

**11 November 2019**

Dear Members

**Council Meeting**

I hereby give notice that a meeting of the Council will be held in the Council Chamber, County Buildings, Martin Street, Stafford on **Tuesday 19 November 2019 at 7.00pm** to deal with the business as set out on the agenda.



Tim Clegg  
Chief Executive

## COUNCIL MEETING - 19 NOVEMBER 2019

### MAYOR, COUNCILLOR GARETH JONES

#### A G E N D A

- 1 Approval of the Minutes of the meeting of the Council held on 16 September 2019, as published in Digest No 260 on 4 October 2019
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Announcements (Paragraph 3.2(iii) of the Council Procedure Rules)
- 5 Public Question Time - Nil
- 6 Councillor Session

Councillor A D Hobbs has submitted the following question in accordance with Paragraph 12.3(a) of the Council Procedure Rules:-

“Further to my recent motion put to the Community Wellbeing Scrutiny Committee, regarding a Green Strategy (involving Tree and Orchard Planting, and Wildflower verges and vegetable growing) and in light of recent Climate Change protests that have taken place in the town, I wonder if the Cabinet Member for the Environment Portfolio could inform us if any progress has been made on Stafford Borough Council's Green Strategy.”

Councillor A T A Godfrey has submitted the following question in accordance with Paragraph 12.3(a) of the Council:-

“Can the Cabinet member for Resources, or Environment, please confirm that the proposed £36 annual charge for the collection of household green waste would be equal to a 23% rise in council tax, based on a band D property?”

I also ask, would this be on top of any other conventional rise in council tax the Conservative administration may want to impose?”

- 7 Notice of Motion

A Notice of Motion pursuant to Paragraph 13.1 of the Council Procedure Rules has been proposed by Councillor A N Pearce and seconded by Councillor M V Holmes as follows:-

This Council notes that:

- It had a commitment to double tree cover in the Borough by 2020

- Trees play an extremely important role in reducing air pollution, promoting biodiversity and absorbing carbon emissions.
- At a recent Public Appeals Committee meeting, residents from Eccleshall turned up in large numbers to support the implementation of a tree preservation order

I therefore move that Cabinet consider the development of a Tree Strategy which will:

- (1) Increase the number of trees on Council owned land by direct planting or enabling community - led planting of saplings
- (2) Involve working with other public and private land owners in the Borough with a view to increasing the level of tree cover
- (3) In doing so, aim to get an extra 10,000 trees planted by 2023
- (4) Develop a network of volunteer tree wardens throughout the Borough whose role will be to map the location of existing mature trees and report on and monitor their condition, notifying the Council of any threat to their continued existence

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**Chief Executive**

Civic Centre  
Riverside  
Stafford  
ST16 3AQ

**ITEM NO 8****ITEM NO 8**

<b>Report of:</b>	<b>Head of Law and Administration</b>
<b>Contact Officer:</b>	<b>Jane Peat</b>
<b>Telephone No:</b>	<b>01785 619206</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Council 19/11/19 (Only)</b>

**COUNCIL**  
**19 NOVEMBER 2019**  
**Designation of Polling District and Places 2019**

**1 Purpose of Report**

- 1.1 To consider the representations suggested in relation to the review of polling districts, polling places and polling stations.

**2 Recommendation**

- 2.1 That the proposals (highlighted in grey) made as part of the review and detailed in [APPENDIX 1](#) be approved.
- 2.2 That the polling districts and places that remain unchanged be designated as detailed in [APPENDIX 2](#).

**3 Key Issues and Reasons for Recommendation**

- 3.1
- Ensuring all electors have reasonable facilities for voting.
  - Ensuring that polling places are accessible to all those entitled to vote.
  - That the venue is available when required.

**4 Relationship to Corporate Priorities**

- 4.1 As a cross-cutting service a contribution is made to all corporate business objectives.

<b>5 Report Detail</b>
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- 5.1 The Representation of the People Act 1983 as amended by the Electoral Registration and Administration Act 2013 places a duty on the local authority to review polling districts and polling places every 5 years.
- 5.2 Representations have been made and the proposed changes and Acting Returning Officers comments are detailed in the [APPENDIX 1](#), which have been circulated separately to the report.

<b>6 Implications</b>
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6.1	<b>Financial</b>	Nil
	<b>Legal</b>	Nil
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.
6.2	<b>Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>

<b>Previous Consideration</b> - Council - 25 November 2014 - Minute No C35/14
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<b>Background Papers</b> - File available in Elections Office
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**ITEM NO 9****ITEM NO 9**

<b>Report of:</b>	<b>Head of Finance</b>
<b>Contact Officer:</b>	<b>Emma Fullagar</b>
<b>Telephone No:</b>	<b>01543 464720</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 7/11/19 Economic Development and Planning 12/11/19 Community Wellbeing 14/11/19 Resources 18/11/19 Council 19/11/19</b>

**COUNCIL**  
**19 NOVEMBER 2019**  
**Fees and Charges Review 2020**

The following report was considered by Cabinet at its meeting held on 7 November 2019 (and submitted to Economic Development and Planning Scrutiny Committee on 12 November 2019, Community Wellbeing Scrutiny Committee on 14 November 2019 and Resources Scrutiny Committee on 18 November 2019) and is submitted to Council for approval.

**1 Purpose of Report**

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2020.

**2 Recommendation**

- 2.1 That the proposed Fees and Charges for 2020 be recommended for approval.

**3 Key Issues**

- 3.1 The report sets out the proposed changes to Fees and Charges for 2020. In accordance with the revised financial regulations agreed by Council on the 16 September 2019 only the following items are included:

- Where a new charge has been introduced
- The proposed increases is above the annual level of inflation
- Where the power to set fees and charges has been specifically reserved by the Council

#### 4 Relationship to Corporate Priorities

4.1 This report supports all of the Council's Corporate Priorities.

#### 5 Background

5.1 The fees and charges process for the 1 January 2020 reflects the revised financial regulations as agreed by Council on the 16 September 2019. This set out the criteria for fees and charges which would be reported to Cabinet and Council for approval as follows:

- Where a new charge has been introduced
- The proposed increases is above the annual level of inflation
- Where the power to set fees and charges has been specifically reserved by the Council

5.2 The parameter for fees and charges inflation is determined as part of the Financial Plan, included earlier on the Agenda. An inflation requirement of 3% is recommended the 3% reflects the increase in the cost of service provision (prevailing CPI rate plus increase in Employers Pension Contribution) The proposed increases to Fees and Charges to take effect from 1 January 2020 above the 3% tolerance (excluding rounding to the nearest 5 or 10 pence) are contained within the **BOOKLET** as circulated with this agenda.

5.3 For Council run services the guidance that has been given is that inflation is currently running at 3%. However, the increases should be with regard to what the market can bear and set prices accordingly. This may involve charges being frozen or less than the 3% inflation which are not included within the exception report attached.

5.4 Taxi licence fees are not reflected in the current proposals as these are the subject of a separate report.

5.5 A full copy of Fees and Charges is available on the Members Portal.

#### 6 Implications

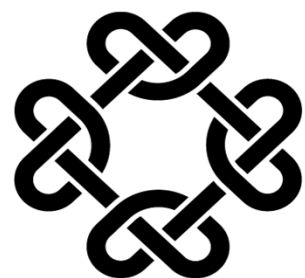
6.1	<b>Financial</b>	As set out in the report
	<b>Legal</b>	As set out in the report
	<b>Human Resources</b>	As set out in the report
	<b>Human Rights Act</b>	As set out in the report
	<b>Data Protection</b>	As set out in the report
	<b>Risk Management</b>	<p>The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.</p> <p>The level if income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.</p>

<b>6.2 Community Impact Assessment Recommendations</b>	The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-  Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
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**Previous Consideration** - Cabinet - 7 November 2019 - Minute No CAB48/19

**Previous Consideration** - File available in Financial Services





**Stafford**  
**BOROUGH COUNCIL**

**FEES AND CHARGES**  
**2020**

**COUNCIL**

**19/11/2019**

# Community Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



<u>LICENCE FEES</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-20 £ - p	Increase %	
<u>Houses in multiple Occupation</u>						
<u>Register Of Licences</u>						
Providing a copy of a licence Per 30 minutes of Officer's time.				25.00		<b>NEW</b> <i>The law allows us to make a reasonable charge for this service</i>

**VAT** S = standard rated - charges shown are inclusive of VAT  
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# Environment Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



<u>BEREAVEMENT SERVICES</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-20 £ - p	Increase %	
<u>Memorial Tree with Biodegradable Urn</u>						
(a) Biodegradable urn containing cremated remains				220.00		<b>NEW</b> There is currently insufficient suitable land available to continue to offer the planting of memorial trees. This new fee provides an alternative option whereby families can nurture a memorial tree at home.

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# Leisure Portfolio - CLIENT

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



<u>OUTDOOR SPORT AND RECREATION</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>	
				01-Jan-20 £ - p	Increase %		
<u>RIVERWAY FLOODLIT SYNTHETIC PITCH</u>							
<u>Hire of Pitch</u>							
Hourly rates inclusive of floodlighting							
<u>Peak Times</u>							
Full pitch	55.50	E or S	01/01/19	58.00	4.5	<i>to bring into line with proposed fees and charges to be set by Freedom Leisure</i>	
Part pitch (one third)	36.00	E or S	01/01/19	38.00	5.6		
<u>Off Peak Times</u>							
Full pitch	37.00	E or S	01/01/19	39.00	5.4		
Part pitch (one third)	27.50	E or S	01/01/19	29.00	5.5		

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# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



### PROPOSED CHARGE

	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-20 £ - p	Increase %	
<b><u>PLANNING</u></b>						
<b><u>Advice on existing BC &amp; DC developments</u></b>						
per half hour	25.50	NB	01/01/19	26.50	3.9	
minimum charge	25.50	NB	01/01/19	26.50	3.9	
<b><u>Additional Fee for Complex Enquiries and to Cover Site Visits</u></b>						
per half hour	25.50	NB	01/01/19	26.50	3.9	

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# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



### PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>	
<b>Short Stay Parking</b>							
Broad Street and Doxey Road							
Monday to Saturday 8am to 6pm							
Up to 1 hour	1.00	S	01/01/08	1.10	10.0	<i>Car parking fees and charges have not increased generally since 2016, and in some cases have not increased since 2008. Additionally, past increases in the rate of VAT have not been passed onto the customer. The proposed increases are reflective of the annual increases that could have been applied during this period. Fees have not been raised annually as any increase would not have been to a whole 10p and therefore would have caused difficulties to the customer in having the correct change.</i>	
Up to 2 hours	1.60	S	01/01/16	1.70	6.3		
Up to 3 hours	2.50	S	01/01/16	2.60	4.0		
Up to 4 hours	3.00	S	01/01/08	3.20	6.7		
<b>Evening Charge - Park after 6pm out before 8am following day (Hourly charge applies if parked before 6pm)</b>				1.00	NEW		<b>Christmas Day - no charge New charge</b>
<b>Sunday All day 8am to 8am Monday</b>				1.00	NEW	<b>New charge</b>	
<b>Long Stay Parking - All Day</b>							
Gaol Road and Lammascote Gyratory							
Monday to Saturday 8am to 6pm for up to 24 hours							
	4.20	S	01/01/16	4.40	4.8	<i>Christmas Day - no charge</i>	
<b>Evening Charge - Park after 6pm out before 8am following day (Hourly charge applies if parked before 6pm)</b>				1.00	NEW		<b>New charge</b>
<b>Sunday All day 8am to 8am Monday</b>				1.00	NEW		<b>New charge</b>
<b>Long Stay Parking - Doxey Road</b>							
1 day	4.20	S	01/01/16	4.40	4.8		
2 days	8.40	S	01/01/16	8.80	4.8		
3 days	12.60	S	01/01/16	13.20	4.8		
4 days	16.80	S	01/01/16	17.60	4.8		
5 days	21.00	S	01/01/16	22.00	4.8		

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# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



### PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<b>Variable Stay Parking</b>						
Castle Hill and Tenterbanks						
Monday to Saturday 8am to 6pm						
Up to 1 hour	1.00	S	01/01/16	1.10	10.0	<i>Free parking for the registered disabled on variable stay car parks for a maximum of 4 hours, advertised charges will then apply for the additional hours.</i>
Up to 2 hours	1.60	S	01/01/16	1.70	6.3	
Up to 3 hours	2.50	S	01/01/16	2.60	4.0	
Up to 4 hours	3.00	S	01/01/16	3.20	6.7	
Up to 5 hours	4.00	S	01/01/16	4.20	5.0	
Up to 6 hours	5.00	S	01/01/16	5.50	10.0	
Over 6 hours to 8 hours	6.00	S	01/01/16	6.50	8.3	
24 hours	7.00	S	01/01/16	7.50	7.1	
<b>Evening Charge - Park after 6pm out before 8am following day (Hourly charge applies if parked before 6pm)</b>				<b>1.00</b>	<b>NEW</b>	<b>New Charge</b>
<b>Sunday All day 8am to 8am Monday</b>				<b>1.00</b>	<b>NEW</b>	<b>New Charge</b>

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# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



### PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-20 £ - p	Increase %	
<b>Variable Stay Parking</b>						<i>No season tickets permissible on variable stay</i>
Waterfront Multi Storey						
Monday to Saturday 6.30am to 6.00pm						
Up to 1 hour	1.00	S	01/01/16	1.10	10.0	<i>Parking for the registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks.</i>
Up to 2 hours	2.00	S	01/01/16	2.10	5.0	
Up to 3 hours	3.00	S	01/01/16	3.10	3.3	
Up to 4 hours	3.50	S	01/01/16	3.70	5.7	
Up to 5 hours	4.00	S	01/01/16	4.20	5.0	
Up to 6 hours	5.00	S	01/01/16	5.50	10.0	
Over 6 hours to 8 hours	6.00	S	01/01/16	6.50	8.3	
Over 8 hours to close	8.00	S	01/01/16	8.50	6.3	
<b>Evening Charge - Park after 6pm out before 12 midnight</b>	1.00	S	01/01/16	1.00	-	
<b>(Hourly charge applies if parked before 6pm)</b>						
Sunday all day 6.30am to 12.00 midnight	1.00	S	01/01/16	1.00	-	
Overnight parking by arrangement (in addition to daily fee due)	6.00	S	01/01/17	6.50	8.3	<i>Vehicles are locked in overnight and released at opening times the following day.</i>
Out of hours call out (in addition to daily fee due)	95.00	S	01/01/17	150.00	57.9	<i>To cover new car parking enforcement contract conditions.</i>

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# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Date Set	PROPOSED CHARGE		Rationale for Increase/Decrease		
				01-Jan-20 £ - p	Increase %			
<b>Variable Stay Parking</b>								
Civic Centre and South Walls								
Monday to Saturday 6.30am to 6.00pm								
Up to 1 hour		Short Stay	1.00	S	01/01/16	1.10	10.0	<i>Free parking for the registered disabled on variable stay car parks for a maximum of 4 hours, advertised charges will then apply for the additional hours.</i>
Up to 2 hours		Short Stay	2.00	S	01/01/16	2.10	5.0	
Up to 3 hours		Short Stay	3.00	S	01/01/16	3.10	3.3	
Up to 4 hours		Short Stay	3.50	S	01/01/16	4.00	14.3	
Up to 5 hours		Long Stay	4.00	S	01/01/16	6.00	50.0	
Up to 6 hours		Long Stay	5.00	S	01/01/16	8.00	60.0	
Up to 8 hours		Long Stay	6.00	S	01/01/16	10.00	66.7	
Up to 24 hours		Long Stay	-	S		12.00	-	
<b>Evening Charge - Park after 6pm out before 6.30am following day (Hourly charge applies if parked before 6pm)</b>			1.00		01/01/17	1.00	-	
Sunday all day 6.30am to 12.00 midnight			1.00		01/01/17	1.00	-	

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# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



### PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<b>Riverside Undercroft</b>						
Monday to Saturday 7am to 6.00pm						
* Up to 1 hour short stay	1.00	S	01/01/16	1.10	10.0	<i>Parking for the registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks.</i>
Up to 2 hours short stay	2.00	S	01/01/16	2.10	5.0	
Up to 3 hours short stay	3.00	S	01/01/16	3.10	3.3	
Up to 4 hours short stay	3.50	S	01/01/16	4.00	14.3	
Up to 5 hours Long stay	4.00	S	01/01/16	6.00	50.0	
Up to 6 hours Long stay	5.00	S	01/01/16	8.00	60.0	
Over 6 hours to 8 hours Long stay	6.00	S	01/01/16	10.00	66.7	
Over 8 hours to close Long stay	8.00	S	01/01/16	12.00	50.0	
Monday to Saturday park after 6pm to 12 midnight	1.00	S	01/01/16	1.00	-	
<b>(Hourly charge applies if parked before 6pm)</b>						
Sunday all day 6.30am to 12.00 midnight	1.00	S	01/01/16	1.00	-	
Overnight parking by arrangement (in addition to daily fee due)	6.00	S	01/01/17	6.50	8.3	
Lost/damaged token (in addition to daily fee due)	14.00	S	01/01/16	14.40	2.9	
Out of hours call out (in addition to daily fee due)	95.00	S	01/01/17	150.00	57.9	<i>To cover new parking enforcement contract conditions.</i>
<b><u>Season Tickets - Long Stay Parking</u></b>						
Lammascote Gyratory	<b>Band B</b>					<i>Season tickets issued for Lammascote Gyratory, Goal Road and Doxey Road car parks are not valid for use on the Waterfront Multi-Storey car park.</i>
Monthly	52.00	S	01/01/16	55.00	5.8	
3 Monthly	140.00	S	01/01/16	150.00	7.1	
6 Monthly	250.00	S	01/01/16	265.00	6.0	
Annually	430.00	S	01/01/16	450.00	4.7	

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# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



### PROPOSED CHARGE

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Date Set	PROPOSED CHARGE		Rationale for Increase/Decrease
				01-Jan-20 £ - p	Increase %	
<b>Gaol Road, Doxey Road, Fairway and Riverway</b>	<b>Band C/E</b>					
Monthly	44.00	S	01/01/15	47.00	6.8	<i>Season tickets for Goal Road and Doxey Road car parks are not valid for use on Lammascote Gyratory car park.</i>
3 Monthly	120.00	S	01/01/15	130.00	8.3	
6 Monthly	210.00	S	01/01/15	225.00	7.1	
Annually	365.00	S	01/01/15	385.00	5.5	
Waterfront Multi-Storey Car Park (Long Stay Section)	<b>Band A</b>					
Annually	480.00	S	01/01/16	510.00	6.3	<i>Season tickets issued for Waterfront Multi-storey car park are valid for use on the car park only</i>
Monthly Top Up	50.00	S	01/01/17	53.00	6.0	
Initial Deposit (refundable) for Monthly Top Up Card	10.00	S	01/01/17	10.00	-	
						<i>The head of Operations is authorised to negotiate the fee where application is received which contains a request for multiple</i>
						<b><u>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase of Season Tickets</u></b>

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# Planning and Regeneration Portfolio

## Fees and Charges 2020 - Proposed Charges

Stafford Borough Council



### PROPOSED CHARGE

<u>PARKING SERVICES cont...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<b><u>PARKING SERVICES - STONE</u></b>						
<b><u>Short Stay Parking</u></b>						
Crown Street						
Monday to Saturday 8am to 6.00pm						
Up to 1 hour	0.60	S	01/01/16	0.70	16.7	
Up to 2 hours	1.10	S	01/01/16	1.20	9.1	<i>Christmas day - no charge</i>
Up to 4 hours	2.20	S	01/01/16	2.40	9.1	
<b>Evening Charge - Park after 6pm out before 8am (Hourly charge applies if parked before 6pm)</b>				<b>1.00</b>	<b>NEW</b>	<b><i>New charge</i></b>
<b>Sunday All day 8am to 8am Monday</b>				<b>1.00</b>	<b>NEW</b>	<b><i>New charge</i></b>
<b><u>Variable Stay Parking</u></b>						
Christchurch Way						
Monday to Saturday 8am to 6.00pm						
Up to 1 hour	0.60	S	01/01/16	0.70	16.7	
Up to 2 hours	1.10	S	01/01/16	1.20	9.1	
Up to 4 hours	2.20	S	01/01/16	2.40	9.1	
All Day	3.00	S	01/01/08	3.50	16.7	
<b>Evening Charge - Park after 6pm out before 8am (Hourly charge applies if parked before 6pm)</b>				<b>1.00</b>	<b>NEW</b>	<b><i>New charge</i></b>
<b>Sunday All day 8am to 8am Monday</b>				<b>1.00</b>	<b>NEW</b>	<b><i>New charge</i></b>

**VAT** S = standard rated - charges shown are inclusive of VAT  
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied  
 NB = non-business - outside the scope of VAT

# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



### PROPOSED CHARGE

<u>PARKING SERVICES contin...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<b><u>PARKING SERVICES - STONE continued</u></b>						
<b><u>Season Tickets - Long Stay Parking</u></b>						
Christchurch Way	<b>Band D</b>					
Monday to Saturday 8am to 6.00pm						
Monthly	<b>44.00</b>	S	01/01/17	<b>47.00</b>	<b>6.8</b>	<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets.</i>
3 Monthly	<b>120.00</b>	S	01/01/17	<b>130.00</b>	<b>8.3</b>	
6 Monthly	<b>210.00</b>	S	01/01/17	<b>225.00</b>	<b>7.1</b>	
Annually	<b>365.00</b>	S	01/01/17	<b>385.00</b>	<b>5.5</b>	
<b><u>ANCILLARY CHARGES</u></b>						
* <b><u>Replacement of lost season ticket</u></b>	<b>11.00</b>	S	01/04/16	<b>12.00</b>	<b>9.1</b>	<i>Increased cost of administering changes</i>
* <b><u>Change of details on season ticket</u></b>	<b>11.00</b>	S	01/04/16	<b>12.00</b>	<b>9.1</b>	<i>Increased cost of administering changes</i>
* <b><u>Dispensation to park (waiver)</u></b>						<b><u>* Credit/debit card payments only accepted for ancillary charges (invoicing by agreement only and will attract a 10% admin charge)</u></b>
Per week/per location and multiples thereof	<b>15.00</b>	S	01/01/11	<b>16.50</b>	<b>10.0</b>	

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# Resources Portfolio

Stafford Borough Council

## Fees and Charges 2020 - Proposed Charges



<u>LEGAL FEES</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-20 £ - p	Increase %	
<b><u>Section 106 Agreements</u></b>						
Minimum set fee						<i>The current minimum fee does not cover the average time taken to negotiate these agreements. An increase in the fee would more than appropriately reflect the time spent on this work across the service. Other councils are charging similar costs for the same work, Staffordshire County Council are parties to the same agreement and currently require an initial undertaking of £1500 per agreement.</i>
Per new agreement	875.00	NB	01/01/18	1,000.00	14.3	
Deed of Variation	350.00	NB	01/01/16	400.00	14.3	
Householder Application	350.00	NB	01/01/16	400.00	14.3	
Checking of Unilateral Undertaking	350.00	NB	01/01/16	400.00	14.3	
Additional costs - per hour	175.00	NB	01/01/18	185.00	5.7	<i>Staffordshire County Council currently charge £185 per hour for work on the same agreements. This increase also compares reasonably with other local authorities.</i>
<b><u>CIVIC CENTRE</u></b>						
<b><u>Letting of Civic Suite</u></b>						
<u>Hourly rate (maximum charge)</u> (minimum hire of 2 hours)						
Walton Room	28.00	S	01/01/19	29.00	3.6	
Chetwynd Room	18.00	S	01/01/19	19.00	5.6	

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**ITEM NO 10****ITEM NO 10**

<b>Report of:</b>	<b>Head of Finance</b>
<b>Contact Officer:</b>	<b>Emma Fullagar</b>
<b>Telephone No:</b>	<b>01543 464720</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 7/11/19 Resources 18/11/19 Council 19/11/19</b>

**COUNCIL****19 NOVEMBER 2019****Fees and Charges Review 2020 - Leisure Contractor**

The following report was considered by Cabinet at its meeting held on 7 November 2019 (and submitted to Resources Scrutiny Committee on 18 November 2019) and is submitted to Council for approval.

**1 Purpose of Report**

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges in relation to Freedom Leisure for 2020.

**2 Recommendation**

- 2.1 That the proposed Fees and Charges for 2020 for Freedom Leisure be recommended for approval.

**3 Key Issues**

- 3.2 The report sets out the proposed changes to Fees and Charges for 2020 for Freedom Leisure. These charges only relate to increases which are above CPI plus 2% which require Council approval.

**4 Relationship to Corporate Priorities**

- 4.1 This report supports all of the Council's Corporate Priorities.

**5 Background**

- 5.1 The fees and charges review for 2018 set out the process for approval in relation to Freedom leisure price increases at the Council meeting on the 21 November 2017.

5.2 The report set out the following process:

- (a) increases below CPI plus 2% delegated approval by Head of Operations (Environment);
- (b) increases above CPI plus 2% agreed by Council.

5.3 Since the start of the contract all increases have been below CPI plus 2%, however, Freedom Leisure have requested increases above the delegated approval for implementation from the 1 January 2020. These are as follows:

- (a) shower and change (Stafford and Stone Leisure Centre) – increase from £1.50 to £3.00;
- (b) increase in the Gatehouse Theatre booking fee per ticket from £0.50 to £2.00 per ticket.

5.4 The justification for the above inflation invoices are for shower and change this is a low price for the service which has not been raised for a number of years. For the Gatehouse Theatre booking fee justification, this is attached as an **APPENDIX**.

<b>6</b>	<b>Implications</b>
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<b>6.1</b>	<b>Financial</b>	As set out in the report
	<b>Legal</b>	As set out in the report
	<b>Human Resources</b>	As set out in the report
	<b>Human Rights Act</b>	As set out in the report
	<b>Data Protection</b>	As set out in the report
	<b>Risk Management</b>	<p>The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.</p> <p>The level if income generated by the Council from fees and charges is a key risk as a number of the Council’s main income streams are sensitive to adverse economic conditions and can vary significantly as a result.</p>

<b>6.2</b>	<b>Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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<b>Previous Consideration</b> - Cabinet - 7 November 2019 - Minute No CAB49/19
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<b>Previous Consideration</b> - File available in Financial Services
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**COUNCIL**  
**19 NOVEMBER 2019**  
**Fees and Charges Review 2020 - Leisure Contractor**

**Contract:** Stafford  
**Region:** Wales & West  
**Author:** Jeremy Rowe, Regional Director

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### **Review of Stafford Gatehouse Theatre Booking Fee Charge**

#### **1. Introduction**

Booking fees are an essential part of a Theatres financial planning and common place across the industry. In the Gatehouse Theatre they, along with the management fee they contribute to the costs of delivering a box office service and in turn also subsidise the operation of the Visitor Information Services. In review prices across the contract it has been identified that the current booking fee applied to tickets at the Gatehouse is some way behind that of its local and regional competitors and therefore puts the financial operation of the Theatre at a significant disadvantage. With increasing costs of supplies and services it is essential that charges of this nature are reviewed, compared and revised in order to continue to offer an outstanding and sustainable theatre offering at The Gatehouse, Stafford.

#### **2. Objectives**

- 1) Review, compare and revise the booking fee to fall in line with other local and regional operations.
- 2) Agree an uplift in the charge to support the sustainable operation of the theatre.

#### **3. Proposal**

It is proposed that the booking fee for the theatre be increase by 50p per ticket. This will result in the booking fee per ticket becoming £2 per ticket.

In researching the arrangements at other local and regional venues the following evidence has been identified:

Venue	Booking/Transaction Fee
Stoke Regent Theatre	£1 - £2.90 + transaction fee £3.65
Wolverhampton Grand	£3 per booking
Birmingham Hippodrome	6% transaction charge
Derby Theatre	£1.50 per ticket
Queens Theatre Barnstaple	£2 per ticket
Leeds Variety Theatre	£1 per ticket +60p restoration levy
Cheltenham Town Hall	£2 per ticket
Shrewsbury Theatre Severn	Venue levy included fee not advertised
Buxton Opera House	7.5% +£1 restoration levy
Leicester Curve	Venue levy included fee not advertised
Worcester Live	£3 transaction charge + £1 restoration levy
Crewe Lyceum	£2.50 per ticket

It is evident from the above research that other venue fees are considerably higher than that of the current fee at The Gatehouse.

It is therefore proposed that the increase be agreed to take effect from January 2020 on all new bookings.

#### 4. Recommendations

It is recommended that proposed uplift in the booking fee charge to £2 per ticket be approved by Stafford Borough Council.

#### Consultees

Name	Organisation	Position
Mark Farley	Freedom Leisure	Theatre Manager
Mike Worsnop	Freedom Leisure	Head of Business Development & Active Communities
Emma Reeve	Freedom Leisure	Group Commercial Manager
Richard Hughes	Awen Cultural Trust	Chief Executive Officer

ITEM NO 11

ITEM NO 11

<b>Report of:</b>	<b>Head of Development</b>
<b>Contact Officer:</b>	<b>Sally McDonald</b>
<b>Telephone No:</b>	<b>01785 619330</b>
<b>Ward Interest:</b>	<b>Holmcroft Common</b>
<b>Report Track:</b>	<b>Council 19/11/19 (Only)</b>

**COUNCIL**  
**19 NOVEMBER 2019**  
**Section 106 Funding Allocation - Play and Recreation Facilities, Holmcroft**

**1 Purpose of Report**

- 1.1 To allocate the anticipated Section 106 receipt of £85,577, which is expected from planning application 16/24006/FUL, with the view to increasing the Holmcroft Capital budget from £398k to £483k.

**2 Recommendation**

- 2.1 To approve the allocation of the anticipated Section 106 receipt of £85,577 to deliver play and recreational facilities in Holmcroft.

**3 Key Issues and Reasons for Recommendation**

- 3.1 A full report requesting permission to spend £398k of S106 sums currently received was approved by Cabinet on 3 October 2019.
- 3.2 In addition to this funding there is a Section 106 Unilateral Undertaking relating to planning application 16/24006/FUL that was completed on 6 December 2017. This agreement provides for the payment of a Recreation Contribution of £85,577 to be used "towards recreational provision and/or enhancement within the wards of Holmcroft and/or Common and Coton". Whilst this money has not yet been received the trigger point for payment is prior to occupation of 7 dwellings. It is anticipated this trigger point will be met within the timeline of this project and it would therefore be beneficial to approve the allocation of this contribution within the total contract amount for procurement.

## **4 Relationship to Corporate Priorities**

- 4.1 This project will help to deliver the Council's Corporate Business Plan 2018-2021 key objectives set out below:
- "To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and well-being."
  - "To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives"

## **5 Report Detail**

- 5.1 The Council has undertaken a comprehensive consultation exercise and produced a concept master plan based on the findings. The main elements included within the plan are:
- (a) Playground Equipment suitable for a range of ages from toddlers to young teenagers.
  - (b) Outdoor Gym Equipment
  - (c) Picnic and Seating Areas
  - (d) Refurbishment of tennis courts to a multi use games area (MUGA)
  - (e) Existing BMX replaced with concrete wheeled sports zone
  - (f) Natural play elements and opportunities
  - (g) Better infrastructure, including paths, walking routes and bins.
  - (h) Wildlife zones
  - (i) Soft landscape features
  - (j) Retention of the football pitches
  - (k) Dementia Friendly Community
- 5.2 The Assessment of Open Spaces, Sport and Recreation Facilities 2009 and the subsequent update in 2013 highlighted the need for better quality play provision for children of all ages in key areas throughout the Borough. The open space area in Holmcroft has been identified as one of the locations most capable of being developed to achieve "Neighbourhood Park" status.
- 5.3 The Assessment recommends developing a strategic network of high quality play facilities and moving away from the continuing provision of a significant number of small local parks which often contain poor quality equipment and are generally not efficient and economical to maintain.

<b>6 Implications</b>
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<b>6.1 Financial</b>	The total capital programme of £397k has been approved by Cabinet with permission to spend granted. We are seeking approval to spend an additional £85k which is expected from planning application 16/24006/FUL. This would increase the total budget to £474k. The allocation and POS for the £85k does not comply with standard financial practice as this funding has not yet been received. There is therefore a small risk that this funding may not materialise. If this was to happen, additional Stafford capital resources would need to be found to fund the project.
<b>Legal</b>	Legal services will be required to draw up and complete the works contract with the chosen contractor.
<b>Human Resources</b>	N/A
<b>Human Rights Act</b>	N/A
<b>Data Protection</b>	N/A
<b>Risk Management</b>	Future risks will be formally assessed as a part of the overall Project Management

<b>6.2 Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>A full CIA and an Executive Summary has been produced which represents the potential impacts, risks and benefits of the development proposals at Holmcroft on resident's health and wellbeing. and is available in the members area.</p>
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<b>Previous Consideration</b>
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<p>Cabinet - 6 July 2017 - Minute No CAB11/17  Cabinet - 3 October 2019 - Minute No CAB39/19</p>
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<b>Background Papers</b> - File available in Development
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**ITEM NO 12****ITEM NO 12**

<b>Report of:</b>	<b>Chief Executive</b>
<b>Contact Officer:</b>	<b>Tim Clegg</b>
<b>Telephone No:</b>	<b>01785 619200</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Council 19/11/19 (Only)</b>

**COUNCIL**  
**19 NOVEMBER 2019**  
**Appointment to Head of Service Posts**

**1 Purpose of Report**

- 1.1 To confirm the appointments to the substantive posts of Head of Law and Administration and Monitoring Officer and Head of Operations made by the Appointment Committees established by Council in November 2018.

**2 Recommendation**

- 2.1 That:
- (a) Council agrees to confirm the appointment of Ian Curran as Head of Law and Administration and also as Monitoring Officer;
  - (b) Council agrees to confirm the appointment of Robert Simpson to the post of Head of Operations;
  - (c) the terms and conditions of each appointment to be agreed by those agreed by each Appointment Committee.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Council established appointments committees to appoint to the vacant position of Head of Law and Administration and also Monitoring Officer to the Council and also the Head of Operations in November 2018. The committees undertook interviews for the above posts and appointed on an interim basis for a period of six months. At the completion of the interim period, the Chief Executive conducted performance appraisals with the Interim Heads of Service and considers that both officers have fulfilled their duties in their interim roles effectively and have made a good contribution to the Leadership Team of the Council.

3.2 The Chief Executive canvassed the views of the Leader of the Council, the Deputy Leader of the Council, in his role as portfolio holder for Resources, the portfolio holder for Environment and the Leader of the Opposition. The senior Members expressed the considered view that they were wholly satisfied with the performance of the officers in their interim roles and supported seeking the approval of Council to confirm the appointments on a permanent basis.

<b>4 Relationship to Corporate Priorities</b>
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4.1 These appointments will have a key impact on the achievement of the Council's objectives.

<b>5 Implications</b>
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5.1 <b>Financial</b>	There are no financial implications arising directly from the report; the employment costs for the two posts are included in the existing budget
<b>Legal</b>	None
<b>Human Resources</b>	None
<b>Human Rights Act</b>	None
<b>Data Protection</b>	None
<b>Risk Management</b>	None

5.2 <b>Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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<b>Previous Consideration</b> – Council received a report to approve the process for the Head of Service posts 20 November 2018
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<b>Background Papers</b> – Nil
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