

Public Document Pack  
SOUTHEND-ON-SEA CITY COUNCIL

**Cabinet**

**Date: Thursday, 19th December, 2024**

**Time: 6.00 pm**

**Place: Committee Room 1 - Civic Suite**

**Contact: Colin Gamble**

**Email: [committeesection@southend.gov.uk](mailto:committeesection@southend.gov.uk)**

**AGENDA**

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Fossetts Farm (Pages 3 - 12)**  
Report of Executive Director (Environment and Place)
- 4 Parking Contact Award (Pages 13 - 18)**  
Report of Executive Director (Environment and Place)
- 5 Parking Fees and Charges (Pages 19 - 30)**  
Report of Executive Director (Finance and Resources)
- 6 Local Government Finance Policy Statement Headlines and local Fees & Charges budget intentions for 2025/26 (Pages 31 - 60)**  
Report of Executive Director (Finance and Resources)
- 7 Exclusion of the Public**  

To agree that, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 8 Fossetts Farm - Confidential Appendices (Pages 61 - 68)**
- 9 Parking Contract Award - Confidential Appendix (Pages 69 - 70)**

**Chair & Members:**

Cllr D Cowan (Chair), Cllr A Jones (Vice-Chair), Cllr L Burton, Cllr P Collins, Cllr M Dent, Cllr L Hyde, Cllr K Robinson, Cllr M Sadza and Cllr M Terry

This page is intentionally left blank

**Meeting:** Cabinet  
**Date:** 19 December 2024  
**Classification:** Part 1 Report with Part 2 (Confidential) Appendices  
**Key Decision:** Yes  
**Title of Report:** Fossetts Farm  
**Scrutiny Committee:** Policy & Resources (16 December 2024)

**Executive Director:** Alan Richards, Executive Director for Environment & Place  
**Report Author:** Alan Richards, Executive Director for Environment & Place  
**Executive Councillor:** Councillor Daniel Cowan, Leader of the Council and Councillor Kevin Robinson, Cabinet Member for Regeneration, Major Projects, and Regulatory Services

1. **Foreword Notes:**

**A: PLANNING:** This report deals only with the land transaction. New planning application(s) will be required in due course for all development proposed at Fossetts Farm. No applications have been submitted at this stage and are not anticipated until spring of 2025 at the earliest. Nothing in this report or any associated decisions will fetter the separate responsibilities of the Council in discharging its statutory planning function as Local Planning Authority, through the Development Control Committee

**B: TRUST MATTERS:** Whilst all steps have been taken to reduce the impact on trust land, and it is no longer anticipated that the proposed development at Fossetts Farm will have any implication on the land held in trust at Jones Memorial Ground or the Youth Commemoration Ground. It is anticipated, subject to the highways design and modelling, that the requirement for a small slither of land at the northeast corner of Victory Sports Ground will stand. Decisions pre-exist to deal with this and do not need to be varied at this time therefore Councillors need not have direct consideration of any trust related matters for the purposes of this report.

2. **Executive Summary**

- 2.1. This report informs Cabinet on the latest position reached between the Council and Thames Plaza Plc and Citizen Housing LLP in relation to the proposed development of land at Fossetts Farm.

- 2.2. The report makes a series of recommendations which, subject to the completion of satisfactory due diligence, would enable the Council to proceed to the exchange of contracts on a new suite of documentation. These would enable the funding and delivery of housing which in turn would enable and secure a series of payments to be made to COSU (Custodians of Southend United), the new owners of Southend United Football Club (SUFC), out of the profits from the development. These payments to COSU would enable their redevelopment of the current stadium at Roots Hall.

### 3. Recommendations

#### **It is recommended that Cabinet:**

- 3.1. **NOTES** the latest position in relation to Fossetts Farm following the sale of Southend United Football Club to COSU.
- 3.2. **AGREES** the updated Heads of Terms for the Fossetts Agreement for Lease (AFL) set out at **Confidential Appendix 1**.
- 3.3. **AGREES** to proceed to enter into a new suite of agreements based on the Heads of Terms at **Confidential Appendix 1**, including an updated AFL for housing at Fossetts Farm, noting that entering in to such an agreement will also release the Council from the AFL relating to Roots Hall.
- 3.4. **DELEGATES AUTHORITY** to the Executive Director for Finance and Resources, in consultation with the Leader of the Council, to agree any adjustments required to the transaction and to authorise the completion of the relevant documentation including the AFL **SUBJECT TO:**
- A) the completion of all due diligence (as referenced in 4.12 or this report and the link in that paragraph to the 29 April 2024 Cabinet Report) to the satisfaction of those to whom authority is delegated above.
  - B) A pre-exchange condition that all Merseyside Pension Fund/CBRE approvals relating to the Club transaction and the AFL have been delivered
  - C) The inclusion of satisfactory protections securing contributions to the redevelopment of SUFC Stadium at Roots Hall.
  - D) The underwriting of all the Council's costs relating to the transaction (referenced in 4.12 and in the **Confidential Appendix 1**).
  - E) There being no remaining sums due to the Council under any accounts (rent/business rates etc) at the point of exchange of contracts.

### 4. Background

- 4.1. There is a long background to the proposed development of land at Fossetts Farm dating back several decades.
- 4.2. Cabinet most recently considered a [report relating to the proposed development at Fossetts Farm on 29 April 2024](#). That report provided an update on the Council's due diligence, the proposed transaction and the next

steps in relation to the development of land at Fossetts Farm. The report also sought agreement to proceed to the exchange of contracts for the updated transactional arrangements subject to the satisfactory (to the Council) completion of due diligence and a range of other conditions to secure the Council's, and related party interests.

- 4.3. The 29 April 2024 cabinet report also included comprehensive background and chronology for the project with links to previous cabinet reports and decisions which is therefore not restated here. The 29 April report describes the income strip model - the intended mechanism to fund the development at Fossetts Farm - and sets out in some detail the due diligence that the Council must undertake to gain the necessary assurance to proceed with the revised transaction. This report updates on how negotiations have developed since the last report to Cabinet.
- 4.4. Since the 29 April 2024 Cabinet meeting, the sale of SUFC has been completed (subject to conditions between the outgoing and incoming owners).
- 4.5. Following the 29 April Cabinet meeting, the Council's due diligence continued and in mid-June 2024 the Council confirmed that the proposed transaction did not pass the due diligence required to enable the Council to proceed and that discussions had therefore been reopened with Citizen Housing LLP and Thames Plaza Plc.
- 4.6. Following this outcome, Citizen Housing LLP has engaged positively in these discussions, and these have resulted in a complete redesign of the proposed type and scale of housing at Fossetts Farm along with a significant reduction in the overall numbers.
- 4.7. Revised Heads of Terms have been agreed between the Council and Thames Plaza Plc (and Citizen Housing LLP as the development partner) and these revised Heads of Terms are presented to Cabinet at **Confidential Appendix 1**. The Heads of Terms are confidential to the parties as they set out all the commercial details of the proposed transaction and once again remain subject to due diligence.
- 4.8. The revised transaction is still based on an income strip model as has previously been described in detail. It relates only to Fossetts Farm save for the arrangements to secure financial contributions to support investment in Roots Hall. The main changes to the Heads of Terms for the AFL include the matters outlined below which represent some significant changes in terms of the scale and nature of the development and consequential improvements to the level of risk to the Council associated with this long-term leasing and funding arrangement:
  - A move away from large blocks of apartments to a high proportion of single family homes, all of which would still be for rent for the long term.

- A consequential reduction in the number of homes with the current proposal being for approximately 318 homes in the first phase followed by two further phases bringing the total to no more than c.805 homes (note: exact numbers overall and within phases, and phasing boundaries are likely to vary as detailed design progresses through planning and design phases, in particular the final phase is likely to reduce in numbers).
- A reduction in the proposed lease lengths to up to 52.5 years for phase 1 and up to 50 years for phases 2 and 3.
- A clear phase transition mechanism ensuring that rent levels and let-up periods are reviewed at key points to maintain viability at key stages (including at the phase transition points).
- Adjustments in the Council's favour to the rent review cap and collar protections.
- Affordable housing to be dealt with exclusively through the planning process subject to an absolute minimum threshold of 20.75% of all units (with rents in line with Local Housing Allowance rates).
- Adjustments to the Net Operating Income (NOI) (gross rent less operational costs of running the scheme) calculations to meet the due diligence required thresholds and include provision for capital expenditure in the long term. Council's margin is maintained at 15% Day 1 NOI.
- Improved capital contributions and a reinstatement of the Council profit share provisions.
- Cancellation of the AFL over land at Roots Hall once a revised planning permission is in place for Fossetts Farm (when the new owners of SUFC will also have the option to purchase the freehold of Roots Hall). This will then support COSU in their investment in Roots Hall.
- Protections to ensure, by way of a pre-condition to signing the AFL, that all Merseyside Pension Fund/CBRE approvals relating to the Club transaction and the AFL have been delivered.
- Further protections to secure the relevant payments to the new owners of SUFC in relation to Fossetts Farm and SUFC sale from Thames Plaza Plc have been made in compliance with the overall financial agreement between COSU and Thames Plaza Plc (without which the transition between phases cannot happen).

4.9. There will need to be some refinement as the due diligence and planning stages progress (especially for the later phases) however at the point of writing, the housing mix across the whole development based on 805 homes is expected to be broadly as set out in the table below:

42 AH	Houses			Other			
	2 bed	3 bed	4 bed	1 bed	2 bed	3 bed	4 bed
BTR	103	310	72	30	76	39	10
AR (LHA)	26	80	17	8	19	11	4
Total	129	390	89	38	95	50	14
<b>Total</b>	<b>485 (123 AH)</b>			<b>155 (42 AH)</b>			

The Current schedule indicates 805 homes in total:

- 640 Build to Rent (Market); and
- 165 affordable Housing, all to rent and all capped at LHA rates.

On this basis, the rental projections for the residential elements of the proposed development at this stage are set out in Confidential Appendix 2 to provide context and scale to the financial considerations.

- 4.10. The detail of the Heads of Terms must remain confidential to protect the commercial interests of all parties while due diligence is undertaken and, subject to the outcome of that due diligence, the legal work being completed. For this reason, the Heads of Terms are included at **Part 2 Confidential Appendix 1** to this report.
- 4.11. It remains the case, as before, that the funding market still has some way to go before the capitalisation rate is low enough to raise sufficient capital to fund the development, however both parties understand how the capitalisation rate impacts on land value. The capitalisation rate is the yield which the fund will finance the development, applied as a multiplier to the rent payable to the fund. The land value is a product of the development cost and the rental levels. At the point at which the capitalisation rate provides a land value which is sufficient for Citizen Housing LLP and Merseyside Pension Fund/CBRE to agree for the land to be put in, the scheme can be unlocked. As it could take many months to get to a position where all parties are ready to proceed, it is important that this position is achieved in advance of the capitalisation rate reaching the necessary level so that the parties can proceed quickly to fund the scheme at that time, benefitting from the lowest possible capitalisation rate and therefore optimising the prospect of achieving viability.
- 4.12. The property, market, financial and legal due diligence is currently underway. Citizen Housing LLP has agreed to underwrite all the costs of the due diligence and the legal work to ensure that all that can progress, at their financial risk, alongside the Council's governance process.
- 4.13. On completion of the new AFL, the current suite of documentation would fall away, including the AFL for Roots Hall.
- 4.14. Following completion, Citizen Housing LLP will progress a new planning application for Fossetts Farm. This is likely to be a hybrid application seeking outline consent on the whole scheme, with detailed permission for the infrastructure and the first phase of c.318 homes to the north of the development site. Subsequent phases would then be the subject of reserved matters applications in due course at the relevant times. Whilst all parties want to see housing delivery as soon as possible, it is likely that the planning process will take much of 2025 with a start on site possible in 2026, subject to

the alignment of the requisite market conditions. It is estimated that the scheme would deliver over a c.4-6 year timeframe from start on site.

## **5. Reasons for Decisions**

- 5.1. To enable the proposed development to proceed by ensuring that the relevant documentation is in place in good time, with all suitable and necessary protections for the Council in place and subject to all necessary due diligence. such that the development can proceed when the funding market conditions enable it to be funded.
- 5.2. To secure payments to the new owners of Southend United Football Club and to enable investment to refurbish and upgrade the stadium and facilities at Roots Hall.

## **6. Other Options**

- 6.1. The Council remains perfectly entitled to opt not to proceed with the varied terms and to disengage in the negotiations. The exchanged AFL remains valid however this was proved with due diligence not to be viable and is no longer deliverable with the change in ownership of SUFC and the need to separate Roots Hall and Fossetts Farm to enable the stadium to be redeveloped at Roots Hall.
- 6.2. The Council could seek to support the principles but encourage the developer to find an alternative partner to take the built product. This is an option although the Council has previously agreed to take on this role and there is benefit in retaining control over the housing, housing types and tenure and in receiving the long-term commercial benefit from the rental income (above rent paid-out and costs) and ultimately the full capital value for £1 at the end of the annuity lease terms.

## **7. Financial Implications**

- 7.1. The financial implications (assuming 805 homes) are set out in principle in the report and the detailed commercial terms are included in **Confidential Appendix 1** with the estimated rental projections in **Confidential Appendix 2**. The methodology for calculating these will remain however the actual finances will evolve as the design and the final number of homes does.
- 7.2. The detailed modelling is being tested during the due diligence process however the independent financial assurance conditions will mean that there is no prospect of proceeding to exchange of contracts unless and until the Council and its advisors and external auditors are fully satisfied that the transaction as a whole is in the best long-term interest of the Council and the residents of Southend-on-Sea.
- 7.3. With the delegation to proceed being to the Council's s.151 officer in consultation with the Leader of the Council, this protection is strong, and Cabinet can take good assurance from this position.



- 7.4. House building brings many community benefits. Research commissioned by the House Building Federation (HBF) <sup>1</sup> has identified some of the key benefits building new homes can generate for the national and regional economy as well as for a local community's wellbeing and sustainability. This research includes the development of a calculator, which is freely available and allows anyone to calculate the benefits that building new homes will bring to your community including the estimated knock-on benefits to the economy and local community.
- 7.5. This is not a full detailed assessment of this specific development (which also includes other elements) but is a broad indication of the benefits associated with building c.800 homes. The output is below:

**Building 805 homes is estimated to:**



Support the employment of **2,797** people

Provide **34** apprentices, graduates or trainees



Increase open space, community sport, leisure spending by **£724,500**



Generate **£36,225,000** towards new affordable housing



Generate **£5,031,250** towards infrastructure including **£2,270,285.15** towards new and improved schools.



Generate **£21,466,669.35** in tax revenue

Including **£1,620,062.5** in council tax revenue

## 8. Legal Implications

- 8.1. The Council's legal position will be protected through the transactional documentation completed and negotiated by Gowling WLG and their highly experienced team. The Council's legal team will also be involved at all key stages to ensure that there is a satisfactory level of involvement and understanding across the transaction.
- 8.2. The Council's Director Legal Services will need to be involved, alongside the s.151 officer in determining the satisfaction (or otherwise) of the legal due diligence.

<sup>1</sup> [The Economic Footprint of Home Building](#)

## **9. Policy Context**

- 9.1. The Council is committed to delivering high quality, sustainable housing including affordable housing. The land at Fossetts Farm presents one of the largest development opportunities for the city to rise to the challenge of delivering housing to meet the ever-growing demand. The Corporate plan identifies the priority of Caring with a good quality of life for all and commits to enabling the housing and infrastructure that the city needs.
- 9.2. The Council has previously supported the large-scale development of the land at Fossetts Farm for a residential-led development, including most recently with the Southend United Football Club stadium remaining at Roots Hall.

## **10. Carbon Impact**

- 10.1. Development in this mainly greenfield location will have carbon impact however the officer team has been clear in its expectations around the quality expected of development at Fossetts Farm. The detailed specification is still in development, but high sustainability credentials will be a requirement of the Council and of any funder of a development of this scale and type. It will also be expected by the target tenant market.
- 10.2. The Council and the developer are aligned, as will the funders of development at this scale, on the need to deliver a development to be proud of, including impressive sustainability credentials.

## **11. Equalities**

- 11.1. No Equalities impact assessment relating to the land transaction has been undertaken at this stage. The development will be designed to modern accessibility standards and will be marketed broadly and available to all, subject to satisfaction of the relevant affordability criteria for the housing type and size concerned.

## **12. Consultation**

- 12.1. The land transaction is a private commercial transaction between the Council and the developer and as such has not been subject to consultation.
- 12.2. The broad principles of the transaction have been well exposed in the local media and through previous cabinet papers which have been mainly in the public domain (except the detailed commercial terms)
- 12.3. The development will be subject to the usual, full planning process and the relevant consultation period and processes required of a development of this scale and nature in due course.

## **13. Appendices**

- 13.1. **Appendix 1 (Part 2 - Confidential Heads of Terms)**
- 13.2. **Appendix 2 (Part 2 – Confidential Rent Projections (805 Homes)**

**14. Report Authorisation**

<b>This report has been approved for publication by:</b>		
	<b>Name:</b>	<b>Date:</b>
Executive Director(s)	Alan Richards	2 December 2024
S151 Officer	Joe Chesterton	6 December 2024
Monitoring Officer	Susan Zeiss	6 December 2024
Relevant Cabinet Member(s)	Cllr Daniel Cowan	5 December 2024

This page is intentionally left blank

<b>Meeting:</b>	Cabinet
<b>Date:</b>	19 <sup>th</sup> December 2024
<b>Classification:</b>	Part 1 report with Part 2 Exempt Appendix
<b>Key Decision:</b>	Yes
<b>Title of Report:</b>	Parking Enforcement and Operations Contract Award Place Scrutiny Committee (16 December 2024)
<b>Scrutiny Committee:</b>	
<b>Executive Director:</b>	Alan Richards, Executive Director for Environment & Place
<b>Report Author:</b>	Lorraine Delahunty, Head of Traffic & Parking
<b>Executive Councillor:</b>	Cllr Daniel Cowan, Cabinet Member for Infrastructure and Corporate Strategy (Leader of the Council)

## 1. Executive Summary

- 1.1. Southend-on-Sea City Council (“the Council”) has initiated the procurement of its Parking Enforcement and Operations, which comprises two key components:
  - (a) Parking Enforcement and Operations – Civil Enforcement Operations & Technology System, for which a competitive tender process has been successfully completed.
  - (b) School crossing patrol staffing, for which a competitive tender process is currently underway.
- 1.2. Final tenders for 1.1(a) were received on 20<sup>th</sup> November 2024 and have been evaluated in accordance with the criteria set out in the tender documents.
- 1.3. Final tenders for 1.1(b) are expected on 30<sup>th</sup> December 2024 and will similarly be evaluated based on the published criteria.
- 1.4. This report seeks authorisation to award the contract to the bidder that meets the Council’s specifications for Parking Enforcement and Operations – Civil Enforcement Operations & Technology System, for which a competitive tender process has been successfully completed.
- 1.5. This report also seeks authorisation to award the contract for the school crossing patrol staffing, with the relevant delegated authority to proceed to contracts completion.

## 2. Recommendations

It is recommended that Cabinet:

- 2.1. **Approves** the award of the contract for Parking Enforcement and Operations – Civil Enforcement Operations & Technology System to the highest scoring bidder, to commence on 1 February 2025 for a period of five years (as per framework requirements).
- 2.2. **Notes progress and agrees the principle** of the award of the contract for School Crossing Patrol Staffing, to the highest scoring bidder, to commence on 1 February 2025 for a period of up to four years (i.e. 2 years plus 2x 12-month extensions).
- 2.3. **Delegates** authority to the Executive Director for Environment and Place to notify the successful bidders of the outcome of the procurements and to enter into relevant contracts.
- 2.4. **Delegates** authority to the Executive Director for Environment and Place to award the contract for the school crossing patrol staffing.
- 2.5. **Agrees** that the identity of the successful bidders will remain confidential until the relevant standstill period concludes, after which elected members will be notified.
- 2.6. **Notes** the budget implications of the contract awards as detailed in section 7 and Exempt Appendix 1, to be considered as part of the draft Council budget for 2025/26.

## 3. Background

- 3.1. The Council's existing contract for parking enforcement will expire on 31 January 2025. To ensure service continuity, the Council initiated a procurement exercise to secure new contracts.
- 3.2. The new procurement process was divided into two components:
  - (a) Parking Enforcement - Civil Enforcement Operations & Technology System; and
  - (b) School crossing patrol staffing.
- 3.3. Both procurement exercises were conducted through the CCS Framework, chosen for its effectiveness in streamlining procurement processes and achieving resource efficiency.
- 3.4. Under the CCS framework, Parking Enforcement - Civil Enforcement Operations & Technology System will have a 5-year contract term. For School Crossing Patrol staffing, the contract will be for a 4-year term, comprising an initial 2 years with the option of two 12-month extensions.
- 3.5. The Council has a duty to ensure that its parking enforcement contract complies with Part 6 of the Traffic Management Act 2004, ensuring that service delivery follows best practices and self-financing requirements, with any surplus reinvested into maintenance and traffic-related projects as stipulated under Section 55 of the Road Traffic Regulation Act 1984.
- 3.6. Final bids for 1.1(a) were received on 20<sup>th</sup> November 2024.

- 3.7. Final bids for 1.1(b), are due on 30<sup>th</sup> December 2024, with four providers expressing an interest during the initial phase.
- 3.8. This report covers the contract awards for both 1.1(a) and 1.1(b), essential to ensuring continuity of these critical services.

#### 4. Evaluation of Tenders

- 4.1. The evaluation methodology used for evaluation was published as part of the tender documents.

Criteria	Evaluation Method	Percentage
Quality	Quality assessment of the responses to the questions within the Technical Questionnaire	60%
Price	Commercial Questionnaire (Price Submission)	40%

- 4.2. The evaluation process consisted of three stages:
- Stage 1: Compliance check to ensure adherence to tender requirements.
  - Stage 2: Assessment of quality and price submissions.
  - Stage 3: Calculation of total scores for each bid.
- 4.3. The successful bidder for 1.1(a) has been identified – summary of procurement results is available in Exempt Appendix 1.
- 4.4. Evaluation and award for 1.1(b) is due to be concluded by 20 January 2025.
- 4.5. The identity of the bidders is commercially sensitive and must remain confidential while the procurement process is active. Elected Members will be informed once the standstill period concludes.
- 4.6. The next steps for 1.1(a) are as follows:

Activity	Indicative Period
Cabinet – Agree contract award	19 December 2024
Issue notification letters to successful and unsuccessful bidders, followed by a 10-day standstill period	20 December 2024
Mobilisation period	3 January 2025
Contract commencement date	1 February 2025

#### 5. Reasons for Decisions

- 5.1. To enable the award of new contracts for Parking Enforcement - Civil Enforcement Operations & Technology System, ensuring continuity of service provision from 1 February 2025. Without this contract, the Council would be unable to fulfil its parking enforcement obligations under the Traffic Management Act 2004, potentially leading to increased congestion, non-compliant parking, and loss of revenue.
- 5.2. To enable the award of a contract for the School Crossing Patrol staffing, ensuring continuity of service provision from 1 February 2025. Without this contract, the Council would be unable to fulfil its obligations in ensuring the safe crossing of school children at drop off and pick up times.





## **6. Other Options**

- 6.1. Other options have been considered as part of the options appraisal process. The Council has no alternative arrangement in place upon the expiration of the incumbent contract for parking enforcement as this procurement is the preferred route. At this point, without the new contracts, the Council would be unable to meet its statutory obligations under the Traffic Management Act 2004, which could result in increased congestion, higher rates of non-compliant parking, a loss of revenue and an increased risk to safety.
- 6.2. Similarly, other options for school crossing patrol staffing have been reviewed, but none are immediately feasible. A longer-term approach could involve the implementation of engineering solutions like pelican crossings, speed humps, or raised zebra crossings at current sites to enhance safety sustainably and eventually phase out the need for patrols. Maintaining current staffing ensures immediate safety while these alternatives are explored.

## **7. Financial Implications**

- 7.1. The budget for the parking enforcement contract is currently £1.45m and has only been increased in 2023/24 for inflation and 2024/25 due to the agreed budget amendment to increase the number of CEO's. Other than these increases the budget has remained largely the same since the award of the incumbent contract in 2016. However, over the lifespan of the contract, there have been increases in service requirements (such as additional Civil Enforcement Officers, new equipment, and extended operational hours), resulting in rising expenditures. This has resulted in an average annual overspend on the contract of circa £0.45m.
- 7.2. The concluded tender exercise is a new opportunity to ensure that the budget is aligned appropriately with the true cost of contract provision. A reflective budget will invariably ensure the ability to sustain and manage non-compliant behaviours and to optimise the level of parking revenue generated. The provisions provided must be at least cost recovering. Any surplus generated must fund essential transport projects, including road repairs, efforts to reduce congestion, initiatives to improve air quality in the Council and other projects/services as permitted by the Road Traffic Regulations Act 1984 and other relevant legislation.
- 7.3. Details of the preferred bid for 1.1(a) are in Exempt Appendix 1. Financial details for 1.1(b) will be provided once the tender exercise is finalised.
- 7.4. Additional budgetary commitment is required as set out in Exempt Appendix 1 to fully fund the true annual cost of the new contract, excluding any inflationary adjustments in line with the contract's payment mechanism.

## **8. Legal Implications**

- 8.1. The procurement process was carried out in compliance with the Public Contracts Regulations 2015, ensuring a transparent and fair approach. The procurement process was supported by CCS framework managers, an external auditor, and external legal advisers, all of whom contributed to ensuring that the procurement adhered to all necessary regulatory standards.
- 8.2. The identity of the successful bidder may be disclosed only after the standstill period ends.

## **9. Policy Context**

- 9.1. The policy and legislative context for this procurement includes the Traffic Management Act 2004, the Road Traffic Regulation Act 1984, and the Council's Corporate Plan.

## **10. Carbon Impact**

- 10.1. In line with the Council's sustainability objectives, the tender stipulated that all procured vehicles in use for the provision of the contract must meet or exceed established environmental standards. This measure will contribute to reducing carbon emissions and help the Council fulfil its environmental goals.
- 10.2. These contractual stipulations align with the Council's broader commitment to minimising the carbon footprint and enhancing the wellbeing of local residents.

## **11. Equalities**

- 11.1. An Equality Assessment has been considered and completed.

## **12. Consultation**

- 12.1. N/A

## **13. Exempt Appendix 1 – Part 2 (Confidential)**

- 13.1. Procurement outcome and financial implications.

## **14. Report Authorisation**

This report has been approved for publication by:		
	Name:	Date:
Executive Director(s)	Alan Richards	5.12.2024
Monitoring Officer	Susan Zeiss	5.12.2024
S151 Officer	Joe Chesterton	6.12.2024
Relevant Cabinet Member(s)	Cllr Daniel Cowan	5.12.2024

Meeting:	Cabinet
Date:	19 <sup>th</sup> December 2024
Classification:	Part 1, Public Agenda Item
Key Decision:	Yes
Title of Report:	Parking Fees & Charges Proposals 2025/26
Scrutiny Committee:	Policy and Resources Scrutiny Committee (16 December 2024)
Executive Director:	Alan Richards, Executive Director for Environment & Place
Report Author:	Lorraine Delahunty, Head of Traffic & Parking
Executive Councillor:	Cllr Daniel Cowan, Cabinet Member for Infrastructure and Corporate Strategy (Leader of the Council)

## 1. Executive Summary

- 1.1. As part of the council's annual budget setting process for 2025/26, Cabinet approval is sought to agree the proposals to amend parking fees & charges. These proposals are intended to be effective from 1<sup>st</sup> April 2025.
- 1.2. This report sets out the proposed parking fees & charges for 2025/26 and refers to the statutory requirements required in advance of any subsequent implementation.
- 1.3. For clarity and completeness, this report also demonstrates the assumed budgetary impact of the proposals, including the anticipated costs of implementation.

## 2. Recommendations.

It is recommended that Cabinet:

- 2.1. **Approves** the proposed parking fees & charges as set out in Appendices A, B and C of this report. The changes must be effective from 1st April 2025.
- 2.2. **Agrees** and authorises officers to progress and implement the required Traffic Regulation Order (TRO) changes. This includes the statutory consultation required to inform customers of the proposals and implement the relevant Traffic Regulation Orders formalising all amendments (where required).
- 2.3. **Delegates** authority to the Executive Director for Environment and Place and/or the Director of Infrastructure and Environment in consultation with the Cabinet Member for Infrastructure and Corporate Strategy (Leader of the Council) to make the necessary Traffic Regulation Orders under the Road Traffic Regulation Act 1984 (as amended), subject to receiving no objections.
- 2.4. In the event that objections are received, **delegates** authority to the Executive Director for Environment and Place and/or the Director of Infrastructure and Environment in consultation with the Cabinet Member for Infrastructure and Corporate Strategy (Leader of the Council) to consider the outcome of the consultation and determine whether Traffic Regulation Orders, under the Road Traffic Regulation Act 1984 (as amended) should be introduced and or refer objections to Traffic Regulation & Working Party (TRWP) and Cabinet Committee.

2.5. **Notes** the budget implications of these proposals as detailed and that these proposals will be considered and set as part of the budget setting process for the 2025/26 financial year.

2.6. **Agrees** that the costs associated with implementing these changes will need to be met from existing budgets. The intention is for all signage changes to be funded from Capital which has been allocated in the Capital Investment Programme for this purpose and all Traffic regulation Order (TRO) requirements to be funded from revenue.

### 3. Background

3.1. The Council regularly reviews its parking fees and charges, in conjunction with monitoring transactional and financial income data.

3.2. These proposals include re-designation of the existing parking zones and associated charges and that they are established in a way that simplifies the charging levels dependent on location and demand.

3.3. The proposals may also help customers make more informed decisions about where, when and for how long they park.

3.4. Parking zones will be refreshed into four new zones, each with a standard tariff (A) and a low demand tariff (B). These are as noted below:

Zone 1A	New Zone	Zone 1B	New Zone	Zone 2	New Zone	Zone 3	New Zone
Chalkwell Esplanade Bays	1A	Alexandra Street Bays	2A	Baxter Avenue Car Park	3B	Cardigan Avenue Bays	4A
Eastern Esplanade Bays	1A	Alexandra Street Car Park	2A	Beecroft Car Park	3B	Cartingford Drive Bays	4A
<b>Eastern Esplanade Car Park</b>	<b>1B</b>	<b>Baltic Avenue Bays</b>	<b>2B</b>	Belton Bridge Bays	3A	Carlton Avenue Bays	4A
Fairheads Green Car Park	1A	Boston Avenue Bays	2A	Belton Gardens North Car Park	3A	Hillborough Road Bays	4A
Hartington Road	1A	<b>Burdett Avenue Bays</b>	<b>2B</b>	Belton Gardens South Car Park	3A	Hospital Zone Bays	4A
Lucy Road Bays	1A	<b>Cambridge Road Bays</b>	<b>2B</b>	Belton Way (East & West) Bays	3A	Prittlewell Chase Bays	4A
Cliffs Pavilion Car Park	1A	<b>Canewdon Road Bays</b>	<b>2B</b>	<b>Belton Way East Bays</b>	<b>3B</b>	<b>Rayleigh Road Car Park</b>	<b>4B</b>
Western Esplanade Bays	1A	<b>Ceylon Road Car Park</b>	<b>2B</b>	<b>Belton Way West Bays</b>	<b>3B</b>		
Seaway Car Park	1A	Clarence Road Bays	2A	<b>Civic Centre East Car Park</b>	<b>3B</b>		
<b>Thorpe Esplanade Bays</b>	<b>1B</b>	Clarence Road Car Park	2A	Civic Centre North Car Park	3A		
<b>Thorpe Esplanade Car Park</b>	<b>1B</b>	Clarence Street Bays	2A	Elm Road Leigh Car Park	3A		
Shorefield Road Car Park	1A	Cliffdown Parade Bays	2A	<b>Ilfracombe Avenue Car Park</b>	<b>3B</b>		
<b>The Leas Bays</b>	<b>1B</b>	Cliffdown Road Bays	2A	Leigh Foundry Car Park	3A		
		Cliffdown Zone Bays	2A	<b>Leigh Marshes Car Park</b>	<b>3B</b>		
		Elmer Avenue Bays	2A	Ness Road Bays	3A		
		Essex Street Car Park	2A	Rampart Street Bays	3A		
		Gordon Road Bays	2A	<b>North Street Car Park</b>	<b>3B</b>		
		<b>Hamlet Court Road Car Park</b>	<b>2B</b>	Shoebury Common North Car Park	3A		
		<b>Leonard Road Bays</b>	<b>2B</b>	Shoebury Common South Car Park	3A		
		London Road Bays	2A	East Beach Car Park	3A		
		London Road North Car Park	2A	<b>Short Street Car Park</b>	<b>3B</b>		
		Napier Avenue Bays	2A	<b>Station Road Westcliff Bays</b>	<b>3B</b>		
		Nelson Street Bays	2A	The Broadway Car Park	3A		
		<b>North Road Car Park</b>	<b>2B</b>	Victoria Wharf Car Park	3A		
		Pitmans Close Car Park	2A				
		Queens Road Bays	2A				
		Royal Terrace Bays	2A				
		Southchurch Road Bays	2A				
		<b>St Helens Road Bays</b>	<b>2B</b>				
		<b>St Johns Road Bays</b>	<b>2B</b>				
		Tylers Ave/York Road Car Park	2A				
		University Square Car Park	2A				
		<b>Victoria Avenue Bays</b>	<b>2B</b>				
		Warrior Square Bays	2A				
		Warrior Square Car Park	2A				
		Weston Road Bays	2A				
		Whitegate Road Bays	2A				
		York Road Bays	2A				

3.5. The following provides a high-level summary of the parking charges proposed:

- No increase to charges within Zone 1A (central seafront area)
- Evening charges to be capped at £5 per night (between 6-9pm)

- Evening charges at Shorefield Road and Cliffs Pavillion car parks to be made consistent with the rest of Zone 1A
- New Winter tariff for Zone 1A to be introduced during the months of November, December, January
- All day parking charges capped at £17(B)/£20(A) on the central seafront
- All day parking charges capped at £10 outside of the central seafront
- Southend Pass subscription costs to be frozen
- Free parking to remain in selected off-street car parks serving shopping areas, on Sundays during the month of December
- University Square car park to be open later to accommodate parking needs within the City Centre
- Inflationary increases applied on permits and season tickets

#### **4. Timeline required for the implementation of new charges**

- 4.1. The introduction and or the variation of existing parking charges will be subject to statutory processes in addition to needing to be compliant with internal governance processes. Below is an anticipated timeline required:

<b>Action</b>	<b>Time required or date of event</b>
Pre-Scrutiny	16th December 2024
Cabinet	19th December 2024
Preparation of statutory consultation documents	start 6th January 2025
Notice of Proposal advertised	13th January 2025
Notice of Variation advertised	13th January 2025
Consultation responses received	4th February 2025
TRWP report drafted	5th February 2025
TRWP Meeting	24th February 2025
Sealing	On or before 27th March 2025
Notice of Making	28th March 2025
Date effective	1st April 2025

#### **5. Reasons for Decisions**

- 5.1. The primary reason for charging for parking is to effectively manage kerb-side space and demand, in both central on-street locations and car parks as well as residential and business areas. Effective parking management will aim to support wider transport policy objectives, ensuring that on- and off-street space is used more effectively.
- 5.2. Effective management of parking provision is recognised as making a significant contribution to reducing congestion, whilst supporting access to residents, visitors and businesses. In turn this supports the council's network management duty under the Traffic Management Act 2004.

- 5.3. These proposals are expected to further encourage footfall and visitors to the city beyond existing levels, whilst ensuring charges are applied consistently and fairly across Southend.

## 6. Other Options

- 6.1. Cabinet may decide to retain the existing parking fees and charges which may not deliver increased footfall or income.
- 6.2. Cabinet may decide to amend some, or all these proposals and alternative savings be identified. Cabinet may decide to just apply an inflationary increase to all current parking fees & charges.

## 7. Financial Implications

- 7.1. The changes proposed in this report relating to parking fees and charges are proposed to be incorporated within the draft Council budget for 2025/26, as part of setting a balanced and legally required Council budget for the forthcoming financial year. The overall Council budget is to be proposed and agreed at the Full Council meeting, planned for 20th February 2025.
- 7.2. Average parking charges and transactions have not kept pace with inflation since the zones were introduced in 2021. Parking income is demand-led and therefore there are no guarantees that the budgeted income will be realised.
- 7.3. Income related to parking can be volatile based on a variety of uncontrollable factors including local weather conditions, especially during the peak season.
- 7.4. The introduction of evening charges in collaboration with the Council's events programme has seen a positive trend as parking is demand led.
- 7.5. All parking income received throughout the year is reported to Cabinet as part of the Council's regular budget reporting and monitoring process with any remedial or alternative action identified to balance the budget if a shortfall in income is being projected.
- 7.6. The table below is a financial summary of the projected income that will be raised from each of the various elements of the total parking income budget.

Description	Projected 2025/26 Income (000's)
4 Zones (A & B sites in each zone)	£8,479
Uni. Sq. Car Park Late Night Charges	£10
1A to 1B Winter Reductions	-£119
Resident Permit	£122
Resident Permit	£122
Visitor Vouchers	£102
Permit Changes	£3
Southend Pass	£1,145
Season Tickets (Surface Car Parks)	£382
Season Tickets (Multi-Storey)	£0
Suspensions	£126
<b>Grand Total</b>	<b>£10,250</b>

- 7.7. If any or all the proposed changes are not agreed, then alternative savings/income generation for that appropriate amount will need to be identified as part of the proposals to ensure the overall draft Council budget for 2025/26 remains in balance.
- 7.8. The parking fees and charges proposed in this report projects an overall income budget of circa £10.25m for 2025/26 compared to the current 2024/25 budget of circa £10.5m. This small adjustment in the total income budget will be reflected in the draft Council budget for 2025/26.
- 7.9. The cost of preparing and advertising the Traffic Regulation Orders for the new parking charges has been estimated at £30k. This cost will be funded from existing revenue budgets.
- 7.10. The cost of amended signage is estimated to be £40k. This cost will be funded from the signage replacement capital budget which has been allocated in the Capital Investment Programme specifically for this purpose.

## 8. Legal Implications

- 8.1. The legal process to implement proposals or variations to Traffic Regulation Orders has been and will continue to be followed in accordance with primary legislation.
- 8.2. Please see the table below which illustrates the process required in respect of the statutory consultation:

Fees and Charges approved at Cabinet
Scheme outlined provided to Buchanan
PO for scheme raised
TRO documents drafted by Buchanan and sent to SOS
SOS review TRO documents and approve
DAR written
DAR signed
NOP booked with publishers
Statutory Public Consultation
TRWP to review objections

Order Making
TRO documents drafted by Buchanan and sent to SOS
TRO documents reviewed and approved
Order confirmed on ParkMap and exported to TraffWeb
Order sent and sealed by Legal
Portfolio holder made aware of implementation date
NOM booked with Publishers
Arrange necessary site work
Order Made
Action necessary site work
Order comes into effect

- 8.3. Council governance will need to be adhered to and therefore the timeline may alter.

## **9. Policy Context**

- 9.1. The policy and legislative context for this procurement includes the Traffic Management Act 2004, the Road Traffic Regulation Act 1984, and the Council's Corporate Plan.

## **10. Carbon Impact**

- 10.1. None.

## **11. Equalities**

- 11.1. An Equality Impact Assessment will need to be completed for these changes to parking fees and charges as part of the budget setting process.

## **12. Consultation**

- 12.1. Statutory consultation, in accordance with primary legislation, will need to be adhered to. This will include the advertisement of the Notices of Proposal Notices of Notices of Variation and Notices of Making where required. Responses received in response to statutory consultation will be considered and reported back to Traffic Regulation & Working Party (TRWP) and Cabinet Committee.



### 13. Appendices

### 14. Appendix A Existing and proposed parking permit charges

#### Existing Parking Charges 2024/25

Location/Description	Unit	Zone 1a 8am - 9pm	Zone 1b 8am - 6pm	Zone 2 8am - 6pm	Zone 3 8am - 6pm
Seafront Permit	Annual	£500.00		£225.00	
Season Ticket for a Named Car Park** (VAT applicable)	Annual	£725.00	£650.00	£575.00	£300.00
	6 months	£365.00	£330.00	£285.00	£155.00
	Quarterly	£190.00	£175.00	£145.00	£80.00
	Monthly	£67.00	£60.00	£50.00	£35.00
Season Ticket for Car Parks within a specified Zone ** (VAT applicable)	Annual	£1,300.00	£1,250.00	£1,050.00	
	Quarterly	£350.00	£325.00	£290.00	
	Monthly	£125.00	£115.00	£100.00	
Season Ticket - Baxter Avenue Car Park **	Annual	£1,452			

Location/Description	Unit	1 month	6 months	12 months
Business Permit	Scheme specific		£163.50	£302.50
Operational Permit (On-street) - 4 Hours max stay	All Zones			£79.00
Operational Permit (On-street) - 6 Hours max stay	All Zones			£157.50
Operational Permit (On-street) - Generic/Transferable - 4 hours max stay	All Zones			£242.00
Operational Permit (On & Off Street) - 6 Hours max stay	All Zones			£605.00
South Essex Homes Permit (Operational Permit) - 4 hours max stay	SEH locations only			£79.00
Resident Carer Permit (1 permit per household only)	Scheme specific			£18.50
Resident Permit - Electric Vehicle				£10.00
Resident Permit - 1st car	Scheme specific			£18.50
Resident Permit - 2nd car	Scheme specific			£30.50
Resident Permit - 3rd car	Scheme specific			£60.50
Resident Permit - 4th car	Scheme specific			£91.00
Resident Concessionary Permit (in RPS*)	Scheme specific			£60.50
Educational Permit **	Scheme specific			£175.00
Tradesperson Permit (On and Off street inc RPZ) 8am to 6pm Monday to Saturday	All Zones	£60.00		£600.00

		Monthly	3 months	Annually
Southend Pass per vehicle (VAT applicable)		£12.50	£37.50	£125.00
** Terms & Conditions Apply to all charges noted				

Location/Description	Unit	Charge
Visitors Vouchers (Book of 20) - Paper Book	Daily	£11.00
Parking Dispensation	Daily	£15.00
Parking Dispensation	Weekly (7 days)	£60.50
Car Park unlock tariff	Each occasion	£91.00
Suspension (Admin Fee)		£36.50
Suspension (on-street)	Per day, per bay, per metre	£36.50
	Per week	£242.00
Suspension (off-street) (VAT applicable)	Per day, per bay, per metre	£24.50
	Per week	£145.50

Amendment to existing permit	Vehicle changes	£18.50
Amendment to existing EV permit	Vehicle changes	£10.00
Replacement or Duplicate season ticket (paper permit)	Loss or duplicate request	£30.50
Permit refund admin fee	Administrative cost	£16.50
Hotels and guesthouses discount rate	Daily, up to end of charging period	50% of max daily parking tariff
Authorised copy of car park key	Issuance	£60.50
	Replacement key (for any purpose)	£242.00
Free Parking	To provide free parking in Council car parks on Sundays in December and on Christmas Day (except those with barriers)	
Small Business Day	Free Parking in Zones 2 and 3 car parks - 2 days per annum only	
Market Trader Season Ticket	20 weeks	£80.00
New Road Church Permit	Specifically for Wesleyan Methodist church (New Road) land agreement 1932.	£165.00
Honorary Alderman or Persons Permit	Specifically for Honorary personnel only	Free
PCN Charges as per legislative permissions		

### Proposed Parking Charges 2025/26

Location/Description	Unit	Zone 1A 8am - 9pm	Zone 1B 8am - 9pm	Zone 2A 8am - 6pm	Zone 2B 8am - 6pm	Zone 3A 8am - 6pm	Zone 3B 8am - 6pm	Zone 4A 8am - 6pm	Zone 4B 8am - 6pm	
Seafront Permit	Annual	£520.00	£520.00			£234.00	£234.00			
Season Ticket for a Named Car Park** (VAT applicable)	Annual	£754.00	£754.00	£676.00	£676.00	£598.00	£598.00	N/A	£312.00	
	6 months	£379.50	£379.50	£343.00	£343.00	£296.50	£296.50	N/A	£161.00	
	Quarterly	£197.50	£197.50	£182.00	£182.00	£151.00	£151.00	N/A	£83.00	
	Monthly	£69.50	£69.50	£62.50	£62.50	£52.00	£52.00	N/A	£36.50	
Season Ticket for Car Parks within a specified Zone ** (VAT applicable)	Annual	£1,352.00	£1,352.00	£1,300.00	£1,300.00	£1,092.00	£1,092.00	N/A		
	Quarterly	£364.00	£364.00	£338.00	£338.00	£301.50	£301.50	N/A		
	Monthly	£130.00	£130.00	£119.50	£119.50	£104.00	£104.00	N/A		
Season Ticket - Baxter Avenue Car Park **	Annual	£1,510.00								

Location/Description	Unit	1 month	6 months	12 months
Business Permit	Scheme specific		£170.00	£314.50
Operational Permit (On-street) - 4 Hours max stay	All Zones			£82.00
Operational Permit (On-street) - 6 Hours max stay	All Zones			£164.00
Operational Permit (On-street) - Generic/Transferable - 4 hours max stay	All Zones			£251.50
Operational Permit (On & Off Street) - 6 Hours max stay	All Zones			£629.00
South Essex Homes (Operational Permit) - 4 hours max stay	SEH locations only			£82.00
Resident Carer Permit (1 permit per household only)	Scheme specific			£19.00
Resident Permit - Electric Vehicle				£10.50
Resident Permit - 1st car	Scheme specific			£22.00
Resident Permit - 2nd car	Scheme specific			£36.50
Resident Permit - 3rd car	Scheme specific			£70.00
Resident Permit - 4th car	Scheme specific			£102.00
Resident Permit - Company Vehicle	Scheme specific			£135.00
Resident Concessionary Permit (in RPS*)	Scheme specific			£63.00

Educational Permit **	Scheme specific			£165.00
Tradesperson Permit (On and Off street inc RPZ) 8am to 6pm Monday to Saturday	All Zones	£62.50		£624.00

Location/Description	Unit	Charge
Commuter Tariff	Daily	£6.00

Location/Description	Unit	Pay Monthly	Pay Annually
Southend Pass per vehicle (VAT applicable) ** Terms & Conditions Apply to all charges noted		£12.50	£125.00

Location/Description	Unit	Charge
Visitors Vouchers (Book of 20) - Paper Book	Daily	£20.00
Visitors Vouchers (Book of 20) - Virtual/Electronic	Daily	£12.50
Parking Dispensation	Daily	£15.50
Parking Dispensation	Weekly (7 days)	£63.00
Car Park unlock tariff	Each occasion	£94.50
Suspension (Admin Fee)		£38.00
Suspension (on-street)	Per day, per bay, per metre	£38.00
	Per week	£251.50
Suspension (off-street) (VAT applicable)	Per day, per bay, per metre	£25.50
	Per week	£151.50
Amendment to existing permit	Vehicle changes	£10.00
Amendment to existing EV permit	Vehicle changes	£10.00
Replacement or Duplicate season ticket (paper permit)	Loss or duplicate request	£31.50
Permit refund admin fee	Administrative cost	£17.00
Hotels and guesthouses discount rate	Daily, up to end of charging period	50% of max daily parking tariff
Authorised copy of car park key	Issuance	£63.00
	Replacement key (for any purpose)	£251.50
Free Parking	To provide free parking in selected Council car parks all day on Sundays in December and Christmas Day (except those with barriers) *	
Small Business Day	Free Parking in Zones 2 and 3 car parks - 1st Saturday in December Only	
Market Trader Season Ticket	20 weeks	£83.00
New Road Church Permit	Specifically for Wesleyan Methodist church (New Road) land agreement 1932.	£171.50
Honorary Alderman or Persons Permit	Specifically for Honorary personnel only	Free
PCN Charges as per legislative permissions		
* As required and where applicable		

## 15. Appendix B Existing and proposed on-street parking charges

### Parking Charges 2024/25

Location/Description	Unit	Zone 1a 8am - 9pm	Zone 1b 8am - 6pm	Zone 2 8am - 6pm	Zone 3 8am - 6pm
On-Street Pay and Display *applies to Electric vehicles & bays	Up to 1 hr	£3.00	£1.10	£1.00	£1.00
	Up to 2 hrs	£6.00	£2.20	£2.00	£1.90
	Up to 3 hrs	£9.00	£3.30	£3.00	£2.90
	Up to 4 hrs	£12.00	£4.40	£4.00	£3.90
	Up to 5 hrs	£15.00	£5.50	£5.00	£4.90
	Up to 6 hrs	£18.00	£6.60	£6.00	£5.90
	Up to 10 hrs	£21.00	£11.00	£10.00	£9.00
	Up to 13 hrs	£25.00			

### Proposed Parking Charges 2025/26

Location/Description	Unit	Zone 1A*** 8am - 9pm	Zone 1B 8am - 9pm	Zone 2A 8am - 6pm	Zone 2B 8am - 6pm	Zone 3A 8am - 6pm	Zone 3B 8am - 6pm	Zone 4A 8am - 6pm	Zone 4B 8am - 6pm
On-Street Pay and Display *applies to Electric vehicles & bays	Up to 1 hr	£3.00	£2.30	£1.40	£1.20	£1.30	£1.10	£1.10	£1.00
	Up to 2 hrs	£5.80	£4.50	£2.60	£2.40	£2.50	£2.20	£2.20	£2.00
	Up to 3 hrs	£8.70	£6.60	£4.00	£3.60	£3.80	£3.30	£3.30	£3.00
	Up to 4 hrs	£11.30	£8.60	£5.20	£4.80	£5.20	£4.40	£4.40	£4.00
	Up to 6 hrs	£16.20	£13.00	£7.80	£7.00	£7.40	£6.50	£6.30	£6.00
	Up to 8 hrs	£18.00	£15.00	£9.00	£8.80	£9.00	£8.20	£8.20	£8.00
	Up to 10 hrs	£19.00	£16.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
	Up to 13 hrs	£20.00	£17.00						
On-Street Pay and Display 6-9pm Charges	Up to 1 hr	£3.00	£2.30						
	Up to 3 hrs	£5.00	£5.00						

\*\*\* Nov-Jan Zone 1A Prices Reduced to Zone 1B Prices

## 16. Appendix C Existing and proposed off-street (car park) parking charges

### Parking Charges 2024/25

Location/Description	Unit	Zone 1a 8am - 9pm	Zone 1b 8am - 6pm	Zone 2 8am - 6pm	Zone 3 8am - 6pm
Off-Street (Car Parks) *applies to Electric vehicles & bays (VAT applicable)	Up to 1 hr	£3.00	£1.10	£1.00	£0.00
	Up to 2 hrs	£6.00	£2.20	£2.00	£1.90
	Up to 3 hrs	£9.00	£3.30	£3.00	£2.90
	Up to 4 hrs	£12.00	£4.40	£4.00	£3.90
	Up to 5 hrs	£15.00	£5.50	£5.00	£4.90
	Up to 6 hrs	£18.00	£6.60	£6.00	£5.90
	Up to 10 hrs	£21.00	£11.00	£10.00	£9.00
	Up to 13 hrs	£25.00			
Pre-booked coach parking (VAT applicable)	Daily (until closing time)	£25.00	£12.50	£10.00	
Coach parking (pay on the day) (VAT applicable)	Daily (until closing time)	£50.00	£30.00	£28.00	

### Proposed Parking Charges 2025/26

Location/Description	Unit	Zone 1A*** 8am - 9pm	Zone 1B 8am - 9pm	Zone 2A** 8am - 6pm	Zone 2B 8am - 6pm	Zone 3A 8am - 6pm	Zone 3B 8am - 6pm	Zone 4A 8am - 6pm	Zone 4B 8am - 6pm
Off-Street (Car Parks) *applies to Electric vehicles & bays (VAT applicable)	Up to 1 hr	£3.00	£2.30	£1.40	£1.20	£1.30	£1.10	£0.00	£0.00
	Up to 2 hrs	£5.80	£4.50	£2.60	£2.40	£2.50	£2.20	£2.20	£2.00
	Up to 3 hrs	£8.70	£6.60	£4.00	£3.60	£3.80	£3.30	£3.30	£3.00
	Up to 4 hrs	£11.30	£8.60	£5.20	£4.80	£5.20	£4.40	£4.40	£4.00
	Up to 6 hrs	£16.20	£13.00	£7.80	£7.00	£7.40	£6.50	£6.40	£6.00
	Up to 8 hrs	£18.00	£15.00	£9.00	£8.80	£9.00	£8.20	£8.20	£8.00
	Up to 10 hrs	£19.00	£16.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
	Up to 13 hrs	£20.00	£17.00						
Off-Street Pay and Display 6pm to Midnight Charges**	Up to 1 hr			£1.40					
	Up to 6 hrs			£4.00					
Off-Street Pay and Display 6-9pm Charges	Up to 1 hr	£3.00	£2.30						
	Up to 3 hrs	£5.00	£5.00						
Pre-booked coach parking (VAT applicable)	Daily (until closing time)	£20.00	£20.00	£12.50	£12.50	£10.00	£10.00		
Coach parking (pay on the day) (VAT applicable)	Daily (until closing time)	£45.00	£45.00	£30.00	£30.00	£28.00	£28.00		

\*\*\* Nov-Jan Zone 1A Prices Reduced to Zone 1B Prices

\*\* University Square Car Park Charging 8am - Midnight

## 17. Report Authorisation

This report has been approved for publication by:		
	Name:	Date:
Executive Director(s)	Alan Richards	3.12.2024
Monitoring Officer	Susan Zeiss	5.12.2024
S151 Officer	Joe Chesterton	6.12.2024
Relevant Cabinet Member(s)	Cllr Daniel Cowan	5.12.2024

<b>Meeting:</b>	Cabinet
<b>Date:</b>	19 December 2024
<b>Classification:</b>	Part 1
<b>Key Decision:</b>	No
<b>Title of Report:</b>	Local Government Finance Policy Statement Headlines and local Fees & Charges budget intentions for 2025/26
<b>Executive Director:</b>	Joe Chesterton – Executive Director of Finance & Resources (S151 Officer)
<b>Report Author:</b>	Pete Bates – Director of Financial Services
<b>Executive Councillor:</b>	Councillor Cowan, Leader and Cabinet Member for Infrastructure and Corporate Strategy, Councillor Collins, Cabinet Member for Finance, Assets and Investments.

## 1. Executive Summary

- 1.1. This report summarises the national headlines of the Policy Statement which was published on 28 November 2024 by the Minister of State for Local Government and English Devolution in advance of the provisional Local Government Finance Settlement for 2025/26. The policy statement sets out some high-level national intentions on themed funding levels for 2025/26, but individual local authority allocations are not yet available and will be published as part of the provisional settlement, which is expected to be released sometime during the week commencing 16 December 2024.
- 1.2. This report also sets out the City Council's intentions and budget considerations in relation to fees and charges for 2025/26. The full detailed analysis of all fees and charges that will be proposed for 2025/26 will be presented to the Cabinet meeting in February 2025.

## **2. Recommendations**

It is recommended that Cabinet:

- 2.1. Notes the summary of the Government's recent Finance Policy Statement, the timing of release of the Local Government's Provisional Finance Settlement for 2025/26 and the major reform planned as part of a Comprehensive Spending Review from 2026/27 to 2028/29. (Section 4)**
- 2.2. Confirms that the income yield for fees and charges generally across all City Council services will be increased by circa 2.75% with effect from 1<sup>st</sup> April 2025, under officer delegation, with certain exceptions, as set out in Section 5 and Appendix 1.**
- 2.3. Approves the proposals in principle for the fees and charges changes detailed at Appendix 1, together with a commitment to provide a comprehensive schedule detailing all fees and charges proposed for 2025/26 as part of the final budget report to Cabinet in February 2025.**

## **3. Background**

- 3.1. For many years Local Government Settlements have been for one-year only, this will remain the case for 2025/26. From a financial and business planning perspective it is pleasing to note the new Government's commitment to re-introducing a multi-year (three-year) funding settlement from 2026/27.
- 3.2. The Government has also committed to exploring major Local Government Finance reform. These proposals will be set within a broad context of national policy changes, including enhanced devolution, increased housing development and a reset of the relationship between central and local government.
- 3.3. Throughout the Local Government Sector, fees and charges have continued to form a critical and important part of helping to fund essential local services to local residents, businesses and communities. This report provides an early indication of the City Council's plans and intentions for 2025/26.

## **4. Policy Statement on the 2025/26 Local Government Finance Settlement**

- 4.1. On 28 November 2024, the Minister of State for Local Government and English Devolution published a written ministerial statement which was accompanied by a policy statement covering the key themes and intentions that would feature in the 2025/26 local government finance settlement. This document has been published in advance of the full 2025/26 provisional Local Government Finance Settlement, expected later in December 2024.



- 4.2. The proposals cover two main areas: the national financial headlines for a one-year local government finance settlement for 2025/26 and a commitment for plans to reform the approach to both national policy and distribution methodology from 2026/27.

### **2025/26 Finance Settlement**

- 4.3. The Government's policy statement provides some national headlines around overall funding intentions, but individual local authority-level figures will be published as part of the provisional local government finance settlement. The overall 2025/26 national financial provision is unchanged from the Autumn Budget, which quoted an average 3.2% real terms increase in core spending power for the sector.
- 4.4. On core spending power grants from a national perspective, the statement confirms that:
- Revenue support grant will increase in line with CPI, which suggests an increase of 1.7%, or approximately £50 million across all English and Welsh local authorities. There will be no 'negative RSG' for any local authority.
  - Baseline funding levels and compensation grant will collectively increase by 1.7%, with the split of this determined by the relative proportion of local taxbases subject to the small multiplier (with a similar methodology to how this was done in 2024/25).
  - The Government is discontinuing the Rural Services Delivery Grant and the Services Grant, with funding repurposed elsewhere in the settlement.
  - The Social Care Grant will be increased by £680 million. The statement does not clarify whether the usual distribution method (i.e. taking council tax income into account) will continue.
  - There will be a new £250 million Children's Social Care Prevention Grant. This will be distributed using a new children's needs-based formula, which will allocate funding according to estimated need for children's social care services.
  - All other social care grants (improved Better Care Fund, Market Sustainability and Improvement Fund and the Adult Social Care Discharge Fund) will continue in 2025/26, with the statement suggesting that the national totals will remain unchanged.
  - The government is introducing a new one-year 'Recovery Grant', worth £600 million. The 'Recovery Grant' will go to places where, weighted by population, deprivation outweighs the individual authority's council tax raising ability. Not all authorities will receive an allocation.
  - The New Homes Bonus will continue for a further year in 2025/26, but the Government intends to consult on reforming the scheme beyond 2025/26 and will propose that 2025/26 is the last year of new homes bonus in its current format.
  - The Minimum Funding Guarantee will revert back to 0% (previously 3%) but will also take into account council tax rate increases (for the past two years, these have been excluded, making the guarantee more generous).

- 4.5. On council tax, the statement confirms the same referendum principles as in 2024/25 (other than police, fire authorities and the Greater London Authority):
- Councils with social care responsibilities will be able to increase council tax by up to 3% with an additional 2% for adult social care without a local referendum.
  - Shire district councils will have a referendum principle of 3% or £5, whichever is higher.
  - Fire and rescue authorities will have a referendum principle of £5 and police and crime commissioners will have a referendum principle of £14 on Band D bills.
  - There will be no referendum limits set for town and parish councils.
- 4.6. From 2025/26, the Government intends to abolish the need to identify the adult social care precept as a separate line on council tax bills. This will form part of a wider consultation on council tax billing which will also include other presentational matters and whether to move to 12 monthly billing instead of the current 10 months.
- 4.7. The following grants are due to be rolled into the Core Spending Power for 2025/26:
- The Domestic Abuse Duty Safe Accommodation grant (worth £160m) will be consolidated as a new, separate line in the Settlement, maintaining its existing distribution.
  - Ongoing funding from the Electoral Integrity Programme New Burdens grant (worth £4.6 million), the Tenant Satisfaction Measures New Burdens grant (£3.9 million), and the Transparency Code New Burdens grant (£3.6 million) will be rolled into the revenue support grant – also maintaining their existing distributions.
  - The Department for Education's Extended Rights to Home to School Transport grant (£54 million) will be rolled in, un-ringfenced, to the revenue support grant
- 4.8. The Government will also consolidate into the Settlement a single Children and Families Grant, worth £414 million from existing programmes, previously funded by Department for Education. This funding will not form part of Core Spending Power for 2025/26.
- 4.9. Conditions placed on this Children and Families Grant will be published alongside the final Settlement, but it should be used to continue preventative services where they are running now.

4.10. Existing funding consolidated into the single Children and Families Grant will maintain its 2024/25 distribution in 2025/26 and includes:

- Supporting Families.
- Supported Accommodation Reforms - New Burdens to Local Authorities.
- Staying Put.
- Virtual School Heads Extension for Previously Looked After Children.
- Leaving Care Allowance.
- Personal Advisors.

4.11. Other announcements regarding 2025/26 include the following:

- All current 'enhanced' business rates retention areas will continue for 2025/26 and, where requested, pooling of business rates will also proceed.
- The Government will continue to make the adjustments to tariffs and top-ups to reflect the 2023 business rates revaluation, following its previous technical consultation. This is the final adjustment within the framework.
- The Government will set out its position on the future of the Statutory Override for the Dedicated Schools Grant (beyond 31 March 2026) in the provisional 2025/26 settlement.
- The government has committed to provide support for departments and other public sector employers for additional Employer National Insurance Contribution costs, but more information will be published alongside the provisional settlement.

### **Longer Term Reform**

4.12. The policy statement includes the following commitments for funding redistribution from 2026/27:

- From 2026/27, an up-to-date assessment of need and local resources will build on the proposals set out in the previous government's review of Relative Needs and Resources (also referred to as the 'Fair Funding Review').
- The move to an updated system will be gradual and the Government will invite views on possible transition arrangements.
- The Government intends to reset the business rates system. The reset will apply nationally, but business rates generated in designated areas will be exempt. The paper referenced "such as Freeports, Enterprise Zones and Investment Zones".
- The document acknowledges that some local authorities have worked collaboratively with mayoral combined authorities (MCAs) in their area to ensure that new business rates income is directed to local growth priorities across the wider region. This is not followed by any specific policy proposal but could suggest some protection to 100% business rate retention areas.

- 4.13. The statement sets out a broad timescale for development of the reforms:
- An initial consultation on the objectives and principles of the government's proposed approach, launching in December alongside the provisional Local Government Finance Settlement 2025/26.
  - A consultation on the technical detail of resetting the business rates retention system in early 2025.
  - A consultation alongside a detailed plan for reform ahead of the provisional Settlement for 2026/27.
  - Implementation to begin through the multi-year Settlement in 2026/27.
- 4.14. The Government has also confirmed that the 2026/27 local government finance settlement will be multi-year and that the number of funding pots will be reduced. Some details are as follows:
- Streamlining the MHCLG growth-focused capital grants into a consolidated, more flexible fund and significantly reduce the number of housing, planning, resettlement and numerous smaller grants owned by the department – rolling them into the Settlement wherever possible. This is in addition to several New Burdens grants already identified for rolling into the Revenue Support Grant.
  - In 2026/27, MHCLG intend to reduce the number of funding pots for adult social care, consolidating existing adult social care grant funding and rolling in smaller adult social care grants, where possible.
  - In 2026/27, the Government will merge the Children's Social Care Prevention Grant and Children & Families Grant and explore further consolidation within children's services.
  - Further proposals for simplification will be announced in due course. To reduce burdens on local authorities MHCLG will also reduce and standardise the grant data they collect.
- 4.15. There are other reforms outlined, such as the Government setting out and measuring progress on the key services and outcomes they expect local authorities to deliver. The Government will also overhaul local audit, scrutiny, and standards and reform the conduct regime for local authorities.
- 4.16. Flexible use of capital receipts will be extended to 2030. The government will also remove the restriction with respect to redundancy costs that limits the use of the flexibility to statutory redundancy costs only.
- 5. Considerations and intentions locally for Fees and Charges in 2025/26**
- 5.1. Cabinet at its meeting on 18 September 2018 approved the introduction of a fees and charges policy to cover all fees and charges reviews with the exception of car parking charges. This policy has enabled Officers to set fees and charges annually where the expected overall income yield for a service or category is in line with the budget parameters as set out within the Medium Term Financial Strategy. Anything that is proposed outside of these budget parameters would require approval by Cabinet.

- 5.2. All Local Authorities are responsible for setting and collecting an extensive detailed range of fees and charges across many service areas. For reference the current 2024/25 schedule can be found on the Council's website<sup>1</sup>. It is proposed that in general terms the income yield at an overall service level will increase by 2.75% for 2025/26, individual fees and charges within a service may vary accordingly to achieve this objective. Where appropriate, reasonable and sensible to do so, the intention for some charges is to round them to the nearest 10p, 50p, £1, £5 etc. These arrangements will be implemented under officer delegations with effect from 1<sup>st</sup> April 2025. The headline proposed exceptions to this intention can be found within the schedule presented at Appendix 1.
- 5.3. A separate report on this agenda will consider the revised arrangements and new tariffs for all car parking matters.
- 5.4. In summary the schedule, represented at Appendix 1 within this report sets out the fees and charges for services that fall within one of the following categories:
- Proposed yield increase by a percentage higher than 2.75%,
  - Proposed to stay at the same level as 2024/25,
  - Proposed to decrease the charge for 2025/26.
- 5.5. For transparency, a comprehensive updated schedule including all individual proposed fees and charges for 2025/26 will be presented to the Budget Cabinet meeting in February 2025.

## **6. Reasons for Decisions**

- 6.1. This report provides an update following the publication of the Government's Policy Statement on the 2025/26 Local Government Finance Settlement.
- 6.2. This report also summarises the intention generally to increase fees and charges yield from services by circa 2.75% for 2025/26, under officer delegation, and details a list of exceptions that fall outside of this parameter.

## **7. Other Options**

- 7.1. The Council has the power to change fees and charges in most service areas by a different amount. This approach is not recommended following the careful consideration that has been given to balancing the level of charges proposed with the significant financial challenges currently being faced by the Council.

---

<sup>1</sup> <https://www.southend.gov.uk/downloads/download/380/council-fees-and-charges>

## **8. Financial Implications**

- 8.1. The financial implications of the provisional 2025/26 Local Government Finance Settlement for this Council will only be known when the individual local authority-level allocations are published. The estimated yield from the revised local fees and charges proposed will be included within the Council's budget for consideration and approval at Budget Council in February 2025.

## **9. Legal Implications**

- 9.1. The Council is under a legal duty to meet the requirements of Section 31A of the Local Government Finance Act 1992, which includes the obligation to produce a balanced budget by 11 March annually.

## **10. Policy Context**

- 10.1. The proposals will mean a review of relevant policy areas for some services, and this will form part of the overall budget setting programme for 2025/26 and where required appropriate policies will need to be amended accordingly if the proposal is approved.

## **11. Carbon Impact**

- 11.1. No specific implications.

## **12. Equalities**

- 12.1. Changes to fees & charges will have an equality impact assessment undertaken as part of the development of the budget for 2025/26.

## **13. Consultation**

- 13.1. Compliance with all requirements for publication and consultation for proposed changes will be undertaken as part of the budget setting process.

## **14. Appendices**

- 14.1. A schedule summarising the proposed changes to fees and charges that are outside the parameters included within the Council's Medium Term Financial Strategy can be found at Appendix 1.

**15. Report Authorisation**

<b>This report has been approved for publication by:</b>		
	<b>Name:</b>	<b>Date:</b>
S151 Officer	Joe Chesterton	06/12/2024
Monitoring Officer	Susan Zeiss	06/12/2024
Executive Director(s)	Joe Chesterton	06/12/2024
Relevant Cabinet Member(s)	Councillor Daniel Cowan	06/12/2024
	Councillor Paul Collins	06/12/2024

This page is intentionally left blank



**Fees Charges 2025/26 - Exceptions**

**Appendix 1**

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Adult Social Care</b>										
2	Forecast average unit cost of all home care per hour	Discretionary	22.44		22.44	24.00		24.00	1.56	6.95%
5	Transport - Multiple Trip per day	Discretionary	6.50		6.50	7.00		7.00	0.50	7.69%
9	Administration Fee for Deferred Payment Scheme	Discretionary	742.50		742.50	765.00		765.00	22.50	3.03%
10	Administration Fee for full cost home care recipients	Discretionary	93.50		93.50	97.00		97.00	3.50	3.74%
11	Invoice Fee for full cost home care recipients	Discretionary	71.76		71.76	74.00		74.00	2.24	3.12%
<b>Allotments</b>										
The rents for allotment plots within Southend-on-Sea last increased on 1st April 2018. As set out in the current fees and charges the rent for non-concessions is £4.50 per rod. The Allotments Act and our tenancy agreement, require a years notice to be served outside the growing season on all allotment tenants advising of the changes to rents. Letters were sent out in 2024 informing tenants that the charges would be increased and therefore the 25/26 charges have already been set and consulted on.										
1	Per 5.5m2 (rod) (plus water recharged at current rates)	Discretionary	4.50		4.50	4.95		4.95	0.45	10.00%
2	Per 5.5m2 (rod) (plus water recharged at current rates) – Senior (State Pensionable Age)	Discretionary	2.25		2.25	2.48		2.48	0.23	10.22%
3	Per 5.5m2 (rod) (plus water recharged at current rates) – Advantage Card C	Discretionary	2.25		2.25	2.48		2.48	0.23	10.22%
4	Per 5.5m2 (rod) (plus water recharged at current rates) – Under 18	Discretionary	2.25		2.25	2.48		2.48	0.23	10.22%
5	Edwards Hall Leisure Garden (plus water recharged at current rates)– Allotments	Discretionary	36.00		36.00	39.60		39.60	3.60	10.00%
6	Edwards Hall Leisure Garden – Allotments (plus water recharged at current rates) - Senior (State Pensionable Age)	Discretionary	18.00		18.00	19.80		19.80	1.80	10.00%
7	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - Advantage Card C	Discretionary	18.00		18.00	19.80		19.80	1.80	10.00%
8	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates ) - under 18	Discretionary	18.00		18.00	19.80		19.80	1.80	10.00%

**Fees Charges 2025/26 - Exceptions**

**Appendix 1**

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Indicative Increase	Gross Charge
			£	£	£	£	£	£	£	%
<b>Culture</b>										
<b>Other Bowls Charges</b>										
26	Rink hire - Visiting Club (2 hour maximum)	Discretionary	26.00		26.00	30.00		30.00	4.00	15.38%
<b>Golf</b>										
76	Lesson Ticket	Discretionary	3.10		3.10	3.50		3.50	0.40	12.90%
77	Lesson Ticket (Golf Foundation Under 18)	Discretionary	1.80		1.80	2.00		2.00	0.20	11.11%
78	Lesson Ticket (Golf Foundation Under 18) - Advantage Card AB	Discretionary	1.70		1.70	2.00		2.00	0.30	17.65%
79	Lesson Ticket (Golf Foundation Under 18) - Advantage Card C	Discretionary	1.30		1.30	1.50		1.50	0.20	15.38%
80	Practice Ticket	Discretionary	3.60		3.60	4.00		4.00	0.40	11.11%
95	Pitch & Putt (per round) Child	Discretionary	2.80		2.80	3.00		3.00	0.20	7.14%
96	Pitch & Putt (per round) Child Advantage Card AB	Discretionary	2.60		2.60	3.00		3.00	0.40	15.38%
97	Pitch & Putt (per round) Child Advantage Card C	Discretionary	2.30		2.30	2.50		2.50	0.20	8.70%
<b>Synthetic Pitch – Warners Park</b>										
121	Pitch per hour	Discretionary	79.00		79.00	81.50		81.50	2.50	3.16%
122	Floodlighting per hour	Discretionary	19.00		19.00	20.00		20.00	1.00	5.26%
<b>Park or site event hire</b>										
130	Commercial Small	Discretionary	468.00		468.00	500.00		500.00	32.00	6.84%
131	Commercial Medium	Discretionary	770.00		770.00	900.00		900.00	130.00	16.88%
132	Commercial Large	Discretionary	1,650.00		1,650.00	1,800.00		1,800.00	150.00	9.09%
133	Standpipe for Small Event	Discretionary	32.00		32.00	35.00		35.00	3.00	9.38%
134	Standpipe for Medium Event	Discretionary	57.00		57.00	60.00		60.00	3.00	5.26%
135	Standpipe for Large Event	Discretionary	86.00		86.00	90.00		90.00	4.00	4.65%
<b>Other events</b>										
136	Bandstand - Priory Park 2 hour performance and 2 hour set up fee	Discretionary	132.00		132.00	120.00		120.00	(12.00)	-9.09%
137	Outdoor Fitness Classes Annual Permit	Discretionary	215.00		215.00	250.00		250.00	35.00	16.28%
<b>Miscellaneous</b>										
140	Donated Trees New initiative under consideration.	Discretionary	—210.00		—210.00	—215.80		—215.80	5.80	2.76%

**Fees Charges 2025/26 - Exceptions**
**Appendix 1**

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Advantage cards</b>										
Scheme under review										
161	Advantage Card: Resident Adult Category A	Discretionary	4.34	0.87	5.21	4.50	0.90	5.40	0.19	3.75%
162	Resident Under 17/Senior (State Pensionable Age) / Student Category B	Discretionary	2.59	0.52	3.11	2.70	0.54	3.24	0.13	4.15%
163	Resident Adult Low Income Category C	Discretionary	0.85	0.17	1.02	0.90	0.18	1.08	0.06	6.24%
164	Resident Under 17 / Senior (State Pensionable Age) / Student Low Income Category C	Discretionary	0.85	0.17	1.02	0.90	0.18	1.08	0.06	6.24%
165	Family (1 adult, all children) Category A	Discretionary	7.86	1.57	9.43	8.10	1.62	9.72	0.29	3.03%
166	Family (2 adults, all children) Category A	Discretionary	10.46	2.09	12.55	10.70	2.14	12.84	0.30	2.35%
<b>Access gates</b>										
167	Access Gate Licence (5 years) for gate from private property onto amenity land.	Discretionary	50.00		50.00	60.00		60.00	10.00	20.00%
<b>Venue Hire - Priory and Southchurch</b>										
170	Daytime charge 9am - 5pm - Voluntary Sector / Charity - Summer Opening (9am - 3pm Winter Opening)	Discretionary	957.00		957.00	957.00		957.00	0.00	0.00%
172	Evenings 5pm - 10pm Voluntary Sector/charity - Summer Opening	Discretionary	616.00		616.00	616.00		616.00	0.00	0.00%
174	Central Museum OR Beecroft Art Gallery Evenings 5 - 10pm - Weekdays cultural, educational & charitable purposes, per hour (or part)	Discretionary	56.10		56.10	56.10		56.10	0.00	0.00%
176	Priory Visitor centre (Wed - Sunday) cultural, educational & charitable purposes, per hour (or part)	Discretionary	27.50		27.50	27.50		27.50	0.00	0.00%
<b>Beecroft Art Gallery Fees</b>										
186	Lecture Theatre Wed - Sun (Commercial organisations and Public Meetings held by Political Parties - per hour 10am - 5pm )	Discretionary	57.20		57.20	75.00		75.00	17.80	31.12%
187	Lecture Theatre Wed - Sun (SCC partner organisations / charities) per hour. 10am - 5pm	Discretionary	27.50		27.50	30.00		30.00	2.50	9.09%
188	Lecture Theatre Wed - Sun (Other organisations and Non-Public Meetings of Political Parties - per hour) 10 am - 5pm	Discretionary	39.60		39.60	40.70		40.70	1.10	2.78%
189	Lecture Theatre Wed - Sun Projector Charge Charges to be aligned with fee 186 above. Will be included within fee 186 and 187 above.	Discretionary	11.00		11.00	11.30		11.30	0.30	2.73%
<b>Education Fees</b>										
216	Seafrost Walks Service no longer offered.	Discretionary	6.10		6.10	6.30		6.30	0.20	3.28%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Fines – Books, Compact Discs and Cassettes</b>										
230	Charge for each day issuing library is open	Discretionary	0.30		0.30	0.30		0.30	0.00	0.00%
<b>DVD</b>										
238	Each item/week	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
239	Overdue: Item/week	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
<b>Branch Libraries Meetings Rooms</b>										
<b>Mon - Fri (from 9.30am)</b>										
258	Hourly rate	Discretionary	18.00		18.00	18.00		18.00	0.00	0.00%
<b>Internet</b>										
278	Subsequent hours – per hour	Discretionary	2.08	0.42	2.50	2.50	0.50	3.00	0.50	20.00%
<b>Corporate Venues</b>										
<b>Medium Large (Committee Rooms 3,4,5,6)</b>										
9	Hourly	Discretionary	40.00		40.00	42.50		42.50	2.50	6.25%
10	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	85.00		85.00	90.00		90.00	5.00	5.88%
<b>Regular (Committee Rooms 2,7)</b>										
11	Half Day (4hrs)	Discretionary	80.00		80.00	85.00		85.00	5.00	6.25%
12	Full Day (9hrs)	Discretionary	160.00		160.00	165.00		165.00	5.00	3.13%
13	Hourly	Discretionary	30.00		30.00	32.50		32.50	2.50	8.33%
14	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
<b>Small (CSC Meeting Rooms)</b>										
15	Half Day (4hrs)	Discretionary	50.00		50.00	52.50		52.50	2.50	5.00%
16	Full Day (9hrs)	Discretionary	95.00		95.00	100.00		100.00	5.00	5.26%
17	Hourly	Discretionary	20.00		20.00	22.50		22.50	2.50	12.50%
<b>Table Sales / Stalls (Ground / First Floor Foyer)</b>										
18	Concession 1 table	Discretionary	30.00		30.00	32.50		32.50	2.50	8.33%
19	Concession 2 tables	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
20	Concession 3 tables	Discretionary	75.00		75.00	80.00		80.00	5.00	6.67%
<b>Other related charges</b>										
21	Hire of Microphones and System	Discretionary	50.00	10.00	60.00	52.08	10.42	62.50	2.50	4.17%
<b>Public Services / Government Organisations / Block Bookings</b>										
27	Tickfield Half Day (4hrs) Mon-Fri 08.30 - 17.30 - Regular room.	Discretionary	120.00		120.00	125.00		125.00	5.00	4.17%
28	Tickfield Full Day (9hrs) Mon-Fri 08.30 - 17.30 - Regular room.	Discretionary	240.00		240.00	250.00		250.00	10.00	4.17%
<b>Porters</b>										
29	Monday, Tuesday & Wednesday	Discretionary	845.00		845.00	890.00		890.00	45.00	5.33%
30	Thursday, Friday and Weekends	Discretionary	970.00		970.00	1,000.00		1,000.00	30.00	3.09%
31	Each additional 30 minutes	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%

**Fees Charges 2025/26 - Exceptions**

**Appendix 1**

Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase		
		2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Indicative Increase		
		£	£	£	£	£	£	£	%	
<b>Highways</b>										
<b>Apparatus on the highway (crane, cherry picker etc)</b>										
2	Application/Permission to erect temporary structures such as a crane/cherry picker on the highway for up to 5 working days (fee is for each 5 day period) non refundable	Full Cost Recovery	245.00		245.00		300.00	300.00	55.00	22.45%
3	Deposit - per m2 (minimum deposit £1000)	Discretionary	110.00		110.00		125.00	125.00	15.00	13.64%
4	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00		300.00	300.00	55.00	22.45%
5	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00		100.00	100.00	15.00	17.65%
<b>Builders Skips on the Public Highway</b>										
6	Skip Company Operators Licence - application registration	Full Cost Recovery	68.20		68.20		75.00	75.00	6.80	9.97%
7	Application/Permission to place a builders skip on the highway (fee is for each 21 day period) non refundable	Full Cost Recovery	125.00		125.00		160.00	160.00	35.00	28.00%
8	Skip permit extension	Full Cost Recovery	110.00		110.00		115.00	115.00	5.00	4.55%
9	Unlicensed skip permit	Full Cost Recovery	270.00		270.00		300.00	300.00	30.00	11.11%
<b>Scaffolding or Other Structure on or over the Public Highway</b>										
11	Application/permission to erect scaffolding on the highway for up to 28 days (fee is for each 28 day period) non-refundable	Full Cost Recovery	245.00		245.00		280.00	280.00	35.00	14.29%
12	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00		125.00	125.00	15.00	13.64%
13	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00		300.00	300.00	55.00	22.45%
14	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	85.00		85.00		100.00	100.00	15.00	17.65%
<b>Hoarding or Fence on the Public Highway</b>										
15	Application/permission of an application/permission to erect a hoarding on the highway for up to 28 days (fee is for each 28 day period) non refundable	Full Cost Recovery	245.00		245.00		280.00	280.00	35.00	14.29%
16	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00		125.00	125.00	15.00	13.64%
17	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00		280.00	280.00	35.00	14.29%
18	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00		100.00	100.00	15.00	17.65%
<b>Deposit of Building Materials on the public highway (S171 licence)</b>										
19	Application/Permission to deposit building materials on the highway up to 28 days. (fee is for each 28 day period) non refundable	Full Cost Recovery	245.00		245.00		280.00	280.00	35.00	14.29%
20	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00		125.00	125.00	15.00	13.64%
21	Permit extensions - a new permit is required if works are to exceed 28 days	Full Cost Recovery	245.00		245.00		280.00	280.00	35.00	14.29%
22	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00		100.00	100.00	15.00	17.65%
<b>Application/permission to carry out works by Licence under Section 50 NRSWA 1991</b>										
23	Permission to carry out works by Licence under Section 50 NRSWA 1991	Full Cost Recovery	245.00		245.00		300.00	300.00	55.00	22.45%
24	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00		125.00	125.00	15.00	13.64%
25	Validation or extension request to a s50 licence	Full Cost Recovery	245.00		245.00		300.00	300.00	55.00	22.45%
26	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00		100.00	100.00	15.00	17.65%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£	£	%
<b>Temporary Disturbance/Builders Crossing Licence</b>										
27	Application/Permission for temporary disturbance licence for up to 28 working days (fee is for each 28 day period) non refundable	Full Cost Recovery	245.00		245.00	280.00		280.00	35.00	14.29%
28	Deposit - per m2 (minimum deposit £1000)	Discretionary	110.00		110.00	125.00		125.00	15.00	13.64%
29	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00	280.00		280.00	35.00	14.29%
30	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
<b>Items placed on the Public Highway Licence</b>										
31	Application fee to place items on the public highway. (Licence for up to 12 month period) non refundable	Full Cost Recovery	245.00		245.00	300.00		300.00	55.00	22.45%
32	Deposit - per m2 (minimum deposit £1000)	Full Cost Recovery	110.00		110.00	125.00		125.00	15.00	13.64%
33	Licence fee (12 month period-non refundable)	Full Cost Recovery	120.00		120.00	300.00		300.00	180.00	150.00%
34	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
35	Application under S247 TCPA 1990 to stop up the highway	Full Cost Recovery	237.00		237.00	300.00		300.00	63.00	26.58%
36	Cost of dealing with a public inquiry if the making of a stopping up order is challenged	Full Cost Recovery	237.00		237.00	300.00		300.00	63.00	26.58%
37	Bollard (reset)	Full Cost Recovery	55.00		55.00	75.00		75.00	20.00	36.36%
37	Bollard (replacement)	Full Cost Recovery	480.00		480.00	500.00		500.00	20.00	4.17%
39	Street Lighting Column Replacement	Full Cost Recovery	680.00		680.00	750.00		750.00	70.00	10.29%
40	Traffic signals (re-plumb post)	Full Cost Recovery	225.00		225.00	250.00		250.00	25.00	11.11%
41	Replace Bus infrastructure	Full Cost Recovery	Full cost recovery		Full cost recovery					
42	Repair Bus shelters	Full Cost Recovery	Full cost recovery		Full cost recovery					
43	Bond for all commercial works	Discretionary	33,000.00		33,000.00	35,000.00		35,000.00	2,000.00	6.06%
44	Bond for all residential works	Discretionary	22,000.00		22,000.00	23,000.00		23,000.00	1,000.00	4.55%
<b>Technical approval of Highways structures (Fee for administering, commissioning specialist structural engineers and signing the Technical Approvals)</b>										
45	Fee for checking and approving structures (Category 0 – no departure's)	Full Cost Recovery	525.00		525.00	550.00		550.00	25.00	4.76%
46	Fee for checking and approving structures (Category 1 – no departure's)	Full Cost Recovery	525.00		525.00	550.00		550.00	25.00	4.76%
47	Fee for checking and approving structures (Category 2 – no departure's)	Full Cost Recovery	425.00		425.00	450.00		450.00	25.00	5.88%
48	Fee for checking and approving structures (Category 2 – with departure's)	Full Cost Recovery	425.00		425.00	450.00		450.00	25.00	5.88%
49	Fee for checking and approving structures (Category 3 – all)	Full Cost Recovery	225.00		225.00	250.00		250.00	25.00	11.11%
<b>Permanent Vehicular Crossing</b>										
50	PVX; application fee – includes inspection and administration (non refundable)	Full Cost Recovery	300.00		300.00	300.00		300.00	0.00	0.00%
51	PVX; application fee – includes inspection and administration (non refundable) – cross a watercourse or ditch	Full Cost Recovery	300.00		300.00	325.00		325.00	25.00	8.33%
52	Cost to construct new or extension to existing domestic vehicle crossing (per square metre rate)	Full Cost Recovery	247.00		247.00	250.00		250.00	3.00	1.21%
53	PVX; application fee for Commercial PVX	Full Cost Recovery	270.00		270.00	280.00		280.00	10.00	3.70%
54	Cost to construct new or extension to existing commercial vehicle crossing (per square metre rate) NEW	Full Cost Recovery	296.40		296.40	300.00		300.00	3.60	1.21%
55	PVX; manually excavated trial pit	Full Cost Recovery	390.00		390.00	400.00		400.00	10.00	2.56%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross	Indicative Increase
			£	£	£	£	£	£	£	%
<b>Traffic Regulation Orders and Road Signs and Lines</b>										
57	Temporary Traffic Regulation Notice (Emergency Road Closure) No Advert	Full Cost Recovery	150.00		150.00	155.00		155.00	5.00	3.33%
58	Disabled Parking Bays - Signs, Lines and Admin - TRO is also required	Full Cost Recovery	500.00		500.00	515.00		515.00	15.00	3.00%
59	Disabled Parking Bays - Traffic Regulation Order (TRO) required which includes advert and consultation period - Line 58 also required	Full Cost Recovery	1,980.00		1,980.00	2,000.00		2,000.00	20.00	1.01%
60	Change to Traffic Order	Full Cost Recovery	1,850.00		1,850.00	Cost + £150 admin fee				
61	Revoke of Traffic regulation order	Full Cost Recovery	1,850.00		1,850.00	Cost + £150 admin fee				
62	Experimental Traffic Regulation Order	Full Cost Recovery	2,500.00		2,500.00	Cost + £150 admin fee				
65	Temporary traffic signal design and approval (Admin Fee)	Full Cost Recovery	107.10	21.42	128.52	112.50	22.50	135.00	6.48	5.04%
67	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	Full Cost Recovery	104.55	20.91	125.46	108.33	21.67	130.00	4.54	3.62%
69	Traffic Regulation Orders - copies / extracts	Full Cost Recovery	52.28	10.46	62.74	54.17	10.83	65.00	2.27	3.61%
70	Provision of Road Casualty Data - per street per 500m length	Full Cost Recovery	115.01	23.00	138.01	120.83	24.17	145.00	7.00	5.07%
71	Supply of Technical Survey data	Full Cost Recovery	115.01	23.00	138.01	120.83	24.17	145.00	7.00	5.07%
72	Approval for temporary direction signage	Full Cost Recovery	73.19	14.64	87.83	79.17	15.83	95.00	7.18	8.17%
73	Signs and Lines infrastructure implementation per metre		225.00		225.00	235.00		235.00	10.00	4.44%
74	New parking post / plate		225.00		225.00	235.00		235.00	10.00	4.44%
75	Implementation / Removal of new bay markings		525.00		525.00	550.00		550.00	25.00	4.76%
<b>Public Rights of Way</b>										
80	Stopping up and diversion of Public Rights of Way - non refundable fee	Statutory	235.24		235.24	250.00		250.00	14.76	6.27%
81	Progression of work to stop up / divert Public Right of Way or highway, including the cost of advertising	Statutory	2,666.28		2,666.28	2,750.00		2,750.00	83.72	3.14%
<b>Highways Records</b>										
82	Highway Boundary Searches	Statutory	83.64		83.64	100.00		100.00	16.36	19.56%
<b>Naming / Numbering for new properties</b>										
84	6 - 20	Statutory	367.00		367.00	380.00		380.00	13.00	3.54%
87	Addressing unregistered properties (each)	Statutory	36.00		36.00	40.00		40.00	4.00	11.11%
88	Provision of street name plates (each)	Full Cost Recovery	522.75		522.75	540.00		540.00	17.25	3.30%
<b>Memorial Benches</b>										
89	Memorial Benches - Maintenance	Full Cost Recovery	505.00		505.00	520.00		520.00	15.00	2.97%
90	Memorial Bench - Bench Removal	Full Cost Recovery	70.00		70.00	75.00		75.00	5.00	7.14%
<b>Flood Risk Management</b>										
123	Pre-Application advice - site visit and written advice	Full Cost Recovery	358.00		358.00	370.00		370.00	12.00	3.35%
124	Watercourse consent (per structure)	Full Cost Recovery	55.00		55.00	60.00		60.00	5.00	9.09%
<b>Travel Centre</b>										
126	Departure charges	Discretionary	0.55		0.55	0.60		0.60	0.05	9.09%
<b>Bus Stops</b>										
127	Request for stop suspension	Full Cost Recovery	230.00		230.00	240.00		240.00	10.00	4.35%
128	Added stops on request	Full Cost Recovery	30.00		30.00	32.00		32.00	2.00	6.67%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase			
		2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross			
		£	£	£	2025/26	£	2025/26	£	£	%	
<b>Travel Plan (TP) Monitoring Fees (refer to Travel Plan guidance) Minimum charge for TP monitoring is £1,000pa for 5 years</b>											
Hotels (C1) Inc 50 bedrooms or more (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,500.00		1,500.00	1,500.00		<b>NEW</b>	
New Residential Institutions (C2) Inc 50 or more students or 30 or more hospital beds (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,000.00		1,000.00	1,000.00		<b>NEW</b>	
Residential Development (C3) 20-49 dwellings (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,000.00		1,000.00	1,000.00		<b>NEW</b>	
Residential Development (C3) 50 – 79 dwellings (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,500.00		1,500.00	1,500.00		<b>NEW</b>	
Residential development (C3) 80 dwellings or more (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		4,000.00		4,000.00	4,000.00		<b>NEW</b>	
Commercial/Retail Developments 800 sqm or more (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		4,000.00		4,000.00	4,000.00		<b>NEW</b>	
<b>Housing</b>											
<b>Private Sector Housing Charges</b>											
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	Full Cost Recovery	1,210.00		1,210.00		1,500.00	290.00		23.97%	
2	Mandatory Licence of House in Multiple Occupation - each additional letting	Full Cost Recovery	110.00		110.00		150.00	40.00		36.36%	
3	Selective Licence The first part of the fee A will be £203 and the second part fee B will be £605. Total fee £808.	Full Cost Recovery	808.00		808.00		830.00	22.00		2.72%	
<b>Local Land Charges</b>											
4	Additional Parcels of Land (Standard Search) per parcel (VAT on Con29'R' element only)	Full Cost Recovery	18.50	2.70	21.20		19.67	2.83	22.50	1.30	6.13%
5	Extra Parcel Fee (LLC1 only) per parcel	Full Cost Recovery	5.00		5.00		5.50		5.50	0.50	10.00%
6	Extra Parcel Fee (CON29 only) per parcel	Full Cost Recovery	13.50	2.70	16.20		14.17	2.83	17.00	0.80	4.94%
<b>Planning &amp; Economic Inclusion</b>											
<b>Planning and Building Regulation Document History requests (including Tree Preservation Orders)</b>											
1	To retrieve and view a file that is stored on-site	Discretionary	10.80		10.80		11.50		11.50	0.70	6.48%
3	Planning History (Search Agents)	Discretionary	10.80		10.80		11.50		11.50	0.70	6.48%
4	Written responses to interested parties (in addition to the retrieval fee)	Discretionary	47.25	9.45	56.70		50.00	10.00	60.00	3.30	5.82%
6	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	Discretionary	13.00	2.60	15.60		13.75	2.75	16.50	0.90	5.77%
7	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	Discretionary	13.00	2.60	15.60		13.75	2.75	16.50	0.90	5.77%
8	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	Discretionary	13.00	2.60	15.60		13.75	2.75	16.50	0.90	5.77%
<b>Property - Legal</b>											
1.19	Agreement for Lease / Option Agreement		100.00		100.00		110.00		110.00	10.00	10.00%



Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Registration</b>										
<b>Marriage, Civil Partnership, Renewal of Vows and Commitment Ceremonies</b>										
<b>Jubilee Room</b>										
29	Weekdays Monday - Thursday	Discretionary	575.00		575.00	635.00		635.00	60.00	10.43%
30	Friday & Saturday	Discretionary	750.00		750.00	825.00		825.00	75.00	10.00%
<b>Victoria Room</b>										
31	Weekdays Monday - Thursday	Discretionary	280.00		280.00	310.00		310.00	30.00	10.71%
32	Friday & Saturday	Discretionary	395.00		395.00	435.00		435.00	40.00	10.13%
<b>Porters</b>										
33	Monday, Tuesday & Wednesday	Discretionary	845.00		845.00	930.00		930.00	85.00	10.06%
34	Thursday, Friday and Weekends	Discretionary	970.00		970.00	1,065.00		1,065.00	95.00	9.79%
35	Each additional 30 minutes	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
<b>Naming Ceremonies</b>										
<b>Jubilee Room</b>										
36	Weekdays Monday - Thursday	Discretionary	479.17	95.83	575.00	529.17	105.83	635.00	60.00	10.43%
37	Friday & Saturday	Discretionary	625.00	125.00	750.00	687.50	137.50	825.00	75.00	10.00%
<b>Victoria Room</b>										
38	Weekdays Monday - Thursday	Discretionary	233.33	46.67	280.00	258.33	51.67	310.00	30.00	10.71%
39	Friday & Saturday	Discretionary	329.17	65.83	395.00	362.50	72.50	435.00	40.00	10.13%
<b>Porters</b>										
40	Monday, Tuesday & Wednesday	Discretionary	704.17	140.83	845.00	775.00	155.00	930.00	85.00	10.06%
41	Thursday, Friday and Weekends	Discretionary	808.33	161.67	970.00	887.50	177.50	1,065.00	95.00	9.79%
42	Each additional 30 minutes	Discretionary	50.00	10.00	60.00	54.17	10.83	65.00	5.00	8.33%
<b>Approved Premises Marriage/Civil Partnership Ceremonies</b>										
43	Monday - Thursday	Discretionary	595.00		595.00	655.00		655.00	60.00	10.08%
44	Friday & Saturday	Discretionary	665.00		665.00	730.00		730.00	65.00	9.77%
45	Sundays & Bank Holidays	Discretionary	730.00		730.00	800.00		800.00	70.00	9.59%
46	6pm - 9pm Mon - Thurs	Discretionary	730.00		730.00	800.00		800.00	70.00	9.59%
47	6pm - 9pm Friday & Saturday	Discretionary	870.00		870.00	955.00		955.00	85.00	9.77%
48	6pm - 9pm Sundays and Bank Holidays	Discretionary	985.00		985.00	1,085.00		1,085.00	100.00	10.15%
<b>Approved Premises Renewal of Vows/Commitment Ceremonies</b>										
49	Monday - Thursday	Discretionary	365.00		365.00	400.00		400.00	35.00	9.59%
50	Friday & Saturday	Discretionary	400.00		400.00	440.00		440.00	40.00	10.00%
51	Sundays & Bank Holidays	Discretionary	445.00		445.00	490.00		490.00	45.00	10.11%
<b>Approved Premises Naming Ceremonies</b>										
52	Monday - Thursday	Discretionary	304.17	60.83	365.00	333.33	66.67	400.00	35.00	9.59%
53	Friday & Saturdays	Discretionary	333.33	66.67	400.00	366.67	73.33	440.00	40.00	10.00%
54	Sundays & Bank Holidays	Discretionary	370.83	74.17	445.00	408.33	81.67	490.00	45.00	10.11%

**Fees Charges 2025/26 - Exceptions**
**Appendix 1**

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Individual Citizenship Ceremonies</b>										
55	Staff Attendance – Approved Premises (Monday - Friday)	Discretionary	530.00		530.00	585.00		585.00	55.00	10.38%
56	Jubilee Room (Monday - Friday) - includes room hire	Discretionary	570.00		570.00	630.00		630.00	60.00	10.53%
57	Victoria Room (Monday - Friday) - includes room hire	Discretionary	345.00		345.00	380.00		380.00	35.00	10.14%
<b>Premises License Fees</b>										
58	Approved Premises Inspection Fee includes health & safety inspection	Discretionary	2,200.00		2,200.00	2,400.00		2,400.00	200.00	9.09%
59	Approved Premises Application – additional room/decision Review	Discretionary	755.00		755.00	830.00		830.00	75.00	9.93%
60	Private Premises Health & Safety Inspection	Discretionary	90.00		90.00	100.00		100.00	10.00	11.11%
<b>Sundry Sales</b>										
61	Confetti	Discretionary	2.29	0.46	2.75	2.50	0.50	3.00	0.25	9.09%
<b>All appointments - Bookings/amendments/cancellation fees</b>										
<i>In the event that the customer makes changes to a booking the following fees will apply:</i>										
62	For a ceremony (does not apply to Marriages & Civil Partnerships in the Register Office) a £50 deposit is required which is part of the overall fee. If it is subsequently cancelled with : -	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
63	- amendment of date of ceremony	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
66	Certificate Search - Incorrect info provided by client 50% of Certificate fee ( £11/2 = £5.50 ) retained	Discretionary	5.50		5.50	6.25		6.25	0.75	13.64%
<b>Wedding Décor Package</b>										
67	Victoria Room - Chair Covers only	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
68	Jubilee Room - Backdrop only	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
69	Jubilee Room - Backdrop, Aisle Runner and Chair Covers	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
70	Porters - Chair Covers and Aisle Runner	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
<b>Town Centre &amp; Tourism</b>										
<b>Southend Town Centre charges</b>										
8	Mon - Sun - All other areas (Contact Business Support for more information)	Discretionary	80.00		80.00	85.00		85.00	5.00	6.25%
10	Market Pitch Fee (per 3m x 3m pitch, per day)	Discretionary	40.00		40.00	42.50		42.50	2.50	6.25%
<b>Tourism charges</b>										
<b>Filming and photography</b>										
11	Admin events and films (payable by all except student film makers)	Discretionary	33.00	6.60	39.60	35.42	7.08	42.50	2.90	7.32%
12	Location fee - commercial - per hour or part thereof	Discretionary	138.00	27.60	165.60	145.83	29.17	175.00	9.40	5.68%
13	Location fee - non commercial - per hour or part thereof	Discretionary	66.00	13.20	79.20	70.83	14.17	85.00	5.80	7.32%
<b>Events</b>										
20	Application for an event permit	Discretionary	33.00		33.00	35.00		35.00	2.00	6.06%

**Fees Charges 2025/26 - Exceptions**

**Appendix 1**

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Indicative Increase	
			£	£	£	£	£	£	£	%
<b>Regulatory</b>										
<b>Food Certification</b>										
1	Standard Food Export Certificate (includes premises endorsements, Health Certificates, Export Certificates and attestations). There will additionally be a charge for officer time pro rata (on average this is 1.5 hours - please see charge - All Services (per hour))*	Discretionary	98.00		98.00	105.00		105.00	7.00	7.14%
2	Food Export Certificate additional costs + all services per officer hour charge and additional cost incurred, for sampling and analysis (to be advised at the time)	Discretionary	106.67	21.33	128.00	112.50	22.50	135.00	7.00	5.47%
4	Registration Confirmation letter (all premises including vessels)	Discretionary	30.50		30.50	35.00		35.00	4.50	14.75%
9	Food Hygiene Rating Scheme replacement documents	Full Cost Recovery	14.00		14.00	15.00		15.00	1.00	7.14%
<b>Environmental Protection</b>										
11	Pre-Application Planning - Expert Acoustic Advice (cost per hour)	Discretionary	106.67	21.33	128.00	112.50	22.50	135.00	7.00	5.47%
12	Permitted Process enquiry	Discretionary	172.50		172.50	180.00		180.00	7.50	4.35%
13	Contaminated Land and other Environmental Information Regulations Search	Discretionary	172.50		172.50	180.00		180.00	7.50	4.35%
<b>Dog Warden Service</b>										
14	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	Full Cost Recovery	99.00		99.00	105.00		105.00	6.00	6.06%
15	Plus Kennelling charge for each additional day or part day	Full Cost Recovery	23.00		23.00	30.00		30.00	7.00	30.43%
16	Microchipping Fee (if done by Animal Warden)	Full Cost Recovery	26.00		26.00	25.00		25.00	-1.00	-3.85%
17	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	Full Cost Recovery	50.50		50.50	50.00		50.00	-0.50	-0.99%
<b>Sex Establishments</b>										
31	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,815.00		1,815.00	2,500.00		2,500.00	685.00	37.74%
32	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,372.00		1,372.00	2,000.00		2,000.00	628.00	45.77%
33	Transfer	Full Cost Recovery	1,372.00		1,372.00	2,000.00		2,000.00	628.00	45.77%
34	Variation * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,372.00		1,372.00	2,000.00		2,000.00	628.00	45.77%
35	SEV Paragraph 7 Waiver application fee	Full Cost Recovery	99.00		99.00	200.00		200.00	101.00	102.02%
36	Replacement for lost documents / Change of Circumstances	Full Cost Recovery	34.00		34.00	100.00		100.00	66.00	194.12%

**Fees Charges 2025/26 - Exceptions**

**Appendix 1**

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£	£	%
<b>Hackney Carriage and Private Hire Licence Fees</b>										
<b>Vehicles Hackney Carriage</b>										
37	1 Year	Full Cost Recovery	383.00		383.00	395.00		395.00	12.00	3.13%
38	(Replacement Vehicle Fee)	Full Cost Recovery	64.00		64.00	66.00		66.00	2.00	3.13%
<b>Vehicles Private Hire</b>										
39	1 Year	Full Cost Recovery	341.00		341.00	350.00		350.00	9.00	2.64%
40	Replacement Vehicle Fee	Full Cost Recovery	64.00		64.00	66.00		66.00	2.00	3.13%
<b>Drivers</b>										
41	Licence Fee on First Application and Knowledge Test: 3 Years or part thereof (non used costs refunded if not successful)	Full Cost Recovery	384.50		384.50	395.00		395.00	10.50	2.73%
42	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	Full Cost Recovery	18.33	3.67	22.00	19.17	3.83	23.00	1.00	4.55%
43	Licence Renewal Fee	Full Cost Recovery	333.00		333.00	345.00		345.00	12.00	3.60%
44	Hackney Carriage Vehicle Licence Transfer Administration Fee	Full Cost Recovery	68.50		68.50	70.00		70.00	1.50	2.19%
45	Additional DBS check when 1st one has been mislaid by applicant	Full Cost Recovery	87.50		87.50	90.00		90.00	2.50	2.86%
46	Failure to attend an appointment	Discretionary	33.00		33.00	34.00		34.00	1.00	3.03%
<b>Private Hire Operators</b>										
47	5 Years	Full Cost Recovery	1,405.00		1,405.00	1,445.00		1,445.00	40.00	2.85%
48	Between 2 & 3 yrs	Full Cost Recovery	1,177.00		1,177.00	1,210.00		1,210.00	33.00	2.80%
49	Less than 2 Years	Full Cost Recovery	946.00		946.00	975.00		975.00	29.00	3.07%
50	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	Full Cost Recovery	129.00		129.00	133.00		133.00	4.00	3.10%
<b>Replacements</b>										
51	Driver's Badge	Full Cost Recovery	6.50		6.50	7.00		7.00	0.50	7.69%
52	Licence Plate	Full Cost Recovery	22.00		22.00	23.00		23.00	1.00	4.55%
53	Plate Holder	Full Cost Recovery	22.00		22.00	23.00		23.00	1.00	4.55%
54	Door stickers (each)	Full Cost Recovery	11.00		11.00	11.50		11.50	0.50	4.55%
55	Internal Disc	Full Cost Recovery	22.00		22.00	23.00		23.00	1.00	4.55%
56	Supply of Copy Licence	Full Cost Recovery	16.00		16.00	16.50		16.50	0.50	3.13%
<b>Registers</b>										
57	Hackney Carriage Register of Licensees	Discretionary	45.00		45.00	46.50		46.50	1.50	3.33%
58	Private Hire Register of Licensees	Discretionary	45.00		45.00	46.50		46.50	1.50	3.33%
<b>Safety and Licensing</b>										
59	Skin Piercing Registration	Full Cost Recovery	167.00		167.00	175.00		175.00	8.00	4.79%
60	Tattoo convention - venue charge	Full Cost Recovery	508.00		508.00	525.00		525.00	17.00	3.35%
61	Tattoo convention - individual registration	Full Cost Recovery	40.50		40.50	45.00		45.00	4.50	11.11%
62	Massage Establishments - Licence	Full Cost Recovery	167.00		167.00	175.00		175.00	8.00	4.79%
63	Massage Establishments - Renewal paid prior to renewal period expiry	Full Cost Recovery	138.00		138.00	145.00		145.00	7.00	5.07%
64	Massage Establishments - Renewal paid after renewal period has expired	Full Cost Recovery	167.00		167.00	175.00		175.00	8.00	4.79%
65	Copy Licence	Full Cost Recovery	16.50		16.50	17.00		17.00	0.50	3.03%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£	£	%
<b>Access to CCTV Footage</b>										
79	Additional hourly charge above the 4/8hr for authorities/agencies signed up to the Southend CCTV partnership.	Discretionary	55.00		55.00	60.00		60.00	5.00	9.09%
<b>Scrap Metal Dealers</b>										
81	Scrap Metal site - New	Full Cost Recovery	575.00		575.00	625.00		625.00	50.00	8.70%
82	Scrap Metal site - Renewal	Full Cost Recovery	453.00		453.00	500.00		500.00	47.00	10.38%
83	Scrap Metal site - Variation	Full Cost Recovery	198.50		198.50	225.00		225.00	26.50	13.35%
84	Additional Scrap Metal site (per site)	Full Cost Recovery	105.50		105.50	115.00		115.00	9.50	9.00%
85	Scrap Metal Collector- New	Full Cost Recovery	403.00		403.00	425.00		425.00	22.00	5.46%
86	Scrap Metal Collector- Renewal	Full Cost Recovery	302.50		302.50	325.00		325.00	22.50	7.44%
87	Scrap Metal Collector- Variation	Full Cost Recovery	156.00		156.00	165.00		165.00	9.00	5.77%
88	Scrap Metal Collector- Change of Address	Full Cost Recovery	36.50		36.50	40.00		40.00	3.50	9.59%
89	Copy Licence	Full Cost Recovery	36.50		36.50	40.00		40.00	3.50	9.59%
<b>Items on the Highway</b>										
91	Licence to place items on the highway (Per Square Metre) (subject to building and planning act being repealed)	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
92	Pavement Licence (subject to building and planning act NOT being repealed)	Statutory	100.00		100.00	100.00		100.00	0.00	0.00%
<b>Energy Services</b>										
93	Energy Project Manager (Day Rate)	Discretionary	624.00		624.00	650.00		650.00	26.00	4.17%
94	Sustainability Officer (Day Rate)	Discretionary	400.00		400.00	425.00		425.00	25.00	6.25%
95	Energy Implementation Advice (Day Rate)	Discretionary	229.00		229.00	250.00		250.00	21.00	9.17%
<b>Transport</b>										
<b>Fleet Hire Charges - VAT Chargeable in addition on external hire</b>										
3	Small Van Cost Per Mile	Full Cost Recovery	0.55		0.55	0.70		0.70	0.15	27.27%
6	Large Van Cost Per Mile	Full Cost Recovery	0.66		0.66	0.75		0.75	0.09	13.64%
10	Minibus (up to 16 seater) Half Day	Full Cost Recovery	55.00		55.00	60.00		60.00	5.00	9.09%
11	Minibus Cost Per Mile	Full Cost Recovery	0.77		0.77	0.85		0.85	0.08	10.39%
12	Driving Assessment for small vehicle	Full Cost Recovery	79.50		79.50	85.00		85.00	5.50	6.92%
13	Licence Check	Statutory	15.00		15.00	16.00		16.00	1.00	6.67%
<b>Waste</b>										
<b>Garden Waste</b>										
1	Garden Waste Sacks (roll of 10 sacks)	Third Party	12.00		12.00	10.00		10.00	(2.00)	-16.67%
2	240 litre Garden waste bin (to purchase, one off cost)	Third Party	34.50		34.50	35.00		35.00	0.50	1.45%
3	1 year garden waste permit (annual payment by direct debit)	Third Party	73.50		73.50	73.50		73.50	0.00	0.00%
4	52 week garden waste permit (payment by cheque/card) Single fee for all above	Third Party	82.00		82.00	84.30		84.30	2.30	2.80%

Fees Charges 2025/26 - Exceptions

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£	£	%
<b>Bereavement Services</b>										
<b>Cemeteries and Crematorium</b>										
<b>Burial fees</b>										
<i>Private Grave Space - Traditional Grave 50 years</i>										
1	Exclusive Rights of Burial including Registration in traditional Grave - Resident	Discretionary	3,190.00		3,190.00	3,190.00		3,190.00	0.00	0.00%
2	Exclusive Rights of Burial including Registration in traditional Grave - Non Resident	Discretionary	9,570.00		9,570.00	9,900.00		9,900.00	330.00	3.45%
<i>Private Grave Space- Lawn including 75 and 50 years grave spaces</i>										
3	Exclusive Right of Burial including Registration - Resident	Discretionary	1,430.00		1,430.00	1,430.00		1,430.00	0.00	0.00%
4	Exclusive Right of Burial including Registration - Non Resident	Discretionary	4,290.00		4,290.00	4,500.00		4,500.00	210.00	4.90%
<b>Interment fee including excavation all depths</b>										
5	A person whose age at time of death exceeds 18 years - Resident	Discretionary	1,150.60		1,150.60	1,150.00		1,150.00	(0.60)	-0.05%
6	A person whose age at time of death exceeds 18 - Non Resident	Discretionary	1,150.60		1,150.60	1,200.00		1,200.00	49.40	4.29%
7	A person whose age at time of death does not exceed 18 years - Resident	Discretionary	786.50		786.50	786.50		786.50	0.00	0.00%
8	A person whose age at time of death does not exceed 18 - Non Resident	Discretionary	786.50		786.50	786.50		786.50	0.00	0.00%
<b>Mini Cremated Remains Vault</b>										
9	Mini Cremated Remains Vault max 4 interments (Inclusive of 25 Year Exclusive Rights of Burial, and vase block with metal flower holder) - Resident	Discretionary	1,828.00		1,828.00	1,875.00		1,875.00	47.00	2.57%
10	Mini Cremated Remains Vault max 4 interments (Inclusive of 25 Year Exclusive Rights of Burial, memorial plaques inscription to include 80 letters and vase block with metal flower holder) - Non Resident	Discretionary	2,277.00		2,277.00	2,280.00		2,280.00	3.00	0.13%
<b>Interment Fee in Cremated remains vault</b>										
11	A person whose age at time of death exceeds 18 years - Resident	Discretionary	314.60		314.60	315.00		315.00	0.40	0.13%
12	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	314.60		314.60	315.00		315.00	0.40	0.13%
<b>Cremated remains Vault memorial Inscription</b>										
13	Plaque Inscription	Discretionary	147.40	29.48	176.88	150.00	30.00	180.00	3.12	1.76%
14	Porcelain photo plaque (7cm x 5cm)	Discretionary	126.13	25.23	151.36	129.17	25.83	155.00	3.64	2.40%
15	Line Drawing	Discretionary	78.75	15.75	94.50	79.17	15.83	95.00	0.50	0.53%
16	Coloured Line Drawing	Discretionary	104.96	20.99	125.95	104.17	20.83	125.00	(0.95)	-0.75%
<b>Private Grave Space - Children`s (50 years)</b>										
18	Exclusive Right of Burial Including Registration - Resident - <b>up to 4ft 6"</b>	Discretionary	847.00		847.00	850.00		850.00	3.00	0.35%
19	Exclusive Right of Burial Including Registration - Non Resident - <b>up to 4ft 6"</b>	Discretionary	1,210.00		1,210.00	1,215.00		1,215.00	5.00	0.41%
<b>Cremated Ashes Grave Space inc 75yrs ERB</b>										
18	Exclusive Right of Burial including Registration - Resident	Discretionary	770.00		770.00	770.00		770.00	0.00	0.00%
19	Exclusive Right of Burial including Registration - Non Resident	Discretionary	1,314.50		1,314.50	1,375.00		1,375.00	60.50	4.60%
<b>Cremated Ashes exhumation fee including excavation all depths</b>										
22	A person whose age at time of death exceeds 18 years - Resident	Discretionary	381.70		381.70	380.00		380.00	(1.70)	-0.45%
23	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	381.70		381.70	380.00		380.00	(1.70)	-0.45%

**Fees Charges 2025/26 - Exceptions**

**Appendix 1**

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Monuments/Memorial Rights</b>										
26	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	Discretionary	83.42	16.68	100.10	87.50	17.50	105.00	4.90	4.90%
27	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	Discretionary	163.17	32.63	195.80	170.83	34.17	205.00	9.20	4.70%
28	Cremated Remains Grave: Tablet/Vase	Discretionary	163.17	32.63	195.80	170.83	34.17	205.00	9.20	4.70%
29	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	Discretionary	131.10	26.22	157.32	137.50	27.50	165.00	7.68	4.88%
<b>Surcharge - except interment of cremated Remains (October to March only)</b>										
30	Surcharge for all burials at 2.15 pm	Discretionary	121.00		121.00	130.00		130.00	9.00	7.44%
31	Surcharge for all burials at 2.45 pm	Discretionary	121.00		121.00	130.00		130.00	9.00	7.44%
<b>Exhumation Charges</b>										
34	Per container of cremated remains	Discretionary	375.10		375.10	390.00		390.00	14.90	3.97%
<b>Miscellaneous Charges (Cemeteries)</b>										
35	Use of Cemetery Church or Chapel for burial or memorial service (40 minutes)	Discretionary	189.20		189.20	190.00		190.00	0.80	0.42%
36	Extension of burial rights for 25 years once expired	Discretionary	660.50		660.50	750.00		750.00	89.50	13.55%
37	Registration transfer of Grant of Right of Burial	Discretionary	114.40		114.40	125.00		125.00	10.60	9.27%
38	Every Search (other than for identification of Grave)	Discretionary	26.13	5.23	31.36	29.17	5.83	35.00	3.64	11.61%
<b>Memorials</b>										
39	4' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,231.10	246.22	1,477.32	1,225.00	245.00	1,470.00	(7.32)	-0.50%
40	6' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,639.00	327.80	1,966.80	1,633.33	326.67	1,960.00	(6.80)	-0.35%
41	Plus 25 year lease for all memorial seats	Discretionary	943.80		943.80	940.00		940.00	(3.80)	-0.40%
42	Replacement Bronze Plaques (6"x 4")	Discretionary	210.46	42.09	252.55	208.33	41.67	250.00	(2.55)	-1.01%
43	Memorial Tree inc Bronze Plaque (6"x4") - Limited availability	Discretionary	299.75	59.95	359.70	295.83	59.17	355.00	(4.70)	-1.31%
44	Memorial Tree lease period for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
45	Memorial Tree lease period for 10 years	Discretionary	660.00		660.00	660.00		660.00	0.00	0.00%
46	Memorial Tree lease renewal for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
47	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	231.00	46.20	277.20	229.17	45.83	275.00	(2.20)	-0.79%
48	Memorial Shrub lease period for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
49	Memorial Shrub lease period for 10 years	Discretionary	660.00		660.00	660.00		660.00	0.00	0.00%
50	Memorial Shrub lease renewal for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
51	Replacement Bronze Plaques (6"x 4")	Discretionary	194.33	38.87	233.20	191.67	38.33	230.00	(3.20)	-1.37%
52	Replacement Bronze Plaques (7"x 5")	Discretionary	262.16	52.43	314.59	258.33	51.67	310.00	(4.59)	-1.46%
53	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	348.33	69.67	418.00	345.83	69.17	415.00	(3.00)	-0.72%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Crematorium</b>										
<b>Cremation fees</b>										
54	Cremation Fee incl of environmental charge and medical referee fees – Resident	Discretionary	1,100.00		1,100.00	1,100.00		1,100.00	0.00	0.00%
	Cremation Fee incl of environmental charge and medical referee fees – Non Resident Single fee for all above.	Discretionary	—1,210.00		—1,210.00	—1,210.00		—1,210.00	0.00	0.00%
55	Committal Gold - Cremation only (Any age). Family attending (No service, organist or music, incl of environmental charge) – Resident	Discretionary	880.00		880.00	880.00		880.00	0.00	0.00%
	Committal Gold – Cremation only (exceeds 18 years of age). Family attending (No service, organist or music, incl of environmental charge) – Non Resident Single fee for all above.	Discretionary	—990.00		—990.00	—990.00		—990.00	0.00	0.00%
56	Committal Silver - Cremation only (Any Age) No Family attending (No Service, organist or Music, incl environmental charge) – Resident	Discretionary	605.00		605.00	545.00		545.00	(60.00)	-9.92%
	Committal Silver – Cremation only (exceeds 18 years of age) No Family attending (No Service, organist or Music, incl environmental charge) – Non Resident Single fee for all above.	Discretionary	—660.00		—660.00	—660.00		—660.00	0.00	0.00%
57	Body Parts	Discretionary	242.00		242.00	240.00		240.00	(2.00)	-0.83%
<b>Miscellaneous Charges</b>										
58	Use of Chapel for Burials Memorial Service	Discretionary	275.00		275.00	285.00		285.00	10.00	3.64%
59	Metal Urn - Adult	Discretionary	69.30		69.30	75.00		75.00	5.70	8.23%
60	Metal Urn or Poly Urn – Child	Discretionary	No charge							
<b>Web Cast Services</b>										
60	Live webcast	Discretionary	49.50		49.50	50.00		50.00	0.50	1.01%
61	Live & 28 days watch again	Discretionary	77.00		77.00	80.00		80.00	3.00	3.90%
62	Physical copy (DVD/Blu-Ray/USB Stick)	Discretionary	73.33	14.67	88.00	75.00	15.00	90.00	2.00	1.01%



Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Visual Tribute Services</b>										
63	Single Photo (shown throughout Service)	Discretionary	15.58	3.12	18.70	15.00	3.00	18.00	(0.70)	-3.74%
64	Simple slide show (up to 25 photos played on a loop or once at a time of your choosing)	Discretionary	52.25	10.45	62.70	50.00	10.00	60.00	(2.70)	-4.31%
65	Professional Photo Tribute (up to 25 photos set to music of your choice played once at a time of your choosing)	Discretionary	91.67	18.33	110.00	91.67	18.33	110.00	0.00	0.00%
66	Extra Photos (for each extra batch of 25 photos)	Discretionary	15.58	3.12	18.70	15.00	3.00	18.00	(0.70)	-3.74%
67	Physical copy of a tribute on DVD, Blu-Ray or USB		15.58	3.12	18.70	15.00	3.00	18.00	(0.70)	-3.74%
68	Family supplied video checking	Discretionary	21.08	4.22	25.30	20.83	4.17	25.00	(0.30)	-1.19%
69	Storage cremated remains beyond 3 months- per month or part month	Discretionary	36.67	7.33	44.00	33.33	6.67	40.00	(4.00)	-9.09%
70	Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at another crematorium	Discretionary	192.50		192.50	197.80		197.80	5.30	2.75%
71	Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at Southend Crematorium if returned after 1 year	Discretionary	192.50		192.50	197.80		197.80	5.30	2.75%
72	Saturday scatter or interment of cremated remains (Maximum of 4 interments PM only) in Garden of Remembrance	Discretionary	133.10		133.10	136.50		136.50	3.40	2.55%
73	Additional or replacement Certified copy of cremation certificate	Discretionary	31.90		31.90	32.00		32.00	0.10	0.31%
74	Use of Organ	Discretionary	25.30		25.30	25.00		25.00	(0.30)	-1.19%
75	Surcharge for Services over running up to 10 minutes	Discretionary	150.70		150.70	140.00		140.00	(10.70)	-7.10%
76	Surcharge for Services over running 10 minutes and over	Discretionary	314.60		314.60	300.00		300.00	(14.60)	-4.64%
77	Funeral services cancelled after 10am one working day before reserved time	Discretionary	314.60		314.60	300.00		300.00	(14.60)	-4.64%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£		
<b>Commemorative Fees (incl VAT)</b>										
<b>Book of Remembrance</b>										
78	2 line inscription	Discretionary	126.50	25.30	151.80	129.17	25.83	155.00	3.20	2.11%
79	5 line inscription	Discretionary	188.83	37.77	226.60	191.67	38.33	230.00	3.40	1.50%
80	5 line inscription with Floral Motif	Discretionary	324.50	64.90	389.40	333.33	66.67	400.00	10.60	2.72%
81	5 line inscription with Service Badge / Crest	Discretionary	336.41	67.28	403.69	341.67	68.33	410.00	6.31	1.56%
82	8 line inscription	Discretionary	262.16	52.43	314.59	266.67	53.33	320.00	5.41	1.72%
83	8 line inscription with Floral Motif	Discretionary	399.66	79.93	479.59	408.33	81.67	490.00	10.41	2.17%
84	8 line inscription with Service Badge / Crest	Discretionary	409.75	81.95	491.70	420.83	84.17	505.00	13.30	2.70%
85	8 line inscription with Coat of Arms	Discretionary	452.83	90.57	543.40	462.50	92.50	555.00	11.60	2.13%
<b>Remembrance Card</b>										
86	2 line inscription	Discretionary	88.92	17.78	106.70	87.50	17.50	105.00	(1.70)	-1.59%
87	5 line inscription	Discretionary	110.92	22.18	133.10	112.50	22.50	135.00	1.90	1.43%
88	5 line inscription with Floral Motif	Discretionary	229.16	45.83	274.99	233.33	46.67	280.00	5.01	1.82%
89	5 line inscription with Service Badge / Crest	Discretionary	252.08	50.42	302.50	258.33	51.67	310.00	7.50	2.48%
90	8 line inscription	Discretionary	141.17	28.23	169.40	141.67	28.33	170.00	0.60	0.35%
91	8 line inscription with Floral Motif	Discretionary	289.66	57.93	347.59	295.83	59.17	355.00	7.41	2.13%
92	8 line inscription with Service Badge / Crest	Discretionary	299.75	59.95	359.70	304.17	60.83	365.00	5.30	1.47%
93	8 line inscription with Coat of Arms	Discretionary	326.33	65.27	391.60	333.33	66.67	400.00	8.40	2.15%
<b>Miniature Book of Remembrance</b>										
94	2 line inscription	Discretionary	121.00	24.20	145.20	120.83	24.17	145.00	(0.20)	-0.14%
95	5 line inscription	Discretionary	151.25	30.25	181.50	154.17	30.83	185.00	3.50	1.93%
96	5 line inscription with Floral Motif	Discretionary	289.66	57.93	347.59	295.83	59.17	355.00	7.41	2.13%
97	5 line inscription with Service Badge / Crest	Discretionary	299.75	59.95	359.70	304.17	60.83	365.00	5.30	1.47%
98	8 line inscription	Discretionary	174.17	34.83	209.00	175.00	35.00	210.00	1.00	0.48%
99	8 line inscription with Floral Motif	Discretionary	320.83	64.17	385.00	329.17	65.83	395.00	10.00	2.60%
100	8 line inscription with Service Badge / Crest	Discretionary	330.91	66.18	397.09	337.50	67.50	405.00	7.91	1.99%
101	8 line inscription with Coat of Arms	Discretionary	358.41	71.68	430.09	366.67	73.33	440.00	9.91	2.30%
102	Additional lines: per line	Discretionary	27.50	5.50	33.00	25.00	5.00	30.00	(3.00)	-9.09%
<b>Memorial panels- 2 or 3 line panel displayed</b>										
103	Memorial panel	Discretionary	96.25	19.25	115.50	95.83	19.17	115.00	(0.50)	-0.43%
104	5 year display lease	Discretionary	253.00		253.00	255.00		255.00	2.00	0.79%
105	10 year display lease	Discretionary	478.50		478.50	490.00		490.00	11.50	2.40%
106	Renewal of display for 5 year period	Discretionary	253.00		253.00	255.00		255.00	2.00	0.79%
107	Re Gild Letter	Discretionary	5.50	1.10	6.60	5.42	1.08	6.50	(0.10)	-1.52%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b>Mulberry Memorial Tree - Scatter Garden</b>										
108	Plain leaf plaque	Discretionary	41.80	8.36	50.16	41.67	8.33	50.00	(0.16)	-0.32%
109	Add inscription	Discretionary	63.80	12.76	76.56	62.50	12.50	75.00	(1.56)	-2.04%
110	Add motif	Discretionary	31.90	6.38	38.28	29.17	5.83	35.00	(3.28)	-8.57%
111	5 year display lease	Discretionary	126.50		126.50	125.00		125.00	(1.50)	-1.19%
<b>Pavillion Plaques (Children)</b>										
112	Bronze plaque flag style	Discretionary	126.50	25.30	151.80	129.17	25.83	155.00	3.20	2.11%
113	plus 10 year lease	Discretionary	126.50		126.50	125.00		125.00	(1.50)	-1.19%
114	5 year renewal	Discretionary	113.30		113.30	115.00		115.00	1.70	1.50%
<b>Memorial Trees and Shrubs - Limited availability</b>										
115	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	299.75	59.95	359.70	304.17	60.83	365.00	5.30	1.47%
116	Memorial Tree lease period for 5 years	Discretionary	346.50		346.50	355.00		355.00	8.50	2.45%
117	Memorial Tree lease period for 10 years	Discretionary	660.00		660.00	675.00		675.00	15.00	2.27%
118	Memorial Tree lease renewal for 5 years	Discretionary	346.50		346.50	355.00		355.00	8.50	2.45%
119	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	231.00	46.20	277.20	233.33	46.67	280.00	2.80	1.01%
120	Memorial Shrub lease period for 5 years	Discretionary	344.30		344.30	350.00		350.00	5.70	1.66%
121	Memorial Shrub lease period for 10 years	Discretionary	671.00		671.00	685.00		685.00	14.00	2.09%
122	Memorial Shrub lease renewal for 5 years	Discretionary	346.50		346.50	355.00		355.00	8.50	2.45%
123	Replacement Bronze Plaques (6"x 4")	Discretionary	193.60	38.72	232.32	195.83	39.17	235.00	2.68	1.15%
124	Replacement Bronze Plaques (7"x 5")	Discretionary	238.33	47.67	286.00	241.67	48.33	290.00	4.00	1.40%
125	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	346.50	69.30	415.80	354.17	70.83	425.00	9.20	2.21%
126	Standard Rose replacement Bronze Plaque (4"x 6")	Discretionary	225.50	45.10	270.60	229.17	45.83	275.00	4.40	1.63%
127	4' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	1,110.08	222.02	1,332.10	1,137.50	227.50	1,365.00	32.90	2.47%
128	6' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	1,362.16	272.43	1,634.59	1,395.83	279.17	1,675.00	40.41	2.47%
129	Plus 25 year lease for all memorial seats	Discretionary	946.00		946.00	970.00		970.00	24.00	2.54%
130	Replacement Bronze Plaques (6"x 4")	Discretionary	209.91	41.98	251.89	212.50	42.50	255.00	3.11	1.23%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<b><i>Pergola Walk and Sunken Rose Garden Memorial Scheme</i></b>										
131	Balustrade cremated remains Niche (incl container and 10 year leases)	Discretionary	1,631.30		1,631.30	1,675.00		1,675.00	43.70	2.68%
132	Interment fee	Discretionary	150.70		150.70	150.00		150.00	(0.70)	-0.46%
133	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
134	Photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
135	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
136	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
138	Pillar Post	Discretionary	484.00	96.80	580.80	495.83	99.17	595.00	14.20	2.44%
139	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
140	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
141	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
142	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
144	5 year display lease	Discretionary	125.40		125.40	125.00		125.00	(0.40)	-0.32%
145	Atlas pillar memorial plaque	Discretionary	63.80	12.76	76.56	62.50	12.50	75.00	(1.56)	-2.04%
146	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
147	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
148	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
149	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
151	5 year display lease	Discretionary	125.40		125.40	125.00		125.00	(0.40)	-0.32%
152	Chapel memorial plaque	Discretionary	115.50	23.10	138.60	116.67	23.33	140.00	1.40	1.01%
153	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
154	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
155	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
156	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
158	Book Memorial Plaque	Discretionary	115.50	23.10	138.60	116.67	23.33	140.00	1.40	1.01%
159	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
160	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
161	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
162	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
164	Rose Post inc 5 year Lease and Plaque	Discretionary	367.58	73.52	441.10	375.00	75.00	450.00	8.90	2.02%
165	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
166	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
167	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
168	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
<b><i>Memorial Rockery Limited availability</i></b>										
170	Lease 15 years	Discretionary	1,694.00		1,694.00	1,740.00		1,740.00	46.00	2.72%
171	Bronze Plaque (6" x 4")	Discretionary	187.91	37.58	225.49	191.67	38.33	230.00	4.51	2.00%
172	Bronze Plaque (7" x 5")	Discretionary	260.70	52.14	312.84	266.67	53.33	320.00	7.16	2.29%

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank