



GOSPORT BOROUGH COUNCIL MEETING AGENDA

**Wednesday 11 October 2017
6pm**



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 **ELEVENTH DAY** of **OCTOBER 2017** at **6PM**, 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 Meeting of the Council held on 19th July 2017 (copy herewith)
3. To consider any Mayor's Communications.
4. To receive Deputations in accordance with Standing Order No 3.4 and to answer Public Questions pursuant to Standing Order No 3.5, such questions to be answered orally during a time not exceeding 15 minutes.

(**NOTE:** Standing Order No 3.4 requires that notice of a Deputation should be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 9 OCTOBER 2017** 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, 9 OCTOBER 2017**).

5. Questions (if any) pursuant to Standing Order No 3.3.

(**NOTE:** Members are reminded that Standing Order No 3.3 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, 10 OCTOBER 2017**).

PART I

6. Consideration of recommendations by Boards of the Council:

BOARD

DATE

Policy and Organisation Board

27 September 2017

PART II

7. To receive the following Part II minutes of the Boards of the Council:

BOARD	DATE	Minute No.
Community Board	6 September 2017	12-14
Economic Development Board	13 September 2017	20-21
Policy and Organisation Board	27 September 2017	23-27

8. FEES AND CHARGES

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

**DAVID WILLIAMS
CHIEF EXECUTIVE**

**TOWN HALL
GOSPORT**

3 October 2017

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

GOSPORT BOROUGH COUNCIL

CROSS REFERENCE

**TO: COUNCIL –
11 OCTOBER 2017**

**FROM: POLICY AND ORGANISATION BOARD – 27 SEPTEMBER
2017**

TITLE: CAPITAL PROGRAMME 2017/18 TO 2020/21

AUTHOR: BOROUGH TREASURER

Attached is a copy of the report that was considered by the Policy and Organisation Board on the 27 September 2017 (Appendix 'B'), together with the Minute extract and Board Resolution (Appendix 'A').

RECOMMENDATION:

That the Capital Programme 2017/18 to 2020/21 is recommended for approval.

PART I

22. CAPITAL PROGRAMME

Consideration was given to the report of the Borough Treasurer seeking Board approval for the Capital Programme 2017/18 to 2020/21 and to recommend the programme to Council for approval.

In answer to a Members question, the Board was advised that the BMX track area was intended solely for racing and that an additional facility was being installed to allow for children as young as two to be able to train.

Members identified that there was funding in the programme for public conveniences and questioned whether this was to refurbish existing facilities, or whether there would be any provision to reopen facilities previously closed.

The Board was advised that the facilities at the Falklands Gardens had had to be closed urgently for Health and Safety reasons as their inappropriate use was a health and safety risk to both members of the public and contractors. Members advised that the Council was working hard with external agencies, including the Police to reopen them as soon as possible. This included looking at solutions that may mean the facilities would only be open in the day in the interim and installing lighting to prevent substance abuse occurring inside them.

Members commended the hospitality of local hostelrys and cafes in allowing members of the public to use the facilities and requested that all Members be informed should it be necessary to close facilities with such urgency in future.

Members were advised that the funds identified in the capital programme for public conveniences had not been allocated to specific facilities; as the funds may be required for refurbishments following vandalism. The Board was also advised that funds would not be spent on reopening closed toilets that had been subject to vandalism.

A Ward Councillor for Town advised that they had been kept informed on the situation regarding the toilets at the Falklands Gardens and also welcomed funding for the Seafeld Coastal Flood Erosion Scheme.

In answer to a Members question, the Board was advised that the type of Car Park machines had not yet been specified and that the programmed work for St Luke's Road was due to be carried out within the next year.

RESOLVED: The proposed Capital Programme 2017/18 to 2020/21 be recommended to Council for approval.

Board/Committee:	Policy and Organisation Board
Date of Meeting:	27 September 2017
Title:	Capital Programme 2017/18 to 2020/21
Author:	Borough Treasurer
Status:	For Decision

1. PURPOSE

- 1.1 To seek Board approval for the Capital Programme 2017/18 to 2020/21 and to recommend the programme to Council for approval

2. RECOMMENDATION

- 2.1 The proposed Capital Programme 2017/18 to 2020/21 is recommended to Council for approval

3. BACKGROUND

- 3.1 The Council's current Capital Programme 2016/17 to 2019/20 was approved at Council on 8 February 2017.
- 3.2 This report sets out an outline Capital Strategy that is fully aligned with the Council's Medium Term Financial Strategy for the period 2017/18 to 2020/21. In accordance with the proposed Capital Strategy, the Capital Programme has been reviewed and update to include new Capital Investment as well as any necessary changes to the existing Capital Programme arising from slippage, changes in cost and deletions where schemes are unlikely to proceed in the short to medium term.

4. OUTLINE CAPITAL STRATEGY 2017/18 TO 2020/21

- 4.1 The Capital Programme is a vital component of the Council's Medium Term Financial Strategy. It is proposed that the Council's overall Capital Strategy has 3 core aims as follows:

Core Aim 1 - A Medium Term Strategy:

- Properly aligned funding and spending (i.e. does not apply future (longer term) funding to current (near term) investment), thus leaving known and unfunded obligations in the future

- Provides funding for future years for critical Capital Investment (ensuring that in years where capital resources are limited, critical investment can continue to be made)
- Revenue Contributions to Capital are considered to "smooth out" any significant gaps between capital investment needs and capital resources available

Core Aim 2 - Maximise the Capital Resources Available and the flexibility of their application:

- Setting capital funding aside for "match funding" opportunities where these are aligned with the Council's strategic objectives in order to take advantage of "free" funding
- Periodic review of contractually uncommitted schemes against newly emerging capital investment priorities
- Avoidance of ring-fencing of capital resources, except where statutory
- Use of Prudential Borrowing for "Invest to Save" Schemes

Core Aim 3 - Targeted Capital Investment (prioritised categories):

- **Category 1 -** Programmes of a recurring nature that are essential to maintain operational effectiveness
- **Category 2 -** Specific schemes that:
 - Have a significant catalytic potential to unlock the regeneration of the Borough
 - Are significant in terms of the Council strategies that they serve
 - Are significantly income generating or efficiency generating
 - If not implemented would cause severe disruption to Service delivery

4.2 The Council's strategy is to maximise the capital resources available and then target the investment of those resources to those areas that will both stimulate the local economy and generate income for the Council so that the Council's income and funding base is sufficient to continue to provide high quality public services within the Borough. Additionally, the Council will continue to invest where it would be significant in terms of the contribution to the Council's overall strategic objectives.

5. CAPITAL PROGRAMME 2017/18 TO 2020/21

Corporate Capital Resources

5.1 The Council's available capital resources continue to be constrained and are generally limited to Capital Grants (usually ring-fenced for a particular purpose and the subject of successful bids to Government), contributions from the revenue budget but within affordability constraints, the sale of assets and developer contributions.

5.2 The proposed Capital Programme attached has been comprehensively reviewed and revised for all known changes to the approved Capital Programme as well as providing new capital investment for the following:

- Improvements to Housing Stock - £3.5m is provided to continue the programme of repairs and improvements through to 2020/21
- Waterfront Re-generation - £1m has been provided to enable this key site in the Borough to reach its potential. This represents the Council's investment into the area which it intends to use as funding to lever in both further grant funding as well as private sector funding for a comprehensive re-development
- Coastal Flood and Erosion Schemes - £3.8m (largely grant funded) to maintain the integrity of the Borough's coastline and protect homes and businesses
- Continuation of Rolling Programmes - £0.5m has been provided to continue the essential programmes of activity that maintain the Council's operational property and systems as well as funding to improve the Borough's environment. This includes maintenance and upgrades to public conveniences, paving improvements, car park re-surfacing and health and safety obligations across the Council's buildings
- Splash Pool - £0.4m to provide a facility to improve the attractiveness and opportunities to make better use of the seafront in Lee-On -Solent
- Funding to replace obsolete and critical risk IT systems in order to ensure that data and systems are adequately supported, protected and resilient
- Digital Strategy (Channel Shift) - £150,000 to enhance the customer experience with the Council. To residents to be able to transact and communicate with the Council simply at times of their convenience by improving the Council's website functionality generally, to bill electronically, to take payments more flexibly over the internet and by telephone, use mobile technology to communicate and report incidents to the Council

- 5.3 The review of the Capital Programme has also considered those schemes that were not likely to be delivered in the short term and which therefore were "tying up" resources that could otherwise be re-directed towards economically productive uses in order to provide a stimulus to the Borough. Schemes that have been removed from the programme include Privett Park and Kerbside & Glass Collection, neither of which have a realistic prospect of deliver over the next 2 to 3 years. Nevertheless, both schemes remain a priority of the Administration to be re-introduced when there is greater certainty of delivery.

6. RISK ASSESSMENT

- 6.1 Should the Policy & Organisation Board not approve or delay the proposed Capital Programme 2017/18 to 2020/21, plans for the regeneration and associated employment opportunities of the Borough would be delayed, plans for repairs to Housing will need to be reduced and re-prioritised, the risk of flood will increase and Council efficiency initiatives that will avoid service reductions will not be realised.

7. CONCLUSION

- 7.1 In summary, the recommended Capital Programme comprise a balanced and medium term set of proposals which:
- Continue to invest and improve the Housing in the Borough
 - Seek to improve the Council's Waterfront assets as a key driver for regeneration
 - Improve the customer experience and make the Council's services more efficient
 - Further enhance the built environment
 - Ensure the medium term resilience of essential core services

Financial implications:	The capital investment proposals can be met from the available capital resources. Some proposals will have a positive effect on the Council's funding in the medium term. Some proposals will improve the efficiency of the Council and lead to savings in the revenue budget over the medium term
Legal implications:	The Council has to set a balanced budget which includes the capital programme and is also under

	an obligation to carry out its functions effectively, efficiently and economically
Equality and Diversity	The capital programme reflects both service improvement plans and the corporate plan and has no material adverse equality and diversity impact
Service Improvement Plan implications:	
Corporate Plan:	
Risk Assessment:	The report includes an assessment of the risks in the capital programme.
Background papers:	Budget working papers
Appendices	A – Capital Programme 2017/18 to 2020/21

**A MEETING OF THE COMMUNITY BOARD
WAS HELD ON 6 SEPTEMBER 2017 AT 6PM**

The Mayor (Councillor Mrs Batty) (P), (Councillor Hook (ex-officio) (P), Councillors Bateman (P), Burgess (P), Earle (P), Mrs Hook, Mrs Huggins (P), Hylands (P) Mrs Jones (P), Miss Kelly (P), Mrs Morgan (P), Murphy, Ronayne (P), Scard (P), Mrs Wright, Wright (P)

It was reported that in accordance with Standing Order 2.3.5, Councillors Mrs Furlong, Mrs Batty and Mrs Cully had been nominated to replace Councillors Murphy, Mrs Hook and Mrs Wright respectively for this meeting.

PART II

12. TREATMENT AND MANAGEMENT OF JAPANESE KNOTWEED

Consideration was given to a report of the Head of Streetscene seeking Board approval for the utilisation of funds from the capital receipt for Camden Allotments for the treatment of Japanese knotweed.

Mr Broom was invited to address the Board.

Mr Broom advised that he was the owner of 1 Olave Close, adjacent to the Manor Way site, and that he had prepared a report with a detailed proposal of a potential alternative solution to those presented in the report of the Head of Streetscene.

Mr Broom advised the Board that the knotweed on Manor Way had spread to his garden, he advised that the proposal was to fully excavate the Manor Way site, but that his land was only being treated by herbicide. Mr Broom felt that the report focused on a Gosport Borough Council perspective and not that of his property at 1 Olave Close.

Mr Broom advised that under civil law permanent removal action for both sites should be taken and that the proposals in the report should therefore be rejected. Mr Broom advised that the knotweed impeded his enjoyment of his property and garden.

Mr Broom advised the Board that he had prepared a document with two proposals, Members of the Board were given time to read the document.

Mr Broom advised that he was prepared to share the cost of the treatment to eradicate the knotweed on both Manor Way (identified as JK1) and his property (identified as JK2) if provision was made to modify the boundary.

Mr Broom advised that if Gosport Borough Council were to choose option two of his report, they would not address the accrued liability and would have the additional costs of removing fences and trees and reinstating the fence.

Mr Broom requested that the Board give consideration to his proposals.

Mr More was invited to address the Board. He advised that he was the Chair of the Gosport Allotment Association and that he had previously addressed the

Community Board with regard to Allotments.

Mr More advised that the proposal was that Council were to spend £64000 on the killing of weeds and that he was disappointed that the recently reconvened Allotment Stakeholders Group had not been consulted on the proposal.

Mr More advised that the money from the sale of Camden Allotments was restricted for specific use for the improvement of allotment sites and that it had not yet been confirmed that Manor Way site was to be used as allotments.

Mr More advised that there were only 19 people currently on the waiting list for allotments at Lee-on-the-Solent and that this would only take a fraction of the site, Mr More advised that previously there had been a large waiting list for sites in Lee-on-the-Solent.

Mr More advised the Board that he had no objection to the removal of knotweed but reiterated his concern at the proposed use of funding and disappointment that the Allotment Stakeholders Group had not been consulted.

Mr More advised that the Allotment Stakeholders Group were meeting the following evening and that the provision of Lee Allotment sites was on the work programme for the group in December.

In answer to a Members question, the Board were advised that the Allotment Stakeholders Group was an advisory group and that the Community Board were being requested to consider and approve the utilisation of funds to undertake the work to remove the knotweed.

Members were advised that there was still a demand for allotments in the Borough and that some people were prepared to travel to alternative sites. Members were advised that the total waiting list for allotments was over 240 in the Borough and that the Lee-on-the-Solent waiting list had been closed for a number of years.

In answer to a Members question, the Board were advised that the capital funding from the sale of land at Camden allotments had paid for a number of improvements to various allotment sites over the years and that if plot holders remained vigilant it was hoped that the knotweed would not return. Members were also advised that other sites identified as having knotweed were the responsibility of Hampshire County Council and that any knotweed on housing land could be treated using funds from the Housing Revenue Account.

A Member recognised the work undertaken by the Stakeholders Group and thanked Mr Broom for his proposal. Members also questioned whether residents on the Allotment waiting list for other sites would be prepared to move.

In answer to a Members question, the Board were advised that under civil law the Council were obliged to address the nuisance caused by knotweed and that the Council had sought professional advice with regard to the removal of the knotweed.

Members were advised that the roots of the knotweed were located in the area of JK1 and not JK2, hence the proposals for different treatment methods. The area identified JK1 would be dug and the roots removed at a depth where the

rhizomes would be removed without being broken up, whereas the treatment for the area identified as JK2 did not require such aggressive treatment and the resulting damage to the land. The quote for the work also included the removal of the waste following the work.

A Member reiterated the desire to see funding provided for allotment improvements and commended the Stakeholders Group on their work to date and their disappointment that the Group had not been consulted on the proposals.

RESOLVED: That the utilisation of funds from the capital receipt for Camden Allotments for the treatment of Japanese Knotweed at Camden Allotments and the recently acquired community space in Manor Way, Lee-on-the-Solent be approved.

13. IMPLEMENTATION OF A GREEN WASTE CLUB

Consideration was given to a report of the Head of Streetscene advising the Community Board of a proposal to introduce a new method of collection of green waste from households, to be managed by Urbaser who provide the waste collection service on behalf of the Council ("Urbaser").

Members welcomed that the scheme would benefit residents but expressed concern that some properties would not be able to accommodate an additional bin at their properties. Members felt this could be particularly problematic for those with smaller gardens.

The Board were advised that the proposal was for green bags to cease to be used at in February 2018 and were advised that it would be possible to share the bins across a number of properties.

The Board acknowledged that the present scheme was unsustainable as the existing bags were not biodegradable and the collection process for green bags could not be made any more efficient and that the cost to collect green bags was unacceptable.

Members acknowledged that a brown bin collection scheme for green waste was already in place and successful in other local authorities.

Members requested that investigations be made in to the possibility of payment for the bins in instalments to allow the cost of the bin to be spread over the year and it was agreed that investigations would be made.

Members were advised that the scheme would be advertised in Coastline.

Members welcomed that the proposal would increase the recycling rates for the Borough and hoped that other methods of recycling other material could also be investigated. Members also recognised that it would be much more efficient. Members also requested that work be undertaken to ensure the scheme was accessible to as many people as possible.

RESOLVED: That the implementation of a green waste club from February 2018, to be operated by Urbaser, for the residents of Gosport be approved.

14. ALLOTMENT STAKEHOLDERS CONSULTATIVE GROUP – TERMS OF REFERENCE

Members welcomed the commitment to the Stakeholders Group and reiterated that the aim was to facilitate greater understanding of the needs of the allotment holders.

RESOLVED: That the updated terms of reference for the Allotment Stakeholders Group be approved.

There was no other business

The meeting concluded at 19.08

CHAIRMAN

**A MEETING OF THE ECONOMIC DEVELOPMENT BOARD
WAS HELD ON 20 SEPTEMBER 2017**

The Mayor (Councillor Mrs Batty) (ex-officio), Councillors Hook, Ms Ballard (P), Bateman (P), Beavis (P), Mrs Cully (P), Ms Diffey, Edgar (P), Farr (P), Mrs Forder, Mrs Furlong (P), Mrs Huggins (P), Miss Kelly (P), Philpott (P), Mrs Prickett, Raffaelli (P).

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

PART II

20. EXCLUSION OF THE PUBLIC

RESOLVED: That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemptions outweighs the public interest in disclosing the information, for the reasons set out in the report.

21. LAND AT HOWE ROAD, ROWNER

Consideration was given to the exempt report of the Property and Investment Manager.

RESOLVED: That the recommendations be approved.

The meeting concluded at 6.30pm

CHAIRMAN

A MEETING OF THE POLICY AND ORGANISATION BOARD WAS HELD ON 27 SEPTEMBER 2017

The Mayor (Councillor Mrs Batty) (ex-officio), Councillors Allen (P), Bateman (P), Burgess (P), Carter, Chegwyn (P), Mrs Cully (P) Edgar (P), Foster-Reed (P), Hook (Chairman) (P), Hicks (P), Hylands (P), Jessop (P), Murphy (P), Philpott (P)

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

PART II

23. EY – AUDIT RESULTS REPORT

Consideration was given to the reports of the EY summarising the findings from the external audit 2016/2017.

Helen Thompson of EY was invited to address the Board and advised that the results report followed on from the Audit Plan reported to the Standards and Governance Committee in March and the Policy and Organisation Board in June

She advised that the audit was fundamentally completed with the exception of formally signing off the report. The Board was advised that there had been no objections from members of the public and therefore the audit certificate to certify the audit closed could be issued alongside an unqualified opinion of the true and fair position by the deadline of 30 September.

Members were advised that under the value for money sub-criterion, informed decision making, the shared management arrangements had been examined. No issues were identified that impacted on the proper arrangements the Council had to secure value for money in the use of resources and as a result the value for money conclusion for 2016/17 would be unmodified.

The Board was advised that there were no uncorrected misstatements. However, the audit regulations required the accounts to be published for 30 days including two specified weeks in July. Although the financial statements had been correctly published, the Annual Governance Statement was not made available until a few days later. Therefore the period for public inspection had been extended to include the complete 30 days for both the financial statements and the Annual Governance Statement.

The Board was advised that there had been some difficulty in acquiring required details from external valuers, but that it was no fault of the Council and the auditors acknowledged that Council officers had done everything they could to help acquire the information. The Council should consider this as part of the faster close deadline in 2018.

It was recognised that the deadline for reporting would be two months earlier in 2018 and the Board was advised that should the reporting process continue to include the report presentation to the Standards and Governance Committee, any report produced for the Committee would be less complete as a result of tighter timescales.

The Board was advised that there was no legislative requirement for the report to be presented to Standards and Governance Committee and that the constitution could be amended to provide for the report to be brought straight to the Policy and Organisation Board only.

Members recognised that the Audit report gave the Council a clean bill of health, and were advised that the Auditors were aware of the Local Government Ombudsman decisions, but that they did not affect the report.

Mrs Thompson extended her thanks to the Council Officers for their support with the work.

RESOLVED: That the conclusions to date set out in the Audit Results Report be noted.

24. FINAL ACCOUNTS 2016/17

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

Consideration was given to a report of the Borough Treasurer summarising the outturn position for the 2016/17 financial year and recommending the approval of the Statement of Accounts for 2016/17.

Members were advised that the Council's borrowing and investments were appropriate to its present financial position.

The Board was advised that the Treasury Management report highlighted the Council's position further and that the Council was under borrowed which was in accordance with current best practice.

A Member highlighted that there were large projects identified in the capital programme that were being funded in Lee-on-the-Solent and felt that the funds for these projects could have been redistributed to be used for the removal of Japanese knotweed on allotment sites. The Member's opposition to the use of Allotment funds for this was noted.

In answer to a Member's question the Board was advised that whereas previous guidance was to remove the knotweed progressively, that the advice regarding this had now changed.

Members were advised that the removal of knotweed had been agreed at the Community Board and that the Capital Programme also included projects for the ice rink, the leisure centre, the BMX track, the Cockle Pond at Walpole Park, the skate park and the Alver Valley amongst others.

In answer to a Member's question, the Board was advised that the Supplementary Planning Document for the Gosport Waterfront and Town Centre was covering the

next 20 years and that the resurfacing of Walpole Road car park was necessary to ensure its ongoing serviceability.

A Member welcomed the removal of knotweed and recognised the benefit of its removal to local residents.

RESOLVED: That

- The accounting policies contained within the Statement of Accounts (Appendix F, page 21) be approved,
- The Statement of Accounts for 2016/17 at Appendix F be approved.
- The outturn position contained in the report and Appendices including
 - The capital programme slippage detailed in Appendix C
 - The write offs approved under delegated authority at Appendix D be noted; andThe Letter of Representation at Appendix E be approved

25. TREASURY MANAGEMENT ANNUAL REVIEW 2016/17, PROGRESS REPORT 2017/18, & PRUDENTIAL INDICATORS

Consideration was given to a report of the Borough Treasurer as the annual treasury report is a requirement of the Council's reporting procedures and covers the treasury activity for 2016/17 together with a review of 2017/18 to date. The report also includes the Prudential Indicators for 2016/17 in accordance with the requirements of the Prudential Code.

RESOLVED: That;

- The Treasury Management outturn report 2016/17 as identified in 2.2 be noted
- The latest Treasury Management position for 2017/18 as identified in 2.3 be noted
- The Prudential Indicators outturn report 2016/17 as identified in 2.4 be noted

26. DISCRETIONARY RATE RELIEF

Councillor Hylands declared a disclosable pecuniary interest and took no part in the discussions or voting thereon.

Consideration was given to a report of the Borough Treasurer detailing proposed additions to the Council's Discretionary Rate Relief Policy relating to Local Newspaper Relief, Public Houses Relief, Supporting Small Businesses Relief and Discretionary Revaluation Relief

Members were advised that the proposal was for the approval of four separate schemes funded by central government.

In answer to a Member's question, the Board was advised that the funded support for Public Houses was £1000 relief for one year.

Members were advised that all eligible premises had or would be written to, to advise them of the availability of the schemes.

RESOLVED: That the Discretionary Rate Relief Policies relating to Local Newspaper Relief, Public Houses Relief, Supporting Small Businesses Relief and Discretionary Revaluation Relief as detailed in Appendices A to D be approved.

27. ANY OTHER ITEMS

There were none.

CHAIRMAN

Concluded at 18.38

GOSPORT BOROUGH COUNCIL

BOARD:	COUNCIL
DATE OF MEETING:	11 OCTOBER 2017
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 fees and charges referred to in the report and appendix for implementation from 1 January 2018 unless stated otherwise.

1.0 Background

- 1.1 Fees and charges were last reviewed and updated at the Council meeting on 12 October 2016.

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 A fees and charges review has been undertaken as part of the budget process for 2018/19.
- 2.3 The proposed fees and charges are set out in the appendix to this report.

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.
Crime and Disorder	N/A
Equality and Diversity	N/A
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	John Norman

GOSPORT

BOROUGH COUNCIL

FEES AND CHARGES

2018

Fees and charges are effective from 1st January 2018 unless otherwise stated

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VAT FOREWORD

- 1 All charges 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 2018 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.

<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>ALLOTMENTS</u>	2018 Fee £	2019 Fee £	VAT
Annual charge per square metre	£0.23	£0.23	O
A square rod is equal to 25.29 square metres - which equates to approximately £5.60 per square rod (ie a 5 rod plot is therefore approximately £28)			
Key deposit (refundable)	25.00	25.00	O

<u>BEACH HUT RENTAL - GOSPORT RESIDENTS ONLY</u>		Fee £	VAT
Annual Charge	Full Rate	830.00	S
	Other Concessions (Over 60's)	630.00	S
	Disabled	530.00	S
Weekly Charge	Disabled Residents only	19.00	S
One hut is available for weekly hire at Stokes Bay.			
<u>BEACH HUT SITE RENTAL - GOSPORT RESIDENTS ONLY</u>			
Annual Charge	Full Rate	310.00	S
	Other Concessions (Over 60's)	200.00	S
	Disabled	170.00	S
The site rental is for the last 3 remaining private beach huts at Lee on the Solent			

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

<u>CAR PARKS</u>		Fee	VAT
		£	
<u>PAY AND DISPLAY CHARGES</u>			
Mumby Road (Bus Station)			
	Per hour	1.00	S
	Over 5 hours (per day)	6.00	S
Trailers and Parking Permits (other than Medical Permits) are not allowed			
Motor Vehicles:			
Long Stay (Town Centre, Lee-on-Solent, Stokes Bay, Hardway Slipway and Alver Valley)			
	Per hour	0.90	S
	Over 5 hours (per day)	5.30	S
Two Hour Car Parks (Town Centre and Lee-on-Solent)			
	30 Minutes (Coates Road Car Park only)	0.30	S
	First hour	0.50	S
	Up to 2 hours	0.90	S
Trailers and Parking Permits (other than Medical Permits) are not allowed			
Three Hour Car Park (Lee-on-Solent)			
	Per hour Marine Parade No 1 & 2	0.80	S
Trailers (where permitted) - same charge as motor vehicle.			
Coaches - per hour	Only permitted in prescribed car parks	4.20	S
Motorcycles		Free	
Commercial Vehicles (over 3.5 tonnes GVW) parked in Mumby Road Lorry Park		Free	
Parking Charge Notices	Payment within 7 days	45.00	N
	Payment after 7 days	65.00	N
<u>PERMITS</u>			
General Public			
	Annual Permit	460.00	S
	6 Month Permit	260.00	S
	3 Month Permit	135.00	S
	1 Month Permit	45.00	S
Gosport & Lee Town Centre Residents Permits		75.00	S
Available only to residents living in specific areas of the town centres and for use in the specified only long stay car parks only			
Medical (Local Surgeries)		10.00	S
Leisure (includes Seafront and Alver Valley)		75.00	S
Bay House School - No. 2 Battery East (term time only)		1,250.00	S
<u>Notes</u>			
1. All drivers of vehicles with a trailer will be responsible for the payment of the trailer charge.			

<u>ANN'S HILL CEMETERY</u>		Fee	VAT
		£	
<u>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES** - GOSPORT RESIDENT</u>			
Provision of new grave (Post 01/04/1992) - obligatory	550.00	O	
Interment into Existing Site (Pre 01/04/1992) - obligatory	125.00	O	
Provision of a Cremated Remains Plot (Post 01/04/1992) - obligatory	125.00	O	
Provision of Grave for child	No Charge		
<u>INTERMENTS</u>			
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	500.00	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)	160.00	O	
<u>MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS</u>			
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	140.00	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)	160.00	O	
(b) enclosing a space not exceeding 2.1m by 1.8m (7ft by 6ft)	315.00	O	
(c) tablets not exceeding 350mm x 450mm x 25mm	40.00	O	
The fees indicated in this section include the first inscription.			
For each inscription after the first a fee is payable	27.50	S	
Annual Maintenance			
Trimming Grass	60.00	O	
Planting and Trimming Grass	78.00	O	
Planting (Spring and Summer only)	67.00	O	
Miscellaneous Items			
Search in Burial Register (per burial entry)	8.50	O	
Certificate of Burial	17.00	O	
Use of Chapel	100.00	O	
Exhumations	At Cost	S	
Transfer of Grant of Right	75.00		
Temporary Marker	25.00		
<u>Notes</u>			
** The fees indicated above include the Deed of Grant and all the expenses thereof			
Imperial to metric conversions are approximate			

<u>DOG CONTROL</u>		Fee £	VAT
Collection of stray dog - Statutory charge	per dog	25.00	O
Kennelling fees	up to 7 days	107.00	O
Microchipping of dogs	per dog	10.00	S
	each additional dog at the same address	5.00	S
Private home check visit		30.00	S
Dog Bags	per packet of 60	2.60	S
<u>Notes</u>			
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.			

<u>ENVIRONMENTAL HEALTH SERVICES</u>		Fee £	VAT
Food Premises Register			
Single Entry		2.15	S
Single Premises category, e.g. butchers		52.00	S
Whole Register		225.00	S
Export Certificate Fee		47.50	S
LAPC/IPPC Register enquiries (authorised industrial processes)		40.00	O
Immigration Service Assessment of Premises Condition		81.00	S
House in Multiple Occupation Licence			
	5 persons	800.00	O
	6-10 persons	1,000.00	O
	11-15 persons	1,200.00	O
	16-20 persons	1,400.00	O
	Over 20 persons	1,600.00	O
Housing Act 2004 Notices		Actual cost	
Private Water Supplies work		Actual cost	

<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		E

<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 2018			

<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)		63.00	O
Prior/Retrospective permissions for alterations (Solicitor, and/or owner occupier of former Council property)		26.00	O
Notice of Sublet of leasehold property (Solicitor, and/or owner occupier of former Council property)		16.00	O
Registration of Notice of Transfer Assignment underlease Notice of Charge (charges as stated in lease)		5.50/25.50	O
Rent Account/debt reference (Mortgage provider/Loan companies)		26.00	O
Replacement dwelling keys to communal entrances (residents of the block of flats only – no third parties)		8.00	S

<u>REFUSE COLLECTIONS</u>		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 'Sharps' and disposal	Provide and disposal of yellow bags	No charge	
	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
Replacement wheeled bin (note 2)		28.00	O
Roll of 10 replacement black sacks		1.70	O
Reusable Recycling Bags		2.00	O
<u>Notes</u>			
1. Resident in receipt of Personal Independence Payments, Universal Credit or equivalent			
2. Unless the replacement is for a bin which has been stolen and a Crime Reference Number is provided.			
3. The fee stated is for a 240 litre wheeled bin (or smaller) only. Larger 660 and 1100 litre bins are replaced at cost plus administration			

CASUAL LETTINGS OF LAND		Fee £	VAT	Fee £	Fee £	VAT
USE OF COUNCIL LEISURE LAND						
		<u>Damage Deposit</u>		<u>Land Hire Deposit</u>	<u>Per day</u>	
<i>For events up to 2,500 persons - per day</i>						
Commercial	(note 1)	625.00	O	155.00	625.00	E
Not For Profit	(note 7)	125.00	O	0.00	0.00	E
<i>For events above 2,500 persons - per day</i>						
Commercial	(note 1)	1,250.00	O	310.00	1,250.00	E
Not For Profit	(note 7)	250.00	O	0.00	0.00	
<u>Temporary Demountable Structures (TDS)</u>						
Where a Temporary Demountable Structure is used, the following Building Control fees are payable						
Commercial	Professional Circuses				100.00	S
	Other commercial events with TDS over 15m square				250.00	S
Not for Profit	No charge				0.00	
Camping	Caravan/Motor home	per night			10.00	S
	Tent	per night			5.50	S
	Trailer (with Boat)				4.50	S
Notes						
1. Price includes access to water. Electricity is available on request at a number of locations.						
2. Damage deposits are refundable after any works and land reinstatement costs incurred by the Council have been deducted.						
3. Other relevant sites by negotiation with the Projects Officer						
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. Hirers of 2 days or more will be granted (if required) set-up and breakdown days of 1 day for each day hired.						
6. Bookings will be taken between 1st April and 31st October subject to land conditions, for enquires outside of these dates contact the Projects Officer						
7. Not For Profit Hiring - No hire fee or Building Control Inspection Fee (for temporary demountable structures) is payable except, where appropriate, for costs incurred by the Council and for a Damage Deposit. The event organiser must enter into a licence agreement with the Council for the use of the land and comply with the qualifying conditions below prior to the event.						
To qualify:						
<u>Registered Charities</u>						
The charity must be registered with the charity commission. The event to take place on council land must be organised by the trustees of the registered charity for the sole purpose of raising funds for its charitable purposes. The council may require a letter from the trustees to confirm this arrangement.						

Charitable Event

The event must be operated on a not for profit for basis, with any profit distributed to a registered charity; or organisation set up for charitable or community purposes. The council at its absolute discretion shall decide whether an organisation is set up for charitable or community purposes and its decision final.

*The entire "proceeds**" from the event, less any "reasonable costs***" incurred in delivering the event, shall be donated to the nominated charity/ies or community organisation(s).*

The event organiser shall no later than 28 days after the event provide a basic set of accounts, and supporting documentation, to the council clearly identifying income, expenditure and profit distribution.

The council reserves the right to require the event organiser to pay the commercial fee for the use of the land should they breach one or more of the conditions and the right to refuse the hire of council land for any further events.

***"Proceeds" include monies from ticket sales, liquor and concession fees, sponsorship, collections and any other income however generated*

****"Reasonable costs" include fencing the land, SIA personnel, performance licences, premise licence requirements, health and safety requirements and other services/expenditure essential for the event to go ahead.*

USE OF TOWN CENTRE/RETAIL AREAS

For promotional and public entertainment activities in Gosport High Street

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

LICENCES AND REGISTRATIONS		Fee £	VAT
Sex Establishment			
	New	3,000.00	O
	Renewal	2,000.00	O
	Transfer	2,000.00	O
Scrap Metal Dealer			
	New	250.00	O
	Renewal/Variation	140.00	O
	Certified Copy	12.00	O
Scrap Metal Mobile Collector			
	New/Variation	140.00	O
	Renewal	100.00	O
	Replacement Licence	22.00	O
<i>Scrap metal charges are effective from 16th October 2013</i>			
Tattooing, Acupuncture, Ear/Body Piercing, Electrolysis			
	Premises	85.00	O
	Person	70.00	O
Riding Establishments per Horse (Note 1)		135.00	O
Pet Shop		135.00	O
Animal Boarding Establishment (Note 1)		135.00	O
Dangerous Wild Animals Registration (Note 1)		135.00	O
Dog Breeding Establishments (Note 1)		135.00	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			

LICENSING ACT 2003 AND GAMBLING ACT 2005 PUBLIC REGISTERS	Fee £	VAT
Single Entry copy of a Premises Licence	5.50	O
Single Copy of an Application Form for a Premises Licence	15.00	O
Single Premises Category (eg Takeaways)	70.00	O
Whole Register of each single Act, e.g. Licensing Act 2003	225.00	O

LICENSING ACT 2003 (STATUTORY FEES)				Fee £	VAT
Premises / Club Applications / Variations					
The fees are based on rateable values of properties					
Rateable Value	Band	Initial Licence Fee	Annual Fee		
£0 - £4,300	A	100.00	70.00	O	
£4,301 - £33,000	B	190.00	180.00	O	
£33,001 - £87,000	C	315.00	295.00	O	
£87,001 - £125,000	D	450.00	320.00	O	
£125,001 and over	E	635.00	350.00	O	
A multiplier is applied to premises in Bands D and E where they are used exclusively or primarily for the supply of alcohol for consumption on the premises					
Rateable Value	Band	Initial Licence Fee	Annual Fee		
£87,001 - £125,000	D	900.00	640.00	O	
£125,001 and over	E	1,905.00	1050.00	O	
There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please consult the Licensing Department.					
Personal Licences, Temporary Events and Other Fees (Statutory)					
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	2,000.00	1,000.00	1,000.00	1,200.00	1,200.00	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 £	Transitional Application Fee £	Renewal Fee £	Annual Fee £	
Family Entertainment Centre					
Gaming Machine	300.00	100.00	300.00	N/A	O
Prize Gaming	300.00	100.00	300.00	N/A	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	100.00	N/A	50.00	O
Club Gaming Permit	200.00	100.00	200.00	50.00	O
Club Gaming Machine Permit	200.00	100.00	200.00	50.00	O
Club Fast-Track for Gaming Permit or Gaming Machine Permit	100.00	100.00	100.00	50.00	O
Small Society Lottery Registration	40.00	N/A	N/A	20.00	O

	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 2 or less 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

PRIVATE HIRE / HACKNEY CARRIAGE		Fee £	VAT
Hackney Carriage Knowledge Test		23.00	O
Private Hire	Operator - 1 Year Licence	270.00	O
	Operator - 3 Year Licence [Note 1]	650.00	O
	Operator - 5 Year Licence [Note 1]	1,100.00	O
	Vehicle	275.00	O
	Driver - 1 Year Licence	100.00	O
	Driver - 3 Year Licence	240.00	O
Hackney Carriage	Vehicle	275.00	O
	Driver - 1 Year Licence	100.00	O
	Driver - 3 Year Licence	240.00	O
Private Hire & Hackney Carriage driver (both licences)		140.00	O
Private Hire & Hackney Driver - 3 Year Licence		350.00	O
Driver and Vehicle Licensing Agency check		6.00	O
(annual licence holders to coincide with triennial criminal record check) [Note 2]			
Hackney Carriage/Private Hire Driver's 2nd Licence		37.00	O
Criminal record check - paid to GBC [Note 2]		44.00	O
Issue of a replacement Hackney Carriage or Private Hire:			
	Driver's Photo Badge	18.00	O
	Vehicle Windscreen Badge	23.00	O
	Vehicle External Plate	23.00	O
Notes			
1. Following new legislation effective from 01 October 2015. Changes to taxi fees have to be advertised and any responses considered.			
2. Amount charged by the external agency to the Council, and may be subject to revision during the year.			

<u>MARKETS</u>			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
Gosport Market Saturday	Up to	3m (10ft) pitch	27.50	35.00	E
		4.6m (15ft) pitch	41.50	49.00	E
		6m (20ft) pitch	55.00	65.00	E
		9.1m (30ft) pitch	75.00	90.00	E
		12.2m (40ft) pitch	90.00	110.00	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)					
<u>Notes</u>					
Imperial to metric conversions are approximate					

<u>STREET TRADING CONSENTS - Licenced under statutory obligation</u>			Fee £	VAT
Annual Consent	7 Days/week	Food Stalls/Vehicle/Trailer	1,150.00	O
		Non-Food Stalls/Vehicle/Trailer	820.00	O
	Up to 3 Days/week	Food Stalls/Vehicle/Trailer	585.00	O
		Non-Food Stalls/Vehicle/Trailer	430.00	O
	1 Day/week	Food Stalls/Vehicle/Trailer	330.00	O
		Non-Food Stalls/Vehicle/Trailer	290.00	O
Six Month Consent	7 days/week	Food Stalls/Vehicle/Trailer	600.00	O
		Non-Food Stalls/Vehicle/Trailer	425.00	O
Daily Consent	Per 30cm (1ft)		2.50	O
	Minimum charge 4.6m (15ft)			
<u>Notes</u>				
Imperial to metric conversions are approximate				

<u>PEST CONTROL</u>	Concession £	Fee £	VAT
<u>DOMESTIC PREMISES</u>			
Fleas, Bedbugs plus unknown infestations, to visit and quote	No charge	30.00	S
All Other Insects (including wasps)	No charge	70.00	S
Rodent treatment	No charge	60.00	S
<u>Concessions:</u>			
Persons on low income, defined as being in receipt of one of the following			
Income-based Jobseeker's Allowance			
Income-related Employment and Support Allowance			
Income Support			
Pension Credit (Guarantee)			
Universal Credit (maximum award)			
NB - Officers must be shown documentary evidence of entitlement by at least one member of household			
<u>PEST CONTROL: COMMERCIAL PREMISES</u>			
Rodents and insects for up to the first 15 minutes		76.00	S
Charge for each additional 15 minutes or part thereof		17.00	S
<u>Notes</u>			
1. Charges include cost of materials and all rates quoted include VAT			
2. Payment to be made at time of booking or prior to treatment			
3. That no responsibility can be accepted for any loss or damage, however caused, through treatment being carried out.			
4. Invoices are not as a general rule issued, but when issued there is a 15% administrative charge in addition to the above charges.			

<u>SPORTS</u>		Concession	Fee	VAT
		£	£	
<u>BOWLS</u>				
Per player per hour	Adult	3.50	4.30	S
Bowls and Slip Hire			3.30	S
<u>CRICKET</u>				
Privett No 1	Adult	52.00	73.00	S
	Weekdays after 6 pm	37.00	57.00	S
Other Sites	Adult	42.00	68.00	S
	Weekdays after 6 pm	32.00	52.00	S
Synthetic Wicket (Gosport Park)	Adult	32.00	52.00	S
	Weekdays after 6 pm	27.00	37.00	S
<u>FOOTBALL</u>				
Privett Park Enclosure*	Gosport Clubs	78.00	125.00	S
	Outside Users	114.00	182.00	S
	Use of Floodlights	41.00	65.00	S
* To book, please contact Gosport Borough Football Club direct				
All Other Sites		37.00	57.00	S
Sites without shower facilities		32.00	47.00	S
Sites without changing facilities		26.00	37.00	S
Training Pitch / Dressing Rooms			22.00	S
Net Pins			0.80	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	37.00	58.00	S
Dressing Rooms (separate use)			23.00	S
Refreshment Rooms (separate use)			12.50	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 Head of Streetscene Services				

<u>WILDGROUNDS NATURE RESERVE</u>		Fee £	VAT
<u>PERMIT ACCESS</u>			
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 as advertised	Adult	2.50	E
	Concessions (Disabled, Over 60's & under 18's)	2.00	E
	Family - 2 Adults & up to 3 children	10.00	E
	Groups & Organisations (Groups up to 20 people)	35.00	E
<u>Notes</u>			
1. Children under the age of 5 are admitted free.			

<u>LAND CHARGES</u>		Fee £	VAT
For searches sent electronically via Email, our online application or through the NLIS Hub			
	Con29R	110.40	S
	LLC1	26.00	O
	Basic Search Fee (Con29R plus LLC1)	<u>136.40</u>	
For searches sent in paper form via DX or post			
	Con29R	132.00	S
	LLC1	30.00	O
	Basic Search Fee (Con29R plus LLC1)	<u>162.00</u>	
Extra parcel fee LLC1 only		2.00	O
Extra parcel fee Con29R		12.00	S
Part 2 optional enquiries		8.40	S
Additional enquiries		8.40	S
For a search in any individual part of the Register			
In Parts 1,2,3,4 and 10		5.00	O
In all other parts		2.00	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.			
HMRC determined that from 1st January 2017 the fee charged for CON29 enquiries, Part 2 optional enquiries and additional enquiries are subject to VAT at the standard rate.			

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Effective from 2nd February 2016. For the schedule of charges please refer to the [Planning homepage](#)

ANTI SOCIAL BEHAVIOUR ACT 2003

	Fee £	VAT
High Hedges Application	630.00	O

POSTAL NAMING AND NUMBERING

	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	37.00		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	125.00	S
	4 + dwellings	See also Note 1	252.00	S
Major residential:	10 - 49 dwellings	See also Note 2	630.00	S
	50 - 100 dwellings	See also Note 2	1,000.00	S
Minor industrial/commercial:	under 1000m ²	See also Note 1	100.00	S
Major industrial/commercial:	1000 - 5000m ²	See also Note 2	630.00	S
	5000 + m ²	See also Note 2	1,000.00	S
Others: e.g. Change of use of property or land / Adverts / Telecommunication Masts			125.00	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.				
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.				

PLANNING PRE-APPLICATIONS (CONTINUED)

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

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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.

ELECTORAL SERVICES**REGISTRATION OF ELECTORS (STATUTORY)**

Item	Data	Printed	
Sale of Open/Edited Register	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)	Z
Sale of Full Register*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)	Z
Sale of monthly update notices*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)	Z
Sale of list of Overseas Electors	£20 plus £1.50 per hundred entries (or part)	£10 plus £5.00 per hundred entries (or part)	Z
Sale of Marked Register*	Where available £10 plus £1.00 per thousand entries (or part)	£10 plus £2.00 per thousand entries (or part)	Z

Notes:

1. Supply of the Full Register, monthly update notices and the marked register is restricted by the Representation of the People Regulations.
2. Packing and carriage costs will also apply where relevant.
3. A request for the same part of the register in both printed and data form will be treated as two separate requests.

Election Staff Fees

Returning Officer's fees and disbursements, Polling Station staff and Count Staff: as determined by Hampshire Election Fees Working Party; available on request from the Head of Electoral Services.