

**DEPUTY LEADER OF THE COUNCIL AND PORTFOLIO HOLDER FOR CORPORATE
FINANCE & GOVERNANCE**

January 2023

REPORT OF THE ASSISTANT DIRECTOR BUILDING AND PUBLIC REALM

**A.1 Operations and Delivery / Building and Public Realm / Property Services –
Proposed Fees and Charges for 2023/24**

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To seek the Portfolio Holder's concurrence to the proposed schedule of fees and charges 2023/24 for Operations and Delivery / Building and Public Realm / Coastal and Engineering Services / Street Naming and Numbering.

EXECUTIVE SUMMARY

- This report sets out the proposed increase to fees and charges for 2023/24 for Operations and Delivery / Building and Public Realm / Coastal and Engineering Services / Street Naming Numbering.
- Any amendments to income budgets that are required to reflect changes to fees and charges will be included in the detailed budget for 2023/24 as necessary.

RECOMMENDATION(S)

It is recommended that:

The Schedule of Fees and Charges 2023/24 for Operations and Delivery / Building and Public Realm / Coastal and Engineering Services / Street Naming and Numbering is set out in Appendix A be agreed.

REASON(S) FOR THE RECOMMENDATION(S)

Fees for Street and Numbering have not been increased for two years, over those two years inflation rates have increased significantly, with 2022 anticipating being the highest increase in over 40 years. In order to continue to provide services to the public, it is necessary to increase fees and charges where these are justified in order to support the continued delivery of the associated service.

ALTERNATIVE OPTIONS CONSIDERED

To hold fees at current levels – if the Council does not increase its income streams where possible, it is likely service provision will need to be cut back in order to mitigate increased costs.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The RPI inflation rate for 2022 is anticipated to be 11.6% by far the highest seen in over 40 years. In order for the Council to keep delivering services and progress its priorities, it needs to carefully consider its budget forecast, including fees and charges.

The Council's 10 year approach to the budget forecast sought to establish a sustainable budget year on year, however the current economic climate could not have been predicted and has put substantial financial pressure across the Council. It is therefore more important than ever that fees and charges play their part in maximising income in order to limit a reduction in the services provided to residents, businesses and visitors.

OUTCOME OF CONSULTATION AND ENGAGEMENT

Not applicable

LEGAL REQUIREMENTS (including legislation & constitutional powers)

| | | | |
|---|----|---|---|
| Is the recommendation a Key Decision (see the criteria stated here) | NO | If Yes, indicate which by which criteria it is a Key Decision | <input type="checkbox"/> Significant effect on two or more wards <input type="checkbox"/> Involves £100,000 expenditure/income <input type="checkbox"/> Is otherwise significant for the service budget |
| | | And when was the proposed decision published in the Notice of forthcoming decisions for the Council (must be 28 days at the latest prior to the meeting date) | N/A |

The relevant powers for local authorities for undertaking street naming and numbering are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, and Sections 17, 18 and 19 of the Public Health Act of 1925. Under the provision of the Public Health Act 1925 – Section 18, Local Authorities are responsible for ensuring that street names and numbers for all new roads and housing developments are provided. They are also responsible for maintenance and replacement of street nameplates on adopted roads

Although the Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which is a discretionary service) by virtue of Section 64 and 65 of the 1847 Act cited above coupled with Section 93 of the Local Government Act 2003. Charges cover services such as the administrative function of the service, working with Royal Mail, notifying Utilities and other bodies, and for registering non-statutory parts of the address such as property name. The fees are based on cost recovery figures.

Under Para 4.4.1 (8) Part 3.4 of the Council's Constitution, all Assistant Directors, in consultation with the relevant Portfolio Holder, Management Team Member and the Assistant Director (Finance & IT), are authorised to decide the level of the annual discretionary fees and

charges for their service (including any in-year changes that may be required) for inclusion within the Council's corporate schedule of fees and charges. Following the above consultation, an Officer decision must be published.

The Monitoring Officer confirms they have been made aware of the above and any additional comments from them are below:

FINANCE AND OTHER RESOURCE IMPLICATIONS

Street Naming & Numbering fees and charges have been held at the same level since 2020. Based on an anticipated inflation level in the order of 10% for 2022, it is proposed to increase the Naming & Numbering fees and charges by 10% with fees currently.

This supports the Council's overall financial position to balance inflationary pressures against expenditure budgets but recognises the restrictions placed on local authorities in terms of setting fees and charges on a cost recovery basis.

Changes to income budgets resulting from any changes in the level of fees and charges agreed, will be reflected in the budget for 2023/24.

As well as the general increase in fees, it is proposed to increase the fee for renaming & renumbering dwellings in line with the charge for renaming & renumbering commercial units, as well as adding a new fee for removing a name from a numbered dwelling. This is an area of work that takes up officer time and which is not currently charged for.

Service costs (as budgeted)

| Item | 2022/23 | 2023/24 |
|------------------|----------------|----------------|
| Cost of service | 64,630 | 64,630 |
| Total Fee Income | (69,000) | (75,900) |
| Difference | (4,730) | (11,270) |

It should be noted however that in the current year income has significantly exceeded the budget because of increased volumes feeding through from a larger than normal number of planning permissions granted around 3 years ago. Additional staff resource has been applied to the service area to meet demands. Having consulted with the Planning Service it appears that new home numbers are not expected to be at these high levels into the near future and therefore we do not expect our volume of transactions to continue at its current level going forward. However, a higher than normal staffing resource is likely to be required in the future as a new policy and working party are implemented, subject to formal decision. Accordingly, it is proposed to increase fees in line with inflation. Informal benchmarking indicates that increased fee levels are generally consistent with fees charged by other authorities who have elected to charge for this service.

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|--------------------------|---|
| <input type="checkbox"/> | The Section 151 Officer confirms they have been made aware of the above and any additional comments from them are below: |
|--------------------------|---|

Although there are no further comments over and above those set out elsewhere in the report, it is important to highlight that the demand / volumes used to calculate the estimated total income figures included within this report are based on those held / estimated by the Service.

Given the increased income levels being achieved in 2022/23, it will be important for the Service to monitor the position during 2023/24 and as part of informing the position for 2024/25 and beyond where action may be necessary to deliver this service within the general / wider cost recovery requirement.

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| USE OF RESOURCES AND VALUE FOR MONEY |
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The following are submitted in respect of the indicated use of resources and value for money indicators:

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| A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services; | The Council has no control over the large inflation increase, however can control its response. An increase in fees and charges just under inflation is reasonable in order to meet service delivery demand. |
| B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and | Naming and Numbering fees have been held at current levels for two years and are therefore due for an increase. Tendring District Council is the Street Naming and Numbering authority for the Tendring District. All proposals for new street names and property numbers or changes of street or property names in the District must, by law, be sent to the Council for approval before being brought into use. The principal pieces of legislation are The Towns Improvement Clauses Act 1847, The Local Government Act 1985 and The Public Health Act 1925 |
| C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services. | A new charge is proposed in respect of adding a new fee for removing a name from a numbered dwelling, following a review of the types of transactions and requests the team frequently deals with. |

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| MILESTONES AND DELIVERY |
|--------------------------------|

Detailed budget proposals for 2023/24 are anticipated to be considered by Cabinet in January and Full Council next year.

In respect of Full Council next year, the individual decisions agreeing fees and charges will be collated and presented as part of the overall budget setting process for 2023/24.

Agreed fees and charges increases will be implemented from 1 April 2023.

ASSOCIATED RISKS AND MITIGATION

No specific risk has been identified in raising fees and charges.

Tendring District Council is the Street Naming and Numbering authority for the Tendring District. All proposals for new street names and property numbers or changes of street or property name in the District must, by law, be sent to the Council for approval before being brought into use. Therefore this service cannot be obtained elsewhere the high majority of services users are national developers.

With currently high inflation levels, not increasing fees and charges could risk the Council having to make cuts elsewhere either by way of service provision, or reducing projects and priorities.

EQUALITY IMPLICATIONS

No implications identified

SOCIAL VALUE CONSIDERATIONS

No implications identified

IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030

No implications identified

OTHER RELEVANT CONSIDERATIONS OR IMPLICATIONS

Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.

Crime and Disorder

No implication identified

Health Inequalities

No implication identified

Area or Ward affected

All

PART 3 – SUPPORTING INFORMATION

BACKGROUND

Income from fees and charges form an important element of the budget and the financial sustainability of the Council.

Similarly to previous years, Departments have been asked to review their fees and charges on an individual basis as changes may need to be made to meet specific aims or strategic objectives or in some cases in response to external factors such as market forces.

The review of fees and charges has been set against the following key principles:

- general inflationary increases where possible or lower where appropriate / justified

- amounts rounded for ease of application, which may result in a slightly above inflation increase.
- on a cost recovery basis as necessary
- reflect statutory requirements.
- increases where market conditions allow
- to meet specific priorities or service delivery aims / objectives

PREVIOUS RELEVANT DECISIONS

NA

BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL

NA

APPENDICES

Appendix A - Detailed fees and charges 2022/23 for Operations and Delivery / Building and Public Realm / Coastal and Engineering / Street Naming & Numbering

REPORT CONTACT OFFICER(S)

| | |
|------------------------|--|
| Name | James Ennos |
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Appendix A –

Detailed fees and charges 2022/23 and 2023/24 for Operations and Delivery / Building and Public Realm / Coastal and Engineering / Street Naming & Numbering

| Residential Dwellings | 2022/23 fees & charges | 2023/24 fees & Charges |
|--|-----------------------------------|-----------------------------------|
| Renaming existing Dwelling | £50 | £55.00 |
| Adding a name to a numbered dwelling | £50 | £55.00 |
| Removing a name for a number dwelling | £50 | £55.00 |
| Numbering/Naming new dwellings (inc flats/Apartments/ conversions on existing Road | £400 + £95 per dwelling | £440 + £110 per dwelling |
| Renumber of existing plan (replan) | £95 per dwelling | £110 per dwelling |
| Confirmation of address to outside agencies | £30 | £33 |
| Industrial/ Commercial Units | | |
| Renaming or renumbering | £110 | £121 |
| Naming/Renaming of industrial / Commercial buildings | £110 | £121 |
| Registering of new road on industrial/ commercial development | £400 | £440 |