

Cabinet – Supplementary agenda No.2

A meeting of the Cabinet will be held on:

Date: 2 February 2021

Time: 3.00pm

Venue: Virtual Meeting

Items

7. Capital and Revenue Budgets 2021/22

(Pages
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Date: 27 January 2021

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CABINET

2 FEBRUARY 2021

CAPITAL AND REVENUE BUDGETS 2021/22

Portfolio Holder: Councillor Alan Jarrett, Leader of the Council

Report from: Phil Watts, Chief Finance Officer

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Summary

This report sets out Cabinet's proposals for the capital and revenue budgets for 2021/22. In accordance with the Constitution, this is to be submitted to Full Council on 18 February 2021, the special meeting convened to set the Council Tax.

1. Budget and policy framework

- 1.1. According to the Council's Constitution, it is the responsibility of Cabinet, supported by the Corporate Management Team, to propose a capital and revenue budget having first consulted the overview and scrutiny committees. Full Council has the ultimate responsibility for determining the budget and setting the Council Tax.
- 1.2. In respect of the Housing Revenue Account (HRA) budget proposals, Full Council is required to carry out an annual review of rents and notify tenants not less than 28 days prior to the proposed date of change.
- 1.3. The Council Strategy and Council Plan form part of the Council's Policy Framework as set out in the Constitution. The Council Plan refresh will be considered as a separate item on this agenda.
- 1.4. This report has been circulated separately to the main agenda. Therefore, the Cabinet is asked to accept this report as urgent to enable consideration of the matter at the earliest opportunity given that the final budget will be submitted to the next scheduled Council meeting on 18 February 2021.

2. Background

- 2.1. The Medium Term Financial Strategy (MTFS) and Draft Capital and Revenue Budget for 2021/22 were presented to the Cabinet 17 November 2020, and projected a potential revenue shortfall of £11.710million. On 17 December 2020

the government published the provisional local government settlement, with details of the funding announcements and their impact on Medway Council's budget set out in a report considered by the Cabinet on 12 January 2021.

- 2.2. In accordance with the Council's constitution, overview and scrutiny committees were invited to comment on the draft budget proposals, represented by the directorate budget requirements within the appendices and a high level narrative explaining the action being considered by the Administration to close the 'gap'. These comments have been included at Appendix 1 (to follow).

3. Covid-19 Impact on the 2021/22 Budget

- 3.1. The provisional settlement confirmed the principle that the government would continue to support local authority spending and income pressures arising from the Covid-19 pandemic, as assumed in the MTFS and Draft Budget. The Draft Budget therefore did not reflect any Covid-19 related pressures or income since the quantum of either was not possible to forecast with any reasonable accuracy. During the development of the MTFS, a total of £13.009million of general fund Covid-19 related pressures were identified; these were not included in the forecast gap of £11.710million but were instead reflected in a section called Risk: the Ongoing Financial Impact of Covid-19. Work is ongoing to refine these pressures and replace those reflected in the MTFS with updated forecasts, and the following have been incorporated into the proposed budget:

Table 1: Covid-19 related MTFS pressures

Service area	Pressure included in 2021/22 budget (£m)
Adult Social Care cost of current service	3.187
Regeneration, Culture & Environment income shortfalls	8.989
Business Support income shortfalls and additional Children's Social Care legal costs	0.668
Total	12.844

- 3.2. Children's Services Covid-19 related pressures identified in the MTFS will be absorbed within the circa £7million budget increase delivered through the 2020/21 budget and the further £8.943million gross budget increase identified through the MTFS. Education Services pressures will be transferred to the High Needs reserve and managed through the deficit recovery plan.
- 3.3. In the preparation of the MTFS, Regeneration, Culture and Environment services forecast income pressures of £8.989million with a further £269,000 forecast in Business Support. In the provisional settlement the government confirmed that the sales, fees and charges income compensation scheme will continue into the first quarter of 2021/22 partially mitigating this pressure, as detailed at section 4.30 of this report.

4. Revenue Budget Funding

4.1. Core Spending Power

- 4.2. The local government settlement is underpinned by the Core Spending Power calculation. This calculation makes certain assumptions about the local tax that Medway is able to generate and then aggregates this with the core grant funding available to Medway. Medway Council's Core Spending Power is summarised in Table 2.
- 4.3. The Core Spending Power calculation is not in itself a statement of the actual resources available to the Council. It is simply a mechanism used by Government to illustrate the potential funds available to local authorities. In practice, the budget will be based upon the Council's own estimate of local tax yields.

Table 2: Core Spending Power

	2020/21 £m	2021/22 £m
Adjusted Revenue Support Grant	6.151	6.185
NDR Baseline Funding Level	48.214	48.214
Settlement Funding Assessment	54.365	54.399
Council Tax excl. Parishes	126.080	136.230
Section 31 Compensation for Under-Indexing	1.932	2.512
Improved Better Care Fund	7.093	7.093
Illustrative New Homes Bonus	1.221	0.986
Social Care Grant	5.492	6.098
Lower Tier Services Grant	0.000	0.364
Core Spending Power	196.183	207.682

4.4. The Provisional Settlement

- 4.5. The government announced the provisional settlement via a written statement on 17 December 2020. In previous years, the content of the provisional settlement has been largely known in advance; based on a technical consultation published after the Chancellor's Autumn Statement, both typically around October each year. This year the Chancellor did not deliver his one-year spending review until 25 November 2020 and there has been no technical consultation in advance of the provisional settlement being published.

4.6. Council Tax

- 4.7. In accordance with the Council delegation, on 12 January 2021 the Chief Finance Officer, in consultation with the Leader, agreed the Council Tax base for 2021/22 at 87,078.73 band D equivalents. This represents a decrease of 618.34 band D equivalents against the tax base reflected in the Draft Budget Assumptions; this is however still an increase of 281.83 compared to the

2020/21 taxbase. This reduction in the taxbase is due to the high level of claims for the Council Tax Reduction Scheme during the year, and results in an £505,000 reduction in the level of income collectable through the Council Tax in 2021/22 compared to the Draft Budget.

- 4.8. The Draft Budget assumed Council Tax would be increased by 2%, however the provisional settlement also gives authorities the flexibility to levy a 3% Adult Social Care precept; this represents £3.849million additional income. In addition the Council's external auditors have noted that the bad debt provision must be increased to reflect the greater risk of non-payment due to Covid-19. The provisional settlement confirmed a new Council Tax Support Grant, estimated at £2.196million, aimed at helping councils deal with the increased cost of providing Local Support for Council Tax, and also to help to reduce tax bills. The settlement also confirmed a new Tax Income Guarantee whereby the government will compensate local authorities for 75% of irrecoverable losses in council tax and business rates income in respect of 2020/21.
- 4.9. This report considers the budget requirement for Medway Council only. There are a number of other factors that will influence the final Council Tax requirement to be approved by Full Council on 18 February 2021. Whilst the final rate will be dependent on the level of spending, it will also be affected by:
- The Council Tax base of 87,078.73 agreed on 12 January;
 - The parish precepts;
 - The Police and Crime Commissioners precept; at the time of writing this is not yet known but will be agreed at the meeting scheduled for 4 February 2021;
 - The Kent Fire and Rescue Service (KFRS) precept; at the time of writing this is not yet known but will be agreed at the meeting currently scheduled for 23 February 2021.

4.10. Retained Business Rates

- 4.11. The widely anticipated review of the Business Rates Retention scheme and plans to reset the baseline from next year have once again been deferred, whilst the government continues to focus on other, more pressing issues. In the meantime the 50% business rate retention scheme will continue in its existing form and Medway remains a top-up authority.

4.12. Collection Fund

- 4.13. As a Billing Authority, Medway Council has a statutory obligation to maintain a separate Collection Fund. All revenues from Council Tax and Business Rates flow into the account, before being distributed between the local authority, the preceptors and the Government. In advance of each financial year the Council is required to forecast the anticipated level of Council Tax and Business Rates income that will be paid to the Collection Fund in the following financial year. Any difference between the estimate and the level of income actually received is reflected in a surplus or deficit position within the Collection Fund. Collection Fund surpluses declared by the billing authority are apportioned to the relevant

precepting bodies and government in the subsequent financial year, and likewise deficits are proportionately charged to the relevant bodies in the following year.

4.14. Through their work to audit the Council’s 2019/20 Statement of Accounts, the Council’s external auditors Grant Thornton have concluded that the Council’s bad debt provision in respect of Council Tax is no longer sufficient, based on the trajectory of council tax debt increasing in recent years. They have concluded that we have under provided for bad debt in the collection fund against the outstanding Council Tax. Addressing this under-provision means that the level of Council Tax available to fund revenue expenditure is significantly reduced.

4.15. New Homes Bonus

4.16. Nationally, the New Homes Bonus Scheme has an estimated surplus of around £278million which according to the scheme, would be redistributed back to local authorities. Medway’s Draft Budget assumed that this funding would be distributed in 2021/22 with the closure of the scheme. However, the provisional settlement confirmed that this surplus will instead be used to the fund the increased and new grants announced.

4.17. Education Related Grants

4.18. The Spending Review 2020 set out that the national schools budget would increase by £2.2billion for 2021/22 compared to 2020/21 including funding to help children catch up on lost learning and supplementary support for free school meals. The Budget projects that Education Related Grants will total £103.863million in 2021/22.

4.19. Pupil Premium Grant (PPG) is paid to schools separately as a grant to improve the attainment of pupils from deprived backgrounds, based on pupils eligible for a free school meal, ‘looked after children’ (LAC), and children with a parent in the armed forces. This grant is essentially passed straight to schools.

4.20. There are only two local authority maintained schools with sixth forms in Medway – one secondary and a special school – and the Sixth Form Grant is passed straight to these schools.

Table 3: Projected Schools related grants for the period to 2023/24

	2021/22 £m	2022/23 £m	2023/24 £m
DSG – Retained Schools Block	0.818	0.838	0.859
DSG – Schools Block	49.442	50.678	51.945
DSG – High Needs	32.044	32.846	33.667
DSG – Early Years	17.826	18.272	18.728
Pupil Premium Grant	3.250	3.332	3.415
Sixth Form Grant	0.482	0.482	0.482
Total Grant	103.863	106.447	109.096

4.21. In common with other upper tier local authorities, Medway continues to experience significant pressure on services for children with Special Educational Needs and Disabilities (SEND). In 2019/20 this pressure resulted in a significant overspend and the Council transferred £5.460million of High Needs expenditure into the DSG High Needs Reserve, putting the reserve at a total deficit of £9.184million. Continued growth in this area during 2020/21 means that by the end of the current year the high needs element of the DSG reserve is expected to reflect a deficit of £14.620million. The Government has confirmed that DSG deficits must not be covered from general funds, rather they must be recovered from DSG income over time. As such the pressure the General Fund arising from projected growth in SEND expenditure for 2021/22 does not feature in the proposed budget. This deficit will be managed through the Council's deficit recovery plan over the medium term.

4.22. Social Care Related Grants

4.23. In addition to the flexibility to levy an Adult Social Care precept on Council Tax, the provisional settlement also announced an additional £300million for adults and children's social care. £150million of this new grant is, however, funded from the surplus in the national New Homes Bonus fund which the Draft Budget had assumed would be redistributed, as set out above. Furthermore £240million of this grant is subject to equalisation, whereby the government grant allocations attempt to compensate for differences in local needs and taxbases. As a relatively high taxbase authority, this reduces the level of funding Medway will receive through this grant. The 2021/22 allocation indicates that Medway will receive £606,000 more than assumed at the Draft Budget.

4.24. Public Health Grant

4.25. The provisional settlement indicates that local authority spending through the public health grant will also continue to be maintained, therefore Medway's Budget assumes the same level of grant will be received as in 2020/21 at £17.409million.

4.26. Lower Tier Services Grant

4.27. The provisional settlement also announced a new, one-off lower tier services grant, aimed to ensure that no authority will have less funding available in 2021/22 than in the current year. Due to its unitary status, Medway's allocation is £364,000.

4.28. Covid-19 Funding

4.29. The provisional settlement confirmed a fifth tranche of the non-ringfenced Emergency Support Grant is confirmed for 2021/22, with Medway's allocation £7.864million.

4.30. The settlement also confirmed the continuation of the sales, fees and charges income compensation scheme, with authorities able to claim for losses (net of

any savings made in service delivery) sustained in the first quarter of 2021/22. Given that nationally the pandemic has continued to worsen with significant restrictions considered likely well into the new financial year, the proposed budget assumes that scheme will continue to operate until pressures caused by Covid-19 are significantly reduced, and services can therefore resume income generating operations. As such, the proposed budget assumes income pressures in Regeneration, Culture and Environment and Business support totaling £9.657million will be partially mitigated by income received through the scheme of £6.309million.

4.31. The Covid-19 pandemic has had a significant impact on the income of many households across Medway, resulting in a drop in the collection rate and an increase in the number of claims for Local Council Tax support schemes. In recognition of this pressure, the government have announced the following schemes to support local authorities to manage collection fund pressures.

- In respect of a deficit on the collection fund arising from 2020/21, the Council has the ability to spread this deficit and recover it over three years, rather than the usual one;
- A new Tax Income Guarantee scheme, whereby the government will compensate local authorities for 75% of irrecoverable losses in council tax and business rates income in respect of 2020/21.
- A new local council tax support grant aimed helping councils deal with the increased cost of providing Local Support for Council Tax in 2021/22, and also to help to reduce tax bills. Medway's indicative allocation is £2.196million.

5. Revenue Budget Requirement 2021/22

5.1. The Council Strategy sets out the Council's key priorities, the outcomes we expect to achieve and the programmes that will deliver them. The Council Plan is the delivery plan which sets out the measures that will be used to track performance against the Council's key priorities. The annual 'refresh' of the Plan is considered elsewhere on this agenda, but the MTFS and subsequent budget have been prepared to reflect the priorities and corporate ways of working it sets out. The key priorities are:

- People – Supporting Medway's people to realise their potential;
- Place – Medway; a place to be proud of; and
- Growth – Maximising regeneration and economic growth – growth for all.

5.2. The annual refresh of the Plan proposes a new suite of six Values (replacing the three corporate 'ways of working') which will underpin everything we do, guiding our behaviour, decisions and choices in the way we design and deliver our services. These are:

- Financial Resilience;
- Digital Enablement;
- Creativity and Innovation;
- Working together to empower communities;
- Tackle Climate Change, and;

- Child Friendly.
- 5.3. In accordance with the constitutional requirements, the Draft Budget, proposed by Cabinet, was passed to overview and scrutiny committees inviting comments, with comments from these meetings summarised at Appendix 1 to this report (to follow). At that stage the draft budget was some £11.710million in excess of the anticipated resources available, largely driven by demographic pressures manifesting within Adult Social Care and Children's Services.
 - 5.4. Commencing in the Summer, during formulation of the MTFs, and continuing throughout the overview and scrutiny process, officers have worked closely with portfolio holders to identify savings, efficiencies and income generating measures to close the gap and achieve a balanced budget, without recourse to reserves and whilst attempting to minimise the impact on service delivery. These proposals and their impact in 2021/22 are discussed in more detail in the directorate level commentaries at Section 6, 7 and 8 of this report.
 - 5.5. Appendix 2 summarises the proposed budget requirement against the funding assumptions, with appendices 2a-2c representing the directorate summaries and appendices 3a-3c providing more detail regarding individual savings proposals.
 - 5.6. At the time of writing this report, there is still a deficit of £2.393million to resolve. If we cannot identify measures to address this deficit, it will need to met from the Council's reserves.

6. Children and Adults (Appendices 2a / 3a)

- 6.1. The Budget reflects significant increases in Adult Social Care expenditure based on the impact of Covid-19 on placement numbers and provider fees increasing and driving up placement costs.
- 6.2. In response to the inadequate rating from Ofsted's inspection of Children's Services in 2019, the 2020/21 budget represented a significant increase in investment in Children's Social Care of circa £7million. The 2021/22 budget reflects the addition of a further £8.943million to Children's Services reflecting continued demographic growth and price increases, including £2.691million on an invest to save basis to deliver savings of £4.536million in 2021/22.
- 6.3. As outlined at paragraph 4.25 the Public Health Grant in the proposed budget assumes the same level of grant will be received as in 2020/21 at £17.409million

7. Regeneration, Culture and Environment (Appendices 2b / 3b)

- 7.1. The 2020/21 budget addressed a range of inherent pressures around the delivery of some previously very challenging income targets across the Directorate, including those in Leisure, Parking and Registration Services. The impact of ongoing restrictions introduced by the government to manage the Covid-19 pandemic has meant leisure and cultural facilities have remained largely closed, or have been used to support outbreak control activities and

parking usage continues to be low. These impacts are expected to be experienced well into 2021/22. The government's sales, fees and charges income compensation scheme does not mitigate the full impact, as it assumes local authorities will absorb the first 5% of any income shortfall, before paying 75pence of every £1 lost thereafter. While confirmed for the first quarter of 2021/22, it is anticipated that the scheme will continue to operate until such time that restrictions are eased and the services will be able to return to operations generating income directly.

- 7.2. The proposed budget also addresses pressures arising from demographic growth impacting on waste arisings, and from contractual uplifts across the waste and highways services.

8. Business Support Department (Appendices 2c / 3c)

- 8.1. The proposed budget represents a modest increase in the cost of Business Support Services, primarily reflecting the Council's continued investment in ICT to support our digital innovation journey and new ways of working brought about by the Covid-19 pandemic.

9. Pay and Pensions

- 9.1. Whilst the government announced a public sector pay freeze in the Spending Round 2020, the Council's proposed Budget assumes a pay award of 1% for all staff. In November 2020 the government announced statutory increases to both the National Minimum Wage (NMW) and National Living Wage (NLW) to be applied from April 2021. The cost of applying these statutory increases represents an additional £42,000 over the cost assumed in the Draft Budget.

10. Interest and Financing

- 10.1. The proposed 2021/22 Interest and Financing budget is sufficient to support our capital expenditure assumptions, based on the aspirations in the Capital Strategy, while ensuring the availability of sufficient cash-flow to support the day to day operations of the Council.

11. Fees and Charges

- 11.1. The budget proposals have been formulated on an assumption that fees and charges would generally increase by 2.0%, however where market conditions allow or where the Council has a statutory obligation to recover costs, greater increases have been applied. The schedule of proposed fees and charges is set out at Appendix 5.

12. General Reserves

- 12.1. One of the key aims of the MTFs is to produce a sustainable budget without recourse to the use of reserves. Over recent years the Council has sought to rebuild reserves and Table 4 illustrates the progress made since March 2018.

Non-earmarked General Fund reserves currently stand at £13.924million or over 5% of the proposed non-schools budget requirement.

Table 4: Movement in Usable Reserves

Type of Reserve	Closing Balance 31/03/2018	Closing Balance 31/03/2019	Closing Balance 31/03/2020
	£m	£m	£m
General Fund Balance	5.000	9.039	13.924
Earmarked General Fund Reserves	11.073	13.907	19.216
Dedicated Schools Grant Reserves	0.452	(4.139)	(9.346)
Schools Balances	1.181	2.004	1.598
Insurance Fund	1.368	1.216	0.960
Housing Revenue Account Reserves	4.924	6.407	6.746
Capital Receipts Reserve	0.331	1.110	5.463
Capital Grants Unapplied	8.249	10.988	18.764
	32.580	40.532	57.326

- 12.2. The principal risk to be covered by the contingency balance is that of an overspend and it is a testimony to both the Council's internal budgetary control systems and the robustness of the budget setting process, that over a number of successive years the Council has consistently underspent its revenue budget.
- 12.3. The other reason for maintaining reasonable reserve balances is to protect against the financial impact of a major emergency or catastrophic event. There is no doubt, that the Coronavirus pandemic would fall under the category of major emergency. The financial impact of the pandemic on the Council's budget is essentially three-fold.
- The impact of national lock downs and local tier restrictions has resulted in a reduction in the Council's income from services as diverse as car parks, leisure centres and land charges;
 - The effects on the local economy have impacted on business turnover and profits and more directly through loss of earnings for individuals. This in turn has affected the Council's ability to collect revenues from local taxation;
 - Finally, it has resulted in increased demand for public services, not just those related to directly to our response to the pandemic, but also the increased demand for social care, housing services and services for children and young people.
- 12.4. There is no doubt that the Government responded quickly to this emergency and provided Councils with billions of pounds to address the financial implications on local authority finances and to provide support directly to businesses and households, particularly those most vulnerable in our communities, however the longer term effects will continue possibly for years and we will need to consider these in formulating our longer term financial plans. Healthy reserve balances will be a key component in balancing our budgets over the next couple of years.

13. Capital Programme 2021/22 and beyond

- 13.1. The Council's current capital programme represents around £443million of planned expenditure during this year and beyond, incorporating £120million of projects to be delivered by Medway Development Company (MDC) Ltd. and £170million from the Housing Infrastructure Fund. Previously the Council borrowed £45million to acquire the head leases on the Pentagon Centre and Mountbatten House and the regeneration of Chatham as our city centre is fundamental to our ambitions for Medway the place. Education and in particular the creation of a large number of places for children with SEND, remains a significant part of our capital programme, as too is our investment in highways, with LTP grant again being supplemented with capital receipts. Finally, this report asks the Cabinet to agree significant investment in Innovation Park Medway, to be funded from borrowing against future business rates generated by the enterprise zone.
- 13.2. The current programme and how it is funded is summarised in Table 5 below.

Table 5: Current Capital Programme

Funding Source	Children & Adults	RCE	HRA	Business Support	Member Priorities	Total
	£m	£m	£m	£m	£m	£m
Prudential Borrowing	25.731	35.707	14.000	30.013	0.000	105.451
Borrowing in advance of Capital Receipts	0.000	3.266	0.000	110.345	0.000	113.611
Capital Receipts	0.830	2.770	0.084	2.687	0.363	6.735
Capital Grants	4.449	198.728	0.000	1.242	0.000	204.419
RTB Receipts	0.000	0.000	0.009	0.000	0.000	0.009
S106 Contributions	0.525	1.276	0.000	0.000	0.000	1.801
Revenue / Reserves	0.000	0.006	10.964	0.139	0.000	11.109
Total Capital Programme	31.535	241.753	25.056	144.426	0.363	443.134

- 13.3. Additions to the programme for next year are dealt with in the narrative below. New schemes will be funded from a combination of grant, prudential borrowing and capital receipts.
- 13.4. **Flexible Use of Capital Receipts:** The 2015 Spending Round gave local authorities the freedom to use capital receipts from the sale of their own assets (excluding Right to Buy receipts) to help fund the revenue costs of transformation projects and release savings. At its meeting in February 2020, the Council agreed to the use of this flexibility in agreeing its Treasury Strategy for 2020/21 and this flexibility remains in the latest refresh.
- 13.5. At Council on 8 October 2020, the Council agreed to add £3.275million of capital receipts to the capital programme to fund continuation of our transformation programme, including £819,000 to deliver the Children's

Services Improvement Plan.

- 13.6. The Proposed Flexible Use of Capital Receipts Strategy for Medway Council is provided at Appendix 6 and lists the projects where the Council plans to make use of this flexibility, along with the savings and/or service transformation that are anticipated will be delivered. The availability of capital receipts and the impact of applying £3.525million of these receipts to new schemes is forecast in Table 6. This includes £500,000 to conduct feasibility studies and prepare business cases for a range of proposals that don't yet feature in the programme.

Table 6: Projected Capital Receipts

Movement in Capital Receipts	£m
Balance 31/03/2020	3.749
Projected Receipts	5.902
Projected Spend (latest monitoring)	(4.212)
Balance 31/03/2021	5.439
Projected Receipts	0.650
Projected Spend (latest monitoring)	(1.798)
Projected Spend (New Schemes)	(3.525)
Balance 31/03/2022	0.766

- 13.7. **Schools Capital Programme:** The major part of the basic need for school places continues to be delivered by the free schools that the Education and Skills Funding Agency (ESFA) are directly funding. Members will be aware that delays in these projects have placed a burden on the local authority, which had to be met by the addition of £3.0million to fund 'bulge classes'.
- 13.8. In addition to this, the Council has embarked upon a significant programme of investment in local SEND provision, as part of the plan to address the deficit against the High Needs Block of the DSG. This year the Council has allocated £2.5million to create 250 SEND places in mainstream settings, £4.2million to create additional secondary places at Bradfields and a further £12.0million expansion at Abbey Court, also for secondary age pupils. The planned 160 place expansion and relocation of the Inspire Free School on to the Cornwallis Avenue site, is still progressing and is expected to be open in 2023.
- 13.9. The Capital Strategy also made reference to the business case for building a 160 place special school, which would cost in the region of £25-30million. The potential savings from not having to send pupils to expensive out of borough setting is estimated at £3.5million per annum. However, provision for this has not been included in the proposed capital programme and a fuller business case would need to be the subject of a separate report to Cabinet and Council.
- 13.10. Whilst the Council is not expecting any further Basic Need Grant, it should continue to receive Schools Condition and Maintenance Grant funding to fund major condition works at maintained schools and this will be added to next year's programme, under the Chief Finance Officer's delegation, when we have certainty over the figure. Similarly, the Devolved Formula Capital Grant will be

added in due course.

- 13.11. **Highways and Transport Related Capital:** The Department for Transport total capital budget for 2021/22 announced in the 2020 Spending Review increased by £0.6 billion across highways authorities. This will include £1.7 billion in 2021/22 for local roads maintenance and upgrades to tackle potholes, relieve congestion and boost connectivity. The funding is exclusively ring fenced to highways, however, Local Authorities are yet to be notified of their settlements. These will be added to next year's programme, under the Chief Finance Officer's delegation, when final allocations are known. It is again proposed to inject a further £1.5million of capital receipts towards maintaining the highways.
- 13.12. **Housing Revenue Account:** On 16 July 2020, the Council approved the addition of £10million to the HRA capital programme, in order to increase the stock of HRA affordable housing, funded from the borrowing against HRA rents, HRA reserves and Right to Buy capital receipts or grant funding, where available. Officers are actively working to establish a pipeline of sites with the potential purchase of 26 units taking place towards the end of Quarter 3 2020/21.
- 13.13. The HRA Business Plan references a three year planned capital maintenance budget as summarised in Table 7:

Table 7: HRA Capital Requirement

	2021/22 £m	2022/23 £m	2023/24 £m
Planned Maintenance	5.419	5.175	4.617
Disabled Adaptations	0.200	0.200	0.200
Total	5.619	5.375	4.817

- 13.14. **Medway Development Company:** Whilst Rochester Riverside continues to be delivered by our third party partners, plans are underway for the other key waterfront regeneration sites at Chatham and Strood to be delivered by our own company, Medway Development Company Ltd.
- 13.15. **Housing Infrastructure Fund:** The £170million from the successful Housing Infrastructure Fund bid was added to the Council's capital programme in January 2020 and will deliver significant road and rail infrastructure on the Peninsula, as well as improved public realm.
- 13.16. **Innovation Park Medway:** IPM presents an important opportunity to help shape the economic future of the region, attracting investment and growth to the area by bringing forward 3,000 high quality jobs and enabling businesses to realise the benefits offered from operating in an Enterprise Zone. To date the IPM project has been awarded £10.4million funding from the Government's Local Growth Fund (LGF), Growing Places Fund (GPF) and Sector Support Fund, through the South East Local Enterprise Partnership (SELEP). However, realising the Council's vision and maximising the full potential of IPM will require further capital investment to encourage sustained growth in line with the design ambitions set out in the Masterplan, Design Code and LDO.

- 13.17. The capital programme currently includes approval for the following schemes in relation to Rochester Airport and Innovation Park Medway:
- Enabling infrastructure improvements at Rochester Airport, comprising £4.4million of LGF2 funding;
 - Phase 1 enabling infrastructure Northern site, comprising £3.7million of LGF3 funding;
 - Delivery of the Southern site, comprising £650,000 of borrowing from the Growing Place Fund (GPF);
 - Proposed six storey landmark building to be funded from £14.5million of borrowing against future rental income.
- 13.18. The Capital Strategy refers to the need to incur borrowing, alongside a further £1.5million of LGF3b funding, to deliver phase 1 public realm, enabling infrastructure and public realm on phase 2 of the Northern site and highways mitigations and other wider site improvements.
- 13.19. The three schemes set out in the Delivery and Investment Plan have been reviewed in 2020, and the £14.5million gateway building scheme has currently been paused in order to re-appraise the feasibility of the proposed building in light of the ongoing, evolving economic context, driven by Covid-19. The review will consider the changing economic context and its impact on delivery models, demand for space and building form/design. Once the business case for the building has been progressed, a recommendation will be brought to Cabinet for a decision. The report will suggest the best route for delivery, if it is recommended to proceed at this stage.
- 13.20. In addition to the £10.4million of funding made available via the Local Enterprise Partnership, a further £35.4million is required to fully deliver the infrastructure and public realm across the IPM site. This funding will be borrowed over 25 years and will be met from the circa £84.6million of business rates that the site is expected to yield over the same period.
- 13.21. Cost increases to the improvement works at Rochester Airport relate to additional archaeology, ground remediation, foundation approach and structural costs which were unknown at tender stage. Cost increases can also be seen against the infrastructure and public realm schemes in the Delivery and Investment Plan, and the externally funded SELEP schemes, reflecting the further detail established through RIBA stage 4 and responses from utilities companies.
- 13.22. The original phase 1 and phase 2 capital schemes will deliver access roads, pedestrian/cycle paths, utilities, landscaping and public realm throughout the northern site and southern sites (excluding areas occupied by BAE and Woolman's Wood Caravan Site). These site wide enabling works will provide the required access and servicing to plots.
- 13.23. Further items have been added to the overall works package as outlined below. By including these items, the total capital ask represents the expected worst-case scenario for overall scheme costs and ensures the site is delivered as a

whole:

- Boundary fencing between IPM, RAL and BAE;
- Procurement fees;
- Third party fees for surveys;
- Additional parking provision for the southern site / Innovation Centre;
- Runway park buildings, structures, technology, and public art/features;
- Hostile Vehicle Management (ie. bollards);
- Feature lighting;
- Monitor and Manage Mitigation Strategy (as required by Highways England / Kent Highways);
- Delivery of initial car parking across the site, including one multi-storey car park; and
- Relocation of Rochester Airport Ltd. equipment on IPM land.

13.24. Included in the capital proposal is an allocation of £2.65million for offsite highways mitigation. Although delivery of highways mitigation is subject to further detail, to be determined through the Monitor and Manage Mitigation Strategy, this allocation has been made subject to detailed design to mitigate the potential cost. Other routes to funding offsite mitigation are also being explored.

13.25. Prior to delivery of the capital works, approval via the Council's procurement process will be sought at Gateway 1 and Gateway 3 for approval to tender and subsequent approval to appoint, within the proposed budgets. Where possible, officers will seek savings against the costs set out above at tender stage.

13.26. **Future High Streets Fund:** On 19 November 2020, Cabinet agreed to submit a business case for Future High Streets funding. Our original expression of interest requested £13.83million to regenerate Chatham as our City Centre.

13.27. The high level of interest in the sum, meant that bidders have been asked to scale back their proposals, however Medway Council will still receive £9,497,720. This will assist in transforming Chatham High Street into a vibrant hub for future generations and to protect and create jobs.

13.28. Officers will now work with the Ministry of Housing, Communities and Local Government (MHCLG) to finalise our proposals, which could include reconfiguring the first floor of the Pentagon Shopping Centre for community use; delivering a creative and collaborative workspace in the town centre to support the development of Chatham's creative sector; creating an innovation hub to support business start-ups and restoring and redeveloping the vacant St John's Church into a conference and co-working hub to meet growing demand for such space.

13.29. **Investment in Property:** On 12 January 2016, the Council delegated authority to the Chief Legal Officer in consultation with the Leader, the Portfolio Holder for Resources and the Chief Finance Officer to acquire, manage, let and dispose of investment properties. Later, on 12 October 2017, Full Council

added £20.0million to the capital programme, to allow for direct investment in property.

- 13.30. A set of investment criteria was drawn up in consultation with the Leader and Portfolio Holder, with yield (a minimum 7%) and the security of that yield being the criteria carrying the highest weighting.
- 13.31. Since then, the Government has made it clear that it does not support local authorities in a strategy of borrowing to invest for purely commercial reasons. Furthermore, in November 2020, HM Treasury published "*Public Works Loan Board: future lending terms*" the main points of which have been summarised below:
- PWLB rates lowered by 100 basis points for all new Standard Rate and Certainty Rate loans;
 - No plans for novation of debt;
 - As a condition to access PWLB, local authorities will be asked to submit a high level description of capital spending for the next three years.
 - The Chief Finance Officer will be required to confirm that the local authority has no intention to buy investment assets primarily for yield any time in next three years;
 - The PWLB will not lend to any local authority that plans to buy investment assets, primarily for yield, regardless of whether the transaction would notionally be financed from a source other than the PWLB.
- 13.32. It is proposed that the balance of the Property Investment Fund, circa £13.2million, be rebranded to the Regeneration Investment Fund.
- 13.33. **Leisure and Culture:** The Capital Strategy made reference to both the continuation of the community hub programme and the refurbishment of Splashes leisure pool. Neither scheme is expected to proceed at the current time.
- 13.34. **Investment in New Technology:** The Coronavirus pandemic, has compelled the local authority to embrace new ways of working and has served to reinforce the importance of our ICT infrastructure to everything we do.
- 13.35. The Capital Strategy identified some key areas for priority investment and the sums required for next year and beyond. These are summarised as follows:
- The need to replace outdated servers and other network infrastructure, to ensure we continue to maintain compliance requirements, at a cost of circa £600,000 per annum;
 - Investment of £150,000 for replacement of the floor in the data centre, which has collapsed;
 - The pandemic has required the Council to provide laptops or 'tiny PC's' to a significant range of staff to allow them to work from home or in a mobile way. If this is to become part of a 'new normal' and allow the Council to radically review its overall office accommodation footprint, we will need to roll this technology out in some form or another to all our staff. The cost is estimated at between £500,000 and £1.0million. Provision will be needed in future years revenue budgets for a rolling programme of replacement.

Table 8: Summary of Proposed Additions to the Capital Programme in 2020/21

New Capital Scheme	Source of Funding	Allocation £m
Schools Maintenance and Condition	Maintenance Grant	TBC
Devolved Schools Maintenance and Condition	Devolved Formula Capital	TBC
Highways Maintenance	DfT Grant Programme	TBC
Transforming Chatham Town Centre	Future High Streets Fund	9.498
Innovation Park Medway	LGF3b Grant	1.519
Innovation Park Medway	Borrowing (against future business rates)	35.363
HRA Planned Maintenance	HRA Revenue / Reserves	5.419
HRA Disabled Adaptations	HRA Revenue / Reserves	0.200
Highways Infrastructure	Capital Receipts	1.500
Investment in Play Parks	Capital Receipts	0.275
ICT Servers and Infrastructure	Capital Receipts	0.600
Data Centre Floor	Capital Receipts	0.150
End User Devices	Capital Receipts	0.500
Feasibility Studies	Capital Receipts	0.500
Total		55.523

14. Housing Revenue Account

- 14.1. The Council is required under the Local Government and Housing Act 1989 to ensure that the Housing revenue Account (HRA) does not fall into a deficit position.
- 14.2. Business Support Overview and Scrutiny Committee on 28 January 2021 received a report that details the HRA revenue and capital budget proposals and a follow up to that report features elsewhere on this agenda.
- 14.3. The summarised Housing Revenue Account is attached at Appendix 4, with the capital investment requirements included within the current programme at Table 5 and the additions at Table 8.

15. Risk management

Risk	Description	Action to avoid or mitigate risk	Risk rating
Demographic Growth	Further demographic pressures may surface across our social care services above those assumed in building the budget.	Close monitoring of demand for service to identify pressures early, robust budget monitoring.	C2 (Significant likelihood, major impact)

Risk	Description	Action to avoid or mitigate risk	Risk rating
Special Educational Needs and Disabilities	Further increases in the number of children requiring support, and in the complexity of needs may surface above those assumed in building the budget.	Close monitoring of demand for service to identify pressures early, robust budget monitoring.	C2 (Significant likelihood, major impact)
Final settlement may be worse for Medway than the Provisional settlement	There remains a slight possibility that following consultation, changes could be made to the settlement that adversely affect the overall position for the Council in terms of Government support.	This is considered a low risk but in the event that it proves to materialise there may be a need to table revised proposals for consideration by Council. Close monitoring of government communications.	D3 (Low likelihood, marginal impact)
Inadequate funding	Funding allocated is inadequate to offset expenditure pressures, and it may not be possible to deliver significant savings required to balance the Council's budget without recourse to reserves.	Officers and Members continue to work closely to identify savings.	C1 (Significant likelihood, critical impact)
Covid-19 pressures exceed government funding	The MTFS and Draft Budget assumed that the government would continue to fund Covid-19 pressures in 2021/22 as it has in 2020/21. Though this assumption has been confirmed in the provisional	Officers and Members continue to work to identify savings to reduce pressures reflected in the draft budget, and continue to lobby the government to fund the Covid-19 related pressures in full.	C2 (Significant likelihood, major impact)

Risk	Description	Action to avoid or mitigate risk	Risk rating
	settlement, there is a risk that the pressures experienced may exceed the Covid-19 related funding made available.		
Capital receipts	The budget assumes a significant proportion of the Capital Programme is funded from capital receipts; if the Council does not achieve the required receipts, some elements of the programme may either need to be curtailed or refinanced.	Close monitoring of the programmes anticipated to deliver capital receipts, and careful management of the delivery of those schemes funded from receipts.	D2 (Low likelihood, major impact)
Medway Development Company activity	A reduction or slowing of the housing market could mean that MDC schemes planned may not generate the revenue income or the capital receipts assumed in the Council's budget.	<p>Skilled and experienced staff within the company and at the Council are focused on the production of high-quality businesses cases, leading to the selection and delivery of schemes that will perform well.</p> <p>Close monitoring of the programme and careful management of the delivery are supported by scrutiny from senior officers and Members.</p>	D2 (Low likelihood, major impact)

Risk	Description	Action to avoid or mitigate risk	Risk rating
Housing Infrastructure Fund	The delivery of the HIF scheme is funded by Homes England, however any overspend must be funded by the Council.	<p>A dedicated team of skilled and experienced staff are focussed on the delivery of the HIF programme.</p> <p>Close monitoring of the programme and careful management of the delivery are supported by scrutiny from senior officers and Members.</p>	C2 (Significant likelihood, major impact)

16. Consultation

- 16.1. The Draft Budget is subject to consultation with Members via Overview & Scrutiny Committees with their comments captured at Appendix 1 to this report.

17. Diversity Impact Assessment

- 17.1. In setting its budget, the Council is exercising a public function and must therefore comply with the duties in section 149 Equality Act 2010 to have 'due regard' to the matters set out that section. Accordingly, due regard to the need to eliminate discrimination, advance equality, and foster good relations between those with a protected characteristic (pregnancy and maternity, age discrimination, disability, gender reassignment, marriage and civil partnerships, race, religion or belief, sex and sexual orientation) and those who do not share it must form an integral part of the decision-making process in relation to the budget. In practice the Council must show it has thoroughly considered any impact its decisions could have on groups with 'protected characteristics' before any decision is arrived at. Complying with this duty does not prevent the council from making difficult decisions about reorganisations, redundancies and service reductions nor does it stop decisions being made which may affect one group more than another. What must be demonstrated is that where there is potential for disproportionate impact this is transparent and any appropriate mitigating actions have been considered before final decisions are made.
- 17.2. In accordance with statutory requirements, work is currently ongoing by services to ensure that robust diversity impact assessments have been completed for the budget proposals in advance of Full Council's decision on the 18 February. To manage the potential cumulative effect of proposals, this will include an overarching assessment taking a strategic view of the aggregate impact of reductions in funding, in recognition that some individual proposals on

their own may not be significant but may need to be considered against changes in provision by other Council services.

- 17.3. It should be noted however that although equality impact assessments help to anticipate the likely effects of proposals on different communities and groups, in reality the full impact will only be known once the proposal is introduced. To mitigate any unintentional and unidentified impact, monitoring will be undertaken.

18. Financial implications

- 18.1. The financial implications are set out in the body of the report and in the attached appendices.

19. Legal and constitutional implications

- 19.1. Sections 30 to 36 of the Local Government Finance Act 1992 require that the Council sets a budget and Council Tax by 11 March each year and in doing so make a number of statutory calculations incorporated by resolution. The Localism Act 2011 has amended some of the terms and definitions to accommodate the introduction of powers to call local referendums for excessive Council Tax increase. The Council is now required to make a calculation of the Council Tax Requirement (Section 31A), excluding Parish precepts. The Act (Section 36) further prescribes that a calculation of the basic amount of Council Tax be presented together with an analysis of the Council Tax across the area and by valuation band. These calculations are required to be presented in a prescribed format and be subject to formal resolution by the Council.
- 19.2. Section 25 of the Local Government Act 2003 requires the Council's Section 151 officer to report to the Council on the robustness of the estimates made and the adequacy of the proposed financial reserves assumed in the budget calculations.
- 19.3. The Local Authorities (Standing Orders)(England) Regulations 2001 deal, amongst other things, with the process of approving the budget. Under the constitution the adoption of the budget and the setting of the Council Tax are matters reserved for the Council upon recommendation from Cabinet.
- 19.4. Council budget: In reaching their decisions, Members and officers must act reasonably, taking into account all relevant considerations and ignoring irrelevant ones. There is a need to ensure that when making budget decisions the result is not one which is irrational in the Wednesbury sense (i.e., one which no reasonable local authority could have made). The Council's overriding duty is to make a lawful budget and this is the touchstone against which other considerations must be tested.
- 19.5. The Council must have regard to its public sector equality duties when making decisions. This includes the requirement to undertake a Diversity Impact Assessment in relation to all significant changes to policies, procedures or practice, and to pay 'due regard' to the need to eliminate discrimination and

promote equality with regards to race, disability and gender. This is further dealt with in Section 16 of this report.

- 19.6. Legal Obligations: Local authorities provide services pursuant to statutory duties (a mandatory requirement to provide services), and statutory powers, (where the Council has a discretion whether or not to provide services). Where the Council has a legal duty then it still has discretion in determining the manner in which those services are provided, so long as the level of quality of service provision is sufficient to fulfil the statutory duty.
- 19.7. Even where Members and officers are under pressure to make a budget reduction, they must not pre-empt proper decision-making processes by focusing solely on financial considerations. Members and officers must address the core question of individual service users' needs, rather than a lack of resources. Recent case law has held that resources may be a relevant consideration in making a decision relating to the manner of service provision, so long as the individual's assessed needs are met.
- 19.8. Charges for services: In considering charges for services, Members and officers should also try to achieve a fair balance between the interests of the users of council services and Council Tax payers. Where charges are being increased, Members need to bear in mind the scale and extent of the charges, and may need in some cases to have regard to the costs of service provision, associated with the power to charge.
- 19.9. Members' responsibility to make a personal decision: In Council, Members must make a personal decision on how to vote on the budget proposals. Members' overriding duty is to the whole community. Members have a special duty to their constituents, including those who did not vote for them. Whilst Members may be strongly influenced by the views of others, and of their party in particular, it is their responsibility alone to determine what view to take when deciding upon budget questions. He/she should not follow party loyalty and party policy to the exclusion of other considerations.
- 19.10. Members need to balance the cost to Council Tax payers of any budget reductions, against the need for the benefits of services of the particular nature, range and quality, under consideration. If having taken into account all relevant (and disregarding all irrelevant) considerations, Members are satisfied that it is financially prudent and reasonable to make any budget cuts proposed and adopt the recommendations as proposed then they may properly and reasonably decide to do so.
- 19.11. Capping: The Localism Act 2011 has superseded the previous capping legislation and dictates that should a council propose an increase in Council Tax which would be deemed to be excessive in accordance with principles and levels designated by the minister, then a local referendum on the proposal would be required. This would necessitate the drafting of an alternative proposal that would meet ministerial requirements to be put to the electorate alongside the 'excessive' proposition. Since this proposed budget is below the 'excessive' threshold this does not apply.

- 19.12. Housing Revenue Account: Under Section 76 of the Local Government and Housing Act 1989, the council is required, in advance of the financial year, to formulate proposals which satisfy the requirement that, on certain stated assumptions, the Housing Revenue Account for that year does not show a debit balance. The council is obliged to implement those proposals and from time to time to determine whether the proposals satisfy the 'break even' requirement. If not, then the council shall make such provisions as are reasonable practicable towards securing that the proposals as revised, shall satisfy the requirement.
- 19.13. Under Section 24 of the Housing Act 1985, the council can make such reasonable charges as it determines for the tenancy or occupation of its houses. The council is obliged, from time to time, to review rents charged and make such changes, as circumstances may require. In exercising this function (determining and fixing rent), the council should have regard to the rents charged in the private sector.
- 19.14. A decision to increase rent constitutes a variation of the terms of a tenancy. Under Section 103 of the Housing Act 1985, in respect of secure tenancies, a notice of variation (specifying the variation and date on which it takes effect) must be served on each tenant. For non-secure tenancies (excluding introductory tenancies), a notice must be served that complies with Section 25 of the Housing Act 1985.
- 19.15. The Housing Act 1985 defines the legal requirements for informing tenants of rent increases. In practice this requires the issue of written notification to each tenant a minimum of four weeks in advance of the date that the increase becomes operative. For 2020/21 the latest date for posting the notices (first class) is 28 February 2021.
- 19.16. The Council's constitution contains the budget and policy framework rules. The relevant extracts from the constitution are summarised as follows:
- The budget and policy framework rules contained in the constitution specify that the Cabinet should produce the draft revenue and capital budget. This initial budget which does not have to give full detail, nor be a finalised set of proposals, should be submitted to the overview and scrutiny committees to consider the initial budget and if appropriate offer alternative proposals. Any such proposals will be referred back to the Cabinet for consideration.
 - Under the constitution the Cabinet has complete discretion to either accept or reject the proposals emanating from the overview and scrutiny committees. Ultimately it is the Cabinet's responsibility to present a budget to the Council, with a special Council meeting arranged for this purpose on 18 February 2021. The adoption of the budget and the setting of Council Tax are matters reserved for the Council.

20. Conclusion

- 20.1. The budget has been formulated to accord with the principles set out in the MTFs and Capital Strategy. In addition, budgets have been proposed to deliver the aspirations of the Council Plan and preserve those services that are

important to residents.

- 20.2. The proposed revenue budget requirement of £350.009million (Appendix 2) exceeds the estimated available resources by £2.393million. If we cannot identify measures to address this deficit, it will need to be met from the Council's reserves.

21. Section 25 Statement:

- 21.1. Section 25 of the Local Government Act 2003 requires that an Authority's Chief Financial Officer reports to Full Council when it is considering its Budget and setting its Council Tax for the forthcoming financial year, confirming the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals.
- 21.2. The budget proposals are based on extensive analysis and assurance from members of the Council's senior leadership team and their finance support staff. Portfolio Holders have worked with their respective Directors throughout the budget setting process. Overview and Scrutiny Committees have been consulted on the proposals as set out in the Draft Budget. The latest estimates, including those informed by the Provisional Settlement, are detailed throughout this report.
- 21.3. The Council's reserves position is set out in detail at Section 12 of this report.
- 21.4. As the Section 151 Officer, I feel confident in confirming the robustness of the assumptions underpinning this proposed budget and the adequacy of general reserves available to the Council.

22. Recommendations

- 22.1. Cabinet considers the recommendations from overview and scrutiny committees as summarised in Appendix 1 to this report (to follow);
- 22.2. Cabinet recommends to Council that the net revenue budget summarised at Appendix 2, should be set at £350.009million, and that this should be funded by a 4.994% increase in Council Tax for 2021/22 with the equivalent Band D figure at £1501.31.
- 22.3. Cabinet recommends to Council the capital budget proposals, as set out in Table 7 and Table 8.
- 22.4. Cabinet recommends to Council the fees and charges set out at Appendix 5 to this report;
- 22.5. Cabinet recommends to Council the Flexible Use of Capital Receipts Strategy set out at Appendix 6 to this report;
- 22.6. The Chief Finance Officer be requested to calculate the formal requirements under Sections 30 to 36 of the Local Government Finance Act 1992 for

resolution by Special Council on 18 February 2021.

23. Suggested Reasons for Decision

23.1. The Constitution required that Cabinet's budget proposals must be referred to Council for consideration and approval.

23.2. The Council is required by statute to set a budget and Council Tax Levels by 11 March each year.

Lead officer contact

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Appendices

- 1 Report back from other Overview and Scrutiny Committees on Draft Budget Proposals (to follow)
- 2 and (a)-(c) Summary of Revenue Budget Requirement by Directorate
- 3 (a) to (c) Directorate Revenue Savings Proposals
- 4 Housing Revenue Account Budget
- 5 Schedule of Proposed Fees and Charges
- 6 Flexible Use of Capital Receipts Strategy

Background papers

[Provisional Local Government Financial Settlement report to Cabinet 12 January 2021](#)

[Background papers Medium Term Financial Strategy 2020-2023 report to Cabinet 17 November 2020](#)

[Draft Capital and Revenue Budget 2021/22 report to Cabinet on 17 November 2020](#)

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Revenue Budget Summary 2021/22

General Fund Activities	2020/21 Adjusted Base	2021/22 MTFS and Draft Budget Assumptions	2021/22 Further Base Budget Adjustments	2021/22 Further One-off Covid-19 Adjustments	2021/22 Budget Requirement	2021/22 Budget Requirement		
	£'000	£'000	£'000	£'000	£'000	Gross Expenditure	Direct Income	Net Expenditure
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Children and Adult Services (C&A):								
- General Fund Services	118,742	127,133	(1,625)	3,187	128,696	175,789	(47,094)	128,695
- DSG and School Specific Expenditure	98,438	102,764		0	102,764	102,764		102,764
- Public Health	1,871	1,871		0	1,871	1,871		1,871
- Public Health Directorate	13,376	13,376		0	13,376	13,376		13,376
Regeneration, Culture and Environment (RCE):								
- General Fund Services	51,656	54,175	(545)	8,989	62,619	87,855	(25,236)	62,619
- DSG	699	699		0	699	699		699
- Public Health	1,218	1,218		0	1,218	1,218		1,218
Business Support Department (BSD):								
- General Fund Services	21,652	22,221	(13)	668	22,876	136,562	(113,686)	22,876
- DSG	400	400		0	400	400	0	400
- Public Health	943	943		0	943	943	0	943
Interest & Financing	13,431	13,431		0	13,431	16,247	(2,816)	13,431
Levies	1,518	1,577		0	1,577	1,610	(32)	1,577
Norse Profit Share	(385)	(460)		0	(460)	(75)	(385)	(460)
Covid19 Expenditure	0	0		0	0	0	0	0
Budget Requirement	323,558	339,348	(2,183)	12,844	350,009	539,259	(189,250)	350,009
Council Tax	(131,010)	(131,237)	(6,096)	0	(137,333)	0	(137,333)	(137,333)
Retained Business Rates	(45,620)	(47,436)		0	(47,436)	0	(47,436)	(47,436)
Baseline Need Funding	(16,177)	(12,862)	(364)	0	(13,226)	0	(13,226)	(13,226)
New Homes Bonus	(1,221)	(2,247)	1,261	0	(986)	0	(986)	(986)
Education Related Grants	(99,537)	(103,863)		0	(103,863)	0	(103,863)	(103,863)
Adult Social Care Grants	(12,584)	(12,585)	(606)	0	(13,191)	0	(13,191)	(13,191)
Public Health Grant	(17,408)	(17,408)		0	(17,408)	0	(17,408)	(17,408)
Covid19 Grant	0	0		(14,173)	(14,173)	0	(14,173)	(14,173)
Use of Reserves	0	0		0	0	0	0	0
Estimated Available Funding	(323,558)	(327,638)	(5,805)	(14,173)	(347,616)	0	(347,616)	(347,616)
Budget Gap	0	11,710	(7,987)	(1,329)	2,393	539,259	(536,866)	2,393

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Children & Adults Directorate - Proposed Budget 2021/22

General Fund Activities	2020/21 Adjusted Base	2021/22 MTFS and Draft Budget Assumptions	2021/22 Further Base Budget Adjustments	2021/22 Further One-off Covid-19 Adjustments	2021/22 Budget Requirement	2021/22 Budget Requirement		
	£'000	£'000	£'000	£'000	£'000	Gross Expenditure £'000	Direct Income £'000	Net Expenditure £'000
Assistant Director Adult Social Care	(3,389)	(3,389)	(1,487)	3,187	(1,689)	18,932	(20,621)	(1,689)
Business Operations & Service Provision	4,408	4,408			4,408	4,676	(268)	4,408
Locality Services	65,574	68,608			68,608	84,298	(15,690)	68,608
Quality & Governance	1,611	1,611			1,611	1,611	0	1,611
Total Adult Social Care	68,204	71,238	(1,487)	3,187	72,938	109,517	(36,579)	72,938
Directorate Management Team	798	868	0	0	868	1,005	(137)	868
Head of Safeguarding and Quality Assurance	2,940	2,940			2,940	3,040	(100)	2,940
Virtual Head	431	431			431	522	(91)	431
Total Director	3,371	3,371	0	0	3,371	3,562	(191)	3,371
Business Support	324	440	(50)		390	440	(50)	390
Children in Care	24,639	28,929			28,929	29,658	(729)	28,929
Childrens Care Improvement	(723)	(723)			(723)	0	(723)	(723)
Childrens Care Management	761	761			761	816	(56)	761
Childrens Social Work Team	7,219	7,219			7,219	7,219	0	7,219
Early Help, Youth, MASH & ADOL	6,255	6,255			6,255	8,455	(2,201)	6,255
Head of Provider Services	1,241	1,241			1,241	1,241	0	1,241
Head of Safeguarding	1,303	1,303			1,303	1,303	0	1,303
Total Children's Services	41,018	45,424	(50)	0	45,374	49,132	(3,758)	45,374
Early Years Sufficiency	16,232	16,232			16,232	16,232	0	16,232
Education Management Team	28	28			28	113	(85)	28
Inclusions	2,721	2,721			2,721	3,089	(368)	2,721
Psychology & SEN *Inc. 0-25 Team, in Children's Services from 2021/22	34,727	39,053			39,053	39,524	(471)	39,053
School Organisation and Student Services	957	1,013			1,013	2,269	(1,257)	1,013
School Improvement	(173)	(173)			(173)	383	(556)	(173)
School Online Services	(128)	(48)	(80)		(128)	599	(727)	(128)
SEN Transport	5,747	6,041			6,041	6,483	(442)	6,041
Total: Education	60,111	64,867	(80)	0	64,787	68,692	(3,905)	64,787
Adults Commissioning	195	195			195	628	(433)	195
Childrens Commissioning	1,370	1,370			1,370	1,923	(553)	1,370
Total: Partnership Commissioning	1,565	1,565	0	0	1,565	2,551	(985)	1,565
PH Management	1,072	1,072			1,072	1,474	(402)	1,072
PH Commissioning	5,483	5,483			5,483	5,567	(84)	5,483
Business Development	185	185			185	200	(15)	185
DAAT	1,918	1,918			1,918	1,977	(59)	1,918
Health Improvement Programmes	3,238	3,238			3,238	3,873	(635)	3,238
Stop Smoking Services	338	338			338	348	(10)	338
Supporting Healthy Weight	1,142	1,142			1,142	1,142	0	1,142
Total Public Health	13,376	13,376	0	0	13,376	14,581	(1,205)	13,376
Finance Provisions	1,070	1,070			1,070	1,043	28	1,070
HR Provisions	677	677			677	978	(301)	677
School Grants	42,237	42,237			42,237	42,297	(60)	42,237
Total School Retained Funding and Grants	43,984	43,984	0	0	43,984	44,317	(333)	43,984
Pay award (including impact of NMW/NLW)	0	451	(8)	0	444	443	0	443
Total for Children and Adults	232,427	245,144	(1,625)	3,187	246,706	293,800	(47,094)	246,706

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Regeneration, Culture and Environment Directorate - Proposed Budget 2021/22

General Fund Activities	2020/21	2021/22 MTFS and	2021/22	2021/22	2021/22	2021/22 Budget Requirement		
	Adjusted Base	Draft Budget Assumptions	Further Base Budget Adjustments	Further One-off Covid-19 Adjustments	Budget Requirement	Gross Expenditure	Direct Income	Net Expenditure
	£'000	£'000	£'000	£'000	£000's	£000's	£000's	£000's
Environmental Services	26,476	27,500	(430)	36	27,106	29,163	(2,056)	27,106
Front Line Services Support	751	751			751	1,006	(255)	751
Greenspaces	3,730	3,860	88	126	4,074	4,254	(179)	4,074
Highways	5,881	6,416	(150)		6,266	8,337	(2,071)	6,266
Integrated Transport	6,522	6,542	(76)	67	6,532	8,334	(1,802)	6,532
Parking Services	(4,865)	(4,846)		4,135	(710)	3,382	(4,093)	(710)
Regulatory Services	548	616		253	869	3,479	(2,610)	869
Total for Front Line Services	39,044	40,839	(568)	4,618	44,889	57,955	(13,066)	44,889
Culture	1,521	1,396	(150)	848	2,094	2,357	(263)	2,094
Culture & Community Support	160	160			160	269	(108)	160
Economic Development	(167)	(90)	50	395	355	3,087	(2,732)	355
Libraries & Community Hubs	3,050	3,164		100	3,263	3,545	(281)	3,263
Planning	837	837		288	1,125	2,799	(1,674)	1,125
South Thames Gateway Partnership	135	135			135	135	0	135
Sport, Leisure, Tourism, Heritage	1,942	2,095	(163)	2,740	4,673	5,931	(1,259)	4,673
Strategic Housing	5,320	5,453	(120)		5,333	8,707	(3,374)	5,333
Total for Culture & Community	12,798	13,150	(383)	4,371	17,138	26,830	(9,692)	17,138
Director's Office	470	470			470	491	(21)	470
Communications	651	651			651	1,632	(981)	651
Regeneration Delivery	423	429	341		770	1,531	(761)	770
MCG Services	328	328			328	1,043	(716)	328
Deangate	0	0			0	0	0	0
Pay award (including impact of NMW/NLW)	0	225	66		290	291	0	291
Total for Regeneration, Culture and Environment	53,714	56,092	(545)	8,989	64,536	89,772	(25,236)	64,536

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Business Support Department - Proposed Budget 2021/22

General Fund Activities	2020/21	2021/22 MTFS and	2021/22	2021/22	2021/22	2021/22 Budget Requirement		
	Adjusted Base	Draft Budget Assumptions	Further Base Budget Adjustments	Further One-off Covid-19 Adjustments	Budget Requirement	Gross Expenditure	Direct Income	Net Expenditure
	£'000	£'000	£'000	£'000	£000's	£000's	£000's	£000's
Corporate Management	2,696	2,696	17		2,713	3,631	(918)	2,713
Total for Corporate Management	2,696	2,696	17	0	2,713	3,631	(918)	2,713
Democratic Services Manager	572	572			572	616	(44)	572
Members & Elections	1,535	1,544			1,544	1,603	(59)	1,544
Total for Democracy & Governance	2,107	2,116	0	0	2,116	2,219	(103)	2,116
Business Change	595	595			595	595	0	595
Business Intelligence	382	382			382	900	(518)	382
Community Interpreters	(130)	(130)			(130)	495	(626)	(130)
Customer & Business Support (CABS)	2,293	2,293			2,293	6,031	(3,738)	2,293
Digital	472	472			472	472	0	472
Finance Operations	956	956			956	2,965	(2,009)	956
Finance Strategy	1,184	1,184			1,184	2,613	(1,429)	1,184
ICT	5,239	5,507			5,507	11,549	(6,042)	5,507
Internal Audit & Counter-fraud	368	368			368	1,027	(659)	368
Revenues & Benefits	494	494		200	694	78,485	(77,792)	694
Rural Liaison Grants	73	73			73	73	0	73
Total Finance & Business Improvements	11,925	12,193	0	200	12,393	105,204	(92,811)	12,393
Category Management	151	151			151	703	(552)	151
Legal, Land Charges & Licensing	1,189	1,209	(20)	363	1,552	4,395	(2,843)	1,552
Medway Norse	5,889	5,970	(83)		5,887	11,776	(5,889)	5,887
Property & Capital Projects	1,710	1,710		55	1,765	5,060	(3,296)	1,765
Valuation & Asset Management	(3,805)	(3,805)		50	(3,755)	1,473	(5,227)	(3,755)
Total Legal, Contracts & Property	5,135	5,235	(103)	468	5,600	23,407	(17,807)	5,600
Human Resources	1,141	1,141	86		1,227	3,273	(2,046)	1,227
Total Human Resources	1,141	1,141	86	0	1,227	3,273	(2,046)	1,227
Pay award (including impact of NMW/NLW)		183	(12)		170	170	0	170
Total for Business Support	23,004	23,564	(13)	668	24,219	137,904	(113,686)	24,219
Interest & Financing	13,430.8	13,431	0	0	13,431	16,247	(2,816)	13,431
Levies	1,518	1,577	0	0	1,577	1,610	(32)	1,577
Norse Profit Share	(385)	(460)	0	0	(460)	(75)	(385)	(460)
Total Centralised costs	14,564	14,548	0	0	14,548	17,782	(3,234)	14,548

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Children and Adults Directorate - Proposed savings and pressures

Proposed Savings	2021/22 Agreed Savings / Pressures at MTFS & Draft Budget (Nov 2020) £000s	2021/22 Further Base Budget Savings / Pressures at Proposed Budget (Feb 2021) £000s	2021/22 Further One-off Covid-19 Budget Savings / Pressures at Proposed Budget (Feb 2021) £000s
Adult Social Care			
Adult Social Care demographic growth and price increases	4,084	(650)	3,187
Adult Social Care transformation programme	(1,050)	(837)	
Total Adult Social Care	3,034	(1,487)	3,187
Directorate Management Team			
Fund Assistant Director Posts at actual pay	70		
Total Directorate Management Team	70	0	0
Children's Services			
Children's Services demographic growth and price increases	6,136		
Interpreter fees - Children's Services	116		
Placement Sufficiency Strategy - funding invest to save business cases	2,691		
Placement Sufficiency Strategy - in-year return on invest to save business cases	(4,536)		
Business Change - Fostering Panel reduced print/postage		(50)	
Total Children's Services	4,406	(50)	0
Education			
DSG Grant increase hypothecated expenditure	4,326		
SEN Transport demographic growth	294		
Mainstream Transport demographic growth and price increases	56		
MGfL - Rebase income budget to reflect reduced school buyback	80	(80)	
Total Education	4,756	(80)	0
Pay award (including impact of NMW/NLW)	451	(8)	0
Total C&A	12,717	(1,625)	3,187

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Regeneration, Culture and Environment - Proposed savings and pressures

Proposed Savings	2021/22 Agreed Savings / Pressures at MTFS & Draft Budget (Nov 2020) £000s	2021/22 Further Base Budget Savings / Pressures at Proposed Budget (Feb 2021) £000s	2021/22 Further One-off Covid-19 Budget Savings / Pressures at Proposed Budget (Feb 2021) £000s
Cross-Directorate			
Business Rates increases on operational buildings	130		
Increase in electricity costs on operational buildings	404	(150)	
Total Cross-Directorate	534	(150)	0
Front Line Services			
Environmental Services - Increases in waste arisings and disposal costs	300	(150)	36
Environmental Services - Contractual uplifts for collection and disposal (2%)	724	(280)	
Highways - Infrastructure contractual uplift (2%)	126		
Streetworks - Permit Scheme income budget rebased	213		
CCTV - loss of CSP contribution	40		
Greenspaces - Contractual uplift (1%)	118	88	
Greenspaces - Covid-19 income pressures			126
School Yellow Bus - Covid19 income pressures			67
Parking Services - Covid19 income pressures			4,135
Regulatory Services - Covid 19 income pressures			253
Medway Norse contract reduction - Bus Station IC closure		(76)	
Total Front Line Services	1,521	(418)	4,618
Culture and Community			
Libraries - casual staffing	30		
Libraries - increased operational costs incl. MFDs, CCTV and Vending	14		
Medway Adult Education - Additional cost of Teachers Pension Contributions	26		
Sports, Leisure, Tourism & Heritage - loss of leases inc. Hythe Pool and Cafes	50		
Strategic Housing - Cuxton Caravan Site utilities meters and survey	8		
Strategic Housing - Housing Related Support Contract Uplifts	120	(120)	
Removal of one-off 2020/21 budget for Dickens 150 Celebration		(150)	
Splashes budget savings		(143)	
Cultural Services - Covid19 income pressures			848
Economic Development - Covid19 income pressures			395
Libraries and Community Hubs - Covid19 income pressures			100
Planning Services - Covid19 income pressures			288
Spors, Leisure, Tourism and Heritage - Covid19 income pressures			2,740
Reduction in grant to Lordswood Leisure		(20)	
Reversal of one-off income from TGKP in 2020/21		50	
Total Culture and Community	248	(383)	4,371
Regeneration Delivery - Increase in revenue funded staffing		341	
Per award (including impact of NMW/NLW)	225	66	
Total Regeneration, Culture & Environment	2,528	(545)	8,989

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Business Support Department - Proposed savings and pressures

Proposed Savings	2021/22 Agreed Savings / Pressures at MTFs & Draft Budget (Nov 2020) £000s	2021/22 Further Base Budget Savings / Pressures at Proposed Budget (Feb 2021) £000s	2021/22 Further One-off Covid-19 Budget Savings / Pressures at Proposed Budget (Feb 2021) £000s
Finance & Business Improvement			
Microsoft Office 365 contract price increase	122		
Data centre income target rebased	95		
Licences for new servers and database upgrades	50		
Revenues & Benefits - Covid19 income pressure			200
Total Finance & Business Improvement	267	0	200
Legal, Contracts & Property Services			
Legal Place Team additional costs due to closure of Medway Court	20	(20)	
Medway Norse proposed core contract uplift	80	(83)	
Legal Services additional staffing required to support Children's Services		344	
Land Charges - Covid19 income pressure			19
Community & St George's Centre - Covid19 income pressure			50
Gun Wharf security guard			55
Total Legal, Contracts & Property	100	241	124
Democracy & Governance			
Member Allowance Annual Uplift	10		
Total Democracy & Governance	10	0	0
Human Resources - dedicated support for Children's Services	0	86	
Corporate Management - increased audit valuation fees	0	17	
Pay award (including impact of NMW/NLW)	183	(12)	
Total BSD	560	331	324
Levies - increased cost of Kent & Essex Fisheries, Environment Agency and Flood & Coastal Protection	59		
Medway Norse profit share uplifts - as per Norse Business Plan	(75)		
Total Centralised Costs	(16)	0	0

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Housing Revenue Account Budget Summary 2021/22

Description	Budget 2020/21			R2 Forecast 2020/21			Proposed Budget 2021/22		
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
HRA Working Balance Brought Forward			(4,958)			(5,145)			(5,462)
Housing Maintenance	2,175	0	2,175	2,153	0	2,153	2,265	0	2,265
Homes for Independent Living	607	(2)	605	550	0	550	613	(2)	611
Tenancy Services	1,496	0	1,496	1,475	0	1,475	1,520	0	1,520
Estate Service	552	(4)	547	540	(4)	536	594	(4)	590
Community Development	142	0	142	140	0	140	144	0	144
Centralised Accounts	248	0	248	235	0	235	239	0	239
Client Side	2,095	(5)	2,090	1,952	(5)	1,947	2,052	(306)	1,746
Capital Development Programme	114	(64)	50	89	(64)	25	115	(65)	50
Capital Financin	6,885	(10)	6,875	6,838	0	6,838	7,978	0	7,978
Rental Income	0	(14,163)	(14,163)	0	(14,109)	(14,109)	0	(14,546)	(14,546)
Other Income	0	(291)	(291)	0	(229)	(229)	0	(246)	(246)
Total Housing Revenue Account	14,315	(14,539)	(224)	13,972	(14,412)	(439)	15,521	(15,169)	352
Revenue Contribution to Capital Expenditure			371			123			241
HRA Working Balance Carried Forward			(4,811)			(5,462)			(4,869)

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MEDWAY COUNCIL

Fees & Charges April 2021

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REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Trading Standards			
Weights & Measures - General			
Hourly rate of Charge - (minimum charge 1 hour)	103.00	105.10	2.04%
Certificate of Errors	103.00	105.10	2.04%
Supply of replacement certificate	103.00	105.10	2.04%
Certificate of Errors	32.20	32.90	2.17%
Supply of replacement certificate	32.20	32.90	2.17%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	25.80	26.40	2.33%
Other weights	25.80	26.40	2.33%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	30.90	31.52	2.01%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	25.80	26.40	2.33%
Cubic ballast measures (other than brim measures)	257.60	262.80	2.02%
Brim measures (unsubdivided) up to 1 metre	128.80	131.40	2.02%
Liquid capacity measures for making up and checking average quantity packages	51.50	52.60	2.14%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	51.50	52.60	2.14%
Not exceeding 30kg - Second and subsequent items	51.50	52.60	2.14%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	51.50	52.60	2.14%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	103.00	105.10	2.04%
(1) Time on site of 4 hours or less (half day charge)	360.60	367.90	2.02%
(2) Time on site exceeding 4 hours (full day charge)	721.10	735.60	2.01%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz.	51.50	52.60	2.14%
Other	51.50	52.60	2.14%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	77.30	78.90	2.07%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	77.30	78.90	2.07%
Charge for each credit card acceptor unit tested, irrespective of the number	77.30	78.90	2.07%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	309.10	315.30	2.01%
Jammed ticket printer (no replacement parts)	206.00	210.10	1.99%
Replacement of parts without effect on calibration	206.00	210.10	1.99%
(1) First or single dipstick	51.50	52.60	2.14%
(2) Each additional dipstick submitted at the same time	30.90	31.52	2.01%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	100.00	102.00	2.00%
Petroleum			
Petroleum Installation Record Search (per hour)	100.00	101.00	1.00%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) Member Before 31/3/19	250.00	255.00	2.00%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) Member Before 31/3/19	180.00	184.00	2.22%
Fair Trader Scheme initial application fee	120.00	123.00	2.50%
Fair Trader Scheme - extra categories on website per category	53.00	55.00	3.77%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	63.20	65.00	2.85%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	12.00	12.50	4.17%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	360.00	365.00	1.39%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019	300.00	304.00	1.33%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Exhibiting Animals			
EXHIBITING Animals registration	192.80	196.70	2.02%
Gillingham Pier			
Rent of berth:			
Western Side of slipway			
under 30 ft. - per month	64.20	65.50	2.02%
under 30 ft. - per annum	641.40	654.20	2.00%
30ft to under 40ft - per month	81.70	83.30	1.96%
30ft to under 40ft - per annum	815.60	831.90	2.00%
40 ft. and over - per month	118.40	120.80	2.03%
40 ft. and over - per annum	1191.50	1,215.30	2.00%
Pontoon			
under 20 ft. - per month	64.20	65.50	2.02%
under 20 ft. - per annum	641.40	654.20	2.00%
20ft to under 30ft - per month	81.80	83.40	1.96%
20ft to under 30ft - per annum	815.60	831.90	2.00%
30ft to under 40ft - per month	118.40	120.80	2.03%
30ft to under 40ft - per annum	1191.50	1,215.30	2.00%
Mooring Fees			
Commercial and Casual Mooring			
Under 20ft - per day	11.20	11.40	1.79%
20ft to under 30ft - per day	11.70	11.90	1.71%
30ft to under 40ft - per day	16.50	16.80	1.82%
40ft to under 50ft - per day	17.20	17.50	1.74%
50ft to under 60ft - per day	22.60	23.10	2.21%
60ft to under 70ft - per day	32.50	33.20	2.15%
70ft to under 80ft - per day	43.20	44.10	2.08%
80ft to under 90ft - per day	55.30	56.40	1.99%
90ft to under 100ft - per day	68.00	69.40	2.06%
Per additional foot over 100ft - per day	1.40	1.40	0.00%
Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.40	0.40	0.00%
Note - for long term stays 60% discount to be allowed for the second period of seven days and 80% for any subsequent periods of seven days.			
Season Tickets per boat	122.40	124.80	1.96%
Slipways			
Painting, repairs etc. daily rate			
Under 30ft	20.00	20.50	2.50%
30ft - 40ft	28.50	29.00	1.75%
40ft - 45ft	43.00	44.00	2.33%
Launching (launch and haul out)			
under 30ft	16.50	17.00	3.03%
30ft to under 40ft	18.50	19.00	2.70%
40ft to under 45 ft.	47.00	48.00	2.13%
Waste Services			
Bulky Collection			
Standard collection - Metal	21.00	22.00	4.76%
Standard collection - Non Metal	21.00	22.00	4.76%
Collection within two working days	39.00	40.00	2.56%
Recovery of lost item from recycling bring bank	30.50	31.00	1.64%
Graffiti Removal			
Hourly charge for removal of graffiti from private land	40.80	42.00	2.94%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Household Waste Recycling Centre's (HWRC's)			
Car tyre disposal	4.00	4.00	0.00%
Food Waste Caddy Liners			
1 roll of 26 caddy liners	2.00	2.00	0.00%

Public Conveniences

Access Key to Disabled Persons' Convenience	5.30	5.40	1.89%
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Highway Group

Vehicle crossings

New / extended crossings (using Term Contractor)	163.00	167.00	2.45%
New / extended crossings (using Private Contractor)	210.50	215.00	2.14%
Charge for TMA notices - Per Notice	5.60	5.80	3.57%
Charge for service plans - Per Site	47.00	48.00	2.13%
Checking legality of crossings	163.00	167.00	2.45%
Confirming permission was given (conveyancing queries)	48.50	49.50	2.06%

Highway lighting

Checking lighting designs	263.00	270.00	2.66%
Additional charge for every 50m length of Highway in design	53.00	54.50	2.83%
Application to alter/move Highway lighting equipment (street light, sign etc.).	163.00	167.00	2.45%
Application to fit shielding to a street light	31.50	32.50	3.17%
Hourly rate to administer and monitor third party works	52.50	54.00	2.86%

Highways - Highway Adoption via S38/S278 Agreements

Technical/Supervision Fee Charges	10%	10%	
Traffic Management fixed Fee Charge.	2040.00	2,080.80	2.00%
Structures Fixed Fee Charge	1530.00	1,560.60	2.00%
Medway Norse (Landscaping) Fixed Fee Charge	1530.00	1,560.60	2.00%
Traffic Signals Fixed Fee Charge	1530.00	1,560.60	2.00%
Solicitor Enquiry re Highway Adoption Charge	47.30	48.20	1.90%
Highway Drainage Fixed Fee Charge		1,560.60	New Charge

Street Naming and numbering Charges

Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	72.50	74.50	2.76%
Charge for Amending a Road Name, i.e. request by local residents etc.	721.00	740.00	2.64%
Charge for Registering a New House or Building	72.50	74.50	2.76%
Charge for Registering 2 to 10 Buildings/Properties	214.00	220.00	2.80%
Charge for Registering 11 to 20 Buildings/Properties	290.00	297.00	2.41%
Charge for Registering 21 to 30 Buildings/Properties	363.00	372.00	2.48%
Charge for Registering 31 to 50 Buildings/Properties	516.00	530.00	2.71%
Charge for Registering 51 to 60 Buildings/Properties	667.00	685.00	2.70%
Charge for Registering 61 or more Buildings/Properties	832.50	850.00	2.10%
Charge for Amending a House Name/Building Name	72.50	74.50	2.76%
Charge for Amending a House Number	72.50	74.50	2.76%
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	72.50	74.50	2.76%
Charge for registering a Hotel	222.00	228.00	2.70%
Charge for Historical Information, i.e. enquiries from Solicitors etc.	300.00	308.00	2.67%

Highway Search Charges

Standard Search	27.00	27.80	2.96%
Additional charge per question	7.00	7.20	2.86%
Additional charge for requested A3 size plan	13.50	13.80	2.22%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Highways Pre Application Advice for Developers			
Small Residential Developments (less than 10 units)		180.00	New Charge
- Preliminary Advice		220.00	New Charge
- Full Advice			
Medium Residential Developments (between 10 and 50 units)			
- Preliminary Advice		260.00	New Charge
- Full Advice		300.00	New Charge
Large Residential Developments (between 51 & 100 units)			
- Preliminary Advice		340.00	New Charge
- Full Advice		380.00	New Charge
Strategic Residential Developments (over 101 units)			
- Preliminary Advice		420.00	New Charge
- Full Advice		460.00	New Charge
Dropped Curb			
Admin Fee for amendments to TRO	1260.30	1,285.50	2.00%
Community Safety & Enforcement			
Environmental Health			
per hour officer cost	51.00	52.00	1.96%
Contaminated Land Searches min cost (up to 3 hours)	150.00	150.00	0.00%
Contaminated Land Searches per hour thereafter	51.00	52.00	1.96%
Private Water Supplies			
Analysis under regulation 10	25.50	26.00	1.96%
All other charges (per hour) - see website for national capped charges	51.00	52.00	1.96%
Unfit Food			
Examination of Food and the issue of Certificates for voluntary surrender	204.00	208.00	1.96%
Officer time per hour over and above the first two hours	51.00	52.00	1.96%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	
Food Hygiene			
FHRS re-score visit request	168.30	170.00	1.01%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	56.10	57.00	1.60%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 people per course)	285.60	290.00	1.54%
Issue of export certificate (per hour officer time, min 1 hour)	51.00	52.00	1.96%
Health and Safety			
Level 2 award in health and safety in the workplace	56.10	57.50	2.50%
Asbestos Training - Half Day (pp - minimum 10 people per course)	76.50	78.00	1.96%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	51.00	52.00	1.96%
Port Health			
Ship Water Sampling Requests minimum up to 2 hours	51.00	52.00	1.96%
Rate per hour thereafter	51.00	52.00	1.96%
PHE water sample fees (where charged)	At Cost	At Cost	
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	76.50	78.00	1.96%
Rate per hour for weekends and bank holidays thereafter	76.50	78.00	1.96%
Licensing			
Skin Piercing (Registration)	183.60	187.00	1.85%
Skin Piercing (minor variation)	86.70	88.00	1.50%
Amendment/Replacement of a licence or certificate	52.40	53.50	2.10%
Pleasure boat licences	142.80	145.00	1.54%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Safer Communities			
Minimum fees for collection and return of stray dogs directly to owner (including £25 statutory charge)	56.00	60.00	7.14%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	10.50	12.00	14.29%
Fees for the sale of unclaimed stray dogs - pure breed	160.00	Remove	
Fees for the sale of unclaimed stray dogs - mixed breed	105.00	Remove	
Fees for the sale of unclaimed stray dogs - Staffordshire bull terrier type	73.00	Remove	
Addition! fee if dog is collected out of hours		10.00	New Charge
Fees for the sale of unclaimed stray dogs		150.00	New Charge
Delivery of stray if owner is unable to collect from kennels		25.00	New Charge
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	51.00	52.50	2.94%
Anti Social Behaviour, Crime and Policing Act 2014			
Failure to adhere to a Community Protection Notice or Public Spaces Protection Order. The penalty charge notice is reduced to £70 if paid within 10 days	100.00	100.00	0.00%
Country Park out of hours vehicle release fee	60.00	62.00	3.33%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	40.00	40.00	0.00%
Fixed penalty charge for depositing litter. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for fly posting. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for the unauthorised distribution of free printed matter.	150.00	150.00	0.00%
Fixed penalty for graffiti. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty charge for failing to comply with a Dog Control Order. The penalty	80.00	80.00	0.00%
Failure to adhere to a Community Protection Notice or Public Spaces Protection	100.00	100.00	0.00%
Dog waste bags for pack of 50	1.50	1.60	6.67%
Travel Safety			
Accident Data Searches:			
1 junction - 36 months	59.30	60.50	2.02%
1 junction - 60 months	64.40	65.70	2.02%
2 junctions - 36 months	85.60	87.30	1.99%
2 junctions - 60 months	94.60	96.50	2.01%
3 junctions - 36 months	113.40	115.70	2.03%
3 junctions - 60 months	122.40	124.80	1.96%
4 junctions - 36 months	138.80	141.60	2.02%
4 junctions - 60 months	151.30	154.30	1.98%
5 junctions - 36 months	163.90	167.20	2.01%
5 junctions - 60 months	182.80	186.50	2.02%
6 junctions - 36 months	191.70	195.50	1.98%
6 junctions - 60 months	212.00	216.20	1.98%
7 junctions - 36 months	220.70	225.10	1.99%
7 junctions - 60 months	239.60	244.40	2.00%
8 junctions - 36 months	245.80	250.70	1.99%
8 junctions - 60 months	271.10	276.50	1.99%
9 junctions - 36 months	272.20	277.60	1.98%
9 junctions - 60 months	300.20	306.20	2.00%
10 junctions - 36 months	300.20	306.20	2.00%
10 junctions - 60 months	329.10	335.70	2.01%
11 junctions - 36 months	324.20	330.70	2.00%
11 junctions - 60 months	365.50	372.80	2.00%
12 junctions - 36 months	353.20	360.30	2.01%
12 junctions - 60 months	385.90	393.60	2.00%
13 junctions - 36 months	381.00	388.60	1.99%
13 junctions - 60 months	416.30	424.60	1.99%
14 junctions - 36 months	407.40	415.50	1.99%
14 junctions - 60 months	447.70	456.70	2.01%
15 junctions - 36 months	432.70	441.40	2.01%
15 junctions - 60 months	476.60	486.10	1.99%
16 junctions - 36 months	462.80	472.10	2.01%
16 junctions - 60 months	504.50	514.60	2.00%

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
17 junctions - 36 months	485.50	495.20	2.00%
17 junctions - 60 months	532.20	542.80	1.99%
18 junctions - 36 months	510.80	521.00	2.00%
18 junctions - 60 months	563.80	575.10	2.00%
19 junctions - 36 months	539.90	550.70	2.00%
19 junctions - 60 months	595.30	607.20	2.00%
20 junctions - 36 months	569.90	581.30	2.00%
20 junctions - 60 months	625.50	638.00	2.00%
21 junctions - 36 months	594.00	605.90	2.00%
21 junctions - 60 months	657.00	670.10	1.99%
22 junctions - 36 months	617.90	630.30	2.01%
22 junctions - 60 months	688.60	702.40	2.00%
23 junctions - 36 months	649.30	662.30	2.00%
23 junctions - 60 months	712.60	726.90	2.01%
24 junctions - 36 months	674.70	688.20	2.00%
24 junctions - 60 months	744.10	759.00	2.00%
25 junctions - 36 months	706.40	720.50	2.00%
25 junctions - 60 months	775.60	791.10	2.00%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	630.40	643.00	2.00%
Stage 1 Safety Audit - Other Junction or arrangements	735.40	750.10	2.00%
Stage 1 Safety Audit - Complex junctions or Estate layouts	Price on application	Price on application	
Stage 2, 3 and monitoring stage (Combined fee)	3,782.20	3,857.80	2.00%
Review of External Safety Audit and Proposal	408.70	416.90	2.01%
Road Safety Assessment (Vehicle crossing)	97.70	99.70	2.05%
Traffic Management			
Disabled Parking Bays	41.00	41.00	0.00%
Scaffold/ Hoarding Licence			
Processing and first inspection	107.20	110.00	2.61%
Subsequent inspections	56.70	58.00	2.29%
Keep Clear markings	37.80	38.60	2.12%
Removal of unauthorised signs (per sign)	95.60	97.50	1.99%
Miscellaneous			
Skip licence (first 14 days)	42.00	43.00	2.38%
Skip licence (next 14 days)	18.90	Remove	
Building Material licences	63.20	65.00	2.85%
Crane over sailing licence	150.00	154.00	2.67%
Crane or MEVP Licence			
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	144.90	147.80	2.00%
Weekdays outside Core time	214.40	218.70	2.01%
Weekends	283.80	289.50	2.01%
Temporary Event or Development signing approval		125.68	New Charge
Table and Chairs permit (outside of COVID Legislation)	33.70	34.40	2.08%
Table and Chairs permit - Under COVID Legislation (Currently in place until 31/09/21 but could be extended)		100.00	New Charge
Table and chairs permit Chatham High St			
A boards Chatham High St (nil charge)			
Abnormal load support	POA	POA	
Temporary Traffic Signal Approval	POA	POA	
Temporary 15 minute closure approval	68.3	69.70	2.05%
Signal Bagging	POA	POA	
Temporary Traffic management layout approval	POA	POA	

REGENERATION, CULTURE AND ENVIRONMENT

Front Line Services

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Traffic Counts (survey results)			
ATC Up to 2 years old	145.40	148.30	1.99%
ATC Older than 2 years	72.70	74.20	2.06%
Manual counts	POA	POA	
Licence for private Service in the Highway	172.20	500.00	190.36%
Temporary road closures			
Emergency Closures 14(2)	1026.30	1,046.80	2.00%
Planned closures 14(1)	1324.10	1,350.60	2.00%
Town and Police Closure orders	66.30	67.60	1.96%

Parking (Excluding Pay and Display)

Permit Type

Resident	30.00	30.00	0.00%
Resident Support	30.00	30.00	0.00%
Daily visitor vouchers each	2.00	2.00	0.00%
Season Ticket Medway Residents	545.00	561.00	2.94%
Season Ticket Medway Residents Quarterly	160.00	165.00	3.13%
Season Ticket Non Medway Resident	628.30	647.00	2.98%
Season Ticket Non Medway Resident Quarterly	180.30	186.00	3.16%
Shoppers Season Ticket	615.00	633.00	2.93%
Shoppers Season Ticket Quarterly	177.00	182.00	2.82%
Single Car Park	420.00	433.00	3.10%
Cared for Permit (Individual)	20.00	20.00	0.00%
Business	144.00	148.00	2.78%
Special Business	160.00	165.00	3.13%
Late Night	37.00	38.00	2.70%
Worship Permit	37.00	38.00	2.70%
Jezreels	96.80	100.00	3.31%
Dispensations per day	5.70	6.00	5.26%
Suspended Bays per bay per day	30.90	32.00	3.56%
Rochester Multi Storey Car Park Season Ticket	731.30	753.00	2.97%
Rochester Multi Storey Car Park Season Ticket Quarterly	216.30	223.00	3.10%
Traders Permit	144.00	148.00	2.78%

Traffic Management Act 2004 - Notification of Penalty Charge Notice Rates

Full charge PCN Serious Offences	70.00	70.00	0.00%
Full charge PCN Less Serious Offences	50.00	50.00	0.00%
Working Without a Permit	500.00	500.00	0.00%
Reduced rate (if paid within 14 days) Serious Offences	35.00	35.00	0.00%
Reduced rate (if paid within 14 days) Less Serious Offences	25.00	25.00	0.00%

Transport Act 2000 - Notification of Penalty Charge Notice Rates

Bus Lane Enforcement - paid within 14 days	30.00	30.00	0.00%
Bus Lane Enforcement - paid after 14 days	60.00	60.00	0.00%

Medway Council Pay and Display Charges from 1st April 2021

Off Street Parking

Dependent on the time permitted for a vehicle to stay within the car park, a variation of the below will be charged:

Time Period in Hours	20/21 Tariff
0-0.5	50p
0.5-1	100p
1-2	150p
2-4	250p
4-6	350p
6+	520p
48	1000p

21/22 Tariff
70p
120p
170p
270p
370p
540p
1020p

Rochester Riverside MSCP

Time Period in Hours	Tariff
0-1	100p
1-2	150p
2-3	200p
3-5	250p
5-15	600p

21/22 Tariff
120p
170p
220p
270p
620p

On Street Parking

Dependent on the time permitted for a vehicle to stay within each parking location, a variation of the below will be charged:

Time Period in Hours	Tariff
0-0.5	50p
0.5-1	100p
1-2	150p
2-4	250p
4-6	350p
6+	520p
48	1000p

21/22 Tariff
70p
120p
170p
270p
370p
540p
1020p

Multi Storey Car Park (Brook & Pentagon)

Star Chamber 6th January 2020 agreed to harmonise the Pentagon and Brook Multi Storey charges by adopting the charging structure currently applied to the Brook

Time Period in Hours	Tariff
0-1	100p
1-2	150p
2-3	200p
3-4	250p
4-5	300p
5-6	350p
6+	520p

21/22 Tariff
120p
170p
220p
270p
320p
370p
540p

Frontline Services Licensing

2020/21 Fees					
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B		
			1 & 2 star establishment. 1 year licence.	3 & 4 star establishment. 2 year licence.	5 star establishment. 3 year licence.
Boarding in kennels for Dogs	1-15 pens/kennels	£200 plus vet fees	£200	£303	£435
Boarding for Cats	16-30 pens/kennels	£268 plus vet fees			
	31+ pens/kennels	£303 plus vet fees			
Selling of Animal as Pets		£200 plus vet fees	£200	£303	£435
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£200 plus vet fees			
	6+ Dogs	£268 plus vet fees			
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee				
	Hosts				
Breeding of Dogs	1-10 adult dogs resident	£200 plus vet fees	£200	£303	£435
	11-20 adult dogs resident	£268 plus vet fees			
	21+ adult dogs resident	£334 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£268 plus vet fees	£200	£303	£435
	31+ horses on the premises	£334 plus vet fees			
Keeping or training animals for exhibition	N/A	£200 plus vet fees	N/A	N/A	£200
Part A covers the application and authorisation process. Part B is the cost for administering and enforcing the framework. Both					
Other Charges					
Requests for variations	Administration fee	£34	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£67			
Request for re-inspection		£100			
Pre Application Advice		£67			
Zoo fees		£720	Vet fees will be charged separately		
Dangerous Wild animals		£285			

2021/22 Fees					
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B		
			1 & 2 star establishment. 1 year licence.	3 & 4 star establishment. 2 year licence.	5 star establishment. 3 year licence.
Boarding in kennels for Dogs	1-15 pens/kennels	£204 plus vet fees	£204	£309	£444
Boarding for Cats	16-30 pens/kennels	£274 plus vet fees			
	31+ pens/kennels	£309 plus vet fees			
Selling of Animal as Pets		£204 plus vet fees	£204	£309	£444
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£204 plus vet fees			
	6+ Dogs	£274 plus vet fees			
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£204 plus Vet Fees	£204	£309	£444
	Hosts	£71 per additional host plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£204 plus vet fees	£204	£309	£444
	11-20 adult dogs resident	£274 plus vet fees			
	21+ adult dogs resident	£341 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£274 plus vet fees	£200	£303	£435
	31+ horses on the premises	£341 plus vet fees			
Keeping or training animals for exhibition	N/A	£204 plus vet fees	N/A	N/A	£204
Part A covers the application and authorisation process. Part B is the cost for administering and enforcing the framework. Both					
Other Charges					
Requests for variations	Administration fee	£35	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£71			
Request for re-inspection		£102			
Pre Application Advice		£68			
Zoo fees		£735	Vet fees will be charged separately		
Dangerous Wild animals		£290			

REGENERATION, CULTURE AND ENVIRONMENT

FRONT LINE SERVICES

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
INTEGRATED TRANSPORT			
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	143.00	146.00	2.10%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	58.00	59.00	1.72%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	111.00	113.00	1.80%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	315.00	321.00	1.90%
Replacement of Medway Scholar pass (except Arriva)	13.00	13.00	0.00%
Replacement of Medway School Yellow Bus pass	10.00	10.00	0.00%
Concessionary Fares			
Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	10.00	10.00	0.00%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	10.00	10.00	0.00%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	10.00	10.00	0.00%
Local Transport Plan			
Information from existing automatic traffic count (per site)	55.00	56.00	1.82%
Information from existing manual traffic count (per site)	165.00	168.00	1.82%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.82	0.82	0.00%
Streetworks Permit Scheme (These need Dft approval so could be subject variation if following consultation these are not agreed)			
Permit Fee - Maid Road Category 0,1 & 2 - Provisional Advance Activity	95.00	97.00	2.11%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 days+	216.00	218.00	0.93%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 to 4 days	117.00	119.00	1.71%
Permit Fee - Maid Road Category 0,1 & 2 - Major works up to 3 days	59.00	61.00	3.39%
Permit Fee - Maid Road Category 0,1 & 2 - Standard Activity	117.00	119.00	1.71%
Permit Fee - Maid Road Category 0,1 & 2 - Minor Activity	59.00	61.00	3.39%
Permit Fee - Maid Road Category 0,1 & 2 - Immediate Activity	54.00	56.00	3.70%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity	95.00	97.00	2.11%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+	216.00	218.00	0.93%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days	117.00	119.00	1.71%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days	59.00	61.00	3.39%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity	117.00	119.00	1.71%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity	59.00	61.00	3.39%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity	54.00	56.00	3.70%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity (Non Traffic Sensitive)	68.00	70.00	2.94%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+ (Non Traffic Sensitive)	135.00	137.00	1.48%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days (Non Traffic Sensitive)	68.00	70.00	2.94%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days (Non Traffic Sensitive)	41.00	43.00	4.88%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity (Non Traffic Sensitive)	68.00	70.00	2.94%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity (Non Traffic Sensitive)	41.00	43.00	4.88%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity (Non Traffic Sensitive)	36.00	38.00	5.56%
Permit Fee - Minor Road Category 3 & 4 - Provisional Advance Activity	68.00	70.00	2.94%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 days+	135.00	137.00	1.48%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 to 4 days	68.00	70.00	2.94%
Permit Fee - Minor Road Category 3 & 4 - Major works up to 3 days	41.00	43.00	4.88%
Permit Fee - Minor Road Category 3 & 4 - Standard Activity	68.00	70.00	2.94%
Permit Fee - Minor Road Category 3 & 4 - Minor Activity	41.00	43.00	4.88%
Permit Fee - Minor Road Category 3 & 4 - Immediate Activity	36.00	38.00	5.56%
Disabled Bays			
Disabled Parking Bays	41.00	41.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Country Parks			
Fishing			
Day ticket (no night fishing) adult	10.20	10.40	1.96%
Day ticket (no night fishing) Junior/+60	6.10	6.20	1.64%
Pre-booked club outings	214.00	218.00	1.87%
Orienteering			
Orienteering / price per visit per child	2.00	2.05	2.50%
Other Activities			
Children's activity sessions	3.10	3.20	3.23%
Guided walks	3.10	3.15	1.61%
Education visits by Medway schools/ price per visit per child for ranger led sessions	3.30	Remove	
Forest School Visit - price per child	4.60	4.65	1.09%
Fishing teach ins for children	10.20	10.40	1.96%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	54.10	55.00	1.66%
101 to 500 People	305.00	310.00	1.64%
501 to 1,000 people	570.00	580.00	1.75%
1001 to 5000 people	1,120.00	1140.00	1.79%
More than 5000 people	3,470.00	3540.00	2.02%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	107.00	110.00	2.80%
Dog Walking Companies	108.00	Remove	
Toilet cleaning charge post external event hire (cleaning costs only)	102.00	105.00	2.94%
Allotment Rental - Charge per sq. metre			
Plot and water	0.23	0.24	4.35%
Plot only	0.18	0.19	5.56%
Flat rate per shed	17.50	18.00	2.86%
Flat rate use of container	6.60	6.80	3.03%
Bloor Lane Church Allotment	37.00	38.00	2.70%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	21.50	22.00	2.33%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	620.00	630.00	1.61%
Deposit Against damage and fly posting	1,550.00	1600.00	3.23%
Cricket Pitch Hire - from 10 am to 6 pm			
Per day - Adult	79.69	81.00	1.64%
Public Rights of Way			
Process Application for pre-publication stage	58.30	59.50	2.06%
Land Registry Search plus search fee	23.30	23.80	2.15%
Site visit	174.70	178.20	2.00%
Preparation of Plans	81.60	83.20	1.96%
Initial consultation	116.50	118.80	1.97%
Responding to consultation replies. (Includes £150 site visit)	291.40	297.20	1.99%
Preparation of Committee Report	256.30	261.40	1.99%
Order Making Stage			
Prepare Order, Notice and Statement	198.30	202.30	2.02%
Distribution of Order	139.90	142.70	2.00%
Posting Notices on Site	128.30	130.90	2.03%
Advertise Notice of Making of Order. (plus cost of advertisement)	40.80	41.60	1.96%
Responding to replies	116.50	118.80	1.97%
Site visits as required - per visit	174.70	178.20	2.00%
Forwarding documentation to DEFRA	606.00	618.10	2.00%
Confirmation of Order			
Site visit	116.50	118.80	1.97%
Preparation of Confirmation Notice	58.30	59.50	2.06%
Distribution of Confirmed Order	139.90	142.70	2.00%
Post Notices on Site	128.30	130.90	2.03%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	40.80	41.60	1.96%
Produce LEO, amend Definitive Map and inform OS	139.90	142.70	2.00%
Additional letter (to applicants and objectors)	35.10	35.80	1.99%
Additional site visit (to check plans, meet objectors etc.)	174.70	178.20	2.00%
Site visit to check works have been carried out and standard agreed	174.70	178.20	2.00%
Certificate Preparation for bringing into force	58.30	59.50	2.06%
Advertising of Certificate for bringing into force (plus cost of advertisement)	40.80	41.60	1.96%
Distribution of Certificate	116.50	118.80	1.97%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	595.00	600.00	0.84%
Per Season - Junior / 60+ - 18 matches (with pavilion)	210.00	215.00	2.38%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	375.00	380.00	1.33%
Per Season - Junior /60+ - 18 matches (without pavilion)	106.00	110.00	3.77%
Casual Use with Pavilion			
Adults (casual use)	96.00	98.00	2.08%
Junior / 60+ (casual use)	90.00	92.00	2.22%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	51.00	52.00	1.96%
Junior / 60+ (casual use/ without pavilion)	29.00	29.50	1.72%
School Parties with Pavilion	132.50	135.00	1.89%
School Parties without Pavilion	71.50	72.50	1.40%
Pitch & Putt			
Round with Clubs Adult	8.40	8.55	1.79%
Round with Clubs Junior/60+	4.20	4.25	1.19%
Round with own Clubs Adult	5.50	5.60	1.82%
Round with own Clubs Junior/60+	3.10	3.15	1.61%
Broken Club	35.00	35.65	1.86%
Lost Ball	4.00	4.00	0.00%
Deposit on Club	12.50	12.70	1.60%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING

PLANNING

VAT to be added where applicable

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	15.50	15.50	0.00%
Plan copying (A1 per plan)	7.80	7.80	0.00%
Plan copying (A2 per plan)	4.00	4.00	0.00%
Plan copying (A3 per plan)	1.90	1.90	0.00%
Plan copying (A4 per plan)	0.90	0.90	0.00%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	64.90	64.90	0.00%
Decision notices (copies of per page plus postage & packing)	0.10	0.10	0.00%
Section 106 agreements (copies of per page plus postage & packing)	0.10	0.10	0.00%
Research for private property sales/purchases (up to one hour)	37.50	38.50	2.67%
Research for private property sales/purchases (per hour thereafter)	37.50	38.50	2.67%
Search of adjoining land/property up to 200m - (plus research fee as above)	48.33	50.00	3.46%

Pre Application Service

Charge per hour: Assistant Director	131.67	138.25	5.00%
Charge per hour: Head of Service	111.67	117.25	5.00%
Charge per hour: Group Manager / Principal Planner	99.17	104.13	5.00%
Charge per hour: Senior Planner / Senior Arboriculture Officer	85.83	90.12	5.00%
Charge per hour: EHO / Highways Officer / Conservation Officer	79.17	83.13	5.00%
Charge per hour: Planners	65.83	69.12	5.00%
Charge for Presentations to Members	800.00	800.00	0.00%

Major Developments

Strategic Residential

Preliminary Advice	350.00	355.00	1.43%
Meeting and Written Advice	3,000.00	3,100.00	3.33%

Major Residential

Preliminary Advice	350.00	355.00	1.43%
Meeting and Written Advice	1,500.00	1,550.00	3.33%

Strategic Commercial

Preliminary Advice	350.00	355.00	1.43%
Meeting and Written Advice	3,000.00	3,100.00	3.33%

Major Commercial

Preliminary Advice	350.00	355.00	1.43%
Meeting and Written Advice	1,500.00	1,550.00	3.33%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
<u>PLANNING</u>			
VAT to be added where applicable			
<u>Minor Developments</u>			
Minor Residential			
Written	400.00	413.32	3.33%
Meeting and Written Advice	500.00	516.65	3.33%
Minor Commercial			
Written	400.00	413.32	3.33%
Meeting and Written Advice	500.00	516.65	3.33%
Other			
Householder			
Meeting	150.00	150.00	0.00%
Additional Sites as above plus £50 plus VAT	50.00	50.00	0.00%
Officer Hourly Rates			
Hourly rates: Head of Service	111.67	117.25	5.00%
Hourly rates: Principal Planner	99.17	104.13	5.00%
Hourly rates: Senior Planner	85.83	90.12	5.00%
Hourly rates: Planners	65.83	69.12	5.00%
Discharge of Conditions - Discussion of requirements			
Meeting	see above	see above	
Discussions relating to amendments to previously approved schemes			
Meeting	see above	see above	
Discussion post refusal			
No pre-app sought prior to submitting planning application	Relevant Pre-App Charges apply	Relevant Pre-App Charges apply	
Pre-App sought prior to submitting planning application	see above	see above	
Listed Building			
Written Advice Only	108.33	110.00	1.54%
Trees			
Meeting - hourly rate	85.83	90.12	5.00%

REGENERATION, CULTURE AND ENVIRONMENT

PLANNING

Fee 2020/21 Fee 2021/22 Increase

£ £ %

PLANNING

VAT to be added where applicable

Section 106 - Post Resolution Preparation - Charge For Planning Officer Time

Officer time

see above

see above

Medway Aimsun Model Transport Assessment

Application type	Licence	Transport Assessment	Impartial validation	Total
Strategic	£6,800	Unknown – applicant to appoint suitable consultant	£3,200	£10,000
Major	£4,300	Unknown – applicant to appoint suitable consultant	£3,200	£7,500

Administration Charge for invalid Planning Applications

Householder, Minor and Other Applications With no Planning officer Input	42.50	44.00	3.53%
Major Applications and applications where officer input required	85.00	87.00	2.35%

Administration Charge for retrospective applications following an Enforcement Investigation

All Planning Applications	31.67	32.72	3.32%
S106 Monitoring Cost Per Obligation Trigger - no VAT	450.00	450.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Room Hire</u>			
<i>NB: Rates for all rooms negotiable for introductory, long-term and regular bookings</i>			
Charity and Public Sector			
Darwin Room (per hour)	42.00	43.00	2.38%
Darwin Room (per half day - 4 hours)	149.00	152.00	2.01%
Darwin Room (per day - 8 hours)	252.00	257.00	1.98%
Sunderland Room (per hour)	35.00	36.00	2.86%
Sunderland Room (per half day - 4 hours)	120.00	122.50	2.08%
Sunderland Room (per day - 8 hours)	180.00	185.00	2.78%
G3 Room (per hour)	27.00	28.00	3.70%
G3 Room (per half day - 4 hours)	90.00	92.00	2.22%
G3 Room (per day - 8 hours)	128.00	131.00	2.34%
G5 Room (per hour)	27.00	28.00	3.70%
G5 Room (per half day - 4 hours)	90.00	92.00	2.22%
G5 Room (per day - 8 hours)	128.00	131.00	2.34%
Non-Tenants			
Darwin Room - per hour	57.00	58.00	1.75%
Darwin Room (per half day - 4 hours)	190.00	194.00	2.11%
Darwin Room (per day - 8 hours)	320.00	327.00	2.19%
Sunderland Room (per hour)	52.00	53.00	1.92%
Sunderland Room (per half day - 4 hours)	175.00	179.00	2.29%
Sunderland Room (per day - 8 hours)	260.00	266.00	2.31%
G3 Room (per hour)	35.00	36.00	2.86%
G3 Room (per half day - 4 hours)	120.00	123.00	2.50%
G3 Room (per day - 8 hours)	200.00	204.00	2.00%
G5 Room (per hour)	35.00	36.00	2.86%
G5 Room (per half day - 4 hours)	120.00	123.00	2.50%
G5 Room (per day - 8 hours)	200.00	204.00	2.00%
<u>Data Centre</u>			
Internal Tenants			
Data Centre space (per "U" of space per month)	11.00	11.25	2.27%
Data Centre space (per half rack of space per month)	265.00	271.00	2.26%
Data Centre space (per 1 rack of space per month)	432.00	441.00	2.08%
Data Centre power (per KWh per month)	0.15	0.16	6.67%
Non-Tenants			
Data Centre space (per "U" of space per month)	20.00	22.00	10.00%
Data Centre space (per half rack of space per month)	301.00	307.00	1.99%
Data Centre space (per 1 rack of space per month)	468.00	477.40	2.01%
Data Centre power (per KWh per month)	0.15	0.16	6.67%

REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Bandwidth</u>			
Starting from 10mb			
Internal Tenants			
Per mb per month	10.30	10.50	1.94%
Non-Tenants			
Per mb per month	13.10	13.40	2.29%
<u>Other Charges</u>			
Office set up fee	119.00	122.00	2.52%
Floor box moving fee - per box	31.40	32.00	1.91%
Floor box power usage for individual offices (per KWh per month)	0.20	0.20	0.00%
Printing/copying per copy black and white	0.05	0.06	20.00%
Printing/copying per copy colour	0.10	0.11	10.00%
Telephone hire per handset per month	10.80	11.00	1.85%
Telephone calls Local per minute	0.03	0.03	0.00%
Telephone calls National per minute	0.10	0.10	0.00%
Telephone calls International to be charged at standard tariff from supplier			

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
SPORTS CENTRE FACILITIES			
MEMBERSHIPS			
Increased Membership prices will apply to new members or rejoining members. It should be noted that some existing members have a 'price for life.'			
Premier Membership - Advance annual payment	455.00	479.40	5.36%
Family Membership - Advance annual payment	798.00	840.00	5.26%
The Monthly memberships below are all Direct Debit payments with the exception of the Senior Memberships - Monthly pay and play			
Premier Membership - Monthly	39.95	39.95	0.00%
Family Membership - Monthly	70.00	70.00	0.00%
Senior Membership - Monthly	15.70	16.00	1.91%
Senior Membership - Monthly pay and play	15.70	16.50	5.10%
Gym and swim Membership - Monthly	29.95	29.95	0.00%
Class and swim Membership - Monthly	29.95	29.95	0.00%
Rackets and swim Membership - Monthly	29.95	29.95	0.00%
Student Membership - Monthly	23.96	24.50	2.25%
Disabled Membership - Monthly	20.00	20.40	2.00%
Swimming Membership - Monthly	18.25	18.65	2.19%
Echoes Gym Non-Member Casual	9.00	9.20	2.22%
Gym induction	17.00	17.30	1.76%
Centre admission annual pass			
Adult	46.40	47.40	2.16%
Family	65.80	67.10	1.98%
Junior (under 16)	23.90	24.40	2.09%
Senior	23.90	24.40	2.09%
Centre admission fee - daily			
Adult	2.50	2.60	4.00%
Junior (under 16)	1.80	1.90	5.56%
Senior	1.80	1.90	5.56%
Squash - 40 minutes	11.00	11.00	0.00%
Badminton - per hour	13.00	13.00	0.00%
School swim	2.80	2.90	3.57%
Fitness classes	6.70	6.80	1.49%

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
SPORTS CENTRE FACILITIES			
Medway Park			
Hire of Pool (per hour)			
Training Pool	39.10	39.90	2.05%
Diving Pool	39.10	39.90	2.05%
All Pools	186.40	190.10	1.98%
Gala (including timing) 3 hour package	459.00	468.20	2.00%
ROOM HIRE (Medway Park and Strood)			
Per Hour	19.70	20.10	2.03%
Per Day	105.00	107.10	2.00%
Dance Studios			
Dance studios per hour	29.10	29.70	2.06%
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	58.30	59.50	2.06%
Floodlights per hour	19.70	20.10	2.03%
Individual Use	4.00	4.20	5.00%
SPLASHES			
Admissions			
Adult Swim	5.95	5.95	0.00%
Child / Senior	5.10	5.10	0.00%
Under Threes (no charge)	FREE	FREE	
STRAND LEISURE PARK			
Summer Season			
Admissions			
Adult per session	6.00	6.00	0.00%
Jnr per session	4.00	4.00	0.00%
Senior per session	4.00	4.00	0.00%
Netball			
5-a-side (per session)	21.20	21.6	1.89%
Tennis (per hour Strand and Deangate Ridge)			
Tennis Court Hire	7.10	Remove	
Ball deposit (2 balls)	10.60	Remove	
Racquet Deposit	10.60	Remove	

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
SPORTS CENTRE FACILITIES			
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood			
Large Pool per hour Strood	128.00	130.60	2.03%
Training Pool per hour Strood	39.10	39.90	2.05%
Large Pool per hour Hoo	64.00	65.30	2.03%
Training Pool per hour Hoo	39.10	39.90	2.05%
Hydrotherapy pool per hour Strood	58.30	59.50	2.06%
KICKS			
Peak times Monday - Thursday after 5pm.			
5-a-side Pitch Hire	35.00	35.00	0.00%
7-a-side Pitch Hire	55.00	55.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	7.00	7.00	0.00%
Per Person (60+)	5.00	5.00	0.00%
Per Person (Child 5-17 years)	3.00	3.00	0.00%
Family - 2 adult and 1 child	17.00	17.50	2.94%
English Heritage membership including corporate	Free	Free	N/A
Group 11+ people (Adult)	5.95	5.95	0.00%
Group 11+ people (Child)	2.55	2.55	0.00%
Audio guide	1.00	1.00	0.00%
Education visit Inc. introduction in Tower Two	20.00	20.00	0.00%
Hire of grounds daytime	1,000.00	1,000.00	0.00%
Hire of grounds evening/over night	2,000.00	2,000.00	0.00%
Hire of grounds charity	500.00	500.00	0.00%
<u>UPNOR CASTLE</u>			
Per Person (Adult)	7.00	7.00	0.00%
Per Person (60+)	5.00	5.00	0.00%
Per Person (Child 5-17 years)	3.00	3.00	0.00%
Family - 2 adult and 1 child	17.00	17.50	2.94%
Group 11+ people (Adult). 15% discount	5.95	5.95	0.00%
Group 11+ people (Child) 15% discount	2.55	2.55	0.00%
English Heritage membership including corporate	Free	Free	
Audio guide	1.00	1.00	0.00%
Wedding (Friday & Saturday)	1,000.00	1,000.00	0.00%
Midweek wedding (Monday-Thursday)	690.00	690.00	0.00%
Wedding late booking discount (6 month prior to date) -25%			
Upnor Castle residents pass (season)	25.00	25.00	0.00%
Hire - Part of site per hour	75.00	76.50	2.00%
Hire - Whole site per hour	160.00	164.00	2.50%
Half day visit with Education Officer	60.00	60.00	0.00%
<u>TEMPLE MANOR</u>			
Hire of site per hour	74.00	75.00	1.35%
Half day visit with Education Officer	60.00	60.00	0.00%
Discretionary entry fee discounts to maximise marketing - Head of Service authorised			
Buy -one-get one free			
Free admission for charity/school raffles			
50% discount			
Kids go free			
Big day out participation			

GUILDHALL MUSEUM

Admission	0.00	0.00	0.00%
Hire of Members room to Oyster Fisheries	43.00	45.00	4.65%
Hire of Members room per hour 9am - 5pm	45.00	45.00	0.00%
Hire of Guildhall Chamber per hour 9am - 5pm	75.00	75.00	0.00%
Education Visits - Medway Schools - 1 hour session	0.00	0.00	0.00%
Education Visits - non-Medway Schools - 1 hour session	0.00	0.00	0.00%
Handling materials for self-guided visits	0.00	0.00	0.00%

Illustrated lectures for adult groups in the Museum	0.00	0.00	0.00%
Illustrated lectures for adult groups - outreach (daytime)	30.00	31.00	3.33%
Illustrated lectures for adult groups - outreach (evening)	80.00	82.00	2.50%
Heritage engagement sessions - on site introductions	60.00	60.00	0.00%
Education Outreach Visits - Medway Schools - Morning	170.00	170.00	0.00%
Education Outreach Visits - Medway Schools - Whole day	235.00	235.00	0.00%
Overnight hire of Guildhall Museum	1,000.00	1,020.00	2.00%
Weddings	460.00	460.00	0.00%

Outdoor theatre*By negotiation and sign-off by Head of Service*

Normal terms 80:20 split of ticket sales

Filming/Photo shoots*By negotiation and sign-off by Head of Service*

Photo shoot minimum charge (commercial)	65.00	67.00	3.08%
Filming minimum charge (commercial)	130.00	134.00	3.08%
Handling fee per hour	30.00	50.00	N/A

EASTGATE HOUSE

Per Person (Adult)	5.60	5.60	0.00%
Per Person (60+)	3.00	3.00	0.00%
Per Person (Child 5-17 years)	2.50	2.50	0.00%
Family - 2 adult and 1 child	13.70	13.70	0.00%
English Heritage members 20% discount			
Group 11+ people (Adult). 15% discount	4.75	4.75	0.00%
Group 11+ people (Child) 15% discount	2.10	2.10	0.00%

Education visit	60.00	60.00	0.00%
Hire of activity room Wednesday - Sunday 10am to 4pm	22.00	23.00	4.55%
Hire of activity room Monday to Tuesday 10am to 4pm	35.00	35.00	0.00%
Additional hours 4pm - 7pm per hour	11.00	12.00	9.09%
Additional hours 7pm - 10pm per hour	16.00	17.00	6.25%
Additional hours after 10pm per hour	22.00	23.00	4.55%

Hire of whole house Monday to Tuesday 10am - 5pm per hour	53.00	54.50	2.83%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	75.00	77.00	2.67%
Hire of whole house After 8pm/overnight	To be negotiated	To be negotiated	
Weddings Inc. registrars fee	1050.00	1,050.00	0.00%

JOINT HERITAGE TICKETS (New initiative)**Rochester Castle and Eastgate House (20% Discount)**

Per Person (Adult)	10.00	New Charge
Per Person (60+)	6.40	New Charge
Per Person (Child 5-17 years)	4.40	New Charge
Family - 2 adult and 2 children	25.00	New Charge

Rochester Castle, Upnor Castle, and Eastgate House (25% Dicount)

Per Person (Adult)	14.70	New Charge
Per Person (60+)	9.75	New Charge
Per Person (Child 5-17 years)	6.40	New Charge
Family - 2 adult and 2 children	36.50	New Charge

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Photocopying (Local Studies) A4	0.30	0.30	0.00%
Photocopying (Local Studies) A3	0.50	0.50	0.00%
<i>Photocopying (Local Studies) colour A4</i>	0.75	0.75	0.00%
<i>Photocopying (Local Studies) colour A3</i>	1.05	1.05	0.00%
Photocopying (Archives original doc) A4	0.80	1.00	25.00%
Photocopying (Archives original doc) A3	1.10	2.00	81.82%
<i>Photocopying (Archives original doc) colour A4</i>	1.20	2.00	66.67%
<i>Photocopying (Archives original doc) colour A3</i>	1.50	4.00	166.67%
Computer printing black and white A4 per page	0.10	0.10	0.00%
Computer printing colour A4 per page	0.80	0.80	0.00%
Computer printing black and white A3 per page	0.20	0.20	0.00%
Computer printing colour A3 per page	1.00	1.00	0.00%
Digital image supply (£2 per subsequent image if from the same item)	5.00	5.00	0.00%
Microfiche/Microfilm printouts A4	0.80	0.80	0.00%
Microfiche/Microfilm printouts A3	1.00	1.00	0.00%
Requests for arranging services by professional photographer/microfilming- Photographer's fee plus charge per item	8.90	Remove	
Self service digital image permit (non-commercial)	10.00	10.00	0.00%
Self service digital image permit (up to 5 images) (non-commercial)	5.00	5.00	0.00%
Self service digital image permit (commercial users)	25.10	26.00	3.59%
Remote reprographics handling charge per item (including for digitisation/photographing carried out by a professional photographer)	8.90	9.00	1.12%
Medway Archives - Other Charges			
Baptism Certificate (National charge)	14.00	31.00	121.43%
Preparations for media visits and filming on premises : per hour	104.30	105.00	0.67%
Issue of conviction certificate copy (magistrates courts)	42.20	43.00	1.90%
Storage of magistrates' court records(per box per annum)	8.90	9.00	1.12%
Royalties for reproduction of still photographs (UK)	35.50	Remove	
Royalties for reproduction of moving images cost per second(running time) used by national & international media (commercial rate)	106.60	Remove	
Talks to external groups (at discretion of staff)	55.50	55.00	-0.90%
Talks to groups visiting (excluding school visits and at the discretion of staff)	44.40	45.00	1.35%
Research per hour private users (at discretion of Archivist)	37.00	40.00	8.11%
Research per hour commercial users (at discretion of Archivist)	98.60	100.00	1.42%
ROYALTIES - All royalties fees checked as being market rate with similar institutions]			
Reproduction of photograph in print media (including e-books) (UK only publication) Market rate	35.50	45.00	26.76%
Reproduction of photograph in print media (including e-books) (Worldwide publication) Market rate	57.60	60.00	4.17%
Reproduction of photograph in TV programme (per image)-market rate	104.30	100.00	-4.12%
Reproduction of photograph on publication cover (UK only publication)	71.00	72.00	1.41%
Reproduction of photograph on publication cover (Worldwide publication)	104.30	105.00	0.67%
Royalties: photo in e-book	63.20	Remove	
Royalties: reproduction of moving images cost per second(running time) used by national & international media (commercial rate)	106.50	Remove	
Estimates for bulk orders (to deduct from final cost when order placed]	8.90	Remove	
Photo facsimile (when scanning not possible)	5.60	Remove	
Reproduction of photograph in web-based publication.		45.00	New charge
Education and reminiscence packs - creation of new packs for customer		50.00	New charge
Education and reminiscence packs - printing of existing pack		25.00	New charge
Exhibitions - loan of existing physical exhibition		25.00	New charge

REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee	Fee	Increase	per hour	Fee	Increase
	2020/21	2021/22		excess	2021/22	
	£	£	%	2020/21	£	%

Bookings outside these times can only be accepted after negotiation with Management and at additional cost

THE CENTRAL THEATRE

SCALE A - Concerts and Entertainments

Auditorium 6.00 p.m. - 11.00 p.m.

Daily Minimum Charge

Monday - Tuesday	2,666.72	2,720.05	2.00%	170.55	173.96	2.00%
Wednesday - Thursday	2,828.43	2,885.00	2.00%	181.82	185.46	2.00%
Friday/Saturday/Sunday	3,450.36	3,519.37	2.00%	253.16	258.22	2.00%
Bank Holidays	5,013.40	5,113.67	2.00%	290.65	296.46	2.00%
Extra Performance	750.43	765.44	2.00%			
Extra Performance (Bank hols)	963.39	982.66	2.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	82.61	84.26	2.00%			
Wednesday - Thursday	92.00	93.84	2.00%			
Friday/Saturday/Sunday	122.48	124.93	2.00%			
Bank Holidays	155.48	158.59	2.00%			
Non-returnable deposit	676.00	689.52	2.00%			
Non-returnable deposit (3 days or more)	1,425.00	1,453.50	2.00%			

SCALE C (Formerly Scale B)

(Voluntary Organisations/Registered Charities/Non Commercial Organisations)

Auditorium 6.00 p.m. - 11.00 p.m.

Monday - Tuesday	638.54	651.31	2.00%	109.59	111.78	2.00%
Wednesday - Thursday	689.02	702.80	2.00%	152.97	156.03	2.00%
Friday/Saturday/Sunday	1,370.40	1,397.81	2.00%	177.24	180.78	2.00%
Bank Holidays	1,893.23	1,931.09	2.00%	199.74	203.73	2.00%
Extra Performance	537.58	548.33	2.00%			
Extra Performance (bank hols)	633.96	646.64	2.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	53.88	54.96	2.00%			
Wednesday - Thursday	65.01	66.31	2.00%			
Friday/Saturday/Sunday	100.96	102.98	2.00%			
Bank Holidays	140.74	143.55	2.00%			
Non-returnable deposit	300.00	306.00	2.00%			
Non-returnable deposit (3 days or more)	617.00	629.34	2.00%			

Central & Brook Theatre Box Office commission 10% of Gross

Central & Brook Theatre Credit Card Inc. handling charge 3% PRS 3%

Central & Brook Theatre Basic charge includes mailing list entry, ticket printing and poster display.

Central & Brook Theatre Extra charges as incurred

REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee	Fee	Increase	per hour	Fee	Increase
	2020/21	2021/22		excess	2021/22	
	£	£	%	2020/21	£	%
				£		
THE BROOK THEATRE						
SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)						
All fees are charged at an hourly rate for between 8.30am and 10.30pm						
Main Theatre	94.63	94.63	0.00%			
Main Theatre Floor events	67.42	67.42	0.00%			
Mayor's Parlour	29.94	29.94	0.00%			
Studio Room Hire	45.01	45.01	0.00%			
Conference Room	29.94	29.94	0.00%			
Meeting Room	16.28	16.28	0.00%			
Activity Room	11.48	11.48	0.00%			
Large Dance Studio	15.85	15.85	0.00%			
Small Dance Studio	10.50	10.50	0.00%			
Function Room	18.36	18.36	0.00%			
Basement Dance Studio	13.11	13.11	0.00%			
Basement Drama Studio	14.10	14.10	0.00%			
Non-returnable deposit	306.00	306.00	0.00%			
Non-returnable deposit (3 days or more)	612.00	612.00	0.00%			
SCALE B - Professional arts based organisations						
Main Theatre	59.11	59.11	0.00%			
Main Theatre Floor Events	42.18	42.18	0.00%			
Mayor's Parlour	19.78	19.78	0.00%			
Studio Room Hire	28.18	28.18	0.00%			
Conference Room	19.78	19.78	0.00%			
Meeting Room	10.92	10.92	0.00%			
Activity Room	7.54	7.54	0.00%			
Large Dance Studio	10.50	10.50	0.00%			
Small Dance Studio	6.56	6.56	0.00%			
Function Room	13.66	13.66	0.00%			
Basement Dance Studio	10.05	10.05	0.00%			
Basement Drama Studio	10.70	10.70	0.00%			
Non-returnable deposit	306.00	306.00	0.00%			
Non-returnable deposit (3 days or more)	612.00	612.00	0.00%			
SCALE C - Amateur arts based organisations						
Main Theatre	35.72	35.72	0.00%			
Main Theatre Floor Events	25.03	25.03	0.00%			
Mayor's Parlour	13.11	13.11	0.00%			
Studio Room Hire	18.91	18.91	0.00%			
Conference Room	13.10	13.10	0.00%			
Meeting Room	7.21	7.21	0.00%			
Activity Room	5.13	5.13	0.00%			
Large Dance Studio	7.11	7.11	0.00%			
Small Dance Studio	4.80	4.80	0.00%			
Function Room	9.07	9.07	0.00%			
Basement Dance Studio	6.45	6.45	0.00%			
Basement Drama Studio	7.11	7.11	0.00%			
Non-returnable deposit	234.00	234.00	0.00%			
Non-returnable deposit (3 days or more)	378.00	378.00	0.00%			

REGENERATION, CULTURE & ENVIRONMENT

ROCHESTER CORN EXCHANGE	Fee 2020/21	Fee 2021/22	Increase
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	%
NEW: PARTIES AND CELEBRATIONS			
A range of room only options are available that have access to tables, chairs, staging (Queen's Hall only) and dance floor. Catering is not included.			
Queens Hall			
In addition to the above, also includes staffed bar and seating area			
NEW: Half Day Hire (Minimum of 6 hour hire)		1,500.00	New Charge
NEW: Full Day Hire (Flexible Access)		3,000.00	New Charge
Princes Hall			
In addition to the above it includes access to staffed bar			
NEW: Half Day Hire (Minimum of 4 hour hire)		240.00	New Charge
NEW: Full Day Hire (Flexible Access)		1,000.00	New Charge
BUSINESS EVENTS			
A range of options for the hire of rooms only. Hirers will have access to tables, chairs and in house audio visual equipment. Catering not included.			
Queen's Hall			
Half Day Hire (Minimum 4 hour hire)	1,000.00	1,000.00	0.00%
Full Day Hire (Flexible access between 8am and midnight)	3,000.00	3,000.00	0.00%
Prince's Hall			
Half Day Hire (Minimum 4 hour hire)	240.00	240.00	0.00%
Full Day Hire (Flexible access between 8am and midnight)	1,500.00	1,500.00	0.00%
NEW: Delegate Packages			
Two delegate packages are available for businesses who require a complete hire and catering package. Each package has specific food and beverage options. The room allocation for these rates are dependant on the number of delegates attending.			
NEW: Standard delegate rate (per head)		25.00	New Charge
NEW: Premium delegate rate (per head)		35.00	New Charge

WEDDING PACKAGES

A suite of Wedding packages has been put together for the re-launch of the Rochester Corn Exchange following the Refurbishment of the Facility. The packages will be clearly defined but can ultimately be as bespoke as the customer requires charged at a day rate from 9am and midnight.			
The Courtyard			
A standard hire of the Queens Hall that includes tables, chairs, use of the bar & kitchen allowing hirers to add their own finishing touches, allowing greater flexibility with food & drinks options			
NEW: Sunday to Thursday		3,000.00	New Charge
Friday and Saturday	4,500.00	3,600.00	-20.00%
The Castle			
A mid-scale package that includes all of the hire benefits of the Courtyard package with additional dressing and a drinks package			
NEW: Sunday to Thursday		4,750.00	New Charge
Friday and Saturday	5,500.00	5,700.00	3.64%
The Cathedral			
This premium package offers all of the hire benefit of The Castle package plus additional decoration (e.g. Star cloth and a light up dance floor) and a premium drinks package			
NEW: Sunday to Thursday		6,000.00	New Charge
Friday and Saturday	7,500.00	7,200.00	-4.00%

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	6.70	6.80	1.49%
Service of statutory notice	525.00	535.50	2.00%
HMO License Renewal Charge	589.83	601.60	2.00%
Non Statutory Accommodation Inspections (plus £83.50 per additional follow up inspection)	140.00	142.80	2.00%
Fee for Assistance with (HMO) Applications and pre application Inspection (plus £7.50 per room over 5)	160.00	163.20	2.00%
Sec232 Housing Act2004 Register of Licences Viewings		44.40	New Charge
Inspections			
Non Statutory Accommodation Inspections	105.40	107.50	1.99%
Licensing of Houses in Multiple Occupation Second or Subsequent Application	1054.00	1,075.10	2.00%
Change of manager	936.80	955.50	2.00%
Licence variation	109.70	111.90	2.01%
Licence renewal fee - with no significant changes	133.80	136.50	2.02%
Licence renewal fee - with significant changes	395.80	403.70	2.00%
2nd Reminder Letter for a HMO Licence	669.80	683.20	2.00%
Unlicensed HMO Fine	39.80	40.60	2.01%
	170.50	173.90	1.99%
HOUSING SOLUTIONS			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	109.62	109.62	0.00%
1 bed self contained	158.66	158.66	0.00%
2 bed self contained*	183.58	183.58	0.00%
3 bed self contained*	200.19	200.19	0.00%
4 bed self contained*	262.50	262.50	0.00%
5 bed self contained *	327.60	327.60	0.00%

**(The above charges are subject to change and will be calculated using 90% of LHA rates plus £60 Management Fee).*

General Fund Properties

85 THE BROOK- 2 bed property	183.58	183.58	0.00%
87 THE BROOK - 2 Bed property	183.58	183.58	0.00%
76 Newnham Street Chatham - 3 bed Property	200.19	200.19	0.00%
194 Darnley Rd - 3 bed Property	200.19	200.19	0.00%
41 Byron Road - 3 bed Property	200.19	200.19	0.00%
83 Edinburgh Road - 3 bed Property	200.19	200.19	0.00%
9 Alfred Close - 2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%

TRAVELLERS PERMANENT ACCOMMODATION

Weekly Rent Per Pitch	72.90	76.55	5.00%
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Mobile Homes Act 2013

Application for a new licence	355.00	362.10	2.00%
Application for a new licence: per pitch	8.40	8.60	2.38%

Application to transfer or amend an existing licence:

Minor amendment	138.60	141.40	2.02%
Major amendment	277.30	282.80	1.98%

Annual Licence Fee (Admin and Monitoring existing site)	27.70	28.30	2.17%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	11.10	11.30	1.80%

REGENERATION, CULTURE AND ENVIRONMENT

LIBRARIES	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.20	0.20	0.00%
Children (no charge)	0.00	0.00	0.00%
Teenagers & Retired aged 60 or over (£2.00 max)	0.05	0.05	0.00%
Overdue items reminder notice	1.00	1.00	0.00%
Reservation Fees			
Reservation fee for any book not in stock	3.00	3.00	0.00%
Audio Visual Charges			
New DVD rentals 1 day loan	1.25	1.25	0.00%
DVD boxed set 1 week loan	1.70	1.70	0.00%
Language courses - 3 month loans	6.00	6.00	0.00%
All other videos, DVDs, CDs	1.00	1.00	0.00%
Ticket Replacement Adults	3.00	3.00	0.00%
Damaged & Lost Books			
All items in print - Full replacement cost			
Antiquarian, unique & out of print material - At discretion of service			
Damaged & Lost Audio Visual Material - At discretion of service			
Photocopying/Printing Charges (all sources)			
Black & White A4 - per page	0.10	0.10	0.00%
Black & White A3 - per page	0.30	0.30	0.00%
Colour A4 - per page	0.75	0.75	0.00%
Colour A3 - per page	1.50	1.50	0.00%
Fax Transmissions			
UK	1.20	1.20	0.00%
Europe and North America	2.60	2.60	0.00%
Rest of World	2.60	2.60	0.00%
Free fax nos.	0.60	0.60	0.00%
Incoming - each	0.60	0.60	0.00%
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate			
Inside Library opening hours - per hour	14.00	14.00	0.00%
Outside Library opening hours - per hour	21.50	21.50	0.00%
Guest use of public computer session		3.00	New Charge

REGENERATION, CULTURE AND ENVIRONMENT

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERIES

INTERMENTS. The fee includes preparation and excavation of grave, matting and presentation where required, and attendance by cemetery staff and backfilling on day of service. Subject to a minimum of 3 days notice (additional fees may be required for arrangements made in less than 3 working days). The fee also includes all administration, entries in burial registers and cemetery plan marking and a contribution towards cemetery maintenance. The fees do not include removal of any memorial, planting, shrubs, flowers or trees. Applicants must arrange for the removal of anything that has been placed on a purchased grave, at their cost and anything left remaining when digging commences will be disposed. All graves have a maximum coffin size (width and length) than can be accommodated. Where any grave has been pre-purchased alternative arrangements may have to be made for any coffin exceeding these dimensions, which may include purchasing another grave.

Where any tree or shrub that cannot be easily and quickly removed remains, the authority reserves the right to cancel or postpone the funeral and/or make an additional charge for the removal of any tree or shrub. Where necessary, specialist contractors will be used to remove trees and their costs (plus OH&P) added to any costs. Where any tree or plant is of such a size that removing it would affect the stability of any surrounding memorials or ground, the council reserves the right to recover all reasonable costs in making good, or alternatively may refuse any further burial in that grave. Digging will not proceed where an approved memorial has not been removed.

	Fee 2020/21		Fee 2021/22		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Interment and attendance fee up to 18 years: max grave length 1.8 m (max coffin length is 1.65m). (Adult fee is applied to a person under 18 if interred in full sized adult grave.)	0.00	0.00	0.00	0.00	0.00%	0.00%
Interment and attendance fee: 18 years and above to single or double depth.	775.00	1,550.00	785.00	1,570.00	1.29%	1.29%
Interment and attendance fee: 18 years and above to treble depth.	938.00	1,877.00	960.00	1,920.00	2.35%	2.29%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	1,280.00	2,560.00	1,800.00	3,100.00	40.63%	21.09%
Two full burials undertaken at same time, add to interment fee:	152.00	304.00	169.00	338.00	11.18%	11.18%
Cremated Remains interment to a maximum depth of 900 mm, additional depths may be necessary if grave is to be re-used: additional depths charged according to depth and/or method of digging. Price on application.	163.00	326.00	170.00	340.00	4.29%	4.29%
2 sets of cremated remains at same time to a maximum depth of 900 mm, additional depths may be necessary if grave is to be re-used: additional depths charged according to depth and/or method of digging. Price on application.	220.00	441.00	225.00	450.00	2.27%	2.04%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	232.00	232.00	237.00	237.00	2.16%	2.16%
Relocation of spoil away from graveside prior to service / interment. Prices from:	249.00	249.00	254.00	254.00	2.01%	2.01%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	657.00	657.00	670.00	670.00	1.98%	1.98%
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	158.00	158.00	165.00	165.00	4.43%	4.43%
Services times are 90 minutes (in total, inclusive of chapel and graveside) - extra service time is 45 minutes. This cost may be trebled if prior warning not provided.	92.00	92.00	95.00	95.00	3.26%	3.26%
Less than 3 days notice where additional costs are incurred. Additional costs includes hiring in equipment and providing staff from elsewhere. 'Notice' means that FULL details must be deposited with Bereavement Services before Medway Council will commence making any arrangements and note that it may not be possible to make all necessary arrangements within this shortened timeframe where resources are unavailable.	179.00	179.00	180.00	180.00	0.56%	0.56%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

GRAVE PURCHASE. Fee includes Exclusive burial rights for the registered owner for the agreed time period, maintenance of any grave space that is not covered by a memorial and the first memorial permit with a 'Right to Erect' a memorial. The fee does not include the rights of ownership of the land, nor any right to place a non-approved memorial. The fee also includes all administration, entries in cemetery registers and plans and a contribution towards cemetery maintenance.

All Rights to Erect are for a maximum period of 30 years, renewable at the fee in place at the time of renewal).

	Fee 2020/21		Fee 2021/22		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	51.00	51.00	52.00	52.00	1.96%	1.96%
Grave Selection	158.00	158.00	160.00	160.00	1.27%	1.27%
Exclusive Right of Burial (<30") Adult graves 30 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" (if insufficient, then two graves must be purchased) add £175.00 resident, £350.00 non resident	998.00	1,895.00	1,005.00	2,010.00	0.70%	6.07%
Exclusive Right of Burial (<30") Adult graves 50 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" (if insufficient, then two graves must be purchased) add £287.00 resident, £575.00 non resident	1,569.00	3,038.00	1,585.00	3,170.00	1.02%	4.34%
Exclusive Right of Burial (<30") Adult graves 99 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" add £ 537.00 resident, £1075.00 non resident (if insufficient, then two graves must be purchased).	3,084.00	6,067.00	3,095.00	6,190.00	0.36%	2.03%
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	687.00	1,273.00	690.00	1,380.00	0.44%	8.41%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	1,074.00	2,048.00	1,075.00	2,150.00	0.09%	4.98%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	581.00	1,163.00	587.00	1,174.00	1.03%	0.95%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	969.00	1,938.00	978.00	1,956.00	0.93%	0.93%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,448.00	2,897.00	1,462.00	2,924.00	0.97%	0.93%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	887.00	1,775.00	905.00	1,810.00	2.03%	1.97%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,795.00	3,590.00	1,831.00	3,662.00	2.01%	2.01%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,683.00	3,366.00	1,717.00	3,434.00	2.02%	2.02%

	Fee 2020/21		Fee 2021/22		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
CEMETERY MISCELLANEOUS						
Use of Cemetery Chapel (Duration of Service: 45 minutes).	90.00	90.00	90.00	90.00	0.00%	0.00%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	90.00	90.00	90.00	90.00	0.00%	0.00%
Private Use of Cemetery Chapel	150.00	150.00	155.00	155.00	3.33%	3.33%
Heating of Chapel - October to April (per service)	30.00	30.00	30.00	30.00	0.00%	0.00%
Re-open walled grave - from:	284.00	284.00	290.00	290.00	2.11%	2.11%
Exhumation – from:	1,234.00	1,234.00	1,265.00	1,265.00	2.51%	2.51%
Exhumation of cremated remains – from:	408.00	408.00	450.00	450.00	10.29%	10.29%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	59.00	59.00	60.00	60.00	1.69%	1.69%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	20.00	20.00	20.00	20.00	0.00%	0.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	60.00	60.00	60.00	60.00	0.00%	0.00%
Extension to EROB's, per 5 year period - max 30 years	122.00	122.00	Remove	Remove		
Extension to full grave EROB of 20 years	571.00	1,142.00	640.00	1,280.00	12.08%	12.08%
Extension to full grave EROB of 49 years	1,515.00	3,030.00	1,570.00	3,140.00	3.63%	3.63%
Extension to EROB full grave of 69 years	2,086.00	4,172.00	2,150.00	4,300.00	3.07%	3.07%
Extension to EROB cremated remains grave of 20 years	388.00	776.00	451.00	902.00	16.24%	16.24%
Extension to EROB cremated remains grave of 49 years	479.00	958.00	544.00	1,088.00	13.57%	13.57%
Extension to EROB cremated remains grave of 69 years	867.00	1,734.00	935.00	1,870.00	7.84%	7.84%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERY LEASED MEMORIALS

08

MEDWAY ECO-SURROUND. These are intended as being temporary grave surrounds until such time that a formal memorial is erected. The fee includes fitting and removal. Materials are re-cycled.

Eco surround Renewal of lease 1 year	51.00	51.00	52.00	52.00	1.96%	1.96%
Eco surround Renewal of lease 5 years	83.00	83.00	85.00	85.00	2.41%	2.41%
Wooden Cross (and other temporary marker) 1 year permit	21.00	21.00	21.00	21.00	0.00%	0.00%
Wooden Cross (and other temporary marker) 5 year permit	72.00	72.00	73.00	73.00	1.39%	1.39%
Woodland burial plaques (10 years).	225.00	225.00	230.00	230.00	2.22%	2.22%
Woodland burial plaque - extension of lease	139.00	139.00	142.00	142.00	2.16%	2.16%
Bench dedications new and renewal (subject to availability) 5 years	788.00	788.00	804.00	804.00	2.03%	2.03%
Bench dedications new and renewal (subject to availability) 10 years	1,403.00	1,403.00	1,431.00	1,431.00	2.00%	2.00%
Bench dedications Extension of lease 10 years (no plaque renewal)	987.00	987.00	Remove	Remove		
Bench dedications Extension of lease 5 years (no plaque renewal)	525.00	525.00	Remove	Remove		

CEMETERY MEMORIAL PERMITS. Includes issue of permit, installation inspection and safety inspections during the 30 periods that the Rights to maintain a grave are in place

Permit for a cleaning, planted areas etc.	0.00	0.00	0.00	0.00	0.00%	0.00%
30 Year Permit for Small Inscribed vase or tablet (less than 12", 300mm)	110.00	110.00	112.00	112.00	1.82%	1.82%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	79.00	79.00	81.00	81.00	2.53%	2.53%
30 Year Permit for the erection of a memorial/headstone 12" or larger	209.00	209.00	213.00	213.00	1.91%	1.91%
30 Year Permit for the erection of full kerbs and cover slabs.	326.00	326.00	333.00	333.00	2.15%	2.15%
30 Year Permit for Memorial/headstone with full kerbs	500.00	500.00	510.00	510.00	2.00%	2.00%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	275.00	275.00	281.00	281.00	2.18%	2.18%
30 Year Permit Memorial/headstone with small kerbs	393.00	393.00	401.00	401.00	2.04%	2.04%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CREMATORIUM

CREMATION FEE. The Cremation fee includes contributions towards the environmental protection fund and the environmental surcharge, all Medical Referee Fees, Obitus Music, all attendances after the coffin has been placed on the catafalque, strewing of

	Fee 2020/21	Fee 2021/22	increase
	£	£	%
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Adult cremation.	710.00	720.00	1.41%
Late cremation after 15.30pm add £50.00, (by arrangement only)			
Adult cremation: 9.00am and 9.30am services	510.00	525.00	2.94%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	845.00	860.00	1.78%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	237.00	235.00	-0.84%
NO SERVICE Cremation at 8:15am. This provides for a cremation only together with the strewing of cremated remains in the Gardens (where the family are not in attendance), and where required a Certificate of Disposal and cardboard cremated remains box. There is no service nor family attendance.	255.00	265.00	3.92%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	955.00	975.00	2.09%
Witness Coffin being committed into Cremator (Services after 9.30 am)	25.00	30.00	20.00%
Extra costs for Service Overrun from:	39.00	40.00	2.56%
Cremations under 16 years (excluding 'Late Cremations')	0.00	0.00	0.00%
Adult Cremation: 30min Service	482.50	492.50	2.07%
Adult Cremation: Early 30min service (9.15 & 9.45)	352.50	395.00	12.06%

CREMATORIUM MISCELLANEOUS

Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	41.00	41.00	0.00%
Cancellation within 48 hours of booked service (Postponement - no charge)	118.00	120.00	1.69%
Receiving cremated remains from elsewhere	50.00	50.00	0.00%
Witnessing Strewing from elsewhere (Up to 2 deceased, add £5.00 per person thereafter)	35.00	35.00	0.00%
Family Led Strewing, from elsewhere (previously referred to as Silent Strewing) - (up to 2 deceased, add £5.00 per person)	25.00	25.00	0.00%
Additional Chapel Time/Memorial Service	250.00	255.00	2.00%
Administration charge to cover requests for information, alterations etc. to records.	16.00	16.00	0.00%
Additional or replacement Certified Extract, label or other proof of cremation	31.00	32.00	3.23%

Obitus in service tribute - Single Photo	12.00	13.00	8.33%
Obitus in service tribute - Simple Slideshow	38.00	39.00	2.63%
Obitus in service tribute - Professional Photo Tribute	70.00	72.00	2.86%
Obitus in service tribute - Family supplied video	18.00	18.00	0.00%
Obitus in service tribute - Physical copy of Pro Tribute	30.00	30.00	0.00%
Obitus in service tribute - Downloadable link to Pro Tribute	10.00	10.00	0.00%
Obitus in service tribute - Extra photos (each additional batch upto 25 photos)	15.00	16.00	6.67%
Obitus Webcast of service - Live broadcast	30.00	30.00	0.00%
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	45.00	45.00	0.00%
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	50.00	50.00	0.00%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

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CREMATORIUM MEMORIALS

Book of Remembrance - includes 1 swipe card

	Fee 2020/21 £
	Resident and Non Resident
2 Line Entry	72.00
5 Line Entry	141.00
8 Line Entry	183.00
5 Line Entry with motif	203.00
8 Line Entry with motif	228.00
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	57.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

	Fee 2021/22 £
	Resident and Non Resident
	72.00
	142.00
	185.00
	203.00
	235.00
	57.00
	19.00

	increase %
	Resident and Non Resident
	0.00%
	0.71%
	1.09%
	0.00%
	3.07%
	0.00%
	0.00%

Book of Remembrance for Babies - includes 1 swipe card

Charge Per Line	17.00
Charge For Motif	64.00
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	50.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

	17.00
	65.00
	50.00
	19.00

	0.00%
	1.56%
	0.00%
	0.00%

Miniature Books - Existing books only

Each Additional Line	24.00
All Crests/Motifs	64.00
Postage and Packaging of books - Studio Returns	11.00

	24.00
	65.00
	11.00

	0.00%
	1.56%
	0.00%

Memorial Plaques

Perspex plaque - replacement or alteration to existing plaque including additional name	85.00
Perspex garden plaque - new and renewal (5 years)	130.00

	85.00
	135.00

	0.00%
	3.85%

Bronze Wall Plaques 5-10 year lease - Renewal Only

Bronze wall plaque - extension of lease 10 years, no new plaque	182.00
Bronze wall plaque - extension of lease 5 years, no new plaque	95.00
Replacement or alteration to existing plaque including additional name	161.00

	186.00
	97.00
	164.00

	2.20%
	2.11%
	1.86%

Granite Wall Plaques 5-10 year lease - Subject to availability (Floris & Granite)

Granite wall plaque inscription only [10 years]	281.00
Granite wall plaque inscription only [5 years]	183.00
Granite wall plaque with inscription and photo or motif [10 years]	372.00
Granite wall plaque with inscription and photo or motif [5 years]	216.00
Granite wall plaque inscription only - replacement [5 & 10 years]	122.00
Granite wall plaque with photo or motif - replacement 5 & 10 years.	153.00
Extension of lease (10 years) without refurbishment	143.00
Extension of lease (5 years) without refurbishment	71.00
Motif/photo	

	285.00
	187.00
	Remove
	Remove
	125.00
	Remove
	228.00
	119.00
	138.00

	1.42%
	2.19%
	2.46%
	59.44%
	67.61%
	New Charge

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2020/21 £	Fee 2021/22 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Benches - 5-10 year lease - (12" x 2½" plaque) 10 year lease various locations around the grounds subject to availability			
Extension of lease 10 years	1,004.00	1,024.00	1.99%
Extension of lease 5 years	504.00	514.00	1.98%
Additional Perspex Plaque or replacement or alteration to existing plaque including additional name	55.00	85.00	54.55%
Additional Bronze Plaque or replacement or alteration to existing bronze plaque including additional name	166.00	169.00	1.81%
Shared Benches - (5" x 3" plaque) 5 year lease various locations around the grounds subject to availability			
Shared bench Perspex plaque - replacement or alteration to existing plaque including additional name	85.00	85.00	0.00%
Shared bench Perspex plaque [10 Years extension no new plaque]	166.00	Remove	
Shared bench Perspex plaque [5 Years extension no new plaque]	89.00	Remove	
Shared bench Perspex plaque [5 Years] - New & Renewal	145.00	150.00	3.45%
Chapel Chair - both chapels, east - blue and west - pink			
Chapel Chair additional plaque (Special requests only)	72.00	Remove	
Replacement chapel chair plaque (Special requests only)	72.00	Remove	
Columbaria & Granite Niche - 5- 10 year lease subject to availability			
Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,177.00	1,201.00	2.04%
Columbaria - extension of lease 10 years with refurbishment +P&P	799.00	Remove	
Columbaria - extension of lease 10 years without refurbishment	694.00	708.00	2.02%
Columbaria - extension of lease 5 years without refurbishment	452.00	461.00	1.99%
Columbaria - extension of lease 5 years with refurbishment +P&P	504.00	Remove	
Granite Niche - [10 years]	1,104.00	1,126.00	1.99%
Granite Niche - [5 years]	730.00	745.00	2.05%
Granite Niche - extension of lease 10 years with refurbishment	762.00	Remove	
Granite Niche - extension of lease 10 years without refurbishment	657.00	670.00	1.98%
Granite Niche - extension of lease 5 years without refurbishment	434.00	443.00	2.07%
Granite Niche - extension of lease 5 years with refurbishment	487.00	Remove	
Granite Niche / Columbaria refurbishment (inc P&P)		115.00	New Charge
Columbaria inscriptions (price per character after the first 80)	3.00	3.00	0.00%
Columbaria Motif (from standard catalogue). Prices from:	138.00	138.00	0.00%
Columbaria Motif (own design supplied). Prices from:	152.00	155.00	1.97%
Columbaria Motif/photo on ceramic from:	187.00	191.00	2.14%
Replacement Plate for columbaria - includes 80 characters	192.00	196.00	2.08%
Additional Inscription to Columbaria - includes 80 characters +P&P	171.00	174.00	1.75%
Postage and packing of columbaria plates - Courier	50.00	51.00	2.00%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	730.00	745.00	2.05%
Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability			
Granite Flower Kerb both colours [10 years]	529.00	540.00	2.08%
Granite Flower Kerb both colours extension of lease 10 years with refurbishment	473.00	Remove	
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	420.00	428.00	1.90%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	210.00	214.00	1.90%
Granite Flower Kerb replacement both colours	146.00	149.00	2.05%
Granite Flower Kerb both colours [5 Years]	344.00	351.00	2.03%
Granite Flower Kerb both colours extension of lease 5 years with refurbishment	284.00	Remove	
Granite Flower Kerb refurbishment (include P&P)		65.00	New Charge

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

84 **Mushrooms - 5-10 year lease (glades 5 & 18, Podkin and 2 area's of bluebell walk)**

	Fee 2019/20 £
	Resident and Non Resident
Mushroom Plaque 10 years	286.00
Mushroom Plaque 5 years	195.00
Replacement Mushroom Plaque	102.00
Extension of lease 10 year without refurbishment	187.00
Extension of lease 10 year with refurbishment	231.00
Extension of lease 5 years without refurbishment	73.00
Extension of lease 5 years with refurbishment	109.00
Mushroom Plaque Refurbishment (carriage included)	53.00

	Fee 2020/21 £
	Resident and Non Resident
	291.00
	199.00
	120.00
	189.00
	Remove
	84.00
	Remove
	65.00

	increase %
	Resident and Non Resident
	1.75%
	2.05%
	17.65%
	1.07%
	15.07%
	22.64%

Dedicated roses - 5-10 year lease

Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	85.00
Standard rose tree with plaque on stem [5 Years] - New & Renewal	265.00
Standard rose tree with plaque on stem [10 Years extension] - No new plaque	315.00

	85.00
	265.00
	315.00

	0.00%
	0.00%
	0.00%

Bluebell Memorials - 5-10 year lease (Podkin glade and bluebell walk) Subject to availability

Single memorial - (left or right of a pair) inscription only [10 years]	1,125.00
Single memorial - (stand alone) inscription only [10 years]	1,287.00
Single memorial - (left or right of a pair) inscription only [5 Years]	630.00
Single memorial - (stand alone) inscription only [5 Years]	714.00
Double memorial - (a pair) inscription only [10 years]	2,230.00
Double memorial - (a pair) inscription only [5 Years]	1,187.00
Single memorial renewal 10 years with refurbishment	920.00
Single memorial renewal 5 years with refurbishment	570.00
Single memorial renewal 10 years no refurbishment	839.00
Single memorial renewal 5 years no refurbishment	517.00
Double memorial 10 Years with refurbishment - Renewal	999.00
Double memorial 5 years with refurbishment - Renewal	609.00
Double memorial 10 Years no refurbishment - Renewal	920.00
Double memorial 5 Years no refurbishment - Renewal	570.00
Replacement plate with or without photo	189.00
Bluebell Memorial Ceramic motif / picture	
Bluebell Memorial refurbishment	

	1,015.00
	1,180.00
	515.00
	608.00
	2,145.00
	1,087.00
	Remove
	Remove
	856.00
	474.00
	Remove
	Remove
	1,375.00
	725.00
	193.00
	138.00
	85.00

	-9.78%
	-8.31%
	-18.25%
	-14.85%
	-3.81%
	-8.42%
	2.03%
	-8.32%
	49.46%
	27.19%
	2.12%
	New Charge
	New Charge

Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability

Granite Book Plaque [10 years]	215.00
Granite Book Plaque [5 years]	170.00
Granite Book Replacement Plaque	100.00
Plaque renewals with refurbishment [5 years] Glade 16 only	140.00
Plaque renewals with refurbishment [10 years] Glade 16 only	195.00
Plaque renewals no refurbishment [10 years]	165.00
Plaque renewal no refurbishment [5 Years]	110.00
Granite Book renewal with refurbishment [5 Years]	160.00
(New or renewal) Granite Book rear of East Chapel 25 years	357.00

	175.00
	Remove
	Remove
	Remove
	Remove
	Remove
	Remove
	Remove
	Remove
	Remove

	-18.60%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2019/20	Fee 2020/21	increase
	£ Resident and Non Resident	£ Resident and Non Resident	% Resident and Non Resident
Sundial & Babe-in-Hand- 5 -10 year lease subject to availability			
Small plaque [10 years]	263.00	268.00	1.90%
Medium Plaque [10 years]	273.00	278.00	1.83%
Large Plaque [10 years]	288.00	294.00	2.08%
Replacement plaque (all sizes)	111.00	125.00	12.61%
Extension of lease - 10 years without refurbishment	170.00	173.00	1.76%
Extension of lease - 5 years without refurbishment	111.00	111.00	0.00%
Extension of lease - 10 years with refurbishment	210.00	Remove	
Extension of lease - 5 years with refurbishment	147.00	Remove	
Small plaque [5 Years]	174.00	177.00	1.72%
Medium plaque [5 Years]	185.00	189.00	2.16%
Large plaque [5 Years]	200.00	200.00	0.00%
Refurbishment (all sizes)		65.00	New Charge

Other charges

Postage for garden plaques	10.00	10.00	0.00%
Postage for larger plaques i.e. kerbs NEW	31.00	31.00	0.00%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	587.00	599.00	2.04%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	255.00	260.00	1.96%

Other memorials and services available subject to demand and availability. Fees determined as necessary if new products introduced during year. Extended leases may be available on certain memorials subject to availability and demand - price on application. Medical Referee fees are included in the cremation fee. Should these fees be increased, the cremation fee is to be increased accordingly.

REGENERATION, CULTURE AND ENVIRONMENT

Registration Services

(All charges include VAT where applicable)

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Ceremony fee (Booking) non refundable	57.00	57.00	0.00%
Monday to Friday Ceremony fee (Attendance)	480.00	485.00	1.04%
Saturday Ceremony fee (Attendance)	580.00	585.00	0.86%
ALL CEREMONIES Corn Exchange (Library Room)			
Venues annexed to the Register Office, for up to 60 Guests.			
(Larger parties subject to negotiation in context)			
Ceremony fee (Booking) non refundable	57.00	57.00	0.00%
Monday to Friday Ceremony fee (Attendance)	190.00	195.00	2.63%
Saturday Ceremony fee (Attendance)	240.00	245.00	2.08%
ALL CEREMONIES The Guildhall Rochester			
Saturdays only			
Ceremony fee (Booking) non refundable	57.00	57.00	0.00%
Saturday Ceremony fee (Attendance)	340.00	350.00	2.94%
Handling Fees for bookings on behalf of other premises			
Personal Citizenship Ceremonies	250.00	255.00	2.00%
Initial licensing/Renewal of a venue	1900.00	1,900.00	0.00%
Request for review	480.00	490.00	2.08%
Sale of Products/Additional Services			
Name Change	41.00	45.00	9.76%

REGENERATION, CULTURE AND ENVIRONMENT

Medway Adult Education

Academic Year Charges (from 1 August 2016)	Course fees (full)	Course fees (concessionary 75%)	Course fees (full)	Course fees (concessionary 75%)	Course Fees (Full) Increase %	Course Fees (Concessionary) Increase %
	2020/21 £	2020/21 £	2021/22 £	2021/22 £		
Adult Skills Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.52	2.64	3.60	2.70	2.39%	2.28%
<i>20 guided learning hours including registration fee</i>	82.23	64.70	83.90	66.00	2.03%	2.01%
<i>40 guided learning hours including registration fee</i>	152.55	117.50	155.60	119.80	2.00%	1.96%
<i>60 guided learning hours including registration fee</i>	222.87	170.29	227.30	173.70	1.99%	2.00%
<i>80 guided learning hours including registration fee</i>	293.19	223.09	299.10	227.60	2.02%	2.02%
Community Learning Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.69	2.77	3.80	2.80	2.88%	0.98%
<i>3 guided learning hours including registration fee</i>	18.64	15.89	19.00	16.20	1.90%	1.98%
<i>10 guided learning hours including registration fee</i>	46.64	37.44	47.60	38.20	2.06%	2.03%
<i>20 guided learning hours including registration fee</i>	85.70	67.31	87.40	68.70	1.98%	2.07%
<i>40 guided learning hours including registration fee</i>	159.50	122.71	162.70	125.20	2.00%	2.03%
<i>60 guided learning hours including registration fee</i>	233.30	178.12	238.00	181.70	2.01%	2.01%
Drawing and painting, pottery, ceramics, dressmaking and stained glass courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.60	2.70	3.70	2.80	2.74%	3.66%
<i>3 guided learning hours including registration fee</i>	18.94	16.08	19.30	16.40	1.92%	1.99%
<i>10 guided learning hours including registration fee</i>	47.61	38.09	48.60	38.90	2.07%	2.13%
<i>20 guided learning hours including registration fee</i>	87.65	68.61	89.40	70.00	1.99%	2.03%
<i>40 guided learning hours including registration fee</i>	163.40	125.31	166.70	127.80	2.02%	1.99%
<i>60 guided learning hours including registration fee</i>	239.15	182.01	243.90	185.70	1.99%	2.03%
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour excluding registration fee):</i>	8.11	not applicable	8.30	not applicable	2.37%	not applicable
<i>20 guided learning hours including registration fee</i>	173.72	not applicable	177.20	not applicable	2.01%	not applicable
<i>57.5 guided learning hours including registration fee</i>	477.77	not applicable	487.30	not applicable	2.00%	not applicable
Additional charges - will be levied on individual courses to reflect costs of materials, examination fees and venue hire for external venues. Please refer to the directory of adult learning courses for the definitive price for particular courses.						
Lettings						
Standard classroom per hour	16.93		17.30		2.21%	
ICT suite per hour	47.61		48.60		2.09%	

Business Support Department

Community Interpreting Service (CIS)

Fees & Charges for the Community Interpreting Service that are delivered outside of Medway & Kent are to be negotiated on an individual basis.

Translation Charges

Translation can be delivered electronically, by fax or as a hard copy. All prices are excluding VAT

Language	Fee 2020/21		Fee 2021/22		Increase in Rate / 1,000 words	Increase in Minimum
	All Documents		All Documents			
	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum Charge		
	£	£	£	£	%	%
Albanian	146.00	43.00	149.00	44.00	2.1%	2.3%
Arabic	164.00	48.00	167.00	49.00	1.8%	2.1%
Bengali	164.00	38.00	167.00	39.00	1.8%	2.6%
Bosnian/Serbo-Croat	164.00	55.00	167.00	56.00	1.8%	1.8%
Chinese	164.00	43.00	167.00	44.00	1.8%	2.3%
Czech	164.00	55.00	167.00	56.00	1.8%	1.8%
Danish	182.00	55.00	186.00	56.00	2.2%	1.8%
Dutch	182.00	POA	186.00	POA	2.2%	0.0%
Farsi/Persian	164.00	48.00	167.00	49.00	1.8%	2.1%
French	146.00	38.00	149.00	39.00	2.1%	2.6%
German	146.00	38.00	149.00	39.00	2.1%	2.6%
Greek	164.00	38.00	167.00	39.00	1.8%	2.6%
Gujarati	164.00	38.00	167.00	39.00	1.8%	2.6%
Hindi	164.00	38.00	167.00	39.00	1.8%	2.6%
Hungarian	164.00	POA	167.00	POA	1.8%	0.0%
Italian	146.00	38.00	149.00	39.00	2.1%	2.6%
Japanese	182.00	66.00	186.00	67.00	2.2%	1.5%
Kurdish Kurmanji	182.00	60.00	186.00	61.00	2.2%	1.7%
Kurdish Sorani	182.00	60.00	186.00	61.00	2.2%	1.7%
Latvian	164.00	55.00	167.00	56.00	1.8%	1.8%
Lithuanian	164.00	55.00	167.00	56.00	1.8%	1.8%
Nepalese	182.00	60.00	186.00	61.00	2.2%	1.7%
Polish	146.00	38.00	149.00	39.00	2.1%	2.6%
Punjabi	164.00	38.00	167.00	39.00	1.8%	2.6%
Portuguese	146.00	48.00	149.00	49.00	2.1%	2.1%
Pashto	164.00	43.00	167.00	44.00	1.8%	2.3%
Romanian	164.00	55.00	167.00	56.00	1.8%	1.8%
Russian	146.00	43.00	149.00	44.00	2.1%	2.3%
Slovak	164.00	48.00	167.00	49.00	1.8%	2.1%
Somali	146.00	43.00	149.00	44.00	2.1%	2.3%
Spanish	164.00	55.00	167.00	56.00	1.8%	1.8%
Swahili	164.00	55.00	167.00	56.00	1.8%	1.8%
Tamil	164.00	43.00	167.00	44.00	1.8%	2.3%
Thai	182.00	43.00	186.00	44.00	2.2%	2.3%
Turkish	146.00	38.00	149.00	39.00	2.1%	2.6%
Ukrainian	164.00	43.00	167.00	44.00	1.8%	2.3%
Vietnamese	146.00	38.00	149.00	39.00	2.1%	2.6%
Urdu	164.00	38.00	167.00	39.00	1.8%	2.6%

Other languages available on request

**Business Support Department
Community Interpreting Service (CIS)**

Face to Face Interpreting Charges

Charges are made for a minimum of 30 minutes and then at increments of 15 minutes for interpreting

	Fee 2020/21				Fee 2021/22				Travel Time Increase	Interpreting Fee Increase
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	0.00	45.00	0.40	As incurred	0.00	46.00	0.40	As incurred	0.0%	2.2%
Mon-Fri 5pm-9am	0.00	67.50	0.40	As incurred	0.00	69.00	0.40	As incurred	0.0%	2.2%
Saturdays	0.00	67.50	0.40	As incurred	0.00	69.00	0.40	As incurred	0.0%	2.2%
Sundays & Bank Holidays	0.00	90.00	0.40	As incurred	0.00	92.00	0.40	As incurred	0.0%	2.2%
Day rate (between 5 and 8 hours) - one charge per day	0.00	250.00	0.40	As incurred	0.00	255.00	0.40	As incurred	0.0%	2.0%
Legal Aid prescribed rates	18.66	28.00	0.40	As incurred	19.00	29.00	0.40	As incurred	1.8%	3.6%

Telephone Interpreting Charges

Charges are made for a minimum of 5 minutes and then at 1 minute increments thereafter plus utility charge* if applicable

	Fee 2020/21				Fee 2021/22				Increase In Charge Per Minute First 15 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	First 15 Minutes	Every 15 Minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	Charged per minute - equivalent to first 15 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	19.50	19.50	0.10	0.30	20.00	20.00	0.10	0.30	2.6%	2.6%
Mon-Fri 5pm-9am	29.25	29.25	0.10	0.30	30.00	30.00	0.10	0.30	2.6%	2.6%
Saturdays	29.25	29.25	0.10	0.30	30.00	30.00	0.10	0.30	2.6%	2.6%
Sundays & Bank Holidays	35.00	35.00	0.10	0.30	36.00	36.00	0.10	0.30	2.9%	2.9%

*applies only to calls made by interpreters for the actual duration of telephone interpreting at £0.10/minute for land lines and £0.30 or higher/minute for mobiles.

Cancellation Charges

	Fee 2020/21		Fee 2021/22		Increase cancelled within 24 hours	Increase - Did not proceed as booked
	Cancelled Within 24 Hours	Did Not Proceed as booked	Cancelled Within 24 Hours	Did Not Proceed as booked		
	£	£	£	£		
Face to face Interpreting - duration of appointment booked	45.00	45.00	45.90	46.00	2.0%	2.2%
Travel - per hour	0.00	0.00	0.00	0.00	0.0%	0.0%
Mileage - per mile	0.00	0.40	0.00	0.40	0.0%	0.0%
Expenses	0.00	As incurred	0.00	As incurred	0.0%	0.0%
Legal Aid prescribed rates:						
Interpreting per hour	28.00	28.00	28.56	29.00	2.0%	3.6%
Travel - per hour	0.00	18.66	0.00	19.00	0.0%	1.8%
Mileage - per mile	0.00	0.40	0.00	0.40	0.0%	0.0%
Expenses	0.00	As incurred	0.00	As incurred	0.0%	0.0%
Telephone interpreting - minimum of 30 mins - per hour	19.50	19.50	19.89	20.00	2.0%	2.6%

**Business Support Department
Customer and Business Support**

	<u>Fee</u> <u>2020/21 £</u>	<u>Fee 2021/22</u> <u>£</u>	
Blue Badge application fee administration charge per badge	10.30	*10.00	*Fee set by Government

BUSINESS SUPPORT DIRECTORATE

	Fee 2020/21 £	Fee 2021/22 £	Increase %
Democratic and Electoral Services			
SALE OF AGENDAS			
Annual charge per committee	102.00	104.04	2.00%
PHOTOCOPYING CHARGE			
Admin charge	2.45	2.50	2.00%
Each copy up to 20 copies	0.13	0.13	2.00%
Minimum charge (admin plus one copy)	2.58	2.63	2.00%
Each copy over 20	0.12	0.12	2.00%
REGISTER OF ELECTORS (Statutory)			
Full Register (restricted sales to credit agencies only) as at 1 December			
		Fee 2021/22 will be subject to the 2021 published Register	
Full register - paper format	Fee 2020/21		
Full register - data format			
Edited register - paper format			
Edited register - data format			
Postage & packing	27.73	28.28	2.00%
Street Index	16.64	16.97	2.00%
Sale of Medway ward map	16.64	16.97	2.00%
Letter of confirmation on Register of Electors	0.00	0.00	
Confirmation of "proof of life" for pensions	0.00	0.00	

BUSINESS SUPPORT

PROPERTY & CAPITAL PROJECTS

	Fee 2020/21	Fee 2021/22	Increase
	£	£	%

COMMUNITY CENTRES

NB: Rates for all rooms negotiable for long-term, regular and community group bookings

HOOK MEADOW COMMUNITY CENTRE

MAIN HALL (Bank holidays, New Year's Eve & Christmas on application)

Regular User Groups

Hall hire daytime rate (per hour)	16.00	16.30	1.88%
Hall hire evening rate (per hour)	19.70	20.10	2.03%

Non Regular Users

Hall hire Monday to Friday day (per hour)	22.60	23.10	2.21%
Hall hire Monday to Thursday evening (per hour)	32.30	32.90	1.86%
Hall hire Saturday & Sunday day (per hour)	24.90	25.40	2.01%
Hall hire Friday, Saturday & Sunday evening (per hour)	44.80	45.70	2.01%
Large Kitchen day (per booking)	36.20	36.90	1.93%
Large Kitchen evening (per booking)	36.20	36.90	1.93%
Small Kitchen day (per booking)	16.80	17.10	1.79%
Small Kitchen evening (per booking)	18.00	18.40	2.22%

LARGE ROOM (Weddings & functions room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	12.40	12.60	1.61%
Hall hire evening rate (per hour)	13.70	14.00	2.19%

Non Regular Users

Room hire Monday to Friday day (per hour)	15.00	15.30	2.00%
Room hire Monday to Thursday evening (per hour)	17.10	17.40	1.75%
Room hire Saturday & Sunday day (per hour)	14.40	14.70	2.08%
Hall hire Friday, Saturday & Sunday evening (per hour)	27.40	27.90	1.82%

SMALL ROOM (Room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	6.70	6.80	1.49%
Hall hire evening rate (per hour)	7.10	7.20	1.41%

Non Regular Users

Room hire Monday to Friday day (per hour)	7.70	7.90	2.60%
Room hire Monday to Thursday evening (per hour)	7.90	8.10	2.53%
Room hire Saturday & Sunday day (per hour)	13.50	13.80	2.22%
Hall hire Friday, Saturday & Sunday evening (per hour)	14.30	14.60	2.10%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	12.40	12.60	1.61%
Non Regular Users - day or evening (per hour)	12.90	13.20	2.33%
My Desk - Individual desk work space (per month)	117.10	119.40	1.96%

BUSINESS SUPPORT

PROPERTY & CAPITAL PROJECTS

Fee 2020/21	Fee 2021/22	Increase
£	£	%

COMMUNITY CENTRES

NB: Rates for all rooms negotiable for long-term, regular and community group bookings

WHITE ROAD COMMUNITY CENTRE

Regular User Groups

Main Hall hire day or evening (per hour)	14.60	14.90	2.05%
One To One Room hire day or evening (per hour)	14.60	14.90	2.05%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	22.60	23.10	2.21%
Main Hall hire Saturday & Sunday day (per hour)	24.90	25.40	2.01%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	32.70	33.40	2.14%
One To One Room hire day or evening (per hour)	15.20	15.50	1.97%
Family Room hire day or evening (per hour)	12.90	13.20	2.33%

CHATTENDEN COMMUNITY CENTRE

MAIN COMMUNITY BUILDING

Regular User Groups

Main Hall hire day or evening (per hour)	14.60	14.90	2.05%
Crèche hire day or evening (per hour)	14.60	14.90	2.05%
One to One Room day or evening (per hour)	14.60	14.90	2.05%
Computer Suite day or evening (per hour)	14.60	14.90	2.05%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	22.60	23.10	2.21%
Main Hall hire Saturday & Sunday day (per hour)	24.40	24.90	2.05%
Hall hire Friday, Saturday & Sunday evening (per hour)	26.60	27.10	1.88%
Crèche hire day or evening (per hour)	15.20	15.50	1.97%
One to One Room day or evening (per hour)	15.20	15.50	1.97%
Computer Suite day or evening (per hour)	15.20	15.50	1.97%
My Desk - Individual desk work space (per month)	117.10	119.40	1.96%

LARGE HALL

Regular User Groups

Hall hire day or evening (per hour)	19.20	19.60	2.08%
End Hall hire day or evening (per hour)	13.00	13.30	2.31%
Back Office hire day or evening (per hour)	14.80	15.10	2.03%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	22.60	23.10	2.21%
Hall hire Saturday & Sunday day (per hour)	25.80	26.30	1.94%
Hall hire Friday, Saturday & Sunday evening (per hour)	32.70	33.40	2.14%
End Hall hire day or evening (per hour)	15.20	15.50	1.97%
Back Office hire day or evening (per hour)	15.20	15.50	1.97%

BUSINESS SUPPORT

PROPERTY & CAPITAL PROJECTS

Fee 2020/21	Fee 2021/22	Increase
£	£	%

COMMUNITY CENTRES

NB: Rates for all rooms negotiable for long-term, regular and community group bookings

ST GEORGE'S CENTRE HALL HIRE RATES

(Bank Holidays, New Years Eve and Christmas On Application)

Monday - Thursday

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	316.00	322.00	1.90%
- All Others	389.00	397.00	2.06%

Full Day 9am - 5pm

- Charity/Community Groups	582.00	594.00	2.06%
- All Others	721.00	735.00	1.94%

Evening 6pm - 12 midnight

- Charity/Community Groups	410.00	418.00	1.95%
- All Others	516.00	526.00	1.94%

Friday, Saturday or Sunday

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	316.00	322.00	1.90%
- All Others	389.00	397.00	2.06%

Full Day 9am - 5pm

- Charity/Community Groups	582.00	594.00	2.06%
- All Others	721.00	735.00	1.94%

Evening 6pm - 12 midnight

- Charity/Community Groups	621.00	633.00	1.93%
- All Others	777.00	793.00	2.06%

Audio Visual Equipment

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	105.00	107.00	1.90%
- All Others	134.00	137.00	2.24%

Full Day 9am - 5pm

- Charity/Community Groups	188.00	192.00	2.13%
- All Others	233.00	238.00	2.15%

Evening 6pm - 12 midnight

- Charity/Community Groups	161.00	164.00	1.86%
- All Others	206.00	210.00	1.94%

Use of Catering Kitchen

Half Day 9am - 12.30pm or 1.30pm to 5pm

- Charity/Community Groups	42.00	43.00	2.38%
- All Others	53.00	54.00	1.89%

Full Day 9am - 5pm

- Charity/Community Groups	78.00	80.00	2.56%
- All Others	96.00	98.00	2.08%

Evening 6pm - 12 midnight

- Charity/Community Groups	102.00	104.00	1.96%
- All Others	129.00	132.00	2.33%

BUSINESS SUPPORT DIRECTORATE

	Fee 2020/21 £	Fee 2021/22 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is, however, subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25.50, CON29 @ £51.00 plus VAT @ £10.20 Total of £86.70)			
LOCAL LAND CHARGES			
LLC1 only	25.00	25.50	2.00%
Additional parcel of land (LLC1 only)	20.00	20.40	2.00%
CON29 only	50.00	51.00	2.00%
Additional parcel of land with CON29 only	15.00	15.30	2.00%
Standard search including LLC1 fee and CON29	75.00	76.50	2.00%
Additional parcel of land with Standard Search including LLC1 and CON29	35.00	35.70	2.00%
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2500.00	2,550.00	2.00%
Updated service for Full search - first 3 months free	0.00	0.00	0.00%
Inspection of LLC Register under EIR	0.00	0.00	0.00%
Enhanced personal search service for the LLC Register	11.00	11.20	1.82%
Fees in respect of revisions to Con29 that came into force on 4th July 2016			
Part II printed enquiry - Con29O Questions 4 to 21	10.00	10.20	2.00%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.00	15.30	2.00%
Enhanced component data service - Con29 Questions 1.1(Planning); 1.2; 2.1; 3.1 to 3.7 and 3.9 to 3.15	2.50	2.60	4.00%
Enhanced component data service - Con29 Questions 1.1(Building Control); 2.2-2.5 (Public Rights of Way) and 3.8 (Building Regulations)	3.00	3.10	3.33%
Registration of a charge in Part 11 of the register	70.00	71.40	2.00%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	15.00	15.30	2.00%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.00	20.40	2.00%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.00	5.10	2.00%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.00	5.10	2.00%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	25.00	25.50	2.00%
(ii) in any other case	25.00	25.50	2.00%
And in addition, in respect of each parcel of land above one, where under rule 11(3) more than one parcel is included in the same requisition (where the requisition is for a search in the whole or in any part of the register), subject to a maximum of £240	20.00	20.40	2.00%
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	2.50	2.60	4.00%
Office copy of any plan or other documents filed pursuant to the Rules	2.50	2.60	4.00%
Provision under, or for the purposes of which, the application is made in respect of Commons & Village Greens			
Regulation 44 - declaration of entitlement to exercise a right of common	25.00	25.50	2.00%
Section 6 of the 2006 Act - creation of a right of common resulting in the registration of new common land	No fee	No fee	
Section 6 of the 2006 Act - creation of a right of common over existing common land	100.00	102.00	2.00%
Section 7 of the 2006 Act - variation of a right of common	100.00	102.00	2.00%
Section 8 of the 2006 Act - apportionment of a right of common	100.00	102.00	2.00%
Section 10 of the 2006 Act - attachment of a right of common	No fee	No fee	
Section 11 of the 2006 Act - re-allocation of attached rights	100.00	102.00	2.00%
Section 12 of the 2006 Act - transfer of a right in gross	40.00	40.80	2.00%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	80.00	81.60	2.00%
Schedule 4, paragraph 8 - statutory disposition pursuant to s.14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	150.00	153.00	2.00%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	250.00	255.00	2.00%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	350.00	357.00	2.00%
Section 15(1) of the 2006 Act - registration of a new town or village green, other than by the owner	No fee	No fee	
Section 15(8) of the 2006 Act - registration of a new town or village green	No fee	No fee	
Section 19 of the 2006 Act - correction, for the purpose of section 19(2)(a), of a mistake made by registration authority	No fee	No fee	
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(b), (c) or (e)	100.00	102.00	2.00%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	15.00	15.30	2.00%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	80.00	81.60	2.00%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	80.00	81.60	2.00%
Schedule 2, paragraph 2 or 3, to the 2006 Act - non-registration of common land or town or village green	No fee	No fee	
Schedule 2, paragraph 4, to the 2006 Act - waste land of a manor not registered as common land	No fee	No fee	
Schedule 2, paragraph 5, to the 2006 Act - town or village green wrongly registered as common land	No fee	No fee	
Schedule 2, paragraphs 6 - 9, to the 2006 Act - deregistration of certain land registered as common land or as a town or village green	750.00	765.00	2.00%
Schedule 3, paragraph 2 to the 2006 Act: application made during the transitional application period - for any purpose listed	No fee	No fee	
Schedule 3, paragraph 2 or 4, to the 2006 Act: application made after the end of the transitional application period - creation of a right of common	190.00	193.80	2.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - surrender or extinguishment of a right of common	100.00	102.00	2.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	180.00	183.60	2.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period apportionment of a right of common (to facilitate any other purpose)	160.00	163.20	2.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - severance of a right of common	100.00	102.00	2.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - transfer of a right in gross	100.00	102.00	2.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - statutory disposition (including the exchange of land for land subject to a statutory disposition)	180.00	183.60	2.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2020/21 £	Fee 2021/22 £	Increase %
LICENSING			
Sex Shop & Sex Cinema			
New	4,300.00	4,300.00	0.00%
Renewal and transfer	2,700.00	2,700.00	0.00%
Sexual Entertainment Venues			
New or Renewal	4,300.00	4,300.00	0.00%
Copy of licence (if lost or stolen)	28.00	29.00	3.57%
Street Trading			
Street Trading Consent	300.00	306.00	2.00%
Street Trading Consent – Festivals (per day)	51.00	52.00	1.96%
Copy of Consent (if lost or stolen)	28.00	29.00	3.57%
Scrap Metal			
Site licence 3 year – new or renewal - TOTAL	539.00	550.00	2.04%
Site licence 3 year – new or renewal – PART A – payable upon application	333.00	340.00	2.10%
Site licence 3 year – new or renewal – PART B – payable upon grant	206.00	210.00	1.94%
Collectors licence 3 year – new or renewal – TOTAL	313.00	319.50	2.08%
Collectors licence 3 year – new or renewal – PART A – payable upon application	262.00	267.50	2.10%
Collectors licence 3 year – new or renewal – PART B – payable upon grant	51.00	52.00	1.96%
Variation - collector to site licence	230.00	235.50	2.39%
Variation - site to collector's licence	71.00	72.50	2.11%
Change of site manager	117.00	119.50	2.14%
Minor variation	36.00	37.00	2.78%
Copy of licence (if lost or stolen)	28.00	29.00	3.57%
Hackney Carriage and Private Hire Fees			
Vehicle Licence Fees (press notice needed)			
Vehicle Licence (all vehicles) - 1 year	142.50	145.50	2.11%
Drivers Licence (3 year)	168.00	171.50	2.08%
Knowledge Test	67.00	68.50	2.24%
Operators Fees (press notice needed)			
Operator – up to 5 vehicles – 5 year (standard duration)	552.00	563.00	1.99%
Operator – over 5 vehicles – 5 year (standard duration)	1,100.00	1,122.00	2.00%
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)	185.00	189.00	2.16%
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Deregulation Act 2015)	368.00	375.50	2.04%
Copy of Plate following loss/damage, etc. (like for like)	20.00	20.50	2.50%
Replacement vehicle on existing plate	48.00	49.00	2.08%
Licensing of Temporary Vehicle following accident, etc. for 2 months	61.00	62.50	2.46%
Change of Ownership of Licenced Vehicle	34.00	35.00	2.94%
Copy of Badge following loss, damage, etc. (like for like)	15.50	16.00	3.23%
Change of vehicle registration and reissue of licence and plates	28.00	29.00	3.57%
Change of passenger number and reissue of licence and plates	29.00	30.00	3.45%
Reissue of vehicle licence following change of name/address	14.50	15.00	3.45%
Reissue of driver licence following change of name/address	17.50	18.00	2.86%
Reissue of operator licence following change of name/address	12.50	13.00	4.00%
Like for like copy of any paper part of licence only	11.50	12.00	4.35%
Enhanced DBS Check Application	60.00	61.50	2.50%
Licensing Act 2003 Fees and Charges (Set by Government)			
Premises Licence, Club Premises Certificate, Variation and Conversion Fees			
New premises fees structure is based on NNDR values			
New Applications for premises licence, Club premises certificate, Variation (not changes of name and address etc. or change of designated premises supervisor), including grandfather conversion and variations in transition period.			
BAND A £0 - £4,300	100.00	100.00	0.00%
BAND B £4,301 - £33,000	190.00	190.00	0.00%
BAND C £33,001 - £87,000	315.00	315.00	0.00%
BAND D £87,001 - £125,000	450.00	450.00	0.00%
BAND E £125,001 and over	635.00	635.00	0.00%
Fee per band annual charge for premises licences and club premises certificates			
BAND A £0 - £4,300	70.00	70.00	0.00%
BAND B £4,301 - £33,000	180.00	180.00	0.00%
BAND C £33,001 - £87,000	295.00	295.00	0.00%
BAND D £87,001 - £125,000	320.00	320.00	0.00%
BAND E £125,001 and over	350.00	350.00	0.00%
Additional Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	1,000.00	1,000.00	0.00%
10,000 - 14,999	2,000.00	2,000.00	0.00%
15,000 - 19,999	4,000.00	4,000.00	0.00%
20,000 - 29,999	8,000.00	8,000.00	0.00%
30,000 - 39,999	16,000.00	16,000.00	0.00%
40,000 - 49,999	24,000.00	24,000.00	0.00%
50,000 - 59,999	32,000.00	32,000.00	0.00%
60,000 - 69,999	40,000.00	40,000.00	0.00%
70,000 - 79,999	48,000.00	48,000.00	0.00%
80,000 - 89,999	56,000.00	56,000.00	0.00%
90,000 and over	64,000.00	64,000.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2020/21 £	Fee 2021/22 £	Increase %
Licensing Act 2003 Fees and Charges (Set by Government) (cont.)			
Additional Annual Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	500.00	500.00	0.00%
10,000 - 14,999	1,000.00	1,000.00	0.00%
15,000 - 19,999	2,000.00	2,000.00	0.00%
20,000 - 29,999	4,000.00	4,000.00	0.00%
30,000 - 39,999	8,000.00	8,000.00	0.00%
40,000 - 49,999	12,000.00	12,000.00	0.00%
50,000 - 59,999	16,000.00	16,000.00	0.00%
60,000 - 69,999	20,000.00	20,000.00	0.00%
70,000 - 79,999	24,000.00	24,000.00	0.00%
80,000 - 89,999	28,000.00	28,000.00	0.00%
90,000 and over	32,000.00	32,000.00	0.00%
Minor Variation Application - Premises Licence	89.00	89.00	0.00%
Personal Licences			
Personal fee	37.00	37.00	0.00%
Miscellaneous Licence Fees and Charges			
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	10.50	10.50	0.00%
Notification of change of name or address (holder of premise licence)	10.50	10.50	0.00%
Application to vary /specify individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making a provisional statement	315.00	315.00	0.00%
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50	10.50	0.00%
Notification of change of name or alteration of club rules	10.50	10.50	0.00%
Change of relevant registered address of club	10.50	10.50	0.00%
Temporary event notice	21.00	21.00	0.00%
Application for copy of notice on theft, loss etc. of temporary event notice	10.50	10.50	0.00%
Application for copy of licence on theft, loss etc. of personal licence	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	0.00%
Amusement with Prize Machines (Set by Government - No discretion for local authorities)			
GAMBLING ACT 2005			
Premises Licence (Maximum Fee set by Government - local authorities have discretion to set fees based on cost)			
Application to Vary			
New Small Casino	2,040.00	2,081.00	2.01%
New Large Casino	3,060.00	3,121.50	2.01%
Regional Casino	4,080.00	4,162.00	2.01%
Betting (Track)	994.50	1,014.50	2.01%
Betting (Other)	1,254.60	1,280.00	2.02%
Family Entertainment Centre	943.50	962.50	2.01%
Adult Gaming Centre	943.50	962.50	2.01%
Bingo	1,581.00	1,613.00	2.02%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%
New Premises Application and Applications for Provisional Statement			
New Small Casino	5,100.00	5,202.00	2.00%
New Large Casino	7,650.00	7,803.00	2.00%
Regional Casino	10,200.00	10,404.00	2.00%
Betting (Track)	1,836.00	1,873.00	2.02%
Betting (Other)	2,601.00	2,654.00	2.04%
Family Entertainment Centre	1,581.00	1,613.00	2.02%
Adult Gaming Centre	1,581.00	1,613.00	2.02%
Bingo	3,111.00	3,173.50	2.01%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%
Licence Application (Provisional Statement holders)			
New Small Casino	2,040.00	2,081.00	2.01%
New Large Casino	3,060.00	3,121.50	2.01%
Regional Casino	5,100.00	5,202.00	2.00%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	1,200.00	1,200.00	0.00%
Family Entertainment Centre	943.50	950.00	0.69%
Adult Gaming Centre	943.50	963.00	2.07%
Bingo	943.50	963.00	2.07%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2020/21 £	Fee 2021/22 £	Increase %
Application to Transfer/Reinstatement of Licence			
New Small Casino	1,020.00	1040.5	2.01%
New Large Casino	1,530.00	1,561.00	2.03%
Regional Casino	3,060.00	3121.5	2.01%
Betting (Track)	943.50	950.00	0.69%
Betting (Other)	943.50	962.5	2.01%
Family Entertainment Centre	596.70	609.00	2.06%
Adult Gaming Centre	887.40	905.5	2.04%
Bingo	887.40	905.5	2.04%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%
Annual Fee			
New Small Casino	3,060.00	3121.5	2.01%
New Large Casino	5,100.00	5,202.00	2.00%
Regional Casino	7,650.00	7,803.00	2.00%
Betting (Track)	994.50	1,000.00	0.55%
Betting (Other)	459.00	468.5	2.07%
Family Entertainment Centre	596.70	609.00	2.06%
Adult Gaming Centre	943.50	962.5	2.01%
Bingo	943.50	962.5	2.01%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%
PERMITS (Set by Government - No discretion for local authorities)			
Licensed Premises Gaming Machine Permit			
Application	150.00	150.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Transfer	25.00	25.00	0.00%
First Annual Fee	50.00	50.00	0.00%
Annual Fee	50.00	50.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
Licensed Premises Automatic Notification Process (2 or less gaming machines)			
On notification	50.00	50.00	0.00%
Copy of notification	10.50	10.50	0.00%
Club Gaming Permits			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee	50.00	50.00	0.00%
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
Club Machine Permits			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee	50.00	50.00	0.00%
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
Family Entertainment Centre Gaming Machine Permits			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
Prize Gaming Permits			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
Small Lottery Registration			
Application	40.00	40.00	0.00%
Annual Fee	20.00	20.00	0.00%

Flexible Use of Capital Receipts Strategy

Introduction

From 2016/17 Local authorities were given the power to use capital receipts from the disposal of property, plant and equipment assets received in the years in which this flexibility is offered, to spend up to 100% of their fixed asset receipts (excluding Right to Buy receipts) on the revenue costs of reform projects.

This Strategy sets out the intended use of this flexibility at Medway Council and will be updated as part of the annual budget process in coming years.

Qualifying expenditure

To qualify for this flexibility, expenditure should be forecast to generate ongoing savings to an authority's net service expenditure. Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners.

Local Authorities may not use their existing stock of capital receipts to finance the revenue costs of reform.

Examples of projects cited in the Government guidance include:

- Sharing back-office and administrative services with one or more other council or public sector bodies;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others).

Medway Council's Strategy for use of funds

Where the Council is looking to capitalise pump priming costs, additional surplus assets may be identified and sold.

The council will have due regard to the requirements to the Prudential Code and the impact on the prudential indicators. Capital receipts from the sale of assets are not built into the Council's current capital programme and so the utilisation of receipts for capital receipts flexibility will not have a detrimental impact on the Council's prudential indicators, as set out in the Council's Treasury Management Strategy.

All schemes which are eventually deemed to qualify under this programme would have the required costs funded through capital receipts rather than revenue funding streams. Approval of projects and

allocation of funds arising from the use of flexible capital receipts will be at the discretion of the Section 151 Officer.

Planned schemes

The Council intends to use capital receipts to fund expenditure in relation to the following projects:

- The Council's digital transformation programme was established to deliver service improvements across a wide range of service areas, whilst at the same time seeking to drive out efficiencies. Whilst the cost of the Business Change and Digital team is embedded within the Council's base budget, much of the work they undertake and commission involves additional one-off expenditure on feasibility studies, consultancy work and some in-house re-engineering of processes. It is planned to fund some of this expenditure from capital receipts;
- A fundamental strand of our Transformation programme is around property rationalisation and whilst much of the feasibility of this work has been funded from One Public Estate, there are other proposals for which we may use capital receipts to conduct businesses cases and feasibility studies; and
- Following the recent inadequate ILACS inspection, the Children's Services Improvement Plan was initiated and much of this expenditure will be met from capital receipts.