



Please reply to:

Contact: Matthew Williams
Service: Committee Services
Direct Line: 01784 446224
E-mail: m.williams@spelthorne.gov.uk
Date: 10 January 2024

Notice of meeting

Neighbourhood Services and Enforcement Committee

Date: Thursday, 18 January 2024

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Neighbourhood Services and Enforcement Committee

Councillors:

J.T.F. Doran (Chair)

K.E. Rutherford (Vice-Chair)

M. Bing Dong

J.R. Boughtflower

L.H. Brennan

T. Burrell

J.P. Caplin

N. Islam

J.R. Sexton

Substitute Members: Councillors C. Bateson, J. Button, S.M. Doran, K. Howkins,
M.J. Lee and J.A. Turner

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

Agenda

Page nos.

1. **Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

2. **Minutes**

5 - 10

To confirm the minutes of the meeting held on 5 October 2023 as a correct record.

3. **Disclosures of Interest**

To receive any disclosures of interest from members in accordance with the Members Code of Conduct.

4. **Questions from members of the Public**

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

5. **Dog Control Public Space Protection Order**

11 - 60

To consider a report on the adoption of the proposed extension to the Dog Control Public Space Protection Order.

6. **Fees and Charges for 2024-25**

61 - 112

To review and approve the proposed fees and charges for 2024-2025 for this Committee and recommend to Corporate Policy and Resources Committee that they approve the proposed fees and Charges for 2024-2025.

7. **Service Plans 2024-25**

113 - 160

To review and approve the Service Plans for 2024-2025 for this Committee and recommend to Corporate Policy and Resources Committee that they approve the proposed Service Plans for 2024-2025.

Appendix A of the report will follow.

8. **Forward Plan**

161 - 164

To consider the Forward Plan for committee business.

This page is intentionally left blank

**Minutes of the Neighbourhood Services and Enforcement Committee
5 October 2023**

Present:

Councillor K. Rutherford (Vice-Chair in the Chair)

Councillors:

M. Bing Dong

D. Clarke

J.R. Sexton

T. Burrell

Substitutions: Councillors M.M. Attewell, C. Bateson, and J. Button

Apologies: Councillors S. Bhadye, J. Caplin, J.T.F. Doran, and N. Islam

In Attendance: Councillor M. Beecher

27/23 Apologies and Substitutes

Apologies were received from Councillor Bhadye, Councillor Caplin, Councillor J Doran, and Councillor Islam.

Councillor Attewell attended as substitute for Councillor Islam, Councillor Bateson attended as substitute for Councillor Caplin, and Councillor Button attended as substitute for Councillor Doran.

28/23 Minutes

The minutes of the meeting held on 22 June 2023 were agreed as a correct record.

29/23 Disclosures of Interest

There were none.

30/23 Questions from members of the Public

There were none.

31/23 Ward Issues

There were none.

32/23 Spelthorne Borough Council - Environmental Health & Building Control Enforcement Policy

The Senior Environmental Health Manager presented the report on the Environmental Health & Building Control Enforcement Policy.

The Committee had no questions.

The Committee **resolved** to:

1. Recommend to Corporate Policy and Resources Committee that they adopt the Environmental Health & Building Control Enforcement Policy (2023-2026)
2. Recommend to Corporate Policy and Resources Committee that they grant approval that minor changes can be made to the Policy with the approval of Deputy Chief Executive with responsibility for Place, Protection and Prosperity.
3. To note Spelthorne Borough Council's Environmental Health 'Procedure for Setting Financial Penalties – Banding the Offence and Determining Appropriate Sanctions'.

33/23 Review of Community Safety 2023

The Community Safety Officer presented the report on the 2023 Review of Community Safety and stated that this was the last of the three-year reports before a new strategy would be introduced in 2024.

Inspector Walton introduced himself as the new Borough Commander and thanked the Committee for inviting him to attend.

The Committee asked what the distinction was between hate crime and non-crime hate incidents. The Borough Commander advised that for non-crime incidents these would only be recorded if there was evidence to show it was specifically targeted against an individual.

The Committee queried what the police were doing with regards to domestic abuse, and violence against women and girls (VAWG). The Borough Commander informed the Committee that a Chief Superintendent was dedicated to this and had already done some targeted activity within Staines. The Community Support Officer advised that they worked proactively to identify locations where people felt unsafe and then targeted that area.

The Committee asked what the police were doing to address residents' concerns around burglaries in the Sunbury area. The Borough Commander responded that burglaries across the borough were not increasing and that most thefts were from vehicles, specifically tools. The Borough Commander

advised that they were present at various trade shows and offered a service to mark tools at point of purchase so that it could be added to a database. He further advised that the Autumn burglary programme had commenced and information would be made available to residents through a series of social media posts, flyers, and community engagement events. The Community Support Officer informed the Committee that they had 57 monitored CCTV cameras across the borough in addition to several unmonitored cameras.

The Committee asked what the police were doing about E-scooters and E-bikes, particularly when being used inappropriately. The Borough Commander responded that the Government would be looking at legislation around E-bikes and E-scooters but clarified that E-Scooters were not legal to use on public roads. He informed the Committee that the police were working to educate children using them as well as parents.

The Committee queried what the police were doing in relation to the increase of NOS cannisters, particularly the large variety. The Borough Commander reported that officers would seize cannisters if people were caught with them. The Community Support Officer added that they worked with Spelthorne Litter Pickers to identify hotspots and would place cameras to catch people who were dumping them.

The Committee stated that some residents felt that they did not see the police on the street enough. The Borough Commander acknowledged they could not respond to everything and stated that they have to prioritise based on a Threat, Risk, Harm assessment. He stated that criminality had changed, including an increase in online crime, and as such resources would not always be visible.

The Committee asked what they could do to help get information through to the police. The Community Support Officer advised the Committee that he would distribute Partnership Intelligence Forms to all Councillors and would diarise it to be sent out every six months.

The Committee asked what action the Police would take to protect Councillors being threatened by members of the public, highlighting a recent example in which the voting record of certain councillors had been posted online by an organisation which had led to two councillors expressing their concern. The Borough Commander advised that he could not comment on the specific matter highlighted but advised that it would need to be considered in regard to non-crime hate. If the social media post had specifically incited people to cause harm to specific individuals, then it would be a clear threat. The need to protect people's right to voice their opinion would need to be protected and voicing that opinion would not equal a crime.

The Committee asked what powers the police had regarding the smoking of cannabis outside an individual's residence. The Borough Commander advised that cannabis was still a class B drug and if someone was found to be in possession of it then they would be arrested. The Community Support Officer advised that they used the Anti-social Behaviour, Crime and Policing Act 2014

which allowed them to issue a warning notice if someone was found to be smoking Cannabis in their home. If it continued, then the Community Support Officer has the power to take them to court and prosecute.

The Committee asked whether the Borough Commander would provide an update that could go in the Bulletin and were advised that he would be willing to do that.

The Committee **resolved** to note the 2023 review of Community Safety.

34/23 Q and A with Borough Commander

This item was covered as part of the previous item.

35/23 Play Area Improvements

The Group Head – Neighbourhood Services presented the report on improvements to play area and stated that Shepperton Studios decided the location of what play areas would get improved.

The Committee queried if it would be appropriate to have a delay in the procurement process to enable consultation with residents. The Group Head of Neighbourhood Services advised that as part of the procurement exercise there would be engagement with both the community and councillors.

The Committee asked whether there was a Wheelchair Swing in any of the parks in the borough and if not, could one be included. The Committee were advised that would be investigated.

The Committee asked how much a new play area costs and were advised that it varies, examples of costs were given that included; cost of a bank of swings at around £6,000 - £7,000, and cost of surfacing at around £40,000.

The Committee **resolved** to:

1. Authorise the Group Head of Neighbourhood Services to commence a tender for the procurement of play area equipment;
2. Delegate authority to the Group Head Neighbourhood Services in consultation with the Chair of Neighbourhood Services to appoint the chosen supplier/s; and
3. Authorise the Group Head of Corporate Governance to enter the contract with the selected supplier.

36/23 Road Channel Sweeping

The Group Head – Neighbourhood Services presented the report on Road channel sweeping.

The Committee queried whether it would be possible to let residents know the day the street sweeper would be attending each road. The Group Head –

Neighbourhood Services advised against this option and stated that there were many factors that could lead to a change in the schedule such as staff sickness and maintenance issues.

The Committee asked if roads could be added to the leafing schedule and whether the use of handheld leaf blowers had been considered. The Committee were advised that they could suggest roads which would then be inspected by officers and added if appropriate. Handheld leaf blowers had been considered but were very resource intensive.

The Committee advised that they would like for the Group Head – Neighbourhood Services to produce a new report which included options for improving the Road Channel Sweeping in the Borough. The Group Head – Neighbourhood Services advised they would bring the report in March 2024 which would allow them time to try potential solutions over the winter period.

The Committee suggested that those councillors that were also County councillors could raise the issue of road closures with Surrey County Council (SCC) directly to see if it would be possible to coordinate the road sweeping schedule with SCC's drainage works. The Committee further suggested a letter could be sent from the Committee to SCC.

The Committee **resolved** that a letter would be sent from the Committee to Surrey County Council. The letter would be drafted by the Group Head – Neighbourhood Services and approved by the Chair and Vice-Chair of the Committee as well as Councillor Attewell and Councillor Sexton.

The Committee **resolved** that a report would be added to the Forward Plan for March 2024 with possible options to deal with the Road Channel Sweeping issue.

The Committee **resolved** to note the report.

37/23 Forward Plan

Additions to the Forward Plan were requested by:

Councillor Bing Dong requested that a report on a Community Toilet scheme be added to the Forward Plan.

Councillor Sexton requested a report on charges for Blue Badge parking in Borough car parks be added to the Forward Plan.

Councillor Clarke requested a report on improvements to Littleton Recreation Area be added to the Forward Plan.

The Committee **noted** the forward plan with the above agreed additional items.

Meeting ended at 21:30

This page is intentionally left blank

Neighbourhood Services and Enforcement Committee

18 January 2024



Title	Dog Control Public Space Protection Order (PSPO)
Purpose of the report	To make a decision
Report Author	Tristan Gardner, Streetscene & Law Enforcement Officer Martin Cole Neighbourhoods Manager Neighbourhood Services
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Environment
Recommendations	Committee is asked to: Adopt the proposed extension to the Dog Control Public Space Protection Order
Reason for Recommendation	This will allow the current Dog Control Public Space Protection Order to continue for a further three years.

1. Summary of the report

- 1.1 The current Dog Control Public Space Protection Order (PSPO) is due to expire on the 2nd of January 2024. If committee adopts an extension, it will allow the order to continue in force for a further three-year period and will allow the Joint Enforcement Team to deal effectively with complaints regarding the behaviour of dog owners/walkers.

2. Key issues

- 2.1 On 15 December 2011 the Council accepted the recommendation for the imposition of two dog control orders to come into force on 27 July 2012, these orders were made under the current legislation at the time which was ss55-58 Clean Neighbourhoods and Environment Act 2005.
- 2.2 The two orders made, firstly excluded dogs from sites within the Borough's parks and open spaces but only those sites that had a fenced play area, tennis courts, multi-use games area, fenced ball court and fenced spray ground. The second order dealt with the issue of dog fouling and the

responsibility of the person in charge of the dog to clear any faeces from the land immediately.

- 2.3 The Dog Control Orders under the above legislation were replaced automatically on 20 October 2017 by the introduction of the Anti-social Behaviour, Crime and Policing Act 2014 (the Act), the new Public Space Protection Order contained the same offences as the previous Dog Control Order.
- 2.4 The first renewal of the Dog Control PSPO with both new and existing offences as per **2.6 a-f** below was approved by Council and came into force on the 2 January 2021. In accordance with the legislation, this PSPO is being formally reviewed after being in place for three years. As part of the review process, two of the following conditions need to be met:
- a. Activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
 - b. It is likely that activities will be carried on in a public place within that area and that they will have such an effect and
 - c. Is or is likely to be, of a persistent or continuing nature,
 - d. Is or is likely to be, such as to make the activities unreasonable, and
 - e. Justifies the restrictions imposed by the notice.
- 2.5 Section 60 of the Act allows for the extension of the orders currently in force providing that the local authority who made the order, is satisfied on reasonable grounds that doing so is necessary to prevent-
- a. Occurrence or recurrence after that time of the activities identified in the order, or
 - b. An increase in the frequency or seriousness of those activities after that time
- An extension under s.60 may not be for a period of more than three years and must be published in accordance with the regulations made by the Secretary of State, meaning that the order must be published on the web site and that appropriate signage must be put in place.
- 2.6 The proposed extension of the current Dog Control PSPO, attached as **Appendix A**, includes restrictions on the following:
- a. Dog exclusion areas
 - b. Dog fouling
 - c. Professional dog walkers limit to four dogs
 - d. Dogs on leads by direction
 - e. Dogs on leads
 - f. Carrying suitable means for proper disposal of dog faeces
- 2.7 Prior to the introduction of a PSPO the Council is required to conduct a public consultation and that consultation is required regardless of whether the Council was renewing an existing PSPO or the introduction of a new order.
- 2.8 A consultation on the above PSPO proposals was conducted between 18 September and 22 October 2023 inclusive. The consultation was widely

published through the Council's website, Twitter, Facebook, press releases to local media, posters, and emails to relevant organisations – Surrey Police, the Office of the Police and Crime Commissioner and The Kennel Club. The Consultation consisted of an online survey asking for the public's view on the proposed restrictions (the survey in full is shown at Appendix B).

- 2.9 In total, ninety-four people and 2 organisations, Surrey Police and The Kennel Club, took part in the consultation, 44% of whom were dog owners. The level of response means that we can be confident that we have a good understanding of the possible impact of the PSPO proposals on the local dog owning community as well as residents in general. As the results below show, there was strong support for the majority of the PSPO proposals. The full summary of responses from the public can be found at Appendix C and the full Kennel Club response at Appendix D.
- 2.10 Participants were asked whether they agreed or disagreed with the dog exclusion areas and the results were as follows-
- a. Ball courts – 86 strongly or fairly agreed (91%)
 - b. Children's play areas – 91 strongly or fairly agreed (97%)
 - c. Multi-games areas- 85 strongly or fairly agreed (90%)
 - d. Tennis Courts- 83 strongly or fairly agreed (89%)

The Kennel Club's written response was that they do not normally oppose such orders to exclude dogs providing alternative arrangements are made for dog walkers. In all the proposed exclusion areas such provision has previously been made.

- 2.11 The proposed dog exclusion areas are shown in the proposed order at **Appendix A, Schedule 1** and contain all the previous exclusions from the current PSPO and two new additions.
- 2.12 Participants were then asked about restricting the number of dogs walked by any one person at any one time to four. In total, eighty-five either strongly or fairly agreed with the proposal (91%).
- 2.13 In relation to the number of dogs a person can walk, the Kennel Club's response was that they felt that an arbitrary number of dogs that a person can walk depended on several factors relating to the dog walker, the dogs being walked, whether leads are used and the location where the walking is taking place. They go on to recommend using the proposed dogs on lead by direction. They go on to say that if implemented then the Council should have some form of accreditation scheme in place specifically aimed at professional dog walkers. The proposed areas with the numbers of dogs allowed to be walked can be found at **Appendix A, Schedule 3**.
- 2.14 Participants were then asked whether they had been affected by dog fouling in the Spelthorne area during the past 12 months and seventy-five respondents replied that they had been (80%).
- 2.15 They were then asked if they agreed with the requirements in the order that a person in charge of a dog must clear up after their dog immediately and carry with them the means to clear up after their dog. Ninety-two of the respondents agreed with these proposals (98%). The areas to which fouling of land and

having the means to pick up dog faeces can be found at **Appendix A, Schedules 2 and 5.**

- 2.16 The Kennel Club's response was that they strongly promote responsible dog ownership, believing that dog owners should always pick up after their dogs. They also wanted local authorities to increase proactive measures by providing more bins and allowing dog owners to dispose of waste in normal bins.
- 2.17 Spelthorne Borough Council currently provide approximately 550 bins in parks and public spaces. The Council also provide dog waste disposal bags in fifty of our parks and open spaces. The Council is also undertaking a program whereby specific dog waste bins are being phased out and larger bins for the use of all park and open space users installed. However, the Council would still expect dog walkers to have sufficient bags with them to deal with the removal of dog faeces in all scenarios.
- 2.18 The Kennel Club's response in relation to the requirement that a person has the means to pick up after a dog was that, whilst they support proactive measures to encourage responsible dog ownership and to ensure dog owners are picking up after their dogs, this must be fair and proportionate. They also suggest an effective local communications campaign to ensure people are aware of the requirement for them to carry a larger number of bags.
- 2.19 Officers will always use discretion when enforcing any part of the order. If a dog walker is reaching the end of their walk or have already picked up after their dog and disposed of the bagged waste, then no enforcement action is likely to result from this. Dog walkers should be encouraged, however, to carry multiple bags with them, and to be aware of their dog's toileting habits.
- 2.20 Participants were then asked whether dogs should be put on a lead if requested to do so by an authorised officer. Of the responses received, eighty-seven either strongly or fairly agreed with the proposal (93%).
- 2.21 The Kennel Club response was that they strongly welcome dogs on lead orders, as they allow responsible dog owners to exercise their dogs off lead without restriction providing that they are under control. The areas to which the dogs on leads by direction apply can be found at **Appendix 1, schedule3.**
- 2.22 Similarly, participants were asked whether dogs should always be on leads in Council maintained car parks, Council leisure centre car parks and cemeteries. The response was again high with eighty-six respondents being either strongly or fairly in agreement with the proposal (92%)
- 2.23 The Kennel Club response was that they could support reasonable dogs on leads orders particularly in cemeteries, picnic areas or pavements in proximity to cars and other road traffic. The areas to which dogs on leads apply can be found at **Appendix A, Schedule 4.**
- 2.24 Lastly in relation to the current proposal, participants were asked if they agreed with exemptions to the orders, persons with assistance dogs, disabilities, Emergency Services, Armed Forces, or other agencies in charge

of an assistance dog. Of the respondents, eighty-one either strongly or fairly agreed (86%).

- 2.25 The Kennel Club response was that they encourage orders to include exemptions for those with disabilities.
- 2.26 The response from the Kennel Club has been fully considered during the review of the PSPO and the conditions therein. At this stage, we are satisfied that the conditions are fair and justified and the exemptions provided are adequate.

3. Options analysis and proposal

- 3.1 The following decision options are available for consideration by the Committee:

Option 1 Preferred option

The Neighbourhood Services and Enforcement Committee adopt the extension to the proposed PSPO, which will allow the JET team to deal with complaints regarding anti-social behaviour by dog owners/walkers for a further three years.

Option 2

The Committee do not adopt the proposed PSPO which would mean that no powers would be available to Spelthorne Borough Council officers to deal with dog control issues.

Option 1 is recommended for the following reasons:

The Dog Control PSPO grants Council officers' powers to deal with all aspects of anti-social behaviour by dog owners/walkers. These powers are an important and effective tool in promoting responsible dog ownership within the Borough.

- 3.2 All of proposals that have been put forward seek to ensure that the Council's parks and open spaces are welcoming and safe for all residents, visitors, and other park users.
- 3.3 Dog fouling continues to be an issue to residents and the Council receives several complaints during a year, which are dealt with by members of the JET team.
 - a. 2021 - 86 incidents
 - b. 2022 - 68 incidents
 - c. 2023 (until October) - 81 incidents

A full monthly breakdown of dog fouling incidents can be found at **Appendix E**.

- 3.4 Of the complaints received, only a tiny fraction result in a fixed penalty notice being issued. The main reason for this is a lack of evidence and/or witnesses being unable or unwilling to provide a statement. It also is the case that when uniformed officers patrol the parks and open spaces people are more aware of their presence and tend to comply with the requirement to clear up after their dogs.

3.5 Surrey Police have also produced some data to support the proposed PSPO. During the period of the 2nd of January 2021 until the date of this report, they received:

- a. Twenty-six reports relating to “animal problems”.
- b. 141 reports relating to “pets/domesticated animals”.
- c. Ninety-three reports relating to a dog dangerously out of control.

Due to the long timeframe and the amount of data being requested, Surrey Police were unable to provide any more detailed analysis or information in relation to these reports. This includes whether the incidents in question took place on public or private land, and the nature of the incident.

3.6 One of the issues with enforcement is that there is a tendency to be reactive to events and situations which does not capture the full extent of what is happening in the Borough in relation to dog control. The Council needs to be proactive in its approach to dog control.

3.7 The additional listed proposals over and above dog fouling and dog exclusion areas will be a useful tool for Council officers to deal with wider ASB issues in a more proactive manner. Most of these issues are being caused by a tiny minority of irresponsible dog owners.

3.8 The proposed measures will hopefully go some way to address all the issues identified and make people seriously think twice about their actions or risk the real possibility of prosecution or being issued with a fixed penalty notice as outlined below.

3.9 Section 67 of the Act makes it an offence for a person without reasonable excuse-

- a. To do anything that the person is prohibited from doing by a public space protection order, or
- b. To fail to comply with a requirement to which the person is subject to under a public space protection order.
- c. A person guilty of an offence under this section is liable to a fine not exceeding level 3 on the standard scale currently £1000.

3.10 Section 68 provides the power for a constable or authorised person to issue a fixed penalty notice to anyone whom he or she has reason to believe has committed an offence under s.63 or s.67 in relation to a public space protection order. The current fixed penalty amount is £100.

3.11 Section 67 is reproduced above, and s.63 deals specifically with the consumption of alcohol in breach of prohibition of an order, so not relevant in these circumstances.

There is nothing within these proposals that indicates any risk. All requisite signs will be affixed to entrances and/or exit gates/fences or securely attached to purpose-built poles.

4. Financial implications

4.1 Most Spelthorne Borough Council’s parks and open spaces currently have the requisite signage as required by law. There are a small number of areas that

will require additional signage, and the cost for this will be met out of existing budgets.

4.2 There would be no resource increase for the JET Team who would continue enforcing within their existing areas and patrols.

4.3 There is the possibility of a small increase in revenue depending on the number of fixed penalty notices issued for non-compliance.

5. Risk considerations

5.1 There are no specific risks associated with the extension of this PSPO. It is, however, important for the reputation of the Authority that this formally reviewed as required by the legislation.

5.2 During any enforcement activity, there is a risk to the officers involved. This risk is mitigated by full risk assessments detailing necessary training and Personal Protective Equipment (PPE) to be carried by officers. These risk assessments have been approved by Health and Safety.

6. Procurement considerations

6.1 There are no procurement implications directly arising from this report.

7. Legal considerations

7.1 Legal considerations are contained within the body of the report. The proposed extended Dog Control PSPO has been reviewed by Spelthorne Borough Council's legal team and they are satisfied with its content and legal basis.

8. Other considerations

8.1 There are no other matters to be considered arising from this report.

9. Equality and Diversity

9.1 The Council aims to be consistent and even-handed in all regards. The taking of any enforcement action to deal with members of the public for offences under the dog control PSPO is not intended to have either a positive or negative impact upon equality or diversity or apply differently to any group.

9.2 The Council has a public sector equality duty under the Equalities Act 2010 to have due regard to tackle discrimination and victimisation of persons that share the characteristics protected under s.4 of the Act. The Equality Impact Assessment in Appendix F sets out the protected characteristics.

9.3 Nothing in this Order shall apply to a person who is-

- a. A disabled person within the meaning of the Equality Act 2010 whose disability restricts their ability to comply with this Order and where the dog is their guide dog or assistance dog, which they rely on or has been trained by an appropriate registered charity;
- b. Training an assistance dog in an official capacity; or
- c. In charge of a dog used by the police, emergency services, Armed Forces or other agencies permitted by the Council for official purposes.

10. Sustainability/Climate Change Implications

10.1 There are no sustainability or climate change implications directly arising from this report.

11. Timetable for implementation

11.1 If the committee agree to adopt the extended dog control PSPO, it will be uploaded to the Council website as soon as possible and published on all social media channels. The PSPO will remain in force for a further 3 year period.

12. Contact

12.1 Tristan Gardner, Streetscene & Law Enforcement Officer – 01784 444267
Neighbourhood Services

Background papers:

Anti-social behaviour, Crime and Policing Act 2014, Chapter 2 Public Space Protection Orders -

<https://www.legislation.gov.uk/ukpga/2014/12/part/4/chapter/2/enacted>

Equalities Act 2010

Human Rights Act 1998

Appendices:

Appendix A – Proposed Dog Control PSPO

Appendix B – Consultation Survey Questions

Appendix C – Consultation Summary of Responses

Appendix D – Full response from The Kennel Club

Appendix E – Council dog fouling reports – January 2021 – October 2023

Appendix F – Equality Impact Assessment

Spelthorne Borough Council

The Anti-Social Behaviour, Crime and Policing Act 2014, Part 4, Section 59

The Spelthorne Public Spaces Protection Order (Dog Control)

Spelthorne Borough Council ('the Council') in exercise of the power under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 ('the Act') and being satisfied that the conditions set out in section 59 have been met, makes the following order.

This order comes in force on2024 and will remain in force for a period of three years from the date unless extended by further order under the Council's statutory powers.

Offences

1. Dog exclusion areas

A person in charge of a dog shall be guilty of an offence if, at any time, they take the dog onto, or permit the dog to enter or remain on, any land described in Schedule 1 of this Order (which includes specified children's play areas, ball courts, multi games court, tennis courts etc.) unless:

- (a) that person has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so; or
- (c) that person is subject to the exemptions listed in paragraph 7 below.

2. Dog Fouling

A person shall be guilty of the offence if they are in charge of a dog, who defecates on land within the Borough of Spelthorne as specified in Schedule 2 and fails to remove the faeces from the land forthwith unless:

- (a) that person has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so; or
- (c) that person is subject to the exemptions listed in paragraph 7 below.

3. Professional dog walkers limit to four dogs

A person must not walk or exercise more than four dogs at any given time in the areas described in Schedule 3 of this Order unless:

- (a) that person has a reasonable excuse for doing so; or
- (b) the owner, occupier or other person or authority having control of the land has consented to that person doing so; or
- (c) that person is subject to the exemptions listed in paragraph 7 below.

4. Dogs on Leads by Direction

A person in charge of a dog shall be guilty of an offence, if, at any time on land within the Borough of Spelthorne as specified in Schedule 3, if they fail to keep their dog(s) on leads at all times and fail to comply with any direction given to them by an Authorised Officer of the Council, Police Officer or PSCO (Police Community Support Officer) to put or keep the dog on a lead unless:

- a) that person has reasonable excuse for failing to do so; or
- b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

An Authorised Officer, Police Officer or PSCO may only give direction under this Order if such restraint is reasonably necessary to prevent a nuisance or the Authorised Officer, Police Officer or PSCO considers the behaviour by the dog to be such that it is likely to cause annoyance or disturbance to any person or animal. A direction under this section can be given following an incident or complaint in relation to the behaviour of a dog.

5. Dogs on Leads

A person shall be guilty of the offence if at any time on land referred to in Schedule 4 of this order, they do not keep the dog on a lead unless:

- (a) that person has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their failing to do so.

6. Carrying suitable means for proper disposal of dog faeces

A person in charge of a dog on land referred to in Schedule 5 of this order, shall be guilty of an offence if at the time they do not comply with a direction given to them by an Authorised Officer of the Council to produce a device for, or other means of, removing dog faeces and transporting it to a bin (whether or not the dog has defecated), where the Authorised Officer has determined that that person has breached any of the Schedules contained within this Order, unless:

- (a) that person has a reasonable excuse for doing so; or
- (b) the owner, occupier or other person or authority having control of the land has consented to that person doing so; or
- (c) that person is subject to the exemptions listed in paragraph 7 below.

7. Exemptions

Nothing in this Order shall apply to a person who is –

- (a) A disabled person within the meaning of the Equality Act 2010 whose disability restricts their ability to comply with this Order and where the dog is their guide dog or assistance dog, which they rely on and has been trained by an appropriate registered charity;
- (b) Training an assistance dog in an official capacity; or
- (c) In charge of a dog used by the police, emergency services, Armed Forces or other agencies permitted by the Council for official purposes.

For the purpose of this Order –

- (a) A person who habitually has a dog in their possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- (b) Placing the faeces in a receptacle on the land which is provided for that purpose or for the disposal of waste, shall be sufficient removal from the land;
- (c) Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;

(d) An 'Authorised Officer of the Council' means an employee of Spelthorne Borough Council who is authorised in writing by Spelthorne Borough Council for the purpose of giving direction or the issuing of a fixed penalty notice under this order.

8. Penalty

Any person who without reasonable excuse fails to comply with this Order shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Any Authorised Officer may issue a fixed penalty notice to anyone he/she has reason to believe has committed an offence under section 67 of the Act in relation to this Order.

The COMMON SEAL of
SPELTHORNE BROUGH COUNCIL
was hereunto affixed in the in the
presence of:

.....
Authorised Signatory

Schedule 1 – Dog Exclusion Areas

	Location	Extent of the Restricted Area subject to dog exclusion
1.	Alexandra Park, Alexandra Road, Ashford, TW15 1TP	Fenced play area
2.	Ashford Recreation Ground, Clockhouse Lane and Rosary Gardens, Ashford, TW15 2HH	Fenced play area Tennis courts Multi Games Court
3.	Bishop Duppas Park, Walton Bridge Road and Russell Road, Shepperton TW17 8NR	Fenced play area Tennis courts and adjacent picnic area
4.	Cedars Recreation Ground, Green Street, Sunbury-on-Thames, TW16 6QQ	Fenced play area Tennis courts
5.	Charlton Village play area, Hetherington Road, Shepperton TW17 0SW	Fenced play area Fenced Ball Court (whole area)
6.	Donkey Meadow, Gaston Bridge Road, Shepperton, TW17 8HA	Fenced play area
7.	Explorer Avenue play area, Explorer Avenue, Stanwell, TW19 7SS	Fenced play areas Multi Games Court
8.	Feltham Hill Road Park, Saxon Road and Feltham Hill Road, Ashford, TW15 1LN	Fenced play area
9.	Fordbridge Park, Kingston Road, Ashford, TW15 3SJ	Tennis courts, enclosed grass area behind Beresford House
10.	Greenfield Park, Middle Green, Bingham Drive, Laleham, TW18 1QX	Fenced play area
11.	Groveley Road Recreation Ground, Groveley Road, Sunbury-on-Thames TW16 7NW	Fenced play area
12.	Halliford Park, Upper Halliford Road, Shepperton, TW17 8SN	Fenced play area
13.	Hengrove Park, Station Crescent, Ashford, TW15 3HN	Multi games court Fenced play area
14.	Kenyngton Manor Recreation Ground, Bryony Close, Sunbury-on-Thames, TW16 7RH	Fenced play area Multi games court Fenced ball courts
15.	Laleham Park, Shepperton Road and Thames Side, Laleham TW18 1SS	Fenced play areas
16.	Lammas Recreation Park, Wraysbury Road and Church Road, Staines-upon-Thames, TW18 4XZ	Fenced play areas and splash park Tennis courts Mini golf course Skate park (whole area)
17.	Littleton Recreation Ground, Laleham Road, Shepperton TW17 0JS	Multi games court Fenced play area

18.	Long Lane Recreation Ground, Cordelia Gardens and Cranford Avenue, Stanwell, TW19 7ER	Fenced play area Fenced ball court
19.	Moormead Playground, Waters Drive, Staines-upon-Thames, TW18 4RN	Fenced play area
20.	Old Bathing Station, Fordbridge Road, Sunbury-on-Thames, TW16 6AW	Fenced play area
21.	Shepperton Recreation Ground, Glebelands Garden and Grove Road, Shepperton TW17 9DH	Fenced play area
22.	Shepperton Skate Park, Shepperton Court Drive, Shepperton TW17 8EJ	Skate park (whole area)
23.	Spelthorne Grove, Sunbury, TW16 7DB	Fenced play area
24.	Stanwell Moor Recreation Ground, Horton Road, Stanwell, TW19 6AQ	Fenced play area Multi games court
25.	Stanwell Recreation Ground, Oaks Road, Stanwell TW19 7LL	Fenced play area (whole area)
26.	Staines Park, Knowle Green and Commercial Road, Staines-upon-Thames TW18 2QJ	Fenced play area Tennis courts
27.	Studios Road, Shepperton, TW17 0QW	Fenced Play area (whole area)
28.	Sunbury Park, The Walled Garden and Orchard Meadow, Thames Street, Sunbury-on-Thames, TW16 6AB	Walled Garden Fenced natural play area and Meadow
29.	Sunbury Skate Park, Sunbury-on-Thames TW16 6SB	Skate park (whole area)
30.	Victory Close, Victory Close, Stanwell, TW19 7BU	Fenced play area
31.	Village Park, Hadfield Road, Stanwell, TW19 7JQ	Fenced play area
32.	Wickets playground, The Wickets, Woodthorpe Road, Ashford, TW15 2RR	Fenced play area (whole area)
33.	Woodthorpe Recreation Ground, Woodthorpe Road, Ashford, TW15 3LQ	Fenced play area

Schedule 2 - Fouling of Land by Dogs

Schedule 2 applies to all land which is within the administrative area of Spethorne Borough Council and which is-

- (a) Open to the air (which includes land that is covered but open to the air on at least one side) and

- (b) To which the public are entitled or permitted to have access with or without payment.

Schedule 3- Professional Dog Walkers and Dogs on Lead by Direction

	Location
1.	Alexandra Park, Alexandra Road, Ashford, TW15 1TP
2.	Ashford Recreation Ground, Clockhouse Lane and Rosary Gardens, Ashford, TW15 2HH
3.	Bishop Duppas Park, Walton Bridge Road and Russell Road, Shepperton TW17 8NR
4.	Brickle Green, Sunbury, TW16 5PN (open space)
5.	Cedars Recreation Ground, Green Street, Sunbury-on-Thames, TW16 6QQ
6.	Dumsey Meadow, Chertsey Bridge Road, KT16 8LF
7.	Donkey Meadow, Gaston Bridge Road, Shepperton, TW17 8HA
8.	Echleford Recreation Ground Queens Walk and Sandringham Avenue, Ashford, TW15 3JH
9.	Explorer Avenue play area, Explorer Avenue, Stanwell, TW19 7SS
10.	Feltham Hill Park, Saxon Road and Feltham Hill Road, Ashford, TW15 1LN
11.	Flower Pot Green, Sunbury, TW16 6AA (open space)
12.	Fordbridge Park, Kingston Road, Ashford, TW15 3SJ
13.	Fordbridge North (Shrublands) Recreation Ground, Woodthorpe Road, Ashford, TW15 3LQ
14.	Greenfield Park, Middle Green, Bingham Drive, Laleham, TW18 1QX
15.	Groveley Road Recreation Ground, Groveley Road, Sunbury-on-Thames TW16 7NW
16.	Halliford Park, Upper Halliford Road, Shepperton, TW17 8SN
17.	Hawke Park, between Green Street and Bramwell Close, Sunbury
18.	Hengrove Park, Station Crescent, Ashford, TW15 3HN
19.	Kenyngton Manor Recreation Ground, Bryony Close, Sunbury-on-Thames, TW16 7RH
20.	Kingslawn and Church Wharf, Sunbury, TW16 6AF (open space)
21.	Laleham Park, Shepperton Road and Thames Side, Laleham TW18 1SS
22.	Lammas Recreation Park, Wraysbury Road and Church Road, Staines-upon-Thames, TW18 4XZ
23.	Lauser Road Park - Town Lane, Town Lane and Lauser Road, Stanwell, TW19 7PT

24.	Littleton Recreation Ground, Laleham Road, Shepperton TW17 0JS
25.	Littleton Green, Shepperton, TW17 0QP (open space)
26.	Long Lane Recreation Ground, Cordelia Gardens and Cranford Avenue, Stanwell, TW19 7ER
27.	Lower Halliford Green, Shepperton, TW17 8SD (open space)
28.	Manor Park, Shepperton, TW17 9JS
29.	Memorial Gardens, Staines-upon-Thames, Staines TW18 4EA
30.	Moormead Playground, Waters Drive, Staines-upon-Thames, TW18 4RN
31.	Nuthatch Playground, Nuthatch Close, Stanwell, TW19 7BN
32.	Old Bathing Station, Fordbridge Road, Sunbury-on-Thames, TW16 6AW
33.	Rivermead Island, Sunbury, TW16 5QY (Open space)
34.	Russell Road Greens, Shepperton. TW17 8NR
35.	Scott Freeman Gardens, Church Rd, Shepperton, Stanwell, Ashford TW15 3DZ
36.	Shepperton Recreation Ground, Glebelands Garden and Grove Road, Shepperton TW17 9DH
37.	Fordbridge North (Shrublands) Recreation Ground, Woodthorpe Road, Ashford, TW15 3LQ
38.	Shortwood Common, Staines-Upon-Thames, TW18 3HJ
39.	Spelthorne Grove, Sunbury, TW16 7DB (Open space)
40.	Splash Meadow, Shepperton TW17 8BS
41.	Staines Moor, Staines-Upon-Thames, TW19 6EQ
42.	Staines Park, Knowle Green and Commercial Road, Staines-upon-Thames TW18 2QJ
43.	Stanwell Churchyard, Stanwell, TW19 7PT (Open spaces)
44.	Stanwell Moor Recreation Ground, Horton Road, Stanwell, TW19 6AQ
45.	Stanwell Recreation Ground, Oaks Road, Stanwell TW19 7LL
46.	Stanwell Village Green, Stanwell, TW19 7JS (open space)
47.	Studios Road, Shepperton, TW17 0QW
48.	Studios Walk, between Squires Bridge Road and Oberon Way, Shepperton

49.	Sunbury Park, Thames Street, Sunbury-on-Thames, TW16 6AB
50.	Towing Path Greens, Shepperton, TW17 9LJ (Open space)
51.	Upper Halliford Green, Shepperton, TW17 8SD (Open space)
52.	Victory Close, Victory Close, Stanwell, TW19 7BU
53.	Village Park, Hadfield Road, Stanwell, TW19 7JQ
54.	Windmill Green, Shepperton, TW17 8LS (Open space)
55.	Woodthorpe Recreation Ground, Woodthorpe Road, Ashford, TW15 3LQ

Schedule 4- Dogs on Lead

Car parks

	Location
1.	Abbey Drive car park, Laleham, TW18 1SR
2.	Ashford Recreation Ground car park, TW15 1BX
3.	Bishop Duppas car park, TW17 8NR
4.	Cedars Recreation Ground car park, Sunbury, TW16 6LL
5.	Dumsey Meadow car park, Chertsey Bridge Road, KT16 8LF
6.	Elmsleigh MSCP, Staines-upon-Thames, TW18 4TL
7.	Elmsleigh Road car park, Staines-upon-Thames, TW18 4QW
8.	Elmsleigh surface car park, Staines-upon-Thames, TW18 4TL
9.	Fordbridge Park car park, Ashford, TW15 3SJ
10.	Groveley Recreation Ground car park, Sunbury, TW16 7LB
11.	Hengrove Recreation Ground car park, Ashford, TW15 3HJ
12.	Kenyngton Manor Park car park, Sunbury, TW16 7RU
13.	Kingston Road car park, Staines-upon-Thames, TW18 4LQ
14.	Laleham Park and Thameside car park, Laleham, TW18 1SS
15.	Lammas Recreation Ground car park, Staines-upon-Thames, TW18 4UA
16.	Littleton Recreation Ground car park, Shepperton, TW17 0JR
17.	Manor Park car park, Shepperton, TW17 9JT
18.	Old Bathing Station car park, Sunbury, TW16 6AW
19.	Riverside surface car park, Thames Street, Staines-upon-Thames, TW18 4TA
20.	Shepperton Village Hall car park, High Street, Shepperton, TW17 9AU
21.	Staines Park car park, Commercial Road, TW18 1FA
22.	Sunbury Park Car parks – Green Street, Orchard Meadow, Walled Garden – TW16 6AB
23.	Tothill MSCP, Elmsleigh Road, Staines-upon-Thames TW18 4PN

Cemeteries

	Location
24.	Ashford Burial Ground, London Road, Stanwell, TW15 3AF

25.	Sunbury Cemetery, Green Way, Sunbury on Thames, TW16 6NW
26.	Staines Cemetery, London Road Staines-upon-Thames, TW18 4JN
27.	Stanwell Burial Ground, Town Lane, Stanwell, TW19 7PT

Leisure Centres

	Location
17.	Spelthorne Leisure Centre, Knowle Green, Staines-upon-Thames TW18 1AJ
18.	Sunbury Leisure Centre, Nursery Road, Sunbury-on-Thames TW16 6LG

Schedule 5 – Means to pick up dog faeces

Schedule 2 applies to all land which is within the administrative area of Spethorne Borough Council and which is-

- (a) Open to the air (which includes land that is covered but open to the air on at least one side) and
- (b) To which the public are entitled or permitted to have access with or without payment.

Schedule 6 – Map of administrative area of Spelthorne Borough Council



Survey for Dog PSPO Questions

In 2017 the two Spelthorne Dog Control Orders were automatically converted into a single Public Space Protection Order (PSPO) under s59 Anti-social Behaviour Crime and Policing Act 2014. These orders allow conditions to be implemented relating to the control of dogs in public. Currently the Spelthorne Borough Council PSPO has six conditions which are: the exclusion of dogs from specific areas such as children's play areas, ball courts, tennis courts and multi games areas, within parks, recreation grounds and open spaces, the offence of not picking up after your dog (dog fouling), the requirement that a dog owner must carry suitable means for collecting any dog faeces, a restriction on number of dogs that a professional dog walker can control at any given time, the requirement that dogs must be placed on leads in any public area if required to do so by an authorised officer, Police Officer or PCSO, and finally that dogs are required to be on leads at all times in areas including Council car parks, cemeteries and Leisure Centre car parks. The PSPO has been in place since the 2nd of January 2021, and is being reviewed as required by the above legislation after three years.

Data Protection and Confidentiality

We comply with all legislation governing the protection of personal information, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Any personal information you supply will remain strictly confidential and anonymous and will be held and used in line with the Data Protection Act 2018. We will only use your personal information for the purpose for which it has been given. The information you provide through this survey will be kept secure and analysed by Spelthorne Borough Council.

1. Do you own a dog/s?

Yes, No

2. Are you a professional dog walker?

Yes, No

3. What is your postcode? (This is to help us understand the distribution of respondents geographically and if views differ)

.....

Section 1 - Dog Exclusion Areas

1. To what extent do you agree or disagree that dogs should be excluded from:

Ball Courts- Strongly agree, fairly agree, Neither agree nor disagree, Fairly disagree, Strongly disagree, Don't know, Not able to comment/don't visit the area.

Childrens play areas- Strongly agree, fairly agree, Neither agree nor disagree, Fairly disagree, Strongly disagree, Don't know, Not able to comment/don't visit the area.

Multi-games areas - Strongly agree, fairly agree, Neither agree nor disagree, Fairly disagree, Strongly disagree, Don't know, Not able to comment/don't visit the area.

Tennis Courts- Strongly agree, fairly agree, Neither agree nor disagree, Fairly disagree, Strongly disagree, Don't know, Not able to comment/don't visit the area.

Open spaces – Strongly agree, fairly agree, Neither agree nor disagree, Fairly disagree, Strongly disagree, Don't know, Not able to comment/don't visit the area.

Do you have any other comments on the current dog exclusion areas?

Section 2- Professional Dog Walkers

The Council are proposing a restriction on the number of dogs that can be walked by a person at any given time to a maximum of four dogs. They are looking at this as there has been a number of complaints regarding aggressive dogs, lack of control and dog straying without the owner's control.

2. Do you agree or disagree with the proposed restriction on the number of dogs walked by a person at any given time?

-Strongly agree, Fairly agree, Neither agree or disagree, Fairly disagree, Strongly disagree, Don't know.

Any additional comments on the requirement for professional dog walkers to walk no more than four dogs at any one time-

Section 3- Dog Fouling

3. In the past 12 months have you been affected by dog fouling in Spelthorne?

-Yes

-No

-Don't know

-Prefer not to say

4. Do you consider uncollected dog waste to be a problem in the Spelthorne area?

-Yes

-No

-Don't know

-Prefer not to say

5. If yes, how frequently do you see uncollected dog waste?

-Never

-Rarely

-Occasionally

-Frequently

-Always

Section 4- Carrying suitable means

6. Do you agree or disagree with the requirement of the proposed order that a person in charge of a dog must clear up after their dog immediately and carry with them the means to clear up after their dog?

-Yes

-No

-Don't know.

Any additional comments on requirement for people in charge of a dog to clear up after the dog immediately-

.....

Section 5- Dogs on Leads

7. We recognise that the vast majority of dog owners are responsible and keep their dogs under control while they are out. However if they are not properly supervised and kept under control they can cause nuisance or injury to members of the public or other animals and may even cause road traffic accidents. We believe that for welfare reasons, dog owners should be able to exercise their dogs off the lead in open spaces. We also believe for the reasons mentioned above that it may be necessary to require that a dog owner puts his/her dog if requested to do so by an authorised officer which includes a Local Authority Enforcement Officer, a Police Officer or a Police Community Support Officer. There are also a number of areas where dogs must be on leads at all times such as in Council car parks, Cemeteries and Leisure Centre car parks.

To what extent do you agree or disagree with the proposed requirement that dogs must be placed on a lead if requested by an authorised officer?

-Strongly agree, Fairly agree, Neither agree or disagree, Fairly disagree, Strongly disagree, Don't know.

Any additional comments on requirement for people in charge of a dog to put a dog on lead if required to do so by an authorised officer-

To what extent do you agree or disagree that dogs should always be on a lead in Council Maintained car parks, cemeteries and Council Leisure Centre car parks.

-Strongly agree, Fairly agree, Neither agree or disagree, Fairly disagree, Strongly disagree, Don't know.

Any additional comments on requirement for people in charge of a dog to keep a dog on lead in the above locations-

Section 6- Exceptions to the orders

Currently, dog control restrictions do not apply to all people and the Council wants to ensure that any restrictions placed on dog owners and handlers are reasonable and take into account particular groups of where it is not possible to comply.

The order does not apply to a person in control of a working assistance dog which has been trained to assist a person who has a disability or any emergency services, Armed Forces or other agencies in charge of an assistance dog.

7. To what extent do you agree with this exception?

-Strongly agree, Fairly agree, Neither agree nor disagree, Fairly disagree, Strongly disagree, Don't know.

8. Do you consider yourself to have a longstanding illness, disability or infirmity? *(The definition of a disability in the Equality Act 2010 is a "physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities"*

-Yes, No, Prefer not to say.

What age bracket do you fall into?

-18-24

-25-34

-35-44

-45-54

-55-64

-65+

-Prefer not to say

Do you have any additional comments about the proposed Dog Control Public Space Protection Order?

Thank you for your time in completing this questionnaire.

Dog Control PSPO

Summary of Responses

	Table of Responses	Respondents	Non-Respondents
Search Responses	Cross-Tabulate	Export	

1

Do you own a dog/s?



[View Responses](#)

[Quick Report](#)

2

Are you a professional dog walker?



[View Responses](#)

[Quick Report](#)

3

What is your postcode? (This is to help us understand the distribution of respondents geographically and if views differ)

This question has been answered 94 times.

[View Responses](#)

[Quick Report](#)

4

To what extent do you agree or disagree that dogs should be excluded from:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Don't visit the area
Ball Courts	68	18	1	4	2		1
Childrens Play Areas	81	10		2	1		
Multi Games Areas	68	17	6	1	2		
Tennis Courts	71	12	3	3	3		2
Open Spaces	25	9	11	16	33		

[View Responses](#)

[Quick Report](#)

5

The Council are proposing a restriction on the number of dogs that can be walked by a person at any given time to a maximum of four dogs. They are looking at this as there has been a number of complaints regarding aggressive dogs, lack of control and dog straying without the owner's control.

Do you agree or disagree with the proposed restriction on the number of dogs walked by a person at any given time?



[View Responses](#)

[Quick Report](#)

6

In the past 12 months have you been affected by dog fouling in Spelthorne?



[View Responses](#)

[Quick Report](#)

7

Do you consider uncollected dog waste to be a problem in the Spelthorne area?



[View Responses](#)

[Quick Report](#)

8

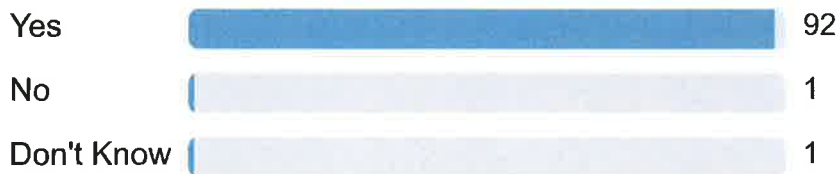
If yes, how frequently do you see uncollected dog waste?



[View Responses](#)[Quick Report](#)

9

Do you agree or disagree with the requirement of the proposed order that a person in charge of a dog must clear up after their dog immediately and carry with them the means to clear up after their dog?

[View Responses](#)[Quick Report](#)

10

We recognise that the vast majority of dog owners are responsible and keep their dogs under control while they are out. However if they are not properly supervised and kept under control they can cause nuisance or injury to members of the public or other animals and may even cause road traffic accidents. We believe that for welfare reasons, dog owners should be able to exercise their dogs off the lead in open spaces. We also believe for the reasons mentioned above that it may be necessary to require that a dog owner puts his/her dog if requested to do so by an authorised officer which includes a Local Authority Enforcement Officer, a Police Officer or a Police Community Support Officer. There are also a number of areas where dogs must be on leads at all times such as in Council car parks, Cemeteries and Leisure Centre car parks.

To what extent do you agree or disagree with the proposed requirement that dogs must be placed on a lead if requested by an authorised officer?



Strongly disagree  0

Don't know  0


[View Responses](#)

[Quick Report](#)

11

To what extent do you agree or disagree that dogs should always be on a lead in Council Maintained car parks, cemeteries and Council Leisure Centre car parks.

Strongly agree  77

Fairly agree  9

Neither agree or disagree  4

Fairly disagree  1

Strongly disagree  3

Don't know  0

[View Responses](#)

[Quick Report](#)

12

Currently, dog control restrictions do not apply to all people and the Council wants to ensure that any restrictions placed on dog owners and handlers are reasonable and take into account particular groups of where it is not possible to comply.

The order does not apply to a person in control of a working assistance dog which has been trained to assist a person who has a disability or any emergency services, Armed Forces or other agencies in charge of an assistance dog.

To what extent do you agree with this exception?

Strongly agree  54

Fairly agree  27

Neither agree nor disagree  6

Fairly disagree  4

Strongly disagree  2


Don't know.  1

[View Responses](#)

[Quick Report](#)

13

Do you consider yourself to have a longstanding illness, disability or infirmity? *(The definition of a disability in the Equality Act 2010 is a "physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities")*

Yes  12

No  75

Prefer Not To Say  7

[View Responses](#)

[Quick Report](#)

14


What age bracket do you fall into?

18-24  3

25-34  1

35-44  20

45-54  19

55-64  25

65+  19

Prefer not to say  7

[View Responses](#)

[Quick Report](#)

15

Do you have any additional comments about the proposed Dog Control Public Space Protection Order?

This question has been answered 94 times.

[View Responses](#)

[Quick Report](#)

This page is intentionally left blank

Formal Response Spelthorne Borough Council's Public Spaces Protection Order Consultation

Submitted on 18th October 2023 by: The Kennel Club, Clarges Street, Piccadilly, London W1J 8AB, email: kcdog@thekennelclub.org.uk

The Kennel Club is the largest organisation in the UK devoted to dog health, welfare, and training. Our objective is to ensure that dogs live healthy, happy lives with responsible owners. We campaign for and advocate on behalf of dogs and their owners and, as part of our external affairs activities, engage with local authorities on issues such as Public Spaces Protection Orders (PSPOs).

The Kennel Club is the only national organisation named by the UK Government as a body that local authorities should consult prior to introducing restrictions on dog walkers and is considered the leading canine authority on dog access. As such, we would like to highlight the importance of ensuring that PSPOs are necessary and proportionate responses to problems caused by dogs and irresponsible owners. We also believe that it is essential for authorities to balance the interests of dog owners with the interests of other access users.

Response to proposed measures

Dog access – exclusion from playgrounds, recreational facilities, etc

The Kennel Club does not typically oppose Orders to exclude dogs from playgrounds or enclosed recreational grounds, such as skate parks or tennis courts, as long as alternative provisions are made for dog walkers in the vicinity. Children and dogs should be able to socialise together quite safely under adult supervision, with having a child in the home the biggest predictor for a family owning a dog.

Dog fouling

The Kennel Club strongly promotes responsible dog ownership, and believes that dog owners should always pick up after their dogs wherever they are, including fields and woods in the wider countryside, and especially where farm animals graze to reduce the risk of passing Neospora and Sarcocystosis to cattle and sheep respectively.

We would like to take this opportunity to encourage the local authority to employ further proactive measures to help promote responsible dog ownership throughout the local area in addition to introducing Orders in this respect.

These proactive measures can include: increasing the number of bins available for dog owners to use; communicating to local dog owners that bagged dog faeces can be disposed of in normal litter bins; running responsible ownership and training events; or using poster campaigns to encourage dog owners to pick up after their dog.

Means to pick up

Whilst we support proactive efforts on behalf of local authorities to encourage responsible dog ownership, measures to require owners to pick up after their dogs must be fair and proportionate. We would not like to see responsible dog owners penalised unfairly. The

Kennel Club has concerns regarding the proposal to introduce an offence of not having the means to pick up. Responsible owners will usually have dog waste bags or other means to clear up after their pets. However, if dog owners are approached at the end of a walk they may have already used the bags that they have taken out or given a spare bag to someone who has run out, for example. Such behaviour is encouraged by Green Dog Walker schemes.

It is also plausible that such proposals could, in certain circumstances, perversely incentivise dog walkers to not pick up after their dog. Dog walkers could be made to decide between using their final waste bag and risk being caught without means to pick up, or risk not picking up in order to have a means to pick up should they be stopped later on their walk. It is reasonable to assume a proportion of dog walkers would choose the second option if they believed this was the least likely route to being caught, especially if the penalty for not picking up was the same as not being in possession of a means to pick up.

Local authorities may wish to consider introducing a clause which provides an exemption for those who have run out of bags but are able to prove that they were in possession of and made use of these during their walk. It is essential that an effective communication campaign is launched in the local area to ensure that people are aware of the plans and have an excess supply of dog waste bags with them.

Additionally, appropriate signage should be erected to inform that those who are not familiar with the local rules are not unfairly caught out. The most effective spot checks that the local authority could carry out are those which catch offenders in the act of not picking up, rather than guessing behaviours on the basis of what dog owners are or are not carrying with them. For example, in the absence of waste bags, owners trying to flout the measures could theoretically point to any number of items on their person that they intend to use. This gives rise to concerns about the ease with which local authorities could successfully enforce this law when trying to define whether or not dog owners have a means of picking up.

Alternatively, an irresponsible owner looking to avoid a fine could simply tie one bag to their dog's lead or collar but not actually use it. Cornwall Council considered introducing a similar means to pick up measure, but subsequently decided against doing so as they deemed it to be disproportionate and concluded that the requirement would be 'toothless', as it would be highly unlikely to be enforceable in a magistrates court. If the Council proceeds to introduce such a measure, it is essential it provides greater clarity to dog walkers on how to comply with the Order.

Maximum number of dogs a person can walk

We feel that an arbitrary maximum number of dogs a person can walk is an inappropriate approach to dog control that can result in displacement and subsequently intensify problems in other areas. The maximum number of dogs a person can walk in a controlled manner is dependent on a number of other factors relating to the walker, the dogs being walked, whether leads are used, and the location where the walking is taking place.

An arbitrary maximum number can also legitimise and encourage people to walk dogs up to the specified limit, even if at a given time or circumstance they cannot control that number of dogs.

We thus suggest instead that defined outcomes are used to influence people walking one or more dogs – domestically or commercially – such as dogs always being under control or on lead in certain areas. An experienced dog walker, for example, may be able to keep a large number of dogs under control during a walk whilst an inexperienced private dog owner may struggle to keep one dog under control. Equally, the size and training of dogs are key factors, hence why an arbitrary maximum number is inappropriate. The Kennel Club would recommend the local authority instead uses the ‘dogs on lead by direction’ measures and other targeted approaches – including Acceptable Behaviour Contracts and Community Protection Orders – to address those who do not have control of the dogs that they are walking.

A further limitation of this proposed measure is that it does not prevent people with multiple dogs walking together at a given time, while not exceeding the maximum number of dogs per person. Limits may also encourage some commercial dog walkers to leave excess dogs in their vehicles, causing severe animal welfare concerns.

If the proposed measure is being considered as a result of issues arising from commercial dog walkers, we suggest councils instead look at accreditation schemes that have worked successfully in places like East Lothian. These can be far more effective than numerical limits as they can promote good practice rather than simply curbing the excesses of just one aspect of dog walking. Accreditation can also ensure dog walkers are properly insured and act as advocates for good behaviour by other dog owners.

On lead

We can support reasonable ‘dogs on lead’ Orders which can, when used in a proportionate and evidence-based way, include areas such as cemeteries, picnic areas, or on pavements in proximity to cars and other road traffic.

On lead by direction

The Kennel Club strongly welcomes ‘On lead by direction’ Orders. These allow responsible dog owners to exercise their dogs off lead without restriction providing their dogs are under control, whilst simultaneously giving the local authority powers to restrict dogs not under control.

We recommend that the authorised officer enforcing the Order is familiar with dog behaviour in order to determine whether restraint is necessary. There exists the possibility that a dog, through no fault of its own, could be considered a ‘nuisance’ or ‘annoyance’ to someone who simply does not like dogs.

We encourage local authorities to make use of more flexible and targeted measures at their disposal, including Acceptable Behavioural Contracts and Community Protection Notices. Kennel Club Good Citizen Training Clubs and our accredited trainers can assist owners whose dogs run out of control due to them not having the ability to train a reliable recall.

Assistance dogs

The Kennel Club welcomes the exemptions proposed in this Order for assistance dogs. We urge the Council to review the Equality and Human Rights Commission’s guidance for businesses and service providers when providing any exemptions for those who rely on

assistance dogs. The guidance can be viewed here:

<https://www.equalityhumanrights.com/sites/default/files/assistance-dogs-a-guide-for-all-businesses.pdf>

Appropriate signage

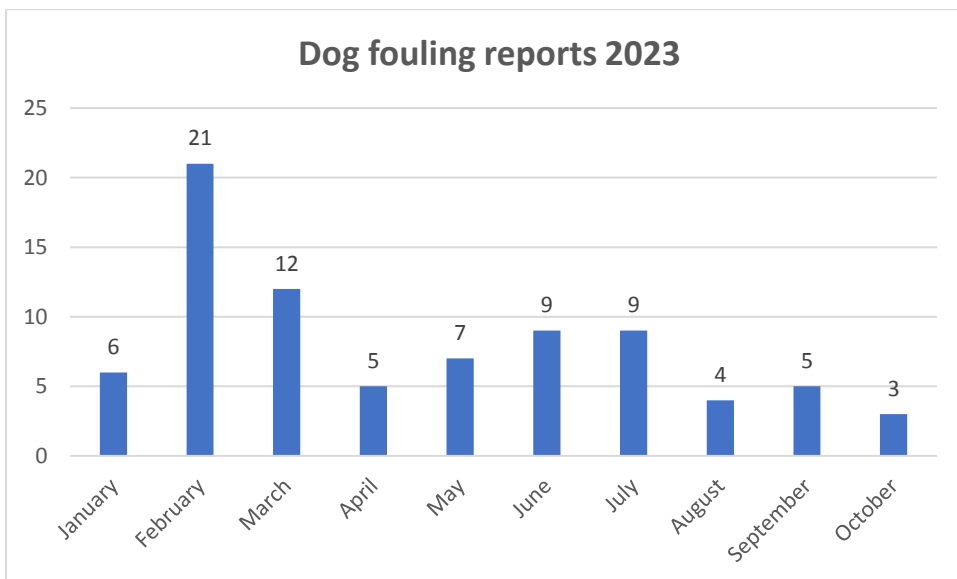
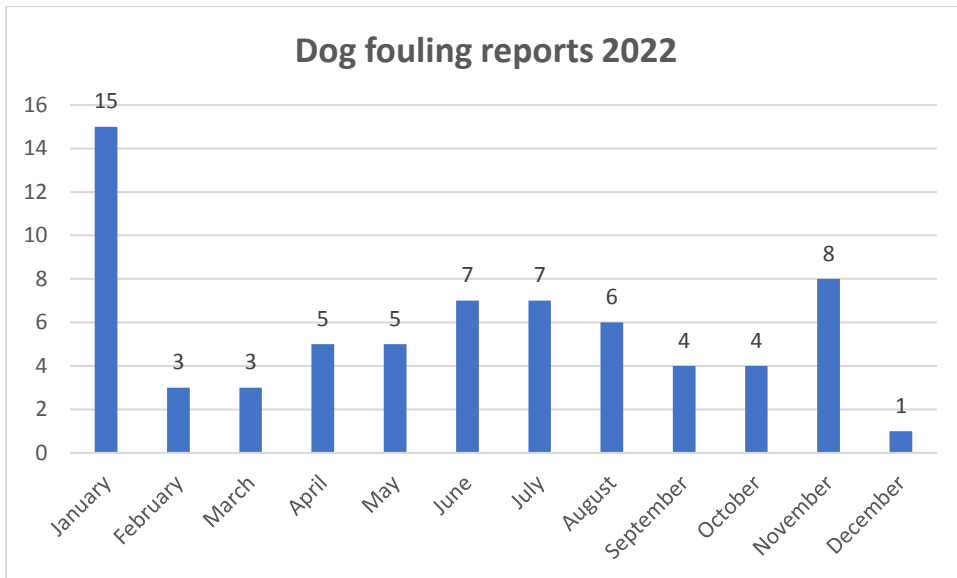
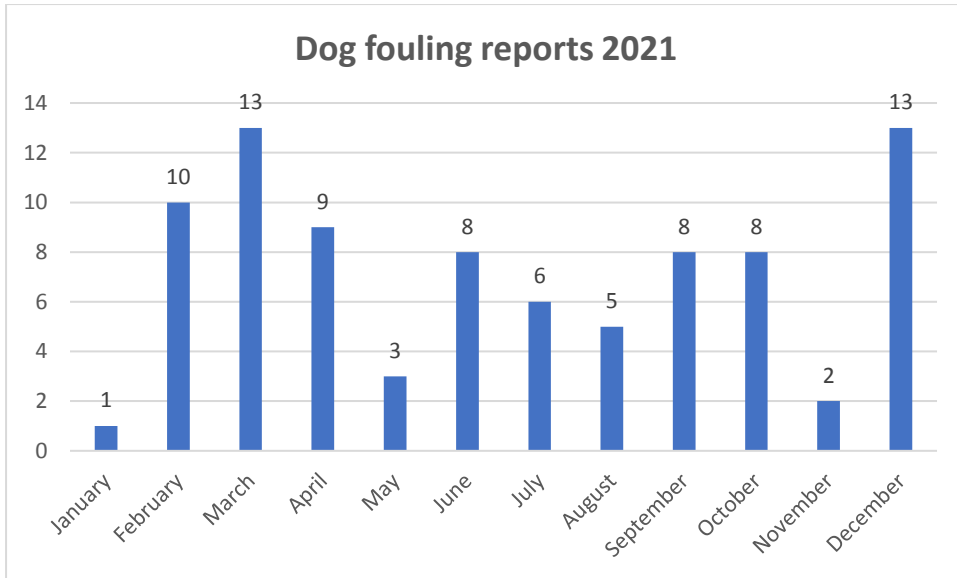
It is important to note that in relation to PSPOs, The Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014 makes it a legal requirement for local authorities to –

“cause to be erected on or adjacent to the public place to which the order relates such notice (or notices) as it considers sufficient to draw the attention of any member of the public using that place to -

- (i) the fact that the order has been made, extended or varied (as the case may be); and
- (ii) the effect of that order being made, extended or varied (as the case may be).”

Regarding dog access restrictions, such as a ‘Dogs on Lead’ Order, on-site signage should clearly state where such restrictions begin and end. This can be achieved with signs that say on one side, for example, ‘You are entering [type of area]’ and ‘You are leaving [type of area]’ on the reverse.

While all dog walkers should be aware of their requirement to pick up after their dog, signage must be erected for the PSPO to be compliant with the legislation.



This page is intentionally left blank



Full Equality Impact Assessment (EqIA)

An EqIA Screening has identified this proposal/policy/ project as requiring a full EqIA. This means there is a risk of significant adverse impact on service users/ residents including '[vulnerable groups](#)' and/or those with certain [protected characteristics](#). An EqIA shows how you have and intend to ensure equalities issues are taken into account in:

1. making key decisions (may be covered to some extent in the screening)
2. implementing agreed decision
3. reviewing the outcome of the decision

This document is a way of recording processes and is a key part of showing 'due regard'. The document can be updated and shared with decision makers throughout the project be used to inform which approaches/ideas etc. are taken forward, how it is implemented and to review its success.

SERVICE AREA	Neighbourhood Services
TITLE OF BUDGET OPTION/REPORT	Dog Control- PSPO
PORTFOLIO HOLDER	Neighbourhood Services and Enforcement Committee
GROUP HEAD	Jackie Taylor
AUTHOR (name and job title)	Tristan Gardner – Streetscene & Law Enforcement Officer

REASONING BEHIND THE PROPOSAL:

Extension of Public Spaces Protection Order (Dog Control) 2021

The Public Spaces Protection Order (Dog Control) is due to expire on the 2nd of January 2024. At any point before expiry of the Order, the Council can vary or extend it by up to three years if they consider it is necessary to prevent the original behaviour from occurring or recurring.

The Activities currently prohibited by the Order are:

- a. Permitting a dog to enter land from which dogs are excluded
- b. Failing to remove dog faeces immediately
- c. Limiting professional dog walkers to a maximum of 4 dogs
- d. Failing to put a dog on a lead if directed to do so by an authorised officer
- e. Failing to keep a dog on a lead within certain areas
- f. Failing to carry suitable means for proper disposal of dog faeces

The above orders were originally passed by Spelthorne Borough Council, and came into force on the 2nd of January 2021 under the provisions of S 59 Anti-Social Behaviour, Crime and Policing Act 2014.

The Order is not put forward as a means of unduly restricting the exercising or recreation of dogs across the Borough of Spelthorne. The reason for making the Order is to address the detrimental effect on the quality of life of those in the Borough caused by the irresponsible behaviour of a small minority of dog owners; and to set out a clear standard of behaviour to which all dog owners are required to adhere. At any point before expiry of the Order, the Council can extend it by up to three years if they consider it is necessary to prevent the original behaviour from occurring or recurring.

According to section 60(2) of the Act, before the time when a PSPO is due to expire, the local authority that made the PSPO may extend the period for which it has effect if satisfied on reasonable grounds that doing so is necessary to prevent –

1. Occurrence or recurrence after that time of the activities identified in the Order, or

2. An increase in the frequency or seriousness of those activities after that time. However according to section 61 of the Act, the Order may be varied by increasing or reducing the affected area, or by altering or removing a prohibition or requirement included in the Order or by adding a new one. Where an order is varied if satisfied on reasonable grounds that two conditions are met. The first condition is that:

- a. Activities carried on in a public place within the Council's area have had a detrimental effect on the quality of life of those in the locality; or,
- b. It is likely that activities will be carried on in a public place

The second condition is that the effect or likely effect, of the activities:

- a. Is or is likely to be, of a persistent or continuing nature;
- b. Is, or is likely to be, such as to make the activities unreasonable; and,
- c. Justifies the restrictions imposed by the notice.

The existing prohibited activities and the newly recommended prohibited activities have been the subject of public consultation between 18 September and 22 October 2023 and a total of 94 responses were received from members of the public and written submissions by the Kennel Club and Surrey Police.

- a. The current dog exclusion area remains the same.

The consultation results for exclusion from Ball Courts was 86 either strongly or fairly agree, Children's play areas was 91 responses that either were strongly or fairly agree, multi-games areas was 85 that either strongly or fairly agree and in the case of tennis courts 83 either strongly or fairly agree.

From the Kennel Club written response they do not normally oppose exclusion areas providing areas are provided for dog walkers. In all of the areas within the Borough there is ample provision for dog walkers

- b. The fouling of land within the Borough of Spelthorne remains the same.

The consultation in relation to Members of the Public who had been affected by dog fouling was 75 of the received responses. The Kennel Club fully supports dog owners clearing up after their dogs.

c. Professional dog walkers limit to four dogs.

The consultation question restricting the number of dogs walked at one time drew 85 responses from people who either strongly or fairly agree. Whereas the Kennel Club feels that there should not be an arbitrary number per dog walker. However the fact remains that the fewer dogs walked by one person would hopefully reduce the instances of complaints in relation to unruly dogs.

d. Dogs on Leads by direction

In relation to this question the response were 87 either strongly or fairly agree with the proposal of dogs be required to be put on leads if requested to do so. The Kennel Club were supportive of this provision.

e. Dogs on Leads

This question stipulated that dogs must be on a lead at all times in Council Car Parks, Cemeteries and Leisure Centre Car Parks, the number of responses that either strongly or fairly agree were 86. The Kennel Club were supportive of this measure providing it is proportionate a response.

f. Carrying Suitable means for the proper disposal of dog faeces.

In response to this question 92 people agreed that dog owners should clear up after their dog immediately and carry with them the means to do so. In relation to this the Kennel Club were not so supportive and suggest that if accepted a thorough and effective communications campaign would need to be run in the local area.

All of the current and proposed changes are to ensure that the Parks, Open Spaces and Highways within Spelthorne remain a safe area for all members of the Community.

Detail which protected characteristics (and groups within) were identified in the screening as at risk of adverse impact:

Age: No Gender: No Disability: Yes Race: No

Religion: No Sexual Orientation: No Other: No Multiple characteristics: No

See below

**MAKING INFORMED DECISIONS – USEFUL DATA
DATA GATHERING**

The Data used for this was the JET Team monthly Dog Fouling Statistics going back to 2021.

The responses from the Public Consultation along with a written submission by the Kennel Club.

MAKING INFORMED DECISIONS – STAKEHOLDER CONSULTATION/ENGAGEMENT

VIEWS FROM STAKEHOLDER CONSULTATION/ENGAGEMENT

The proposed changes had been out for public consultation. 94 responses were received from members of the public during the month long survey and the results were overwhelmingly in favour of the proposals and broadly speaking the Kennel Club was also in favour of the majority of the proposals.

Full details of the Public Consultation and Kennel Club responses are attached within the papers. The Police have also provided data in relation to allegations of incidents involving dogs and allegations of dogs dangerously out of control. Data in relation to dog fouling incidents have been taken from the JET Monthly Enforcement Figures.

OVERALL IMPACT

(a) Age

Note that this refers to any group of people of a particular age (e.g. 32 year-olds), or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and adults at risk.

Currently the Order applies to all age groups, and the proposed varied order includes some additional restrictions on parks and restrictions on the number of dogs that can be walked. This may have a negative impact on members of the public that utilise these areas for walking their dogs, however restrictions are placed on a small number of areas that are not designed for the exercise of dogs and other suitable locations can be found near to areas where restrictions apply. Conversely this may also have a positive impact to family users of fenced parks, allowing free use of play areas without the fear of dogs sharing the same space.

(b) Disability

Note that a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Currently the Order does not apply to all people. Nothing in the Order applies to a person in control of a working assistance dog which they rely on and has been trained to assist a person who has a disability by an appropriate registered charity. For the purposes of the Order, a “disability” means a condition that qualifies as a disability for the purposes of the Equality Act 2010. It is proposed that the same exemptions continue with the new Order to ensure that the restrictions placed on dog owners / handlers are reasonable and take into account conditions where it is not possible to comply.

(c) Gender reassignment

There are no equality impacts specific to this protected characteristic.

(d) Marriage and civil partnership

There are no equality impacts specific to this protected characteristic

(e) Pregnancy and maternity

This may well continue have a positive impact to family users of fenced parks, allowing free use of play areas without the fear of dogs sharing the same space and becoming too excited and potentially hurting children unwittingly.

(f) Race

Note that the protected characteristic ‘race’ refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

There are no equality impacts specific to this protected characteristic

(g) Religion or belief

There are no equality impacts specific to this protected characteristic

(h) Sex Gender

There are no equality impacts specific to this protected characteristic

(i) Sexual orientation

There are no equality impacts specific to this protected characteristic

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty

All enforcement action is undertaken in accordance with the council's Corporate Enforcement Policy. Currently the option for dealing with dog control is fixed penalty notices, which offers individuals and businesses the opportunity to pay a monetary fine, and in turn discharge their liability to prosecution (they will not end up with a criminal record). The continuation of fines at the level of £100 per offence. The council does not offer payment by instalments or payment plans. Payment for fixed penalties can only be accepted for the full amount. However in cases of extreme financial difficulties, officers have discretion to be able to offer a written letter of warning. The officers will work together with those issued fixed penalties to avoid prosecution where possible.

The overall impact of these changes is not expected to change the number of fines issued but more to make the public aware of what they can do in relation to the exercising of their dogs within the Borough of Spelthorne. All parks, open spaces, cemeteries and car parks will display a sign with the relevant PSPO restrictions for that area. It will hopefully make the Borough of Spelthorne Safer for all of its diverse communities.

Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqIA accordingly.)

Update of EqIA will follow 6 months after implementation of provisions.

Name and job title of lead officer for this equality impact assessment: Tristan Gardner, Streetscene & Law Enforcement Officer

Date of EqIA sign off: 06 November 2023

This page is intentionally left blank

Neighbourhood Services & Enforcement Committee



18 January 2024

Title	<i>Draft Proposed Fees and Charges for 2024-25 for this Committee</i>
Purpose of the report	To make a decision and a recommendation to Corporate Policy & Resources Committee
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Review the proposed Fees and Charges for 2024-25 for this Committee. 2. Approve the proposed Fees and Charges for 2024-25 for this Committee. 3. Recommend to Corporate Policy & Resources Committee that they approve the proposed Fees and Charges for 2024-25
Reason for Recommendation	<p><i>Council approved Fees & Charges are an important source of income for the authority each year and are a key importance in balancing the Budget.</i></p> <p><i>Council must approve and publish the 2024-25 Fees and charges on the Council website by 1 April 2024.</i></p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The Council has a legal obligation to set the Fees and charges for 2024-25 and publish them on the Council's website by 1 April 2024. 	<ul style="list-style-type: none"> • As part of producing a balance budget the Fees & Charges raised from services provided are an important element of the Council's

<ul style="list-style-type: none"> • The Committee is asked to review, approve the proposed Fees and Charges for 2024-25 as set out in Appendix A to D for this Committee. • In 2023-24, the Cost-of-Living crisis was impacting on residents and Council decided to limit the discretionary price increase to 5%, well below the level of inflation. This year, the proposals is still to limit the discretionary Fees & Charges increase to 5%, except in exceptional circumstances, which is slightly above the predicted level of inflation, and allows the Council to partially recover the shortfall from 2023/24. 	<p>budget account for approximately 22.5% of its total annual Committee Services level Revenue income.</p> <ul style="list-style-type: none"> • To fulfil the Council’s statutory obligation to publish a schedule of its 2024-25 Fees & Charges on the Council website by 1 April 2024.
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> • Take a view of the proposed Fees and Charges, which are based upon the guidance provided by the Corporate Policy & Resources Committee, i.e., all discretionary fees & charges are increased by at least 5% and all statutory fees & charges are increased to the maximum charge permissible. • Question Budget Managers about their recommendations, particularly where the proposed increase does not comply the above directive. • Focus on the Fees and Charges that yield substantial fees & charges, i.e., over £10,000. • Consider alternative options for the proposed fee & charge. • To ensure that all discretionary services breakeven, or are fully subsidised. • Consider strategies for increasing demand for the Council’s services 	<ul style="list-style-type: none"> • That this Committee review the proposed fees and charges for 2024-25 • Approve the proposed fees and charges for 2024-25 • Recommend that Corporate Policy & Resources Committee approve the proposed fees and charges for 2024-25

<p>and getting residents to use the Council's services more frequently.</p> <ul style="list-style-type: none"> • Seek to maximise the Council's income from Fees & Charges. 	
--	--

2. Appendices explained.

2.1 There are three appendices included in this report.

2.2 **Appendix A** – shows the list of fees and charges that this Committee is responsible for.

2.3 The following is then shown for each fee and charge:

- (a) Record number – this is for internal control purposes only.
- (b) 2023-24 charge – the Council approved charge for the current financial year
- (c) 2024-25 charge - the proposed charge for 2024-25, to be approved by Council.
- (d) VAT status
 - i) S indicates the standard rate of VAT, currently 20% will be applied to the proposed fee or charge.
 - ii) O indicates zero rate for VAT, i.e., 0%, i.e., no VAT will be applied to the proposed fee or charge.
 - iii) E indicates exempt from VAT, i.e., it is outside the scope of VAT and will not incur any VAT charge.
- (e) Statute – indicates if the charge is either:
 - i) Discretionary, i.e., this Committee has full control over the amount proposed to be charged.
 - ii) Statutory, i.e., the range of proposed fees and charges are set by a third party, usually a central Government department, who provide a range of charge, i.e., a lower and upper limit. It is for this Committee to decide where the charge is set, with the proposed recommendation from Corporate Policy & Resources Committee that the council charges the maximum amount permitted by the third part.

2.4 **Appendix B** – Statutory fees and charges income,

- (a) This report shows by Committee the following for each fee and charge, noting appendix D below:
 - i) Actual Income received for 2022-23
 - ii) Budgeted income for 2023-24
 - iii) Actual income year to date for 2023-24, as at 31 October
 - iv) Proposed income for 2024-25
 - v) General ledger code – internal use only

- vi) Proposed percentage increase

2.5 **Appendix C – Discretionary Fees**

- (a) This report shows by Committee the following for each fee and charge, noting appendix D below:
 - i) Actual Income received for 2022-23
 - ii) Budgeted income for 2023-24
 - iii) Actual income year to date for 2023-24, as at 31 October
 - iv) Proposed income for 2024-25
 - v) General ledger code – internal use only
 - vi) Proposed percentage increase

2.6 **Major sources of income for this committee**

Are as follows and they are all discretionary:

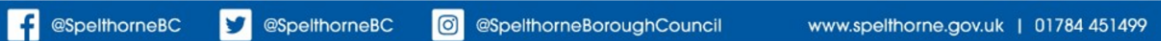
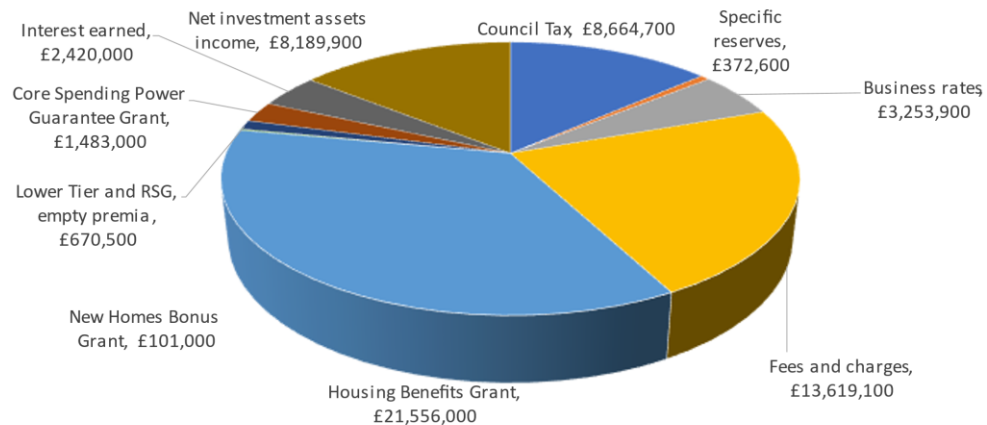
- (a) Building Control
- (b) Car parks
- (c) Cemeteries
- (d) Licensing Retail
- (e) Green waste bins
- (f) Non domestic waste
- (g) Spelride
- (h) Taxi Licensing

(a breakdown of these fees and charges will provided in the New Year)

3. **Key issues**

- 3.1 The Council generates £13.6m in fees and charges, which represents 22.5% of the Council's budgeted income for 2023-24 and is an important part of balancing the 2024-25 budget, as shown in the chart below.

2023-24 Revenue Budget – How Gross £60.3m is funded



- 3.2 Corporate Policy & Resources Committee (CPRC) requested that the following minimum increases in Fees and Charges be applied for 2024-25:
- Five percent increase on discretionary fees and charges.
 - Maximum charged for all statutory fees and charges.
- 3.3 The Committee must perform a balancing act between maximising additional income that can be generated through fees and charges and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough.
- 3.4 All 2024-25 fees and charges proposed by Budget Managers were reviewed by the Senior Management Team and Group Heads in the context of the services concerned and the mandate received from Council.
- 3.5 The Cost-of-Living Crisis has impacted on the Council's fees and charges income in real terms. The funding provided by the Government to assist during the pandemic, was withdrawn and last year (2023-24) Council proposed a 5% increase in discretionary fees, knowing that inflation would be more than this figure.
- 3.6 This was a deliberate decision to aid the residents of the Borough and soften the impact of the Cost-of-Living crisis.
- 3.7 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the Council to the benefit of a particular community group. Please refer to our new Corporate Plan <https://www.spelthorne.gov.uk/corporateplan>
- 3.8 In presenting the proposed fees and charges for 2024-25 the Committee is acknowledging another challenging year for the Council as it strives to balance the 2024-25 budget.
- 3.9 Individual Committees are now required to discussed and reviewed the draft proposed fees and charges relating to the services under their remit and make their recommendations to Corporate Policy & Resources Committee.
- 4. Options analysis and proposal**

4.1 Following guidance from Corporate Policy & Resources Committee in September, every Committee has reviewed and considered each fee and charge and apart from the items in 2.7 below, considered the proposal to increase fees and charges by a minimum of 5% for the discretionary and to charge the maximum for statutory fees and charges, as the only option.

5. Financial management comments

5.1 The fees and charges income will increase between 0% and 5% depending on the service, full details in Appendix A.

6. Risk management comments

6.1 If Council does not approve the Fees and Charges for 2024-25 by 31 March 2024, at the latest, the Council will not be able to impose the Fees and Charges on the users of our service.

6.2 Reduced fee income combined with other financial pressures facing the Council could have an impact on the Council's ability to deliver services to its residents and communities.

6.3 The ongoing impact of the Cost-of-Living Crisis may present challenges for residents and local communities in paying for the Council's (fee paying) services. It is acknowledged earlier in this report that the Committee must perform a balancing act between maximising additional income that can be generated through fees and charges during financially challenging times and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough. Budget monitoring processes provide a mechanism to ascertain actual levels of fee income being received into the Council's accounts.

7. Procurement comments

7.1 There are none.

8. Legal comments

8.1 Please note that for Statutory Fees and Charges, the price is set centrally by third parties, usually central Government.

9. Other considerations

9.1 There are none.

10. Equality and Diversity

10.1 The Fees and Charges list, levy a reasonable charge on the people who use the services, where the Council becomes aware that a proposed increase in a fee or charge will have an impact on a particular cohort of residents, it will consider undertaking a quality impact assessment before implementing a proposed increase.

11. Sustainability/Climate Change Implications

11.1 There are none.

12. Timetable for implementation

12.1 An aggregated report of all the Committees approved feeds and charges will be sent to Corporate Policy & Resources Committee for final approval, before a report recommending the 2024-25 Fees and Charges is sent to council for their approval at the 22 February 2024 Council meeting.

12.2 Once agreed by Council, the fees and charges proposed are to be implemented from 1 April 2024.

13. Contact

13.1 Paul Taylor Chief Accountant – p.taylor@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – List of individual fees and charges for this Committee

Appendix B – Schedule of Statutory fees and charges showing:

- Actual income for 2022-23,
- Budgeted income for 2023-24
- Actual income year to date at 31 October for 2023-24
- Proposed budgeted income for 2024-25

Appendix C- Schedule of Discretionary fees and charges showing:

- Actual income for 2022-23,
- Budgeted income for 2023-24
- Actual income year to date at 31 October for 2023-24
- Proposed budgeted income for 2024-25

This page is intentionally left blank

Fees and Charges

2024/25



Printed Date: 18/12/2023

Last modified: 18/12/2023

A full schedule of the fees and charges for all Council services for the coming year

Neighbourhood Services

Abandoned Vehicles

Abandoned Vehicles

Collection Fee

Collection And Disposal From Private Property

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
106	136.50	143.30	O	Discretionary

Miscellaneous

Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
750	84.00	88.20	S	Discretionary

Allotments

Allotments

Rental

Gate Key Deposit

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
39	23.30	24.50	O	Discretionary

With Piped Water (Per 25.29Sq Meter Per Annum)

37	17.00	17.90	O	Discretionary
----	-------	-------	---	---------------

Without Piped Water (Per 25.29Sq Meter Per Annum)

38	13.40	14.10	O	Discretionary
----	-------	-------	---	---------------

Building Control

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Building Control

Building Control

Sale Of Approval Notices

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
357	26.00	28.00	S	Discretionary

Building Control Research

Additional Copies of Documents/Notices

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
360	32.00	34.00	S	Discretionary

Historical Research Per Hr (Inc 4 Copies)

359	80.00	84.00	S	Discretionary
-----	-------	-------	---	---------------

Charges For Certain Small Buildings And Extensions - Additional Charge (Non Part P Electrician)

01 Extensions Under 10m2 (single storey)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,074	323.00	340.00	S	Discretionary

02 Extensions 10m2 - 40m2 (single storey)

1,075	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

03 Extensions 40m2 - 100m2 (single storey)

1,076	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

04 Two storey extension not exceeding 40m2

1,077	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

05 Two storey extension 40m2 - 100m2

1,078	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

06 Two storey extension 100m2 to 200m2

1,080	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

07 Loft conversion without dormers (max 60m2)

1,081	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

08 Loft conversion that includes a dormer or changes to roof line (max 60m2)

1,082	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2

1,083	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

10 Erection of a single storey domestic garage extension or carport up to 100m2

1,084	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

11 Conversion of a domestic garage to habitable rooms (max 40m2)

1,085	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

12 Alterations to extend or create a basement up to 100m2

1,086	323.00	340.00	S	Discretionary
-------	--------	--------	---	---------------

Charges For Certain Small Buildings And Extensions - Building Notice Charge (Note 1)

00 No Fee Required i.e. Cavity Wall

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
227	0.00	0.00	S	Discretionary

01 Extensions Under 10m2 (single storey)

228	757.00	795.00	S	Discretionary
-----	--------	--------	---	---------------

02 Extensions 10m2 - 40m2 (single storey)

229	1,095.00	1,150.00	S	Discretionary
-----	----------	----------	---	---------------

03 Extensions 40m2 - 100m2 (single storey)

230	1,287.00	1,351.00	S	Discretionary
-----	----------	----------	---	---------------

04 Two storey extension not exceeding 40m2

231	1,287.00	1,351.00	S	Discretionary
-----	----------	----------	---	---------------

05 Two storey extension 40m2 - 100m2

232	1,629.00	1,710.00	S	Discretionary
-----	----------	----------	---	---------------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

06 Two storey extension 100m2 to 200m2	1,046	1,931.00	2,028.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,047	904.00	949.00	S	Discretionary
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,048	1,072.00	1,126.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,049	600.00	630.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,050	712.00	748.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,051	843.00	885.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,052	1,650.00	1,733.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Inspection Charge

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
00 No Fee Required i.e. Cavity Wall	220	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	221	557.00	595.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	222	795.00	850.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	223	987.00	1,051.00	S	Discretionary
04 Two storey extension not exceeding 40m2	224	987.00	1,051.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	225	1,329.00	1,410.00	S	Discretionary
06 Two storey extension 100m2 to 200m2	1,053	1,631.00	1,728.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,054	604.00	649.00	S	Discretionary
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,055	772.00	826.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,056	400.00	430.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,057	512.00	548.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,058	543.00	585.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,059	1,350.00	1,433.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Plan Charge

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
00 No Fee Required i.e. Cavity Wall	213	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	214	200.00	200.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	215	300.00	300.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	216	300.00	300.00	S	Discretionary
04 Two storey extension not exceeding 40m2	217	300.00	300.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	218	300.00	300.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

06 Two storey extension 100m2 to 200m2	1,060	300.00	300.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,061	300.00	300.00	S	Discretionary
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,062	300.00	300.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,063	200.00	200.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,064	200.00	200.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,065	200.00	300.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,066	300.00	300.00	S	Discretionary

Charges For Certain Small Buildings And Extensions - Regularisations (Note 2)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
00 No Fee Required i.e. Cavity Wall	234	0.00	0.00	O	Discretionary
01 Extensions Under 10m2 (single Storey)	235	946.00	994.00	O	Discretionary
02 Extensions 10m2 - 40m2 (single Storey)	236	1,370.00	1,437.00	O	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	237	1,609.00	1,689.00	O	Discretionary
04 Two storey extension not exceeding 40m2	238	1,609.00	1,689.00	O	Discretionary
05 Two storey extension 40m2 - 100m2	239	2,035.00	2,138.00	O	Discretionary
06 Two storey extension 100m2 to 200m2	1,067	2,413.00	2,535.00	O	Discretionary
07 Loft conversion without dormers (max 60m2)	1,068	1,131.00	1,186.00	O	Discretionary
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,069	1,339.00	1,407.00	O	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,070	749.00	788.00	O	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,071	889.00	935.00	O	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,072	1,054.00	1,106.00	O	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,073	2,062.00	2,166.00	O	Discretionary

Street Numbering & Re-Numbering

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Renaming Property Per Property	367	68.00	72.00	O	Discretionary
b) Single Property	363	110.00	116.00	O	Discretionary
c) 2-5 Properties	364	155.00	163.00	O	Discretionary
d) 6-10 Properties	365	218.00	229.00	O	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	366	218.00	229.00	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Domestic Alterations to a Single Building - Building Notice Charge

Electrical work (non competent persons scheme)

Any electrical work

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,115	455.00	478.00	S	Discretionary

Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,109	490.00	515.00	S	Discretionary

02 Estimated cost exceeding £5,000 and up to £25,000

1,110	771.00	810.00	S	Discretionary
-------	--------	--------	---	---------------

03 Estimated cost exceeding £25,001 and up to £50,000

1,111	1,009.00	1,059.00	S	Discretionary
-------	----------	----------	---	---------------

04 Estimated cost exceeding £50,001 and up to £75,000

1,112	1,568.00	1,646.00	S	Discretionary
-------	----------	----------	---	---------------

Renovation of thermal element

Renovation of thermal element to a single dwelling

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,108	490.00	515.00	S	Discretionary

Underpinning

Underpinning (POA)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,107	0.00	0.00	S	Discretionary

Window replacement (non competent persons scheme)

Per installation over 20 windows

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,114	407.00	427.00	S	Discretionary

Per installation up to 20 windows

1,113	278.00	292.00	S	Discretionary
-------	--------	--------	---	---------------

Domestic Alterations to a Single Building - Inspection Charge

Electrical work (non competent persons scheme)

Any electrical work (Inc in Plan Charge)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,105	0.00	0.00	S	Discretionary

Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000 (Inc in Plan Charge)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,099	0.00	0.00	S	Discretionary

02 Estimated cost exceeding £5,000 and up to £25,000 (Inc in Plan Charge)

1,100	471.00	510.00	S	Discretionary
-------	--------	--------	---	---------------

03 Estimated cost exceeding £25,001 and up to £50,000

1,101	709.00	759.00	S	Discretionary
-------	--------	--------	---	---------------

04 Estimated cost exceeding £50,001 and up to £75,000

1,102	1,268.00	1,346.00	S	Discretionary
-------	----------	----------	---	---------------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Renovation of thermal element

Renovation of thermal element to a single dwelling (Inc in Plan Charge)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,098	0.00	0.00	S	Discretionary

Underpinning

Underpinning (Price on Application)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,097	0.00	0.00	S	Discretionary

Window replacement (non competent persons scheme)

Per installation over 20 windows (Inc in Plan Charge)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,104	0.00	0.00	S	Discretionary

Per installation up to 20 windows (Inc in Plan Charge)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,103	0.00	0.00	S	Discretionary

Domestic Alterations to a Single Building - Plan Charge

Electrical work (non competent persons scheme)

Any electrical work

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,095	455.00	478.00	S	Discretionary

Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,089	490.00	515.00	S	Discretionary

02 Estimated cost exceeding £5,000 and up to £25,000

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,090	300.00	300.00	S	Discretionary

03 Estimated cost exceeding £25,001 and up to £50,000

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,091	300.00	300.00	S	Discretionary

04 Estimated cost exceeding £50,001 and up to £75,000

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,092	300.00	300.00	S	Discretionary

Renovation of thermal element

Renovation of thermal element to a single dwelling

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,088	490.00	515.00	S	Discretionary

Underpinning

Underpinning (POA)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,087	0.00	0.00	S	Discretionary

Window replacement (non competent persons scheme)

Per installation over 20 windows

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,094	407.00	427.00	S	Discretionary

Per installation up to 20 windows

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,093	278.00	292.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Domestic Alterations to a Single Building - Regularisation Charge

Electrical work (non competent persons scheme)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Any electrical work	1,125	568.00	597.00	O	Discretionary

Internal alterations, installation of fittings (not electrical) and/or structural alterations

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Estimated cost less than £5,000	1,119	613.00	644.00	O	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,120	963.00	1,013.00	O	Discretionary
03 Estimated cost exceeding £25,001 and up to £50,000	1,121	1,262.00	1,324.00	O	Discretionary
04 Estimated cost exceeding £50,001 and up to £75,000	1,122	1,960.00	2,058.00	O	Discretionary

Renovation of thermal element

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Renovation of thermal element to a single dwelling	1,118	613.00	644.00	O	Discretionary

Underpinning

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Underpinning (POA)	1,117	0.00	0.00	O	Discretionary

Window replacement (non competent persons scheme)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Per installation over 20 windows	1,124	510.00	534.00	O	Discretionary
Per installation up to 20 windows	1,123	349.00	365.00	O	Discretionary

Non Domestic Alterations - Inspection Charge

Alterations not described elsewhere including structural alterations and installation of controlled fittings

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Estimated cost up to £5,000 (Included in Plan Charge)	1,194	0.00	0.00	S	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,195	526.00	567.00	S	Discretionary
03 Estimated cost exceeding £25,000 and up to £50,000	1,196	941.00	1,003.00	S	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,197	1,231.00	1,310.00	S	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,198	1,456.00	1,546.00	S	Discretionary
06 Installation of a Mezzanine floor up to 500m2	1,199	977.00	1,041.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Office / Shop fit out

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor area up to 500m2	1,200	600.00	645.00	S	Discretionary
02 Floor area 500m2 to1000m2	1,201	977.00	1,041.00	S	Discretionary
03 Change of use of a Building (charged in addition to the above works)(Included in Plan Charge)	1,202	0.00	0.00	S	Discretionary

Renovation of thermal element

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Estimated cost up to £50,000 (Included in Plan Charge)	1,191	0.00	0.00	S	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,192	413.00	413.00	S	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,193	526.00	567.00	S	Discretionary

Window replacement (non competent persons scheme).

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Per installation over 20 windows (Included in Plan Charge)	1,190	0.00	0.00	S	Discretionary
Per installation up to 20 windows (Included in Plan Charge)	1,189	0.00	0.00	S	Discretionary

Non Domestic Alterations - Plan Charge

Alterations not described elsewhere including structural alterations and installation of controlled fittings

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Estimated cost up to £5,000	1,180	550.00	578.00	S	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,181	300.00	300.00	S	Discretionary
03 Estimated cost exceeding £25,000 and up to £50,000	1,182	300.00	300.00	S	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,183	350.00	350.00	S	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,184	350.00	350.00	S	Discretionary
06 Installation of a Mezzanine floor up to 500m2	1,185	300.00	300.00	S	Discretionary

Office / Shop fit out

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor area up to 500m2	1,186	300.00	300.00	S	Discretionary
02 Floor area 500m2 to1000m2	1,187	300.00	300.00	S	Discretionary
03 Change of use of a Building (charged in addition to the above works)	1,188	300.00	300.00	S	Discretionary

Renovation of thermal element

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

01 Estimated cost up to £50,000	1,177	530.00	557.00	S	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,178	300.00	300.00	S	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,179	300.00	300.00	S	Discretionary

Window replacement (non competent persons scheme).

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Per installation over 20 windows	1,176	407.00	427.00	S	Discretionary
Per installation up to 20 windows	1,175	278.00	292.00	S	Discretionary

Non Domestic Alterations - Regularisation Charge

Alterations not described elsewhere including structural alterations and installation of controlled fittings

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Estimated cost up to £5,000	1,208	713.00	723.00	O	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,209	1,032.00	1,084.00	O	Discretionary
03 Estimated cost exceeding £25,000 and up to £50,000	1,210	1,551.00	1,629.00	O	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,211	1,977.00	2,075.00	O	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,212	2,258.00	2,370.00	O	Discretionary
06 Installation of a Mezzanine floor up to 500m2	1,213	1,596.00	1,676.00	O	Discretionary

Office / Shop fit out

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor area up to 500m2	1,214	1,124.00	1,181.00	O	Discretionary
02 Floor area 500m2 to1000m2	1,215	1,596.00	1,676.00	O	Discretionary
03 Change of use of a Building (charged in addition to the above works)	1,216	325.00	325.00	O	Discretionary

Renovation of thermal element

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Estimated cost up to £50,000	1,205	663.00	696.00	O	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,206	890.00	936.00	O	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,207	1,032.00	1,084.00	O	Discretionary

Window replacement (non competent persons scheme).

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Per installation over 20 windows	1,204	510.00	534.00	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Per installation up to 20 windows	1,203	349.00	365.00	O	Discretionary
-----------------------------------	-------	--------	--------	---	---------------

Non Domestic Extensions and New Build - Inspection Charge

All Other Use Classes

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,167	723.00	774.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,168	884.00	946.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,169	1,165.00	1,241.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,170	1,542.00	1,637.00	S	Discretionary

Assembly and Recreational Use & Other Residential (Institution and Other)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,143	758.00	811.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,144	1,165.00	1,241.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,145	1,694.00	1,796.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,146	2,224.00	2,353.00	S	Discretionary

Industrial and Storage Use

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2 (Inc in Plan Charge)	1,155	377.00	411.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,156	483.00	525.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,157	783.00	840.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,158	937.00	1,001.00	S	Discretionary

Non Domestic Extensions and New Build - Plan Charge

All Other Use Classes

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,163	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,164	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,165	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,166	350.00	350.00	S	Discretionary

Assembly and Recreational Use & Other Residential (Institution and Other)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

01 Floor Area not exceeding 10m2	1,139	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,140	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,141	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,142	350.00	350.00	S	Discretionary

Industrial and Storage Use

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,151	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,152	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,153	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,154	350.00	350.00	S	Discretionary

Non Domestic Extensions and New Build - Regularisation Charge

All Other Use Classes

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,171	1,279.00	1,343.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,172	1,542.00	1,620.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,173	1,893.00	1,989.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,174	2,365.00	2,484.00	O	Discretionary

Assembly and Recreational Use & Other Residential (Institution and Other)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,147	1,322.00	1,389.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,148	1,893.00	1,989.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,149	2,555.00	2,682.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,150	3,216.00	3,379.00	O	Discretionary

Industrial and Storage Use

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,159	847.00	889.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,160	1,042.00	1,094.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,161	1,417.00	1,487.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,162	1,609.00	1,689.00	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Small Domestic Buildings - Building Notices (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 1	191	1,630.00	1,712.00	S	Discretionary
b) 2	192	2,194.00	2,304.00	S	Discretionary
c) 3	193	2,574.00	2,703.00	S	Discretionary
d) 4	194	2,953.00	3,101.00	S	Discretionary
e) 5	195	3,444.00	3,616.00	S	Discretionary
f) 6	196	3,936.00	4,133.00	S	Discretionary
g) 7	197	4,352.00	4,570.00	S	Discretionary
h) 8	198	4,770.00	5,009.00	S	Discretionary
i) 9	199	5,185.00	5,444.00	S	Discretionary
j) 10	200	5,600.00	5,880.00	S	Discretionary
k) exceeding 10 - Price on Application	201	0.00	0.00	S	Discretionary

Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 1	169	1,330.00	1,412.00	S	Discretionary
b) 2	170	1,894.00	2,004.00	S	Discretionary
c) 3	171	2,274.00	2,403.00	S	Discretionary
d) 4	172	2,453.00	2,601.00	S	Discretionary
e) 5	173	2,944.00	3,116.00	S	Discretionary
f) 6	174	2,936.00	3,133.00	S	Discretionary
g) 7	175	3,352.00	3,570.00	S	Discretionary
h) 8	176	3,770.00	4,009.00	S	Discretionary
i) 9	177	4,185.00	4,444.00	S	Discretionary
j) 10	178	4,600.00	4,880.00	S	Discretionary
k) exceeding 10 - Price on Application	179	0.00	0.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Small Domestic Buildings - Plan Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 1	147	300.00	300.00	S	Discretionary
b) 2	148	300.00	300.00	S	Discretionary
c) 3	149	300.00	300.00	S	Discretionary
d) 4	150	500.00	500.00	S	Discretionary
e) 5	151	500.00	500.00	S	Discretionary
f) 6	152	1,000.00	1,000.00	S	Discretionary
g) 7	153	1,000.00	1,000.00	S	Discretionary
h) 8	154	1,000.00	1,000.00	S	Discretionary
i) 9	155	1,000.00	1,000.00	S	Discretionary
j) 10	156	1,000.00	1,000.00	S	Discretionary
k) exceeding 10 - Price on Application	157	0.00	0.00	S	Discretionary

Small Domestic Buildings - Regularisation Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 1	1,035	2,036.00	2,140.00	O	Discretionary
b) 2	1,036	2,742.00	2,880.00	O	Discretionary
c) 3	1,037	3,216.00	3,379.00	O	Discretionary
d) 4	1,038	3,690.00	3,876.00	O	Discretionary
e) 5	1,039	4,305.00	4,520.00	O	Discretionary
f) 6	1,040	4,918.00	5,166.00	O	Discretionary
g) 7	1,041	5,440.00	5,712.00	O	Discretionary
h) 8	1,042	5,962.00	6,261.00	O	Discretionary
i) 9	1,043	6,481.00	6,805.00	O	Discretionary
j) 10	1,044	7,000.00	7,350.00	O	Discretionary
k) exceeding 10 (POA)	1,045	0.00	0.00	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Car Parks

Dumsey Meadow, Abbey Drive, The Broadway Laleham

Pay And Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	88	0.00	0.50	S	Discretionary
b) Up to 2 hours	89	1.50	2.00	S	Discretionary
c) Over 2 hours	90	2.00	4.00	S	Discretionary

Green Street & Old Bathing Station, Sunbury

Pay And Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	1,466	0.00	0.50	S	Discretionary
b) Up to 2 hours	1,467	1.50	2.00	S	Discretionary
c) Over 2 hours	1,468	2.00	4.00	S	Discretionary

Laleham Park/Thameside Car Parks

Pay And Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	1,229	0.50	0.50	S	Discretionary
b) Up to 2 hours	1,228	2.00	2.00	S	Discretionary
c) Up to 4 hours	1,230	3.00	4.00	S	Discretionary
d) Over 4 hours	1,231	7.00	8.00	S	Discretionary
e) 3 consecutive days	1,465	15.00	15.00	S	Discretionary

Lammas Park

Pay And Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	72	0.50	0.50	S	Discretionary
b) Up to 2 hours	71	2.00	2.00	S	Discretionary
c) Up to 4 hours	73	3.00	4.00	S	Discretionary
d) Over 4 hours	74	7.00	8.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Manor Park

Local Season Tickets

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 3 Months	953	65.00	100.00	S	Discretionary
b) 6 months	954	80.00	150.00	S	Discretionary
c) 12 months	955	100.00	200.00	S	Discretionary

Pay and Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	947	0.00	0.50	S	Discretionary
b) Up to 2 hours	948	1.50	2.00	S	Discretionary
c) Over 2 hours	949	2.00	4.00	S	Discretionary

Page 83

Orchard Meadow, Walled Garden & Thames Street Sunbury

Local Season Tickets

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 3 Months	85	65.00	100.00	S	Discretionary
b) 6 Months	86	85.00	150.00	S	Discretionary
c) 12 Months	87	110.00	200.00	S	Discretionary

Pay And Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	79	0.00	0.50	S	Discretionary
b) Up to 2 hours	80	1.50	2.00	S	Discretionary
c) Over 2 hours	81	2.00	4.00	S	Discretionary

Other

Off Street Suspensions

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Suspensions - reserved parking (one off admin fee)	98	30.00	30.00	S	Discretionary
Suspensions - Vehicle Charge Per Day	1,426	15.00	15.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Other

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Film Concessions (£15-£25 per vehicle per day - Price on application)	99	15.00	15.00	S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	100	14.00	14.00	S	Discretionary

Penalties

Penalty Bands

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Full Band 1	56	70.00	70.00	S	Discretionary
Full Band 2	57	50.00	50.00	S	Discretionary
Mitigated Band 1	58	35.00	35.00	S	Discretionary
Mitigated Band 2	59	25.00	25.00	S	Discretionary

Shepperton Village Hall

Local Season Tickets

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 3 Months	1,471	65.00	100.00	S	Discretionary
b) 6 Months	1,472	85.00	150.00	S	Discretionary
c) 12 Months	1,473	110.00	200.00	S	Discretionary

Pay and Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	950	0.00	0.50	S	Discretionary
b) Up to 2 hours	951	1.00	2.00	S	Discretionary
c) Over 2 hours	952	3.00	4.00	S	Discretionary

Staines Long-Stay - Monday to Sunday 8am to 7pm

Pay And Display

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Up to 1 hour	46	1.30	1.50	S	Discretionary
b) Up to 2 hours	47	2.30	2.50	S	Discretionary
c) Up to 3 hours	48	2.70	3.50	S	Discretionary
d) Up to 4 hours	1,427	3.50	4.50	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

e) Up to 5 Hours	49	3.70	5.50	S	Discretionary
f) Over 5 Hours	50	7.30	8.00	S	Discretionary
g) 7pm to 12 midnight	1,753	2.00	2.00	S	Discretionary

Staines Long-Stay - Monday to Sunday Evening Charge

Staines - Town centre car parks

Sunday Charge (excludes Lammas Park)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,311	2.00	2.00	S	Discretionary

Staines Pay and Display

Contract Parking - Elmsleigh Road, South Street West & Bridge Street

Up to 12 Months

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
991	830.00	950.00	S	Discretionary

Season Tickets - Kingston Road CP only - Railway Users

a) 3 Months

b) 12 Months

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
993	230.00	275.00	S	Discretionary
994	800.00	900.00	S	Discretionary

Season Tickets - Staines (working in Staines)

a) 3 Months

b) 6 Months

c) 12 Months

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
52	205.00	250.00	S	Discretionary
53	380.00	450.00	S	Discretionary
54	715.00	850.00	S	Discretionary

Staines Short-Stay

Pay And Display

a) Up to 1 hour

b) Up to 2 hours

c) Up to 3 hours

d) Up to 4 hours

e) Up to 5 Hours

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
40	1.30	1.20	S	Discretionary
41	2.30	2.40	S	Discretionary
42	2.70	3.60	S	Discretionary
43	3.80	4.80	S	Discretionary
44	7.00	6.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

f) Over 5 Hours	45	12.20	12.00	S	Discretionary
g) 7pm to 12 midnight	1,005	1.20	2.00	S	Discretionary

The Broadway, Laleham Village

Local Season Tickets

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 3 Months	94	65.00	100.00	S	Discretionary
b) 6 Months	95	85.00	150.00	S	Discretionary
c) 12 Months	96	110.00	200.00	S	Discretionary

Cemeteries

Miscellaneous Fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Late Arrival for Service (TBC -depends on circumstances)	1,680			E	Discretionary

Interment

Adult Grave

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Adult Grave 24 Hour Burial for one only (5 foot)	1,245	2,246.00	2,358.30	O	Discretionary
Adult Grave For 1 Interment	725	1,599.00	1,679.00	O	Discretionary
Adult Grave For 1 Interment - Casket	726	1,779.00	1,868.00	O	Discretionary
Adult Grave For 2 Interments	727	1,663.00	1,746.20	O	Discretionary
Adult Grave For 2 Interments - Casket	728	1,901.00	1,996.10	O	Discretionary
Brick Vault (Inter only) Include brick vault fee and loss of 1 x grave space	1,305	3,326.00	3,492.30	O	Discretionary

Advance Purchase

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Cremated Remains PIA*	1,684	1,760.00	1,848.00	o	Discretionary
Cremated Remains PIA* Ashford Old Section GOR	1,685	2,027.00	2,128.40	O	Discretionary
Purchase in advance of additional earthen grave	785	4,095.00	4,299.80	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Child Grave

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Child Grave For 1 Interment	729	499.00	549.00	O	Discretionary
Child Internment within 24 hours	1,414	639.00	671.00	O	Discretionary
Child plot within 24 hours	1,413	733.00	769.70	O	Discretionary
Stillborn Interment	731	406.00	447.00	E	Discretionary

Cremated Remains

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Cremated Remains	732	570.00	598.50	E	Discretionary
Secondary Inerment	1,722		87.00	E	Discretionary

Non Residents/Parishioners Charge

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Treble Fees For Residents out of Borough (Price on Application)	744			O	Discretionary

Memorial Garden

Ashford

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Plot Fee - Cremated remains (old garden of remembrance - Ashford) only	1,001	1,068.00	1,121.40	E	Discretionary

Miscellaneous Fees

Exclusive Right - Purchase of

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Issue of duplicate deed of grant (Transfer of ownership)	1,321	121.00	127.10	E	Discretionary

Other

Exclusive Right - Purchase of

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Burial in a Vault	1,416	2,337.00	2,453.90	E	Discretionary
Child Grave	735	570.00	627.00	E	Discretionary
Cremated Remains	734	901.00	991.00	E	Discretionary
Earthen Grave	733	2,134.00	2,240.70	E	Discretionary
Earthen Grave within 24 hours (Adult)	1,301	2,597.00	2,726.90	E	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Exhumation

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Exhumation of ashes (Price on Application)	784			E	Discretionary
Exhumation of body (Price on Application)	1,246			E	Discretionary

Miscellaneous Fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Late Arrival for Service -TBC, Depending on circumstances	1,686				Discretionary
Registration Of Assignment (Transfer of ownership)	749	166.00	174.30	O	Discretionary

Right to Erect Memorial Bench

Memorial Bench

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Supply & Installation of Memorial Bench	967	1,613.00	1,693.70	S	Discretionary

Right to Erect Memorial Plaque

Memorial Tower Plaque

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
10 Yrs	998	394.00	413.70	E	Discretionary
15 Yrs	999	555.00	582.80	E	Discretionary
25 Yrs	1,000	740.00	777.00	E	Discretionary

Right To Erect Monument

1. Traditional Graves

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Additional Inscription	742	217.00	227.90	E	Discretionary
Headstone	739	419.00	440.00	E	Discretionary
Headstones And Kerbstones	736	610.00	671.00	E	Discretionary
Kerbs Only	741	405.00	425.30	E	Discretionary
Monument Over 91.5cm (3')	737	1,110.00	1,165.50	E	Discretionary
Tablet Or New (New & Additional)	738	284.00	298.20	E	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

2. Garden Of Remembrance Tablet

Garden Of Remembrance Tablet

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
743	223.00	245.00	E	Discretionary

Right to erect Monuments

Installation of Memorials

Service Permit (Repair, Clean, Replace)

Temporary wooden cross for one year

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,723		60.00	E	Discretionary
1,613	0.00	90.00	S	Discretionary

Use Of Chapel

Location

Ashford And Staines

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
724	332.00	348.60	O	Discretionary

Environmental Health

Licensing

Street Trading

New Application Submission Fee - Deducted From Licence Fee If Application Is Approved

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,243	96.00	101.00	S	Discretionary

Street Trading - Per Annum

a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place:

All Residential Areas Where Streets Are Not Classified Roads

b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place:

Sites In Classified Roads Which Are Not Prohibited Streets

c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites

During Street Trading Hours

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
101	987.00	1,036.00	S	Discretionary
102	987.00	1,036.00	S	Discretionary
103	987.00	1,036.00	S	Discretionary

Environmental Protection Act

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Environmental Information Regulations 2004

Contaminated Land Enquiries

General Enquiries - Hourly Rate

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
324	63.00	66.20	S	Discretionary

Pollution Prevention & Control Act

Additional fee for operating mobile plant without a permit

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,609	1,188.00	1,188.00	O	Statutory

Additional fee where Operation subject to reporting obligation of the EC Regulation

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,608	104.00	104.00	O	Statutory

LAPPC & LAIPPC substance charges

Where paid quarterly the total amount payable will be increased by

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
908	38.00	38.00	O	Statutory

LAPPC Annual Subsistence Charge

1.a) Standard process Low

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
807	772.00	772.00	O	Statutory

1.a) Standard process Low (where permit is for a combined Part B and waste installation)

1,235	876.00	876.00	O	Statutory
-------	--------	--------	---	-----------

1.b) Standard process Medium

809	1,161.00	1,161.00	O	Statutory
-----	----------	----------	---	-----------

1.b) Standard process Medium (where permit is for a combined Part B and waste installation)

1,236	1,317.00	1,317.00	O	Statutory
-------	----------	----------	---	-----------

1.c) Standard process High

811	1,747.00	1,747.00	O	Statutory
-----	----------	----------	---	-----------

1.c) Standard process High (where permit is for a combined Part B and waste installation)

1,237	1,954.00	1,954.00	O	Statutory
-------	----------	----------	---	-----------

2.a) Reduced fee activities (Low)

813	79.00	79.00	O	Statutory
-----	-------	-------	---	-----------

2.b) Reduced fee activities (Med)

814	158.00	158.00	O	Statutory
-----	--------	--------	---	-----------

2.c) Reduced fee activities (High)

815	237.00	237.00	O	Statutory
-----	--------	--------	---	-----------

3.a) PVR I & II combined (Low)

1,234	113.00	113.00	O	Statutory
-------	--------	--------	---	-----------

3.b) PVR I & II combined (High)

821	341.00	341.00	O	Statutory
-----	--------	--------	---	-----------

3.c) PVR I & II combined (Med)

820	226.00	226.00	O	Statutory
-----	--------	--------	---	-----------

4.a) Other reduced fee activities (Low)

825	228.00	228.00	O	Statutory
-----	--------	--------	---	-----------

4.b) Other reduced fee activities (Med)

826	365.00	365.00	O	Statutory
-----	--------	--------	---	-----------

4.c) Other reduced fee activities (High)

827	548.00	548.00	O	Statutory
-----	--------	--------	---	-----------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

6.a) Standard mobile plant, for first and second permits (Low)	837	626.00	626.00	0	Statutory
6.b) Standard mobile plant, for first and second permits (Medium)	838	1,034.00	1,034.00	0	Statutory
6.c) Standard mobile plant, for first and second permits (High)	839	1,551.00	1,551.00	0	Statutory
7.a) For the third to seventh permits (Low)	843	385.00	385.00	0	Statutory
7.b) For the third to seventh permits (Medium)	844	617.00	617.00	0	Statutory
7.c) For the third to seventh permits (High)	845	924.00	924.00	0	Statutory
8.a) Eighth and subsequent permits (Low)	849	198.00	198.00	0	Statutory
8.b) Eighth and subsequent permits (Medium)	850	314.00	314.00	0	Statutory
8.c) Eighth and subsequent permits (High)	851	473.00	473.00	0	Statutory

LAPPC charges - Application Fee

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Additional fee for operating without a permit	1,217	1,188.00	1,188.00	0	Statutory
Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application	806	279.00	279.00	0	Statutory
Other Reduced Fee Activities	801	362.00	362.00	0	Statutory
PVR I & II combined	800	257.00	257.00	0	Statutory
PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities	799	155.00	155.00	0	Statutory
Reduced fee activities: Additional fee for operating without a permit	802	0.00	0.00	0	Statutory

LAPPC mobile plant charges - Application fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Number of permits = 1	867	1,650.00	1,650.00	0	Statutory
Number of permits = 2	868	1,650.00	1,650.00	0	Statutory
Number of permits = 3 through to 8	869	985.00	985.00	0	Statutory
Number of permits = 8 and over	874	498.00	498.00	0	Statutory

LAPPC subsistence fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Late Payment Fees	1,233	52.00	52.00	0	Statutory

LAPPC Substantial change

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Reduced fee activities	866	102.00	102.00	0	Statutory
Standard process	864	1,050.00	1,050.00	0	Statutory
Standard process where the substantial change results in a new PPC activity	865	1,650.00	1,650.00	0	Statutory

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

LAPPC Temporary transfer for mobiles

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
First transfer	861	53.00	53.00	O	Statutory
Repeat following enforcement or warning	863	53.00	53.00	O	Statutory

LAPPC Transfer and Surrender

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
New operator at low risk reduced fee activity	857	0.00	0.00	O	Statutory
Reduced fee activities: partial transfer	860	47.00	47.00	O	Statutory
Reduced fee activities: transfer - Price on application	859	0.00	0.00	O	Statutory
Standard process partial transfer	856	497.00	497.00	O	Statutory
Standard process transfer	855	169.00	169.00	O	Statutory
Surrender: all Part B activities	858	0.00	0.00	O	Statutory

Reduced fee activity(low)change of operator. additional inspection fee

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
	1,607	78.00	78.00	o	Statutory

Page 92

Food Safety

Food Safety

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Voluntary Surrender Of Foodstuffs Certificate	308	82.00	86.10	S	Discretionary

Food Hygiene Rating Scheme

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Request for re-inspection under the Food Hygiene Rating Scheme	1,592	230.00	240.00	S	Discretionary

Foodstuffs For Export

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Per Certificate (If Visit Needed)	307	176.00	184.80	O	Discretionary
Per Certificate (If Visit Not Needed)	306	88.00	92.40	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Funerals

Welfare Funerals

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Recovery of officer time - hourly rate £70.00	1,453			S	Discretionary

Grounds Maintenance

Spelthorne In Bloom

Spelthorne In Bloom

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Hanging Basket - Winter	962	42.00	44.00	O	Discretionary
b) Window Box - Winter	966	64.00	67.00	O	Discretionary
c) Hanging Basket - Summer	961	68.00	71.00	O	Discretionary
d) Window Box - Summer	965	106.00	111.00	O	Discretionary
e) Round Basket - Winter	1,507	50.00	52.00	O	Discretionary
f) Round Basket - Summer	1,508	76.00	79.00	O	Discretionary

Housing

Housing Enforcement

Housing Act 1985 - Section 265 Demolition order

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Hourly Rate	1,628	70.00	73.50	O	Discretionary

Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Hourly Rate	356	70.00	73.50	O	Discretionary

Immigration Housing Inspection

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)	1,486	29.00	30.50	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Housing Inspection	915	187.00	196.40	O	Discretionary
--------------------	-----	--------	--------	---	---------------

Licensing

Animal Welfare

New or renewal application (Plus all associated vet fees and charges)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Arranging for the Provision of Boarding (Application Fee 427.40, Grant Fee 119.7)	1,585	521.00	547.10	O	Discretionary
Boarding for cats (Application Fee 427.40, Grant Fee 119.7)	1,577	521.00	547.10	O	Discretionary
Boarding in dogs in kennels - (Application Fee 427.40, Grant Fee 119.7)	1,575	521.00	547.10	O	Discretionary
Dog Breeders - (Application Fee 427.40, Grant Fee 119.7)	1,569	521.00	547.10	O	Discretionary
Dog Day Care (Application Fee 427.40, Grant Fee 119.7)	1,579	521.00	547.10	O	Discretionary
Each additional licensable activity/inspection	1,588	114.00	119.70	O	Discretionary
Each additional site visit to hosts as part of the arrangers licence application/ renewal	1,610	111.00	116.60	O	Discretionary
Hiring out horses (Application Fee 427.40, Grant Fee 119.7)	1,571	521.00	547.10	O	Discretionary
Home boarders (dogs only) (Application Fee 427.40, Grant Fee 119.7)	1,573	521.00	547.10	O	Discretionary
Keeping or training animals for exhibition (Application Fee 427.40, Grant Fee 119.7)	1,583	521.00	547.10	O	Discretionary
Replacement Licence	1,591	58.00	60.90	O	Discretionary
Re-rating Inspection 260.00	1,587	260.00	273.00	O	Discretionary
Selling Animals as Pets (Application Fee 427.40, Grant Fee 119.7)	1,581	521.00	547.10	O	Discretionary

Animals

Variation to any Animal Licence

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Variation to Licence with no visit required	1,024	96.00	100.80	O	Discretionary
Variation to Licence with visit	1,025	259.00	272.00	O	Discretionary

Zoo and Dangerous Wild Animal Licences

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Dangerous Wild Animals (Plus all associated vet fees and Charges)	1,611	521.00	547.10	O	Discretionary
Initial zoo applications (plus all associated vet fees and charges)	1,023	521.00	547.10	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Gambling Act 2005

Gambling Act Fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Adult Gaming Centres: a) New Applications	488	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: b) Annual Fees	489	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: c) Variations	490	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: d) Transfers	491	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: e) Reinstatements	492	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: f) Provisionals Statements	493	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: g) Licence Application (Provisional Statement Holders)	494	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: h) Copy of licence	927	25.00	25.00	O	Statutory
Adult Gaming Centres: i) Notification of change	926	50.00	50.00	O	Statutory
Betting Premises (Excluding Tracks): a) New Applications	467	2,700.00	2,700.00	O	Statutory
Betting Premises (Excluding Tracks): b) Annual Fees	468	600.00	600.00	O	Statutory
Betting Premises (Excluding Tracks): c) Variations	469	1,500.00	1,500.00	O	Statutory
Betting Premises (Excluding Tracks): d) Transfers	470	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): e) Reinstatements	471	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): f) Provisionals Statements	472	3,000.00	3,000.00	O	Statutory
Betting Premises (Excluding Tracks): g) Licence Application (Provisional Statement Holders)	473	1,200.00	1,200.00	O	Statutory
Betting premises (Excluding Tracks): h) Copy of licence	921	25.00	25.00	O	Statutory
Betting premises (Excluding Tracks): i) Notification of change	920	50.00	50.00	O	Statutory
Bingo Clubs: a) New Applications	460	3,500.00	3,500.00	O	Statutory
Bingo Clubs: b) Annual Fees	461	1,000.00	1,000.00	O	Statutory
Bingo Clubs: c) Variations	462	1,750.00	1,750.00	O	Statutory
Bingo Clubs: d) Transfers	463	1,200.00	1,200.00	O	Statutory
Bingo Clubs: e) Reinstatements	464	1,200.00	1,200.00	O	Statutory
Bingo Clubs: f) Provisionals Statements	465	3,500.00	3,500.00	O	Statutory
Bingo Clubs: g) Licence Application (Provisional Statement Holders)	466	1,200.00	1,200.00	O	Statutory
Bingo Clubs: h) Notification of change	918	50.00	50.00	O	Statutory
Bingo Clubs: i) Copy of licence	919	25.00	25.00	O	Statutory

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): e Application Fee (New Permit)	519	100.00	100.00	0	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): f Application Fee (Conversion Of Part 2 / Part 3 Registration)	520	100.00	100.00	0	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c Annual Fee	521	50.00	50.00	0	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c Renewal Fee	522	100.00	100.00	0	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): e Variation Fee	523	100.00	100.00	0	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): f Copy Of Permit	524	15.00	15.00	0	Statutory
Club Gaming Permit: a) Application Fee (New Permit)	513	200.00	200.00	0	Statutory
Club Gaming Permit: b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	514	100.00	100.00	0	Statutory
Club Gaming Permit: c) Annual Fee	515	50.00	50.00	0	Statutory
Club Gaming Permit: d) Renewal Fee	516	200.00	200.00	0	Statutory
Club Gaming Permit: e) Variation Fee	517	100.00	100.00	0	Statutory
Club Gaming Permit: f) Copy Of Permit	518	15.00	15.00	0	Statutory
Family Entertainment Centre: a) New Applications	481	2,000.00	2,000.00	0	Statutory
Family Entertainment Centre: b) Annual Fees	482	750.00	750.00	0	Statutory
Family Entertainment Centre: c) Variations	483	1,000.00	1,000.00	0	Statutory
Family Entertainment Centre: d) Transfers	484	950.00	950.00	0	Statutory
Family Entertainment Centre: e) Reinstatements	485	950.00	950.00	0	Statutory
Family Entertainment Centre: f) Provisionals Statements	486	2,000.00	2,000.00	0	Statutory
Family Entertainment Centre: g) Licence Application (Provisional Statement Holders)	487	950.00	950.00	0	Statutory
Family Entertainment Centre: h) Copy of licence	925	25.00	25.00	0	Statutory
Family Entertainment Centre: i) Notification of change	924	50.00	50.00	0	Statutory
Licensed Premises - Notification Of Intent To Use Automatic Entitlement (1-2 Machines)	495	50.00	50.00	0	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): a) Application Fee (New Permit)	496	150.00	150.00	0	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): b) Application Fee (Conversion Of S34 Permit)	497	100.00	100.00	0	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): c) Annual Fee	498	50.00	50.00	0	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): d) Variation Fee	499	100.00	100.00	0	Statutory

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Licensed Premises Gaming Machine Permit (3+ Machines): e) Transfer Fee	500	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): f) Change Of Name	501	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): g) Copy Of Permit	502	15.00	15.00	O	Statutory
Prize Gaming Permit: a) Application Fee (New Permit)	508	300.00	300.00	O	Statutory
Prize Gaming Permit: b) Application Fee (Conversion Of S34 Permit)	509	100.00	100.00	O	Statutory
Prize Gaming Permit: c) Renewal Fee	510	300.00	300.00	O	Statutory
Prize Gaming Permit: d) Change Of Name	511	25.00	25.00	O	Statutory
Prize Gaming Permit: e) Copy Of Permit	512	15.00	15.00	O	Statutory
Small Society Lotteries: a) New Registration	525	40.00	40.00	O	Statutory
Small Society Lotteries: b) Annual Fee	526	20.00	20.00	O	Statutory
Tracks: a) New Applications	474	2,500.00	2,500.00	O	Statutory
Tracks: b) Annual Fees	475	1,000.00	1,000.00	O	Statutory
Tracks: c) Variations	476	1,250.00	1,250.00	O	Statutory
Tracks: d) Transfers	477	950.00	950.00	O	Statutory
Tracks: e) Reinstatements	478	950.00	950.00	O	Statutory
Tracks: f) Provisionals Statements	479	2,500.00	2,500.00	O	Statutory
Tracks: g) Licence Application (Provisional Statement Holders)	480	950.00	950.00	O	Statutory
Tracks: h) Copy of licence	923	25.00	25.00	O	Statutory
Tracks: i) Notification of change	922	50.00	50.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: a) Application Fee (New Permit)	503	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: b) Application Fee (Conversion Of S34 Perm	504	100.00	100.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: c) Renewal Fee	505	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: d) Change Of Name	506	25.00	25.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: e) Copy Of Permit	507	15.00	15.00	O	Statutory

Page 97

HMO Licensing Scheme

HMO Licence

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
e) Penalty for late or incomplete applications	1,012	152.00	166.00	O	Discretionary
h) Cancelled licence application (to cover aborted work on processing the application)	1,695	158.00	166.00	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

HMO Licence:- 5% discount of licence fee given for membership of professional landlord association;10% discount of licence fee given for landlord accreditation with recognised scheme

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Application for a new licence (of which processing fee £545; maintenance fee £770)	1,724		1,315.00	O	Discretionary
Application for a licence renewal (of which processing fee £545; maintenance fee £770)	1,725		1,315.00	O	Discretionary

Licensing Act 2003

Licensing Fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Application For Provisional Statement Where Premises Are Being Built etc (Sec 29)	444	315.00	315.00	O	Statutory
Application For Transfer Of A Premises Licence (Section 42)	447	23.00	23.00	O	Statutory
Application To Vary Licence To Specify Individual As Premises Supervisor (Section37)	446	23.00	23.00	O	Statutory
Change Of Relevant Registered Address Of Club (Section 83,(1) Or (2)	451	10.50	10.50	O	Statutory
Duty To Notify Change Of Name Or Address (Section 127)	454	10.50	10.50	O	Statutory
Interim Authority Notice Following Death Etc Of Licence Holder (Section 47)	448	23.00	23.00	O	Statutory
Notification Of Change Of Name And Address (Section 33)	445	10.50	10.50	O	Statutory
Notification Of Change Of Name Or Alteration Of Rules Of The Club (Section 82)	450	10.50	10.50	O	Statutory
Personal Licence	423	37.00	37.00	O	Statutory
Personal Licence Grant Or Renewal (Section 117)	442	37.00	37.00	O	Statutory
Right Of Freeholder Etc To Be Notified Of Licensing Matters (Section 178)	455	21.00	21.00	O	Statutory
Temporary Events Notice	422	21.00	21.00	O	Statutory
Temporary Events Notice (Section100)	441	21.00	21.00	O	Statutory
Theft, Loss etc Of Certificate Or Summary (Section 79)	449	21.00	21.00	O	Statutory
Theft, Loss etc Of Personal Licence (Section 126)	453	10.50	10.50	O	Statutory
Theft, Loss etc Of Premises Licence Or Summary (Section 25)	443	10.50	10.50	O	Statutory
Theft, Loss etc Of Temporary Event Notice (Section 110)	452	10.50	10.50	O	Statutory

Licensing Register Entries

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
For All Entries (If Plans Are Required)	440	3,000.00	3,000.00	O	Statutory
For All Entries (No Plans Are Required)	439	1,000.00	1,000.00	O	Statutory

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Per Individual Copy	438	26.00	26.00	O	Statutory
---------------------	-----	-------	-------	---	-----------

Premises Licence

Minor Variation	Record 917	2023/24 Charge 89.00	2024/25 Charge 89.00	VAT O	Statute Statutory
-----------------	----------------------	--------------------------------	--------------------------------	-----------------	-----------------------------

Premises Licence - Annual Fee

A	Record 431	2023/24 Charge 70.00	2024/25 Charge 70.00	VAT O	Statute Statutory
B	432	180.00	180.00	O	Statutory
C	433	295.00	295.00	O	Statutory
D	434	320.00	320.00	O	Statutory
E	435	350.00	350.00	O	Statutory

Premises Licence - Annual Fee (For Town Centre Pubs Only)

D X 2	Record 436	2023/24 Charge 640.00	2024/25 Charge 640.00	VAT O	Statute Statutory
E X 3	437	1,050.00	1,050.00	O	Statutory

Premises Licence - New And Full Variation Applications

A	Record 424	2023/24 Charge 100.00	2024/25 Charge 100.00	VAT O	Statute Statutory
B	425	190.00	190.00	O	Statutory
C	426	315.00	315.00	O	Statutory
D	427	450.00	450.00	O	Statutory
D X 2	429	900.00	900.00	O	Statutory
E	428	635.00	635.00	O	Statutory
E X 3	430	1,905.00	1,905.00	O	Statutory

Mobile Home Site Licensing Scheme

Mobile Home Site Licence

a) Application for a new site licence - 1 to 5 pitches	Record 1,336	2023/24 Charge 551.00	2024/25 Charge 578.60	VAT O	Statute Discretionary
b) Application for a new site licence - 6 to 24 pitches	1,337	643.00	675.20	O	Discretionary
c) Application for a new site licence - 25 to 99 pitches	1,338	711.00	746.60	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

d) Application for a new site licence - 100+ pitches	1,339	846.00	888.30	O	Discretionary
e) Application to alter conditions to a site licence - 1 to 5 pitches	1,340	263.00	276.20	O	Discretionary
f) Application to alter conditions to a site licence - 6 to 24 pitches	1,341	274.00	287.70	O	Discretionary
g) Application to alter conditions to a site licence - 25 to 99 pitches	1,342	287.00	301.40	O	Discretionary
h) Application to alter conditions to a site licence - 100+ pitches	1,343	310.00	325.50	O	Discretionary
i) Application to transfer a site licence	1,344	148.00	155.40	O	Discretionary
j) Annual fee - 1 to 5 pitches	1,345	209.00	219.50	O	Discretionary
k) Annual fee - 6 to 24 pitches	1,346	258.00	270.90	O	Discretionary
l) Annual fee - 25 to 99 pitches	1,347	291.00	305.60	O	Discretionary
m) Annual fee - 100+ pitches	1,348	361.00	379.10	O	Discretionary
n) Recover of cost of enforcement - hourly rate	1,415	70.00	73.50	O	Discretionary
o) Fit and proper person register application fee	1,693	397.00	416.90	O	Discretionary

Pollution

Scrap Metal Dealers

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Scrap Metal collector fee	1,307	378.00	397.00	O	Discretionary
Scrap Metal dealer site license fee	1,308	599.00	629.00	O	Discretionary
Scrap Metal Licence Variation	1,315	68.00	71.00	O	Discretionary
Scrap Metal replacement of Licence	1,316	29.00	30.00	O	Discretionary

Retail

Registration for skin piercing treatments: acupuncture, tattooing, skin piercing, electrolysis, semi-permanent skin colouring

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Practitioner registration	458	255.00	265.00	O	Discretionary
Registration of premises	459	255.00	265.00	O	Discretionary
Replacement certificate	935	58.00	60.90	O	Discretionary
Variation of registration	1,430	67.00	70.40	O	Discretionary

Sex establishment licence fee

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Change of licence details	1,269	184.00	193.00	O	Discretionary
New, Renewal, Intermediate, Temporary	1,268	3,686.00	3,870.00	O	Discretionary

Sex Shop Registration

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
New, Renewal, Intermediate, Temporary	456	3,686.00	3,870.00	O	Discretionary
Transfer Of Licence	457	3,686.00	3,870.00	O	Discretionary

Parks Strategy

All Recreation Grounds

Filming Rights

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Still Photography Per Hour (Price on Application)	142			S	Discretionary
TV Or Films (Per Day Or Part Of) (Price on Application)	141			S	Discretionary

Fitness & Personal Training Fees & Licences

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Details of fees & charges available at www.spelthorne.gov.uk/fitnesstrainingfees	1,417			S	Discretionary

Football

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Adult booking (per 1/2 season)	1,479	1,173.10	1,250.00	E	Discretionary
Adult booking (per season, payable in 3 instalments)	1,478	2,347.30	2,500.00	E	Discretionary
Adult Booking without pavilion (casual)	1,721		100.00	E	Discretionary
Adult individual bookings	621	110.70	118.00	S	Discretionary
Junior booking (per 1/2 season) NO pavilion	1,483	379.00	392.00	E	Discretionary
Junior booking (per 1/2 season) with pavilion use	1,481	530.25	550.00	E	Discretionary
Junior booking (per season, payable in 3 instalments) NO pavilion	1,482	757.50	784.00	E	Discretionary
Junior booking (per season, payable in 3 instalments) with pavilion use	1,480	1,060.50	1,110.00	E	Discretionary
Junior individual bookings NO pavilion	639	35.00	37.00	S	Discretionary
Junior individual bookings with pavilion use	638	51.00	55.00	S	Discretionary

Funfairs

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Daily Hire Charge	145	836.00	880.00	E	Discretionary
Deposit Against Damage	144	1,670.00	1,760.00	O	Discretionary

Tennis (Price on Application)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Hire of court for private coaching (per hour per court)	792			S	Discretionary

Usage of Parks

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Hire of park for non-charity events	1,329	633.00	664.70	E	Discretionary

Pavement Licensing

Pavement Licensing

Pavement Licensing

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Street Pavement License	1,679	100.00	100.00	O	Discretionary

Public Halls

Shepperton Hall

Community Use (9am to Midnight) (Hire to local groups)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Mon-Fri 9am to 5pm per hour	641	22.20	24.00	E	Discretionary
Mon-Fri After 5pm per hour	642	23.80	26.00	E	Discretionary
Sat 9am to 6pm per hour	643	27.90	30.00	E	Discretionary
Sat After 6pm per hour	644	47.60	52.00	E	Discretionary
Sunday 9am to 10.30pm per hour	645	47.60	52.00	E	Discretionary

Semi Commercial Use (9am to Midnight) (Commercial firms providing a community benefit)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Mon-Fri 9am to 5pm per hour	1,006	29.95	33.00	E	Discretionary
Mon-Fri After 5pm per hour	1,016	33.10	36.00	E	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Sat 9am to 6pm per hour	1,021	35.90	39.00	E	Discretionary
Sat After 6pm per hour	1,031	61.30	66.00	E	Discretionary
Sunday 9am to 10.30pm per hour	1,221	61.30	66.00	E	Discretionary

Refuse Collection

Collection of Contaminated bins

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Initial charge	1,675	226.00	237.30	O	Discretionary
Per Bin lift	1,676	22.00	23.10	O	Discretionary

Collection of contaminated waste bins

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Excess waste per bin lift	1,677	22.00	23.10	O	Discretionary

Collection of contaminated communal 140ltr food textile WEEE bins

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Initial charge	1,689	31.50	33.10	O	Discretionary
Per Bin lift	1,690	10.50	11.00	O	Discretionary

Domestic

Purchase of Bins for New Development

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1100 L - Plastic Recycle With Aperture	1,687	364.00	382.20	S	Discretionary
140L- Food Waste	1,674	67.00	70.40	S	Discretionary

Purchase of bins for New Developments

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) 140L - Plastic	793	67.00	70.40	S	Discretionary
b) 240L - Plastic	794	69.00	72.50	S	Discretionary
c) 660L - Plastic	795	299.00	314.00	S	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

d) 1100L - Plastic	796	356.00	373.80	S	Discretionary
e) 1100L - Metal	1,455	477.00	500.90	S	Discretionary

Service Fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Annual Charge for 240ltr Green Waste Bin	756	64.00	67.20	O	Discretionary
Annual Charge for 660ltr Green Waste Bin	1,314	167.00	175.40	O	Discretionary
Annual charge for emptying of 2nd & 3rd 240L garden bin	1,513	36.00	37.80	O	Discretionary
Annual Charge for Green Waste Sack	757	44.00	46.20	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	755	195.00	204.80	O	Discretionary
Provision of a waste skip - on private land	1,312	288.00	302.40	S	Discretionary
Replacement AWC Bin	751	67.00	70.40	O	Discretionary
Sale of new 240ltr Green Waste Bin to new scheme members	1,309	28.00	29.40	O	Discretionary
Sale of second hand 240ltr Green waste bin (if available)	1,457	17.00	17.90	O	Discretionary

Page 104

Non - Domestic

Non - Domestic Properties only, not commercial waste (charge for the emptying of each individual bin per occasion)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Rubbish 240ltr bin	787	12.60	13.20	O	Discretionary
b) Rubbish 660ltr bin	788	15.30	16.10	O	Discretionary
c) Rubbish - Large 1100ltr bin	937	15.30	16.10	O	Discretionary
d) Recycling 240ltr bin	938	4.70	4.90	O	Discretionary
e) Recycling 660ltr bin	939	5.85	6.10	O	Discretionary
f) Recycling - Large 1100ltr bin	940	7.00	7.40	O	Discretionary
g) Food Waste - up to 240ltr bin	1,306	4.75	5.00	O	Discretionary

Non - Domestic Properties only, not commercial waste (disposal cost of each individual bin per occasion)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
a) Rubbish 240ltr bin	1,458	1.80	1.90	O	Discretionary
b) Rubbish 660ltr bin	1,459	4.70	4.90	O	Discretionary
c) Rubbish - Large 1100ltr bin	1,460	8.15	8.60	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

d) Recycling 240ltr bin	1,461	1.30	1.40	O	Discretionary
e) Recycling 660ltr bin	1,462	3.50	3.70	O	Discretionary
f) Recycling - Large 1100ltr bin	1,463	5.85	6.10	O	Discretionary
g) Food Waste - up to 140ltr bin	1,464	3.55	3.70	O	Discretionary

Rodent & Pest Control

Rodent and Pest Control

Pest Control

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Bedbugs (based on a 3 bedroom property, more than 3 bedrooms subject to survey)	1,260	122.00	128.00	S	Discretionary
Fleas, Cockroaches etc. (based on a 3 bedroom property, more than 3 bedrooms subject to survey)	327	95.00	100.00	S	Discretionary
Mice (Up to 3 visits)	326	72.00	75.50	S	Discretionary
Rats (Up to 3 visits)	325	55.00	58.00	S	Discretionary
Wasps (per visit)	1,629	70.00	73.50	S	Discretionary

Page 105

Stray Dogs

Stray Dogs - Collection Fee (comprising of £25 statutory fee, contractor collection fee £187)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Plus Kennelling of £30/day, if the owner wants their dog delivered back to them £35, and any vet fees incurred charged in addition	295	212.00	222.50	O	Discretionary

SAT

Spelride Accessible Transport (S A T)

Membership

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Annual	758	22.30	23.40	O	Discretionary

Spelride

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Per Single Trip	759	4.50	4.70	Z	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

Return Trip	760	7.90	8.30	Z	Discretionary
-------------	-----	------	------	---	---------------

Taxi Licensing

Taxi Licensing fee structure

Cancellation of booked appointment fee

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,718	40.00	42.00	O	Discretionary

Change of Vehicle

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,707	167.00	175.00	O	Discretionary

DBS

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,717		47.00	O	Discretionary

Discounted HC vehicle with wheelchair accessibility

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,709	121.00	127.00	O	Discretionary

Discounted PH vehicle with wheelchair accessibility

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,708	119.00	125.00	O	Discretionary

English & Numeracy Test & Retest

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,716	30.00	31.00	O	Discretionary

Hackney Carriage Conditions Test & Retest

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,713	50.00	52.00	O	Discretionary

Hackney Carriage Geographic Test & Retest

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,712	70.00	73.00	O	Discretionary

New Driver Hackney Carriage (1 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,696	231.00	242.00	O	Discretionary

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

New Driver Hackney Carriage (3 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,697	376.00	395.00	O	Discretionary

New Driver Private Hire (1 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,698	231.00	242.00	O	Discretionary

New Driver Private Hire (3 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,699	376.00	395.00	O	Discretionary

Operators 1 year

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,710	349.00	366.00	O	Discretionary

Operators 5 year

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,711	978.00	1,027.00	O	Discretionary

Private Hire Conditions Test & Retest

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,714	50.00	52.00	O	Discretionary

Private Hire Geographic Test & Retest

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,715	50.00	52.00	O	Discretionary

Reissue of PH/HC driver or vehicle licence due to any other reason

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,719	25.00	26.00	O	Discretionary

Renewal Driver Hackney Carriage (1 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,700	193.00	210.00	O	Discretionary

Renewal Driver Hackney Carriage (3 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,701	431.00	452.00		Discretionary

Renewal Driver Private Hire (1 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

Fees and Charges

Printed Date: 18/12/2023

Last modified: 18/12/2023

1,703	188.00	204.00	O	Discretionary
-------	--------	--------	---	---------------

Renewal Driver Private Hire (3 year)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,704	391.00	431.00	O	Discretionary

Replacement of plates

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,720	23.00	24.00		Discretionary

Upgrade Private Hire Driver to Hackney Carriage Driver (Includes 1 attempt at conditions test, 1 attempt at geographic test, vehicle check & processing & issuing driver and vehicle licence)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,702	202.00	212.00	O	Discretionary

Vehicle Hackney Carriage

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,705	242.00	254.00	O	Discretionary

Vehicle Private Hire

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,706	239.00	251.00	O	Discretionary

Appendix B**22/12/2023****Statutory Fees****Income**
22/23**Budget**
23/24**Income**
23/24 YTD**Budget 24/25****NEIGHBOURHOOD SERVICES**

Pollution Prevention & Control Act

3,070

4,300

2,861

5,400

Gambling Act Fees

10,660

13,100

10,280

13,100

Licensing Fees

2,136

3,700

1,278

3,700

NEIGHBOURHOOD SERVICES TOTALS**15,866****21,100****14,419****22,200**

This page is intentionally left blank

Appendix C

Discretionary fees	22/12/2023			
	Income 22/23	Budget 23/24	Income 23/24 YTD	Budget 24/25
NEIGHBOURHOOD SERVICES				
Abandoned Vehicles	-	-	-	-
Allotments	40,209	40,700	42,333	42,700
Building Control	422,971	436,600	216,044	458,500
Car Parks	1,580,760	1,490,300	576,852	1,328,400
Cemeteries	391,826	390,300	340,851	430,300
Licensing - Street Trading	17,928	3,700	18,497	15,500
Food Safety	548	-	88	-
Spelthorne In Bloom	40,633	50,000	64,031	52,500
Housing Enforcement/ Licensing - Housing	-	-	-	-
Licensing				
Animal welfare	-	-	-	-
HMO Licensing Scheme	18,139	27,700	18,534	29,100
Mobile Homes	-	-	397	400
Scrap Metal Dealers	541	-	948	900
Retail	65,113	79,200	55,404	79,200
Parks Strategy				
Filming Rights	5,000	3,500	3,750	3,500
Fitness & Personal Training	-	-	-	-
Football	1,532	1,000	204	1,100
Funfairs	4,776	4,400	4,598	4,600
Tennis	-	-	-	-
Usage of Parks	-	-	-	-
Pavement Licensing	-	-	1,200	1,200
Shepperton Hall	23,890	27,400	18,424	28,800
Refuse Collection				
Domestic - Bins for New Developments	32,082	46,000	26,100	46,000
Domestic - Green Waste Bins	848,012	850,000	916,908	910,000
Domestic - Bulky Items	4,558	15,500	1,404	15,500
Non Domestic	98,746	111,000	85,419	111,000
Rodent & Pest Control	1,764	5,300	1,416	5,600
SAT				
Membership	1,532	1,000	1,806	1,100
Spelride	38,377	51,100	33,525	53,700
Taxi Licensing	60,337	65,000	27,591	68,300
Works in Default	-	-	-	-
NEIGHBOURHOOD SERVICES TOTALS	3,699,273	3,699,700	2,456,326	3,687,900

This page is intentionally left blank

Neighbourhood Services & Enforcement Committee



18 January 2024

Title	<i>Service Plans 2024-25</i>
Purpose of the report	To make a decision and a recommendation to Corporate Policy & Resources Committee
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	<p>Please note that the proposed Service Plans include the Revenue and Capital bids, and savings plans for each Cost Centre, as set out in Appendices B to D below and therefore, all references to Service Plans includes the items in said appendices.</p> <p>Fees & Charges are dealt with via a separate report.</p> <p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Formally review the proposed Service Plans for 2024-25 for this Committee. 2. Approve the proposed Service Plans for 2024-25 for this Committee. 3. Recommend to Corporate Policy & Resources Committee that they approve the proposed Service Plans for 2024-25.
Reason for Recommendation	<p><i>This relates to the Committee Cost Centres and forms part of the Net Revenue Expenditure budget, often referred to as above the line expenditure.</i></p> <p><i>Committee approved Service Plans are an important operational document and form the basis of each Cost Centre's plans for 2024-25, including Revenue and Capital growth bids, and savings plans, providing the financial data to support the delivery of each service, as part of the 2024-25 Budget setting process.</i></p>

	<p><i>Whilst the Service Plans provide financial data for the three years beyond 2024-25, these are for indicative purposes only and will be subject to formal Committee approval, as part of the following years' budget setting process.</i></p> <p><i>Members of this Committee have informally received the documents in the attached appendices and have provided feedback to officers to develop their plans, including providing input into revenue and capital growth bids and the savings plan. The documentation is now formally provided for the agenda.</i></p> <p><i>Officers will use this information to shape the Council's Medium Term Financial Plan for the 4 years to 2027-28 and beyond.</i></p> <p><i>Council must approve a balanced budget at the annual Council meeting in February.</i></p>
--	---

Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Council has a legal obligation to set a balanced budget for 2024-25 at its Council Meeting on 22 February 2024, The Committee is asked to review, approve the proposed Service Plans for each Cost Centre, which included the relevant Revenue and Capital growth bids and savings plans for 2024-25 as set out in Appendix A to D for this Committee. Appendix E provides a summary of the draft Budget by cost centre for the Committee to provide a comparison and benchmark for each member of the Committee. 	<ul style="list-style-type: none"> As part of producing a balance budget, the Service Plans, and accompanying bids and plans provide the basis of the 2024-25 Budget. To fulfil the Council's statutory obligation to agree a balanced Budget for 2024-25 at the Council Meeting on 22 February 2024, of before 31 March if not agreed.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Take a view of the Service Plans, which are based upon the guidance provided by this committee to Officers in November – December 2023. Question Budget Managers about their final plan, particularly if it 	<ul style="list-style-type: none"> That this Committee review the proposed Service Plans and accompanying bids and plans as set out in Appendix A to D for 2024-25 Approve the proposed Service Plans for 2024-25

<p>does not agree with the input provided by this Committee late last year.</p> <ul style="list-style-type: none"> • Focus on the figures for 2024-25. • Noting that the figures for 2025-26 and beyond are indicative and will be subject to Council approval in the future years' budget setting process, so expect the figures to change over time, due to inflation changes, salary agreement settlements, change of strategy, , changing statutory requirements etc.. • To ensure that all discretionary services breakeven or are fully subsidised. 	<ul style="list-style-type: none"> • Recommend that Corporate Policy & Resources Committee approve the proposed Service Plans for 2024-25
--	--

1. Appendices

1.1 Included with this report are the following items for this Committee:

- (a) Service Plans, noting that a number of cost centres are amalgamated into one service plan.
- (b) Revenue Growth Bids
- (c) Capital Growth Bids
- (d) Savings Plan
- (e) Summary Committee budget by cost centre
- (f) Detailed Committee budget by cost centre

2. Key issues

- 2.1 The Committee should provide a strategic steer to Officers, who will prepare the operational Service Plans to deliver the strategic outcomes desired by the Committee.
- 2.2 In the absence of any strategic direction, Officer will set the strategic direction and the Committee will then approve the strategy.
- 2.3 The Budget Manager originally prepared the Service Plan, and this was in turn reviewed by the relevant Group Head, then MAT, before being submitted to this Committee for review in October - November 2023.
- 2.4 The feedback provided by the Committee was incorporated into the Service Plans attached with this report.

3. Options analysis and proposal

- 3.1 Following guidance from Corporate Policy & Resources Committee in September, every Committee has reviewed and considered each fee and charge and apart from the items in 2.7 below, considered the proposal to

increase fees and charges by a minimum of 5% for the discretionary and to charge the maximum for statutory fees and charges, as the only option.

4. Financial management comments

- 4.1 The Council has a draft balanced budget for 2024-25 and should the Committee decide to increase or decrease the net revenue expenditure budget for this committee, it must state where the additional income or reduced services will come from to support a change, for example, should the Committee wish to an additional £50k service, then it will need to raise an additional £50k in income, through price increase, volume increase or increasing the frequency of spend or either reduce costs in one of more of the Committee Cost Centres to an aggregate of £50k, to maintain an overall draft balanced budget.

5. Risk management comments

- 5.1 Service Plans include a section on risk considerations and appetite. It is the responsibility of each Service Manager and Group Head to ensure that they identify, assess, and proportionately manage key risks relating to their service areas. This may include a range of risks that specifically impact the effective delivery of service objectives (and corporate priorities) The Council has an approved risk management policy that provides guidance in the management of risk, to support informed decisions.
- 5.2 The risk implications of approving any growth bids in terms of the financial impact on the draft balanced budget have been highlighted elsewhere in this report, along with proposed control and mitigation measures.

6. Procurement comments

- 6.1 Any new Council contracts taken on as part of the revenue and capital growth bids will be subject to the Council's procurement policies.

7. Legal comments

- 7.1 Any contracts required in connection with the revenue and capital growth bids shall have to comply with the Contract Standing Orders and the Council's duty to deliver best value under the Local Government Act 1999.

The Legal Services (g.legal@spelthorne.gov.uk) will assist with the preparation, review and negotiation of the contract terms and conditions where necessary.

8. Other considerations

- 8.1 There are none.

9. Equality and Diversity

- 9.1 Individual projects are subject to equality and diversity impact assessments.

10. Sustainability/Climate Change Implications

- 10.1 All new actions and ongoing activities within service plans undertaken by the Council should meet the objectives of the Council's climate change strategy.

11. Timetable for implementation

- 11.1 Once approved the Service Plans will be presented to Corporate Policy & Resources Committee for approval at their meeting on 19 February, ahead of the full Council meeting on 22 February.
- 11.2 Once agreed by Council, the 2024-25 budget will be implemented from 1 April 2024.

12. Contact

- 12.1 Paul Taylor Chief Accountant – p.taylor@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – Service Plans for this Committee

Appendix B – Revenue Growth Bids for this Committee

Appendix C – Capital Growth Bids for this Committee

Appendix D – Savings Plans for this Committee.

Appendix E - Summary Committee budget by cost centre

Appendix F – Detailed Committee budget by cost centre

This page is intentionally left blank

Details of Growth Bid	FTE Statutory / Discretionary /		Reason for Growth Bid	Service Area	Committee	Cost Centre	Cost Centre Code details	Amount	Funding	Full / Part Year	Ongoing or one off	General Fund Net Cost 2024/25	General Fund Net Cost 2025/26	General Fund Net Cost 2026/27	General Fund Net Cost 2027/28	Requested By
	FTE	Funding														
Apprentice Building Control Surveyor	1.00	Discretionary	Employ one apprentice to provide resilience and succession planning (Scale 1 SCP6-11)	Building Control	Neighbourhood Services Committee	21201	212011001	28,600	28,600	Full	Ongoing	0	29,100	29,700	30,400	Heather Morgan
On Street Parking		Discretionary	On Street Parking moved with SCC- Loss of PCN income	Car Parks	Neighbourhood Services Committee	26698	266987403	125,000		Full	Ongoing	125,000	125,000	125,000	125,000	Jackie Taylor
On Street Parking		Discretionary	On Street Parking moved with SCC- Loss of visitors/ residents permits income	Car Parks	Neighbourhood Services Committee	266**	266**74227423	16,500		Full	Ongoing	16,500	16,500	16,500	16,500	Jackie Taylor
Loss of income contract		Discretionary	Loss of income from SCC agency agreement not dealt with under 22/23 budget allocations	Grounds Maintenance	Neighbourhood Services Committee	45403	454037151	185,000		Full	Ongoing	185,000	185,000	185,000	185,000	Jackie Taylor
Play equipment replacement		Discretionary	Replace play equipment in Nuthatch Close Stanwell play area.	Grounds Maintenance	Neighbourhood Services Committee	45403	454032219	30,000	21,700	Full	One off	8,300				Jackie Taylor
Increase in staff costs due to more waste rounds		Discretionary	Increase waste rounds to accommodate new builds - Revenue	Refuse Collection	Neighbourhood Services Committee	20201		0		Full	Ongoing	0	0	60,000	60,000	Jackie Taylor

This page is intentionally left blank

2024/25 Capital Growth bids														21/12/2023
Committee	Code	To be approved Amount £	Project	Requested By	Date	Explanation	Associated Revenue Costs	Associated Savings	Accountancy / Comments	2024-25	2025-26	2026-27	2027-28	2028-29
Neighbourhood	416208252	55,000	Garden waste bins	J Taylor	12/09/2023	Garden waste bins requirement				55,000	55,000	55,000	55,000	55,000
Neighbourhood		0	Electric vans for JET	J Taylor	12/09/2023	5 electric vans for JET			moved to 25.26	-	110,000			
Neighbourhood		0	Replace 4 remaining Spelride buses for Electric	J Taylor	12/09/2023	Replace 4 remaining Spelride buses for Electric					500,000			
Neighbourhood		0	Replace Machinery & Vehicles	J Taylor	12/09/2023	Replacement machinery & vehicles for grounds maintenance							400,000	
Neighbourhood		0	Replacement street cleansing vehicle	J Taylor	12/09/2023	Replacement street cleansing vehicle						40,000		
Neighbourhood		0	Electricity Power Supply enhancement	J Taylor	12/09/2023	Increasing the power supply at Depot & Nursery					450,000			
		4,832,000					0	0		3,425,960	3,092,040	506,000	476,000	55,000

This page is intentionally left blank

Details of Savings Offered	Explanation of proposed saving	Service Area	Committee	Cost Centre	Cost Centre code details	Amount	Full / Part Year	Ongoing / one off	General fund 2024/25	General fund 2025/26	General fund 2026/27	General fund 2027/28	Service impact Assessment of saving	Offered By (Group Head)
Pollution Control Contaminated Land	Gross Funding received	Environmental Health	Neighbourhood	10201	102017307	1,100	Full		1,100					Heather Morgan
Green waste income	Potential increased income from extra garden waste customers	Refuse collection	Neighbourhood	20203	202037445	60,000	Full	Ongoing	60,000	60,000	60,000	60,000	None	Jackie Taylor
Cemeteries income	Potential increased income from Cemeteries	Cemeteries	Neighbourhood	15501	1550173**	40,000	Full	Ongoing	40,000	40,000	40,000	40,000	None	Jackie Taylor
Increase in Garden Waste income	Potential income from increase in number of garden waste customers due to new round	Refuse collection	Neighbourhood	20203	202037445					150,000	150,000	150,000		Jackie Taylor
Increase in income	Salary savings in Car Parks due to On Street parking moving with SCC which has resulted in reduction of posts	Car Parks	Neighbourhood	26601	26601****	169,800	Full	Ongoing	169,800	169,800	169,800	169,800	None	Jackie Taylor
Other Expenses	Budget savings offered	Allotments	Neighbourhood	15401	154014979	1,200	Full	Ongoing	1,200	1,200	1,200	1,200		Jackie Taylor
Increase of income	Income budget to be increased	Allotments	Neighbourhood	15401	154017501	2,000	Full	Ongoing	2,000	2,000	2,000	2,000		Jackie Taylor
Increase of income	Car Parks P&D income	Car Parks	Neighbourhood	266***	266**7402	118,000	Full	Ongoing	118,000	118,000	118,000	118,000		Jackie Taylor
Increase of income	Car Parks season tickets	Car Parks	Neighbourhood	266***	266**7405	10,000	Full	Ongoing	10,000	10,000	10,000	10,000		Jackie Taylor
Increase of income	Car Parks P&D income	Car Parks	Neighbourhood	266***	266**7402	45,000	Full	Ongoing	45,000	45,000	45,000	45,000		Jackie Taylor
Increase of income	Car Parks season tickets	Car Parks	Neighbourhood	266***	266**7405	1,000	Full	Ongoing	1,000	1,000	1,000	1,000		Jackie Taylor
Removal of Budget	Environmental Enhancements	Environmental Enhancements	Neighbourhood	21104	211042201	9,400	Full	Ongoing	9,400	9,400	9,400	9,400		Jackie Taylor
Removal of Budget	Parks strategy	Parks strategy	Neighbourhood	15101	151012208	41,200	Full	Ongoing	41,200	41,200	41,200	41,200		Jackie Taylor
Removal of Budget	Public Halls	Public Halls	Neighbourhood	14801	148012004	1,000	Full	Ongoing	1,000	1,000	1,000	1,000		Jackie Taylor
Removal of Budget	SCC contracts	Depot	Neighbourhood	20302	203025042	34,500	Full	Ongoing	34,500	34,500	34,500	34,500		Jackie Taylor
Reduction in cost	Operational training	Grounds	Neighbourhood	45403	454031704	5,000	Full	Ongoing	5,000	5,000	5,000	5,000		Jackie Taylor
Reduction in cost	Protective clothing	Maintenance	Neighbourhood	45403	454034201	10,000	Full	Ongoing	10,000	10,000	10,000	10,000		Jackie Taylor
Removal of Budget	Gritting of Car Parks	Car Parks	Neighbourhood	30201	302012205	5,000	Full	Ongoing	5,000	5,000	5,000	5,000		Jackie Taylor
Removal of Budget	Office equipment maintenance	Neighbourhood Serv Management Support	Neighbourhood	30201	302014023	1,200	Full	Ongoing	1,200	1,200	1,200	1,200		Jackie Taylor
Removal of Budget	Other Expenses	Neighbourhood Serv Management Support	Neighbourhood	30201	302014979	5,000	Full	Ongoing	5,000	5,000	5,000	5,000		Jackie Taylor
Removal of Budget	Other Expenses	Refuse collection	Neighbourhood	20201	202014979	1,000	Full	Ongoing	1,000	1,000	1,000	1,000		Jackie Taylor

This page is intentionally left blank

Net Expenditure Budget 2024/25 by committee

22 December 2023

Committee	Revised 2023/24 £000s	Proposed 2024/25 £000s	Change from 2023/24 £000s	Increase %	Breif Explanation for increase or decrease in budget
Abandoned Vehicles	3.6	3.6	0.0	0%	
Allotments	(16.6)	(18.6)	(2.0)	12%	Increase in income
Building Control	(39.4)	4.5	43.9	-111%	Appointment of permanent Building Control Surveyor WEF July 23; growth bid submitted 1 x Apprentice 24-25
Bus Station	24.9	25.9	1.0	4%	
Car Parks	(54.5)	(232.6)	(178.1)	327%	Increase in income
Cemeteries	(327.5)	(392.8)	(65.3)	20%	Increase in income
Community Safety	257.4	258.4	1.0	0%	
Depot	119.0	93.7	(25.3)	-21%	Savings delivered
Neighbourhood Serv Mgt Support	1,380.7	1,400.6	19.9	1%	
Environmental Enhancements	21.6	13.3	(8.3)	-38%	Savings delivered
Environmental Health Admin	1,238.0	1,330.1	92.1	7%	Increase in budget due to Snr. EHO moving over from 10701; increase in Salaries budget
Environmental Protection Act	96.4	89.9	(6.5)	-8%	
Food Safety	0.9	0.9	0.0	0%	
Grounds Maintenance	1,635.4	1,936.8	301.4	18%	Growth bids of £215k
Licensing	108.8	33.8	(75.0)	-69%	Reduction in budget due to Snr. EHO moving over to 10101; increase in Street Trade Licences
Parks Strategy	34.8	(1.1)	(35.9)	-103%	Savings delivered
Public Conveniences	1.5	0.0	(1.5)	-100%	Budget amalgamated with Grounds Maintenance
Public Halls	(17.4)	(19.2)	(1.8)	10%	Increase in income/ savings deliveed
Refuse Collection	931.6	941.4	9.8	1%	
Rodent & Pest Control	10.8	11.3	0.5	5%	
SAT	165.6	167.1	1.5	1%	
Street Cleaning	782.4	794.5	12.1	2%	
Taxi Licensing	(61.7)	(64.8)	(3.1)	5%	
Waste Recycling	(347.0)	(343.5)	3.5	-1%	
Neighbourhood Services Committee	5,949.3	6,033.2	83.9	1%	

This page is intentionally left blank

Neighbourhood Services

<u>Environmental Health Admin</u>	<u>10101</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries	978,400.00	905,000.00
1011	Temporary Staff	7,100.00	7,100.00
1101	National Insurance	108,100.00	99,700.00
1111	Superannuation	167,600.00	155,500.00
1202	First Aid Allowance	200.00	200.00
1209	Fire Wardens Allowance	400.00	400.00
1601	Professional subscriptions	3,300.00	1,600.00
1606	Cash Alternative to leased car	6,400.00	6,400.00
1803	Employee related insurance	4,000.00	7,600.00
3901	Public Transport	700.00	700.00
3902	Essential User Car Allowance	16,400.00	14,000.00
3903	Leased Cars	0.00	500.00
3905	Car Mileage Allowance	5,500.00	5,500.00
4301	Internal printing	1,200.00	1,200.00
4312	Books & publications	200.00	200.00
4401	Consultants fees	0.00	0.00
4406	Legal and Court Costs	1,200.00	1,200.00
4417	Security services	0.00	700.00
4501	Postage Direct charge	100.00	100.00
4507	Postage Envelopes	2,200.00	2,200.00
4511	Telephones call charges	100.00	1,200.00
4516	Mobile phones	1,600.00	1,600.00
4552	Computer Software	24,900.00	24,400.00
4701	Subscriptions General	300.00	800.00

Budget Report for 24/25 & 23/24

Appendix F

4979	Other Miscellaneous Expenses	200.00	200.00
4983	Unders/Overs	0.00	0.00
7151	Other Reimbursements	0.00	0.00
7165	Salary Reimbursements	0.00	0.00
		<u>1,330,100.00</u>	<u>1,236,800.00</u>

<u>Pollution Control</u>	<u>10201</u>	<u>24/25</u>	<u>23/24</u>
2301	Electricity	200.00	200.00
4001	Operational Equipment purchase	0.00	0.00
4312	Books & publications	200.00	0.00
4401	Consultants fees	0.00	0.00
4422	Pollution Control Monitoring	62,700.00	58,900.00
4431	Pollution Control assessments	1,500.00	1,500.00
4436	Air Quality project- Schools	0.00	0.00
7151	Other Reimbursements	0.00	0.00
7303	Authorisation fees	-3,200.00	-3,200.00
7307	Contaminated Land Enquiries	-2,200.00	-1,100.00
		<u>59,200.00</u>	<u>56,300.00</u>

<u>Noise Control</u>	<u>10202</u>	<u>24/25</u>	<u>23/24</u>
4001	Operational Equipment purchase	800.00	800.00
4002	Operational Equipment Maint.	2,500.00	1,000.00
4906	OutOfHoursCallService	27,400.00	27,400.00
7151	Other Reimbursements	0.00	0.00
		<u>30,700.00</u>	<u>29,200.00</u>

Budget Report for 24/25 & 23/24

Appendix F

<u>Control of Stray Dogs</u>		<u>10203</u>	<u>24/25</u>	<u>23/24</u>
4432	Kennel Costs		16,800.00	16,000.00
7304	Collection fees		-5,600.00	-5,300.00
			<u>11,200.00</u>	<u>10,700.00</u>
<u>Rodent and Pest Control</u>		<u>10301</u>	<u>24/25</u>	<u>23/24</u>
4435	Reimbursement PestControl Fees		100.00	100.00
5012	External Contracts		0.00	0.00
			<u>100.00</u>	<u>100.00</u>
<u>Food Safety Acts</u>		<u>10401</u>	<u>24/25</u>	<u>23/24</u>
4006	Other Consumables		0.00	0.00
4319	Food Hygiene Handbooks etc		600.00	600.00
4421	Analysts fees		2,000.00	1,900.00
7311	Charges for services		-1,700.00	-1,600.00
7322	Provision of courses		0.00	0.00
			<u>900.00</u>	<u>900.00</u>
<u>Licensing</u>		<u>10701</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries		138,000.00	176,000.00
1101	National Insurance		14,400.00	18,900.00
1111	Superannuation		23,900.00	30,600.00
1209	Fire Wardens Allowance		200.00	200.00
1210	ILO allowance		200.00	400.00
1803	Employee related insurance		600.00	1,200.00
3902	Essential User Car Allowance		2,200.00	4,600.00

Budget Report for 24/25 & 23/24

Appendix F

3905	Car Mileage Allowance	300.00	300.00
4507	Postage Envelopes	300.00	300.00
4979	Other Miscellaneous Expenses	200.00	3,700.00
7065	PavementLicensingNewBurdenGran	-3,400.00	0.00
7301	Licences	-15,500.00	-3,700.00
7305	Other fees - Premises	-79,200.00	-79,200.00
7306	Pavement Licenses	-1,200.00	0.00
7308	Hackney Carriage Vehicle	-400.00	0.00
7309	Personal Licences	-3,700.00	-3,700.00
7310	ScrapMetalDealersLicences	-900.00	0.00
7317	HMO Licenses	-29,100.00	-27,700.00
		<u>46,900.00</u>	<u>121,900.00</u>

<u>Gambling Act</u>	<u>10702</u>	<u>24/25</u>	<u>23/24</u>
7301	Licences	-13,100.00	-13,100.00
		<u>-13,100.00</u>	<u>-13,100.00</u>

<u>SAT</u>	<u>12601</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries	141,300.00	137,700.00
1011	Temporary Staff	13,000.00	13,000.00
1101	National Insurance	12,000.00	11,900.00
1111	Superannuation	24,500.00	23,900.00
1803	Employee related insurance	1,000.00	1,900.00
3101	Commercial Vehicle Maintenance	12,000.00	12,000.00
3201	Commercial Vehicle Fuel	19,800.00	19,800.00
3301	Commercial Vehicle Tyres	500.00	500.00
3401	Commercial Vehicle Road Tax	1,000.00	1,000.00

Budget Report for 24/25 & 23/24

Appendix F

4979	Other Miscellaneous Expenses	0.00	0.00
4983	Unders/Overs	0.00	0.00
5043	Partnership Authority Scheme	17,100.00	16,300.00
5903	Depn	0.00	0.00
7125	Contribution Surrey CC	-20,300.00	-20,300.00
7151	Other Reimbursements	0.00	0.00
7371	Spelride Charges	-53,700.00	-51,100.00
7374	Memberships SAT	-1,100.00	-1,000.00
		<u>167,100.00</u>	<u>165,600.00</u>

<u>Public Halls</u>	<u>14801</u>	<u>24/25</u>	<u>23/24</u>
1002	Overtime	0.00	0.00
1011	Temporary Staff	0.00	0.00
1803	Employee related insurance	0.00	0.00
2004	General repairs	0.00	1,000.00
2301	Electricity	1,500.00	1,500.00
2302	Gas	3,400.00	3,400.00
2401	Rents	500.00	0.00
2404	Business Rates	1,900.00	1,800.00
2405	Water Charges	1,400.00	1,400.00
2501	F&F Purchases	0.00	0.00
2601	Cleaning materials	800.00	800.00
2602	Window cleaning	100.00	100.00
4511	Telephones call charges	0.00	0.00
5903	Depn	0.00	0.00
7379	Charlton Hall	0.00	0.00

Budget Report for 24/25 & 23/24

Appendix F

7380	Churchill Centre	0.00	0.00
7381	St Martins Hall	0.00	0.00
7382	Red Cross Hall Shepperton	0.00	0.00
7383	Shepperton Village Hall	-28,800.00	-27,400.00
		<u>-19,200.00</u>	<u>-17,400.00</u>

<u>Shepperton Village Hall</u>		<u>14803</u>	<u>24/25</u>	<u>23/24</u>
2301	Electricity		0.00	0.00
2302	Gas		0.00	0.00
2404	Business Rates		0.00	0.00
2405	Water Charges		0.00	0.00
5903	Depn		0.00	0.00
7501	Rents		0.00	0.00
			<u>0.00</u>	<u>0.00</u>

<u>Churchill Centre</u>		<u>14804</u>	<u>24/25</u>	<u>23/24</u>
5903	Depn		0.00	0.00
7501	Rents		0.00	0.00
			<u>0.00</u>	<u>0.00</u>

<u>Parks Strategy</u>		<u>15101</u>	<u>24/25</u>	<u>23/24</u>
2208	Playground Improvements		0.00	41,200.00
2301	Electricity		33,500.00	28,400.00
2302	Gas		3,400.00	3,400.00
2404	Business Rates		10,300.00	9,800.00
2405	Water Charges		27,000.00	27,000.00
4511	Telephones call charges		0.00	0.00

Budget Report for 24/25 & 23/24

Appendix F

5903	Depn	0.00	0.00
7122	Grants and Donations	0.00	0.00
7131	Legal costs reimbursed	0.00	0.00
7301	Licences	-1,800.00	-1,800.00
7411	Football	-1,100.00	-1,000.00
7420	Fun Fairs	-4,600.00	-4,400.00
7424	Catering Concessions	0.00	0.00
7441	Lettings	0.00	0.00
7443	Filming Rights	-3,500.00	-3,500.00
7501	Rents	-15,100.00	-15,100.00
7503	Licences/ Wayleaves/ Easements	-15,000.00	-15,000.00
7504	Rent Top Ups from RIA	0.00	0.00
7521	Fordbridge Park Rents	-8,000.00	-8,000.00
7522	Laleham Park Rents	-20,000.00	-20,000.00
7523	Lammas Recreation Licences	-6,200.00	-6,200.00
7524	Lammas Car Park	0.00	0.00
		<u>-1,100.00</u>	<u>34,800.00</u>

<u>Fordbridge Park</u>	<u>15106</u>	<u>24/25</u>	<u>23/24</u>
-------------------------------	---------------------	---------------------	---------------------

2404	Business Rates	0.00	0.00
7501	Rents	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Groveley Recreation Ground</u>	<u>15107</u>	<u>24/25</u>	<u>23/24</u>
--	---------------------	---------------------	---------------------

2404	Business Rates	0.00	0.00
------	----------------	------	------

Budget Report for 24/25 & 23/24

Appendix F

		<u>0.00</u>	<u>0.00</u>
<u>Laleham Park</u>	<u>15109</u>	<u>24/25</u>	<u>23/24</u>
7424 Catering Concessions		0.00	0.00
7501 Rents		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Shepperton Recreation Ground</u>	<u>15113</u>	<u>24/25</u>	<u>23/24</u>
7420 Fun Fairs		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Stanwell Recreation Ground</u>	<u>15115</u>	<u>24/25</u>	<u>23/24</u>
7420 Fun Fairs		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Sunbury Park</u>	<u>15116</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Lammas</u>	<u>15117</u>	<u>24/25</u>	<u>23/24</u>
7151 Other Reimbursements		0.00	0.00
7503 Licences/ Wayleaves/ Easements		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Allotments</u>	<u>15401</u>	<u>24/25</u>	<u>23/24</u>
2201 Grounds maintained noncontract		12,700.00	12,700.00
2301 Electricity		1,300.00	100.00

Budget Report for 24/25 & 23/24

Appendix F

2401	Rents	2,000.00	2,000.00
2402	Premises fees & Hire charges	0.00	0.00
2405	Water Charges	8,600.00	8,600.00
4916	Transaction Charges	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	1,200.00
5903	Depn	0.00	0.00
7151	Other Reimbursements	-500.00	-500.00
7305	Other fees - Premises	0.00	0.00
7501	Rents	-42,700.00	-40,700.00
		<u>-18,600.00</u>	<u>-16,600.00</u>

<u>All Cemeteries & Burial Grounds</u>	<u>15501</u>	<u>24/25</u>	<u>23/24</u>
---	---------------------	---------------------	---------------------

2201	Grounds maintained noncontract	8,000.00	8,000.00
2220	Memorials testing	0.00	26,000.00
2301	Electricity	6,000.00	6,000.00
2404	Business Rates	15,300.00	14,600.00
2405	Water Charges	6,200.00	6,200.00
4552	Computer Software	2,000.00	2,000.00
4979	Other Miscellaneous Expenses	0.00	0.00
5903	Depn	0.00	0.00
7305	Other fees - Premises	0.00	0.00
7375	Staines (London Rd) Cemetery	-134,900.00	-122,400.00
7376	Ashford Cemetery	-103,100.00	-93,500.00
7377	Stanwell Cemetery	-25,000.00	-22,700.00
7378	Sunbury Cemetery	-167,300.00	-151,700.00
		<u>-392,800.00</u>	<u>-327,500.00</u>

Budget Report for 24/25 & 23/24

Appendix F

<u>Recycling All Materials - AWC</u>		<u>20151</u>	<u>24/25</u>	<u>23/24</u>
4983	Unders/Overs		0.00	0.00
5012	External Contracts		0.00	0.00
5903	Depn		0.00	0.00
7111	Recycling Credits SCC		-312,000.00	-317,000.00
			<u>-312,000.00</u>	<u>-317,000.00</u>
<u>Textiles Recycling banks</u>		<u>20155</u>	<u>24/25</u>	<u>23/24</u>
7111	Recycling Credits SCC		0.00	0.00
			<u>0.00</u>	<u>0.00</u>
<u>Green Waste Recycling</u>		<u>20156</u>	<u>24/25</u>	<u>23/24</u>
5012	External Contracts		0.00	0.00
7111	Recycling Credits SCC		0.00	0.00
			<u>0.00</u>	<u>0.00</u>
<u>School Recycling</u>		<u>20157</u>	<u>24/25</u>	<u>23/24</u>
7151	Other Reimbursements		-31,500.00	-30,000.00
			<u>-31,500.00</u>	<u>-30,000.00</u>
<u>Refuse Collection</u>		<u>20201</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries		1,173,700.00	1,125,900.00
1002	Overtime		20,000.00	20,000.00
1012	Agency Staff		131,200.00	131,200.00
1101	National Insurance		97,100.00	92,800.00
1111	Superannuation		213,300.00	187,500.00

Budget Report for 24/25 & 23/24

Appendix F

1803	Employee related insurance	6,500.00	12,300.00
3001	Commercial Vehicle Lease	0.00	0.00
3101	Commercial Vehicle Maintenance	84,900.00	84,900.00
3201	Commercial Vehicle Fuel	176,600.00	176,600.00
3301	Commercial Vehicle Tyres	0.00	0.00
3801	Hired Plant and Transport	42,600.00	42,600.00
4001	Operational Equipment purchase	2,400.00	2,400.00
4004	Operational equip mats & suppl	19,200.00	19,200.00
4201	Protective clothing	0.00	0.00
4202	Uniforms	19,200.00	19,200.00
4552	Computer Software	15,000.00	15,000.00
4979	Other Miscellaneous Expenses	0.00	1,000.00
4983	Unders/Overs	0.00	0.00
5003	Refuse CollectionClincialWaste	0.00	0.00
5042	Other LA Surrey County Council	50,000.00	50,000.00
5903	Depn	0.00	0.00
7151	Other Reimbursements	-46,000.00	-46,000.00
7311	Charges for services	-111,000.00	-111,000.00
7314	Refuse collection Bulky waste	-15,500.00	-15,500.00
		<u>1,879,200.00</u>	<u>1,808,100.00</u>

Green Waste**20203****24/25****23/24**

7336	New Brown Waste Bins	0.00	0.00
7445	Hire of Green Waste Bin	-910,000.00	-850,000.00
		<u>-910,000.00</u>	<u>-850,000.00</u>

Budget Report for 24/25 & 23/24

Appendix F

<u>Food Waste</u>	<u>20204</u>	<u>24/25</u>	<u>23/24</u>
3101 Commercial Vehicle Maintenance		0.00	0.00
3201 Commercial Vehicle Fuel		0.00	0.00
7151 Other Reimbursements		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>DCLG Project Management</u>	<u>20205</u>	<u>24/25</u>	<u>23/24</u>
3201 Commercial Vehicle Fuel		0.00	0.00
7151 Other Reimbursements		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Textiles Service</u>	<u>20206</u>	<u>24/25</u>	<u>23/24</u>
3001 Commercial Vehicle Lease		0.00	0.00
3201 Commercial Vehicle Fuel		0.00	0.00
7151 Other Reimbursements		-27,800.00	-26,500.00
		<u>-27,800.00</u>	<u>-26,500.00</u>
<u>White House Garage Site</u>	<u>20302</u>	<u>24/25</u>	<u>23/24</u>
2201 Grounds maintained noncontract		3,600.00	3,600.00
2301 Electricity		12,600.00	12,600.00
2302 Gas		5,200.00	5,200.00
2404 Business Rates		50,700.00	48,300.00
2405 Water Charges		3,300.00	3,300.00
2407 Environmental Services		2,100.00	2,100.00
2601 Cleaning materials		2,000.00	7,400.00
2602 Window cleaning		1,000.00	1,000.00

Budget Report for 24/25 & 23/24

Appendix F

2604	Contract cleaning	8,200.00	1,000.00
4417	Security services	5,000.00	0.00
4978	Insurance Excess Charge	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	0.00
5042	Other LA Surrey County Council	0.00	34,500.00
5903	Depn	0.00	0.00
7501	Rents	0.00	0.00
		<u>93,700.00</u>	<u>119,000.00</u>

<u>Environmental Enhancements</u>	<u>21104</u>	<u>24/25</u>	<u>23/24</u>
--	---------------------	---------------------	---------------------

2201	Grounds maintained noncontract	0.00	9,400.00
2204	Site improvements	3,700.00	3,200.00
2206	Fences and walls	5,300.00	4,900.00
2241	Community Fund	4,300.00	4,100.00
2275	Shortwood Pond Clearance	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	0.00
5012	External Contracts	0.00	0.00
7006	Other Government Grants	0.00	0.00
		<u>13,300.00</u>	<u>21,600.00</u>

<u>Building Control</u>	<u>21201</u>	<u>24/25</u>	<u>23/24</u>
--------------------------------	---------------------	---------------------	---------------------

1001	Salaries	315,300.00	249,200.00
1011	Temporary Staff	12,000.00	16,700.00
1026	Retention allowance	0.00	0.00
1101	National Insurance	37,000.00	34,900.00
1111	Superannuation	57,400.00	55,400.00
1207	Stand By allowance	15,900.00	14,000.00

Budget Report for 24/25 & 23/24

Appendix F

1601	Professional subscriptions	2,000.00	2,000.00
1606	Cash Alternative to leased car	5,800.00	5,800.00
1803	Employee related insurance	1,700.00	3,200.00
3901	Public Transport	0.00	0.00
3902	Essential User Car Allowance	3,600.00	3,600.00
3905	Car Mileage Allowance	2,900.00	2,900.00
4021	Office Equipment Purchase	300.00	500.00
4201	Protective clothing	300.00	500.00
4301	Internal printing	500.00	500.00
4316	Shredding	0.00	0.00
4318	Technical Publications	200.00	300.00
4401	Consultants fees	0.00	0.00
4409	Back end Office Fees	0.00	0.00
4501	Postage Direct charge	0.00	0.00
4507	Postage Envelopes	200.00	200.00
4511	Telephones call charges	400.00	400.00
4516	Mobile phones	300.00	300.00
4552	Computer Software	4,600.00	4,100.00
4601	Subsistence	0.00	0.00
4903	Promotions and Exhibitions	200.00	300.00
4983	Unders/Overs	0.00	0.00
5012	External Contracts	2,400.00	2,400.00
7341	BC Full Plan Deposits	-78,900.00	-75,100.00
7342	BC FullPlan Site Inspections	-106,100.00	-101,000.00
7343	BC SDB Building Notice	-239,600.00	-228,200.00
7349	BC Gar Regulation applications	-12,700.00	-12,100.00

Budget Report for 24/25 & 23/24

Appendix F

7361	BC Fees re Other Functions	-7,800.00	-7,400.00
7364	Solicitors Enquiries Fees	-11,000.00	-10,500.00
7365	Other functions	0.00	0.00
7367	Street Naming Fees	-2,400.00	-2,300.00
		<u>4,500.00</u>	<u>-39,400.00</u>

<u>Environment Services Admin</u>	<u>25102</u>	<u>24/25</u>	<u>23/24</u>
--	---------------------	---------------------	---------------------

1601	Professional subscriptions	0.00	0.00
1803	Employee related insurance	0.00	0.00
3903	Leased Cars	0.00	0.00
3905	Car Mileage Allowance	0.00	0.00
4301	Internal printing	0.00	0.00
4312	Books & publications	0.00	0.00
4507	Postage Envelopes	0.00	0.00
4511	Telephones call charges	0.00	0.00
4516	Mobile phones	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	0.00
7151	Other Reimbursements	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Abandoned Vehicles</u>	<u>26508</u>	<u>24/25</u>	<u>23/24</u>
----------------------------------	---------------------	---------------------	---------------------

5012	External Contracts	3,600.00	3,600.00
		<u>3,600.00</u>	<u>3,600.00</u>

<u>Car Park Administration</u>	<u>26601</u>	<u>24/25</u>	<u>23/24</u>
---------------------------------------	---------------------	---------------------	---------------------

1001	Salaries	270,200.00	407,700.00
1101	National Insurance	27,200.00	39,500.00

Budget Report for 24/25 & 23/24

Appendix F

1111	Superannuation	46,200.00	64,900.00
1202	First Aid Allowance	200.00	400.00
1209	Fire Wardens Allowance	200.00	200.00
1803	Employee related insurance	2,200.00	4,100.00
2261	Footpath Improvements	1,000.00	3,000.00
2301	Electricity	45,500.00	45,500.00
2404	Business Rates	4,200.00	4,000.00
2601	Cleaning materials	300.00	300.00
2602	Window cleaning	500.00	500.00
2604	Contract cleaning	4,400.00	8,700.00
3001	Commercial Vehicle Lease	0.00	0.00
3101	Commercial Vehicle Maintenance	2,000.00	2,000.00
3201	Commercial Vehicle Fuel	3,000.00	4,000.00
3301	Commercial Vehicle Tyres	500.00	500.00
3902	Essential User Car Allowance	1,200.00	1,200.00
3905	Car Mileage Allowance	1,000.00	3,000.00
4001	Operational Equipment purchase	1,000.00	5,000.00
4002	Operational Equipment Maint.	50,700.00	50,700.00
4003	Operational equipment leasing	10,200.00	10,200.00
4004	Operational equip mats & suppl	6,000.00	10,000.00
4202	Uniforms	2,000.00	2,000.00
4301	Internal printing	1,000.00	1,000.00
4417	Security services	25,000.00	30,000.00
4507	Postage Envelopes	4,200.00	4,200.00
4511	Telephones call charges	1,800.00	3,800.00
4516	Mobile phones	2,000.00	2,000.00

Budget Report for 24/25 & 23/24

Appendix F

4552	Computer Software	14,000.00	16,900.00
4701	Subscriptions General	3,000.00	3,000.00
4908	DVLA Enquiries	500.00	500.00
4957	Lines & Signs	5,000.00	5,000.00
4958	Traffic Enforcement Centre	5,000.00	5,000.00
4973	Credit Card Charges	37,800.00	0.00
4978	Insurance Excess Charge	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	4,000.00
4983	Unders/Overs	0.00	0.00
5903	Depn	0.00	0.00
7305	Other fees - Premises	0.00	0.00
7402	Car Parking Pay & Display	0.00	0.00
7403	Car Parking Excess Charges	-67,000.00	-67,000.00
7405	Car Parking Season Tickets	0.00	-1,000.00
7408	Park & Phone	0.00	0.00
7410	Business Permits	0.00	0.00
7418	On Street Dispensation Permits	-4,000.00	-4,000.00
		<u>508,000.00</u>	<u>670,800.00</u>

<u>Riverside Car Park</u>	<u>26602</u>	<u>24/25</u>	<u>23/24</u>
2201	Grounds maintained noncontract	0.00	0.00
2404	Business Rates	31,200.00	31,200.00
2604	Contract cleaning	3,600.00	3,600.00
5903	Depn	0.00	0.00
7402	Car Parking Pay & Display	-81,500.00	-70,000.00
		<u>-46,700.00</u>	<u>-35,200.00</u>

Budget Report for 24/25 & 23/24

Appendix F

<u>Elmsleigh Road Car Park</u>	<u>26603</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		19,200.00	18,300.00
2604 Contract cleaning		1,200.00	1,200.00
7301 Licences		0.00	0.00
7402 Car Parking Pay & Display		-29,100.00	-25,000.00
7410 Business Permits		-2,800.00	-2,800.00
7501 Rents		0.00	0.00
		<u>-11,500.00</u>	<u>-8,300.00</u>

<u>Bridge Street Car Park</u>	<u>26604</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		38,700.00	38,700.00
2412 Bid Levy		0.00	0.00
2604 Contract cleaning		0.00	0.00
5903 Depn		0.00	0.00
7402 Car Parking Pay & Display		-15,100.00	-13,000.00
7405 Car Parking Season Tickets		-10,900.00	-10,000.00
7501 Rents		0.00	0.00
		<u>12,700.00</u>	<u>15,700.00</u>

<u>Kingston Road Car Park</u>	<u>26605</u>	<u>24/25</u>	<u>23/24</u>
2201 Grounds maintained noncontract		0.00	0.00
2401 Rents		0.00	0.00
2404 Business Rates		43,100.00	41,000.00
2604 Contract cleaning		3,600.00	3,600.00
7402 Car Parking Pay & Display		-232,900.00	-200,000.00
7405 Car Parking Season Tickets		-22,200.00	-20,000.00

Budget Report for 24/25 & 23/24

Appendix F

-208,400.00**-175,400.00**

<u>Tothill Street M/s Car Park</u>		<u>26606</u>	<u>24/25</u>	<u>23/24</u>
2201	Grounds maintained noncontract		0.00	0.00
2404	Business Rates		53,800.00	53,800.00
2604	Contract cleaning		0.00	0.00
5903	Depn		0.00	0.00
7402	Car Parking Pay & Display		0.00	0.00
7404	Health Protection FPNotices		0.00	0.00
7405	Car Parking Season Tickets		0.00	0.00
7501	Rents		0.00	0.00
			<u>53,800.00</u>	<u>53,800.00</u>
<u>Elmsleigh Surface Car Park</u>		<u>26607</u>	<u>24/25</u>	<u>23/24</u>
5903	Depn		0.00	0.00
			<u>0.00</u>	<u>0.00</u>
<u>Elmsleigh M/S Car Park</u>		<u>26608</u>	<u>24/25</u>	<u>23/24</u>
2201	Grounds maintained noncontract		0.00	0.00
2404	Business Rates		239,400.00	228,000.00
2412	Bid Levy		2,400.00	2,400.00
2604	Contract cleaning		29,900.00	29,900.00
5903	Depn		0.00	0.00
7402	Car Parking Pay & Display		-722,000.00	-620,000.00
7405	Car Parking Season Tickets		-83,900.00	-75,000.00
7406	Disabled CarParkSeasonTickets		-2,000.00	-2,000.00
7501	Rents		-500.00	-500.00

Budget Report for 24/25 & 23/24

Appendix F

7509	Commission received	-1,500.00	-1,500.00
7519	Car Wash Rents	-20,000.00	-20,000.00
		<u>-558,200.00</u>	<u>-458,700.00</u>

<u>Riverside Extension Car Park</u>	<u>26609</u>	<u>24/25</u>	<u>23/24</u>
--	---------------------	---------------------	---------------------

2403	Management fees	15,800.00	15,000.00
2404	Business Rates	22,300.00	21,200.00
7402	Car Parking Pay & Display	-600.00	-500.00
7501	Rents	-25,000.00	-25,000.00
		<u>12,500.00</u>	<u>10,700.00</u>

<u>South Street Car Park</u>	<u>26611</u>	<u>24/25</u>	<u>23/24</u>
-------------------------------------	---------------------	---------------------	---------------------

2404	Business Rates	2,200.00	2,100.00
7402	Car Parking Pay & Display	0.00	0.00
7410	Business Permits	0.00	0.00
7501	Rents	0.00	0.00
		<u>2,200.00</u>	<u>2,100.00</u>

<u>Church Street Ashford Car Park</u>	<u>26612</u>	<u>24/25</u>	<u>23/24</u>
--	---------------------	---------------------	---------------------

2404	Business Rates	0.00	0.00
5903	Depn	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Stanwell Car Park</u>	<u>26613</u>	<u>24/25</u>	<u>23/24</u>
---------------------------------	---------------------	---------------------	---------------------

2404	Business Rates	0.00	0.00
2604	Contract cleaning	0.00	0.00

Budget Report for 24/25 & 23/24

Appendix F

		<u>0.00</u>	<u>0.00</u>
<u>Laleham Car Park</u>	<u>26614</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Sunbury Car Park</u>	<u>26615</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		0.00	0.00
2604 Contract cleaning		500.00	500.00
		<u>500.00</u>	<u>500.00</u>
<u>Other Misc Small Car Park's</u>	<u>26617</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		5,800.00	5,500.00
7407 Residents Parking		-3,500.00	-3,500.00
7410 Business Permits		-2,000.00	-2,000.00
		<u>300.00</u>	<u>0.00</u>
<u>The Lammas</u>	<u>26618</u>	<u>24/25</u>	<u>23/24</u>
7402 Car Parking Pay & Display		-23,300.00	-20,000.00
		<u>-23,300.00</u>	<u>-20,000.00</u>
<u>Riverside-Laleham</u>	<u>26619</u>	<u>24/25</u>	<u>23/24</u>
2201 Grounds maintained noncontract		0.00	0.00
2404 Business Rates		0.00	0.00
2604 Contract cleaning		1,200.00	1,200.00
7402 Car Parking Pay & Display		-11,700.00	-10,000.00

Budget Report for 24/25 & 23/24

Appendix F

-10,500.00**-8,800.00**

<u>Ashford Car Park</u>	<u>26621</u>	<u>24/25</u>	<u>23/24</u>
2201	Grounds maintained noncontract	0.00	0.00
2404	Business Rates	43,900.00	43,900.00
2604	Contract cleaning	0.00	0.00
7402	Car Parking Pay & Display	0.00	0.00
7405	Car Parking Season Tickets	0.00	0.00
7501	Rents	0.00	0.00
		<u>43,900.00</u>	<u>43,900.00</u>
<u>Dumsey Meadow C/P Laleham</u>	<u>26622</u>	<u>24/25</u>	<u>23/24</u>
2404	Business Rates	1,100.00	1,000.00
7402	Car Parking Pay & Display	-4,100.00	-3,500.00
		<u>-3,000.00</u>	<u>-2,500.00</u>
<u>Manor Park C/P Shepperton</u>	<u>26623</u>	<u>24/25</u>	<u>23/24</u>
2404	Business Rates	4,500.00	4,300.00
7402	Car Parking Pay & Display	-2,300.00	-2,000.00
		<u>2,200.00</u>	<u>2,300.00</u>
<u>Old Bathing Stn C/P Sunbury</u>	<u>26624</u>	<u>24/25</u>	<u>23/24</u>
2404	Business Rates	4,200.00	4,000.00
7402	Car Parking Pay & Display	-1,100.00	-1,000.00
		<u>3,100.00</u>	<u>3,000.00</u>
<u>Thames Street C/P Sunbury</u>	<u>26625</u>	<u>24/25</u>	<u>23/24</u>

Budget Report for 24/25 & 23/24

Appendix F

2404	Business Rates		5,000.00	4,800.00
7402	Car Parking Pay & Display		-4,900.00	-4,200.00
			<u>100.00</u>	<u>600.00</u>
<u>SVH Car Park</u>		<u>26626</u>	<u>24/25</u>	<u>23/24</u>
7402	Car Parking Pay & Display		-2,300.00	-2,000.00
			<u>-2,300.00</u>	<u>-2,000.00</u>
<u>Laleham Broadway Car Park</u>		<u>26627</u>	<u>24/25</u>	<u>23/24</u>
2404	Business Rates		4,000.00	3,800.00
7402	Car Parking Pay & Display		-2,700.00	-2,300.00
			<u>1,300.00</u>	<u>1,500.00</u>
<u>Green Street Car Park</u>		<u>26628</u>	<u>24/25</u>	<u>23/24</u>
7402	Car Parking Pay & Display		-1,100.00	-1,000.00
			<u>-1,100.00</u>	<u>-1,000.00</u>
<u>Walled Garden Car Park</u>		<u>26629</u>	<u>24/25</u>	<u>23/24</u>
2404	Business Rates		3,700.00	3,500.00
7402	Car Parking Pay & Display		-12,800.00	-11,000.00
			<u>-9,100.00</u>	<u>-7,500.00</u>
<u>Orchard Meadow Car Park</u>		<u>26630</u>	<u>24/25</u>	<u>23/24</u>
2404	Business Rates		7,900.00	7,500.00
7402	Car Parking Pay & Display		-7,000.00	-6,000.00
			<u>900.00</u>	<u>1,500.00</u>

Budget Report for 24/25 & 23/24

Appendix F

<u>George Street</u>	<u>26631</u>	<u>24/25</u>	<u>23/24</u>
7422 Vistors Permits		0.00	-200.00
7423 Residents Permits		0.00	-1,800.00
		<u>0.00</u>	<u>-2,000.00</u>
<u>Lammas Close</u>	<u>26632</u>	<u>24/25</u>	<u>23/24</u>
7423 Residents Permits		0.00	-300.00
		<u>0.00</u>	<u>-300.00</u>
<u>Moormede Estate</u>	<u>26633</u>	<u>24/25</u>	<u>23/24</u>
7422 Vistors Permits		0.00	-400.00
7423 Residents Permits		0.00	-5,000.00
		<u>0.00</u>	<u>-5,400.00</u>
<u>Prospect Place</u>	<u>26635</u>	<u>24/25</u>	<u>23/24</u>
7422 Vistors Permits		0.00	-100.00
7423 Residents Permits		0.00	-700.00
		<u>0.00</u>	<u>-800.00</u>
<u>Church St & Island Close</u>	<u>26636</u>	<u>24/25</u>	<u>23/24</u>
7422 Vistors Permits		0.00	-1,000.00
7423 Residents Permits		0.00	-3,000.00
		<u>0.00</u>	<u>-4,000.00</u>
<u>Horton Road</u>	<u>26637</u>	<u>24/25</u>	<u>23/24</u>
7423 Residents Permits		0.00	-200.00

Budget Report for 24/25 & 23/24

Appendix F

		<u>0.00</u>	<u>-200.00</u>
<u>Silverdale Court -Leacroft</u>	<u>26638</u>	<u>24/25</u>	<u>23/24</u>
7423 Residents Permits		0.00	-200.00
		<u>0.00</u>	<u>-200.00</u>
<u>Victoria Road/Moor Lane</u>	<u>26639</u>	<u>24/25</u>	<u>23/24</u>
7422 Vistors Permits		0.00	-100.00
7423 Residents Permits		0.00	-3,500.00
		<u>0.00</u>	<u>-3,600.00</u>
<u>DPE</u>	<u>26698</u>	<u>24/25</u>	<u>23/24</u>
2401 Rents		0.00	0.00
3201 Commercial Vehicle Fuel		0.00	0.00
4003 Operational equipment leasing		0.00	0.00
4202 Uniforms		0.00	0.00
4303 Specialised printing		0.00	0.00
4406 Legal and Court Costs		0.00	0.00
4507 Postage Envelopes		0.00	0.00
4552 Computer Software		0.00	0.00
4908 DVLA Enquiries		0.00	0.00
4910 GDPR Expenses		0.00	0.00
4957 Lines & Signs		0.00	0.00
5042 Other LA Surrey County Council		0.00	123,000.00
7151 Other Reimbursements		0.00	-123,000.00
7403 Car Parking Excess Charges		0.00	-125,000.00

Budget Report for 24/25 & 23/24

Appendix F

0.00-125,000.00

<u>Public Conveniences</u>	<u>26702</u>	<u>24/25</u>	<u>23/24</u>
2301 Electricity		0.00	1,000.00
2404 Business Rates		0.00	0.00
2405 Water Charges		0.00	500.00
4003 Operational equipment leasing		0.00	0.00
4511 Telephones call charges		0.00	0.00
4891 Public Toilet Facilities		0.00	0.00
4979 Other Miscellaneous Expenses		0.00	0.00
5903 Depn		0.00	0.00
		<u>0.00</u>	<u>1,500.00</u>
<u>Shepperton High Street PCs</u>	<u>26704</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Shepperton Lock Towpath PCs</u>	<u>26705</u>	<u>24/25</u>	<u>23/24</u>
2404 Business Rates		0.00	0.00
5903 Depn		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Bus Station</u>	<u>26901</u>	<u>24/25</u>	<u>23/24</u>
2216 Hard Surfaces		2,400.00	2,400.00
2404 Business Rates		20,800.00	19,800.00
2405 Water Charges		0.00	0.00
2412 Bid Levy		300.00	300.00

Budget Report for 24/25 & 23/24

Appendix F

2604	Contract cleaning	2,400.00	2,400.00
		<u>25,900.00</u>	<u>24,900.00</u>
	<u>Neighbourhood Serv Mgt Support 30201</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries	946,500.00	923,100.00
1002	Overtime	31,400.00	31,400.00
1101	National Insurance	101,100.00	99,000.00
1111	Superannuation	164,500.00	153,700.00
1202	First Aid Allowance	600.00	600.00
1209	Fire Wardens Allowance	600.00	600.00
1210	ILO allowance	200.00	0.00
1212	Additional allowance	3,000.00	3,000.00
1601	Professional subscriptions	1,200.00	1,200.00
1606	Cash Alternative to leased car	5,600.00	5,200.00
1803	Employee related insurance	5,400.00	10,100.00
2205	Gritting of Car Parks	0.00	5,000.00
3001	Commercial Vehicle Lease	0.00	0.00
3101	Commercial Vehicle Maintenance	6,000.00	6,000.00
3201	Commercial Vehicle Fuel	500.00	500.00
3401	Commercial Vehicle Road Tax	1,000.00	1,000.00
3902	Essential User Car Allowance	8,800.00	10,000.00
3903	Leased Cars	0.00	0.00
3905	Car Mileage Allowance	5,500.00	5,500.00
4001	Operational Equipment purchase	8,400.00	8,400.00
4023	Office Equipment Maintenance	0.00	1,200.00
4105	Vending Machines - multisnacks	5,000.00	5,000.00

Budget Report for 24/25 & 23/24

Appendix F

4202	Uniforms	500.00	500.00
4301	Internal printing	15,500.00	15,500.00
4302	External printing	1,000.00	1,000.00
4311	Office Stationery	1,000.00	1,000.00
4312	Books & publications	1,700.00	1,700.00
4406	Legal and Court Costs	20,000.00	20,000.00
4412	Land registry	1,000.00	1,000.00
4443	Police checks	600.00	600.00
4507	Postage Envelopes	6,900.00	6,900.00
4511	Telephones call charges	2,300.00	2,300.00
4516	Mobile phones	5,200.00	5,200.00
4552	Computer Software	100.00	0.00
4905	Marketing	25,600.00	31,600.00
4906	OutOfHoursCallService	6,000.00	0.00
4978	Insurance Excess Charge	21,100.00	21,100.00
4979	Other Miscellaneous Expenses	0.00	5,000.00
5044	Surrey police-PCSO	0.00	0.00
7151	Other Reimbursements	0.00	0.00
7409	Streetscene Penalty Notices	-3,200.00	-3,200.00
		<u>1,400,600.00</u>	<u>1,380,700.00</u>

Staisafe**31104****24/25****23/24**

1803	Employee related insurance	0.00	0.00
4511	Telephones call charges	0.00	0.00
4516	Mobile phones	0.00	0.00
7447	Shopsafe	0.00	0.00

Budget Report for 24/25 & 23/24

Appendix F

0.000.00

<u>Community Safety CCTV</u>	<u>31201</u>	<u>24/25</u>	<u>23/24</u>
2301 Electricity		9,800.00	9,300.00
4512 Telephone Maintenance		10,500.00	10,000.00
4979 Other Miscellaneous Expenses		0.00	0.00
5041 Other LA Runnymede BC		139,300.00	132,300.00
5903 Depn		0.00	0.00
		<u>159,600.00</u>	<u>151,600.00</u>

<u>Community Safety</u>	<u>31202</u>	<u>24/25</u>	<u>23/24</u>
1001 Salaries		65,200.00	58,800.00
1101 National Insurance		6,500.00	5,700.00
1111 Superannuation		11,300.00	10,200.00
1601 Professional subscriptions		500.00	500.00
1803 Employee related insurance		300.00	600.00
3905 Car Mileage Allowance		400.00	400.00
4024 Office Equipment Supplies		500.00	0.00
4301 Internal printing		400.00	400.00
4312 Books & publications		0.00	0.00
4316 Shredding		0.00	0.00
4412 Land registry		2,000.00	900.00
4507 Postage Envelopes		0.00	0.00
4511 Telephones call charges		100.00	0.00
4516 Mobile phones		300.00	300.00
4603 Conference fees travel & subst		0.00	0.00
4803 Other Grants		0.00	10,000.00

Budget Report for 24/25 & 23/24

Appendix F

4979	Other Miscellaneous Expenses	1,500.00	3,000.00
7151	Other Reimbursements	0.00	0.00
		<u>89,000.00</u>	<u>91,000.00</u>

<u>Mobile CCTV Units</u>	<u>31203</u>	<u>24/25</u>	<u>23/24</u>
---------------------------------	---------------------	---------------------	---------------------

4803	Other Grants	9,800.00	14,800.00
		<u>9,800.00</u>	<u>14,800.00</u>

<u>Enforcement Project</u>	<u>31204</u>	<u>24/25</u>	<u>23/24</u>
-----------------------------------	---------------------	---------------------	---------------------

1001	Salaries	0.00	0.00
1002	Overtime	0.00	0.00
1101	National Insurance	0.00	0.00
1111	Superannuation	0.00	0.00
4202	Uniforms	0.00	0.00
4516	Mobile phones	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Taxi Licensing</u>	<u>31807</u>	<u>24/25</u>	<u>23/24</u>
------------------------------	---------------------	---------------------	---------------------

4008	Taxi Licence/Driver Badge Sys	1,000.00	1,000.00
4301	Internal printing	0.00	0.00
4443	Police checks	2,500.00	2,300.00
7301	Licences	0.00	0.00
7302	Hackney Carriage Driver	-13,700.00	-13,000.00
7308	Hackney Carriage Vehicle	-21,800.00	-20,800.00
7313	Private Hire Driver	-10,300.00	-9,800.00

Budget Report for 24/25 & 23/24

Appendix F

7315	Private Hire Vehicle	-16,400.00	-15,600.00
7318	Private Hire Operator	-6,100.00	-5,800.00
		<u>-64,800.00</u>	<u>-61,700.00</u>
<u>Contribution to CDRP</u>	<u>31901</u>	<u>24/25</u>	<u>23/24</u>
4803	Other Grants	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Street Cleaning</u>	<u>45301</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries	449,200.00	441,000.00
1002	Overtime	85,200.00	85,200.00
1011	Temporary Staff	20,000.00	20,000.00
1101	National Insurance	41,000.00	40,800.00
1111	Superannuation	81,200.00	75,700.00
1803	Employee related insurance	3,200.00	6,100.00
2512	Street Nameplates	4,200.00	4,200.00
2513	Wayside seats	1,200.00	1,200.00
2514	Litter Bins	9,000.00	9,000.00
3001	Commercial Vehicle Lease	0.00	0.00
3101	Commercial Vehicle Maintenance	36,000.00	36,000.00
3201	Commercial Vehicle Fuel	74,300.00	74,300.00
3301	Commercial Vehicle Tyres	0.00	0.00
3401	Commercial Vehicle Road Tax	2,000.00	2,000.00
4004	Operational equip mats & suppl	34,600.00	34,600.00
4983	Unders/Overs	0.00	0.00
5903	Depn	0.00	0.00
7319	DSO Income from Internal Clie	-46,600.00	-47,700.00

Budget Report for 24/25 & 23/24

Appendix F

794,500.00**782,400.00**

<u>Flower Displays</u>	<u>45401</u>	<u>24/25</u>	<u>23/24</u>
2301 Electricity		0.00	0.00
4004 Operational equip mats & suppl		0.00	0.00
5012 External Contracts		0.00	0.00
5903 Depn		0.00	0.00
7124 Sponsorship -Non VATable		0.00	0.00
7319 DSO Income from Internal Clie		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Nursery</u>	<u>45402</u>	<u>24/25</u>	<u>23/24</u>
2301 Electricity		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Grounds Maintenance</u>	<u>45403</u>	<u>24/25</u>	<u>23/24</u>
1001 Salaries		985,800.00	914,900.00
1002 Overtime		10,000.00	10,000.00
1011 Temporary Staff		15,000.00	15,000.00
1012 Agency Staff		12,500.00	12,500.00
1101 National Insurance		91,900.00	86,200.00
1111 Superannuation		170,800.00	150,000.00
1210 ILO allowance		600.00	600.00
1704 Operational Training		20,000.00	25,000.00
1803 Employee related insurance		4,500.00	8,800.00
2201 Grounds maintained noncontract		50,000.00	50,000.00

Budget Report for 24/25 & 23/24

Appendix F

2202	Contract maintenance	0.00	0.00
2208	Playground Improvements	50,000.00	50,000.00
2215	Trees	5,000.00	0.00
2218	Playground Inspections	30,000.00	30,000.00
2219	Playground Maintenance	30,000.00	0.00
2231	Weed Spraying	39,000.00	39,000.00
2301	Electricity	7,600.00	6,600.00
2405	Water Charges	500.00	0.00
3101	Commercial Vehicle Maintenance	30,000.00	30,000.00
3102	Vehicle Tracking	3,300.00	3,300.00
3201	Commercial Vehicle Fuel	55,200.00	55,200.00
3902	Essential User Car Allowance	2,400.00	2,400.00
3905	Car Mileage Allowance	1,000.00	1,000.00
4001	Operational Equipment purchase	37,200.00	25,000.00
4002	Operational Equipment Maint.	50,000.00	50,000.00
4003	Operational equipment leasing	40,000.00	40,000.00
4004	Operational equip mats & suppl	150,000.00	150,000.00
4201	Protective clothing	20,000.00	30,000.00
4301	Internal printing	1,000.00	1,000.00
4417	Security services	48,000.00	43,000.00
4511	Telephones call charges	6,000.00	2,100.00
4978	Insurance Excess Charge	5,000.00	5,000.00
4979	Other Miscellaneous Expenses	2,000.00	15,000.00
5012	External Contracts	30,000.00	30,000.00
5903	Depn	0.00	0.00
7124	Sponsorship -Non VATable	-52,500.00	-50,000.00

Budget Report for 24/25 & 23/24

Appendix F

7151	Other Reimbursements	0.00	-185,000.00
7304	Collection fees	-15,000.00	-14,300.00
		<u>1,936,800.00</u>	<u>1,632,300.00</u>

<u>Highway Verges</u>		<u>45404</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries		0.00	0.00
1002	Overtime		0.00	0.00
1011	Temporary Staff		0.00	0.00
1012	Agency Staff		0.00	0.00
1803	Employee related insurance		0.00	0.00
2231	Weed Spraying		0.00	0.00
3101	Commercial Vehicle Maintenance		0.00	0.00
3201	Commercial Vehicle Fuel		0.00	0.00
4001	Operational Equipment purchase		0.00	0.00
5012	External Contracts		0.00	0.00
7151	Other Reimbursements		0.00	0.00
7304	Collection fees		0.00	0.00
			<u>0.00</u>	<u>0.00</u>

<u>Moorings & Lifebelts</u>		<u>45405</u>	<u>24/25</u>	<u>23/24</u>
4001	Operational Equipment purchase		0.00	3,100.00
			<u>0.00</u>	<u>3,100.00</u>

<u>Grand Total:</u>		<u>6,033,200.00</u>	<u>5,949,300.00</u>
---------------------	--	---------------------	---------------------



Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 02 January 2024 to 31 March 2024

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Neighbourhood Services and Enforcement Committee 18 01 2024	Dog Control Public Space Protection Order	Non-Key Decision	Public	Tristan Gardner, Law Enforcement
Neighbourhood Services and Enforcement Committee 18 01 2024	Draft proposed Fees and Charges for 2024-25 for this Committee	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Paul Taylor, Chief Account
Neighbourhood Services and Enforcement Committee 18 01 2024	2024-25 Budget Setting process for Neighbourhood Services Committee	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Paul Taylor, Chief Account
Neighbourhood Services and Enforcement Committee 21 03 2024	Review of Enforcement Policy	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Neighbourhood Services and Enforcement Committee 21 03 2024	Environmental Health Out of Hours Noise Service Provision	Non-Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager
Neighbourhood Services and Enforcement Committee 21 03 2024	Tent/Barbecue/Taxi Hire Public Space Protection Order	Non-Key Decision	Public	Tristan Gardner, Law Enforcement

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Neighbourhood Services and Enforcement Committee 21 03 2024	Food Hygiene & Health and Safety at Work Service Plans for 2024 - 2026	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Fidelma Bahoshy, Principal Environmental Health Officer (Commercial)
Neighbourhood Services and Enforcement Committee 21 03 2024	Blue Badge Parking - For Discussion	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services and Enforcement Committee 21 03 2024	Community Toilet Scheme - For Discussion	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services

This page is intentionally left blank