEN VICTORIA. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.

CABINET

Wednesday, 5th December, 2018
Time of Commencement: 2.00 pm

Present:- Councillor Simon Tagg – Chair

Councillors M. Holland, T. Johnson and P. Northcott

Officers Executive Director (Regeneration and Development) - Neale Clifton,
Geoff Durham - Mayor's Secretary / Member Support Officer,
John Tradewell - Acting Chief Executive / Head of Paid Service, Interim
Executive Director - Resources and Support Services - Jan Willis,
and Janet Baddeley- Communications Manager

Also in attendance Mr Martin Hamilton

Apologies Councillor(s) S. Sweeney and J Waring

1. **APOLOGIES**

Apologies were received from Councillors' Sweeney and Waring.

2. **MINUTES**

Resolved: That the Minutes of the meeting held on 7 November, 2018 be agreed as a correct record.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

4. **ANNIVERSARY MESSAGE FROM THE LEADER OF THE COUNCIL**

The Leader, Councillor Simon Tagg made the following statement to the Cabinet reflecting upon the past year:

“This week marks the first anniversary since I returned as Leader of the Council and I thought it would be worthwhile to first of all reflect on all of the excellent work which elected members and officers have been involved with during that time and secondly, as we approach the end of 2018, to look ahead.

As we busy ourselves in our daily work, we can sometimes lose sight of the tremendous work that goes on at this council and it is only when we pause, look back and reflect do we recognise the breadth and scale of our achievements together as we create a growing borough that is an attractive and welcoming place for all.

During the last 12 months we have:-

- Successfully run the borough's first all-out elections. After the difficulties associated with the General Election in the summer of 2017 this was a major step forward in rebuilding public confidence in our democratic processes.
- Produced a new Council Plan with an updated set of priorities which set out the path for this council and the work we will be focusing on to benefit our communities.
- Successfully completed the transition from the old Civic Offices into Castle House.
- Brought forward proposals with our partners for the Keele University Growth Corridor – a project which will have massive implications for the wealth and prosperity of large numbers of our residents.
- Successfully negotiated an agreement with the community and Staffordshire County Council which will bring Kidsgrove sports centre back into public use and make a positive contribution to the health and well-being of residents in the town.
- Taken firm action to decide the future of the important Ryecroft site in Newcastle town centre. We need to see this site brought back into use and we are making sure steps are being taken to get us moving ahead with this.
- Reviewed the Council's Car Parking Strategy and town centre CCTV provision; took back control of the borough's historic market and finalised proposals for community use of the Guildhall.
- Begun the process of revamping our recycling and waste collection services following one of the most extensive consultations with our residents that this council has ever undertaken.
- Agreed a Growth Deal with Staffordshire County Council with a set of joint priorities between the two councils.

Obviously there are many other examples of excellent and positive work by the officers and members at our council, but those outlined above give you a flavour of some of our actions to date.

Looking forward, our new Chief Executive Martin Hamilton will be joining us on 4 February 2019.

In the meantime, acting Chief Executive John Tradewell will remain with us to provide guidance, leadership and support for both officers and elected members as we aim to keep up the momentum in key areas during this period so that we can continue to deliver for the people of the borough.

As we welcome our new Chief Executive we bid farewell to Neale Clifton who will be leaving the Council after 29 years of service. I would like to wish him all the best for the future.

I would like to personally thank all of our staff and also our elected members for their hard work on behalf of all of our communities during 2018.

The year ahead will certainly be a challenging one but it is also one which is full of exciting opportunities which can shape our borough for generations to come."

5. **NEWCASTLE-UNDER-LYME - A GROWING BOROUGH - GROWTH DEAL 2018-2022**

A report was submitted seeking Members' approval for a Growth Deal between the Borough and County Council's.

The Leader thanked the officers of both Authority's for putting the Deal together.

Members' attention was drawn to item 5 of the Growth Deal Document which listed the priorities for Newcastle Town Centre, Kidsgrove Town Centre, the Keele University Growth Corridor, Knutton, enhanced two-tier working, housing and employment and skills.

The document also contained an Action Plan for the priorities.

The Leader also proposed an additional recommendation to be added, that he and the Leader of the County Council meet following the County Council's Cabinet meeting on 19 December, to finalise the plan. This extra recommendation was agreed by the Members.

The Portfolio Holder for Planning and Growth, Councillor Paul Northcott welcomed the new plan and stated that the alliance would strengthen the Council's aspirations – looking at housing and delivery targets. It would be an excellent opportunity to look at the strategic road networks. HS2 was also an important factor.

The Portfolio Holder for Leisure, Culture and Heritage, Councillor Mark Holland endorsed the previous comments and congratulated the Leader on negotiating the Deal. Councillor Holland said that it was encouraging to see how much the document strengthened the Council's corporate priorities, especially around town centres and growth.

The Leader advised Members that there would be a refresh of the Council's Economic Development Strategy which would be brought to Cabinet in Spring, 2019.

- Resolved:
- (i) That the Strategic Alliance between the two Councils be noted and that the Growth Deal be approved.
 - (ii) That officers be authorised, in liaison with the Leader of the Council, to engage with officers of the County Council and representatives of other partners to prepare projects and initiatives to address the identified priorities.
 - (iii) That officers, in liaison with the Leader of the Council, establish effective programme governance arrangements.
 - (iv) That officers report back to Cabinet as required to seek any necessary financial contributions or other necessary resource allocation.
 - (v) That, the Leader of the Council and Leader of the County Council, meet following the County Council's Cabinet meeting of 19 December, 2018 to finalise the plan.

6. **NEWCASTLE-UNDER-LYME TOWN CENTRE CCTV REVIEW REPORT UPDATE**

A report was submitted updating Members on the work from the recent CCTV Review, led by the Portfolio Holder for Community Safety and Wellbeing, Councillor Jill Waring.

In Councillor Waring's absence, the Leader introduced this report.

The Cabinet had wanted to review this in its first year as the system was out of date and not monitored sufficiently. Various authorities had been visited to look at their systems.

CCTV was also a priority of the Business Improvement District (BID) and consideration would be given on how they could help to fund the project. The Police and Crime Commissioner would also be contacted to see what support could be given.

Councillor Northcott supported this stating that the current cameras were not fit for purpose as all but one were analogue. A few Members had raised concerns regards staffing. Would there be more volunteers or personnel to give a dedicated service.

Councillor Holland thanked Councillor Waring for the work that had gone into this. The project had received a warm reception at the Scrutiny Committee. It was in everyone's best interest to have a flexible CCTV programme.

The Leader proposed two additional recommendations to be added concerning arranging a meeting with the BID and the Portfolio Holder for Community Safety and Wellbeing and a further recommendation to include towns and villages within the Borough at a later date. Both recommendations were agreed by Members.

- Resolved:**
- (i) That, subject to the views of the Health, Wellbeing and Partnerships Scrutiny Committee, Cabinet agree to explore a CCTV system upgrade, including its monitoring arrangements via a paid service, and that further recommendations are brought to Cabinet including options and costings, clearly identifying any budget shortfall and proposed funding, including partnership contributions and possible partnering with neighbouring authorities.
 - (ii) That, the Portfolio Holder for Community Safety and Wellbeing meet with representatives from the Business Improvement District (BID) to take this forward.
 - (iii) That, towns and villages within the Borough be included at a later date when a monitoring solution has been agreed.

7. **CONTRACT OPTIONS FOR THE COUNCIL'S REVENUES AND BENEFITS SYSTEM**

A report was submitted seeking Members' approval for the renewal of the Council's Revenues and Benefits Management System maintenance contract for a further three years.

- Resolved:**
- (i) That, the Council renew its support and maintenance contract for its Revenues and Benefits Software with Northgate Public Sector for a further period of three years.
 - (ii) The Council waives its own contract procedural rules regarding procurements over £50,000.

8. URGENT BUSINESS

There was no Urgent Business but the Leader wished everyone present a Merry Christmas.

COUNCILLOR SIMON TAGG
Chair

Meeting concluded at 2.27 pm

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SCALE OF FEES AND CHARGES

Submitted by: Executive Director – Resources and Support Services

Portfolio: Finance and Efficiency

Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2019.

Recommendation

(a) That the fees and charges proposed to apply from 1 April 2019, as set out in Appendix 1 be approved.

Reasons

It is necessary to review the fees and charges which the Council makes in order to keep them in line with the cost of service provision, ensure compliance with the Charging Policy and to establish the amounts to be included in the 2019/20 budget.

1. **Background**

- 1.1 The Cabinet is asked annually to consider proposals for the fees and charges to be applied during the following financial year. It is proposed that the new fees and charges set out at Appendix 1 should take effect from 1 April 2019 and remain in force until 31 March 2020.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10 September 2014), which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when establishing the amounts to be charged.

2. **Issues**

- 2.1 The Medium Term Financial Strategy, agreed by the Cabinet on 19 September 2018, assumed an overall 2% increase in the amount of income raised from fees and charges in 2019/20 in line with assumptions about the rate of inflation over the period that these charges will be in force, reflecting the real increases in costs being incurred by services. In reality, the assumed 2% increase is in fact less than the current rate of inflation (2.4% as at October 2018).
- 2.2 The proposals made vary between minimal decreases, freezes in fees and charges and increases. When these proposals are applied to the appropriate income budgets they fall broadly in line with the assumed overall 2% increase.
- 2.3 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable or VAT is added to the fee or charge. The VAT status of individual fees and charges is shown in Appendix 1.
- 2.4 When considering the level of fees and charges the principles contained in the Charging Policy, as approved by Cabinet on 10 September 2014, should be followed.

2.5 In drawing up the proposed fees and charges for 2019/20 these have been considered by Heads of Service who were provided with a copy of the Charging Policy and were requested to ensure that their charges were set in accordance with the Charging Policy, taking into account:

- The cost of providing the service;
- How much income it is desired to generate and why;
- Comparison of charges made by other Councils or providers of similar services;
- Whose use of services it is desired to subsidise and by how much;
- Whose behaviour it is desired to influence and in what ways;
- How will charges help to improve value for money, equity and access to services;
- Will the cost of collecting the income outweigh the income likely to be collected; and
- Any other relevant factors.

2.6 It is acceptable for charges to be set at a level where costs are not fully recovered. There may be particular reasons for doing so, such as a desire to encourage take up of a service by specified groups, for example the unemployed, benefits recipients, the elderly, disabled persons or children, or to influence particular forms or patterns of behaviour.

2.7 The decision to charge less than cost ought to be a conscious one, taken by members and justified by reference to the reasons for setting charges at less than cost as set out in the charging principles contained in section 5 of the Charging Policy, shown in Appendix 2.

2.8 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2019/20 and indicates those which have been frozen at current levels. There are a number of new charges proposed for 2019/20. The table below shows these:

| New / Amended Charges - Description of Charge | Fee / Charge 2019/20 (£) |
|---|--------------------------|
| CAR PARKS | |
| Blackfriars (Zone C) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.00 |
| Event Parking | 1.00 |
| Cherry Orchard (Zone B) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.00 |
| Event Parking | 1.00 |
| Civic Offices – Saturdays Only (Zone A) | |
| Event Parking | 1.00 |
| Corporation Street / Merrial Street (Zone A) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.50 |
| Event Parking | 1.50 |
| Goose Street (Zone B) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.00 |
| Event Parking | 1.00 |

| New / Amended Charges - Description of Charge | Fee / Charge 2019/20 (£) |
|---|---------------------------------|
| Hassell Street (Zone B) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.00 |
| Event Parking | 1.00 |
| King Street (Zone C) | |
| Overnight 3pm to 8am | 1.00 |
| Event Parking | 1.00 |
| Lyme Valley | |
| Up to 3 hours – Buckmaster Ave | Free |
| 4 – 24 hours | 6.00 |
| Lyme Valley A34 Season Ticket - per quarter | 150.00 |
| Lyme Valley Buckmaster Ave - Season Ticket - per quarter | 150.00 |
| Lyme Valley - LymeValley Road Season Ticket - per quarter | 150.00 |
| Bank Holiday | Free |
| Midway (Zone A) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.10 |
| Event Parking | 1.10 |
| Ryecroft (Zone B) | |
| Overnight 3pm to 8am | 1.10 |
| Business Improvement District Permits (Area C) | 170.00 |
| Bank Holiday | 1.10 |
| Event Parking | 1.10 |
| School Street / Barracks Road (Zone B) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.00 |
| Event Parking | 1.00 |
| Silverdale Road (Zone C) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.00 |
| Event Parking | 1.00 |
| Windsor Street (Zone B) | |
| Overnight 3pm to 8am | 1.00 |
| Bank Holiday | 1.00 |
| Event Parking | 1.00 |
| ELECTIONS | |
| Parish Elections | |
| <i>Borough Council Election taking place on the same day:</i> | |
| - Parish specific printing / postage costs | Market rate + 5% admin |
| - room hire | 50% of cost |
| - staffing costs (polling & count) | 50% of staffing cost |
| <i>Parish Election on different day i.e. by-election</i> | |
| - printing, postage, stationery, room hire costs and other associated costs | Market rate + 5% admin |
| - polling station / count staff cost | Standard NBC staffing rates |
| Uncontested Parish Election Administration Fee | 100.00 |

| New / Amended Charges - Description of Charge | Fee / Charge 2019/20 (£) |
|--|--------------------------|
| ENVIRONMENTAL HEALTH | |
| Fixed Penalty Notices* | |
| Littering from a vehicle - paid within 10 days | 75.00 |
| Littering from a vehicle - paid in 14 days | 100.00 |
| Graffiti and fly posting (Anti-Social Behaviour Act 2003) | 100.00 |
| Fly tipping – paid in 10 days | 350.00 |
| Fly tipping – paid in 14 days | 400.00 |
| Vehicle repair & sale offence (Clean Neighbourhoods and Environment Act 2005) | 100.00 |
| Industrial and Commercial Waste Offences (Environmental Protection Act 1990) | 100.00 |
| Environmental Health Licences | |
| Selling animals as pets – first application grant | |
| Selling animals as pets – renewal | 295.00 |
| Selling animals as pets – grading review (no visit) | 260.00 |
| Selling animals as pets – variation / re-inspection | 55.00 |
| Animal boarding – first application grant | 80.00 |
| Animal boarding – renewal | 295.00 |
| Animal boarding – grading review (no visit) | 260.00 |
| Animal boarding – variation / re-inspection | 55.00 |
| Hiring out horses – first application grant | 80.00 |
| Hiring out horses – renewal | 525.00 |
| Hiring out horses – grading review (no visit) | 460.00 |
| Hiring out horses – variation / re-inspection | 55.00 |
| Hiring out horses – annual horse check | 80.00 |
| Breeding dogs – first application grant | 260.00 |
| Breeding dogs – renewal | 475.00 |
| Breeding dogs – grading review (no visit) | 410.00 |
| Breeding dogs – variation / re-inspection | 55.00 |
| Keeping or training animals for exhibition – first application grant | 80.00 |
| Keeping or training animals for exhibition – renewal | 160.00 |
| Keeping or training animals for exhibition – variation / re-inspection | 160.00 |
| | 80.00 |
| Environmental Health Commercial Support (SRS) | |
| Food Safety Direct | |
| Licensing Direct | 195.00 |
| | Officer Hourly rate |
| GARDEN WASTE | |
| Garden waste service - one bin | 36.00 |
| Every additional garden waste bin | 30.00 |
| Delivery of each additional garden waste bin | 25.00 |
| LEISURE | |
| Jubilee2 | |
| <i>Memberships</i> | |
| Active1 5-11 years: Swimming and climbing sessions (parental supervision) | 12.00 |
| Active2 12-16 years: Swimming, gym* and appropriate classes (14 years and above with a paying Adult) | 16.00 |

| New / Amended Charges - Description of Charge | Fee / Charge 2019/20 (£) |
|---|---------------------------------|
| Active2 12-16 years: Swimming, gym* and appropriate classes (14 years and above with a paying Adult) <i>*Access between the hours Monday – Thursday 3.30-4.30 pm, Friday, 3.00-8.00 pm. Saturday & Sunday 1.00-8.00pm</i> | 16.00 |
| Couple Membership % discount on standard | 15% |
| Classes | |
| 10 Class Pass (valid for 30 days) | 42.50 |
| Casual Usage (Gym, Swim or Climb) | |
| - Standard Price | 5.10 |
| - Lyme Card Price | 4.60 |
| - Concession Price | 3.45 |
| - Junior Price | 2.30 |
| - Children under 3 | - |
| - 10 Visit Casual Pass (valid for 30 days) | 39.00 |
| Swim Instruction | |
| 1:1 Swim Lessons – Minimum of 6 lessons | 90.00 |
| Parties | |
| Pool Party inclusive of 1 hour studio use | 70.00 |
| Climbing Party (six people) inclusive of studio use | 70.00 |
| Additional instructor per six children | 22.00 |
| LICENCES | |
| Gambling Act 2005 | |
| Bingo – application to reinstate | 1,200.00 |
| Track betting – application to reinstate | 950.00 |
| Betting premises – application to reinstate | 1,200.00 |
| Family entertainment centre – application to reinstate | 950.00 |
| Adult gaming centre – application to reinstate | 1,200.00 |
| Private Hire/Hackney Carriage – Drivers | |
| Replacement Safeguarding training certificate | 5.00 |
| MUSEUM & ART GALLERY | |
| Talks | 15.00 |
| PRIVATE SECTOR HOUSING | |
| Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme | 498.50 |
| Each additional bedroom | 7.80 |
| Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord | 342.50 |
| Annual interest to be applied to unpaid debts for enforcement action | 8% |

2.9 Some of the new / amended fees and charges are to be made where a charge was previously in place, albeit for a slightly different service.

- 2.10 A number of car parking charges have changed following a review of town centre car parks that was submitted to Cabinet on 17 October 2018. This has included amending the start time for overnight parking from 8pm to 3pm, introducing a flat rate charge for all day parking on all town centre car parks for events, a flat rate charge for all day parking on bank holidays and additional season tickets for both Lyme Valley and the Ryecroft. Following the review being approved, issues were identified with regards to charging £1.00 a day and therefore the proposal is to charge the minimum price for an hours parking on the respective car parks for the Bank Holiday. This affects the Midway, Ryecroft and Corporation Street / Merrial Street car parks. Free parking at Buckmaster Avenue for up to three hours has also been included to facilitate rugby and football matches.
- 2.11 The Council has previously absorbed the additional costs when a Parish election has taken place at the time of another election. In addition, where a Parish election has taken place outside of the Council's election timetable, for example a Parish By-election, the Council has historically incurred this expenditure in full. The Council does not have a responsibility for this expenditure. The introduction of charges to Parish Councils when they require an election aims to ensure that the Council is no longer incurring costs that are not the Council's to incur. For Parish Councils to continue to utilise the Council to procure the services they need ensures that the Parish gains access to the economies of scale the Council obtain. In essence the Council would only be passing on the actual cost to the Parish Council.
- 2.12 Guidance is issued by the Department for Environment, Food and Rural Affairs (DEFRA) around the sale / hire of animals. Further guidance is also required before some of the Council's existing license fees can be confirmed, in line with the regulations. In addition, the Council's Environmental Health Service is also aiming to offer a new commercial service.
- 2.13 From 1 January 2019 the Council is commencing a new garden waste service, as previously reported to and approved by Cabinet. Collections of garden waste will commence from 11 February 2019, but residents will be required to pay in order for their bin to be collected. A reduced fee per bin is proposed for customers who require more than one bin.
- 2.14 Fees in relation to Jubilee2 have in the main been simplified, with a core policy on the pricing structure being applied across 'casual usage' that includes gym, swim or climbing sessions. Parties have also been simplified, with the fee for the hire of 1 hour studio use being incorporated in to the fee for both a pool and climbing party.
- 2.15 The existing Active2 membership has also been split into an Active1 and an Active2 membership, aimed at two separate age groups (5 – 11 years and 12 – 16 years) due to the different activities the age groups are permitted to undertake. The Jubilee2 additions mentioned, plus any changes to the value will need to be communicated to members with three months' notice. In order to do this it is intended for members to be contacted in the first week of January, prior to final approval. This will allow the fees to be implemented by the start of 2019/20. A caveat will be included within the letter stating that the fees are subject to Cabinet approval.
- 2.16 A new couple's membership at Jubilee2 is also to be introduced whereby if a couple sign up via direct debit from the same account, the second membership is discounted by 15%. The membership also requires a new 6 month minimum contract term to commence.
- 2.17 A number of application to reinstate licences in line with the Gambling Act 2005 have been included within the 2019/20 fees. These supplement the existing charges in relation to bingo, track betting, betting premises, family entertainment centre and adult gaming centre licences.
- 2.18 The Museum and Art Gallery have introduced a maximum fee that will be charged whenever a talk is provided by a speaker.

2.19 Additional private sector housing charges have been included in the updated fees and charges. These were however previously approved by Cabinet on 18 July 2018.

2.20 A number of fees and charges approved for 2018/19 have been deleted from the proposed fees and charges for 2019/20. The table below shows these:

| Deleted Charges - Description of Charge | Fee/Charge 2018/19 (£) |
|---|-------------------------------------|
| COPYRIGHT MAPPING Up to 4 - A4/A3 1:1250 mapping Up to 4 - A4/A3 1:500 mapping Up to 4 - A4/A3 1:1250 aerial photo | 25.00 25.00 45.00 |
| DATA PROTECTION Subject access request | 10.00 |
| ELECTIONS European parliamentary election candidate/party Confirmation of residency letter | 5,000.00 20.00 |
| ENVIRONMENTAL HEALTH Commercial Hire of Monitoring Equipment Salamander Gasclam & user software (per 7 days excl. carriage costs) GA2000 portable landfill gas analyser (per 7 days excl. carriage costs) | 234.00 138.00 |
| GARDEN WASTE RECYCLING (EXTRA) Delivery of new additional garden waste bin in addition to sticker Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June - Online charge Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June - Non online charge | 25.00 38.00 40.00 |
| HIRE OF ROOMS (KIDSGROVE) Room 2 per day Room 2 per half day Room 5 per day Room 5 per half day | 25.50 13.00 10.50 5.50 |
| LEISURE CHARGES Jubilee 2 Climbing Uninstructed Pay & Play Entry Fees - (must have Lyme Card & be registered & have had a competency test) Adult - Lyme Card Concession - Lyme Card Junior - Lyme Card | 4.40 3.30 2.20 |

| Deleted Charges - Description of Charge | Fee/Charge 2018/19 (£) |
|--|---|
| Equipment Hire Belay and harness - Lyme Card Instructed Party Sessions – 90 minutes Up to 6 people (> than 6 at multiples of this charge) | 3.00 50.00 |
| Gym Pay & Play Entry Fees (must have Lyme Card & have had an induction) Adult – Lyme Card Concession – Lyme Card Junior – Lyme Card Active2 membership - 4-17 years - monthly direct debit; inclusive of 1 swimming lesson per week, 1 Born2Move class per week, 1 climbing lesson per week, access to climbing wall and public swimming and gym for over 12's (minimum initial period of 3 months, 1 month notice period, conditions apply) Active2 Membership - 4-17 years - 12 month membership for price of 11 months Replacement Technogym key (new key) Technogym key (corporate members) | 4.40 3.30 2.20 23.50 258.50 Market value Market value |
| Studio Hire Multi activity space (both studios) | 51.00 |
| Private Lessons 1:1 lesson (per 30 minutes) - Lyme Card Additional person - Lyme Card | 21.00 10.50 |
| Bowls Joint with Stoke-on-Trent City Council | 76.00 |
| MUSEUM AND ART GALLERY Winter wonders - adult sessions (max. of 12 persons) | 36.00 |
| PEST CONTROL Treatment of pests of public health significance (domestic) e.g. bed bugs – prepayment Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – payment by invoice Ants – prepayment Ants – payment by invoice | 71.50 91.50 40.00 60.00 |
| PRIVATE SECTOR HOUSING Production of plans for Disabled Facility Grants | 357.00 |
| RADAR KEYS Cost of providing keys for disabled toilets | 3.00 |

- 2.21 As highlighted above at 2.9 a number of new charges are to be included for 2019/20 that in fact replaces existing charges, but the service varies slightly. The charges that are to be removed merely due to amendments to the service/charge include garden waste recycling (2.12) and Jubilee2 memberships (2.14) and pay and play usage (2.13).
- 2.22 Copyright mapping is a service that the Council no longer offers to customers. The decision to no longer provide this has been made due to the Council's supplier being unable to compete on price with dedicated online sites, customer numbers are negligible and there is also a considerable overhead to providing the service.
- 2.23 Two fees that the Council has historically charged have been removed due to the impact of the General Data Protection Regulations. We can no longer charge for subject access requests and confirmation of residency letters. In addition, the Elections fee for European Parliamentary Elections has also been removed due to Britain exiting the European Union prior to 2019/20.
- 2.24 Previously there have been three rooms available for hire at Kidsgrove, however in future rooms 2 and 5 are no longer available for hire, but room 1 will continue to be available.
- 2.25 The Council is no longer selling or making available for hire radar keys, environmental health monitoring equipment and winter wonders adult sessions at the museum.
- 2.26 Pest Control fees have been simplified and these are covered by other lines on the existing fees and charges.
- 2.27 Since the 2018/19 fees were agreed, works in relation to Disabled Facilities Grants have been transferred to Millbrook Healthcare.
- 2.28 Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.
- 2.29 An assumption has been made that a 2% increase should be proposed with regards to miscellaneous fees relating to Planning, in line with the Charging Policy. Statutory fees have remained the same as 2018/19.

3. **Proposal**

- 3.1 That the fees and charges proposed to apply from 1 April 2019, as set out in Appendix 1 be approved.

4. **Reason for Preferred Solution**

- 4.1 Applying selective increases to fees and charges will enable economic activity to be promoted within the Borough. It will also contribute to the delivery of a sustainable budget for 2019/20 and later years and will help to keep fees and charges in line with the cost of service provision.

5. **Legal and Statutory Implications**

- 5.1 Statutory charges are included in the scale of fees and charges, and are noted as such. These are set by the government rather than by the Council. Land Charges and Licensing fees are set in accordance with a statutory requirement to balance income with expenditure. All other charges may be set by the Council in accordance with its Charging Policy.

6. **Financial and Resource Implications**

- 6.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2019/20.
- 6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £94,000 from an average increase of 2% across the existing range of fees and charges.
- 6.3 The proposals made vary between minimal decreases to increases. When these proposals are applied to the appropriate income budgets they fall broadly in line with the assumed overall 2% increase.

7. **Major Risks**

- 7.1 A major risk is that the current depressed economic situation leads to less demand from users of Council services, resulting in significant loss of income. The level of charges will in some cases influence this demand.

8. **Key Decision Information**

- 8.1 This is a key decision; it has been included in the Forward Plan.

9. **List of Appendices**

Appendix 1 – Proposed charges from 1 April 2019

Appendix 2 – Charging principles included in Charging Policy

SCALE OF FEES AND CHARGES 2019/20

| | |
|--|----|
| ALLOTMENTS | 2 |
| BULKY RECYCLING | 2 |
| BUS DEPARTURE CHARGES | 2 |
| CAR PARKS | 2 |
| CEMETERIES | 6 |
| COVENANT CONSENTS | 7 |
| CREMATORIUM | 7 |
| CIRCUSES & FAIRS | 8 |
| DOG WARDEN SERVICE | 8 |
| ELECTIONS | 9 |
| ENVIRONMENTAL HEALTH | 10 |
| FACILITIES MANAGEMENT | 13 |
| GARDEN WASTE RECYCLING | 14 |
| HIRE OF ROOMS (KIDSGROVE) | 14 |
| LAND CHARGES | 14 |
| LEISURE CHARGES | 14 |
| LICENCES | 18 |
| MOT | 22 |
| MUSEUM & ART GALLERY | 23 |
| NAMING/NUMBERING OF STREETS/PROPERTIES | 24 |
| PEST CONTROL | 24 |
| PLANNING SERVICES | 25 |
| PRIVATE SECTOR HOUSING | 26 |
| REMOVAL OF DOMESTIC ANIMAL CARCASSES | 27 |
| SALE OF SANDBAGS | 27 |
| STREET TRADING | 27 |
| TOWN CENTRE DISPLAYS | 28 |
| TREE PRESERVATION ORDERS | 28 |
| WASTE & RECYCLING BINS/RECEPTACLES | 28 |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|--|--|--|---|-----------------------|
| ALLOTMENTS | | | | Cabinet | No VAT |
| Rent (per annum) per square metre Note: 20% concession for Junior/60+/Unemployed | 0.42 | 0.44 | 0.02 | | |
| BULKY RECYCLING | | | | Cabinet | No VAT |
| 1-3 Items non reusable/waste items | 35.00 | 37.50 | 2.50 | | |
| 4-6 Items non reusable/waste items | 55.00 | 60.00 | 5.00 | | |
| 7-9 Items non reusable/waste items | 70.00 | 75.00 | 5.00 | | |
| Additional items non reusable/waste items | 10.00 | 11.00 | 1.00 | | |
| Reusable items | Free | Free | N/A | | |
| BUS DEPARTURE CHARGES | | | | Cabinet | Plus VAT |
| Fee per departure | 0.21 | 0.22 | 0.01 | | |
| CAR PARKS | | | | | |
| Charges for Infringements | | | | | No VAT |
| Civic parking enforcement - higher charge | 70.00 | 70.00 | - | | |
| Civic parking enforcement - lower charge | 50.00 | 50.00 | - | | |
| Discount for block purchase of permits | | | | | |
| Discount for purchase of 10 or more permits | 10% | 10% | - | | |
| Discount for purchase of 20 or more permits | 20% | 20% | - | | |
| Cost per quarterly permit if 100 plus Band A permits purchased (subject to minimum 1 year term) | 170.00 | 170.00 | - | | VAT Incl. |
| Cost per quarterly permit if 100 plus Band C permits purchased (subject to minimum 1 year term) | 110.00 | 110.00 | - | | VAT Incl. |
| Construction permit (max of 1 week permit) | | | | | VAT Incl. |
| Initial day rate | 15.00 | 15.00 | - | | |
| Additional days | 6.00 | 6.00 | - | | |
| Bankside | | | | Cabinet | VAT Incl. |
| Season ticket - per quarter | 150.00 | 150.00 | - | | |
| Each additional permit for the same numbered bay - per quarter | 25.00 | 25.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Blackfriars (Zone C) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.50 | 1.50 | - | | |
| Up to 3 hours | 2.00 | 2.00 | - | | |
| Up to 4 hours | 2.50 | 2.50 | - | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| Up to 6 hours | 3.00 | 3.00 | - | | |
| 6 hours to 24 hours | 3.50 | 3.50 | - | | |
| Season ticket - per quarter | 150.00 | 150.00 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |
| Cherry Orchard (Zone B) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.90 | 1.90 | - | | |
| Up to 3 hours | 2.80 | 2.80 | - | | |
| Up to 4 hours | 4.00 | 4.00 | - | | |
| 4 hours to 24 hours | 5.20 | 5.20 | - | | |
| Season ticket - per quarter | 230.00 | 230.00 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |
| Civic Offices - Saturdays Only (Zone A) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.90 | 1.90 | - | | |
| Up to 3 hours | 2.80 | 2.80 | - | | |
| Up to 4 hours | 4.00 | 4.00 | - | | |
| Event Parking | N/A | 1.00 | New | | |
| Corporation Street/Merrial Street (Zone A) | | | | Cabinet | VAT Incl. |
| Up to 1/2 hour | 0.80 | 0.80 | - | | |
| Up to 1 hour | 1.50 | 1.50 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.50 | New | | |
| Event Parking | N/A | 1.50 | New | | |
| Fogg Street East (Zone A) | | | | | |
| Season ticket - per quarter | 230.00 | 230.00 | - | Cabinet | VAT Incl. |
| Each additional permit for the same numbered bay - per quarter | 25.00 | 25.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Goose Street (Zone B) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.90 | 1.90 | - | | |
| Up to 3 hours | 2.80 | 2.80 | - | | |
| Up to 4 hours | 4.00 | 4.00 | - | | |
| 4 hours to 24 hours | 5.20 | 5.20 | - | | |
| Season ticket - per quarter | 230.00 | 230.00 | - | | |

| | Fee/ Charge 2018/19 | Fee/ Charge 2019/20 | Increase / Decrease | Committee Approval/ Comments | VAT Status |
|--|------------------------------------|------------------------------------|------------------------------------|---|-----------------------|
| | £.p | £.p | £.p | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |
| Hassell Street (Zone B) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.90 | 1.90 | - | | |
| Up to 3 hours | 2.80 | 2.80 | - | | |
| Up to 4 hours | 4.00 | 4.00 | - | | |
| 4 hours to 24 hours | 5.20 | 5.20 | - | | |
| Season ticket - per quarter | 230.00 | 230.00 | - | | |
| Resident permit - per quarter | 50.00 | 50.00 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |
| High Street (Rear of) | | | | Cabinet | VAT Incl. |
| Season ticket - per quarter | 230.00 | 230.00 | - | | |
| Each additional permit for the same numbered bay - per quarter | 25.00 | 25.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| King Street (Zone C) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.50 | 1.50 | - | | |
| Up to 3 hours | 2.00 | 2.00 | - | | |
| Up to 4 hours | 2.50 | 2.50 | - | | |
| Up to 6 hours | 3.00 | 3.00 | - | | |
| 6 hours to 24 hours | 3.50 | 3.50 | - | | |
| Season Ticket - per quarter | 150.00 | 150.00 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |
| Lyme Valley | | | | Cabinet | VAT Incl. |
| Up to 2 hours | Free | Free | N/A | | |
| Up to 3 hours | 3.20 | 3.20 | - | | |
| Up to 3 hours – Buckmaster Ave | N/A | Free | New | | |
| Up to 4 hours | 4.25 | 4.25 | - | | |
| 4 - 24 hours | 6.00 | 6.00 | - | | |
| Lyme Valley A34 Season Ticket - per quarter | N/A | 1500.00 | New | | |
| Lyme Valley Buckmaster Ave - Season Ticket - per quarter | N/A | 150.00 | New | | |
| Lyme Valley - LymeValley Road Season Ticket - per quarter | N/A | 150.00 | New | | |

| | Fee/ Charge 2018/19 | Fee/ Charge 2019/20 | Increase / Decrease | Committee Approval/ Comments | VAT Status |
|--|------------------------------------|------------------------------------|------------------------------------|---|-----------------------|
| | £.p | £.p | £.p | | |
| Bank Holiday | N/A | Free | New | | |
| Midway (Zone A) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.10 | 1.10 | - | | |
| Up to 2 hours | 2.10 | 2.10 | - | | |
| Up to 3 hours | 3.20 | 3.20 | - | | |
| Up to 4 hours | 4.25 | 4.25 | - | | |
| Up to 24 hours | 6.00 | 6.00 | - | | |
| Season ticket - per quarter | 230.00 | 230.00 | - | | |
| Overnight 3pm to 8am (closed at 9pm Mon-Sat and 5.30pm on Sunday)) | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.10 | New | | |
| Event Parking | N/A | 1.10 | New | | |
| Ryecroft (Zone B) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.10 | 1.10 | - | | |
| Up to 2 hours | 2.10 | 2.10 | - | | |
| Up to 3 hours | 3.20 | 3.20 | - | | |
| Up to 4 hours | 4.25 | 4.25 | - | | |
| Up to 24 hours | 6.00 | 6.00 | - | | |
| Overnight 3pm to 8am | N/A | 1.10 | New | | |
| Bank Holiday | N/A | 1.10 | New | | |
| Business Improvement District Permits (Area C) | N/A | 170.00 | New | | |
| Event Parking | N/A | 1.10 | New | | |
| School Street/Barracks Road (Zone B) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.90 | 1.90 | - | | |
| Up to 3 hours | 2.80 | 2.80 | - | | |
| Season ticket - per quarter | 230.00 | 230.00 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |
| Silverdale Road (Zone C) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 1.50 | 1.50 | - | | |
| Up to 3 hours | 2.00 | 2.00 | - | | |
| Up to 6 hours | 3.00 | 3.00 | - | | |
| 6 hours to 24 hours | 3.50 | 3.50 | - | | |
| Season ticket - per quarter | 150.00 | 150.00 | - | | |
| Resident permit - per quarter | 60.00 | 60.00 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|--|--|--|---|-----------------------|
| Windsor Street (Zone B) | | | | Cabinet | VAT Incl. |
| Up to 1 hour | 1.00 | 1.00 | - | | |
| Up to 2 hours | 2.00 | 2.00 | - | | |
| Season ticket - after school (30 minutes) | 30.00 | 30.00 | - | | |
| Overnight 3pm to 8am | 1.00 | 1.00 | - | | |
| Overnight quarterly permit | 60.00 | 60.00 | - | | |
| Bank Holiday | N/A | 1.00 | New | | |
| Event Parking | N/A | 1.00 | New | | |
| CEMETERIES | | | | | |
| Interment Fees | | | | Cabinet | No VAT |
| Under 16 years of age | Free | Free | N/A | | |
| 16 years & over | 857.00 | 896.00 | 39.00 | | |
| Woodland burial - Keele Cemetery (1 full interment only in each grave) | 456.00 | 477.00 | 21.00 | | |
| Cremated remains at 2 feet | 375.00 | 392.00 | 17.00 | | |
| Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave) | 375.00 | 392.00 | 17.00 | | |
| Additional depth for cremated remains over 2 feet | 134.00 | 140.00 | 6.00 | | |
| Additional depth over 6 feet per foot | 144.00 | 150.00 | 6.00 | | |
| Purchase of Graves | | | | Cabinet | No VAT |
| (includes right to erect memorial for single grave) | | | | | |
| Exclusive Right of Burial & Memorialisation for a Single Grave | 1,155.00 | 1,207.00 | 52.00 | | |
| Lawn Graves Reservation | 1,155.00 | 1,207.00 | 52.00 | | |
| Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree) | 851.00 | 889.00 | 38.00 | | |
| Reservation of Woodland Grave | 851.00 | 889.00 | 38.00 | | |
| Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft | 571.00 | 597.00 | 26.00 | | |
| Reservation of a Cremated Remains Grave | 571.00 | 597.00 | 26.00 | | |
| Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub | 571.00 | 597.00 | 26.00 | | |
| Reservation of Woodland Cremated Remains Grave | 571.00 | 597.00 | 26.00 | | |
| Renewal of exclusive right of burial & memorialisation (full grave) | 546.00 | 571.00 | 25.00 | | |
| Renewal of exclusive right of burial & memorialisation (cremated remains grave) | 274.00 | 286.00 | 12.00 | | |
| Transfer of ownership of exclusive rights of burial & memorialisation | 87.00 | 91.00 | 4.00 | | |
| Duplicate deed of exclusive rights of burial & memorialisation | 46.00 | 48.00 | 2.00 | | |
| Erection of Memorials (no prior right given) | | | | Cabinet | No VAT |
| Memorial not exceeding 3 feet in height | 140.00 | 146.00 | 6.00 | | |
| Replacement memorial | 47.00 | 49.00 | 2.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|--|--|--|---|-----------------------|
| Columbarium | | | | Cabinet | No VAT |
| 10 year lease including 1st interment | 530.00 | 554.00 | 24.00 | | |
| 2nd interment | 74.00 | 77.00 | 3.00 | | |
| Renewal of 10 year lease | 265.00 | 277.00 | 12.00 | | |
| Additional 5 year lease | 265.00 | 277.00 | 12.00 | | |
| Use of Chapel & Community Room | | | | Cabinet | No VAT |
| Newcastle cemetery chapel | 77.00 | 77.00 | - | | |
| Keele community room - service | 77.00 | 77.00 | - | | |
| Keele community room - full day hire | 75.00 | 75.00 | - | | |
| Keele community room - half day hire | 40.00 | 40.00 | - | | |
| Keele community room - per hour hire | 15.00 | 15.00 | - | | |
| Private Maintenance of Grave Non-Lawn Types | | | | Cabinet | No VAT |
| Turfing | 46.00 | 48.00 | 2.00 | | |
| Spring/summer planting & maintenance | 96.00 | 100.00 | 4.00 | | |
| Sundry Items | | | | Cabinet | VAT Incl. |
| Single abstract information from registrar | 66.00 | 69.00 | 3.00 | | |
| Family history research | 21.00 | 22.00 | 1.00 | | |
| Caskets | 79.00 | 83.00 | 4.00 | | |
| Wooden cross | 45.00 | 47.00 | 2.00 | | |
| Memorial benches | 685.00 | 716.00 | 31.00 | | |
| Memorial benches - maintenance By request (cleaning & staining) | 159.00 | 166.00 | 7.00 | | |
| Memorial trees | 350.00 | 366.00 | 16.00 | | |
| Barrier fob replacements | 10.00 | 10.00 | - | | |
| COVENANT CONSENTS | | | | Cabinet | No VAT |
| Covenant consents | 125.00 | 130.00 | 5.00 | | |
| CREMATORIUM | | | | | |
| Cremation Fees | | | | Cabinet | No VAT |
| Under 16 years of age | Free | | N/A | | |
| 16 years & over 9.20am service time only | 437.00 | 457.00 | 20.00 | | |
| 16 years & over from 10am | 644.00 | 673.00 | 29.00 | | |
| Cremation environmental charge | 68.00 | 71.00 | 3.00 | | |
| Use of TV for DVD photographs or 3-5 minute films | 22.00 | 23.00 | 1.00 | | |
| Burial of remains cremated elsewhere | 198.00 | 207.00 | 9.00 | | |
| Chapel hire - additional use to cremation service | 77.00 | 77.00 | - | | |
| Urns & Containers | | | | Cabinet | VAT Incl. |
| Oak casket | 79.00 | 83.00 | 4.00 | | |
| Postage & packaging | Cost | Cost | N/A | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|--|--|--|---|-----------------------|
| Memorialisation | | | | Cabinet | VAT Incl. |
| Book of remembrance per line (up to 3 lines) | 30.00 | 31.00 | 1.00 | | |
| Book of remembrance for 4 lines | 100.00 | 105.00 | 5.00 | | |
| Book of remembrance for 5 lines | 129.00 | 135.00 | 6.00 | | |
| Book of remembrance for 6 lines | 157.00 | 164.00 | 7.00 | | |
| Book of remembrance for 7 lines | 185.00 | 193.00 | 8.00 | | |
| Book of remembrance for 8 lines | 215.00 | 225.00 | 10.00 | | |
| Simple floral emblem | 87.00 | 91.00 | 4.00 | | |
| Coat of arms, badges, ornate floral emblem | 120.00 | 125.00 | 5.00 | | |
| Additional lines of inscription for cards/books | 30.00 | 31.00 | 1.00 | | |
| Plaques | | | | Cabinet | VAT Incl. |
| 12" x 4" new plaque & 10 year hire | 325.00 | 340.00 | 15.00 | | |
| Each succeeding 10 year hire | 130.00 | 136.00 | 6.00 | | |
| 12" x 8" new plaque & 10 year hire | 651.00 | 680.00 | 29.00 | | |
| Each succeeding 10 year hire | 261.00 | 273.00 | 12.00 | | |
| 24" x 8" each succeeding 10 year hire | 520.00 | 543.00 | 23.00 | | |
| Adding to existing plaque per letter or figure | 6.00 | 6.00 | - | | |
| Regilding existing letters | 4.00 | 4.00 | - | | |
| Additional Memorials | | | | Cabinet | VAT Incl. |
| Memorial benches | 685.00 | 716.00 | 31.00 | | |
| Memorial benches maintenance by request (cleaning & staining) | 159.00 | 166.00 | 7.00 | | |
| Memorial vases | 318.00 | 332.00 | 14.00 | | |
| Each succeeding 5 year hire | 191.00 | 200.00 | 9.00 | | |
| Vases various – small | Various | Various | N/A | | |
| Planters | 735.00 | 768.00 | 33.00 | | |
| Each succeeding 5 year hire | 299.00 | 312.00 | 13.00 | | |
| Trees | 628.00 | 656.00 | 28.00 | | |
| Each succeeding 10 year hire | 327.00 | 342.00 | 15.00 | | |
| Additional plaques | 79.00 | 83.00 | 4.00 | | |
| Shrubs (inclusive of aluminium vase) | 348.00 | 364.00 | 16.00 | | |
| Each succeeding 5 year hire | 149.00 | 156.00 | 7.00 | | |
| Donations Memorial Fish/Bulbs | Various | Various | N/A | | |
| CIRCUSES & FAIRS | | | | Cabinet | No VAT |
| Hire rate per day of site presence (based on an 8 hour day - 1 day to set up & 1 day to dismantle free of charge) | 620.00 | 640.00 | 20.00 | | |
| Returnable deposit - cleaning | 900.00 | 920.00 | 20.00 | | |
| Returnable deposit - damage | 900.00 | 920.00 | 20.00 | | |
| DOG WARDEN SERVICE | | | | | |
| Event equipment hire | 25% of cost | 25% of cost | N/A | Cabinet | VAT Incl. |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|--|--|--|---|-----------------------|
| Recovery of Stray Dogs During normal working hours - reclaim fee Daily kennelling fees | 70.00 Cost | 70.00 Cost | - N/A | Cabinet | No VAT |
| ELECTIONS | | | | | |
| Rule 9(1) Parliamentary Election Regulations & Rule/Reg 9 (1) European Parliamentary Election Regulations - Candidates' Deposits Parliamentary election candidate | 500.00 | 500.00 | - | Statutory | No VAT |
| Regulations 48 & 49 Representation of the People Regulations 2001 Supply of Full Register Sale of full register (printed) Plus per 1,000 names or part 1,000 (printed) Sale of full register (data) Plus per 1,000 names or part 1,000 (data) List of overseas electors (printed) Plus per 100 names or part 100 (printed) List of overseas electors (data) Plus per 100 names or part 100 (data) | 10.00 5.00 20.00 1.50 10.00 5.00 20.00 1.50 | 10.00 5.00 20.00 1.50 10.00 5.00 20.00 1.50 | - - - - - - - - | Statutory | No VAT |
| Supply of Edited Register Sale of edited register (printed) Plus per 1,000 names or part 1,000 (printed) Sale of register (data) Plus per 1,000 names or part 1,000 (data) | 10.00 5.00 20.00 1.50 | 10.00 5.00 20.00 1.50 | - - - - | Statutory | No VAT |
| Regulations 120 Representation of the People Regulations 2001 Supply of Marked Register Supply of marked registers (printed) Plus per 1,000 entries or part 1,000 Supply of marked registers (data) Plus per 1,000 entries or part 1,000 | 10.00 2.00 10.00 1.00 | 10.00 2.00 10.00 1.00 | - - - - | Statutory | No VAT |
| Inspection & Copies of Documents Regulation 10 representation of the people regulations 2001 - inspection of candidates expenses A4 - copies (black & white) | 5.00 0.50 | 5.00 0.20 | - -0.30 | Statutory | No VAT |
| Parish Elections <i>Borough Council Election taking place on the same day:</i> - Parish specific printing / postage costs | N/A | Market rate + 5% admin | New | | No VAT |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|---|--|---------------------------------------|------------------------------------|---------------|
| - Room hire - Staffing costs (polling & count) Parish Election on different day i.e. by-election - printing, postage, stationery, room hire costs and other associated costs - polling station / count staff cost Uncontested Parish Election Administration Fee | N/A N/A N/A | 50% of cost 50% of staffing rate Market rate + 5% admin Standard NULBC staffing rates 100.00 | New New New | | |
| ENVIRONMENTAL HEALTH | | | | | |
| Works in default of statutory notice Calculated in accordance with the following formula - a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc.) Total = a+d+e+ interest on outstanding balance as determined by council at start of financial year | Per Formula | Per Formula | N/A | Cabinet | No VAT |
| Commercial Hire of Monitoring equipment Phocheck PID (per 7 days exc carriage costs) | 138.00 | 141.00 | 3.00 | Cabinet | Plus VAT |
| Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibration certificate (memory card to be supplied by client) | 214.00 | 218.00 | 4.00 | | |
| Outdoor gear for use with matron 2250 (per 7 days excl. carriage costs) | 51.00 | 52.00 | 1.00 | | |
| Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excl. carriage costs) | 11.20 | 11.40 | 0.20 | | |
| Environmental Offences - Fixed Penalty Notices | | | | Statutory | No VAT |
| Waste receptacles - Section 47ZA(2) (paid in 10 days) | 75.00 | 60.00 | - 15.00 | | |
| Waste receptacles - Section 47ZA(2) (paid in 14 days) | 100.00 | 80.00 | - 20.00 | | |
| Failure to produce authority (waste transfer notes) - section 5B2 | 300.00 | 300.00 | - | | |
| Failure to furnish documentation (waste carrier licence) - Section 34(2) | 300.00 | 300.00 | - | | |
| Litter - Section 88(1) (paid in 10 days) | 50.00 | 75.00 | 25.00 | | |
| Litter - Section 88(1) (paid in 14 days) | 75.00 | 100.00 | 25.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 10 days) | 50.00 | 75.00 | 25.00 | | |
| Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 14 days) | 75.00 | 100.00 | 25.00 | | |
| Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 10 days) | 75.00 | 75.00 | - | Cabinet | |
| Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 14 days) | 100.00 | 100.00 | - | Cabinet | |
| Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018 , Regulation 6 (Paid in 10 days) | N/A | 75.00 | New | | |
| Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018 , Regulation 6 (Paid in 14 days) | N/A | 100.00 | New | Pubic Protection Committee | |
| Graffiti and Fly Posting (Anti-Social Behaviour Act 2003 - Section 43) | N/A | 100.00 | New | | |
| Fly tipping (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which amends Environmental Protection Act 1990 "33ZA Fixed penalty notices for contravention of section 33(1)(a): England (paid in 10 days) | N/A | 350.00 | New | | |
| Fly tipping (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which amends Environmental Protection Act 1990 "33ZA Fixed penalty notices for contravention of section 33(1)(a): England (paid in 14 days) | N/A | 400.00 | New | | |
| Vehicle repair & sale offences (Clean Neighbourhoods and Environment Act 2005, Sections 3 & 4 | N/A | 100.00 | New | | |
| Industrial and Commercial Waste Offences (Environmental Protection Act 1990 - Section 47ZA | N/A | 100.00 | New | | |
| FPN for abandoned vehicles | 200.00 | 200.00 | - | | |
| Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits | | | | Cabinet | No VAT |
| Copy of list of applications received | 16.40 | 17.00 | 0.60 | | |
| Copy of a register entry | 16.40 | 17.00 | 0.60 | | |
| Copy of tape/CD recorded interviews | 15.30 | 16.00 | 0.70 | | |
| Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance) | 25.00 | 25.00 | - | ICO Guidance | |
| Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording | 266.00 | 270.00 | 4.00 | | |
| Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording | 266.00 | 270.00 | 4.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| Environmental Health Licences | | | | Cabinet | No VAT |
| Pet shop - first licence | 290.00 | | New | | |
| Pet shop - renewal | 122.00 | | New | | |
| Dog breeding establishment - first licence | 290.00 | | New | | |
| Dog breeding establishment - renewal | 122.00 | | New | | |
| Animal boarding establishment - first licence | 290.00 | | New | | |
| Animal boarding establishment - renewal | 122.00 | | New | | |
| Riding establishment - first licence | 530.00 | | New | | |
| Riding establishment - renewal | 290.00 | | New | | |
| Dangerous wild animals - first licence | 480.00 | | New | | |
| Dangerous wild animals - renewal | 265.00 | | New | | |
| Zoo - first licence | On request | | New | | |
| Zoo - renewal | On request | | New | | |
| Selling animals as Pets – Grant new licence | N/A | 295.00 | New | | |
| Selling animals as Pets – Renew licence | N/A | 260.00 | New | | |
| Selling animals as Pets – Grading review (no visit) | N/A | 55.00 | New | | |
| Selling animals as Pets – Variation | N/A | 80.00 | New | | |
| Animal Boarding – Grant new licence | N/A | 295.00 | New | | |
| Animal Boarding – Renew licence | N/A | 260.00 | New | | |
| Animal Boarding – Grading review (no visit) | N/A | 55.00 | New | | |
| Animal Boarding – Variation | N/A | 80.00 | New | | |
| Hiring out horses – Grant new licence Exc Vet Fee | N/A | 525.00 | New | | |
| Hiring out horses – Renew licence Exc Vet Fee | N/A | 460.00 | New | | |
| Hiring out horses – Grading review (no visit) | N/A | 55.00 | New | | |
| Hiring out horses – Variation | N/A | 80.00 | New | | |
| Hiring out horses – Annual horse check | N/A | 260.00 | New | | |
| Breeding Dogs – Grant new licence | N/A | 475.00 | New | | |
| Breeding Dogs – Renew licence | N/A | 410.00 | New | | |
| Breeding Dogs – Grading review (no visit) | N/A | 55.00 | New | | |
| Breeding Dogs – Variation | N/A | 80.00 | New | | |
| Keeping or training animals for exhibition - Grant new licence (3yrs) | N/A | 160.00 | New | | |
| Keeping or training animals for exhibition - Renew licence (3yrs) | N/A | 160.00 | New | | |
| Keeping or training animals for exhibition - Variation | N/A | 80.00 | New | | |
| Re-inspection | N/A | 80.00 | New | | |
| Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring | 140.00 | 143.00 | 3.00 | | |
| Registration of each operative | 85.00 | 87.00 | 2.00 | | |
| Additional treatment registration | 70.00 | 72.00 | 2.00 | | |
| Export health certificates | 150.00 | 153.00 | 3.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|----------------------------------|---|----------------------------------|---|---------------|
| Charges for Authorised Process - Local Authority Pollution Prevention Control Act The scale of charges is set by DEFRA annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice and time) to the regulator arising from each process. The 2018/19 charges are to be advised by DEFRA in February 2018. | | | | Statutory To be advised by DEFRA | |
| Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act) | | | | Cabinet | |
| Charge for factual statements - additional time | 130.00 | 135.00 | 5.00 | | |
| Charge for factual statements - disclosure of documents | 67.50 | 70.00 | 2.50 | | |
| Private Water Supplies | | | | Statutory | No VAT |
| | 18.70/ hour + mileage costs | Hourly charge out rate for officer plus mileage | N/A | | |
| Risk assessment (per hour, plus mileage) | 100.00 | | N/A | | |
| Sampling | 100.00 | | N/A | | |
| Investigation | 100.00 | | N/A | | |
| Authorisation | 100.00 | | N/A | | |
| Analysis - during Regulation 10 | 25.00 | | N/A | | |
| Analysis - during check monitoring | 100.00 | Laboratory cost | N/A | | |
| Analysis - during audit monitoring | 500.00 | | N/A | | |
| Swimming Pools | | | | Cabinet | No VAT |
| Sampling of pool water - per annum | 645.00 | 657.00 | 12.00 | | |
| Sampling of pool water - one sample | 64.50 | 65.50 | 1.00 | | |
| Food Hygiene Rating Scheme | | | | | |
| Food Hygiene Rating Scheme inspection | 160.00 | 195.00 | 35.00 | Public Protection | No VAT |
| Environmental Health Commercial Support (SRS) | | | | | |
| Food Safety Direct | N/A | 195.00 Officer | New | | VAT |
| Licensing Direct | N/A | Hourly rate | New | | VAT |
| FACILITIES MANAGEMENT | | | | | |
| NULBC delivery of Facilities Management services to Community Centres on full repairing leases and Kidsgrove Town Council. Calculated in accordance with the following formula - a) Contractor costs + b) Officer costs for administration and management + c) Car mileage & subsistence + d) On costs + 3% | As per formula | As per formula | N/A | Cabinet | Plus VAT |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|--|--|--|---|--|
| GARDEN WASTE RECYCLING | | | | Cabinet | No VAT |
| Garden waste service - one bin | N/A | 36.00 | New | | |
| Every additional garden waste bin | N/A | 30.00 | New | | |
| Delivery of each additional garden waste bin | N/A | 25.00 | New | | |
| HIRE OF ROOMS (KIDSGROVE) | | | | Cabinet | VAT Incl. |
| Standard rates: | | | | | |
| Room 1 – per day (Mon & Fri) | 15.50 | 20.00 | 4.50 | | |
| Room 1 – per half day (Tues & Thurs pm) | 8.00 | 10.00 | 2.00 | | |
| Local statutory bodies: | | | | | |
| Room 1 – per day (Mon & Fri) | 13.50 | 15.00 | 1.50 | | |
| Room 1 – per half day (Tues & Thurs pm) | 7.00 | 8.50 | 1.50 | | |
| Voluntary & community sector: | | | | | |
| Room 1 – per day (Mon & Fri) | 7.50 | 10.00 | 2.50 | | |
| Room 1 – per half day (Tues & Thurs pm) | 5.50 | 7.00 | 1.50 | | |
| LAND CHARGES | | | | Cabinet | CON29 – Plus VAT, LLC1 – No VAT |
| Residential LLC1 – land charges register search only | 29.00 | 33.00 | 4.00 | | |
| Commercial LLC1 – land charges register search only | 76.00 | 82.75 | 6.75 | | |
| Residential – Con 29R (conveyancer search) | 87.00 | 99.00 | 12.00 | | |
| Commercial – Con 29R (conveyancer search) | 228.00 | 248.25 | 20.25 | | |
| Residential – full standard search (LLC1 & Con 29R) | 116.00 | 132.00 | 16.00 | | |
| Commercial – full standard search (LLC1 & Con 29R) | 304.00 | 331.00 | 27.00 | | |
| Con 290 – (conveyancer optional form) each enquiry | 25.00 | 28.50 | 3.50 | | |
| Each additional enquiry | Cost | Cost | N/A | | |
| Residential – additional parcel of land | 58.00 | 66.00 | 8.00 | | |
| Commercial – additional parcel of land | 152.00 | 165.00 | 13.00 | | |
| LEISURE CHARGES | | | | | |
| Sport & Football Development | | | | Cabinet | No VAT |
| Mini kickers per block | 24.00 | 25.00 | 1.00 | | |
| Sports Development Activities up to 2 hours | 3.30 | 3.50 | 0.20 | | |
| Jubilee 2 | | | | | |
| Equipment Resale | | | | Portfolio Holder | |
| Saleable items | Market value | Market Value | N/A | | VAT Incl. |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| Equipment Hire | N/A | Market Value | New | Cabinet | VAT Incl. |
| <i>Lyme Card Concession Scheme</i> Lyme Card concession scheme yearly membership | 5.10 | 5.50 | 0.40 | | |
| <i>Aqua Sauna (includes access to swimming pool)</i> Adult - Lyme Card | 10.20 | 10.50 | 0.30 | Cabinet | VAT Incl. |
| Concession (18+) - Lyme Card | 7.65 | 7.90 | 0.25 | | |
| Instructed Courses | | | | Cabinet | No VAT |
| Junior – 6 x 45 minute sessions | 36.00 | 37.00 | 1.00 | | |
| Adult – 3 x 45 minute sessions | 36.00 | 37.00 | 1.00 | | |
| Active1 5-11 years: Swimming and climbing sessions (parental supervision) | N/A | 12.00 | New | | VAT Incl. |
| Active2 12-16 years: Swimming , gym*, and appropriate classes (14 years and above with a paying Adult) | N/A | 16.00 | New | | VAT Incl. |
| *Access between the hours Monday – Thursday 3.30-4.30 pm, Friday, 3.00-8.00 pm. Saturday & Sunday 1.00-8.00pm | | | | | |
| <i>ClubLyme Membership Charges Adults</i> <i>(including gym, classes, swim, climbing, aqua sauna, table tennis)</i> | | | | Cabinet | VAT Incl. |
| Joining fee (includes inductions) (16 years +) (one off fee - includes key) | 20.00 | 20.00 | - | | |
| Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit | 23.50 | 24.50 | 1.00 | | |
| Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month | 28.50 | 29.00 | 0.50 | | |
| Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance | 258.50 | 269.50 | 11.00 | | |
| Peak (Monday to Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit. | 31.00 | 31.50 | 0.50 | | |
| Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month | 36.50 | 37.50 | 1.00 | | |
| Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 months - payable in advance | 341.00 | 346.50 | 5.50 | | |
| Corporate membership – peak (includes Students) | 28.00 | 28.00 | - | | |
| Corporate membership - off peak (includes Students) | 21.50 | 21.50 | - | | |
| Corporate Budget Membership (restricted hours) (including gym, swim, climbing and classes) | 10.00 | 11.00 | 1.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| Couple membership 1 DD Minimum Six DD payments membership 15% of standard DD price (new contract must be entered into) | N/A | 15% | New | | |
| Three day pass (to be used within 10 days from issue) | 10.00 | 11.00 | 1.00 | Cabinet | VAT Incl. |
| <i>Studio Hire</i> | | | | | |
| Studio 1 | 25.50 | 27.00 | 1.50 | | |
| Studio 2 | 25.50 | 27.00 | 1.50 | | |
| Party set up/clean up | 12.25 | 13.00 | 0.75 | | |
| <i>Classes</i> | | | | | |
| Adult - standard | 5.50 | 5.50 | - | | |
| Adult - Lyme Card | 5.00 | 5.00 | - | | |
| Adult - concession scheme | 3.80 | 3.80 | - | | |
| Adult – off peak | 3.80 | 3.80 | - | | |
| Junior class - Lyme Card | 2.50 | 2.50 | - | | |
| Osteo class - adult only | 3.80 | 3.80 | - | | |
| 10 class pass 85% of Lyme Card price valid for 30 days from date of purchase | N/A | 42.50 | New | | |
| <i>Casual Usage (Gym, Swim or Climb)</i> | | | | | |
| Lyme Card Holder % of Standard Price | N/A | 90% | New | | VAT incl. |
| 10 Visit Pass % of Lyme Card Price (use within 30 days from date of purchase) | N/A | 85% | New | | |
| Concession % of Lyme Card price | N/A | 75% | New | | |
| Junior % of Lyme Card price | N/A | 50% | New | | |
| Standard Price | 4.80 | 5.10 | 0.30 | | |
| Lyme Card Price | 4.40 | 4.60 | 0.20 | | |
| Concession Price | 3.30 | 3.45 | 0.15 | | |
| Junior Price | 2.20 | 2.30 | 0.10 | | |
| Children u3 | - | - | - | | |
| 10 visit pass any activity 85% of Lyme Card price valid for 30 days from date of purchase | N/A | 39.00 | New | | |
| Spectators - Lyme Card | Free | Free | N/A | | |
| <i>Swimming Instruction</i> | | | | | |
| <i>Swimming Lessons</i> | | | | Cabinet | No VAT |
| Adult swimming lesson (30 minutes) - 6 week course | 8.25 | 8.40 | 0.15 | | |
| Junior swimming lesson (30 minutes) - Lyme Card | 5.50 | 5.60 | 0.10 | | |
| <i>Private Lessons</i> | | | | Cabinet | No VAT |
| 1:1 lesson (per 30 minutes) - minimum six lessons | N/A | 90.00 | New | | |
| <i>Pool Courses</i> | | | | Cabinet | No VAT |
| Rookie lifeguards (per 2 hour session) - Lyme Card | 7.00 | 9.00 | 2.00 | | |
| Other courses | Market value | Market value | N/A | Portfolio Holder | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| <i>Swimming Pool Hire</i> | | | | Cabinet | VAT Incl. |
| Teaching Pool Hire | 55.00 | 57.50 | 2.50 | | |
| Main Pool Hire - (8 lane) (per lane per hour) | 15.00 | 15.50 | 0.50 | | |
| Additional staff for pool hire (per staff member) | 22.00 | 22.00 | - | | |
| Newcastle Amateur Swimming Club - per lane | Negotiable | Negotiable | N/A | Portfolio Holder | |
| Shelton Therapy Club 60 minute | 55.00 | 55.00 | - | | |
| Octopush - 90 minute session | Negotiable | Negotiable | N/A | Portfolio Holder | |
| Set up fee - galas | 22.00 | 22.00 | - | | |
| Time equipment hire - galas | 22.00 | 22.00 | - | | |
| Entrust school swimming per half hour per school | 30.00 | 30.00 | - | | |
| <i>Parties</i> | | | | | VAT Incl. |
| Pool Party inclusive of 1 hour studio use | N/A | 70.00 | New | | |
| Climbing Party (six people) inclusive of studio use | N/A | 70.00 | New | | |
| Additional instructor per six children | N/A | 22.00 | New | | |
| Bowls | | | | Cabinet | VAT Incl. |
| Adult | 4.10 | 4.20 | 0.10 | | |
| Junior/60+ | 2.05 | 2.10 | 0.05 | | |
| Summer season ticket - adult | 58.50 | 59.50 | 1.00 | | |
| Summer season ticket - junior/60_/unemployed | 38.50 | 39.25 | 0.75 | | |
| Winter season ticket | 14.40 | 14.70 | 0.30 | | |
| Summer/winter season ticket - adult | 69.00 | 70.50 | 1.50 | | |
| Summer/winter season ticket - junior/60+/unemployed | 48.50 | 49.50 | 1.00 | | |
| Merit competition per player - per hour | 7.75 | 8.00 | 0.25 | | |
| Greenage fees for pre-booking (plus playing fee per person) | 9.50 | 9.75 | 0.25 | | |
| Tennis Class A (Westlands, Wolstanton) | | | | Cabinet | VAT Incl. |
| Adult 30 minutes (per person) | 2.55 | 2.60 | 0.05 | | |
| Adult 1 hour (per person) | 4.65 | 4.75 | 0.10 | | |
| Adult 1 hour (group ticket 4 persons) | 14.25 | 14.55 | 0.30 | | |
| Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults) | 8.75 | 8.95 | 0.20 | | |
| Family ticket 1 hour (1/2 adults & 2/3 children) | 5.65 | 5.75 | 0.10 | | |
| Junior/60+/unemployed 30 minutes (per person) | 1.00 | 1.05 | 0.05 | | |
| Junior/60+/unemployed 1 hour (per person) | 2.05 | 2.10 | 0.05 | | |
| Junior/60+/unemployed 1 hour (group ticket 4 persons) | 6.10 | 6.20 | 0.10 | | |
| Annual tickets - adult (per person) | 98.00 | 100.00 | 2.00 | | |
| Annual tickets - junior/60+/unemployed (per person) | 71.00 | 72.50 | 1.50 | | |
| Monthly ticket - adult (per person) | 26.50 | 27.00 | 0.50 | | |
| Monthly ticket - junior/60+/unemployed (per person) | 20.50 | 21.00 | 0.50 | | |
| Summer ticket (August only) - junior (per person) | 15.25 | 15.50 | 0.25 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|--|--|--|---|-----------------------|
| Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall) | Free | Free | N/A | | |
| Football (alternate weekly use per season) | | | | Cabinet | No VAT |
| Birchenwood | 780.00 | - | N/A | | |
| Wolstanton Marsh Pavilion | 540.00 | 550.00 | 10.00 | | |
| All other pitches | 374.50 | 382.00 | 7.50 | | |
| Junior pitch | 60% of fee | 60% of fee | N/A | | |
| Mini soccer pitch (unmarked) | 218.00 | 222.00 | 4.00 | | |
| Mini soccer pitch (marked) | 306.50 | 312.50 | 6.00 | | |
| Rugby (alternate weekly use per season) | | | | Cabinet | No VAT |
| Bathpool | 759.00 | 775.00 | 16.00 | | |
| Lyme Valley | 759.00 | 775.00 | 16.00 | | |
| Clough Hall | 759.00 | 775.00 | 16.00 | | |
| Junior Pitch | 60% of fee | 60% of fee | N/A | | |
| Rugby (casual use per match) | 88.50 | 90 | 1.50 | Cabinet | VAT Incl. |
| Concessionary Licences | | | | Cabinet | No VAT |
| Brampton Park ice cream sales | 738.00 | 750.00 | 12.00 | | |
| Brampton Park use of bouncy castle | 738.00 | 750.00 | 12.00 | | |
| 4 Large Parks Northern part of Borough – ice cream | 633.00 | 645.00 | 12.00 | | |
| 4 Large Parks Southern part of Borough – ice cream | 633.00 | 645.00 | 12.00 | | |
| Community Events | | | | Cabinet | Plus VAT |
| Wedding Photos within a park setting | 41.00 | 42.00 | 1.00 | | |
| Advertising within parks | 10.00 to 5125.00 | 10.00 to 5125.00 | N/A | | Plus VAT |
| Hire of display boards (delivery, set up & collection) | 31.00 | 32.00 | 1.00 | | No VAT |
| Booking large events - more than 6 months planning | 165.00 | 168.00 | 3.00 | | No VAT |
| Booking medium events - more than 6 months planning (firework displays, carnivals etc.) | 82.00 | 84.00 | 2.00 | | No VAT |
| Booking small events - more than 6 months planning (competitions, fun days, picnics etc.) | 31.00 | 31.50 | 0.50 | | No VAT |
| LICENCES | | | | | |
| General | | | | | No VAT |
| Sex establishments - application fee | 3,000.00 | 3,100.00 | 100.00 | Licensing Committee | |
| Sex establishments - Renewal | 3,000.00 | 3,100.00 | 100.00 | | |
| Sex establishments - variation | 1,000.00 | 1,050.00 | 50.00 | | |
| Sex establishments - transfer | 1,000.00 | 1,050.00 | 50.00 | | |
| Scrap metal dealer site licence | 265.00 | 270.00 | 5.00 | | |
| Scrap metal dealer collectors licence | 210.00 | 215.00 | 5.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|----------------------------------|----------------------------------|----------------------------------|---|---------------|
| Gambling Act 2005 | | | | | No VAT |
| Lotteries - application fee | 40.00 | 40.00 | - | Statutory fees - Licensing Committee | |
| Lotteries - annual fee | 20.00 | 20.00 | - | | |
| Bingo - application fee | 3,500.00 | 3,500.00 | - | | |
| Bingo - annual fee | 1,000.00 | 1,000.00 | - | | |
| Bingo - application to vary | 1,750.00 | 1,750.00 | - | | |
| Bingo – application for transfer | 1,200.00 | 1,200.00 | - | | |
| Bingo - application to reinstate | N/A | 1,200.00 | New | | |
| Track betting - application fee | 2,500.00 | 2,500.00 | - | | |
| Track betting - annual fee | 1,000.00 | 1,000.00 | - | | |
| Track betting - application to vary | 1,250.00 | 1,250.00 | - | | |
| Track betting - application to transfer | 920.00 | 950.00 | 30.00 | | |
| Track betting - application to reinstate | N/A | 950.00 | New | | |
| Club machine permit - application fee | 200.00 | 200.00 | - | | |
| Club machine permit - renewal fee | 200.00 | 200.00 | - | | |
| Club machine permit - annual fee | 50.00 | 50.00 | - | | |
| Betting premises - application fee | 3,000.00 | 3,000.00 | - | | |
| Betting premises - annual fee | 600.00 | 600.00 | - | | |
| Betting premises - application to vary | 1,500.00 | 1,500.00 | - | | |
| Betting premises - application to transfer | 1,200.00 | 1,200.00 | - | | |
| Betting premises - application to reinstate | N/A | 1,200.00 | New | | |
| Family entertainment centre - application fee | 2,000.00 | 2,000.00 | - | | |
| Family entertainment centre - annual fee | 750.00 | 750.00 | - | | |
| Family entertainment centre - application to vary | 1,000.00 | 1,000.00 | - | | |
| Family entertainment centre - application to transfer | 950.00 | 950.00 | - | | |
| Family entertainment centre - application to reinstate | N/A | 950.00 | New | | |
| Adult gaming centre - application fee | 2,000.00 | 2,000.00 | - | | |
| Adult gaming centre - annual fee | 1,000.00 | 1,000.00 | - | | |
| Adult gaming centre - application to vary | 1,000.00 | 1,000.00 | - | | |
| Adult gaming centre - application to transfer | 1,200.00 | 1,200.00 | - | | |
| Adult gaming centre - application to reinstate | N/A | 1,200.00 | New | | |
| Copy of any of the above licences (lost, stolen, damaged) | 25.00 | 25.00 | - | | |
| Notice of Intention – 2 or less gaming machines | 50.00 | 50.00 | - | | |
| Licensed Premises Gaming Machine Permits – more than 2 machines | 150.00 | 150.00 | - | | |
| Licensed Premises Gaming Machine Permits – more than 2 machines – Variation | 100.00 | 100.00 | - | | |
| Licensed Premises Gaming Machine Permits – more than 2 machines – Transfer | 25.00 | 25.00 | - | | |
| Licensed Premises Gaming Machine Permits – more than 2 machines – Annual Fee | 50.00 | 50.00 | - | | |
| Licensed Premises Gaming Machine Permits – more than 2 machines – Change of Name | 25.00 | 25.00 | - | | |
| Licensed Premises Gaming Machine Permits – more than 2 machines – Copy (lost, stolen, damaged) | 15.00 | 15.00 | - | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|--|--|--|---|-----------------------|
| Club Gaming/Club Machine Permits – New/Renew | 200.00 | 200.00 | - | | |
| Club Gaming/Club Machine Permits for holders of Club Premises Certificates (under LA03) – New/Renew | 100.00 | 100.00 | - | | |
| Club Gaming/Club Machine Permit – Annual Fee | 50.00 | 50.00 | - | | |
| Club Gaming/Club Machine Permit – Variation | 100.00 | 100.00 | - | | |
| Club Gaming/Club Machine Permit – Copy | 15.00 | 15.00 | - | | |
| Unlicensed family entertainment centre – 10 years | 300.00 | 300.00 | - | | |
| Prize Gaming Permit – New/Renewal | 300.00 | 300.00 | - | | |
| Prize Gaming Permit – Change of Name | 25.00 | 25.00 | - | | |
| Prize Gaming Permit – Copy (lost, stolen, damaged) | 15.00 | 15.00 | - | | |
| Temporary Use Notice (TUN) | 125.00 | 125.00 | - | | |
| Casino Small – New application | 6,000.00 | 6,300.00 | 300.00 | | |
| Casino Small – Annual Fee | 3,000.00 | 3,150.00 | 150.00 | | |
| Casino Small - Variation | 2,000.00 | 2,100.00 | 100.00 | | |
| Casino Small – Application for Transfer | 1,300.00 | 1,350.00 | 50.00 | | |
| Private Hire/Hackney Carriage OPERATORS | | | | Public Protection | No VAT |
| Private hire operators 5 year licence | | | | | |
| 1 vehicle | 180.00 | 187.00 | 7.00 | | |
| 2-5 vehicles | 365.00 | 380.00 | 15.00 | | |
| 6-15 vehicles | 640.00 | 665.00 | 25.00 | | |
| 16-25 vehicles | 1,710.00 | 1,780.00 | 70.00 | | |
| 26-35 vehicles | 2,750.00 | 2,850.00 | 100.00 | | |
| 36-50 vehicles | 3,810.00 | 3,950.00 | 140.00 | | |
| Additional vehicle after 50 vehicles | 23.00 | 24.00 | 1.00 | | |
| DRIVERS | | | | | No VAT |
| Dual Driver Badge - 3 years | 240.00 | 250.00 | 10.00 | | |
| Change of address | 20.00 | 21.00 | 1.00 | | |
| Replacement badge | 16.00 | 17.00 | 1.00 | | |
| Reissue/replacement badge (with amended details) | 35.00 | 36.50 | 1.50 | | |
| DBS (CRB check) | 44.00 | 44.00 | - | | |
| DBS (CRB check) online | 58.00 | 64.50 | 6.50 | | |
| Safeguarding training | 35.00 | 36.50 | 1.50 | | |
| Exemption certificates | 25.00 | 26.00 | 1.00 | | |
| Knowledge test | 45.00 | 45.00 | - | | |
| Replacement Safeguarding training certificate | N/A | 5.00 | New | | |
| VEHICLES | | | | | No VAT |
| Hackney carriage - vehicles | 310.00 | 322.00 | 12.00 | | |
| Private hire – vehicles | 305.00 | 317.00 | 12.00 | | |
| Transfer of vehicle | 45.00 | 47.00 | 2.00 | | |
| Change of vehicle registration | 45.00 | 47.00 | 2.00 | | |
| Failure to attend for vehicle test | 110.00 | 114.00 | 4.00 | | |

| | Fee/ Charge 2018/19 | Fee/ Charge 2019/20 | Increase / Decrease | Committee Approval/ Comments | VAT Status |
|---|------------------------------------|------------------------------------|------------------------------------|---|-----------------------|
| | £.p | £.p | £.p | | |
| Retest | 40.00 | 41.50 | 1.50 | | |
| Replacement plate carrier – front | 10.00 | 10.00 | - | | |
| Replacement plate carrier – rear | 15.00 | 15.00 | - | | |
| Replacement vehicle plate - front | 10.00 | 10.50 | 0.50 | | |
| Replacement vehicle plate - rear | 15.00 | 15.50 | 0.50 | | |
| Replacement vehicle sticker signage | 3.00 | 3.00 | - | | |
| Copy of paper part of licence | 11.00 | 11.50 | 0.50 | | |
| Exception Vehicle Test | 70.00 | 73.00 | 3.00 | | |
| 6 Monthly Test following an Exception Test | 120.00 | 125.00 | 5.00 | | |
| Licensing Act 2003 - New Application | | | | Statutory | No VAT |
| Premise licence, band A (rateable value of up to £4,300) | 100.00 | 100.00 | - | | |
| Premise licence, band B (rateable value of £4,301 to £33,000) | 190.00 | 190.00 | - | | |
| Premise licence, band C (rateable value of £33,001 to £87,000) | 315.00 | 315.00 | - | | |
| Premise licence, band D (rateable value of £87,001 to £125,000) | 450.00 | 450.00 | - | | |
| Premise licence, band E (rateable value of >£125,001) | 635.00 | 635.00 | - | | |
| Additional fee (5,000 to 9,999 patrons) | 1,000.00 | 1,000.00 | - | | |
| Additional fee (10,000 to 14,999 patrons) | 2,000.00 | 2,000.00 | - | | |
| Additional fee (15,000 to 19,999 patrons) | 4,000.00 | 4,000.00 | - | | |
| Additional fee (20,000 to 29,999 patrons) | 8,000.00 | 8,000.00 | - | | |
| Additional fee (30,000 to 39,999 patrons) | 16,000.00 | 16,000.00 | - | | |
| Additional fee (40,000 to 49,999 patrons) | 24,000.00 | 24,000.00 | - | | |
| Additional fee (50,000 to 59,999 patrons) | 32,000.00 | 32,000.00 | - | | |
| Additional fee (60,000 to 69,999 patrons) | 40,000.00 | 40,000.00 | - | | |
| Additional fee (70,000 to 79,999 patrons) | 48,000.00 | 48,000.00 | - | | |
| Additional fee (80,000 to 89,999 patrons) | 56,000.00 | 56,000.00 | - | | |
| Additional fee (90,000 patrons & above) | 64,000.00 | 64,000.00 | - | | |
| Licensing Act 2003 - Annual Fee | | | | Statutory | No VAT |
| Premise licence, band A (rateable value of up to £4,300) | 70.00 | 70.00 | - | | |
| Premise licence, band B (rateable value of £4,301 to £33,000) | 180.00 | 180.00 | - | | |
| Premise licence, band C (rateable value of £33,001 to £87,000) | 295.00 | 295.00 | - | | |
| Premise licence, band D (rateable value of £87,001 to £125,000) | 320.00 | 320.00 | - | | |
| Premise licence, band E (rateable value of £125,001 & above) | 350.00 | 350.00 | - | | |
| Additional fee (5,000 to 9,999 patrons) | 500.00 | 500.00 | - | | |
| Additional fee (10,000 to 14,999 patrons) | 1,000.00 | 1,000.00 | - | | |
| Additional fee (15,000 to 19,999 patrons) | 2,000.00 | 2,000.00 | - | | |
| Additional fee (20,000 to 29,999 patrons) | 4,000.00 | 4,000.00 | - | | |
| Additional fee (30,000 to 39,999 patrons) | 8,000.00 | 8,000.00 | - | | |
| Additional fee (40,000 to 49,999 patrons) | 12,000.00 | 12,000.00 | - | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| Additional fee (50,000 to 59,999 patrons) | 16,000.00 | 16,000.00 | - | | |
| Additional fee (60,000 to 69,999 patrons) | 20,000.00 | 20,000.00 | - | | |
| Additional fee (70,000 to 79,999 patrons) | 24,000.00 | 24,000.00 | - | | |
| Additional fee (80,000 to 89,999 patrons) | 28,000.00 | 28,000.00 | - | | |
| Additional fee (90,000 patrons & above) | 32,000.00 | 32,000.00 | - | | |
| Licensing Act 2003 - Miscellaneous Fees (Application or Notice) | | | | Statutory | No VAT |
| Section 25 (theft, loss, etc. of premises licence or summary) | 10.50 | 10.50 | - | | |
| Section 29 (application for a provisional statement) | 315.00 | 315.00 | - | | |
| Section 33 (notification of change of name or address) | 10.50 | 10.50 | - | | |
| Section 37 (application to vary licence to specify individual as premises supervisor) | 23.00 | 23.00 | - | | |
| Section 42 (application for transfer of premises licence) | 23.00 | 23.00 | - | | |
| Section 47 (interim authority notice following death of licence holder) | 23.00 | 23.00 | - | | |
| Section 79 (theft, loss etc. of certificate or summary) | 10.50 | 10.50 | - | | |
| Section 82 (notification of change of name or alteration of rules of club) | 10.50 | 10.50 | - | | |
| Licensing Act 2003 - Miscellaneous Fees (Application or Notice) | | | | Statutory | No VAT |
| Section 83 (1) or (2) (change of relevant registered address of club) | 10.50 | 10.50 | - | | |
| Section 100 (temporary event notice) | 21.00 | 21.00 | - | | |
| Section 110 (theft, loss of temporary event notice) | 10.50 | 10.50 | - | | |
| Section 117 (application for, or renewal of personal licence) | 37.00 | 37.00 | - | | |
| Section 126 (theft, loss of personal licence) | 10.50 | 10.50 | - | | |
| Section 127 (duty to notify change of name/address) | 10.50 | 10.50 | - | | |
| Section 110 (theft or loss of temporary event notice) | 10.50 | 10.50 | - | | |
| Section 126 (theft or loss of personal licence) | 10.50 | 10.50 | - | | |
| Section 127 (duty to notify change of name/address) | 10.50 | 10.50 | - | | |
| Section 178 (right of freeholder etc.) | 21.00 | 21.00 | - | | |
| Minor Variation | 89.00 | 89.00 | - | | |
| Removal of DPS at community premises | 23.00 | 23.00 | - | | |
| MOT | | | | Cabinet | No VAT |
| MOT - car | 43.50 | 44.50 | 1.00 | | |
| MOT - car (for discounted partner incl. Lyme Card) | 38.50 | 39.25 | 0.75 | | |
| MOT - class 7 (up to 3.5 tonnes) | 55.00 | 56.00 | 1.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------|
| Retest | 15.00 | 15.25 | 0.25 | | |
| MUSEUM & ART GALLERY | | | | Cabinet | |
| Reproduction prints of items in collection | N/A | N/A | N/A | Per Staffs Pasttrack | VAT Incl. |
| Other prints not on www.staffordshire.org.uk | Cost +100% | Cost +100% | N/A | | VAT Incl. |
| Photocopies (black & white) | 0.60 | 0.70 | 0.10 | | VAT Incl. |
| Photocopies (colour) | 2.00 | 2.10 | 0.10 | | VAT Incl. |
| A4 - scanned images | 5.00 | 5.00 | - | | VAT Incl. |
| CD Rom - image/emailed image (per image) | 15.00 | 16.00 | 1.00 | | VAT Incl. |
| Subsequent images each | 4.25 | 4.50 | 0.25 | | VAT Incl. |
| Community publication | 13.50 | 14.00 | 0.50 | | VAT Incl. |
| Additional | 5.25 | 5.50 | 0.25 | | VAT Incl. |
| Commercial publication | 46.00 | 48.00 | 2.00 | | VAT Incl. |
| Additional | 13.00 | 14.00 | 1.00 | | VAT Incl. |
| Regional TV, film & video - per item | 77.00 | 80.00 | 3.00 | | VAT Incl. |
| UK network TV - per item | 97.00 | 99.00 | 2.00 | | VAT Incl. |
| Overseas TV - per item | 195.00 | 198.00 | 3.00 | | VAT Incl. |
| Commission of picture sales from exhibitions | 30% of price | 30% of price | N/A | | Plus VAT |
| Education session per pupil - half day | 3.10 | 3.50 | 0.40 | | No VAT |
| Education session per pupil - full day | 5.25 | 5.50 | 0.25 | | No VAT |
| Education session (Romans) per pupil | 6.75 | 6.75 | - | | No VAT |
| Education sessions - minimum charge half day (20 pupils or fewer) | 50.00 | 70.00 | 20.00 | | No VAT |
| Education sessions - minimum charge full day (20 pupils or fewer) | 95.00 | 110.00 | 15.00 | | No VAT |
| Holiday activities per child | 4.50 | 10.00 | 5.50 | Max charge | No VAT |
| Adult history courses - 8 weeks | 62.00 | 68.00 | 6.00 | | No VAT |
| Adult history courses - 8 weeks - concession | 58.00 | 62.00 | 4.00 | | No VAT |
| Adult object handling/reminiscence sessions per hour | 25.50 | 30.00 | 4.50 | | |
| Outreach fee | 25.50 | 30.00 | 4.50 | | No VAT |
| Outreach education – schools per session | 62.00 | 65.00 | 3.00 | | No VAT |
| Hire of meeting room - half day | 26.00 | 27.00 | 1.00 | | No VAT |
| Hire of meeting room - half day - community/charity | 19.00 | 20.00 | 1.00 | | No VAT |
| Hire of meeting room - full day | 46.00 | 50.00 | 4.00 | | No VAT |
| Hire of meeting room - full day - community/charity | 33.00 | 35.00 | 2.00 | | No VAT |
| Refreshment Charges - tea/coffee & biscuits per head | 1.60 | 1.65 | 0.05 | | |
| Education item loan | 11.00 | 12.00 | 1.00 | | No VAT |
| Saleable items | RRP | RRP | N/A | | |
| Open art registration - per item | 4.00 | 4.50 | 0.50 | | VAT Incl. |
| Open art registration - three items | 10.50 | 12.00 | 1.50 | | VAT Incl. |
| Open art registration - per item concession | 3.50 | 4.00 | 0.50 | | VAT Incl. |
| Open art registration - three items concession | 9.00 | 10.50 | 1.50 | | VAT Incl. |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|---|---|---|---|-----------------------|
| Event Fees | | | | Cabinet | VAT Incl. |
| Craft fairs per table - per day | 15.50 | 16.00 | 0.50 | | |
| Hall gallery weekly charge (non-Newcastle artists/organisations) | 11.00 | 12.00 | 1.00 | | |
| Visit to Father Christmas | 4.50 | 5.00 | 0.50 | | |
| Talks | N/A | 15.00 | New | | |
| NAMING/NUMBERING OF STREETS/PROPERTIES | | | | | |
| New or Redevelopment | | | | Cabinet | No VAT |
| Charge for naming of a street | 178.50 | 183.00 | 4.50 | | |
| Charge for naming of a commercial building | 92.00 | 94.00 | 2.00 | | |
| Single residential property on existing street | 122.00 | 125.00 | 3.00 | | |
| Number/name 2-9 properties (includes first property) | 178.00 | 182.00 | 4.00 | | |
| Plus - per plot | 61.00 | 63.00 | 2.00 | | |
| Number/name 10 plus properties (includes first property) | 178.00 | 182.00 | 4.00 | | |
| Plus - per plot | 48.50 | 50.00 | 1.50 | | |
| Change to layout after notification | 235.00 | 240.00 | 5.00 | | |
| Plus - per plot | 31.00 | 32.00 | 1.00 | | |
| Existing Properties/Streets | | | | Cabinet | No VAT |
| Adding or alteration of a house/building name | 61.00 | 63.00 | 2.00 | | |
| Renaming of a street | On request | On request | N/A | | |
| House or building renumbering (including sub division to flats) | 234.00 | 239.00 | 5.00 | | |
| Confirmation of postal address | 36.00 | 37.00 | 1.00 | | |
| Requests not included in above fees per hour | 38.25 | 40.00 | 1.75 | | |
| Road closure | 20.00 | 21.00 | 1.00 | | |
| PEST CONTROL | | | | Cabinet | VAT Incl. |
| Treatment of rats (domestic) - prepayment (up to 4 visits) | 46.00 | 47.00 | 1.00 | | |
| Treatment of rats (domestic) - payment by invoice (up to 4 visits) | 66.00 | 67.00 | 1.00 | | |
| Treatment of mice (domestic) – prepayment (up to 3 visits) | 46.00 | 47.00 | 1.00 | | |
| Treatment of mice (domestic) – payment by invoice (up to 3 visits) | 66.00 | 67.00 | 1.00 | | |
| Insect control treatments (domestic) including wasps, ants & fleas - prepayment | 71.50 | 73.00 | 1.50 | | |
| Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice | 91.50 | 93.00 | 1.50 | | |
| 3 treatment scheme (3 for 2 offer) – prepayment | 143.00 | 146.00 | 3.00 | | |
| 3 treatment scheme (3 for 2 offer) – payment by invoice | 163.00 | 166.00 | 3.00 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|--|--------------------------------------|--------------------------------------|----------------------------------|------------------------------------|---------------|
| Pest control commercial (other) - first hour | 95.00 | 100.00 | 5.00 | | |
| Pest control commercial (other) - per 1/4 extra hour | 25.00 | 25.00 | - | | |
| Mole & Rabbit control (per treatment course, max 3 visits) - prepayment | 175.00 | 180.00 | 5.00 | | |
| Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice | 195.00 | 200.00 | 5.00 | | |
| Squirrel control - prepayment (up to 4 visits) | 112.00 | 115.00 | 3.00 | | |
| Squirrel control - payment by invoice (up to 4 visits) | 132.00 | 135.00 | 3.00 | | |
| Telephone Advice (prepayment only) | 10.00 | 10.00 | - | | |
| Advice Visit (no treatment) - prepayment | 46.00 | 47.00 | 1.00 | | |
| Advice Visit (no treatment) - payment by invoice | 66.00 | 67.00 | 1.00 | | |
| Fixed term pest control treatment agreements (commercial premises) | On request | On request | N/A | | |
| Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced) | As per formulae for works in default | As per formulae for works in default | N/A | | |
| Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced) | | | N/A | | |
| PLANNING SERVICES | | | | | |
| Postage & packaging | 0.85 | 0.87 | 0.02 | | No VAT |
| Copies up to £1 are free of charge | | | | | No VAT |
| Paper copies of planning/building control decisions & documents - per sheet (A4 black & white) | 0.17 | 0.18 | 0.01 | | No VAT |
| Paper copies of planning/building control decisions & documents - per sheet (A3 black & white) | 0.28 | 0.29 | 0.01 | | No VAT |
| Paper copies of plans - planning files - per sheet (A4 black & white) | 0.17 | 0.18 | 0.01 | | No VAT |
| Paper copies of plans - planning files - per sheet (A3 black & white) | 0.32 | 0.33 | 0.01 | | No VAT |
| Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan | 0.37 | 0.38 | 0.01 | | No VAT |
| Paper colour copies of an A3 sheet of decision, planning documents or plan | 0.64 | 0.66 | 0.02 | | No VAT |
| Scanned copies of documents - charge per hour of scanning (where legal to charge) | 33.30 | 33.97 | 0.67 | | No VAT |
| Paper copies of plans - planning files - each plan (A2) | 2.15 | 2.20 | 0.05 | | No VAT |
| Paper copies of plans - planning files - each plan (A1) | 3.20 | 3.27 | 0.07 | | No VAT |
| Paper copies of plans - planning files - each plan (A0) | 4.20 | 4.29 | 0.09 | | No VAT |
| Weekly lists - statutory consultees | Free | Free | N/A | | No VAT |
| Requests for site information – commercial per hour | 71.40 | 72.83 | 1.43 | | No VAT |
| Requests for site information - individuals | Cost | Cost | N/A | | No VAT |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|--|--|--|---|-----------------------|
| Pre Planning Application Advice | | | | Cabinet | VAT Incl. |
| Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floor space or where floor space not known, a site area of 2ha or more) | 567.00 | 680.00 | 113.00 | | |
| Small Scale Major Developments (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4ha. Non-residential developments of between 1000m2 & 10,000m2 of floor space or where floor space not known, a site area of between 1ha & 2ha) | 281.00 | 337.00 | 56.00 | | |
| 1 dwelling | 82.00 | 100.00 | 18.00 | | |
| Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1,000m2 of floor space or where floor space not known, a site area of less than 1ha) | 128.00 | 154.00 | 26.00 | | |
| Householder Development. | | | | | |
| Half hour appointment | 21.00 | 22.00 | 1.00 | | |
| Appointment in excess of 30 minutes | 31.00 | 32.00 | 1.00 | | |
| Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals) | 46.00 | 55.00 | 9.00 | | |
| Planning Application Fees | | | | Statutory | No VAT |
| Owing to the complexity of the fee structure, it is not shown here. Details of fees payable may be obtained from the Council's Planning Section. Alternatively the fee calculator available at the Planning Portal website can be used to determine the fees payable in respect of individual applications. | Planning Portal | Planning Portal | N/A | | |
| Building Control fees (North Staffs Building Control Partnership) | Per Board | Per Board | N/A | Partnership Board | |
| Planning & development briefs (as & when prepared) | Free | Free | N/A | | |
| Core spatial strategy | 33.00 | 34.00 | 1.00 | | |
| Local development framework proposals map - north or south | 6.00 | 7.00 | 1.00 | | |
| Local development framework proposals map - north & south | 11.00 | 12.00 | 1.00 | | |
| Strategic housing land availability assessment (SHLAA) | 33.00 | 34.00 | 1.00 | | |
| PRIVATE SECTOR HOUSING | | | | Cabinet | No VAT |
| Houses in multiple occupation licence fee | 586.50 | 598.50 | 12.00 | | |
| Each additional bedroom | 7.65 | 7.80 | 0.15 | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|---|---|---|---|-----------------------|
| Renewal of houses in multiple occupation licence | 433.50 | 442.50 | 9.00 | | |
| Each additional bedroom | 7.65 | 7.80 | 0.15 | | |
| Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme | 486.50 | 498.50 | 12.00 | Cabinet | |
| Each additional bedroom | 7.65 | 7.80 | 0.15 | | |
| Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord Immigration Inspections | 333.50 | 342.50 | 9.00 | Cabinet | |
| Provision of accommodation for homeless households | 122.40 | 125.00 | 2.60 | | |
| Annual interest to be applied to unpaid debts for enforcement action | Cost | Cost | N/A | | |
| | N/A | 8% | New | | |
| Charges for work in default notices to remedy Housing Health & Safety issues | | | | Cabinet | No VAT |
| Officer time (per hour) | Cost | Cost | N/A | | |
| Travelling costs (per mile) | Cost | Cost | N/A | | |
| Management costs (per hour) | Cost | Cost | N/A | | |
| Land registry fee | Cost | Cost | N/A | | |
| Inspection by qualified electrician or gas engineers | Cost | Cost | N/A | | |
| Recorded delivery | Cost | Cost | N/A | | |
| Other costs (stated as per individual case) | Cost | Cost | N/A | | |
| Administration fee (to cover service recharges) | 0.12 | 0.12 | - | | |
| Annual interest to be applied to unpaid debts for enforcement action | N/A | 8% | New | | |
| REMOVAL OF DOMESTIC ANIMAL CARCASSES | | | | Cabinet | VAT Incl. |
| Removal of domestic animal carcasses | 36.00 | 37.00 | 1.00 | | |
| SALE OF SANDBAGS | | | | Cabinet | VAT Incl. |
| 5 sand bags | 36.00 | 37.00 | 1.00 | | |
| 10 sand bags | 41.00 | 42.00 | 1.00 | | |
| 15 sand bags | 47.00 | 48.00 | 1.00 | | |
| 20 sand bags | 52.00 | 53.00 | 1.00 | | |
| STREET TRADING | | | | Cabinet | No VAT |
| Newcastle Town Centre (daily) | 26.00 | 26.00 | - | | |
| Consent trading (daily, electricity) | 4.00 | 4.00 | - | | |
| Eastbound layby A500 (per annum) | 9,400.00 | 9,400.00 | - | | |
| Northbound layby A500 (per annum) | 9,400.00 | 9,400.00 | - | | |

| | Fee/ Charge 2018/19 £.p | Fee/ Charge 2019/20 £.p | Increase / Decrease £.p | Committee Approval/ Comments | VAT Status |
|---|--|--|--|---|-----------------------|
| TOWN CENTRE DISPLAYS | | | | Cabinet | No VAT |
| Local promotions (minimum charge) | 26.00 | 26.00 | - | | |
| Charity & local community groups | 5.00 | 5.00 | - | | |
| National promotions (minimum charge) | 75.00 | 75.00 | - | | |
| TREE PRESERVATION ORDERS | | | | Cabinet | No VAT |
| Single copy of a tree preservation order | 31.00 | 31.00 | - | | |
| WASTE & RECYCLING BINS/RECEPTACLES | | | | Cabinet | No VAT |
| Bins/receptacles per property on new developments (to be paid by the developer) | 60.00 | 62.00 | 2.00 | | |

Charging Principles Included in the Charging Policy

5. CHARGING PRINCIPLES

- 5.1 Charges should be made for services whenever the Council has a power or duty to do so.
- 5.2 There will be a presumption that charges to be made for the provision of a service will be set at a level intended to recover the cost of providing the service.
- 5.3 However, this presumption may be modified by the application of the charging principles set out at 5.5 below, which may result in no charge being made or a lesser charge being made or in some cases a charge being made which is greater than that required for cost recovery.
- 5.4 No charge will be made in cases where the Council is not permitted to charge by law. Where charges are set by external bodies, those charges will be applied. Where maximum or minimum charges are specified externally, charges will be set in compliance with those requirements.
- 5.5 The following matters will be considered when deciding whether to set a charge, which is not to be based on cost recovery. The headings in bold indicate general areas for consideration and the bullet points below them are particular factors which should be taken into account where relevant.

The cost of providing the service

- All direct costs are to be included.
- All overheads related to the provision of the service, which may be attributed to the cost of the service, are to be included.
- Best estimates may be made of costs where it is not practical to obtain precise data or identify precisely those overheads attributable to the service.
- Unit costs are to be calculated by reference to realistic user numbers based on actual experience, either in relation to this Council or, if appropriate comparable services elsewhere.

How much income is it desired to generate and why?

- Is the service required to make a surplus or break-even?
- Does income from the service make a significant contribution to reducing the net amount of the Council's revenue budget?
- Have any targets been set for the income or class of income of which it is a component?
- Is income needed to fund future investment?

Comparison of charges made by neighbouring or similar councils or other providers of similar services

- In making this comparison it will be necessary to establish whether the services being provided by these other bodies are comparable to those provided by the Council and to make adjustments where this is not so.
- Is there a logical reason for significant differences between this Council's charges and those of others?
- Will customers be lost to other service providers if charges are set too high?

Whose use of services is it desired to subsidise and by how much?

- Can all potential users afford to pay the full cost of the service or the same charges as other users?
- Is it desirable to subsidise all users of the service, for example because there is likely to be a desirable outcome for the community as a result.
- Are there particular classes of users that should be subsidised, such as the unemployed, benefits recipients, the elderly, disabled persons or children?

- Should subsidies be given by reducing the charges payable or by offering concessions to offset the charge?

Whose behaviour is it desired to influence and in what ways?

- Is it desirable to influence users to use particular facilities, for example where they are under-used, by charging less for their use than for other similar ones?
- Is it desirable to persuade users to behave in a way which is more acceptable to the community in preference to any other or others less acceptable and can this be promoted by setting charges at a level which might achieve this?
- Is it desired to promote a particular pattern of use, for example short stay parking as opposed to another, such as long stay parking or to discourage peak time use of facilities?
- Should some behaviour or activities be discouraged by setting high charges or penalties?
- Can anti-social behaviour be reduced by charging for services which discourage people from behaving irresponsibly at a level which they will find attractive, for example charges for the collection of bulky waste to discourage fly-tipping?
- Are there desirable outcomes which the Council wishes to see realised, in line with its corporate objectives, which could be assisted through the charging regime, for example maintaining the economic vitality of the town centres through the provision of reasonably priced facilities such as car parking?

How will charges help to improve value for money, equity and access to services?

- What are users' perceptions with regard to what constitutes a fair and reasonable charge?
- Are there any issues relating to social inclusion or equalities?

Will the cost (including staff time) of collecting the income due outweigh the amount of income likely to be collected?

- Is it worth making a charge?
- Should a charge be made anyway as a matter of principle?

Any other relevant factors

- It will be a matter for the Council to determine what the charge will be, based on its consideration of the above factors.

- 5.6 Where, without prior agreement by the Council, individuals or organisations engage in activities that result in a cost to the Council, the Council will seek to recover this cost, wherever possible.
- 5.7 Consideration may be given to offering a discount or other reduction, in appropriate cases, where it is felt that this may improve take up of the service or to encourage prompt payment, following consultation with the Executive Director (Resources and Support Services) who must approve all such initiatives.
- 5.8 Penalties, in the form of fines, may also be imposed in order to deter inappropriate or antisocial behaviour, for example littering. The amount of the fine will be set at a level designed to deter such behaviour.
- 5.9 Activities carried out by the Council will be continually reviewed in order to identify any new areas where it would be appropriate to make a charge to persons or organisations benefiting (actually or potentially) from those activities. The level of the charge will be determined in accordance with these charging principles.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE CABINET

16th January 2019

MAER CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN SUPPLEMENTARY PLANNING DOCUMENT

Submitted by: Head of Planning Services

Portfolio: Planning and Growth

Ward(s) affected: Maer

Purpose of the Report

To give Cabinet the opportunity to resolve to adopt as a Supplementary Planning Document Maer Conservation Area Appraisal and Management Plan.

Recommendations

That the Supplementary Planning Document relating to Maer Conservation Area Appraisal and Management Plan be adopted.

Reasons

Following a consultation on a draft Conservation Area Appraisal and Management Plan the Planning Committee has recommended to Cabinet that the Council adopt a Conservation Area Appraisal and Management Plan for Maer Conservation Area.

1. Background

- 1.1 The Planning Committee has received reports on the preparation of Maer Conservation Area and Management Plan Supplementary Planning Document (SPD). The Maer Conservation Area was designated in 1970 and its current extent is indicated on the attached plan (Appendix 1).

2. Consultation process and results

- 2.1 The Planning Committee at its meeting on 17th July approved a draft Maer Conservation Area Appraisal and Management Plan Supplementary Planning Document for consultation purposes. This draft is still available to view on the Council's website via the following link <https://www.newcastle-staffs.gov.uk/all-services/planning/planning-policy/newcastle-under-lymes-local-development-framework>
- 2.2 The consultation on the draft SPD then took place over a six week period from 31st August to 12th October. A Consultation statement was then prepared providing details of the consultation, the responses received to it, and the proposed actions in relation to those responses. A copy of this Consultation Statement is available to view via the above link.
- 2.3 The Planning Committee at its meeting on 6th November received the results of the consultation exercise. Suggestions were made to further amend and extend the boundary and these were accepted and are shown on the attached plan at Appendix B, and subject to no significant representations being received in response to a final formal period for representations, they commended the SPD to Cabinet for adoption. As required by the Local Planning Regulations 2012 the document, together with the Consultation Statement

were then made available for inspection for the appropriate period which ended on the 6th December 2018. No further representations were received during that period so the SPD is now brought to Cabinet for adoption.

2.4 The Conservation Area Advisory Working Party at its meeting on the 5th November resolved that the SPD be commended for adoption.

2.5 The document consists of two sections – a Conservation Area Appraisal and a Management Plan. The Appraisal summarises the significance of the Conservation Area, includes a spatial and character analysis, an assessment of the quality and character of its buildings, and concludes with a summary of the opportunities and constraints. The appraisal concludes that the key issues in the area are:

- Retaining the landscape character of the village and high density of mature trees, woodlands and hedgerows.
- Ensuring the right balance is struck between the nature and heritage conservation for the mere and parkland features.
- Maintaining the historic sandstone walls along the roads within the village
- Protecting architectural features on buildings and preventing incremental residential alterations to houses.
- Modern farm vehicles through the village.

2.6 The purpose of the Management Plan is to provide a framework for future actions. One key change is to amend the boundary in four areas to include a vista and area of woodland to the southwest, an area to the west to include part of the parkland to the west which is within the Registered Park and Garden boundary, a small area of green space known as Plum Park and to include the field to the northeast up to and including Primrose Cottage to create better defensible boundaries and the stone boundary walls.

3. Proposal

3.1 That the Supplementary Planning Document relating to Maer Conservation Area Appraisal and Management Plan be adopted

4. Outcomes Linked to Corporate Priorities

4.1 The adoption of the SPD assists the Council in achieving its corporate priorities, as set out in the Council Plan, of providing local services that work for local people and growing our people and places.

5. Legal and Statutory Implications

5.1 As required by the Local Planning Regulations 2012 (as amended) the document together with the consultation statement were made available for inspection for the appropriate period.

6. Equality Impact Assessment

6.1 There are not considered to be any differential impacts arising from the adoption of this Appraisal and Management Plan

7. Financial and Resource Implications

7.1 The drawing up of the Appraisal and Management Plan did involve some officer time, particularly the Conservation Officer (as part of the substantive duties of the post) and there was also some contribution of input from the community, in particular the Maer and Aston Parish Council. With respect to the future, the Appraisal will assist Development Management by providing an easy to use and up to date assessment of the character and appearance of the Conservation Area, whilst the Management Plan forms a focus for Conservation Area activity both by the Borough Council and other Agencies. There are

potential financial implications from some of the proposals within the Management Plan and these will need to be considered before steps are taken. Some of the steps indicated within the Management Plan would involve expenditure, normally the application of staff resources or could lead in the long term to compensation liabilities – for example if permitted development rights are withdrawn by means of an Article 4 Direction and planning permission is subsequently refused for development that would otherwise be able to be undertaken, then there is a possibility that a claim for financial compensation could be made.

8. Major Risks

8.1 There are not considered to be any Major Risks arising from the adoption of this document. Nevertheless members' attention is drawn to the information provided in the previous section regarding potential compensation risks, albeit this is considered to represent a relatively low risk.

9. Sustainability and Climate Change Implications

9.1 No such significant implications have been identified.

10. Key Decision Information

10.1 This is not a key decision and therefore the matter is not listed in the Forward Plan. The matter only affects one electoral ward in the borough and it is unlikely that the Council would incur additional expenditure exceeding £50,000 arising from this decision.

11. Earlier Cabinet/Committee Resolutions

11.1 None.

12. Appendices

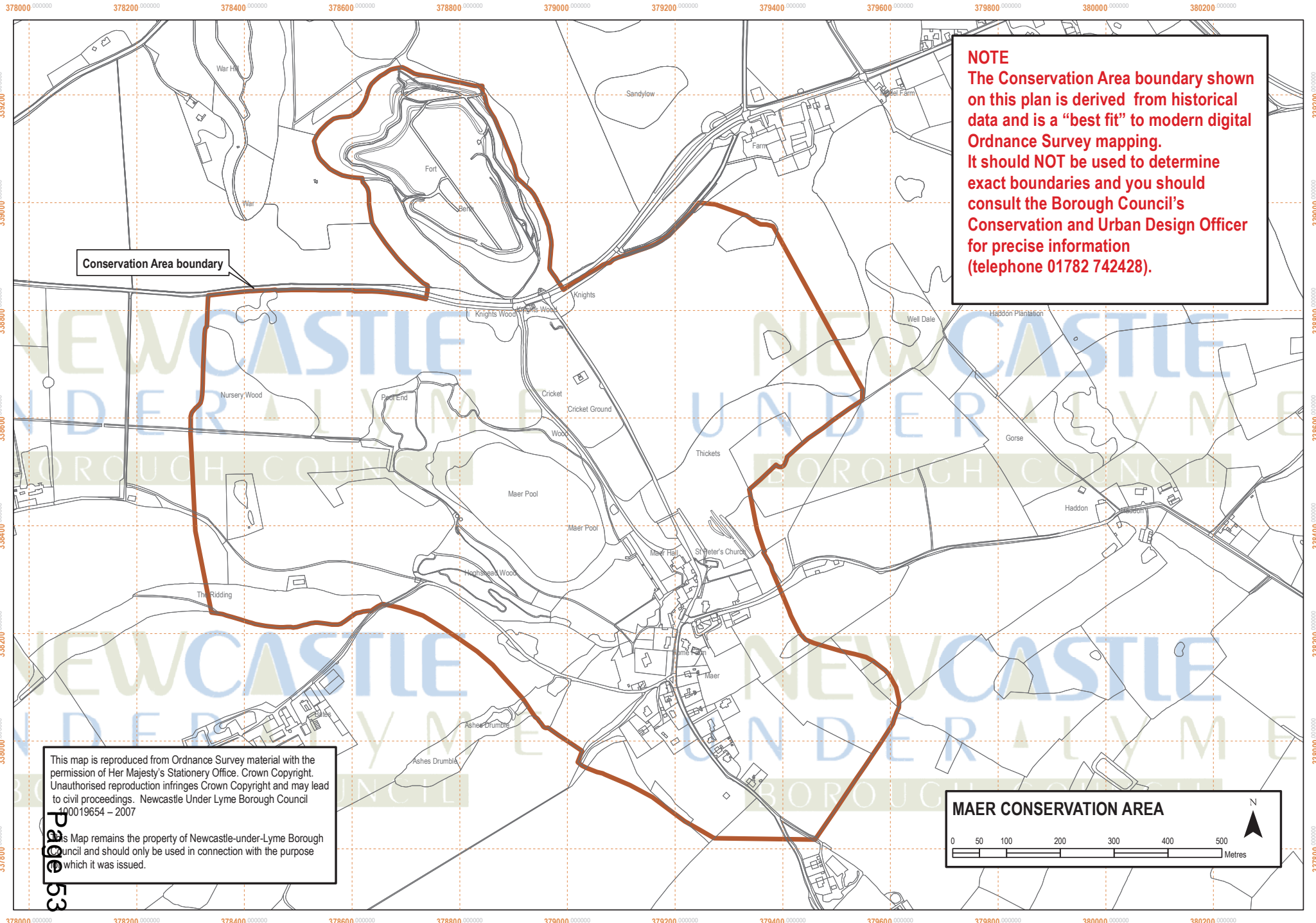
12.1 Appendix 1 – Plan showing the boundary of the Conservation Area. Appendix B – Plan showing proposed boundary of the Conservation Area.

13. Background Papers

13.1 Consultation Draft SPD.

13.2 The SPD Consultation Statement and copy of representations made on the draft SPD.

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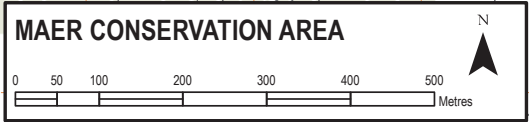


NOTE
 The Conservation Area boundary shown on this plan is derived from historical data and is a "best fit" to modern digital Ordnance Survey mapping. It should NOT be used to determine exact boundaries and you should consult the Borough Council's Conservation and Urban Design Officer for precise information (telephone 01782 742428).

Conservation Area boundary

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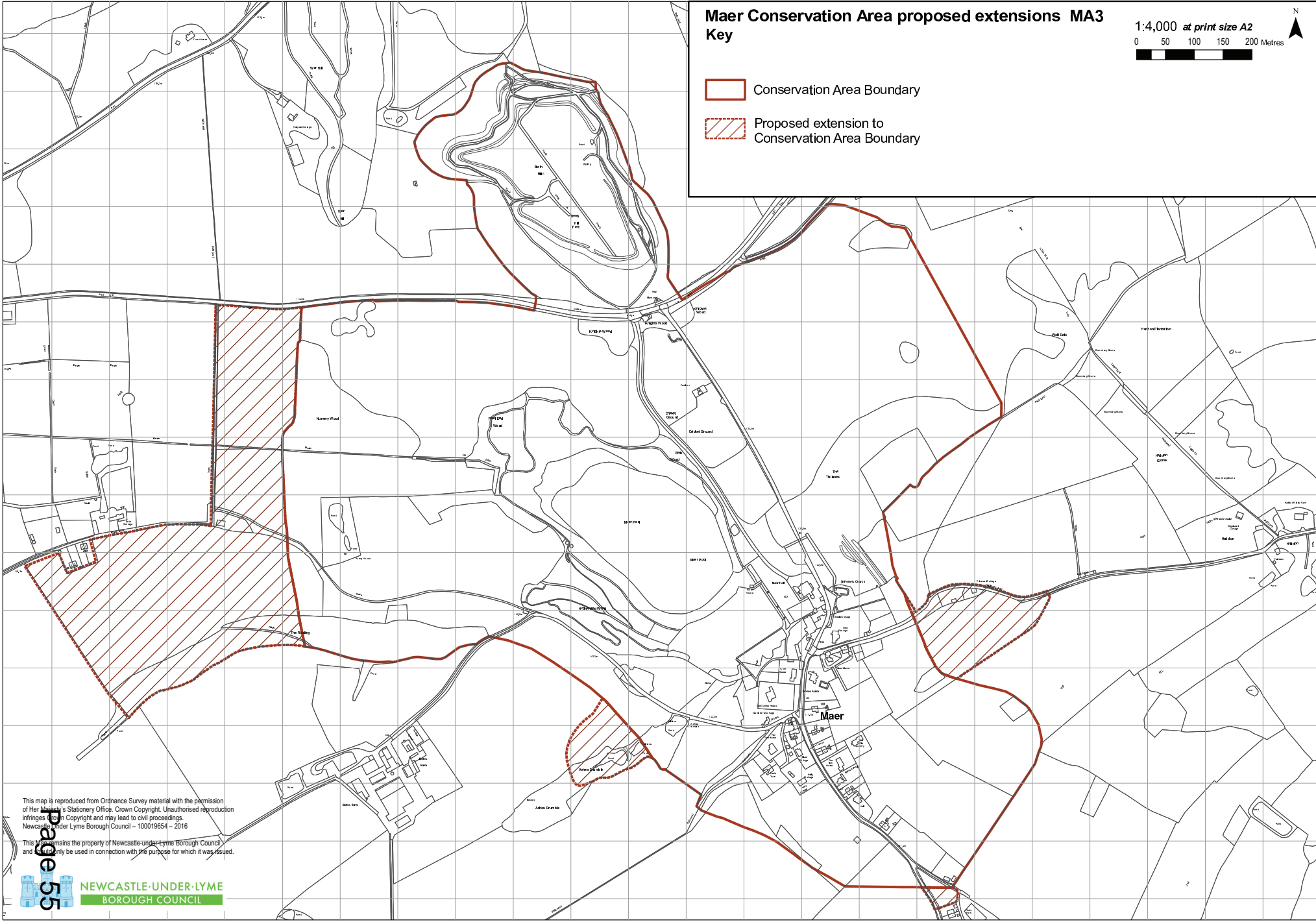
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Maer Conservation Area proposed extensions MA3
Key

1:4,000 *at print size A2*
 0 50 100 150 200 Metres

 Conservation Area Boundary

 Proposed extension to Conservation Area Boundary



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