



Notice is hereby given that a **MEETING** of the **COUNCIL OF THE BOROUGH OF GOSPORT** will be held in the **TOWN HALL, GOSPORT** on **WEDNESDAY** the **FIFTEENTH** of **OCTOBER 2014** at **THE CONCLUSION OF THE EXTRAORDINARY COUNCIL MEETING, BUT NOT BEFORE 6.00PM** AND **ALL MEMBERS OF THE COUNCIL ARE HEREBY SUMMONED TO ATTEND TO CONSIDER AND RESOLVE THE FOLLOWING BUSINESS –**

1. To receive apologies from Members for their inability to attend the Meeting.
2. To confirm the Minutes of the meeting of the Council held on 23 July 2014 (copies herewith).
3. To consider any Mayor's Communications.
4. To receive Deputations in accordance with Standing Order No 3.5 and to answer Public Questions pursuant to Standing Order No 3.6, such questions to be answered orally during a time not exceeding 15 minutes.

(**NOTE:** Standing Order No 3.5 requires that notice of a Deputation should be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 13 OCTOBER 2014** and likewise Standing Order No 3.6 requires that notice of a Public Question should be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 13 OCTOBER 2014**).

5. Questions (if any) pursuant to Standing Order No 3.4.

(**NOTE:** Members are reminded that Standing Order No 3.4 requires that Notice of Question pursuant to that Standing Order must be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON TUESDAY, 14 OCTOBER 2014**).

6. To receive the following Part II minutes of the Boards of the Council:
 - Community Board: 15 September 2014
 - Economic Development Board: 17 September 2014
 - Policy and Organisation Board: Extraordinary meeting 14 August 2014 and meeting 29 September 2014

7. **FEES AND CHARGES**

To consider and approve the amended fees & charges contained in this report and appendix.

**TOWN HALL
GOSPORT**

7 OCTOBER 2014

FIRE PRECAUTIONS

(To be read by the Mayor if members of the public are present)

In the event of the fire alarm being activated, please leave the Council Chamber and Public Gallery immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.

MEMBERS ARE REQUESTED TO NOTE THAT:

(1) IF THE COUNCIL WISHES TO CONTINUE ITS BUSINESS BEYOND 9.30PM THEN THE MAYOR MUST MOVE SUCH A PROPOSITION IN ACCORDANCE WITH STANDING ORDER 4.11.18

(2) MOBILE PHONES SHOULD BE SWITCHED OFF OR SWITCHED TO SILENT FOR THE DURATION OF THE MEETING

**MINUTES OF THE MEETING OF THE COUNCIL
HELD ON 23 JULY 2014 AT 6pm**

Attendance:

The Mayor (Councillor Gill) (P) (in the Chair);

The Deputy Mayor (Councillor Farr) (P);

Councillors Allen (P), Ms Ballard (P), Bateman (P), Mrs Batty (P), Beavis (P), Bergin (P), Burgess, Carter (P), Chegwyn (P), Mrs Cully (P), Dickson (P), Ms Diffey (P), Edgar (P), Mrs Forder (P), Forder (P), Foster-Reed (P), Geddes (P), Hazel (P), Hicks, Mrs Hook (P), Hook (P), Hylands (P), Jessop (P), Langdon (P), Mrs. Morgan, Murphy (P), Philpott (P), Ronayne (P), Scard (P), Mrs Searle (P), Mrs Wright (P) and Wright (P).

Also in Attendance:

Honorary Alderman Foster, O'Neil and Searle

APOLOGIES

Apologies for inability to attend the meeting were submitted on behalf of Councillors Burgess and Hicks.

**ELECTION OF MAYOR FOR THE REMAINDER OF THE MUNICIPAL YEAR
2014/2015**

PROPOSED BY COUNCILLOR HOOK
SECONDED BY COUNCILLOR FORDER

That Councillor Keith Laurence Gill be elected Mayor of the Borough of Gosport for the remainder of the Municipal Year ending May 2015.

CARRIED

The Chair was taken by the newly elected Mayor, who made the statutory Declaration of Acceptance of Office.

REPLY BY HIS WORSHIP THE MAYOR

The new Mayor replied to the Council's resolution and returned thanks for his election. He confirmed that his wife, Eira Gill, would take up the position of Mayoress and that the Mayor's charities would continue to be the Rowans Hospice and Gosport's Accommodation Resource Centre.

MINUTES

COUNCIL RESOLVED: That the Minutes of the Meetings of the Council held on

4 June 2014 and 5 June 2014, be confirmed as a true and correct records and signed.

MAYOR'S COMMUNICATIONS

The Mayor informed the Council that there were a number of forthcoming meetings of the Health Overview and Scrutiny Panel and that as a number of other members of the panel had already done so, it would sensible for Gosport Borough Council to appoint a nominated deputy. The Mayor had agreed to put this item before Councillors and Councillor Allen was duly elected.

RESOLVED: That Councillor Allen be appointed nominated deputy for the Health Overview and Scrutiny Panel.

PART II MINUTES

COUNCIL RESOLVED: That the following Part II Minutes be received.

- Community Board: Extraordinary Meeting 9 April 2014 (Minute No 50-53), 5 June 2014 (Minute No 5-6) and 30 June 2014 (Minute No 12-14)
- Economic Development Board: 5 June 2014 (Minute No 5-6) and 2 July 2014 (Minute No 12-13)
- Policy & Organisation Board: 5 June 2014 (Minute No 5) and 9 July 2014 (Minute No 11-16)

GOSPORT BOROUGH LOCAL PLAN 2011-2029

The Council is required by legislation to prepare a development plan for the its area. The report seeks approval to publish the Gosport Borough Local Plan for 2011-2029 for public consultation and subsequent submission to the Secretary of State and also to publish the Local Development Scheme 2014.

The Council welcomed the comprehensive document. The Leader of the Council commended the work of all Gosport Borough Council staff.

RESOLVED:

1. That the publication of the Gosport Borough Local Plan 2011-2029: Publication Version (as set out in Appendix A of the report) for public consultation be approved;
2. That the Head of Planning Policy be authorised to prepare a summary of representations received and then submit the Gosport Borough Local Plan 2011-2029: Publication Version together with the summary of representations and supporting evidence to the Secretary of State;
3. That the Head of Planning Policy be authorised to make any Minor Modifications to the Gosport Borough Local Plan 2011-2029 and main

modifications requested by the planning inspector in order to make the Local Plan sound;

4. That the Local Development Scheme 2014 (as set out in Appendix B) is agreed.

The Mayor

The meeting ended at 6.40pm

**A MEETING OF THE COMMUNITY BOARD
WAS HELD 15 SEPTEMBER 2014 AT 6PM**

Chairman of the Policy and Organisation Board (Councillor Hook) (P), Bateman, Mrs Batty (P), Burgess (P), Mrs Cully, Dickson (P), Edgar (P), Foster-Reed (P), Gill (P), Hazel (P), Mrs Hook (P), Hylands (P), Mrs Morgan, Murphy

It was reported that in accordance with Standing Order 2.3.6, Councillors Hook, Gill and Wright been nominated to replace Councillors Bateman, Mrs Morgan and Mrs Cully for this meeting.

PART II

20. ST VINCENT ROAD HOUSING DEVELOPMENT

Consideration was given to a report by the Housing Services Manager which outlined the progress made in developing plans for the future of the St Vincent Road bungalow site.

Members were advised by the Housing Services Manager that the development would consist of up to 18 affordable houses and that an open day at the site was proposed to take place this month. A drawing of the proposed houses (14 x 2 bedroom and 2 x 3 bedroom was circulated to Members.

Members welcomed the scheme and recognised the need to deliver affordable homes in Gosport for households on the housing register.

RESOLVED: That the Community Board agrees:

- a) To waive Section 8.1;9;11 and 13 of the Council's Contract Procedure Rules
- b) To appoint First Wessex as Project Manager and to the procurement of the professional team and building contractor being undertaken as set out in Paragraph 2.5 of the report; and
- c) To provide up to 18 houses on the site

21. NEW EXTRA CARE PROVISION

Councillor Edgar declared a personal interest in this item as he was a Hampshire County Council Councillor; he remained in the meeting room and took part in the discussion and voting thereon.

Consideration was given to a report from the Housing Services Manager which provided details of a new build extra care scheme at Addenbrooke, Slocum House and Alec Rose House that had been proposed by Hampshire County Council.

Members were advised that the proposal included the demolition of Alex Rose and Slocum house.

The Housing Services Manager advised Members that the report presented details of partnership working with Hampshire County Council.

Members were advised that the proposal would give existing Gosport Borough Council tenants from Slocum House and Alec Rose House the opportunity to return to the new properties with rent/service charges remaining the same.

RESOLVED: That the Community Board agrees:

- a) that the Housing Services Manager in consultation with the Chairman of the Community Board continues working on the detailed proposals for the redevelopment of the Addenbrooke/Slocum/Alex Rose House site to deliver an Extra Care Housing Scheme.
- b) Approval subject to a suitable right to return scheme for existing tenants as outlined in paragraph 2.4 of the Housing Services Manager's report

22. ALVER VALLEY COUNTRY PARK

Consideration was given to a report from the Chief Executive advising Members of the progress of a number of projects within the Alver Valley Country Park.

The Chief Executive advised Members that the Alver Valley Country Park had been identified by Natural England, Solent Enterprise Partnership (SLEP) and the Partnership for Urban South Hampshire (PUSH) as a location to develop green open-space of sub-regional importance.

It was further advised by the Chief Executive that Officers had been pursuing funding opportunities in respect of possible projects within the Alver Valley to encourage use of the park for residents.

Members were advised that Officers had submitted a bid to the PUSH green infrastructure fund to create a footpath linking Stokes Bay to Apple Dumpling Bridge which would run from Browndown Road to Apple Dumpling Bridge alongside the River Alver and encourage families and dog walkers to enter the country park from Stokes Bay and included 'dog dipping' areas where dogs could swim safely.

In respect to a Member's question relating to the 17 Century Village, the Chief Executive advised that proposals included a new entrance at Grange Farm from Howe Road with improved car park facilities and access improvements.

RESOLVED: That Members note the progress being made with projects in the Alver Valley Country Park.

23. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the under-mentioned item of business on the grounds that the report included information relating to the financial or business affairs of third party companies/bidders and therefore the public interest in maintaining the exemption outweighs the public interest in disclosing the information as defined in paragraph 3 Part I of Schedule 12A of the Act.

24. EXTERNAL PAINTING AND COMMUNAL AREA REDECORATION (INCLUDING ASSOCIATED REPAIR WORKS) CONTRACT 2014/2021

Consideration was given to an exempt report of the Housing Services Manager

Community Board
15 September 2014

informing Members of the outcome of contractor evaluation process in the procurement of the External Painting and Communal Area Redecoration (including Associated Repair Works) Contract 2014-2021.

RESOLVED: That the Community Board award the contract to Novus Solutions to provide the service to the Council.

The meeting concluded at: 6.30pm

CHAIRMAN

**A MEETING OF THE ECONOMIC DEVELOPMENT BOARD
WAS HELD ON 17 SEPTEMBER 2014**

The Mayor (Councillor Gill) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P); Councillors Ballard (P), Beavis (P), Edgar (P), Mrs Forder (P), Geddes (P), Hylands (P), Langdon (P), Philpott (P) Mrs Searle (P) and Mrs Wright .

It was reported that in accordance with Standing Order 2.3.6 Councillor Wright had been nominated to replace Councillor Mrs Wright for this meeting.

PART II

19. COMMUNITY INFRASTRUCTURE LEVY – DRAFT CHARGING SCHEDULE

Consideration was given to a Report of the Borough Solicitor and Deputy Chief Executive which sought approval from the Economic Development Board to publish the Community Infrastructure Levy (CIL) Draft Charging Schedule for public consultation and subsequent submission to the Secretary of State.

Members sought clarification as to when CIL would be charged and when Section 106 agreements would be charged. The Board were advised that the regulations were complex and that guidance for the charging of CIL had been updated on a number of occasions. It was anticipated that developments would be charged under CIL for contributions for infrastructure, the transport network and open space.

The Board were also advised that. in most cases it will no longer be possible to accumulate Section 106 agreement funds from more than five different developments for particular infrastructure projects.

Members were advised that guidance and policy surrounding the implementation of CIL and Section 106 agreements had still not been finalised.

The Board were advised that rate for waterside development was proposed to be lower as a result of the additional difficulty in developing waterside land. These included the high level of flood risk and the potential for contaminated land.

In answer to a Member's question, the Board were advised that guidance recommended that chargeable rates should be kept under review.

The Board were advised that the intention was that introduction of CIL would be more straightforward to administrate and that CIL would replace the majority of Section 106 agreements.

In answer to a Member's question, the Board were advised that CIL was not appropriate for Service Family Accommodation. The properties were available as rental properties and the costs associated with them meant that charging CIL was not viable. Members were also advised that it was anticipated that CIL would allow the developer to know the potential costs upfront.

Members were advised that the documentation would be made available for public consultation and it was hoped that it would be submitted to the Secretary of State, with the local plan, in November 2014 with an Examination in Spring 2015.

Members were advised that the CIL would bring a change in that pricing would be per square metre providing a quantifiable sum for developers.

Members thanked Officers for their work and recognised the important role of the consultants in producing the report.

RESOLVED:

1. That the Board agrees to the publication of the Gosport CIL Draft Charging Schedule (as set out in Appendix A of the report) for public consultation;
2. That the Head of Planning Policy is authorised to prepare a summary of representations received and then submit the Gosport CIL draft charging schedule together with the summary of representations and supporting evidence to the Secretary of State.

20. ANY OTHER BUSINESS

There was no other business.

The meeting concluded at 6:27pm

CHAIRMAN

**A MEETING OF THE
EXTRAORDINARY POLICY AND ORGANISATION BOARD
WAS HELD ON 14 AUGUST 2014**

The Mayor (Councillor Gill) (ex-officio) (P); Burgess, Chegwyn, Mrs Hook (P), Hicks (P), Hook (Chairman) (P), Jessop (P), Langdon, Philpott (P), Mrs Wright (P) and Wright (P)

It was reported that in accordance with Standing Order 2.3.6, Councillors Allen, Carter and Councillor Hylands had been nominated to replace Councillors Burgess, Langdon and Chegwyn for this meeting.

PART II

21. ERNST & YOUNG – AUDIT PLANNING MEMORANDUM AND PROGRESS REPORT

Consideration was given to a report from Ernst & Young detailing the audit planning memorandum which set out the work planned to enable Ernst & Young to issue the audit opinion on the financial statements and the value for money conclusion for 2013/14 in line with the requirement of the Audit Commission's Code of Audit Practice.

Members were advised that the report summarised Ernst & Young's assessment of the key risks and outlined the planned audit strategy in response to any potential risks identified.

Helen Thompson, External Auditor at Ernst & Young referred to Page 3 of the Audit Plan report and advised Members that the risk of management override relating to fraud risks were not specific to Gosport. It was explained that it was a factor that auditors considered to mitigate any potential fraud risks.

It was further advised that their initial view of the draft financial statements was that they had been well prepared and they would be reporting to the Standards & Governance Committee in September 2014.

In response to a Members question concerning journal entries being highlighted as a potential risk, Mike Bowers of Ernst & Young clarified that this was a reporting tool used to investigate data and fraud analysis. It was confirmed that controls were in place to monitor journal entries and limits.

RESOLVED: that the Board:

- a) review the audit planning memorandum and note the audit opinion and value for money risks that have been identified, and Ernst & Young planned response to those risks and;
- b) note the progress report.

22. ANY OTHER BUSINESS

Extraordinary Policy and Organisation Board
14 August 2014

Consideration was given to a report from the Chairman to recommend a change to the incremental points in the grade of the Chief Executive, to reduce the size of the gap between the grade applied to the post in Gosport and that which applied elsewhere in the County and in other equivalent councils. The Chairman explained the reasons of special circumstances as a matter of urgency were that this matter had been outstanding since the Chief Executive's personal review in March 2014 and that all the comparative data which had not been available for the July Board was now available.

Members were advised that the proposed salary grade would be the second lowest in the Hampshire area for the post of Chief Executive and that the last review of salaries at Chief Executive/Chief Officer level was undertaken in 2003.

In response to a Members question, it was clarified by the Borough Treasurer that the additional costs could be met within existing budgets.

Further to a Members question in relation to other council staff pay increases it was advised that there was a job evaluation scheme in place (for all staff other than the Chief Executive and Chief Officers) to re-evaluate and re-grade, where appropriate, posts where there are changes in duties and responsibilities, and that all staff under grade 7 were entitled to claim overtime for additional hours worked which was not available to Chief Officers.

Members acknowledged the significant high levels of performance, commitment and long hours that the Chief Executive had undertaken on a regular basis over and above the contractual hours to maintain outstanding service levels.

A vote was taken and it was agreed that the new pay scale be implemented.

RESOLVED: that the Board approve a change to the points within the grade of the post of Chief Executive with effect from 1st April 2014 by shortening the length of the grade, removing the lower points and adding additional points to the top, with the Chief Executive being placed on the top of the new grade (£91,071-£98,971) from that date to recognise his level of knowledge, experience and commitment.

The meeting ended at 18:30

CHAIRMAN

**A MEETING OF THE POLICY AND ORGANISATION BOARD
WAS HELD ON 29 SEPTEMBER 2014
Subject to approval**

The Mayor (Councillor Gill) (ex-officio) (P) Burgess (P), Chegwyn (P), Hicks (P), Hook (Chairman) (P), Jessop (P), Langdon (P), Philpott (P), Ronayne (P), Mrs Wright (P) and Wright (P)

PART II

28. CITIZEN ADVICE BUREAU – ANNUAL REPORT

Consideration was given to a verbal report of Anita Muff, manager at Gosport Citizen's Advice Bureau.

The Board were advised that the Citizen's Advice Bureau offered free confidential, impartial advice.

Members were advised that the majority of staff were volunteers and that there was a national membership scheme of which the Bureau were members and that in addition they were self funded.

It was acknowledged that a large proportion of costs were staff costs and that this was necessary to deliver a high quality customer facing service.

Members were given a breakdown of the service users and advised of projects that the Bureau were involved in, including MacMillan support and being the lead partners in the GAIN network. It was hoped this would allow customers to only have to explain their situations to one advisor for all services.

The Board were advised that the most commonly offered advice included how to prepare for universal credit, money management and internet skills.

The Bureau provided 10 minute free of charge appointments with solicitors to support more complex, legal cases. They also advised on other areas such as energy efficiencies, legislation changes and scam awareness. Surveys had shown that 100% of clients were happy with the service they had received and would recommend the service to others.

Members thanked Anita Muff for her presentation and recognised the support and guidance they gave Gosport residents.

29. ERNST & YOUNG (EY) AUDIT RESULTS REPORT

Consideration was given to the report of Ernst and Young summarising the findings from the 2013/14 audit which was substantially complete. It included the messages arising from the audit of Gosport Borough Council financial statements and the results of the work undertaken to assess the arrangements to secure value for money in Gosport Borough Council's use of

resources.

The report includes matters of governance interest that had come to Ernst and Young's attention in performing the audit under the requirements of the Audit Commission's Code of Audit Practice and international standards of auditing (ISAs).

Helen Thompson was invited to address the Board. The Board were advised that the report had already been presented to the Standards and Governance Committee and that she believed the financial statements gave a true and fair view of the financial position. The approval of the letter of representation would allow the audit report to be issued.

The Board were advised that Ernst and Young would be issuing an unqualified value for money conclusion, unqualified audit opinion on the financial statements and that there were no matters to report.

Members sought clarification on the two risks identified and were advised that the first related to the risk of management override and bias in accounting estimates, which is common to all EY local government audit plans, and the second related to the business rates appeals provision which was required to be made for the first time in 2013/14.

Members were advised that the 'uncorrected misstatements' highlighted by EY were in relation to the categorisation of transport contribution, housing benefit administration grant and the difference between current and historic cost depreciation in previous years.

Members were advised that the misstatements identified and corrected during the audit were not considered significant so were not commented on in any further detail.

The value for money conclusion was based on two criteria set by the Audit Commission regarding the arrangements for securing financial resilience and arrangements for securing economy, efficiency and effectiveness. The Board were advised that the Council were operating well and had the expertise to set a robust budget and medium term financial plan.

In answer to a Member's question regarding financial reconciliations, it was clarified by the Borough Treasurer that procedures had been put in place to ensure that regular reconciliations took place in future.

Members were advised that the audit would be completed within the audit fee set out by the Audit Commission. There is ongoing work regarding the housing benefit subsidy claim, the deadline for this was 30 November 2014. A report would be made to a future meeting of the Standards and Governance Committee in respect of the certification of 2013/14 grant claims and returns..

Members welcomed the reduction in Audit fees by 40%; this was as a result of proposed closure of the Audit Commission and the competitive tender of audit services.

Members welcomed the pleasing result and the recognition that the Council were staffed with a good level of expertise.

RESOLVED: That the Board

- Review and note the conclusions set out in the Audit Results Report
- Approve the letter of management representation (separate agenda item), to allow the auditors to issue their audit report.

30. FINAL ACCOUNTS

Consideration was given to the report of the Borough Treasurer, summarising the outturn position for the 2013/14 financial year and recommending the approval of the Statement of Accounts for 2013/14.

Members queried the cause of the capital programme slippage expressing concern that work was being programmed that could not be completed. It was recognised that there were many causes of slippage, these included ground conditions. Members acknowledge that slippage would always occur.

Members were advised that the increase in reserves had enabled the Council to construct Council properties for the first time in a number of years and that it was important to ensure the fund was sufficient for demands.

Members were advised that the differentiation in figures at point 2.8 of the report was clarified within the Statement of Accounts and related to the feature of the business rates retention scheme whereby year end surpluses or deficits on the Collection Fund could not be received or paid until the next financial year.

Members sought clarification regarding the slippage listed on the disabled facilities grant, the Board were advised that the disabled facilities grant work was undertaken by contractors for Portsmouth City Council and the slippage represented work paid for but not yet completed at year end.

RESOLVED: That the Board;

- approve the accounting policies contained within the Statement of Accounts (page 19) and the change in respect of IAS19 (page 9);
- approve the Statement of Accounts for 2013/14 at Appendix G;
- note the outturn position contained in the report and Appendices including
 - The capital programme slippage detailed in Appendix D
 - The write offs approved under delegated authority at Appendix E;
 - and
- approve the Letter of Representation at Appendix F.

31. BUDGET STRATEGY 2015/16

Note: Councillor Hook declared a pecuniary interest in this item at the point Gosport Borough Football Club was mentioned. He left the meeting room at 18:37 and took no part in the discussion. He returned to the meeting room at 18:42.

Consideration was given the strategy for preparation of the General Fund budget and Capital Programme for the next financial year in the light of the Medium Term Financial Strategy 2014-2019 approved by the Board in July 2014 and the current national and local financial situation.

Members were advised that the General Election scheduled for 2015 added further uncertainty to the financial situation and that the Council would need to find £740,000 to address the deficit.

In answer to a Members question, the Board were advised that the improvements to Gosport Borough Football Club had been in the budget for a number of years.

Members questioned whether there had been an insurance claim following the theft of turf from the football club. The Board were advised that some turf that could not be laid due to weather conditions had been placed unrolled, as to leave it rolled would have caused it to disintegrate, to be laid when weather conditions improved and the turf had been stolen, but had been replaced by the contractors and an insurance claim was not made.

Members requested that further information be sent to them regarding the figures spent on Gosport Borough Football Club.

In answer to a further question, the Board were advised that Crown House had been advertised to let as office space, but there had been no interest in the property and that now, as agreed at the Economic Development Board, the property would be converted into flats, available for rent, with the income from the rental returning to the Council. It was confirmed that Council had received no income from the property since the departure of Parker Torrington.

The Borough Treasurer confirmed that Gosport Borough Football Club had paid up to date money owed to the Council.

RESOLVED: That the Council's current financial position be noted and that the Budget Strategy set out in Section 2 and Appendix A that will be used in the preparation of the budget for the 2015/16 financial year be agreed.

32. TREASURY MANAGEMENT ANNUAL REVIEW 2013/14, PROGRESS REPORT 2014/15 AND PRUDENTIAL INDICATORS

Consideration was given to the annual treasury report; a requirement of the Council's reporting procedures and covering the treasury activity for 2013/14

together with a review of 2014/15 to date. The report also includes the Prudential Indicators for 2013/14 in accordance with the requirements of the Prudential Code.

In answer to a Member's question, the Board were advised that the difference between the Housing Revenue Account actual figure in 2012/13 and the revised figure for 2013/14 was as a result of the restatement of the 2013/14 figure, to include depreciation following Housing Finance reform. Research had been undertaken and this was in line with other local authorities.

RESOLVED: That the Board note the report and the 2013/14 prudential indicators

33. DISCRETIONARY RATE RELIEF LB PHYSIO

Consideration was given to a report of the Borough Treasurer detailing an application for hardship relief from non-domestic rates under Section 49 of the Local Government Finance Act 1988 submitted by L B Physio at Coastal Clinics, South Street, Gosport.

It was clarified that Coastal clinics was a brand under which LB Physio traded.

Members debated the proposal and acknowledged that the request was for support for 2013/2014.

Members expressed concern that the business had failed in bids to secure funding that was included within the business plan and that the business plan and accounts themselves gave cause for concern.

Members recognised that applications for rate relief were made in exceptional circumstances and that the application had been made in 2013, following a review and subsequent change in the rateable value of the premises. The application to the Board was held in abeyance, pending the outcome of an appeal to the valuation office against the rating level. In addition, the application was delayed due to queries surrounding the rateable value of the premises and the car park being split, or combined.

Members also recognised that the exceptional increase in rateable value had led to the loss of small business rate relief and led to an increase to the rates bill from £1309.84 to £6237.00 for 2013/14 an increase of 376%.

Members recognised that the increase in rates was exceptional, but expressed concern that the potential increase in rateable value had not been taken into consideration within the business plan.

Members sought clarification as to the potential legal challenge, should similar local businesses feel there is an unfair trading advantage. It was clarified that should a legal challenge be made it was usual that the party to which action found in favour would have their costs reimbursed by way of a cost order. This would depend however on the wealth of the opposing party.

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Members were advised that it was considered that the increase in the rateable value was exceptional circumstances, and that it was unlikely that a legal challenge could be upheld as there were not comparable businesses in the high street location.

Members also expressed concern that the accounts presented with the application were unaudited. It was acknowledged that there had been a change in accountants over the previous years.

Members debated the application; Members expressed sympathy for the business, it was felt there were a number of questions that needed further clarification.

Members recognised that the business was a local employer and provided a service to local residents, but also recognised that a number of local businesses were struggling in the current financial climate.

It was proposed that the application for hardship relief at a cost of £3017.48 be agreed. Members voted on the proposal and the motion was carried by a result of six votes in favour of the proposal to four against.

The motion was subsequently carried.

RESOLVED: That the application by LB Physio for hardship relief under section 49 of the Local Government Finance Act 1988 by granting relief on the increase in rates payable for the years 2012/13 and 2013/14 resulting from the increased rateable value, at a cost of £3017.48, be approved.

33. STAFFING REVIEW

Consideration was given to a report of the Housing Services Manager presenting a number of staffing issues for decision, including details of a revised structure which has been designed to enable the property services section to meet future challenges and offer an improved service.

Members welcomed the proposals. In answer to a Member's question, the Board were advised that although the St Vincent Road development and Addenbrooke development were being managed by First Wessex and Hampshire County Council respectively, there would be involvement for Gosport Borough Council progressing the schemes including supporting the existing tenants.

RESOLVED: That Policy and Organisation Board approve:

- a) The creation of a new post of Principal Development Surveyor;
- b) Bringing into the GBC establishment the two Building Surveyor posts (one currently vacant) that are currently seconded from Kier Services;

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- c) Create a permanent post of Asset Management Officer within Asset Management – Housing to replace the temporary post of Asset Management Surveyor, which is currently vacant and due to expire on 10th March 2015; and the
- d) Create a new post of Maintenance Surveyor within Property Services' Corporate Asset Management team.

34. ANY OTHER ITEMS

There were none.

The meeting ended at 19:20

CHAIRMAN

GOSPORT BOROUGH COUNCIL

BOARD:	COUNCIL
DATE OF MEETING:	15 OCTOBER 2014
TITLE:	FEES AND CHARGES
AUTHOR:	BOROUGH TREASURER
STATUS:	FOR APPROVAL

Purpose

To consider and approve the amended fees & charges contained in this report and appendix.

Recommendation

That the Council approve the amended fees & charges scheduled in the report and appendix for implementation from 1 January 2015 unless stated otherwise.

1.0 Background

- 1.1 Policy & Organisation Board received a report on the Budget Strategy for 2015/16 at the meeting on 29 September 2014.
- 1.2 Fees and charges were last reviewed and updated at the Council meeting on 16 October 2013.

2.0 Report

- 2.1 Fees and charges are an important source of revenue that are largely within the Council's control and reduce the burden falling on the general fund and council tax payers.
- 2.2 As part of the budget process for 2015/16, and against the backdrop of the Budget Strategy report and earlier Medium Term Financial Strategy, a fees and charges review has been undertaken.
- 2.3 The proposed fees and charges are set out in the appendix to this report.

- 2.4 It is proposed that the new charges are to be implemented on 1 January 2015 unless otherwise stated in the appendix.
- 2.5 In practice this will mean that existing bookings for pitches etc will be honoured at current prices so implementation will be gradual for charges of this nature.
- 2.6 The Council may charge a reasonable rent for allotments under Section 10 of the Allotments Act 1950. The proposed rent is 22p from 20p per square metre and comparable rents are as follows
- | | |
|----------------------------------|-----|
| Fareham (Allotment Associations) | 10p |
| Eastleigh | 32p |
| Havant | 34p |
| Portsmouth | 34p |

Whilst one of the rents is below the proposed rent it is considered that the proposed rent is a reasonable rent having regard to these comparables.

3.0 Risk Assessment

- 3.1 There is a risk to future service provision and the delivery of capital programme projects if the Council does not seek to maintain an appropriate level of income by reviewing its fees and charges.

4.0 Conclusion

- 4.1 Fees and Charges have been reviewed and the draft amended schedule is appended to this report.

Financial Implications	As set out in the report
Legal Implications	The Council has power to charge for the services set out in this report.
Service Improvement Plan	N/A
Corporate Plan:	N/A
Risk Assessment:	Section 3 of the report
Background papers:	N/A
Appendix	Draft Fees and Charges booklet
Lead Officer	Julian Bowcher

FEES AND CHARGES

2015/16

Fees and Charges are effective from 1 January 2015 unless otherwise stated

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VAT FOREWORD

- 1 All charges in 2015/16 include VAT where applicable. The VAT Code is per the list below.
S – Standard rate
O – Non business
E – Exempt
Z – Zero rated
The Standard Rated VAT charge changed from the 1st January 2011 to a rate of 20.0%.

- 2 All charges are effective from 1st January 2015 unless otherwise stated.

VAT. LICENCES TO OCCUPY LAND; LETTING OF SPORTS FACILITIES

Exemption from VAT may be applicable under the following circumstances:

A Single lets

Each single let is for a continuous period of over 24 hours to the same person, the person to whom they are let having exclusive control of the facilities throughout the let.

OR

B Series of Lets

All of the following criteria must be satisfied before exemption can apply:

The series consists of 10 or more individual sessions of the same sport or activity, each session being in the same place, and the interval between each session is at least a day and not more than 14 days

The series is to be paid for as a whole, and there is clear evidence of this, whether or not the right to use the facility for any specific session is actually exercised, a formal agreement, exchange of letters, or an invoice issued in advance requiring payment for the sessions specified on the invoice would be sufficient evidence.

Refund for the non-availability of the facility by the Council would not invalidate this condition but provision for a refund in other circumstances would; and the facilities are let out to a school, club, association or organisation representing affiliated clubs or constituent associations; and the person to whom the facilities are let has exclusive use of them during the sessions.

It is not necessary to book the same pitch to qualify for exemption, provided it is within the same recreation ground. Any further bookings in addition to those specified in the formal agreement will be standard-rated and subject to VAT.

VAT on Organised School Visits

The letting of facilities to a local education authority school falls within these rules of exemption and is not outside the scope of VAT under the provisions of the Local Authorities (Goods and Services) Act 1970.

CASUAL LETTINGS OF LAND

Fee VAT
£

USE OF COUNCIL LAND

Commercial Fairs etc.	Per day (see note 1)	See Below	E
Non-commercial and Community	Per day	See Below	E
Charitable Organisation Functions	(see note 2)	See Below	E
Caravan and Camping	Per Caravan per night	9.20	S
	Per Tent per night	5.25	S
Trailer (with Boat)	Per day	4.40	S

Notes

1. Price includes access to water. Electricity is available on request at Walpole Park & Falkland Gardens.
2. No charge for Charitable Organisations except, where appropriate, for costs incurred by the Council
3. Other relevant sites by negotiation with the Head of Economic Prosperity, Tourism and Culture.
4. Charges for casual lettings of land are generally exempt from VAT unless a specific option to tax has been exercised on the land in question. In the latter case, where the letting is for charitable purposes VAT would not apply.
5. Organisers must have appropriate insurance cover.
6. Parking charges are by negotiation with the Head of Economic Prosperity, Tourism and Culture.
7. A 'Safety Advisory Group' (SAG) form must be completed for each letting, and is available on the Council website.
8. Disposal of rubbish from the event is the responsibility of the event organiser.

For events up to 2,500 persons - per day

Charitable events organised by Registered Charities	See Note 2
Non-commercial and Community events	230.00
Commercial Events	600.00

For events above 2500 persons - per day

Charitable events organised by Registered Charities	See Note 2
Non-commercial and Community events	460.00
Commercial Events	1,200.00

Re-instatement Fees for non-charitable events

A deposit equivalent to the daily hiring fee, refundable after any works and land reinstatement costs incurred by the Council have been deducted.	Directly related to the number of days for which the land is hired.
---	---

Fees for Charitable and Gosport based Community Events

These may be waived subject to receiving Board approval.

For promotional and public entertainment activities in Gosport High Street

Commercial activities	Per metre (minimum 5 metres charge applies)	7.50
Non-Commercial activities	Per metre (minimum 5 metres charge applies)	3.00

On 26th November 2008 - Full Council agreed:-

Stokes Bay area to be divided into 3 sections, The Arena, land to the east of Military Road and land to the west of The Arena behind the Sailing Club and each section to be charged separately at 100% of the fee set at all times.

<u>PUBLIC CONVENIENCES</u>		Fee £	VAT
Radar Key	For disabled public conveniences	5.00	O

<u>ALLOTMENTS</u>	Jan-Dec'15 Fee £	Jan-Dec'16 Fee £	VAT
Per square metre A square rod is approximately 25.29 square metres - which equates to £5.00 & £5.60 per square rod at January 2015 & 2016 (ie a 5 square rod plot is therefore approximately £25 & £28)	£0.20	£0.22	O
Key deposit (refundable)	10.00	25.00	O

<u>BEACH HUTS</u>		Fee £	VAT
<u>BEACH HUTS</u>			
Annual Charge	Residents	820.00	S
	Other Concessions (Over 60's)	620.00	S
	Disabled	520.00	S
Weekly Charge	Disabled Residents only	18.00	S
One hut is available for weekly hire at Stokes Bay.			
<u>BEACH HUT SITE RENTAL</u>			
Annual Charge	Residents	300.00	S
	Other Concessions (Over 60's)	195.00	S
	Disabled	160.00	S
The site rental is for the last 5 remaining private beach huts at Lee on the Solent			

WILDGROUNDS NATURE RESERVE**Fee VAT**
£**PERMIT ACCESS**

Day Ticket	Adult	2.00	S
	Concessions (Disabled, Over 60's & under 18's)	1.50	S
Monthly Permit *	Adult	5.00	S
	Concessions (Disabled, Over 60's & under 18's)	3.50	S
* 150 permits per month March to October 300 permits per month July to August			
School Parties	Non-Gosport	30.00	E
	Gosport	No Charge	
Guided Walks Weekly (May - July)	Adult	4.00	E
	Concessions (Disabled, Over 60's & under 18's)	2.50	E
	Family - 2 Adults & up to 3 children	10.00	E
	Groups & Organisations (Groups up to 20 people)	35.00	E

Notes

1. Children under the age of 5 are admitted free.

<u>SPORTS</u>		Concession	Fee	VAT
		£	£	
<u>BOWLS</u>				
Per player per hour	Adult	3.40	4.20	S
Bowls and Slip Hire			3.20	S
<u>CRICKET</u>				
Privett No 1	Adult	50.00	70.00	S
	Weekdays after 6 pm	35.00	55.00	S
Other Sites	Adult	40.00	65.00	S
	Weekdays after 6 pm	30.00	50.00	S
Synthetic Wicket (Gosport Park)	Adult	30.00	50.00	S
	Weekdays after 6 pm	25.00	35.00	S
<u>FOOTBALL</u>				
Privett Park pitch	Gosport Clubs	75.00	120.00	S
	Outside Users	110.00	175.00	S
	Use of Floodlights	40.00	62.00	S
All Other Sites		35.00	55.00	S
Sites without shower facilities		30.00	45.00	S
Sites without changing facilities		25.00	35.00	S
Training Pitch / Dressing Rooms			21.00	S
Net Pins			0.75	S
9v9 Pitches			20.00	S
<u>MINI SOCCER</u>				
Per match			17.00	S
Half day per pitch			36.00	S
<u>RUGBY</u>				
Gosport Park	Adult	35.00	55.00	S
Dressing Rooms (separate use)			22.00	S
Refreshment Rooms (separate use)			12.00	S
<u>Notes</u>				
1. The above hire charges include use of dressing rooms where these are available.				
2. Double Banked football hire will be 150% of the normal hire charge.				
3. VAT exemption for Seasonal Hires complying with Customs & Excise conditions.				
4. Concessionary rates apply for the disabled, over 60's and under 18's.				
5. Charges for tournaments to be by negotiation with the Community & Customer Services Manager.				

CEMETERY**Fee VAT
£****ANN'S HILL CEMETERY**

Fees, payments and sums fixed and settled in accordance with the provisions of the Local Government Act 1972

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES - GOSPORT RESIDENT **

Provision of new grave (Post 01/04/1992) - obligatory	450.00	O
Interment into Existing Site (Pre 01/04/1992) - obligatory	85.00	O
Provision of a Cremated Remains Plot (Post 01/04/1992) - obligatory	85.00	O
Provision of Grave for child	No Charge	

INTERMENTS

The fees for interment include the digging of the grave to a depth sufficient for two interments and re-turfing after burial.

For the Interment

(i) of the body of a still born child, or of a child whose age at the time of death did not exceed 12 years	No Charge	
(ii) of the body of a person whose age at the time of death exceeded 12 years	493.00	O

For any interment in a walled grave or vault	At Cost	O
--	---------	---

Interment - Cremated Remains

(subject to depth not exceeding 91.4cm (3ft) otherwise normal interment charge will apply, no charge for a child)	152.00	O
---	--------	---

CEMETERY (CONTINUED)**Fee VAT**
£**MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS**

For the right to erect or place on a grave or vault a headstone not exceeding 91.4cm (3ft) in height by 91.4cm (3ft) in width by 30.4cm (1ft) in depth or 76.2cm (2ft 6in) x 60.9cm (2ft) x 30.4cm (1ft)

Adult	136.00	O
Child	No Charge	

For the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted - kerbstones or flatstones

(a) enclosing a space not exceeding 2.1m by 91.4cm (7ft by 3ft)	152.00	O
(b) enclosing a space not exceeding 2.1m by 1.8m (7ft by 6ft)	305.00	O
(c) tablets not exceeding 350mm x 450mm x 25mm	39.00	O

The fees indicated in this section include the first inscription.

For each inscription after the first a fee is payable 26.50 S

Annual Maintenance

Trimming Grass	57.00	O
Planting and Trimming Grass	74.00	O
Planting (Spring and Summer only)	64.00	O

Miscellaneous Items

Search in Burial Register (per burial entry)	8.00	O
Certificate of Burial	16.00	O
Use of Chapel	70.00	O
Exhumations	At Cost	S

Notes

** The fees indicated above include the Deed of Grant and all the expenses thereof
Imperial to metric conversions are approximate

CONTROL OF STRAY DOGS

		Fee £	VAT
Statutory charge	per dog	26.00	O
Kennelling fees	up to 7 days	105.00	O
Microchipping of dogs	per dog	10.00	S
	each additional dog at the same address	5.00	S
Dog Bags	per packet of 60	2.50	S

Notes

1. Statutory charge is as per the 'Environmental Protection (Stray Dog) Regulations 1992' and is payable before the dog is released.
2. Additional fees may be charged for costs incurred by the Council including legal fees incurred due to non-payment.

REFUSE COLLECTIONS

		Fee £	VAT
Special Collections			
Collection, loading and disposal (per hour)		**	
** To be negotiated by the Council with the contractor (plus administration costs)			
Domestic Clinical Waste Collection	Provide and disposal of yellow bags	No charge	
Provide 'Sharps' and disposal	4 litre capacity	No charge	
	7 litre capacity	No charge	
Removal of Bulk Refuse	1 Item	25.00	O
	2 Items	40.00	O
	3 to 5 Items	60.00	O
	Over 5 items	By Arrangement	O
	Residents receiving benefit (Note 1)	50% of above	O
Garden Refuse	per green sack	1.70	O
	per green sack - OAP	1.30	O
Replacement wheeled bin (notes 2 and 3)		27.00	O
Roll of 10 replacement black sacks (note 3)		1.60	O

Notes

1. Resident in receipt of Personal Independence Payments, Universal Credit or equivalent, State pension
2. Unless the replacement is for a bin which has been stolen and a Crime Reference Number is provided
3. The charges for replacement wheeled bins and black sacks are to take effect from 18 November 2013

<u>ABANDONED / UNWANTED VEHICLES</u>	Fee £	VAT
Removal of Unwanted Vehicles	80.00	S
Removal of Commercial Vehicles	At Cost	S
Removal of Caravans and Trailers	150.00	S
Storage of Unwanted Vehicle - per day	25.00	S
Statutory Charges for Abandoned Vehicles - Example		
Removal of Abandoned Vehicle (Table 1 Regulation 4 - 2.2)	150.00	O
Storage of Abandoned Vehicle - per day (Table 2 Regulation 5 - 2.2)	20.00	O
Fee type: Statutory - Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 2008 as amended. A full schedule of charges for each different vehicle type can be found at the Office of Public Sector Information Website www.opsi.gov.uk .		

<u>CAR PARKS</u>		Fee	VAT
		£	
<u>PAY AND DISPLAY CHARGES</u>			
Mumby Road (Bus Station)			
	Per hour	1.00	O
	Over 5 hours (per day)	6.00	O
Trailers and Parking Permits (other than Medical Permits) are not allowed			
Motor Vehicles:			
Long Stay (Town Centre, Lee-on-Solent, Stokes Bay, Hardway Slipway)			
	Per hour	0.80	O
	Over 5 hours (per day)	5.00	O
Two Hour Car Parks (Town Centre and Lee-on-Solent)			
	30 Minutes (Coates Road Car Park only)	0.20	O
	First hour	0.40	O
	Up to 2 hours	0.80	O
Trailers and Parking Permits (other than Medical Permits) are not allowed			
Three Hour Car Park (Lee-on-Solent)			
	Per hour	0.70	O
	Marine Parade No 1 & 2		
Trailers (where permitted) - same charge as motor vehicle.			
Coaches - per hour	Only permitted in prescribed car parks	4.00	O
Motorcycles		Free	
Commercial Vehicles (over 3.5 tonnes GVW) parked in Mumby Road Lorry Park		Free	
Parking Charge Notices	Payment within 7days	45.00	O
	Payment after 7 days	65.00	O

<u>CAR PARKS (CONTINUED)</u>		Fee	VAT
		£	
<u>PERMITS</u>			
General Public	Annual Permit	450.00	O
	6 Month Permit	250.00	O
	3 Month Permit	130.00	O
	1 Month Permit	45.00	O
Gosport & Lee Town Centre Residents Permits		70.00	O
Available only to residents living in specific areas of the town centres and for use in the specified long stay car parks only			
Medical (Local Surgeries)		10.00	O
Seafront		70.00	O
Bay House School - No. 2 Battery East (term time only)		1,200.00	O
<u>Notes</u>			
1. All drivers of vehicles with a trailer will be responsible for the payment of the trailer charge.			

<u>LICENCES AND REGISTRATIONS</u>		Fee £	VAT
Sex Establishment			
	New	2,950.00	O
	Renewal	1,950.00	O
	Transfer	1,950.00	O
Scrap Metal Dealer			
	New	237.00	O
	Renewal/Variation	131.50	O
	Certified Copy	11.00	O
Scrap Metal Mobile Collector			
	New/Variation	131.50	O
	Renewal	94.50	O
	Replacement Licence	21.00	O
<i>Scrap metal charges are effective from 16th October 2013</i>			
Tattooing, Acupuncture, Ear/Body Piercing, Electrolysis			
	Premises	79.00	O
	Person	68.00	O
Riding Establishments per Horse (Note 1)		128.00	O
Pet Shop		128.00	O
Animal Boarding Establishment (Note 1)		128.00	O
Dangerous Wild Animals Registration (Note 1)		128.00	O
Dog Breeding Establishments (Note 1)		128.00	O
Street Collections		No Charge	
House to House Collections		No Charge	
Caravan Site Licence		No Charge	
Zoo Licence		On Request	
Tables and Chairs			
	New	290.00	O
	Renewal	180.00	O
<u>Notes</u>			
1. Plus any Veterinarian Inspection costs			

<u>PRIVATE HIRE / HACKNEY CARRIAGE</u>		Fee	VAT
		£	
Hackney Carriage Knowledge Test		21.00	O
Private Hire	Operator	260.00	O
	Vehicle	260.00	O
	Driver	95.00	O
	Driver - 3 Year Licence	230.00	O
Hackney Carriage	Vehicle	265.00	O
	Driver	95.00	O
	Driver - 3 Year Licence	230.00	O
Private Hire & Hackney Carriage driver (both licences)		130.00	O
Private Hire & Hackney Driver - 3 Year Licence		330.00	O
Driver and Vehicle Licensing Agency check (annual licence holders to coincide with triennial criminal record check) *		5.75	O
Hackney Carriage/Private Hire Driver's 2nd Licence		35.00	O
Criminal record check - paid to GBC *		44.00	O
Issue of a replacement Hackney Carriage or Private Hire:			
	Driver's Photo Badge	17.00	O
	Vehicle Windscreen Badge	22.00	O
	Vehicle External Plate	22.00	O
<u>Notes</u>			
* Amount charged by the external agency to the Council, and may be subject to revision during the year.			

LICENSING ACT 2003 AND GAMBLING ACT 2005 PUBLIC REGISTERS

Fee VAT
£

Single Entry copy of a Premises Licence	5.30	O
Single Copy of an Application Form for a Premises Licence	13.75	O
Single Premises Category (eg Takeaways)	65.00	O
Whole Register of each single Act, e.g. Licensing Act 2003	212.00	O

LICENSING ACT 2003 (STATUTORY FEES)

VAT

MAIN FEE LEVELS

BAND

A	B	C	D	E
£	£	£	£	£
0 to 4,300	4,301 to 33,000	33,001 to 87,000	87,001 to 125,000	125,001 plus
100.00	190.00	315.00	450.00	635.00
N/A	N/A	N/A	x2 (£900)	x 3 (£1,905)
70.00	180.00	295.00	320.00	350.00
N/A	N/A	N/A	x2 (£640)	x3 (£1050)
100.00	190.00	315.00	450.00	635.00
70.00	180.00	295.00	320.00	350.00

Non domestic rateable value

Premises licences

New application & variation

Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)

Annual charge

Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)

Club premises certificates

New application and variations

Annual Charge

O

O

O

O

O

O

There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Consult the Licensing department.

<u>OTHER STATUTORY LICENSING FEES</u>	Fee £	VAT
Application for the grant or renewal of a personal licence	37.00	O
Temporary event notice	21.00	O
Replacement of stolen, lost, etc. licence or summary	10.50	O
Application for a provisional statement where premises being built etc.	315.00	O
Notification of change of name or address	10.50	O
Application to vary licence to specify individual as premises supervisor	23.00	O
Application for transfer of premises licence	23.00	O
Interim authority notice following death etc. of licence holder	23.00	O
Replacement of stolen, lost, etc., certificate or summary	10.50	O
Notification of change of name or alteration of rules of club	10.50	O
Change of relevant registered address of club	10.50	O
Replacement of stolen, lost, etc., Temporary Event Notice	10.50	O
Replacement of stolen, lost, etc., Personal Licence	10.50	O
Notification change of name or address	10.50	O
Right of freeholder to be notified of licensing matters	21.00	O
Minor Variations	89.00	O

GAMBLING ACT 2005 (STATUTORY FEES)**VAT****PREMISES LICENCES**

	New Application £	Annual Fee £	Variation £	Transfer £	Re-Instatement £	
Existing Casinos	N/A	N/A	2,000.00	1,350.00	1,350.00	O
New Small Casino	8,000.00	5,000.00	4,000.00	1,800.00	1,800.00	O
New Large Casino	10,000.00	10,000.00	5,000.00	2,150.00	2,150.00	O
Regional Casino	15,000.00	15,000.00	7,500.00	6,500.00	6,500.00	O
Bingo Club	3,500.00	1,000.00	1,750.00	1,200.00	1,200.00	O
Betting Premises (excluding tracks)	3,000.00	600.00	1,500.00	1,200.00	1,200.00	O
Tracks	2,500.00	1,000.00	1,250.00	950.00	950.00	O
Family Entertainment	2,000.00	750.00	1,000.00	950.00	950.00	O
Adult Gaming Centres	2,000.00	1,000.00	1,000.00	1,200.00	120.00	O

	Application for Provisional Statement £	Licence Application (provisional Statement holders) £	Copy Licence £	Notification of Change £	
Existing Casinos	N/A	N/A	25.00	50.00	O
New Small Casino	8,000.00	3,000.00	25.00	50.00	O
New Large Casino	10,000.00	5,000.00	25.00	50.00	O
Regional Casino	15,000.00	8,000.00	25.00	50.00	O
Bingo Club	3,500.00	1,200.00	25.00	50.00	O
Betting Premises (excluding tracks)	3,000.00	1,200.00	25.00	50.00	O
Tracks	2,500.00	950.00	25.00	50.00	O
Family Entertainment Centres	2,000.00	950.00	25.00	50.00	O
Adult Gaming Centres	2,000.00	1,200.00	25.00	50.00	O

PERMITS

	Application Fee £	Annual Fee £	Renewal Fee £	Transitional Application Fee £	
Family Entertainment Centre Gaming Machine	300.00	N/A	300.00	100.00	O
Prize Gaming	300.00	N/A	300.00	100.00	O
Alcohol Licenced Premises - Notification of 2 or less machines	50.00	N/A	N/A	N/A	O
Alcohol Licenced Premises - Notification of more than 2 machines	150.00	50.00	N/A	100.00	O
Club Gaming Permit	200.00	50.00	200.00	100.00	O
Club Gaming Machine Permit	200.00	50.00	200.00	100.00	O
Club Fast-Track for Gaming Permit or Gaming Machine Permit	100.00	50.00	100.00	100.00	O
Small Society Lottery Registration	40.00	20.00	N/A	N/A	O

GAMBLING ACT 2005 (STATUTORY FEES) (CONTINUED)**VAT****MISCELLANEOUS PERMIT FEES**

	Change of Name £	Copy of Permit £	Variation £	Transfer £	
Family Entertainment Centre Permits	25.00	15.00	N/A	N/A	O
Prize Gaming Permits	25.00	15.00	N/A	N/A	O
Alcohol Licenced Premises - Notification of 2 or less machines	N/A	N/A	N/A	N/A	O
Alcohol Licenced Premises - Notification of more than 2 machines	25.00	15.00	100.00	25.00	O
Club Gaming Permit	N/A	15.00	100.00	N/A	O
Club Gaming Machine Permit	N/A	15.00	100.00	N/A	O
Small Society Lottery Registration	N/A	N/A	N/A	N/A	O

MARKETS

			Fee £	Fee £	VAT
		<u>Frontage</u>	<u>Regular</u>	<u>Casual</u>	
Gosport Market Tuesday		Per 30cm (1ft) Minimum charge 4.6m (15ft)	1.00	1.50	E
<i>Tuesday charges are effective from 16th October 2013</i>					
Gosport Market Saturday	Up to	3m (10ft) pitch 4.6m (15ft) pitch 6m (20ft) pitch 9.1m (30ft) pitch 12.2m (40ft) pitch	27.50 41.50 55.00 75.00 90.00	35.00 49.00 65.00 90.00 110.00	E E E E E
A 20% upwards tolerance in length is permitted Saturdays					
Speciality Markets		Per 30cm (1ft) Minimum 3m (10ft) pitch		1.00	E
(inc. Craft, Food & Drink, Farmer's Markets, Christmas Markets)					

Street Trading Consents

Annual Consent	7 Days/week	Food Stalls/Vehicle/Trailer Non-Food Stalls/Vehicle/Trailer	1,150.00 820.00	O O
	Up to 3 Days/week	Food Stalls/Vehicle/Trailer Non-Food Stalls/Vehicle/Trailer	585.00 430.00	O O
	1 Day/week	Food Stalls/Vehicle/Trailer Non-Food Stalls/Vehicle/Trailer	330.00 290.00	O O
Six Month Consent	7 days/week	Food Stalls/Vehicle/Trailer Non-Food Stalls/Vehicle/Trailer	600.00 425.00	O O
Daily Consent	Per 30cm (1ft) Minimum charge 4.6m (15ft)		2.50	O

Notes

Imperial to metric conversions are approximate

<u>RODENT AND PEST CONTROL</u>		Concession	Fee	VAT
		£	£	
<u>DOMESTIC PREMISES</u>				
Fleas, Carpet Beetles and Carpet Moths				
	1, 2 or 3-bedroomed property	50.00	67.00	S
	4-bedroomed property	55.00	73.00	S
	5-bedroomed property	63.00	84.00	S
	over 5 bedrooms	Quote on request		S
Bedbugs	All Properties	86.25	115.00	S
All Other Insects (including wasps)		50.00	67.00	S
<u>Concessions:</u>				
Household in receipt of Personal Independence Payments, Universal Credit or equivalent, State pension				
NB - Officers must be shown documentary evidence of entitlement by at least one member of household				
Rodent control treatment & advice			No Charge	
Missed appointment fee (applies when customer is not present for a prearranged appointment but does not cancel in advance).			12.00	O
<u>PEST CONTROL: COMMERCIAL PREMISES</u>				
Rodents and insects for up to the first 15 minutes			73.00	S
Charge for each additional 15 minutes or part thereof			16.00	S
<u>Notes</u>				
1. Charges include cost of materials and all rates quoted include VAT				
2. Charges are subject to payment being made to the pest control officer prior to treatment.				
3. If paying by cheque, cheque card number required.				
4. That no responsibility can be accepted for any loss or damage, however caused, through treatment being carried out.				
5. Invoices are not as a general rule issued, but when issued there is a 15% administrative charge in addition to the above charges.				
6. Contracts available on request.				

<u>OTHER ENVIRONMENTAL HEALTH SERVICES</u>		Fee	VAT
		£	
Food Premises Register			
Single Entry		2.10	S
Single Premises category, e.g. butchers		50.00	S
Whole Register		217.00	S
Export Certificate Fee		45.00	S
LAPC/IPPC Register enquiries (authorised industrial processes)		39.00	O
Contaminated Land - Solicitor's and Commercial enquiries		78.00	O
Immigration Service Assessment of Premises Condition		79.00	S
House in Multiple Occupation Licence			
	5 persons	770.00	O
	6-10 persons	960.00	O
	11-15 persons	1,150.00	O
	16-20 persons	1,340.00	O
	Over 20 persons	1,530.00	O

<u>DEVELOPER CONTRIBUTIONS</u>					Fee	VAT
					£	
<u>Outdoor Playing Space Commuted Payments - per dwelling</u>						
Dwelling Size	Sports Pitches	Other Sports Facilities	Children's Play Space	Total		
1 Bedroom	399.00	540.00	471.00	1,410.00		O
2 Bedroom	537.00	727.00	633.00	1,897.00		O
3+ Bedroom	767.00	1,038.00	904.00	2,709.00		O
<u>Elderly Open Space Commuted Payments - per dwelling</u>						
Dwelling Size						
1 Bedroom				270.00		O
2 Bedroom				363.00		O
3+ Bedroom				519.00		O
<u>Transport Contributions</u>						
Dwelling Size - per dwelling						
1 Bedroom				1,980.00		O
2 Bedroom				3,745.00		O
3+ Bedroom				5,457.00		O
Employment - per 100 sq m of floor area						
B1 Business				4,301.00		O
B2 General Industry				1,725.00		O
B8 Warehousing				2,162.00		O

<u>ANTI SOCIAL BEHAVIOUR ACT 2003</u>	Fee	VAT
	£	
High Hedges Application	600.00	O

BUILDING REGULATIONS APPLICATIONS

Gosport Building Control, operating in partnership with Fareham Building Control under the name 'Building Control Partnership' have prepared a scheme of charges in accordance with The Building (Local Authority Charges) Regulations 2010

For full details of charges applicable for the Building Regulations control functions please contact the Building Control Partnership on 01329 824823.

POSTAL NAMING AND NUMBERING

	Jan-Dec'15 Fee £	VAT
New Development of 1 - 5 plots	200.00	O
New Development/phases of 5-20 plots	200.00 + £10.00 per property	O
New Development/phases of 21-100 plots	400.00 + £5.00 per property	O
New Development/phases of 100+ plots	950.00 + £5.00 per property	O
Naming of new block of flats/building	200.00 + £10.00 per property	O
New postal address for an individual property	100.00	O
Change to new addresses due to the development changing after the schedule has been issued	15.00 per property	O
Research archive for address history	100.00	O
Renaming an existing Street	200.00 + £5.00 per property	O

Notes

At the discretion of the Building Control Manager, the Council, may not require a charge to be paid for the renaming/renumbering of roads where there has been a historical problem with existing road naming/numbering scheme.

PLANNING PRE-APPLICATIONS			Fee	VAT
			£	
General Advice				
General enquiries and advice on planning procedures			Free	
Permitted Development Enquiry				
All submissions for informal opinion on requirement for planning permission	Householders		Free	
	Others		35.00	S
Pre-Application Submissions - advice on the likelihood of planning permission being granted prior to the submission of a planning application				
Minor residential:	1 - 3 dwellings	See also Note 1	120.00	S
	4 + dwellings	See also Note 1	240.00	S
Major residential:	10 - 49 dwellings	See also Note 2	600.00	S
	50 - 100 dwellings	See also Note 2	960.00	S
Minor industrial/commercial:	under 1000m ²	See also Note 1 See also Note 1	96.00	S
Major industrial/commercial:	1000 - 5000m ²	See also Note 2	600.00	S
	5000 + m ²	See also Note 2	960.00	S
Others: e.g. Change of use of property or land / Adverts / Telecommunication Masts			120.00	S
Other major / very large scale / mixed proposals:		Fee will be hourly rate x no. of hours of officers dealing with the matter		S
Householder Development (development which relates to the extension, improvement or alteration of an existing residential dwelling):			Free	
Community uses which are non-profitting			Free	
Proposals made by Local Councils			Free	
Works to trees			Free	
Notes:				
1. Where a fee is payable and the proposal affects a Listed Building or its setting or is located within a Conservation Area an additional charge of £80 will be levied				
2. Where a fee is payable and the proposal affects a Listed Building or its setting or is located within a Conservation Area an additional charge of £200 will be levied				
3. Where a consultee charges the Borough Council for advice provided this will be payable by the applicant in addition to the pre-application fee payable.				
4. Proposals for large and/or mixed use development or where no floorspace or dwellings specified, fee will be calculated by reference to hourly rate x no. of hours of officers dealing with the matter.				

PLANNING PRE-APPLICATIONS (CONTINUED)**Fee VAT
£**

5. A response on minor and other applications will constitute one written response and/or one meeting (max 2 hrs). A response on a major application will constitute one written response and/or 3 meetings (6 hrs max in total). Any follow up written responses or meetings required based on the same proposal or an amendment to it will be calculated by reference to the hourly rate x no. of hours of officers dealing with the matter and this will be payable before the advice is provided. All new submissions will require a new fee.

6. Each pre-application request can only relate to one site and only one proposal will be accepted for each site. If you would like us to give advice on more than one layout or proposal for the same site then a separate request will need to be made for each scheme along with a further fee for each proposal.

7. There will be no reduction in fee where the application would be exempt from a fee because it had previously been withdrawn, refused or approved.

8. The fee is payable on submission, before the Council undertakes any work on the proposal or provides any advice.

9. The choice of who is the appropriate officer to deal with a particular case will be at the discretion of Gosport Borough Council.

10. Hourly Rate - £60.00

Other Charges

Section 106 - Planning Officer costs in negotiating agreement

Section 106 - Compliance Checks where applicants/prospective purchaser seeks confirmation that the terms of a legal agreement have been complied with

Fee will be calculated with reference to complexity of individual agreements and the time required to deal with the request at the hourly rate

S

<u>LAND CHARGES</u>		Fee	VAT
		£	
Per search	Submitted through NLIS	118.00	O
	Not submitted through NLIS	140.00	O
	E-Mail Searches	118.00	O
Part 2 optional questions		7.00	O
Additional enquiries		7.00	O
Personal Searches		Free	
<u>Notes</u>			
The above are currently the maximum charges that will be collected. In accordance with the relevant Regulations, the charges are based on cost recovery and will be reviewed throughout the year. They may therefore increase or decrease as time spent on them and search volumes fluctuate. There may also be requests for separate components that make up the search, which will mean the full charge will not be recovered in all cases.			

<u>PUBLICATIONS</u>		Fee	VAT
		£	
Statement of Accounts		20.00	O
Budget Book		20.00	O

<u>STOKES BAY MOBILE HOME PARK</u>		Fee	VAT
		£	
All Homes - weekly rent (exclusive of rates and water charges) - 48 weeks		Statutory increase will be applied	O

<u>HOUSING</u>	Fee £	VAT
Copy of highlighted plans, dwelling account enquiries, prospective private purchaser enquiries (Solicitor, mortgage lender and/or owner occupier of former Council property)	60.00	O
Prior/Retrospective permissions for alterations (Solicitor, and/or owner occupier of former Council property)	25.00	O
Notice of Sublet of leasehold property (Solicitor, and/or owner occupier of former Council property)	15.00	O
Registration of Notice of Transfer Assignment underlease Notice of Charge (charges as stated in lease)	£5/£25	O
Rent Account/debt reference (Mortgage provider/Loan companies)	25.00	O
Replacement dwelling keys to communal entrances (residents of the block of flats only – no third parties)	7.50	S

<u>GARAGES</u>	Fee £	VAT
Existing garages Per week	8.33	O #
New garages Per week	9.46	O #
# above charges are for Council tenants - if garage is let to private client then vat is chargeable		
<u>Notes</u>		
Charges to be reviewed as part of the Council budget in January / February 2015		