

TANDRIDGE DISTRICT COUNCIL

COMMUNITY SERVICES COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 17 January 2023 at 7:30pm.

PRESENT: Councillors Wren (Chair), Swann (Vice-Chair), Allen, Bilton, Caulcott, S.Farr, Lee, North, O'Driscoll, Pinard, Shiner and Hammond (Substitute) (In place of G.Black)

ALSO PRESENT: Councillors C.Farr, Sayer and N.White

ALSO PRESENT (Virtually): Councillors Moore, Gaffney and Gillman

APOLOGIES FOR ABSENCE: Councillors G.Black

203. MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2022

The minutes were confirmed and signed as a correct record.

204. APPOINTING A STAND FOR HACKNEY CARRIAGES ON THE PUBLIC HIGHWAY AT STATION ROAD EAST IN OXTED

The Committee considered a proposal for the relocation of the taxi rank in the public highway on Station Road East in Oxted to the side of the public highway next to 129 to 131 Station Road East (Lorimers).

Local taxi drivers and the taxi representative group had raised safety concerns with the current position of the taxi rank, due to its location in the centre of the road and a lack of pavement access.

The rearrangement of the area was approved by the Tandridge Local Committee of Surrey County Council in December 2021 following a public consultation for residents and businesses, to which no responses were received.

A Traffic Regulation Order had been approved by Surrey County Council for the change of layout, with works commencing following the approval of the Committee and the outcome of the 28 day consultation.

In response to questions from Members, it was confirmed that:

- approval from the Highways Authority was for the change to the layout of the highway. Licensing Authority approval was required to make it a formal taxi rank.
- the process for approval of taxi stand was subject to a consultation. If no objections were raised during the consultation, the new taxi rank location would be approved without further Committee consideration. If any objections were received during the consultation, the matter would come back to committee for approval.

RESOLVED – that:

- A. The appointment of a stand for Hackney Carriages on the public highway at the proposed site of Station Road East, Oxted at the side of 129 to 131 (Lorimers), be approved.
- B. Officers will advertise in the local press for 28 days for comments to be submitted to the Council.
- C. Subject to no objections being received during the consultation phase, the appointment of the stand for Hackney Carriages as proposed will be constructed.

205. COMMUNITY SERVICES COMMITTEE – 2023/24 DRAFT GENERAL FUND BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

A proposed 2023/24 revenue budget and capital programme for the Community Services Committee was presented as part of the overall Council's budget. The proposed budget was part of a balanced overall budget for 2023/24 which included savings of £1.7m. The budget would be presented to the Strategy & Resources Committee on 31 January and Full Council on 9 February.

The report set out a proposed revenue budget of £4.560m for 2023/24, and proposed Fees and Charges for 2023/24. A capital programme of £5m over four years, of which £990k was scheduled for delivery in 2023/24, was also proposed.

In response to questions from Members, Officers explained that:

- the 2022/23 projected outturn at Month 6 for the Committee was an overspend of £324k, of which £237k related to Waste Services and which were a result of inflationary pressures. This contributed to an overall projected Council overspend at Month 6 of £447k.
- income targets had been set using robust estimates. There were allocations within the Committee's budget to reduce Waste Services income target in line with performance.

In terms of the service provision, Officers responded to Member questions by explaining that:

- a comprehensive review of the Cesspool Service would be undertaken
- there were no plans to introduce a Christmas tree collection service
- any changes to the operation of Ellice Road car park would be the subject of a business case and Officers were working with contractors to identify a suitable proposal. The capital programme was based on reasonable assumptions, but it may be necessary for changes to be made.
- outdoor sport charges were necessary to recover a small amount of the high maintenance costs met by the Council
- the capital budget provided for the replacement of existing litter bins and the installation of new litter bins would be considered on a case-by-case basis.

RESOLVED – that:

- A. the Community Services Committee’s draft revenue budget for 2023/24 of £4.560m, as shown in Appendix A and Appendix B, taking account of pressures and savings allocated to the Committee be agreed, and it be noted that further allocations will be made to distribute an amount equal to the agreed Council pay award, subject to approval at Strategy & Resources Committee and Full Council;
- B. the Community Services Committee’s Fees and Charges for 2023/24 as shown in Appendix C be agreed;
- C. the Community Services Committee’s Capital Programme for 2023/24 being the sum of £990k for 2023/24, as shown in Appendix D, be agreed
- D. the Subjective Revenue Budgets in Appendix B, showing movements from 2022/23 to 2023/24 and an estimated movement to 2024/25 be noted.

206. CONSIDERATION OF MOTION PRESENTED TO COUNCIL BY COUNCILLOR O’DRISCOLL

The Committee considered a motion, which had been referred to the Committee from Full Council on 15 December 2022, in relation to the provision of accessible playground equipment.

Officers presented a report which recommended that future refurbishment and redesign of Council playgrounds would provide inclusive, accessible equipment and environments. A review of playground refurbishment was scheduled but had been delayed due to the service review in Operational Services. The review, which would commence shortly, would include assessing the suitability of new Disability Discrimination Act complaint equipment, engaging stakeholders and ensuring appropriate design was incorporated into future schemes.

Councillor O’Driscoll, who moved the motion at Full Council, explained that accessible playground equipment was a right, not a luxury. Residents were concerned about the access to equipment, and inclusive playgrounds in the District would ensure all children were able to benefit from play.

Members also commented that:

- Oxted Parish Council had recently agreed to the installation of two pieces of accessible playground equipment
- the review should take account of locations across the District, including more rural areas;
- the review should be mindful of the potential for anti-social behaviour

RESOLVED – that all refurbishment and redesign of Council playgrounds provide inclusive, accessible equipment and environments.

207. ANY OTHER BUSINESS WHICH, IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED AS A MATTER OF URGENCY

The Chairman considered it necessary for the Committee to consider an urgent item of business following a recent dog incident in Caterham, due to the public interest in the incident and dog ownership.

The Chairman expressed condolences to the family and friends of the deceased and acknowledged the public's concerns. Senior Members and Officers were supporting the Police investigation. The Council had previously adopted a policy for licensing professional dog walkers who use the Council's land. This included a limit of six dogs on each dog walker, that dog walkers are registered with a national body, hold a relevant qualification covering canine behaviour and control, and adhere to a code of conduct.

Councillor Lee made the following statement:

In light of the tragic incident on Gravelly Hill last week, this Council wishes to express its sympathy and condolences to the family and friends of the woman who lost her life.

1. This Committee instructs officers to prepare a report as soon as the Police investigation has concluded to be presented to the next available Community Services Committee or to convene an extraordinary Committee. The report should include possible actions this Council can take to both protect businesses engaged in dog walking, but also importantly, to enhance public safety. The evidence should be sought from other Districts, professional dog walking organisations and others. The report to include but not limited to:
 - A. A reduction in the limit of dogs to be walked by professional dog walker at one time.
 - B. Consideration of limits of dog sizes to be walked at the same time.
 - C. Other measures, as suggested by professional dog, walking organisations, the Police and others.
 - D. Communication campaigns to promote the Tandridge dog walker licensing with both the dog walking community and dog owners across the District.
2. Once the Police investigation has concluded, the Chairman, Vice-Chairman and other Members should meet with the MP to present evidence, that could lead to changes to nationwide legislation or regulation.

RESOLVED – that Councillor Lee's statement and the course of action within be minuted.

Rising 8.26 pm

Appendix A – Summary of Pressures and Savings

	2023/24 £000	2024/25 £000	Total £000
Brought forward budget	4,051	4,560	

Virements (Budget adjustments between committees)

Theme	Description	Virement		
		2023/24 £000	2024/25 £000	Total £000
Budget sustainability	Review of Housing Revenue Account staffing allocations	23		23
Total Virements		23	0	23

Pressures

Theme	Description	Pressure		
		2023/24 £000	2024/25 £000	Total £000
Inflation	Inflation on contract costs based on 11% CPI except where contractual obligations require an alternate rate, offset by inflation on income budgets	560	280	840
Staff costs	Staffing incremental progression, offset by a reduction in the employers national insurance rate. This does not include an allowance for a pay award, which will be held corporately until approved by Strategy & Resources committee and full Council	(12)	10	(2)
Service demands	O Licence for Depot Vehicles - This is an £800per month new requirement.	10		10
Service demands	Environmental Health Shared Service cost increases incurred by Mole Valley District Council, including staffing pressure and database running costs	60		60
Service demands	Trees - Health and Safety work including Ash Die	75		75
Income pressures	Cesspool income reduction	50		50
Income pressures	Parking income pressures	70		70
Income pressures	Bulky waste revenue lower than expected on introduction of the service	11		11
Total Pressures		824	290	1,114

Savings (Further detail provided in Appendix B)

Theme	Description	Saving		
		2023/24 £000	2024/25 £000	Total £000
FTP Service Reviews	Regulatory services	(26)	(10)	(36)
	Operational and Locality Services	(239)		(239)
	Waste Services - Bring Banks	(50)		(50)
	Waste Services - Garden Waste Charges	(23)		(23)
Total Savings		(338)	(10)	(348)

Net movement for committee budget	509	280	789
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Indicative Budget Requirement	4,560	4,840
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Appendix B – Subjective Detailed Budget Analysis

Service	Current Budget £k	2023/24 Proposed Budgets			Total £k	Movement Year-on- year £k	Estimate for 2024/25 £k
		Pay £k	Non-Pay £k	Income £k			
Car Parking-On Street	(14)	0	0	0	0	14	0
Car Parking-Off Street	(18)	0	180	(140)	40	58	34
Hackney Carriage/Private Hire	(19)	0	69	(88)	(19)	0	(19)
Leisure & Community Grants	290	0	310	(20)	290	0	290
Waste Services	2,251	262	3,615	(1,290)	2,587	336	2,789
Environmental Services	261	0	426	(127)	299	38	301
Cesspool Services	(37)	74	148	(207)	15	52	15
Operations & Locality Services	1,337	909	1,314	(875)	1,348	11	1,431
Community Services	4,051	1,245	6,062	(2,747)	4,560	509	4,840

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Appendix C - Fees and Charges - Community Services 2023/24

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Car Park Fees								
Ellice Road, Oxted								
Mon - Fri 0 – 2 Hours	Discretionary	-	-	0.00	0.0%			
Mon - Fri 2 hrs – 3 Hours	Discretionary	3.00	3.30	0.30	10.0%			
Mon - Fri 3 hrs – 4 Hours	Discretionary	4.50	5.00	0.50	11.1%			
Mon - Fri >4 Hours	Discretionary	6.50	7.20	0.70	10.8%			
Saturday, Sunday & Bank Holidays	Discretionary	-	-	0.00	0.0%			
Long Term Permits p.a.	Discretionary	546.50	601.00	54.50	10.0%			
Council Office, Oxted								
Long Term Permits p.a.	Discretionary	546.50	601.00	54.50	10.0%			
Station Road, Whyteleafe - Upper Level								
0-3 Hours	Discretionary	-	-	0.00	0.0%			
3-4 Hours	Discretionary	1.20	1.30	0.10	8.3%			
4-5 Hours	Discretionary	2.60	2.90	0.30	11.5%			
5-6 Hours	Discretionary	3.70	4.10	0.40	10.8%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Mill Lane - Commuter Car Park								
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Hill View - Caterham								
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
TOTAL Income - Car Parking (Oxted, Station Road, Mill Lane, Hill View) - exclude Permits						132,000	80,000	68,900
Woldingham Road, Woldingham								
Before 9:15	Discretionary	4.00	4.40	0.40	10.0%			
After 9:15	Discretionary	2.10	2.30	0.20	9.5%			
Gun Pit Road, Lingfield								
0-3 Hours	Discretionary	-	-	0.00	0.0%			
3-4 Hours	Discretionary	1.20	1.30	0.10	8.3%			
4-5 Hours	Discretionary	2.60	2.90	0.30	11.5%			
5-6 Hours	Discretionary	3.70	4.10	0.40	10.8%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Town End, Caterham								
0-3 Hours	Discretionary	-	-	0.00	0.0%			
3-4 Hours	Discretionary	1.20	1.30	0.10	8.3%			
4-5 Hours	Discretionary	2.60	2.90	0.30	11.5%			
5-6 Hours	Discretionary	3.70	4.10	0.40	10.8%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Whyteleafe Recreation Ground								
Free stay limited to 3 hours	Discretionary	-	-	0.00	0.0%			
Long Term Permits p.a.	Discretionary	290.50	319.60	29.10	10.0%			
Warringham Green & Manor Park, Whyteleafe								
Free stay limited to 3 hours	Discretionary	-	-	0.00	0.0%			
TOTAL Income - Car Parking (Others) - excludes Permits						12,000	8,000	8,000
Infringements - District Wide (Statutory Charges)								
<i>(All if paid within 14 days)</i>								
Penalty Notices (Fees set by Government)	Statutory	TBC	TBC	N/A	0.0%			
General Parking (Fees set by Government)	Statutory	TBC	TBC	N/A	0.0%			
No Permit (Fees set by Government)	Statutory	TBC	TBC	N/A	0.0%			
Additional Budget Information								
Total Long Term Permits Budget information	Discretionary					33,600	33,600	46,200
Penalty Charge Notices - Off Street	Discretionary					16,500	16,500	16,500
Penalty Charge Notices - On Street	Statutory					120,000	120,000	0
Total Income - Car Parking						314,100	258,100	139,600

Cemetery Fees								
Interments:								
Additional space in a purchased grave - for one 183cm (6ft)								
Parishioner	Discretionary	606.50	637.00	30.50	5.0%			
< 7 Year Parishioner	Discretionary	1214.00	1,274.50	60.50	5.0%			
Non Parishioner	Discretionary	1808.00	1,898.50	90.50	5.0%			
Additional space in a purchased grave - for two 244cm (8ft)								
Parishioner	Discretionary	691.00	726.00	35.00	5.1%			
< 7 Year Parishioner	Discretionary	1381.00	1,450.00	69.00	5.0%			
Non Parishioner	Discretionary	2074.00	2,178.00	104.00	5.0%			

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Interment of cremated remains in a previously purchased grave								
Parishioner	Discretionary	170.00	179.00	9.00	5.3%			
< 7 Year Parishioner	Discretionary	340.00	357.00	17.00	5.0%			
Non Parishioner	Discretionary	511.00	537.00	26.00	5.1%			
New Burial Plots								
For two 244cm (8ft)	Discretionary	2074.00	2,178.00	104.00	5.0%			
Cremated Remains:								
Purchase of plot for cremated remains (for 1,2, or 3 sets) including the right to place a 30cm square memorial set flush to the ground and first inscription								
Parishioner	Discretionary	340.50	357.50	17.00	5.0%			
< 7 Year Parishioner	Discretionary	680.50	714.50	34.00	5.0%			
Non Parishioner	Discretionary	1026.00	1,077.25	51.25	5.0%			
Interment of cremated remains								
Parishioner	Discretionary	170.00	178.50	8.50	5.0%			
< 7 Year Parishioner	Discretionary	340.00	357.00	17.00	5.0%			
Non Parishioner	Discretionary	511.00	536.50	25.50	5.0%			
Additional inscription on cremated plots								
Parishioner	Discretionary	42.75	45.00	2.25	5.3%			
< 7 Year Parishioner	Discretionary	85.00	89.25	4.25	5.0%			
Non Parishioner	Discretionary	127.50	134.00	6.50	5.1%			
The right to erect or place a Memorial on a purchased grave not exceeding 198X76X46cm (6'6L X 2'6W X18"H) with inscription								
Parishioner	Discretionary	250.00	262.50	12.50	5.0%			
< 7 Year Parishioner	Discretionary	500.00	525.00	25.00	5.0%			
Non Parishioner	Discretionary	745.00	782.25	37.25	5.0%			
Extra charge for memorials exceeding 46cm (18") in height per 30cms (12") or part								
Parishioner	Discretionary	170.00	178.50	8.50	5.0%			
< 7 Year Parishioner	Discretionary	340.00	357.00	17.00	5.0%			
Non Parishioner	Discretionary	511.00	536.50	25.50	5.0%			
Each addition to the original memorial								
	Discretionary	42.75	45.00	2.25	5.3%			
	Discretionary	85.00	89.25	4.25	5.0%			
	Discretionary	127.50	134.00	6.50	5.1%			
Scattering of Ashes in Garden of Remembrance								
	Discretionary	69.25	72.75	3.50	5.1%			
Total Income - Cemetery						23,700	32,200	26,000
Cesspool Charges for Emptying								
Up to 1000 gals	Discretionary	125.50	144.50	19.00	15.1%			
1000 to 2000 gals	Discretionary	202.00	214.50	12.50	6.2%			
2000 to 3000 gals	Discretionary	288.00	306.00	18.00	6.3%			
3000 to 4000 gals	Discretionary	382.00	405.50	23.50	6.2%			
More than 4000 gals, charge per 1000 gals (or part thereof)	Discretionary	94.00	100.00	6.00	6.4%			
Pipe lays requiring over 12 pipes, charge per pipe	Discretionary	4.80	5.10	0.30	6.3%			
Emergency Service - Normal Working Hours (within 2 days, subject to availability)								
Up to 1000 gals	Discretionary	196.50	226.00	29.50	15.0%			
1000 to 2000 gals	Discretionary	319.00	338.75	19.75	6.2%			
2000 to 3000 gals	Discretionary	468.00	497.00	29.00	6.2%			
Obstructed Access - Abort Charge	Discretionary	74.50	79.00	4.50	6.0%			
Additional Operative Charge	Discretionary	53.25	56.50	3.25	6.1%			
Charge per hour after first hour	Discretionary	106.50	113.00	6.50	6.1%			
Total Income - Cesspool						257,000	200,000	207,274
Allotments								
Allotment Rents per 250 sq.m	Discretionary	84.00	88.00	4.00	4.8%			
Total Income - Allotments						10,000	10,000	9,400
Hackney Carriage Fees								
Hackney Carriage Drivers Badge	Discretionary	112.00	118.50	6.50	5.8%			
Hackney Vehicles	Discretionary	390.00	413.50	23.50	6.0%			
Knowledge Test- Initial	Discretionary	81.25	86.00	4.75	5.8%			
Knowledge Test- Subsequent Tests	Discretionary	44.25	47.00	2.75	6.2%			
Missed appointments	Discretionary	25.50	27.00	1.50	5.9%			
Private Hire Operators Licence 1-5 Vehicles	Discretionary	152.00	161.00	9.00	5.9%			
Private Hire Operators Licence 6-15 Vehicles	Discretionary	244.00	258.50	14.50	5.9%			
Private Hire Badge	Discretionary	77.75	82.50	4.75	6.1%			

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Private Hire Vehicles	Discretionary	298.00	316.00	18.00	6.0%			
Change of vehicle during the plating year	Discretionary	72.00	76.50	4.50	6.3%			
Replacement vehicle (motorcycle) plates	Discretionary	21.50	23.00	1.50	7.0%			
Replacement driver's badge	Discretionary	8.00	8.50	0.50	6.3%			
Vehicle Retest Fee	Discretionary	25.00	26.50	1.50	6.0%			
Total Income - Hackney Carriage Fees						87,600	87,600	87,600

Fees set by Government (for information only)								
Authorised processes (Env Protection Act 1990)	Statutory					7,300	7,300	7,500
Lotteries - initial fee	Statutory							
Lotteries - subsequent annual fee	Statutory							
Alcohol and Entertainment (Licensing Act 2003)	Statutory					78,900	77,500	77,500
Amusements with Prizes (cash)	Statutory							
Gambling Act (up to a Statutory Maximum) - Bingo								
Annual Fee	Discretionary	815.00	864.00	49.00	6.0%			
Application Fee	Discretionary	2850.00	3,021.00	171.00	6.0%			
Variation Fee	Discretionary	1425.00	1,510.50	85.50	6.0%			
Transfer Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Reinstatement Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Provisional Statement Fee	Discretionary	2450.00	2,597.00	147.00	6.0%			
Application Fee with Provisional Statement	Discretionary	980.00	1,038.75	58.75	6.0%			
Gambling Act (up to a Statutory Maximum) - Adult Gaming Centre								
Annual Fee	Discretionary	815.00	864.00	49.00	6.0%			
Application Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Variation Fee	Discretionary	815.00	864.00	49.00	6.0%			
Transfer Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Reinstatement Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Provisional Statement Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Application Fee with Provisional Statement	Discretionary	980.00	1,038.75	58.75	6.0%			
Gambling Act (up to a Statutory Maximum) - Betting (Track)								
Annual Fee	Discretionary	815.00	864.00	49.00	6.0%			
Application Fee	Discretionary	2040.00	2,162.50	122.50	6.0%			
Variation Fee	Discretionary	1015.00	1,076.00	61.00	6.0%			
Transfer Fee	Discretionary	775.00	821.50	46.50	6.0%			
Reinstatement Fee	Discretionary	775.00	821.50	46.50	6.0%			
Provisional Statement Fee	Discretionary	2040.00	2,162.50	122.50	6.0%			
Application Fee with Provisional Statement	Discretionary	775.00	821.50	46.50	6.0%			
Gambling Act (up to a Statutory Maximum) - Betting (Other)								
Annual Fee	Discretionary	490.00	519.50	29.50	6.0%			
Application Fee	Discretionary	2450.00	2,597.00	147.00	6.0%			
Variation Fee	Discretionary	1225.00	1,298.50	73.50	6.0%			
Transfer Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Reinstatement Fee	Discretionary	980.00	1,038.75	58.75	6.0%			
Provisional Statement Fee	Discretionary	2450.00	2,597.00	147.00	6.0%			
Application Fee with Provisional Statement	Discretionary	980.00	1,038.75	58.75	6.0%			
Gambling Act (up to a Statutory Maximum) - Family Entertainment Centre								
Annual Fee	Discretionary	610.00	646.50	36.50	6.0%			
Application Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Variation Fee	Discretionary	815.00	864.00	49.00	6.0%			
Transfer Fee	Discretionary	950.00	950.00	0.00	0.0%			
Reinstatement Fee	Discretionary	950.00	950.00	0.00	0.0%			
Provisional Statement Fee	Discretionary	1630.00	1,727.75	97.75	6.0%			
Application Fee with Provisional Statement	Discretionary	775.00	821.50	46.50	6.0%			
Gambling Act (up to a Statutory Maximum) - TOTAL						13,200	8,500	9,000
Environmental Health								
Street Trading (12 Months)	Discretionary	824.00	873.00	49.00	5.9%			
Street Trading (6 Months)	Discretionary	464.00	492.00	28.00	6.0%			
Animal Boarding Establishment	Discretionary	313.00	332.00	19.00	6.1%			
Home Boarding	Discretionary	300.00	318.00	18.00	6.0%			
Doggy day care	Discretionary	300.00	318.00	18.00	6.0%			
Selling animals as pets	Discretionary	313.00	332.00	19.00	6.1%			
Dog breeding	Discretionary	313.00	332.00	19.00	6.1%			
Hiring out of horses	Discretionary	313.00	332.00	19.00	6.1%			
Animals for exhibition	Discretionary	313.00	332.00	19.00	6.1%			
Dangerous Wild Animals	Discretionary	299.00	317.00	18.00	6.0%			
Breeding of Dogs Establishment	Discretionary	192.00	204.00	12.00	6.3%			
Zoo Licences	Discretionary	597.00	633.00	36.00	6.0%			
1 Month Temporary Licence	Discretionary	74.00	78.00	4.00	5.4%			
Dog Control Return Fee	Discretionary	109.50	116.00	6.50	5.9%			
Disconnection of Burglar/Car Alarms	Discretionary	225.00	239.00	14.00	6.2%			
Contaminated Land Search/Enquiry								
Domestic Premises (per hour)	Discretionary	61.50	65.00	3.50	5.7%			
Commercial Premises (per hour)	Discretionary	127.00	134.50	7.50	5.9%			
Environmental Health TOTAL						30,800	30,800	32,600
Scrap Metal Dealers Act								
Site licence renewal	Discretionary	441.00	467.50	26.50	6.0%			

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Site licence variation to collector licence	Discretionary	190.00	201.50	11.50	6.1%			
Collector licence renewal	Discretionary	315.00	334.00	19.00	6.0%			
Collector licence variation to site licence	Discretionary	190.00	201.50	11.50	6.1%			
Change of name of licensee of site licence	Discretionary	62.50	66.25	3.75	6.0%			
Change of identity of sites in the authority's area contained in licence	Discretionary	126.00	133.50	7.50	6.0%			
Change of site manager at each site	Discretionary	126.00	133.50	7.50	6.0%			
Change of collector's name	Discretionary	62.50	66.25	3.75	6.0%			
Copy of licence	Discretionary	32.25	34.25	2.00	6.2%			
Electrolysis, Acupuncture & Tattooing								
Persons	Discretionary	160.50	170.00	9.50	5.9%			
Premises	Discretionary	293.00	310.50	17.50	6.0%			
Piercing / Temporary Tattoos								
Persons	Discretionary	160.50	170.00	9.50	5.9%			
Premises	Discretionary	293.00	310.50	17.50	6.0%			
Sex Shop								
	Discretionary	8979.00	8,979.00	0.00	0.0%			
Other Licenced Premises TOTAL						1,000	1,000	1,100
Total Income - Premises Licenses & other various Environmental Licenses						131,200	125,100	127,700

Indoor & Outdoor Sports Facilities								
Queens Park Pavilion Charges								
Indoor Sports and Clubs - per hour	Discretionary	13.00	14.50	1.50	11.5%			
10 or more bookings	Discretionary	10.83	12.08	1.25	11.5%			
Community Hire - per hour	Discretionary	24.00	24.00	0.00	0.0%			
Weekend Hire - Non Profit Making Bodies (4 hours)	Discretionary	186.50	186.50	0.00	0.0%			
Additional charge per hour	Discretionary	32.00	32.00	0.00	0.0%			
Community Hire - per hour	Discretionary	24.00	24.00	0.00	0.0%			
Weekend Hire - Profit Making Bodies (4 hours)	Discretionary	372.00	372.00	0.00	0.0%			
Additional charge per hour	Discretionary	69.00	69.00	0.00	0.0%			
Tennis	Discretionary	0.00	-	0.00	0.0%			
Tennis Court Hire for Training - per hour	Discretionary	16.00	17.00	1.00	6.3%			
Outdoor Sports Charges (Football, Rugby and Cricket)								
Sports Pitch Bookings per game	Discretionary	96.00	105.50	9.50	9.9%			
Changing Facilities	Discretionary	90.00						
Training Sessions	Discretionary	23.50	26.00	2.50	10.6%			
Senior	Discretionary	96.00	105.50	9.50	9.9%			
Junior	Discretionary	49.00	54.00	5.00	10.2%			
Mini - Football	Discretionary	23.50	26.00	2.50	10.6%			
Indoor & Outdoor Sports Clubs & Groups								
Annual Licences - Utilising the Councils Parks & Open Spaces - licences commence 1st January								
Frequency up to an average of 4 sessions per week								
1 to 2 Clients - maximum 2 clients	Discretionary	208.50	219.00	10.50	5.0%			
Small Class - maximum 10 clients	Discretionary	354.00	371.50	17.50	4.9%			
Large Class - Maximum 20 clients	Discretionary	677.00	711.00	34.00	5.0%			
Frequency up to an average of 5 or more sessions per week								
1 to 2 Clients - maximum 2 clients	Discretionary	365.00	383.50	18.50	5.1%			
Small Class - maximum 10 clients	Discretionary	531.00	557.50	26.50	5.0%			
Large Class - Maximum 20 clients	Discretionary	1016.00	1,067.00	51.00	5.0%			
Total Income Sports Licences						28,600	16,100	17,500
Sports Clubs and Associations Leases / Rentals								
	Discretionary	Per Leases	Per Leases	N/A		35,900	38,200	38,200
Dog Walkers								
	Discretionary	156.50	156.50	0.00	0.0%	0		
<i>For Businesses requiring multiple licences the first licences shall be paid in full with a 20% discount applying to each subsequent licence thereafter</i>								
Fairs & Circus Rental Westway Common								
Charges per day when open								
Monday & Tuesday	Discretionary	425.00	425.00	0.00	0.0%			
Wednesday & Thursday	Discretionary	478.00	478.00	0.00	0.0%	5,300	0	0
Friday, Saturday & Sunday	Discretionary	745.00	745.00	0.00	0.0%			
Charges per day when setting up / closing	Discretionary	159.50	159.50	0.00	0.0%			
Rent and Wayleaves								
	Discretionary	Per Leases	Per Leases	N/A		7,300	1,600	10,000
Total Income - Sports, Clubs & Groups						77,100	55,900	65,700

Handyperson Charges								
Benefit recipient (per hour) - General Fee	Discretionary	23.50	23.50	0.00	0.0%			
Not on benefit (for first hour) - General Fee	Discretionary	47.00	47.00	0.00	0.0%			
Not on benefit (for every 1/2 hour after first hour) - General Fee	Discretionary	23.50	23.50	0.00	0.0%			
Benefit recipient (per hour) - Plumbing Fee	Discretionary	27.00	27.00	0.00	0.0%			

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
Not on benefit (per hour) - Plumbing Fee	Discretionary	52.25	52.25	0.00	0.0%			
Handyperson						11,100		
Materials						7,600		
Total Income - Handyperson						18,700	400	0
Waste Charges								
Garden Waste Club								
1st Year Subscription (includes bin delivery)	Discretionary	74.50	84.50	10.00	13.4%			
2nd Onwards Subscription	Discretionary	64.50	73.00	8.50	13.2%			
TOTAL Garden Waste Club						945,545	945,545	1,061,400
Bulky Waste Charges - No Subsidy								
1 Item	Discretionary	41.00	43.50	2.50	6.1%			
2 Items	Discretionary	47.00	50.00	3.00	6.4%			
3 Items	Discretionary	53.00	56.50	3.50	6.6%			
4 Items	Discretionary	59.00	62.50	3.50	5.9%			
5 Items	Discretionary	66.00	70.00	4.00	6.1%			
Bulky Waste Charges - Subsidy								
1 Item	Discretionary	20.50	22.00	1.50	7.3%			
2 Items	Discretionary	23.50	25.00	1.50	6.4%			
3 Items	Discretionary	26.50	28.00	1.50	5.7%			
TOTAL Bulky Waste Charges						91,600	80,600	80,600
General Waste Bins resale								
140 litre refuse bin	Discretionary	31.25	33.50	2.25	7.2%			
180 litre refuse bin	Discretionary	36.50	39.00	2.50	6.8%			
180 litre refuse bin (second hand)	Discretionary	25.55	27.50	1.95	7.6%			
240 litre refuse bin	Discretionary	41.75	45.00	3.25	7.8%			
360 litre refuse bin	Discretionary	73.00	78.50	5.50	7.5%			
240 litre recycling bin	Discretionary	31.59	34.00	2.41	7.6%			
Indoor silver 5 litre food caddy	Discretionary	1.85	2.00	0.15	8.1%			
Outdoor green 23 litre food caddy	Discretionary	5.86	6.50	0.64	10.9%			
140 litre food waste bin	Discretionary	24.49	26.50	2.01	8.2%			
Green refuse sacks	Discretionary	10.50	11.50	1.00	9.5%			
Delivery of 1 set of bins	Discretionary	12.00	13.00	1.00	8.3%			
Delivery of more than 1 set of bins	Discretionary	60.00	64.50	4.50	7.5%			
TOTAL General Waste Bins resale						10,000	10,000	10,000
Contaminated Waste - per receptacle (cost + admin charge)								
Return or Additional collection at Council request (all Saturday):								
2-wheeled bin	Discretionary	66.50	70.50	4.00	6.0%			
4-wheeled bin	Discretionary	47.50	50.50	3.00	6.3%			
Collection of up to 5 Council branded refuse sacks	Discretionary	56.50	60.00	3.50	6.2%			
Emptying of caddy	Discretionary	56.50	60.00	3.50	6.2%			
Emptying of Assisted Collection from a 2-wheeled bin	Discretionary	72.50	77.00	4.50	6.2%			
Emptying of Assisted Collection from up to 5 Council branded refuse sacks	Discretionary	61.50	65.50	4.00	6.5%			
Emptying of Assisted Collection from a caddy	Discretionary	61.50	65.50	4.00	6.5%			
<i>2022/23 onwards admin cost =£10.50</i>						2,000	2,000	2,000
School Recycling Collection								
Charge is £/week/bin collected (VAT =Outside Scope of VAT)	Discretionary	11.00	11.50	0.50	4.5%	25,000	25,000	25,000
Total Income - Waste						1,074,145	1,063,145	1,179,000
Total Income - Community Services						1,993,545	1,832,445	1,842,274

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Appendix D – Proposed Capital Programme

COMMITTEE SCHEMES	Current Programme 2022/23 £	Estimated Programme 2023/24 £	Estimated Programme 2024/25 £	Estimated Programme 2025/26 £	Total Programme 2022-26 £
Community Services					
Current Continuing Programme					
Children's Playground Improvements	425,700	174,500	131,800		732,000
Parks, Pavilions & Open Spaces	277,800	114,500	114,500		506,800
Grange Meadow Access Works	250,000	0	0		250,000
Vehicle Fleet Renewals	376,400	122,500	115,100		614,000
Car Park Equipment/Maintenance	34,900	35,000	35,100		105,000
Public Conveniences	250,000	150,000	150,000		550,000
Litter Bins	8,300	8,400	8,500		25,200
Roads & Paths at St.Mary's Church Cemetery	0	0	7,600		7,600
Land Drainage	10,000	10,000	10,000		30,000
Plant & Machinery Replacement Programme	8,000	10,000	0		18,000
Garden Waste Bins	37,600	25,000	25,000		87,600
Recycling, food waste and refuse bins	109,900	90,000	90,000		289,900
Playground Improvements (Match Funding Pot)	50,000	0	0		50,000
Total Current Continuing Programme	1,838,600	739,900	687,600	0	3,266,100
Revisions and New Bids					
Children's Playground Improvements				134,400	134,400
Parks, Pavilions & Open Spaces				116,800	116,800
Grange Meadow Access Works				0	0
Vehicle Fleet Renewals				117,400	117,400
UK Shared Prosperity Fund		250,000	375,000	375,000	1,000,000
Car Park Equipment/Maintenance				35,800	35,800
Public Conveniences				153,000	153,000
Litter Bins				8,700	8,700
Roads & Paths at St.Mary's Church Cemetery				0	0
Land Drainage				10,200	10,200
Plant & Machinery Replacement Programme				10,000	10,000
Garden Waste Bins				25,500	25,500
Recycling, food waste and refuse bins				91,800	91,800
Playground Improvements (Match Funding Pot)					0
Total Revisions and New Bids	0	250,000	375,000	1,078,600	1,703,600
Proposed Programme					
Children's Playground Improvements	425,700	174,500	131,800	134,400	866,400
Parks, Pavilions & Open Spaces	277,800	114,500	114,500	116,800	623,600
Grange Meadow Access Works	250,000	0	0	0	250,000
UK Shared Prosperity Fund	0	250,000	375,000	375,000	1,000,000
Vehicle Fleet Renewals	376,400	122,500	115,100	117,400	731,400
Car Park Equipment/Maintenance	34,900	35,000	35,100	35,800	140,800
Public Conveniences	250,000	150,000	150,000	153,000	703,000
Litter Bins	8,300	8,400	8,500	8,700	33,900
Roads & Paths at St.Mary's Church Cemetery	0	0	7,600	0	7,600
Land Drainage	10,000	10,000	10,000	10,200	40,200
Plant & Machinery Replacement Programme	8,000	10,000	0	10,000	28,000
Garden Waste Bins	37,600	25,000	25,000	25,500	113,100
Recycling, food waste and refuse bins	109,900	90,000	90,000	91,800	381,700
Playground Improvements (Match Funding Pot)	50,000	0	0	0	50,000
Total Proposed Programme	1,838,600	989,900	1,062,600	1,078,600	4,969,700

CAPITAL PROJECT SUMMARY - COMMUNITY SERVICES COMMITTEE

Title of Scheme	Childrens Playground Improvements
Description of Scheme	Renewal and improvement to existing facilities and new provision in partnership with other organisations
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	To maintain a high level of play value and safety standards by the replacement of play equipment identified by independent safety survey (ROSPA).
Title of Scheme	Parks, Pavilions and Open Spaces
Description of Scheme	Maintaining assets
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	Capital provision for the improvement and repair of sport pavilions and associated paths and access arrangements. Although there has been a capital budget set aside for Sports Pavilions, the programme of works to complete this has not been strictly adhered to, due to other emergency improvements taking priority. An updated and revised programme is currently being developed.
Title of Scheme	Grange Meadow Access Works
Description of Scheme	Improvements to Grange Meadow access
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	The current track and informal car park areas often requires replenishment with type 1 loose gravel to repair potholes during wet weather due to the current lack of surface water drainage. This scheme is designed to improve access and parking provision for all users of Grange Meadow, including improved track construction and drainage with formally marked parking bays.
Title of Scheme	UK Shared Prosperity Fund
Description of Scheme	Delivery of Open Space Strategy
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	To help deliver the Council's Open Space Strategy
Title of Scheme	Vehicle Fleet Renewal
Description of Scheme	Replacement Vehicles
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	There is a continuing programme of planned renewals to the Council's vehicle fleet. Also the Council has also taken the decision to purchase vehicles rather than re new the lease once the lease has expired.
Title of Scheme	Car Park Equipment/Maintenance
Description of Scheme	Purchase of equipment
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	Provision of equipment and maintenance of car parks to facilitate charging.
Title of Scheme	Public Conveniences
Description of Scheme	Refurbishment of Public Conveniences within the District
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	Several public toilets are in need refurbishment and the Wall Gate units and infrastructure are no longer supported as they are 20 years old. A programme of refurbishment is required to maintain these buildings.
Title of Scheme	Litter Bins
Description of Scheme	Purchase of equipment
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	Ongoing replacement programme of damaged or rusted bins.
Title of Scheme	Roads & Pathways St Marys Church
Description of Scheme	Renewals of Roads and pathways in the cemetery
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	The TDC owned cemetery at St. Marys Church, Caterham has a road and paths which TDC are responsible for. The Church Yard road is used by the Public, Disabled Access, Funeral Directors and Stone Mason to access TDC cemetery. The road and paths are required to be replaced as they are no longer fit for purpose.

Title of Scheme	Land Drainage
Description of Scheme	Structural maintenance
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	<ol style="list-style-type: none"> 1. Due to the lack of structural maintenance over a number of years the ditches are full of silt and detritus. The surrounding vegetation is also encroaching over the ditch / land drainage area. 2. This programme will safe guard the existing sports pitch drainage systems as they will become blocked and large scale expenditure will be incurred to rectify blockages. 3. To ensure that sports facilities and pitch water retention and flooding is minimised by clean drainage infrastructure 4. To carry essential maintenance every 2 years.
Title of Scheme	Plant & Machinery Replacement Programme
Description of Scheme	Purchase of equipment
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	To replace the plant and machinery for parks and street cleaning examples would be lawnmower, strimmers, hedgecutters, barrows and jet washers that have reached or exceeded their operational life and become beyond economical to repair. This includes the plant and machinery required to deliver the housing ground maintenance contract.
Title of Scheme	Garden Waste Bins
Description of Scheme	Purchase of equipment
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	Procurement of garden waste bins for new users, replacements for damaged binds and replacements for end of life bins
Title of Scheme	Recycling, food waste & refuse bins
Description of Scheme	The Council will have approximately issued £1m of wheelie bins therefore this programme provides a replacement capital programme of 9% of this value.
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	The purchase of refuse and recycling wheeled bins (2 wheels and 4 wheels), internal and external food waste caddies. The bins will be required for replacement requests due to damage, new builds and exchange of bins. The scheme will also allow contamination issues at communal recycling sites to be resolved by introducing lockable containers. NB the exchange of refuse wheeled bins will be in accordance with the charging mechanism and new builds are required to buy some containers direct from the Council. As such there will be a revenue income being received.
Title of Scheme	Playground Improvement Match Funding
Description of Scheme	Match funding scheme for the purpose of improving playgrounds in the District.
Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)	Parish Councils are encouraged to prepare and submit bids for match funding to improve play equipment in their ownership.

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