

Alice Park Trust Sub-Committee

Date: Friday, 24th November, 2023

Time: 11.30 am

Venue: Kaposvar Room - Guildhall, Bath

Councillor Alex Beaumont

Councillor Deborah Collins

Councillor Oli Henman

Councillor Saskia Heijltjes

Councillor Joanna Wright

Co-opted members non-voting: Mary LaTrobe-Bateman and Bryan Johnson

Chief Executive and other appropriate officers

Press and Public



Corrina Haskins

Democratic Services

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1. Inspection of Papers: Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the Guildhall - Bath.

2. Details of decisions taken at this meeting can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. Recording at Meetings:-

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet www.bathnes.gov.uk/webcast. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. Public Speaking at Meetings

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group.

Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.

Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. Emergency Evacuation Procedure

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. Supplementary information for meetings

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Decision Making Powers of the Sub-Committee:

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance. The objects of the Alice Park Trust are for use as a public park and children's recreation ground.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

Alice Park Trust Sub-Committee - Friday, 24th November, 2023

at 11.30 am in the Kaposvar Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer will draw attention to the emergency evacuation procedure as set out on the Agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* an **other interest**, (as defined in Part 4.4 Appendix B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

6. ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE PREVIOUS MEETING (Pages 7 - 12)

8. ALICE PARK TREESCAPE TRAIL

To consider how to support Bath Urban Treescape in developing an Alice Park Treescape Trail.

9. TREE PLANTING - LAMBRIDGE COUNCILLOR EMPOWERMENT FUND

The Chair to update the Sub-Committee on tree planting opportunities in Alice Park using the Lambridge Councillor Empowerment Fund.

10. EVENTS (Pages 13 - 100)

To consider the report deferred from the previous meeting. A summary of the activities held in the park during 2023 is also attached.

11. ALICE PARK PLAY AREA PROJECT - UPDATE (Pages 101 - 126)

To consider a suggested approach for developing the play park area.

12. ALICE PARK COMMUNITY GARDEN LEASE UPDATE (Pages 127 - 130)

To review the lease arrangements for the Alice Park Community Garden and the proposed options for charges.

13. ALICE PARK TOILETS (Pages 131 - 136)

To assess the options for the future provision of the public conveniences in Alice Park.

14. REQUEST TO HOLD A CORPORATE EVENT IN ALICE PARK (Pages 137 - 146)

To consider the attached proposal to hold a Corporate Event in Alice Park.

15. PARKING/BLUE BADGE PARKING AT ALICE PARK

16. ALICE PARK TRUST - OPTIONS FOR FUTURE FINANCIAL INDEPENDENCE

To discuss options such as fundraising, funding opportunities, legacies and sponsorship.

17. ANY OTHER BUSINESS

18. DATE OF NEXT MEETING

The Democratic Services Officer for this meeting is Corrina Haskins who can be contacted on 01225 394357.

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ALICE PARK TRUST SUB-COMMITTEE

Minutes of the Meeting held

Thursday, 28th September, 2023, 12.00 pm

| | |
|-----------------------------|--|
| Councillor Alex Beaumont | - Bath and North East Somerset Council |
| Councillor Deborah Collins | - Bath and North East Somerset Council |
| Councillor Oli Henman | - Bath and North East Somerset Council |
| Councillor Saskia Heijltjes | - Bath and North East Somerset Council |
| Councillor Joanna Wright | - Bath and North East Somerset Council |
| Mary LaTrobe-Bateman | - Independent Member |

15 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

16 APOLOGIES FOR ABSENCE AND SUBSTITUTION

There were no apologies for absence.

17 DECLARATIONS OF INTEREST

Cllr Joanna Wright declared a non-pecuniary interest as a member of Transition Larkhall.

18 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There were no urgent items.

19 ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS

1. Tony Hickman, café proprietor – statement to confirm he wished to work with the Sub-Committee and was available to answer questions about the proposed Park in the Dark, Christmas Market and Funfair.
2. Kathy Cook, Alice Park Community Garden – a written statement was submitted in relation to the work of Alice Park Community Garden as a voluntary organisation.

20 MINUTES OF THE MEETING OF 27 JULY 2023

RESOLVED that the minutes of the meeting held on 27 July be confirmed as a correct record and signed by the Chair.

21 REVIEW OF APPROACH TO EVENTS AT ALICE PARK

The Council's Director of Place Management introduced the report which set out options on how future events at Alice Park could be managed through a formal and robust process. He confirmed options included adopting Bath and North East Somerset Council's event process or the Trust managing all events using the Council's documentation as published as a template.

The following comments were made:

1. The Council's framework was useful, but it was important to allow the Trust some discretion, for example, the Trust may want to avoid events on certain days/times of the year.
2. In relation to Council-run events, a multi-disciplinary Safety Advisory Group for Events made recommendations as to whether an event should go ahead and the cost of this process was covered by the application fee. There were some restrictions set out in the Council policy and this would be circulated to members for information.
3. Members of the Sub-Committee were in agreement that the Trust should not manage all events independently and that it should work with the Council to find a solution going forward.
4. The aims and objectives of the Trust would be the overarching principles in deciding on events and each application would need to be considered against whether it would further these objectives. There was a risk of a complaint being made to the Charity Commission if the Trust did not follow its charitable objectives.
5. Consideration could be given as to whether an annual events fee for small events could be negotiated with the Council.

The Sub-Committee agreed that further consideration of the issues was needed before a decision could be taken. In terms of a way forward, it was agreed that a calendar of events be mapped out over a year with a view to agreeing which events would be supported.

RESOLVED that a decision on the future management of events be deferred pending further information and an updated report prepared for the next meeting.

22 **ALICE PARK TRUST - FINANCIAL UPDATE SEPTEMBER 2023**

The Council's Senior Finance Manager introduced the report and drew attention to the 2022/23 financial performance, 2023/24 performance to date and future budget considerations including the consideration of officer support which had not previously been included. He confirmed that a further report on service level agreements would be included on the agenda for the next meeting.

The Sub-Committee noted that if the Trust expected its operating deficit to materially increase over and above the £22,000 budgeted, it should make formal contact with the Council as this would need to be considered as part of the Council's budget setting process.

The Sub-Committee discussed how costs could be reduced/income increased and whether the Trust could undertake different arrangements for the maintenance of

public conveniences and also charge for the use of the car park.

The Chair advised that she was aware that the café proprietor had previously offered to take on the maintenance of the public conveniences and undertook to ask him to submit this offer in writing.

It was noted that income was modest due to the ongoing challenge of balancing the number of chargeable events with the charitable objectives of the Trust. The Chair reported that she had raised this issue with Cllr Tim Ball (Cabinet Member for Neighbourhood Services) to seek the help of the Council in finding a solution.

RESOLVED – that the report be noted.

23 **REQUEST TO CONSIDER DOG GROOMING REQUEST**

The Chair reported that the Trust had received a request from a local business which offered a dog grooming service in the Bath area and had proposed using Alice Park as a venue for a new parlour. She confirmed the business proposed to pay for a suitable building which would be a pod/shed as well as paying rent for use of the land.

Members of the Sub-Committee agreed that the proposal did not align with the charitable objectives of the Trust which was to keep the park as a free public space for residents and space for children to play.

RESOLVED that the request to use Alice Park as a location for a dog grooming parlour be refused.

24 **PARK IN THE DARK/CHRISTMAS MARKET**

The Chair advised of two requests from the café proprietor to use the park for upcoming events.

A. Park in the Dark – Saturday 28 October 2023

The Sub-Committee was advised that:

1. This event would be held in the curtilage of the café which would be open later than usual until approximately 8.30pm.
2. There would be a DJ playing music and children and adults would be encouraged to dress up for Halloween.
3. There would not be any activity within the park itself and people would not be charged for attending the event.
4. There was an original proposal for a laser show being projected onto the trees, but it was not possible to organise in time for the event.

The Sub-Committee agreed that the proposal did fit with the charitable objectives of encouraging play but asked the café proprietor to recommend the use of torches for people using the park and to encourage people to walk/cycle/use public transport to attend the event.

RESOLVED that the proposal to hold the Park in the Dark event on Halloween be agreed and attendees be encouraged to use torches and walk/cycle/use

public transport.

B. Christmas Market

The Sub-Committee was advised that:

1. This was a proposal for 12 pop-up 6 x 3 marquees positioned either side of the pathway nearest the cafe.
2. The event would take place on the Trust's ground.
3. The market would only be open for local traders.
4. The event would be held on the first three weekends in December.

The Sub-Committee expressed concern that it did not have information about how much stallholders would be charged and how much income the Trust would receive from the event and also requested assurance in relation to public liability insurance.

Mary LaTrobe Bateman stated that, subject to the further information being satisfactory, she would be supportive of the event going ahead this year as a trial which could be reviewed to see if it would be an acceptable event to support in future years.

RESOLVED that a decision be deferred pending further information in relation to the arrangements for the proposed event including charging arrangements and assurances about public liability insurance.

25 FUNFAIR IN THE PARK

The Chair reported that the Trust had received a request from Albert Rogers Funfair to use Alice Park during October half term. The Sub-Committee noted that the Funfair had previously had an informal agreement with the former Chair to donate 10% of proceedings to the Alice Park Trust.

The Sub-Committee was mindful of the balance between creating an income from events and maintaining the park as a free open space for local residents and in view of this, consideration needed to be given about how many times per year it would be acceptable to allow a funfair use of the park. Concern was expressed that families visiting the park would feel pressurised to spend money on the attractions.

In relation to future charges, it was agreed that this should be in line with the Council's fees and charges rather than on a 10% of income basis and noted that the daily hire of a similar size Council-run park would be £556. It was also agreed that reassurance was needed that any company running a funfair had full public liability insurance.

RESOLVED that the request to use Alice Park as a location for a funfair during October half term be refused and future use be considered as part of the ongoing review of events.

26 ALICE PARK PLAY AREA PROJECT

It was noted that there had been a request for Community Infrastructure Levy

funding which was being progressed, but even if this was secured, it would not meet the total cost of new play equipment.

Following a request from the Chair for more information on how the Trust could work with the Council to take the project forward, the Director of Place Management undertook to report back to the next meeting.

27 **INDEPENDENT MEMBER UPDATE**

The Chair reported that there had been two applications in response to recent adverts and that interviews would be arranged to take place in the Guildhall with the panel consisting of herself as Chair along with Cllr Saskia Heijltjes and Cllr Oli Henman.

28 **ANY OTHER BUSINESS**

Commemorative Bench for Nick Allen

The Chair referred to the request at the previous meeting for a commemorative bench to be installed in the park in memory of Nick Allen (Alice Park café chef). She referred to the Council costs of £925 for a replacement bench and £1950 for a new bench but noted that the Trust could also look outside the Council to supply a memorial bench. She undertook to speak with the café proprietor about how the wishes of Nick's family and friends could be met.

Alice Park Noticeboard

It was agreed that the notice board would be updated with a photograph of the Sub-Committee members and contact information.

Painting of noticeboards

It was noted that some of the noticeboards needed re-painting and Mary LaTrobe Bateman undertook to do this with the agreement of the Sub-Committee.

Alice Park Community Garden – Bath in Bloom

On behalf of the Sub-Committee, the Chair congratulated Alice Park Community Garden for being awarded a gold medal in the Bath in Bloom competition.

The meeting ended at 1.25 pm

Chair

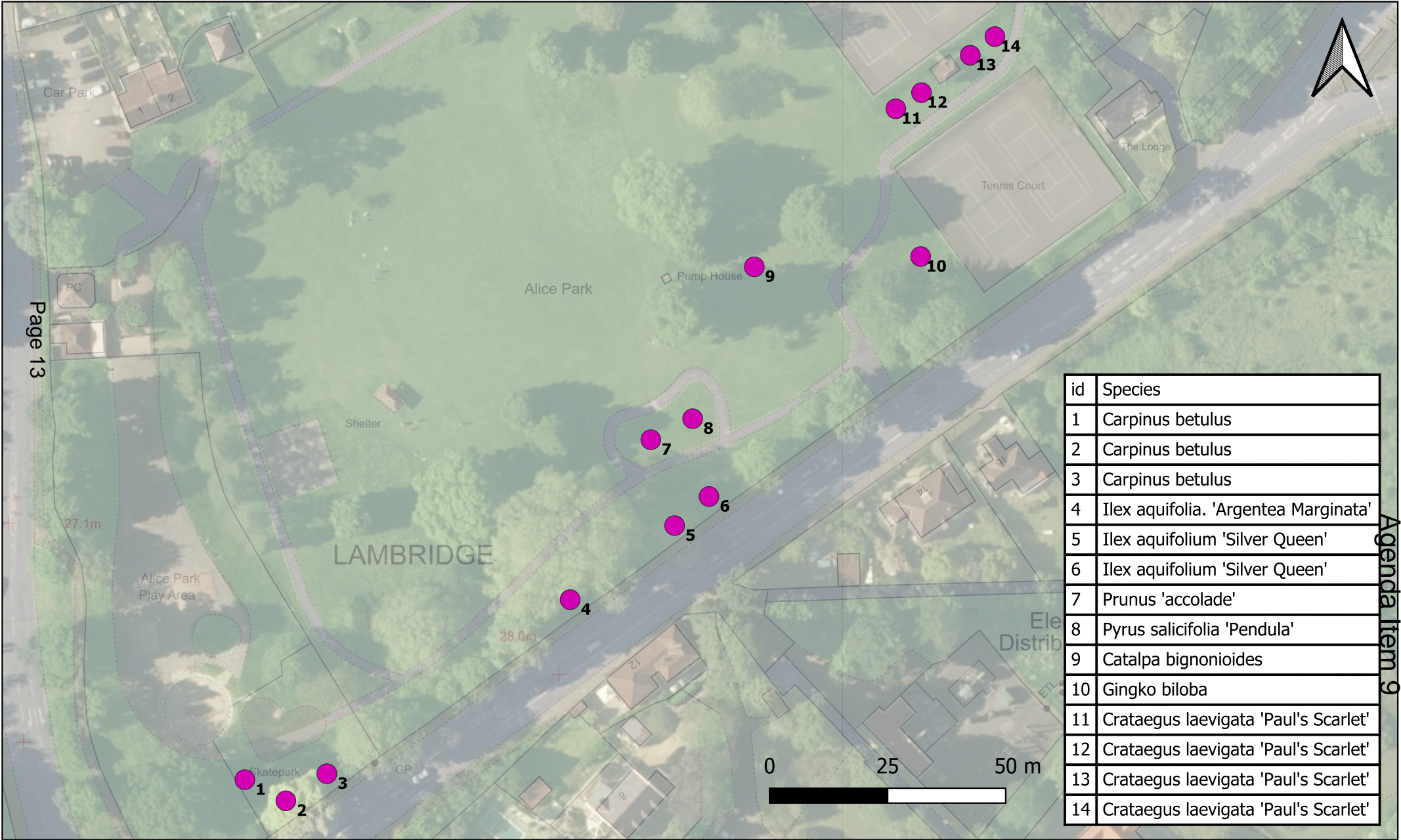
Date Confirmed and Signed

Prepared by Democratic Services

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Alice Park - Tree Planting Proposals

November 2023



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| Bath & North East Somerset Council | |
|--|---|
| MEETING: | Alice Park Trust Sub-Committee |
| MEETING DATE: | 24 November 2023 (deferred from 28 September 2023) |
| TITLE: | Review of Approach to Events at Alice Park |
| WARD: | Lambridge |
| AN OPEN PUBLIC ITEM | |
| List of attachments to this report: None | |

1 THE ISSUE

- 1.1 To inform the Alice Park Trust Sub-Committee (APTSC) of the options available to ensure that all events held within the Alice Park (“the park”) are agreed through a formal and robust process to ensure the safety of those attending and to protect the reputation of the Alice Park Trust (APT).

2 RECOMMENDATION

Alice Park Sub-Committee is asked to;

- 2.1 Consider and agree, in line with the APT aims and objectives, the types of events that could be supported, promoted, or encouraged and the types of events that will not be supported.
- 2.2 Consider, as set out in 3.2 below, for all future events held within the curtilage of the park (outside of the café area) to be monitored and reviewed through the Council's wider events processes (subject to the Council's budget setting process maintaining the resource levels necessary to manage the processes) and, if the Council's process is adopted, agree the preferred recharging model.
- 2.3 To agree that fees and charges are implemented for both hire of the park and other types of events such as fitness instructors and boules pistes. Fees and charges will be set in line with the published charges set by BANES.
- 2.4 To adopt the event management documents as used by BANES as the approved documentation for completion by all proposed event's organisers.

- 2.5 To agree that all future complaints are replied to by the APTSC, after consideration at the next appropriate meeting of the APTSC and in the first instance acknowledge by email.
- 2.6 Consider harmonising the hire cost of Alice Park in line with the charges for a BANES Community Park. The Council standard hire cost is £556 per day (plus set up and take down at 50% of hire rate).
- 2.7 Alternatively, as set out in 3.6, agree that the APT will manage all events independently using the BANES paperwork as a template.

3 THE REPORT

- 3.1 In light of the new membership of the A P T SC, the Council Officer recommended that the ATPSC considered the processes in place when holding events at the park. Events previously have been held to generate an income for the Trust in order to maintain and improve the park to ensure the Trust is working towards becoming financially self-sufficient in the future.
- 3.2 Officers recommendation 2.3 is that the APTSC adopt the Council's events process, similar to all other events on council-owned land and/or impacts the highway (similar to Bath on Ice and Bath on the Beach are required to do within RVP), but with some considerations.
- 3.3 The APTSC agree in principle for the event on their land. Once agreed, the event organiser will be informed, before final approval can be given by the APTSC, they will be subject to the following:
- Event organiser submits application through Event App, including paying Events Administration Fee – currently £83 plus VAT in 23/24 but subject to review in future years in line with the Council's budget setting process
 - Events are charged land hire, based on the agreed Alice Park rate – this could be aligned with the Councils standard hire cost of £556 per day (plus set up and take down at 50% of hire rate), noting the impact this may have on long standing events.
 - Events may also be subject to other costs, i.e., parking suspensions, licences, etc in order to comply with Council's processes and policies
 - The Event goes through the Safety Advisory Group for Events (SAGE) process and requests for further information, documentation and approvals are the decision of the SAGE
 - Subject to the above the Events office will either:
 - confirm back to the APTSC that they are satisfied the event organiser can proceed with their event; or

- The APTSC needs to consider the outcomes from the SAGE process and any recommendations and make a formal resolution to accept the any risks highlighted where the APTSC is willing to carry the risk

The decision on whether the event gets final approval lies with the APTSC

- The Events office will either
 - recharge the APTSC the costs of consideration of any event in line with the SLA (as revised)
 - Take the application fee from event to cover costs and held within a ringfenced Alice Park Trust Revenue Sub account

3.4 To ensure consistency and generate further revenue to help maintain the park it is recommended the APTSC applies fees/charges for Boules terrains and fitness instructors as per the BANES published charges.

3.5 As set out in recommendation 2.5, any future complaints arising from an event held at the park will be considered by the APTSC in a timely manner.

3.6 Alternatively, as set out in recommendation 2.7, the APTSC could chose to manage all events without engaging with the Council's events team using the BANES documentation as published as a template (and removing any BANES branding). This option should only be considered if the APTSC have sufficient knowledge and experience regarding events management and the associated health and safety requirements.

3.7 It is recommended that the APTSC in future consider any role of café may have in advertising, developing, and managing events in the park outside of the café's area to ensure clarity for all parties. This issue can be considered separately to the adoption of the new processes for management of events.

4 STATUTORY CONSIDERATIONS

4.1 Elected Members of the Bath and North East Somerset Council, when acting as members of the APT SC, are not trustees of the A P T but rather discharging the Bath and North East Somerset Council's function as sole corporate trustee.

4.2 Members of the APT SC must operate within the parameters of the Terms of Reference, Charity legislation and Guidance.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 All decisions on the points raised in this report should consider the net cost to APT and how this would impact its expected annual operating deficit/surplus, particularly as this is currently subsidised by the Council.

6 RISK MANAGEMENT

- 6.1 In the event of an incident, with a member of the public injured or worse, the ultimate responsibility would sit with the APT and the Sole Trustee, Bath and North East Somerset Council. However, any insurance may not indemnify the APTSC against claims of negligence.
- 6.2 In line with the new processes recommended it is a requirement of each event that they complete the necessary event paperwork as set out in appendix 1 to ensure all risks are adequately considered and mitigated and hold the necessary public liability insurance.

7 EQUALITIES

- 7.1 No specific considerations.

8 CLIMATE CHANGE

- 8.1 A well-run park supports local biodiversity and can help cities be more resilient to climate change by improving air quality and absorbing carbon from the atmosphere.

9 OTHER OPTIONS CONSIDERED

- 9.1 None.

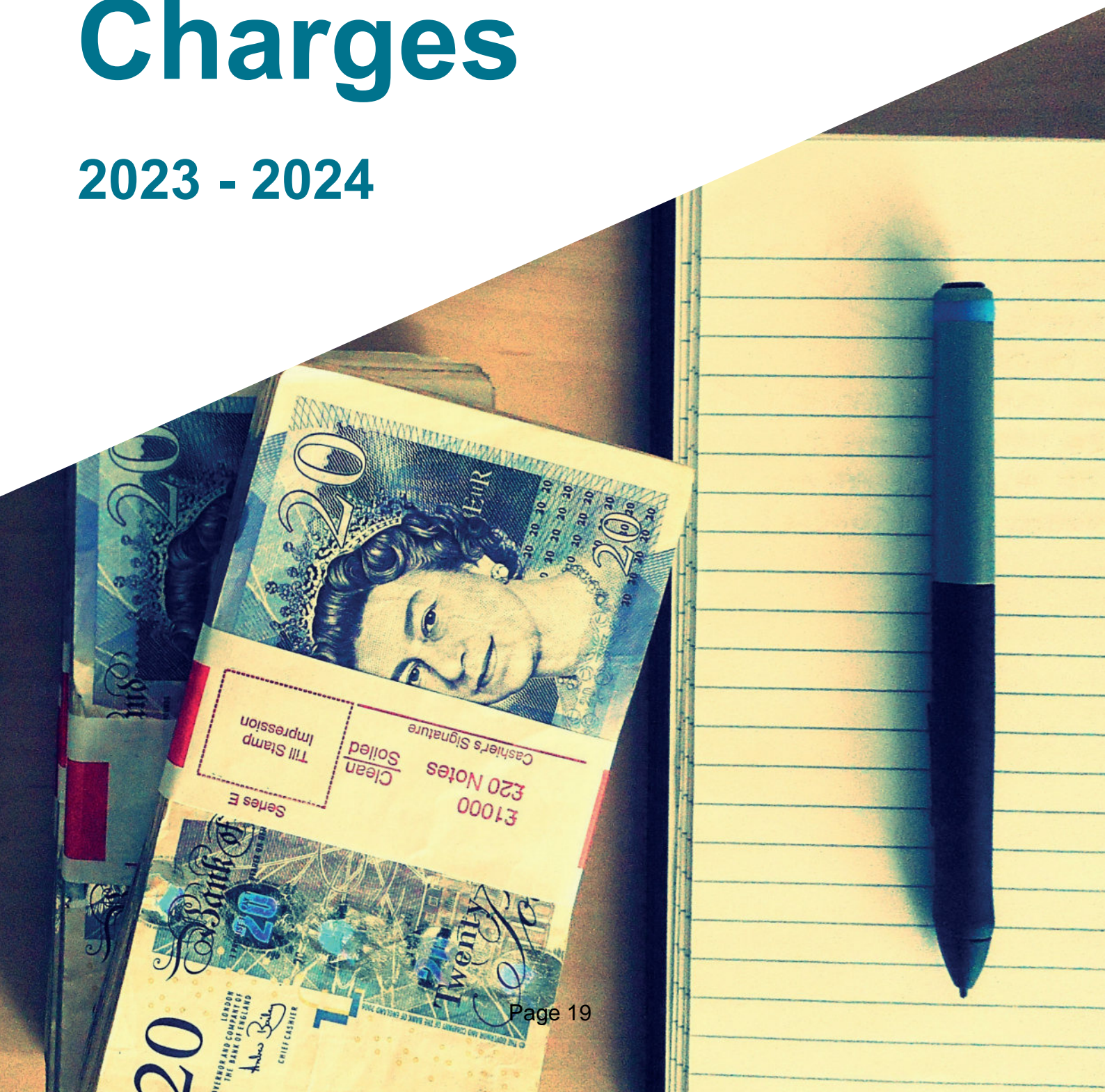
10 CONSULTATION

- 10.1 This report was drafted in consultation with the Section 151 Officer and Monitoring Officer.

| | |
|--|--|
| Contact person | <i>Chris Major</i> |
| Background papers | <i>Bath & North East Somerset Council Outdoor Events - https://beta.bathnes.gov.uk/book-outdoor-event</i> |
| Please contact the report author if you need to access this report in an alternative format | |

Fees and Charges

2023 - 2024



Contents

| | |
|---|-----------|
| Bereavement | 3 |
| • Ashes - Gardens | 4 |
| • Burials | 6 |
| • Cremations | 8 |
| • Ashes | 11 |
| • Memorials | 13 |
| Building Control and Public Protection | 20 |
| • Building Control charges | 21 |
| • Land Charges fees | 22 |
| • Dog Warden | 23 |
| • Environmental Protection fees | 23 |
| • Food Safety fees | 24 |
| • Food & Trading Standards Business Support | 25 |
| • Local Air pollution & Prevention Control charges (set by DEFRA) | 26 |
| • Private Water Supply charges | 30 |
| • Pest Control charges | 31 |
| • Trading Standards fees | 33 |
| • Licensing Charges | 40 |
| Business Waste Collection Service | 50 |
| • 2023-2024 Bin Costs | 51 |
| Waste | 53 |
| • Garden Waste Collection Service | 54 |
| • Large Item Collection Service | 54 |
| • Replacement black wheeled bin | 54 |
| • Business Waste Clinical Waste Sacks | 54 |
| • Public Weighbridge Facility | 55 |
| • Business Waste Transfer Station Charges | 55 |
| City and Town Centre Management | 56 |
| • Events on Council Owned Land | 57 |
| Clean Air Zone | 63 |
| • Clean Air Zone | 64 |
| Highways Commuted Sums | 65 |
| • Highways 2023 to 2024 Commuted Sums | 66 |
| Highways Delivery | 67 |
| • Network Management | 68 |
| • Highway Maintenance | 72 |
| • Transport Planning | 74 |
| Parks | 76 |
| Transport | 80 |

Bereavement



Ashes - Gardens

Including Replacement, Repainting, Cleaning

| Englishcombe & Valley View Gardens - New Plot | Charge |
|---|-----------|
| Englishcombe/Valley View Garden* | £1,561.00 |
| Interment Fee | £239.00 |

| Sanctum Vaults - New Vault | Charge |
|---|-----------|
| Sanctum 2000 Vault* Above ground vault for up to 2 ashes placements | £1,695.00 |
| Sanctum Family Vault* Above ground vault for up to 4 ashes placements | £3,391.00 |
| Placement Fee (first placement fee included) | £87.00 |

| Circle Gardens - New Plot | Charge |
|---------------------------|-----------|
| Circle Garden* | £1,006.00 |
| Interment Fee | £239.00 |

| Added Inscription/Interment with Repaint - All Gardens (except where indicated) | Charge |
|---|---------|
| Added Inscription (per Character)* | £6.00 |
| "Repainting of an Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (in addition to an added inscription only)" | £157.00 |
| Interment Fee | £239.00 |

| Replacement Memorial/Interment - All Gardens | Charge |
|--|-----------|
| Replacement Memorial * (including up to 60 characters) | £1,126.00 |
| Added Inscription (per Character)* | £6.00 |
| Interment Fee | £239.00 |

| Optional Extras | Charge |
|---|-------------------|
| Extra letters over 60 characters (each)* (Applicable to all new & replacement memorials) | £6.00 |
| "Repainting of an Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (in addition to an added inscription only)" | £157.00 |
| Photo plaque* | £262.00 |
| Simple rose or cross design on stone (same colour as lettering)* | £149.00 |
| Complex design on stone - ie Service Badges/colour motifs* | £210.00 |
| Rose tile* | £149.00 |
| Caskets & Urns | see previous page |
| Saturday Supplement (subject to staff availability) | £143.00 |

| Repaint Only - All Gardens (except where indicated) | Charge |
|--|---------|
| Repaint only of a Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (no added inscription) | £264.00 |

| Cleaning of a Peace Garden Stone | Charge |
|----------------------------------|---------|
| Clean only* | £135.00 |

* denotes VAT included

Burials

Burial

Including Transfers, Searches, Grave Maintenance

| Exclusive Right of Interment | Babies up to and including 23 weeks gestation | Children from 24 weeks gestation up to and including 17 years | 18+ years Deceased or Owner is Resident of BANES | 18+ years Deceased or Owner is Non Resident of BANES |
|--|---|--|--|--|
| Standard Grave 30 years | N/A | £1047.00 (zero charge to family. To be claimed via Child Funeral Fund) | £1,047.00 | £2,093.00 |
| Standard Grave 50 years | N/A | £1,739.00 | £1,739.00 | £3,479.00 |
| Standard Grave 75 years | N/A | £2,186.00 | £2,186.00 | £4,271.00 |
| Standard Grave 99 years | N/A | £2,519.00 | £2,519.00 | £5,038.00 |
| Vault Grave (inc interment fee) 50 years | N/A | £3,393.00 | £3,393.00 | £6,787.00 |
| Vault Grave (inc interment fee) 75 years | N/A | £4,872.00 | £4,872.00 | £9,744.00 |
| Vault Grave (inc interment fee) 99 years | N/A | £5,206.00 | £5,206.00 | £10,412.00 |
| New baby grave in designated area | £0.00 | N/A | N/A | N/A |

Graves for children up to and including age 16 years will be in a designated area unless the family wish to purchase the Exclusive Right of Interment in a private grave.

| Exclusive Right of Interment | Babies up to and including 23 weeks gestation | Children from 24 weeks gestation up to and including 17 years | 18+ years Deceased or Owner is Resident or Non Resident of BANES |
|---|---|---|--|
| Interment fee for single depth | £0.00 | £358.00 (zero charge to family. To be claimed via Child Funeral Fund) | £751.00 |
| Interment fee for double depth (where achievable) | N/A | £446.00 (zero charge to family. To be claimed via Child Funeral Fund) | £936.00 |

| Burial Extras | Charge |
|---|-----------|
| Use of Top Chapel per ½ hour slot | £295.00 |
| Celebrancy provided by our in-house Green Fuse accredited celebrant | £195.00 |
| Late arrival and over run of time slot penalty | £88.00 |
| Tree and plaque for green burial grave* | £335.00 |
| Cancellation fee once digging of any grave has commenced | £371.00 |
| Full Exhumation (based on individual assessments of the grave) | £3,343.00 |
| Ashes Exhumation (based on individual assessments of the grave) | £245.00 |

| Prepurchase Exclusive Right of Interment in Full Burial Graves | Purchaser is Resident of BANES | “Purchaser is Non Resident of BANES” |
|--|--------------------------------|--------------------------------------|
| Prepurchase Standard Grave 30 years | £1,564.00 | £3,127.00 |
| Prepurchase Standard Grave 50 years | £2,604.00 | £5,207.00 |
| Prepurchase Standard Grave 75 years | £3,050.00 | £6,099.00 |
| Prepurchase Standard Grave 99 years | £3,384.00 | £6,767.00 |
| Prepurchase Vault Grave inc interment fee 50 years | £5,110.00 | £10,220.00 |
| Prepurchase Vault Grave inc interment fee 75 years | £5,423.00 | £10,846.00 |
| Prepurchase Vault Grave inc interment fee 99 years | £5,645.00 | £11,291.00 |

| Transfer of Ownership of Right of Interment | Charge |
|---|---------|
| Simple probate to executors - paperwork to be drawn up within 2 weeks | £63.00 |
| Other - paperwork to be drawn up within 2 weeks | £79.00 |
| Urgent - paperwork to be drawn up within 3 days | £114.00 |

| Searches | Charge |
|---|--------|
| Tracing fees (per name)* | £47.00 |
| Marking a traced grave in any cemetery* | £47.00 |

Cremations

Cremation & Media

Cremation

| Direct Cremations - Orchard Entrance | Charge |
|--|---------|
| Unattended Direct Cremation (the deceased to be brought into our care through The Orchard entrance without anyone attending other than the funeral director). 0830hrs - 1600hrs at half hourly intervals | £490.00 |
| Attended Direct Cremation - to witness - maximum of 6 mourners (the deceased to be brought into our care through The Orchard entrance). 0830hrs - 1600hrs at half hourly intervals - maximum of 10 minutes | £550.00 |

| Crematorium Chapel | Babies up to and including 23 weeks gestation | Children from 24 weeks gestation up to and including 17 years | 18+ years |
|---|---|--|-----------|
| 15 minute service duration with our in-house celebrant from: 8.30am. 9.00am | N/A | N/A | £724.00 |
| 20 minute service duration from: 9.30am | £0.00 | £412.00 (Zero charge to family. To be claimed via Child Funeral Fund) | £866.00 |
| 30 minute service duration from: 10am, 10.45am, 11.30am, 12.15pm, 1.00pm, 1.45pm, 2.30pm, 3.15pm, 4.00pm. | £0.00 | £496.00 (Zero charge to family. To be claimed via Child Funeral Fund) | £1,041.00 |

The cremation fee includes:-

- a. Medical referees fee.
- b. Certificate of cremation.
- c. Provision of organ (not organist)
- d. Provision of Obitus System
- e. Burial of remains in a communal shrubbery or scattering on communal area - unwitnessed
(Note: a charge will apply to FD's returning ashes after 1 year - See extras below).
- f. Recycling of metals through a national scheme with profits going to charity.
- g. Abatement and re-cycling of mercury from emissions.
- h. Facility to accept large coffins.
- i. Provision of biodegradable container as required.

| Cremation Extras | Charge |
|---|-------------|
| Extra use of Crematorium Chapel per time slot | £206.00 |
| Celebrancy provided by our in-house Green Fuse accredited celebrant | £195.00 |
| Saturday Supplement (subject to staff availability) | £206.00 |
| Bringing the deceased into our care prior to a cremation | £21.00 |
| Storage of remains (six months free of charge - remains held longer than this period will incur a monthly charge) | £52.00 |
| Postage of remains to address in UK* | from £74.00 |
| Ashes being returned by Funeral Directors after 1 year to inter/scatter in a communal area unwitnessed | each £11.00 |
| Late arrival and over run of time slot penalty | £88.00 |
| In-house Celebrant | £195.00 |

Media Charges

| Cremation Extras | Charge |
|---|--------|
| Live Web Cast* | £45.00 |
| Live + 28 day Downloadable | £63.00 |
| • Keepsake Copy of Webcast (DVD/Blu-ray/USB stick/CD) (First copy £63 thereafter £25 per copy) | £63.00 |
| Single Photo Tribute (additional photos £12) | £0.00 |
| Basic slideshow (up to 25 photos shown on loop with simple transitions. This does not include music) | £61.00 |
| Music slideshow (up to 25 photos set to music with fade transitions) | £77.00 |
| Additional 25 Photos for any Slideshow or Pro Tribute) | £25.00 |
| • Keepsake Copy Recording of a Pro Tribute | £25.00 |
| • Downloadable Copy Recording of a Pro Visual Tribute | £12.00 |
| Family-Made Video Checking (checking and preparation of video supplied by family or third party (played once at a time) | £25.00 |
| Obitus Extra Work - for either adding video to a Pro Tribute, revisions, or major departure from a standard product | £25.00 |

Other packages available.

| Misc | Charge |
|--|--------|
| Medical Referee (Price changes in April) | £28.00 |

Ashes

Cremated Remains

Including Crem Plots for 4, Scatterings, Green Ashes Burial, Caskets & Urns

| Exclusive Right of Interment - Cremated Remains Plots | Deceased or Owner is Resident of BANES | Deceased or Owner is Non resident of BANES |
|---|--|--|
| Cremation Plot for 4 (for 30 years) | £536.00 | £1,071.00 |
| Cremation Plot for 4 (for 50 years) | £871.00 | £1,741.00 |
| Cremation Plot for 4 (for 75 years) | £1,094.00 | £2,187.00 |
| Cremation Plot for 4 (for 99 years) | £1,260.00 | £2,520.00 |

| Interment Options - Cremated Remains | Charge |
|--|---------|
| Witnessed interment in a shrubbery or scattering in The Grassland (to be arranged and paid by applicant of cremation) | £87.00 |
| Interment of remains in a shrubbery following cremation elsewhere (to be arranged and paid by applicant of cremation) | £154.00 |
| Scattering of remains on The Grassland following cremation elsewhere (to be arranged and paid by applicant of cremation) | £154.00 |
| Cremated remains interment (Private Grave/Garden plot) | £239.00 |
| Additional cremated remains to be interred or scattered simultaneously in the same plot | £50.00 |
| Administration fee for returned cremated remains to be interred or scattered at our convenience | £50.00 |
| Saturday Supplement (subject to staff availability) | £143.00 |

| Pre Purchase Exclusive Right of Interment in Cremated Remains Plots | Deceased or Owner is Resident of BANES | Deceased or Owner is Non resident of BANES |
|---|--|--|
| Prepurchase Cremation Plot for 4 (for 30 years) | £795.00 | £1,590.00 |
| Prepurchase Cremation Plot for 4 (for 50 years) | £1,363.00 | £2,726.00 |
| Prepurchase Cremation Plot for 4 (for 75 years) | £1,586.00 | £3,172.00 |
| Prepurchase Cremation Plot for 4 (for 99 years) | £1,753.00 | £3,506.00 |

| Cremated Remains - Scatterings | Charge |
|--|---------|
| The Meadow or Glade scattering | £154.00 |
| The Meadow or Glade plaque* (on 10 year lease) | £257.00 |
| Choice of motif on The Meadow or The Glade plaque* | £79.00 |
| The Glade Mushroom Plaque | £257.00 |

| Cremated Remains - Green Burial | Charge |
|--|-----------|
| Coppice, Locksbrook and Haycombe Other* (plus interment) | £1,006.00 |
| Additional Plaque* | £239.00 |

| Caskets/Urns | Charge |
|--------------------------|---------|
| Light & Dark Oak Caskets | £97.00 |
| Scatter Tube - full size | £33.00 |
| Scatter Tube - keep sake | £8.00 |
| Brass Urns* - full size | £217.00 |
| Brass Urns* - keep sake | £47.00 |
| 3" Hand Held Heart* | £52.00 |
| 5" Keep Sake Heart* | £90.00 |

| Ashes Into Glass | Charge |
|--------------------------|-------------------|
| Jewellery & Paperweights | (As per brochure) |

*** denotes VAT included**

Memorials

Memorials Only

| Babies | Charge |
|---|---------|
| Old Babies Section - White Marble Shrubbery Memorial* (including up to 20 characters) | £397.00 |
| Old Babies Section - Extra letters over 20 characters* (each) | £4.00 |
| Butterfly Section Tower plaques* | £206.00 |

| Benches | Charge |
|--|-----------|
| Eco Bench of Remembrance (25 year lease period) - including a bronze plaque* | £1,372.00 |
| Extra plaque for Eco Bench of Remembrance until end of lease period* | £252.00 |
| One off clean of Wooden Bench of Remembrance* | £150.00 |
| Granite Backed Bench of Remembrance (25 year lease period) - including a granite plaque* | £1,563.00 |
| Granite Backless Bench of Remembrance (25 year lease period) - including a granite plaque* | £1,305.00 |
| Motif on granite bench plaque | £150.00 |
| Photo plaque on granite bench plaque | £144.00 |
| Extra plaque for Granite Backed & Backless Bench of Remembrance until end of lease period* | £206.00 |

| Book of Remembrance Memory Tree | Charge |
|---|---------|
| Leaf on Book of Remembrance Memory Tree (10 year lease) | £136.00 |
| Additional 10 year lease on Leaf on Book of Remembrance Memory Tree | £68.00 |

| Willow Memory Tree | Charge |
|--|---------|
| Granite Leaf on Willow Memory Tree (10 year lease) | £136.00 |
| Additional 10 year lease on Leaf on Willow Memory Tree | £68.00 |

| Memorial Wall Plaque | Charge |
|--|---------|
| Memorial Wall Plaques* | £303.00 |
| Extra letters over 60 characters on inscription* | £6.00 |

| Saddlestone | Charge |
|--|---------|
| Additional Inscription (per letter)* | £6.00 |
| Repainting of a Saddlestone* (in addition to an added inscription only) | £158.00 |
| Repaint only of a Saddlestone* (no added inscription) | £265.00 |

| Shrubberies | Charge |
|--|-----------|
| Shrubbery Plaques 1 to 28* | £263.00 |
| Shrubbery Board Plaques 29 - 30* | £138.00 |
| Shrubbery 31 - 32 Kerb Plaques (25 year lease) | £341.00 |
| Photo Plaque for Kerb Plaque | £114.00 |
| Motif on Kerb Plaque | £93.00 |
| Replacement Shrubbery Memorial Stone* (includes up to 60 characters) | £1,126.00 |
| Extra letters over 60 characters on Shrubbery Stone inscription* (each) | £6.00 |
| Additional Inscription (per letter)* (each) | £6.00 |
| Repainting of a Shrubbery Stone* (in addition to an added inscription only) | £158.00 |
| Repaint only of a Shrubbery Stone* (no added inscription) | £265.00 |

| Tree of Remembrance | Charge |
|---|---------|
| Tree of Remembrance for a 10 year period* | £706.00 |
| Tree of Remembrance - additional plaque until end of lease* | £239.00 |

| Miscellaneous | Charge |
|--|---------|
| Photo plaque on Shrubbery Stone* | £263.00 |
| Simple rose or cross design on Shrubbery Stone (same colour as lettering)* | £150.00 |
| Complex design on Shrubbery Stone - ie Service Badges/colour motifs* | £212.00 |
| Rose tile for Shrubbery Stone or Saddlestone* | £150.00 |
| Aluminium flower container (gold or silver topped)* | £12.00 |
| Aluminium flower container Lid only for Kerb Block* | £5.00 |

*** denotes VAT included**

Memorial Permits

| Memorial Fees | Charge |
|--|---------|
| New Memorial - Lawn, Traditional, Vault & Cremated Remains Sections | £252.00 |
| New Memorial - Babies Sections (for children aged from 24 weeks gestation and up to and including 17 years old this can be claimed via the Child Funeral Fund if within 6 months of funeral) | £131.00 |
| New Memorial - Pets Section* | £131.00 |
| Added Inscription | £131.00 |
| Added Memorial | £131.00 |
| Replacement Memorial | £131.00 |
| All Other Work (i.e cleaning/renovation etc.) | £46.00 |
| Duplicate Permit (to replace lost original) | £12.00 |

*** denotes VAT included**

Book of Remembrance & Memorial Cards

| Book of Remembrance & Memorial Cards | Charges |
|--|---------|
| 2 line entry* | £131.00 |
| 5 line entry* | £165.00 |
| 8 line entry* | £217.00 |
| Simple designs i.e. flowers* | £63.00 |
| Complex design ie service badges/heraldic designs* | £109.00 |

*** denotes VAT included**

Pets (inc Pet Book of Remembrance)

| Pet Burials and Ashes | Charges |
|--|---------|
| 1st Interment inc Exclusive Right of Burial (for 30 years)* | £422.00 |
| 2nd Interment* (for older plots only - check previous burial record) | £217.00 |
| Pet coffin - small* | £151.00 |
| Pet coffin - medium* | £186.00 |
| Pet coffin - large* | £222.00 |
| Cremated remains including plaque* | £195.00 |
| Re-opening for ashes* | £93.00 |
| Prepurchase of Right of Interment for 30 years* | £625.00 |
| Renewal of Exclusive Right of Interment (per unit of 10 years)* | £138.00 |

| Pet Book of Remembrance | Charges |
|----------------------------|---------|
| 2 line entry* | £131.00 |
| 5 line entry* | £165.00 |
| Simple designs ie flowers* | £63.00 |
| Complex design ie animal* | £109.00 |

* denotes VAT included

Memorial Permits

| Memorial Fees | Charges |
|--|---------|
| New Memorial - Lawn, Traditional, Vault & Cremated Remains Sections | £252.00 |
| New Memorial - Babies Sections (for children aged from 24 weeks gestation and up to and including 17 years old this can be claimed via the Child Funeral Fund if within 6 months of funeral) | £131.00 |
| New Memorial - Pets Section* | £131.00 |
| Added Inscription | £131.00 |
| Added Memorial | £131.00 |
| Replacement Memorial | £131.00 |
| All Other Work (i.e cleaning/renovation etc.) | £46.00 |
| Duplicate Permit (to replace lost original) | £12.00 |

* denotes VAT included

Building Control and Public Protection



Building Control charges

New dwellings

| Service | Cost 23/24 | Notes |
|--|------------|--------|
| 1 | £683.33 | ex vat |
| 2 | £900.00 | ex vat |
| 3 | £1,150.00 | ex vat |
| 4 | £1,433.33 | ex vat |
| 5 | £1,708.33 | ex vat |
| Garages and car ports up to 40m ² | £190.00 | ex vat |
| Garages and car ports over 40m ² up to 60m ² | £316.67 | ex vat |
| Extensions up to 10m ² | £383.33 | ex vat |
| Extensions over 10m ² up to 40m ² | £500.00 | ex vat |
| Extensions over 40m ² up to 60m ² | £583.33 | ex vat |
| Extensions over 60m ² up to 80m ² | £641.67 | ex vat |
| Loft Conversions up 40m ² | £420.00 | ex vat |
| Loft Conversion over 40m ² | £525.00 | ex vat |
| Conversion of garage into living accommodation | £270.00 | ex vat |
| Renovation of a thermal element | £145.00 | ex vat |
| Replacement windows | £145.00 | ex vat |
| Installation of wood burner | £195.00 | ex vat |
| Electrical work - (non Competent Persons Scheme) | £400.00 | ex vat |
| Insertion of one supporting beam | £155.00 | ex vat |
| Insertion of two supporting beams | £225.00 | ex vat |
| Insertion of three supporting beams | £280.00 | ex vat |

Total estimated cost of works

| Service | Cost 23/24 | Notes |
|---------------|------------|--------|
| 0 -1000 | £160.00 | ex vat |
| 1,001-2,000 | £225.00 | ex vat |
| 2,001-5,000 | £283.33 | ex vat |
| 5,001-10,000 | £325.00 | ex vat |
| 10,001-15,000 | £370.00 | ex vat |
| 15,001-20,000 | £435.00 | ex vat |
| 20,001-30,000 | £510.00 | ex vat |
| 30,001-40,000 | £580.00 | ex vat |
| 40,001-50,000 | £660.00 | ex vat |

All other charges are worked out on a cost recovery basis.

Land Charges fees

| Service | Cost 23/24 | Notes |
|--|------------|-----------------|
| Standard Official Search (LLC1 and CON29) | £132.00 | partial vat inc |
| Official Certificate of Search (LLC1 only) | £38 | no vat |
| CON29 enquiries | £94.00 | inc vat |
| Standard Official Search (LLC1 and CON29) | £167.00 | partial vat inc |
| Official Certificate of Search (LLC1 only) | £49.00 | no vat |
| CON29 enquiries | £118 | inc vat |

Dog Warden

| Service | Cost 23/24 | Notes |
|-------------------------|------------|--------------|
| Stray dogs (VAT exempt) | £100.00 | per recovery |

Environmental Protection fees

| Service | Cost 23/24 | Notes |
|--------------------------|------------|----------|
| Contaminated land advice | £85.00 | per hour |

Food Safety fees

Training Courses

| Service | Cost 23/24 | Notes |
|---|------------|-------|
| RSPH Level 3 Award in Nutrition for Healthier Food and Special Diets Training per candidate | £252.00 | |
| RSPH Level 2 Award in Nutrition for Healthier Food and Special Diets Training per candidate | £89.00 | |
| RSPH Level 3 Award in Food Hygiene Training per candidate | £252.00 | |
| RSPH Level 2 Award in Food Hygiene Training per candidate | £89.00 | |
| RSPH Level 2 Award in Identifying and Controlling Allergy risks | £89.00 | |
| Exam resit fee | £47.00 | |
| Allergen training | £89.00 | |
| Allergen Essentials training course | £53.00 | |

Food Hygiene

| Service | Cost 23/24 | Notes |
|--|------------|-------|
| Safer Food Better Business Pack (VAT not payable on this product) | £23.00 | |
| Safer Food Better Business - additional Diary Sheets | £13.00 | |
| Production of health certificates - hourly rate | £107.00 | |

Awards

| Service | Cost 23/24 | Notes |
|-----------------------------------|------------|-------|
| Nutrition Award - New Application | £142.00 | |
| Nutrition Award - renewal | £142.00 | |

Food & Trading Standards Business Support

Business Advice and Support

| Service | Cost 23/24 | Notes |
|---|------------|---------|
| New Business Start-up Advice - for 2 hours food safety advice or consultation | £265.00 | inc vat |
| Additional advice and consultancy - hourly rate | £108.00 | inc vat |
| Bite Size - half an hour advice | £54.00 | inc vat |
| FHRS Rescore -business request visit | £194.00 | inc vat |
| FHRS Fast- track - Event catering | £194.00 | inc vat |

Primary Authority

Option 1 - An agreement using standard contract terms with a fixed set up fee and annual renewable fee. Advice is then charged at an hourly rate

| Service | Cost 23/24 | Notes |
|-------------------------------------|------------|------------|
| Initial set up fee | £600.00 | vat exempt |
| Annual Renewal fee | £210.00 | vat exempt |
| Advice and Consultancy- Hourly rate | £85.00 | vat exempt |

Option 2 - An agreement using standard contract terms and a fixed minimum amount of hourly advice, set up fee and an annual renewal fee

| Service | Cost 23/24 | Notes |
|--|------------|------------|
| Initial Set-up fee and 17 hours of advice or consultation - valid for 12 months | £1,800.00 | vat exempt |
| Annual Renewal Fee - including 17 hours of advice and consultation - valid for 12 months | £1,415.00 | vat exempt |
| Additional advice and consultancy - hourly rate | £85.00 | vat exempt |

Travelling to premises outside of B&NES

| Service | Cost 23/24 | Notes |
|---|-----------------|------------|
| Either - hourly rate + mileage charge or public transport costs and accommodation - with prior agreement as appropriate | £85+0.45/mile | vat exempt |
| Verification Sampling Costs - by County Analyst and provision of test certificates | charged at cost | |

Local Air pollution & Prevention Control charges (set by DEFRA)

Initial Application

| Service | Cost 23/24 | Notes |
|--|--|---------|
| Standard Process | £1,650.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |
| Additional Fee for Operating without a Permit | £1,188.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat. |
| Reduced fee activities - Dry Cleaners & PVR I | £155.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |
| PVR I & II (Combined) | £257.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |
| Vehicle Refinishers (VR's) and other reduced fee activities | £362.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |
| Reduced Fee Activities - Additional Fee for Operating without a Permit | £71.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |
| Mobile Crushing Plant - for 1st and 2nd permit | £1,650.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |
| Mobile Crushing Plant - for 3rd, 4th, 5th, 6th and 7th permit | £985.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |

| Service | Cost 23/24 | Notes |
|--|--|--------|
| Mobile Crushing Plant - for 8th and each subsequent permit | £498.00. Where an application is for a combined Part B and waste application, add an extra £310. | ex vat |
| Annual Subsistence | 773 (+104)* | ex vat |
| Standard Process - Low | 1162 (+156)* | ex vat |
| Standard Process - Medium | 1748 (+207)* | ex vat |
| Standard Process - High | £79.00 | ex vat |
| Reduced fee activities - Low | £158.00 | ex vat |
| Reduced fee activities - Medium | £237.00 | ex vat |
| Reduced fee activities - High | £113.00 | ex vat |
| PVR I & II - Low | £226.00 | ex vat |
| PVR I & II - Medium | £341.00 | ex vat |
| PVR I & II - High | £228.00 | ex vat |
| Vehicle Refinishers - Low | £365.00 | ex vat |
| Vehicle Refinishers - Medium | £548.00 | ex vat |
| Vehicle Refinishers - High | £626.00 | ex vat |
| Mobile Crushing Plant - Low 1st and 2nd permit | £1,034.00 | ex vat |
| Mobile Crushing Plant - Medium 1st and 2nd permit | £1,551.00 | ex vat |
| Mobile Crushing Plant - High 1st and 2nd permit | £385.00 | ex vat |
| Mobile Crushing Plant - Low 3rd to 7th permit | £617.00 | ex vat |
| Mobile Crushing Plant - Medium 3rd to 7th permit | £924.00 | ex vat |
| Mobile Crushing Plant - High 3rd to 7th permit | £198.00 | ex vat |
| Mobile Crushing Plant - Low 8th and subsequent permit | £314.00 | ex vat |
| Mobile Crushing Plant - Medium 8th and subsequent permit | £473.00 | ex vat |

| Service | Cost 23/24 | Notes |
|--|------------|--------|
| Mobile Crushing Plant - High 8th and subsequent permit | £52.00 | ex vat |
| Late Payment Fee** | £38.00 | ex vat |

Payment in installments

***the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation. **this applies when an invoice is unpaid for 8 weeks from the date of issue**

Transfer and Surrender

| Service | Cost 23/24 | Notes |
|--|------------|--------|
| Transfer | £169.00 | ex vat |
| Partial transfer | £497.00 | ex vat |
| Surrender: all Part B activities | £0.00 | ex vat |
| Transfer - Reduced fee | £0.00 | ex vat |
| Partial Transfer - reduced fee | £47.00 | ex vat |
| Temporary transfer for mobiles - first transfer | £53.00 | ex vat |
| Temporary transfer for mobiles - repeat transfer | £0.00 | ex vat |
| Temporary transfer for mobiles - following enforcement | £53.00 | ex vat |

| Substantial Changes | Cost 23/24 | Notes |
|---|------------|--------|
| Standard Process | £1,050.00 | ex vat |
| Reduced fee activities - Service Stations, Dry Cleaners, Vehicle Resprayers & WOB | £102.00 | ex vat |
| Standard process where the substantial change results in a new PPC activity. | £1,650.00 | ex vat |

Copy of Register

| Service | Cost 23/24 | Notes |
|----------|------------|--------|
| Basic | £10.00 | ex vat |
| Detailed | £100.00 | ex vat |

Pollution Prevention and Control Act 1999 – LA-IPPC

| Service | Cost 23/24 | Notes |
|--|------------|--------|
| Initial Application | £3,363.00 | ex vat |
| Additional fee for operating without a permit | £1,188.00 | ex vat |
| Annual Subsistence - Low | £1,343.00 | ex vat |
| Annual Subsistence - Medium | £1,507.00 | ex vat |
| Annual Subsistence - High | £2,230.00 | ex vat |
| Late Payment Fee | £52.00 | ex vat |
| Variation | £1,368.00 | ex vat |
| Substantial Variation | £3,363.00 | ex vat |
| Transfer | £235.00 | ex vat |
| Partial transfer | £698.00 | ex vat |
| Surrender ** excludes Environment Agency fee | £698.00 | ex vat |
| Air Quality Information - Enquiries- cost per hour or part thereof | £89.00 | ex vat |

Private Water Supply charges

| Service | Cost 23/24 | Notes |
|--|--|-------|
| Risk Assessment - | £89per hour in time in addition to the actual sampling costs | |
| Sampling (each visit) | £89per hour in time in addition to the actual sampling costs | |
| Investigation (each investigation) | £89per hour in time in addition to the actual sampling costs | |
| Granting an authorisation (each authorisation) | £89per hour in time in addition to the actual sampling costs | |
| Analysing a sample | £89per hour in time in addition to the actual sampling costs | |
| Taken under regulation 10 | £89per hour in time in addition to the actual sampling costs | |
| Taken during check monitoring | £89per hour in time in addition to the actual sampling costs | |
| Taken during audit monitoring | £89per hour in time in addition to the actual sampling costs | |
| Officer time per hour and then part thereof | £89per hour in time in addition to the actual sampling costs | |
| | £89per hour in time in addition to the actual sampling costs | |

Pest Control charges

Commercial Pest

| Service | Cost 23/24 | Notes |
|---|------------|---------|
| Rats | £290.00 | inc vat |
| Mice | £290.00 | inc vat |
| Wasps nest | £145.00 | inc vat |
| additional wasp nest (at time of treatment) | £58.00 | inc vat |
| Carpet Fleas | £353.00 | inc vat |
| Ants (school only) | £172.00 | inc vat |
| Cockroaches | £434.00 | inc vat |
| Cluster Flies - (1 attic only) | £290.00 | inc vat |
| Cluster Flies - (each additional attic) | £58.00 | inc vat |
| Carpet Moths | £353.00 | inc vat |

Domestic Pest

| Service | Cost 23/24 | Notes |
|--|-------------------------|---|
| Rats | £155/£77 | Inc vat. Lower figure is for households on means tested benefit |
| Mice | £155/£77 | Inc vat. Lower figure is for households on means tested benefit |
| Wasps nest | £111/£67 | Inc vat. Lower figure is for households on means tested benefit |
| additional wasps nest (at time of treatment) | £23/£23 | Inc vat. Lower figure is for households on means tested benefit |
| Fleas 1&2 rooms | £204/£102 | Inc vat. Lower figure is for households on means tested benefit |
| Fleas 3&4 rooms | £285/£142 | Inc vat. Lower figure is for households on means tested benefit |
| Fleas 5 rooms | £413/£208 | Inc vat. Lower figure is for households on means tested benefit |
| Fleas 6-10 rooms | £470/£235 | Inc vat. Lower figure is for households on means tested benefit |
| Cockroaches | £204/£102 | Inc vat. Lower figure is for households on means tested benefit |
| Cluster Flies | £204/£103 | Inc vat. Lower figure is for households on means tested benefit |
| Carpet moths1-2rms | £204/£104 | Inc vat. Lower figure is for households on means tested benefit |
| Carpet moths3-4rms | £285/£142 | Inc vat. Lower figure is for households on means tested benefit |
| Carpet moths 5 rms | £413/£208 | Inc vat. Lower figure is for households on means tested benefit |
| Carpet moths 6-10rms | £470/£235 | Inc vat. Lower figure is for households on means tested benefit |
| Call out fee if no treatment takes place | £67/£67 | Inc vat. Lower figure is for households on means tested benefit |
| Commercial contract prices | £39 per hour Page 50 | plus vat |

Trading Standards fees

Metrology

PLEASE NOTE THAT SOME CHARGES MAY REQUIRE THE ADDITION OF VAT. CHECK WITH OFFICERS PRIOR TO WORK BEING UNDERTAKEN

Charges for BATH & NORTH EAST SOMERSET COUNCIL trading standards (Charges follow the ACTSO national cost guidance structure or South Glos fees where available).

| Licence or Service | Guide Time (hrs) | Charge |
|---|------------------|------------------------------------|
| Weighbridge Operators Certificate | | £63 |
| Petrol Pump Verification (if South Gloucestershire not available) | | £154.5 (+VAT) per officer per hour |
| Minimum visit charge shall apply where a visit has to be made to a premises to carry out any of the functions below regardless of the nature or amount of work requested or completed. | 1 | £154.5 (+VAT) per officer per hour |
| HOURLY RATE | | £154.5 (+VAT) per officer per hour |
| Visits carried out partly or entirely outside of normal office hours may incur a surcharge of 50% of the standard fee or standard hourly rate, per officer per hour. | | |
| Minimum charge of one half hours officer work for all services performed at a Council Metrology facility. | 0.5 | £77.25 |

Weights

| Licence or Service | Guide Time (hrs) | Charge |
|---------------------------------|------------------|-------------------------------------|
| Weights (Per individual Weight) | 0.12 | £154.5 (+VAT) per officer per hour |
| Adjustment of Weights | | £154.50 (+VAT) per officer per hour |

Measures

| Licence or Service | Guide Time (hrs) | Charge |
|---|------------------|------------------------------------|
| Linear measures not exceeding 3m or for each scale | 0.14 | £154.5 (+VAT) per officer per hour |
| Capacity measures without divisions not exceeding 1 litre | 0.14 | |
| Liquid capacity measures for making up and checking average quantity packages | 0.34 | |
| Templets | | |
| (a) Per scale - first item | 0.55 | |
| (b) Second and subsequent items | 0.23 | |

Non-automatic weighing instruments

| Licence or Service | Guide Time (hrs) | Charge |
|--|------------------|------------------------------------|
| Not exceeding 1 tonne | 1.25 | £154.5 (+VAT) per officer per hour |
| Exceeding 1 tonne to 10 tonnes | 2 | £154.5 (+VAT) per officer per hour |
| Exceeding 10 tonnes | 4 | £154.5 (+VAT) per officer per hour |
| A charge to cover any additional costs involved in testing instruments incorporating remote display or printing facilities based on the above fee plus additional costs at an hourly rate. | | £154.5 (+VAT) per officer per hour |
| Where weights are supplied by South Gloucestershire the cost of any van hire incurred will be charged. | | £154.5 (+VAT) per officer per hour |

Liquid Fuel Dispensers

| Licence or Service | Guide Time (hrs) | Charge |
|--|------------------|------------------------------------|
| 1st meter tested on site | 1.5 | £154.5 (+VAT) per officer per hour |
| All other meters tested | 0.75 | £154.5 (+VAT) per officer per hour |
| Charge to cover any additional costs involved in testing ancillary equipment that requires additional testing on site based on basic fee as above plus additional costs at an hourly rate. | | £154.5 (+VAT) per officer per hour |

Hours accrued outside of normal working hours (8:30 -5pm Monday to Friday - not including Bank Holidays) may incur surcharge of 50% of the standard fee or standard hourly rate , per officer per hour.

Meter-measuring systems

| Licence or Service | Guide Time (hrs) | Charge |
|--|------------------|------------------------------------|
| (a) Wet hose type with two testing liquids | 3 | £154.5 (+VAT) per officer per hour |
| (b) Dry hose type with two testing liquids | 3.25 | £154.5 (+VAT) per officer per hour |
| (c) Dual hose wet/dry | 4 | £154.5 (+VAT) per officer per hour |
| (d) Standard temperature accounting | 0.5 | £154.5 (+VAT) per officer per hour |
| (e) Measure check (non ACTSO) | | £154.5 (+VAT) per officer per hour |

Reference meters

| Licence or Service | Guide Time (hrs) | Charge |
|--|------------------|------------------------------------|
| (a) Wet hose type with two testing liquids | 3 | £154.5 (+VAT) per officer per hour |
| (b) Dry hose type with two testing liquids | 3.25 | £154.5 (+VAT) per officer per hour |
| (c) Dual hose wet/dry | 4 | £154.5 (+VAT) per officer per hour |

Miscellaneous

The charges for examining, adjusting, testing, certifying, stamping, authorising or reporting of special weighing or measuring equipment is charged at the officer hourly rate at the place where the service is provided. Such types of equipment, specifically:

| Licence or Service | Guide Time (hrs) | Charge |
|--|------------------|------------------------------------|
| Automatic or totalising weighing machines. | | £154.5 (+VAT) per officer per hour |
| Equipment designed to weigh loads in motion. | | £154.5 (+VAT) per officer per hour |
| Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence. | | £154.5 (+VAT) per officer per hour |
| Weighing or measuring equipment tested by means of statistical sampling. | | £154.5 (+VAT) per officer per hour |
| The establishment of calibration curves from templets. | | £154.5 (+VAT) per officer per hour |
| Templets graduated in millilitres. | | £154.5 (+VAT) per officer per hour |

Certificates

| Licence or Service | Guide Time (hrs) | Charge |
|--|------------------|------------------------------------|
| Calibration certificate (when not normally supplied) | 0.25 | £154.5 (+VAT) per officer per hour |
| Duplicate certificate | 0.25 | £154.5 (+VAT) per officer per hour |

Abortive Visits

| Licence or Service | Guide Time (hrs) | Charge |
|--|------------------|------------------------------------|
| Abortive site visits (Non ACTSO) (Only charged after written warning). | | £154.5 (+VAT) per officer per hour |

Out of area charge

| Licence or Service | Guide Time (hrs) | Charge |
|---|------------------|------------------------------------|
| Vehicle mileage rate (+8p/mile when towing) | | 45p/mile |
| ½ day | 3.5 | £154.5 (+VAT) per officer per hour |
| ¾ day | 5.25 | £154.5 (+VAT) per officer per hour |
| 1 day | | £154.5 (+VAT) per officer per hour |

Explosives

New Application

| Storage between 0 and 250kg | Set by statutory instrument |
|-----------------------------|-----------------------------|
| 1 year | £111.00 |
| 2 years | £144.00 |
| 3 years | £177.00 |
| 4 years | £211.00 |
| 5 years | £243.00 |

Renewal

| Storage between 0 and 250kg | Set by statutory instrument |
|-----------------------------|-----------------------------|
| 1 year | £55.00 |
| 2 years | £88.00 |
| 3 years | £123.00 |
| 4 years | £155.00 |
| 5 years | £189.00 |

Miscellaneous fees

| Storage between 0 and 250kg | Set by statutory instrument |
|-----------------------------|-----------------------------|
| Vary Name & Address | £37.00 |
| Transfer Licence | £37.00 |
| Replacement Licence | £37.00 |
| Other variation | £55.00 per officer per hour |

Fireworks:

| Fireworks Licence | Charge |
|--|---------|
| Licence for the year round selling of fireworks - 1 January to 31 December | £500.00 |

Petroleum Storage:

| Petroleum Storage Licence | Charge |
|---|------------------------------|
| Storage up to 2,500 litres | £45.00 |
| Storage between 2,500 and 50,000litres | £61.00 |
| Storage over 50,000litres | £128.00 |
| Supply of information on Petroleum storage sites. | £140.00 per officer per hour |

Trading Standards Buy with Confidence fees

Buy with Confidence membership - Existing Members pre April 2016 *
all prices excluding VAT

| Buy with Confidence Membership (existing members) | Charge |
|---|---------|
| Sole trader - No employees | £132.00 |
| 1-5 employees | £195.00 |
| 6-15 employees | £255.00 |
| 16+ employees | £325.00 |

Buy with Confidence Membership - National Scheme - New Members from 01/04/2016

| Buy with Confidence categories | Charge |
|--|---------|
| Initial Application Fee (waived from 1/4/2022 - B&NES only) | FREE |
| Sole trader - No employees (B&NES rate diverging from national scheme) | £132.00 |
| 1-5 employees | £270.00 |
| 6-20 employees | £405.00 |
| 21-50 employees | £540.00 |
| 50+ employees | POA |

Buy with Confidence + Care membership* all prices excluding VAT

Initial Application Fees

| Buy with Confidence plus care membership categories | Charge |
|--|---------|
| Less than £1,000,000 turnover (based on last 2 years) | £125.00 |
| £1,000,000 - £5,000,000 Average Annual Turnover (based on last 2 years) | £167.00 |
| £5,000,000 to £10,000,000 Average Annual Turnover (based on last 2 years) | £208.00 |
| £10,000,000 to £50,000,000 Average Annual Turnover (based on last 2 years) | £300.00 |
| Over £50,000,000 Average Annual Turnover (based on last 2 years) | POA |

Annual Fees

| Buy with Confidence Annual Fees categories | Charge |
|--|-----------|
| Less than £1,000,000 turnover (based on last 2 years) | £250.00 |
| £1,000,000 - £5,000,000 Average Annual Turnover (based on last 2 years) | £542.00 |
| £5,000,000 to £10,000,000 Average Annual Turnover (based on last 2 years) | £708.00 |
| £10,000,000 to £50,000,000 Average Annual Turnover (based on last 2 years) | £1,000.00 |
| Over £50,000,000 Average Annual Turnover (based on last 2 years) | POA |

Licensing Charges

Animals

| Licence Activity | Statutory fee | 23/24 fee |
|--------------------------------|---------------|-----------|
| New | No | £534.00 |
| Renewal | No | £405.00 |
| Maintenance (Annual Fee) | No | £127.00 |
| Mid Term Inspection | No | £118.00 |
| Variation | No | £136.00 |
| DWA - New | No | £348.00 |
| DWA - Maintenance (Annual Fee) | No | £131.00 |
| Zoo - New | No | £1,236.00 |
| Zoo - Renewal | No | £1,019.00 |
| Zoo - Maintenance | No | £532.00 |
| All - Replacement Licence | No | £10.50 |
| All - Pre-Application Advice | No | £80.00 |
| All - Checking Service | No | £33.00 |

Gambling

| Licence Activity | Statutory fee | 23/24 fee |
|--|---------------|-----------|
| Casino licence | No | £8,000.00 |
| Casino - Maintenance (Annual Fee) | No | £46.00 |
| Club Machines - New | Yes | £200.00 |
| Club Machines - Variation | Yes | £100.00 |
| Club Machines - Transfer | Yes | £25.00 |
| Club Machines - Change of Name | Yes | £25.00 |
| Club Machines - Copy of Permit | Yes | £15.00 |
| Club Machines - Maintenance | Yes | £50.00 |
| Lottery - Applications | Yes | £40.00 |
| Lottery - Maintenance (Annual Fee) | Yes | £20.00 |
| Premises - New | No | £316.00 |
| Premises - Variation | No | £316.00 |
| Premises - Transfer | No | £191.00 |
| Premises - Maintenance (Annual Fee) | No | £91.00 |
| Pub Machines - New | Yes | £200.00 |
| Pub Machines - Variation | Yes | £100.00 |
| Pub Machines - Transfer | Yes | £25.00 |
| Pub Machines - Change of Name | Yes | £25.00 |
| Pub Machines - Copy of Permit | Yes | £15.00 |
| Pub Machines - Maintenance-Notifications | Yes | £0.00 |
| Pub Machines - Maintenance-Permits | Yes | £50.00 |
| Occasional Use Licence | Yes | £0.00 |

| Licence Activity | Statutory fee | 23/24 fee |
|------------------------------|---------------|-----------|
| Temporary Use Licence | Yes | £85.00 |
| All - Pre-Application Advice | No | £80.00 |
| All - Checking Service | No | £33.00 |

Liquor

| Licence Activity | Satutory fee | 23/24 fee |
|-------------------------------------|--------------|--|
| Premises - New | Yes | banded on size - please request charge |
| Premises - Variation | Yes | banded on size - please request charge |
| Premises - Transfer | Yes | £23.00 |
| Premises - DPS Variation | Yes | £23.00 |
| Premises - DPS Removal | Yes | £23.00 |
| Premises - Minor Variation | Yes | £89.00 |
| Premises - Change of Details | Yes | £10.50 |
| Premises - Replacement Licence | Yes | £10.50 |
| Premises - Provisional Statement | Yes | £315.00 |
| Premises - Notification of Interest | Yes | £21.00 |
| Premises - Interim Authority Notice | Yes | £23.00 |
| Premises - Maintenance (Annual Fee) | Yes | banded on size - please request charge |
| Premises - Review | Yes | £0.00 |
| Premises - Pre-Application Advice | No | £80.00 |
| Premises - Checking Service | No | £33.00 |
| Club - New | Yes | banded on size - please request charge |
| Club - Variation | Yes | banded on size - please request charge |

| Licence Activity | Satutory fee | 23/24 fee |
|-----------------------------------|--------------|--|
| Club - Change of Details | Yes | £10.50 |
| Club - Replacement Certificate | Yes | £10.50 |
| Club - Notification of Interest | Yes | £21.00 |
| Club - Interim Authority Notice | Yes | £23.00 |
| Club - Maintenance (Annual Fee) | Yes | banded on size - please request charge |
| Club - Review | Yes | £0.00 |
| Club - Pre-Application Advice | No | £80.00 |
| Club - Checking Service | No | £33.00 |
| Personal - New | Yes | £37.00 |
| Personal - Change of Details | Yes | £10.50 |
| Personal - Replacement Licence | Yes | £10.50 |
| Personal - Maintenance | Yes | £0.00 |
| Personal - Pre-Application Advice | No | £80.00 |
| Personal - Checking Service | No | £33.00 |
| Temporary Event Notice TEN - New | Yes | £21.00 |
| TEN - Replacement | Yes | £10.50 |
| TEN - Maintenance | Yes | £0.00 |
| TEN - Pre-Application Advice | No | £80.00 |
| TEN - Checking Service | No | £33.00 |

Pavement Licence

| Licence Activity | Statutory fee | 23/24 fee |
|------------------------|---------------|-----------|
| Application | Yes | £100.00 |
| Maintenance (no fee) | No | £0.00 |
| Replacement Licence | No | £10.50 |
| Pre-Application Advice | No | £80.00 |
| Checking Service | No | £33.00 |

Street Trading

| Licence Activity | Statutory fee | 23/24 fee |
|--|---------------|-----------|
| Individual Trader - New (including consultation) | No | £390.00 |
| Individual Trader - Renewal | No | £33.00 |
| Individual Trader - Maintenance | No | £2,993.00 |
| Individual Trader - Variation | No | £65.00 |
| Individual Trader - Consultation (NEW FEE) | No | £130.00 |
| Market Organiser - New | No | £390.00 |
| Market Organiser - Renewal | No | £33.00 |
| Market Organiser - Maintenance | No | £2,786.00 |
| Market Organiser - Variation | No | £65.00 |
| Market Organiser - Consultation (NEW FEE) | No | £130.00 |
| Christmas Market - New | No | £390.00 |
| Christmas Market - Renewal | No | £33.00 |
| Christmas Market - Maintenance | No | £6,354.00 |
| Christmas Market - Variation | No | £65.00 |

| Licence Activity | Statutory fee | 23/24 fee |
|---|---------------|-----------|
| Christmas Market - Consultation (NEW FEE) | No | £130.00 |
| Busker - New | No | £65.00 |
| Busker - Renewal | No | £33.00 |
| Busker - Maintenance | No | £0.00 |
| Mobile Artist - New | No | £65.00 |
| Mobile Artist - Renewal | No | £33.00 |
| Mobile Artist - Maintenance | No | £0.00 |
| All - Badge Fee | No | £12.50 |
| All - Replacement Licence | No | £10.50 |
| All - Pre-Application Advice | No | £80.00 |
| All - Checking Service | No | £33.00 |

Tables and Chairs

| Licence Activity | Statutory fee | 23/24 fee |
|------------------------|---------------|-----------|
| Application | No | £103.00 |
| Maintenance | No | £75.00 |
| Transfer | No | £48.00 |
| Replacement Licence | No | £10.50 |
| Pre-Application Advice | No | £80.00 |
| Checking Service | No | £33.00 |

Taxi Drivers

| Licence Activity | Statutory fee | 23/24 fee |
|------------------------|---------------|-----------|
| New | No | £534.00 |
| Renewal | No | £236.00 |
| Language Test | No | £74.00 |
| Knowledge Retest | No | £59.00 |
| Paper DBS | No | £74.00 |
| Chargeable Admin | No | £0.00 |
| Driver HC Enforcement | No | £0.00 |
| Driver PH Enforcement | No | £0.00 |
| Maintenance | No | £0.00 |
| Replacement Licence | No | £10.50 |
| Pre-Application Advice | No | £80.00 |
| Checking Service | No | £33.00 |

Taxi Vehicles (inc. Operators)

| Licence Activity | Statutory fee | 23/24 fee |
|------------------------------|---------------|-----------|
| HC - New (Zone 1) | No | £72.00 |
| HC - New (Zone 2) | No | £47.00 |
| HC - Renewal (Zone 1) | No | £141.00 |
| HC - Renewal (Zone 2) | No | £115.00 |
| HC - Change of Vehicle | No | £47.00 |
| HC - Proprietorship Transfer | No | £30.00 |
| HC - Maintenance | No | £0.00 |

| Licence Activity | Statutory fee | 23/24 fee |
|-----------------------------------|---------------|-----------|
| HC - Roof Sign | No | £115.00 |
| HC - Replacement Licence | No | £10.50 |
| HC - Pre-Application Advice | No | £80.00 |
| HC - Checking Service | No | £33.00 |
| PH - New | No | £47.00 |
| PH - Renewal | No | £114.00 |
| PH - Change of Vehicle | No | £47.00 |
| PH - Proprietorship Transfer | No | £30.00 |
| PH - Maintenance | No | £0.00 |
| PH - Roof Sign | No | £66.00 |
| PH - Replacement Licence | No | £10.50 |
| PH - Pre-Application Advice | No | £80.00 |
| PH - Checking Service | No | £33.00 |
| Operator - New | No | £217.00 |
| Operator - Renewal | No | £217.00 |
| Operator - Maintenance | No | £30.00 |
| Operator - Replacement Licence | No | £10.50 |
| Operator - Pre-Application Advice | No | £80.00 |
| Operator - Checking Service | No | £33.00 |

Other Licences

| Licence Activity | Statutory fee | 23/24 fee |
|---|---------------|--|
| Caravans - Applications | No | £330.00 |
| Caravans - Maintenance | No | £131.00 |
| Charity - House to House | Yes | £0.00 |
| Charity - Street Collections | Yes | £0.00 |
| Hypnotism - Applications | No | £59.00 |
| Hypnotism - Maintenance | No | £30.00 |
| Film Classification - Applications | No | £177.00 |
| Film Classification - Maintenance | No | £30.00 |
| Fireworks (Set Periods) - New | Yes | banded on size - please request charge |
| Fireworks (Set Periods) - Renewal | Yes | banded on size - please request charge |
| Fireworks (Set Periods) - Maintenance | Yes | £0.00 |
| Fireworks (All Year) - New | No | £64.00 |
| Fireworks (All Year) - Renewal | No | £70.00 |
| Fireworks (All Year) - Maintenance | No | £6.00 |
| Mobile Home Fit & Proper Person - Application | No | £0.00 |
| Mobile Home Fit & Proper Person - Maintenance | No | £0.00 |
| Petrol - Applications | Yes | banded on size - please request charge |
| Petrol - Maintenance | Yes | £0.00 |
| Piercing - Applications | No | £205.00 |
| Piercing - Maintenance | No | £7.00 |
| Promotional Pitches | No | £80.00 |

| Licence Activity | Statutory fee | 23/24 fee |
|--|---------------|-----------|
| Scrap Metal - New | No | £170.00 |
| Scrap Metal - Renewal | No | £170.00 |
| Scrap Metal - Variation | No | £170.00 |
| Scrap Metal - Change of Details | No | £30.00 |
| Scrap Metal - Maintenance | No | £295.00 |
| Scrap Metal - Maintenance (Unlicensed) | No | £0.00 |
| Sex - New | No | £1,182.00 |
| Sex - Renewal | No | £82.00 |
| Sex - Maintenance | No | £177.00 |
| All - Replacement Licence | No | £10.50 |
| All - Pre-Application Advice | No | £80.00 |
| All - Checking Service | No | £33.00 |

Fees Not On Time Recording Separately

| Licence Activity | Statutory fee | 23/24 fee |
|---------------------------------------|---------------|-----------|
| Business Advice and Support (Pre-App) | No | £80.00 |
| Checking Service | No | £33.00 |
| Replacement Licence | No | £10.50 |
| Office Administration Fee | No | £56.00 |

Business Waste Collection Service



2023-2024 Bin Costs

Business Waste Prices (No VAT)

Recycling materials: Paper & cardboard (mixed or separated)

| Container | Cost 2023/24 |
|---|--------------|
| 240 litre wheeled bin | £5.20 |
| 360 litre wheeled bin | £5.45 |
| 660 litre wheeled bin | £6.75 |
| 1100 litre wheeled bin | £9.55 |
| Sack (minimum order 20) | £2.15 |
| Stickers for cardboard bundles (minimum order 20) | £2.15 |

Recycling Materials: Cans & Plastics (mixed or separated)

| Container | Cost 2023/24 |
|-------------------------|--------------|
| 240 litre wheeled bin | £5.20 |
| 360 litre wheeled bin | £5.45 |
| 660 litre wheeled bin | £6.75 |
| 1100 litre wheeled bin | £9.55 |
| Sack (minimum order 20) | £2.15 |

Recycling Materials: Glass bottles & Jars

| Container | Cost 2023/24 |
|-----------------------|--------------|
| 240 litre wheeled bin | £5.20 |
| 360 litre wheeled bin | £5.45 |

Recycling Materials: Food

| Container | Cost 2023/24 |
|-----------------------|--------------|
| 140 litre wheeled bin | £9.25 |

Rubbish/General Waste

| Container | Cost 2023/24 |
|-------------------------|--------------|
| 240 litre wheeled bin | £7.95 |
| 360 litre wheeled bin | £9.30 |
| 660 litre wheeled bin | £16.10 |
| 1100 litre wheeled bin | £21.65 |
| Sack (minimum order 50) | £3.05 |

Waste



Garden Waste Collection Service

| Description of Service | Fees 2023/24 |
|--------------------------------|--------------|
| Garden waste bin annual charge | £52.25 |
| Garden waste bin delivery | £3.35 |
| Garden waste sack (each) | £3.30 |

Large Item Collection Service

| Description of Service | Fees 2023/24 |
|--------------------------|--------------|
| Collection of 1-3 items | £34.25 |
| Collection of 4-6 items | £59.90 |
| Collection of 7-10 items | £74.70 |

A 50% discount is given on the above prices for those residents in receipt of receive Council Tax Benefit, Housing Benefit, Disability Living Allowance, or you are a student.

Replacement black wheeled bin

| Description of Service | Fees 2023/24 |
|---|--------------|
| Replacement of lost, stolen, vandalised or misused black wheeled bins | £20.93 |

Business Waste Clinical Waste Sacks

Historical Service no longer available to new customers

| Description of Service | Fees 2023/24 |
|------------------------|--------------|
| Clinical waste sack | £2.57 |

Public Weighbridge Facility

| Description of Service | Fees 2023/24 |
|------------------------|--------------|
| Vehicles up to 7.5t | £6.14 |
| Vehicles 7.5t - 16.25t | £9.15 |
| Vehicles over 16.25t | £11.54 |

Business Waste Transfer Station Charges

| Description of Service | Fees 2023/24 |
|--|--------------|
| Unsorted waste at weighbridge per tonne | £184.58 |
| Unsorted waste minimum charge 0.5 tonnes | £92.29 |
| Sorted recycling including wood at weighbridge per tonne | £103.33 |
| Sorted recycling including wood at weighbridge minimum charge 0.5 tonnes | £51.67 |
| Sorted recycling (with no wood) at weighbridge per tonne | £80.00 |
| Sorted recycling (with no wood) at weighbridge minimum charge 0.5 tonnes | £40.00 |
| Loads containing upholstered domestic seating | £284.50 |
| Mattress Single | £20.30 |
| Mattress Double | £25.57 |

The transfer station charges may need to increase during the financial year due to external market conditions.

City and Town Centre Management



Events on Council Owned Land

Landhire - Heritage or prime location parks

| Service | Cost 23/24 | Cost 24/25 |
|---|------------|------------|
| Royal Crescent Lower Lawn | £4,429.00 | 4650.00 |
| PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square | £1,528.00 | 1604.00 |
| OFF-PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square | £1,146.00 | 1204.00 |
| PEAK Charity (Heritage Parks and prime city centre location) 39% of the new commercial hire rate | £764.00 | 802.00 |
| OFF-PEAK Charity (Heritage Parks and prime city centre location) 39% of the new commercial hire rate | £573.00 | 602.00 |
| Commercial (All other parks and open spaces in B&NES, eg Sydney Gardens, Henrietta Park, Alexandra Park, Beazers Maze, Firs Field, Brickfields Park, Green Park, Kensington Meadows, Lansdown, Keynsham Memorial Park) | £556.00 | 584.00 |
| Charity (All other parks and open spaces in B&NES) | £278.00 | 292.00 |
| Pigeon Park (Flat Rate per day) | £273.00 | 287.00 |

Other costs

| Service | Cost 23/24 | Cost 24/25 |
|--|------------|------------|
| Boules bookings per terrain (Queen Square) | £26.00 | £27.00 |
| Fitness Trainer Fees, unlimited use - 12 months | £600.00 | £600.00 |
| Fitness Trainer Fees, unlimited use - 6 months | £450.00 | £450.00 |
| Fitness Trainer Fees, unlimited use - 3 months | £300.00 | £300.00 |
| Fitness Trainer Fees, Application Administration Fee per renewal | £83.00 | £83.00 |

| Service | Cost 23/24 | Cost 24/25 |
|--|--|--|
| Forest Schools | £27.00 admin plus £6.00 per session or £101 pa | £28.00 admin plus £7.00 per session or £102 pa |
| Power (utilities electricity/gas) per day | £24.50 | £25.70 |
| Water (per day if not meter read) | £24.50 | £25.70 |
| Land Security Bond | £500-2000 | £500 - £2500 |
| Council Officer requiring to attend an Event | £89 per hour | £93 per hour |
| Event Administration Fee - One off Events | £83.00 | £90.00 |
| Event Administration Fee for NEW Major Events | £165.00 | £170.00 |
| Event Administration Fee - Multiple Events within one financial year | £165.00 | £170.00 |

Film Office

Admin fee for filming on the highway

| Service | Cost 23/24 |
|----------|------------|
| 1 to 10 | £65.00 |
| 11 to 19 | £120.00 |
| 20+ | POA |

Admin fee for filming in a park or open space

| Service | Cost 23/24 |
|---------------------------------------|------------|
| 1 to 10 | £100.00 |
| 11+ | POA |
| Admin fee for arranging drone filming | £100.00 |

Other Fees

| Service | Cost 23/24 |
|-----------------------|------------|
| Recces | £100.00 |
| Officer in attendance | £100.00 |

Location Fees

| Area | Cost 23/24 |
|---|------------|
| Unit Base - Lansdown Playing Fields North - Car Park only | £400.00 |
| Unit Base - Lansdown Playing Fields North - Car Park plus field | £600.00 |
| Roman Baths and Guildhall | POA |
| Culverhay School | POA |

Emergency Planning/CCTV

| Service | Cost 23/24 |
|--|------------|
| CCTV Requests From Insurance Companies | £90 |
| Emergency Planning/Event Multi-Agency Control Room | £1000 |

Bath Christmas Market

Catering and Bars

| Description of Service | 2023/2024 (5% increase based on 2023/24) |
|--|---|
| Zone 1: 1 x large catering chalet | £22,050 plus VAT for 18 days |
| Zone 1: 1 x medium catering chalet | £7,875 plus VAT for 18 days |
| Zone 1: 1 x small catering chalet | £5,500 plus VAT for 18 days |
| Zone 2: 1 x large catering chalet | £16,800 plus VAT for 18 days |
| Zone 2: 1 x medium catering chalet | £6,500 plus VAT for 18 days |
| Zone 2: 1 x small catering chalet | £3,000 plus VAT for 18 days |
| Zone 1: 1 x mobile catering pitch (bicycle or cart only) | £1,260 plus VAT for 18 days |
| Zone 2: 1 x mobile catering pitch (bicycle or cart only) | £850 plus VAT for 18 days |
| Zone 3: 1 x mobile catering pitch (bicycle or cart only) | £500 plus VAT for 18 days |
| Zone 3: 1 x large catering chalet | £4,200 plus VAT for 18 days |
| Zone 3: 1 x small catering chalet | £2,000 plus VAT for 18 days |
| Zone 1: 1 x mobile catering vehicle (under 5m in length) | £2,500 plus VAT for 18 days |
| Zone 2: 1 x mobile catering vehicle (under 5m in length) | £1,650 plus VAT for 18 days |
| Zone 3: 1 x mobile catering vehicle (under 5m in length) | £1,200 plus VAT for 18 days |
| Zone 1: 1 x mobile bar vehicle (under 5m in length): | £3,000 plus VAT for 18 days |
| Zone 2: 1 x mobile bar vehicle (under 5m in length) | £2,500 plus VAT for 18 days |

| Description of Service | 2023/2024 (5% increase based on 2023/24) |
|---|---|
| Zone 3: 1 x mobile bar vehicle (under 5m in length) | £1,650 plus VAT for 18 days |
| Fridge space hire: 1 x pallet for 18 days | £150 plus VAT |

All areas Additional temporary power:

| Service | Cost 23/24 |
|---------------------------|---------------------------|
| 16amp single phase supply | £180 plus VAT for 18 days |
| 32amp single phase supply | £200 plus VAT for 18 days |
| 32amp three phase supply | £280 plus VAT for 18 days |

Retail Chalets and on site services

| Description of Service | 2023/2024 (5% increase based on 2023/24) |
|------------------------|---|
| All areas PAT testing | £7 per item plus VAT |
| All areas heater hire | £90.00 for 18 days plus Vat (£5 per day) |

All areas Pitch request fee:

| Description of Service | 2023/2024 (5% increase based on 2023/24) |
|--|---|
| Zone 1 | £250 plus VAT |
| Zone 2 | £200 plus VAT |
| Zone 3 | £150 plus VAT |
| All areas storage space hire: 1 x pallet | £150 plus VAT for 18 days |
| Zone 1: Corner Chalet | £4,000 +VAT for 18 days |
| Zone 1: Countertop Chalet | £3,250 +VAT for 18 days |
| Zone 1: Barn Door Chalet | £3,250 +VAT for 18 days |
| Zone 2: Corner Chalet | £3,685 +VAT for 18 days |
| Zone 2: Countertop Chalet | £2,929+VAT for 18 days |

| Description of Service | 2023/2024 (5% increase based on 2023/24) |
|--|---|
| Zone 2: Barn Door Chalet | £2,929 +VAT for 18 days |
| Zone 3: Barn Door Chalet | £1,890 +VAT for 18 days |
| Short Term Let Barn Door Chalet 7 days | £1,264 +VAT |
| Short Term Lets Barn Door Chalet 11 days | £1,986 +VAT |
| Small business carts all Zones: Monday to Thursday | £125 +VAT for 4 days |
| Small business carts all Zones: Friday to Sunday | £155 +VAT for 3 days |

| Managed coach drop off/pick up and parking | Service | Cost |
|--|---------------|-------|
| Monday | Cost per seat | £1.10 |
| Tuesday | Cost per seat | £1.10 |
| Wednesday | Cost per seat | £1.40 |
| Thursday | Cost per seat | £1.40 |
| Friday | Cost per seat | £1.40 |
| Saturday | Cost per seat | £1.65 |
| Sunday | Cost per seat | £1.65 |

| Service | Cost 23/24 |
|-----------------------|------------|
| Rides and Attractions | £2,200.00 |

| Service | Cost 23/24 |
|---------------------------------------|------------|
| Sponsorship and funding contributions | POA |

| Service | Cost 23/24 |
|----------------------------------|------------|
| Online advertising and web sales | POA |

Clean Air Zone



Clean Air Zone

| Service | Cost 23/24 | Notes |
|---|------------|-------|
| PHGV | £100.00 | |
| Trucks and Lorries (N2 & N3) | £100.00 | |
| Taxis (M1 & M2) | £9.00 | |
| Buses and coaches (M3) | £100.00 | |
| Minibuses (M2) | £9.00 | |
| Van, light goods vehicle, pick-ups and some campervans and four-by-fours (N1) | £9.00 | |

Highways Commuted Sums



Highways 2023 to 2024 Commuted Sums

| Feature | Units | 2023 to 24 |
|--|--------------|--|
| High Friction or Coloured Surfacing | Square Metre | £100.11 |
| Knee rail fencing | Linear Metre | £31.28 |
| SuDS Each Site specific quotation | Each | Site specific quotation |
| Soakaways | Each | £6,256.60 |
| Petrol & Oil interceptors | Each | £6,256.60 |
| Combined kerb drainage systems | Linear Metre | £18.77 |
| Trees | Each | £375.40 |
| Structures | Each | Site specific quotation (120 years) |
| Illuminated street furniture | Each | £488.01 |
| Signalised junction connected to Fibre | Each | £91,993.00 |
| Signalised junction connected to 4G | Each | £88,371.00 |
| Signalised crossing connected to Fibre | Each | £34,361.00 |
| Signalised crossing connected to 4G | Each | £36,659.00 |
| ANPR and CCTV systems | Each | Site specific quotation (120 years) |
| Bollards | Each | Site specific quotation (120 years) |

Highways Delivery



Permanent Traffic Regulation Orders

| Service | Cost 23/24 |
|---|----------------------|
| Permanent Traffic Regulation Orders for developers | £4,780 |
| H markings | £274 |
| H markings - additional cost for use of different road marking in winter months | Add 25% to fee above |

Street Works Permit Fees

| Service | Cost 23/24 |
|--|------------|
| Major (Provisional Advance Authorisation) - category 0, 1 & 2 & all traffic sensitive streets | £42 |
| Major (Provisional Advance Authorisation) - category 3 & 4 & all non-traffic sensitive streets | £30 |
| Major - category 0, 1 & 2 & all traffic sensitive streets | £96 |
| Major - category 3 & 4 & all non-traffic sensitive streets | £60 |
| Standard - category 0, 1 & 2 & all traffic sensitive streets | £52 |
| Standard - category 3 & 4 & all non-traffic sensitive streets | £30 |
| Minor - category 0, 1 & 2 & all traffic sensitive streets | £26 |
| Minor - category 3 & 4 & all non-traffic sensitive streets | £18 |
| Immediate - category 0, 1 & 2 & all traffic sensitive streets | £24 |
| Immediate - category 3 & 4 & all non-traffic sensitive streets | £16 |
| Permit variation - category 0, 1 & 2 & all traffic sensitive streets | £18 |
| Permit variation - category 3 & 4 & all non-traffic sensitive streets | £14 |

Temporary Traffic Regulation Notices

| Service | Cost 23/24 |
|--|-------------------------------|
| Section 14 Road Closure Notice (planned works) - fees & adverts | £1,486 |
| Section 14 Road Closure Notice (planned works) - late submission fee | £286 |
| Section 14 Road Closure Notice (planned works) - amendment fee | £114 |
| Section 16a Street Closures 1 to 6 roads - fee & advert charge | £177 plus advert charge |
| Section 16 a Street Closure more than 6 roads - fee & advert charge | £348 plus advert charge |
| Community Street Party | £0 |
| Playing Out Scheme | £0 |
| Emergency Notice | £264 |
| Town Police Clauses Act Street Closures (processions, crowds etc.) | £180 non charity £139 charity |

Traffic signals

| Service | Cost 23/24 |
|---|-----------------------|
| Permanent Traffic Signal switch on/off charge | £391 |
| Permanent Traffic Signals switch on/off cahnge - out of hours additional charge (if switch-off at weekends or 18.00 - 08.00 weekdays) | 20% additional charge |
| Permanent Traffic Signal switch on/off additional admin fee | £33 |
| Permanent Traffic Signal switch on/off Safety Inspection | £55 |
| Permanent Traffic Signal switch on/off - late notice application (< 10 working days) | £499 |
| Traffic Information on one VMS sign per day | £54 |
| Temporary multi way traffic signals application - utility companies | £0 |
| Temporary multi way traffic signals application - non-utility company applicant | £175 |
| Temporary multi way signals - design advice (all applicants) | £53 |

Road Safety

| Service | Cost 23/24 |
|--|------------|
| Supply of accident data to third parties | £205 |
| Road safety audits for external clients | £843 |

Streetworks and Events

| Service | Cost 23/24 |
|--|------------|
| NRSWA sample inspections | £54 |
| NRSWA Section 50 licences (new apparatus in the highway) | £485 |
| NRSWA Section 50 licences (new apparatus in the highway)-retrospective licence | £124 |
| NRSWA Section 50 licences (maintenance apparatus in the highway) | £352 |
| NRSWA Section 171 licences (excavation in the highway) | £218 |
| NRSWA Section 74 over-run charges | variable |
| NRSWA Oversail licences | £181 |
| NRSWA Oversail licences - (under 5 days notice) New (non refundable) | £215 |
| NRSWA Oversail licences - Retrospective - (non refundable) | £270 |
| NRSWA Oversail Licence Emergency Fee | £56 |
| NRSWA Raising Statutory Notices | N/A |
| NRSWA Section 72 Defects | £51 |
| NRSWA Section 72 Defects | £73 |
| NRSWA Fixed Penalty Charge for incorrect Notices | £127 |
| NRSWA Fixed Penalty Charge for incorrect Notices if a discount applies | £88 |
| Temporary signals application | £43 |
| Street Works Co-ordination Notice (cost per road affected by a commercial event's road closure or diversion route) | N/A |

| Service | Cost 23/24 |
|--|--------------|
| Traffic Management Plans | Actual Costs |
| Bus stop closure (includes visits to close & then reopen a stop) | £167 |
| Additional stop fee per pair of stops | £54 |
| Bus stop closure - fee for additional visit | £83 |

Road Safety

| Service | Cost 23/24 |
|--|------------|
| Supply of accident data to third parties | £205 |
| Road safety audits for external clients | £843 |

Highway Maintenance

| Service | Cost 23/24 |
|---|--------------------|
| Skip Licence (over 5 days notice)- New (non refundable) | £78 |
| Skip Licence (under 5 days notice - New (non refundable) | £111 |
| Skip Licence - Renewal (non refundable) | £64 |
| Skip Licence - Retrospective (non refundable) | £132 |
| Scaffold / Hoarding Licence (over 5 days notice)- New (non refundable) | £80 |
| Scaffold / Hoarding Licence (under 5 days notice) - New (non refundable) | £114 |
| Scaffold/Hoarding Emergency Fee | £56 |
| Scaffold / Hoarding Licence - Renewal (non refundable) | £49 |
| Scaffold / Hoarding Licence - Retrospective (non refundable) | £160 |
| Cherry Picker/Mobile Crane Licence (over 5 days notice)-(non refundable) | £67 |
| Cherry Picker/Mobile Crane Licence (under 5 days notice) - (non refundable) | £100 |
| Cherry Picker/Mobile Crane Licence - Retrospective (non refundable) | £132 |
| Building Materials and Container on Highway Licence (over 5 days notice) - (non refundable) | £67 |
| Building Materials and Container on Highway Licence (under 5 days notice)- (non refundable) | £100 |
| Building Materials/Container on Highway Licence - Renewal (non refundable) | £49 |
| Building Materials/Container on Highway Licence - Retrospective (non refundable) | £132 |
| Chase Fee | £12 per reminder |
| Safety Inspections | £55 per inspection |
| Banner on Highway Licence - New (non refundable) | £67 |
| Footway Crossing Licence - New (non refundable) | £174 |
| Footway Crossing Licence - Retrospective (non refundable) | £174 |
| Duplicate Letter confirming Approval of Footway Crossing | £28 |

| Service | Cost 23/24 |
|--|------------|
| Traffic Survey Equipment on the Highway (non refundable) | £78 |
| Additional Site Inspection by Highway Inspector | £38 |
| s116 Highways Stopping Up | £3,226 |
| Landowner Deposits - primary land | £235 |
| Landowner Deposits - additional land | £30 |
| Public Path Orders | £4,064 |
| Local Search | £42 |
| PROW Maps | £12 |
| Section 14 Road Closure Notice (planned works) - fees & adverts | £1,486 |
| Section 14 Road Closure Notice (planned works) - late submission fee | £286 |
| Section 14 Road Closure Notice (planned works) - amendment fee | £114 |
| Section 14 TTRO Closure by order - SofS extension | £1,486 |

Land Drainage Consent for work on Ordinary Watercourses

| Service | Cost 23/24 |
|-------------------------------|------------|
| Temporary and Permanent works | £50 |

Street Lighting

| Service | Cost 23/24 |
|----------------------------------|------------|
| Permanent Relocation | £1,163 |
| Temporary relocate and reinstall | £2,043 |
| Trenching per metre | £112 |
| Shield to Street light | £94 |

Transport Planning

| Service | Cost 23/24 |
|--|------------|
| Temporary Automatic Traffic Counts (ATC) | £312 |
| Hand Held Radar Speed Survey 1hour | £71 |

Manual Traffic Counts *(2x2hrs peaks)

| Service | Cost 23/24 |
|---------------------------|------------|
| 1 Enumerator | £301 |
| Extra cost per Enumerator | £79 |

Manual Traffic Counts *(12hr 07:00-19:00)

| Service | Cost 23/24 |
|--|------------|
| 1 Enumerator | £398 |
| Extra cost per Enumerator | £195 |
| *Subject to 50% uplift for Out of Hours work (between 19:00 and 07:00 or weekends) | |

Ad hoc surveys

| Service | Cost 23/24 |
|-------------|--|
| 07:00-19:00 | £13.44 per hour plus mileage and expenses |
| 19:00-07:00 | £ 20.27 per hour plus mileage and expenses |

Miovision Video Camera Surveys

| Service | Cost 23/24 |
|--|---------------|
| Copied onto USB stick and provided to requestor for 1 week's viewing | £31 |
| Erect 1 camera | £334 |
| External Costs for Processing | Cost plus 10% |

Supply of Existing Data Manual Classified Counts

| Service | Cost 23/24 |
|--------------------|------------|
| One peak period | £110 |
| Two peak period | £146 |
| 12 Hour Classified | £207 |

Traffic Modelling

| Service | Cost 23/24 |
|--------------------------------|---------------|
| Use of existing traffic models | Cost plus 10% |

Fees for New Developments under section 38 and 278 highways Act

| Estimated Construction costs | Fee % |
|-------------------------------|--------|
| up to £30,000 | 15.00% |
| £31,000 to £75,000 | 13.00% |
| £76,000 to £130,000 | 11.00% |
| £131,000 to £325,000 | 9.00% |
| £326,000 to £650,000 | 8.00% |
| Over 651,000 | 7.00% |
| Structures Technical Approval | 5.00% |

Parks



| Grounds Maintenance | Fees 2023/2024 |
|---|-------------------|
| Grounds maintenance (range of grass cutting, strimming, weed control, shrubbery maintenance, leafing, sports pitch maint, marking) - price as specified | POA |
| Japanese knotweed/ Giant Hogweed and other invasive plant treatments - price as specified | POA |

| Arboricultural services | Fees 2023/2024 |
|---|-------------------|
| Arboricultural services - tree surgery work i.e felling and tree maintenance - price as specified | POA |
| Arboricultural consultation services - tree condition and BS5837 inspections and reports - price as specified | POA |
| School Tree inspections - senior | £275.00 |
| School Tree inspections - primary/infant | £130.00 |

| Play Team | Fees 2023/2024 |
|--|-------------------|
| External play area inspections, installations and repairs | £361.00 |
| Play consultancy | POA |
| Parish Council Annual Play area inspection, installations and repairs | £120.00 |
| Parish Council Operational Play area inspection (recommended at least once per year) | £90.00 |

| Allotment charges | Fees 2023/2024 |
|--|----------------|
| Allotment annual charge per 25 sqm | £15.69 |
| Allotment annual water charge per plot | £9.00 |
| Allotment key deposit | £10.00 |

| Sport and Parks hire rates | Fees 2023/2024 |
|--|----------------|
| Western Region combined fee | £525.00 |
| Individual | £88.20 |
| Commercial Balloons up to (and including) a 105 000ft ³ , on a pay per launch basis | £33.60 |
| Commercial Balloons over a 105 000ft ³ , on a pay per launch basis | £40.95 |
| Small Hot air balloon launch fee - commercial per launch (up to 5 people) | £34.27 |
| Lansdown full size football pitch | £69.26 |
| Lansdown pitch booking youth/junior | £46.44 |

| Parks Pitches | 2022/ 2023 | 2023/2024 |
|--|------------|------------|
| 7 day Pitch licence (per calendar month) | £250 | £262.50 |
| Where available power & electrics | recharged | £30.00 PCM |
| 3 day Pitch licence (per calendar month) | £125 | £131.25 |

| Parade Gardens | Fees 2023/2024 |
|---|----------------|
| Parade gardens entry non resident | £2.00 |
| NEW - Parade gardens entry resident | £- |
| Parade gardens entry concessions | £1.00 |
| Parade gardens entry weddings and groups per person | £1.35 |

| Sponsorships | Fees 2023/2024 |
|--|-------------------|
| Bench sponsorship | £1,950.00 |
| NEW - Bench renewal (renewal existing bench no installation) | £925.00 |
| 3d Bed | POA |
| Flowerbeds | POA |
| Tree sponsorship | £370.00 |
| Roundabout sponsorship | POA |

| Horticultural Excellence | Fees 2023/2024 |
|--|-------------------|
| Hanging basket 18 inch with our watering service | £136.50 |
| Hanging basket 18 inch without watering service | £70.00 |
| Window Box 90cm with our watering Service | £134.00 |
| Window Box 90cm without our watering Service | £70.00 |
| Window Box 120 cm with our watering service | £179.00 |
| Window Box 120 cm without watering service | £81.00 |

| Other | Fees 2023/2024 |
|---|-------------------|
| Land access licence arrangement | £36.00 |
| Land use charge (contractor use of space/hire charge per day) | £1.50 |

Transport



| Description of Service | Fees 2023/24 | Notes |
|--------------------------|--------------|----------|
| Taxi Inspections | £55.00 | Plus VAT |
| Taxi Meter Test | £22.00 | Plus VAT |
| Diagnostic Testing | £75.00 | Plus VAT |
| Air Conditioning Refresh | £60.00 | Plus VAT |
| MOT Class 1 | £29.65 | No VAT |
| MOT Class 2 | £29.65 | No VAT |
| MOT Class 4 | £54.85 | No VAT |
| MOT Class 5 | £59.55 | No VAT |
| MOT Class 7 | £58.60 | No VAT |
| Labour Charge per Hour | £65.00 | Plus VAT |
| Rolling road brake test | £12.00 | Plus VAT |

| Suspension of Parking spaces | Restrictions | Cost per day/bay |
|----------------------------------|---------------------------|------------------|
| Single or first space | All zones and areas | £50 |
| Each additional space and/or day | Central zone and Zone 1 | £30 |
| Each additional space and/or day | All other zones and areas | £10 |

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| Month | School Holidays | 2023 Events | Ongoing activities |
|----------|-----------------|--|---|
| January | | | Community Garden activities Get with the Programme Fitness Sessions Tennis |
| February | Half Term | | Community Garden activities Get with the Programme Fitness Sessions Tennis |
| March | | Julian House Big Sleep Out | Community Garden activities Get with the Programme Fitness Sessions Tennis |
| April | Easter | Easter Egg Hunt | Community Garden activities Get with the Programme Fitness Sessions Tennis Pétanque |
| May | Half Term | Larkhall Festival Bath Children's Fringe Festival | Community Garden activities Get with the Programme Fitness Sessions Tennis Pétanque |
| June | | Roman Festival Commercial event - L&C Mortgages | Community Garden activities Get with the Programme Fitness Sessions Tennis Pétanque DJ/live music |
| July | Summer Holiday | | Community Garden activities Get with the Programme Fitness Sessions Tennis Pétanque DJ/live music |
| August | Summer Holiday | Alice Park Fun Day | Community Garden activities Get with the Programme Fitness Sessions Tennis Pétanque |

| | | | |
|-----------|-------------------|--|--|
| | | | DJ/live music |
| September | | Marque in the Park Bark in the Park | Community Garden activities Get with the Programme Fitness Sessions Tennis Pétanque |
| October | Half Term | Funfair Park in the Dark | Community Garden activities Get with the Programme Fitness Sessions Tennis |
| November | | | Community Garden activities Get with the Programme Fitness Sessions Tennis |
| December | Christmas Holiday | Christmas Market | Community Garden activities Get with the Programme Fitness Sessions Tennis |

| Bath & North East Somerset Council | | |
|--|--|--|
| MEETING: | Alice Park Sub-Committee | |
| MEETING DATE: | 24 th November 2023 | |
| | | |
| TITLE: | Development of Alice Park Play Area – Suggested Approach | |
| WARD: | Lambridge | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |
| <ul style="list-style-type: none">Alice Park Play Area Refurbishment | | |

1 THE ISSUE

- 1.1 The play area in Alice Park has been identified by The Alice Park Trust as in need of investment and a outline options appraisal was undertaken on behalf of The Alice Park Trust, by the Council's Parks Department (Appendix 1)

2 RECOMMENDATION

- 2.1 The Alice Park Sub-Committee to make an application through the Neighbourhood CIL process requesting funding for the following:
- RIBA Stage 1-3 Cost (Sketch Design through to Outline Planning)
 - Consultations & Planning
 - RIBA Stage 4 Cost (Technical Design & Specification)
- 2.2 Once formal proposal is produced, it would allow The Alice Park Trust to present their vision for the Park to inform future fundraising opportunities

3 BACKGROUND

- 3.1 Visually the current play area is unattractive as there is an expanse of tarmac where equipment has already been removed. There are only a few pieces of play kit left, which are laid out in a way that offers no opportunity for the imagination. Older children are not catered for eg climbing, social play etc and very little in the way of physical challenges such as those provided by spinning,

climbing, balancing and generally being able to develop motor and cognitive skills through play

3.2 When specifying play equipment, The Alice Park Trust Sub-Committee should take into account the following specification for all new equipment:

- All units to meet the standard of BS EN 1176 for outdoor play equipment and safer surfaces to meet BS EN 1177 (note that only wet pour and/ or play sand are recommended);
- units are to be made of a durable metal and/ or wood for structures above ground;
- the units should provide play features for children with a wide range of abilities;
- all non-moving parts are expected to have a 15+ year warranty;
- no unit or surface material will contain any materials that have been recycled from tyres or contain any chemicals that could leach out and be toxic when held or sat upon, or licked etc;
- all ramps, where provided, will join seamlessly to the surrounding surfaces/ paths with no sudden changes in level; and
- a maintenance manual with inspection regime and replacement programme for parts must be provided with approximate running costs for the first 10 years life of the play area and the expected lifetime of the components

3.3 New play equipment would need to be laid out within the play area to maximise the opportunities for a variety of physical activities (including on and off ground play) and fun areas that will stretch a child's imagination. The new equipment and playground will need to be appropriate across a range of ages (4 to 16 year olds), aim to be inclusive, attractive to all genders, and the area and equipment will need to provide for a range of accessibility needs.

3.4 Public consultations have already been held and these identified that a range of new equipment would be welcomed by the children. An analysis of the findings of the consultation has enabled the wish list to be refined, as follows:

| | | |
|--|---------------------------|--|
| Multi unit centre piece(s) e.g. a ship or a palace | Somersault bars | Sand seats |
| Play panels | Obstacle course / agility | Single Zip Wire 26m or double Zip Wire 26m |
| Climbing structures | In-ground trampoline | Combi swing frame with flat, cradle and basket seats |
| Wheelchair carousel | Wheelchair swing | |

3.5 If funding was agreed through a successful Neighbourhood CIL application, RIBA Stage 1-3 would bring forward options for the redesign of the area, to allow further fundraising to be undertaken.

4 STATUTORY CONSIDERATIONS

- 4.1 The Alice Park Trust Sub-Committee, as representatives of the Alice Park Trust have no statutory duty to provide play areas but does have a legal responsibility to ensure that the public spaces that it provides are safe to use.
- 4.2 All units to meet the standard of BS EN 1176 for outdoor play equipment and safer surfaces to meet BS EN 1177. Play areas and associated play assets would need to have regular Play Safety Inspections, which could be requested and funded in line with the SLA Agreements in place with the Council.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

It is recommended with all capital projects, that a Project Manager is appointed to oversee the works from concept to delivery. Comparative costs from the recently completed Sydney Gardens (tender prices 2016-2019) were:

- RIBA Stage 1-3 Cost (Sketch Design through to Outline Planning): £20k
- Consultations & Planning: £10k
- RIBA Stage 4 Cost (Technical Design & Specification): £35k
- RIBA Stage 5-6 (Overseeing Construction Phase): £15k

Budget for Design/ Planning/ Consultation = £80k

- 5.1 The cost of the actual play equipment and surfacing was calculated using stock (2022) prices to arrive at indicative costs for the kit and surfacing. A contractor will also need to remove existing kit, set up site compound, provide welfare whilst on site; install the play equipment, landscape & carry out any planting and surfacing.
- 5.2 An application for strategic CIL was made in 2023 but unfortunately not supported due to the significant number of schemes requesting funding.
- 5.3 However, it was suggested that an application for Neighbourhood CIL could be brought forward for the next round of funding in April 2024. Funding for similar schemes has previously been agreed, although for significantly lower levels of funding. The Community Infrastructure Levy (CIL) is a planning charge introduced by the Planning Act 2008 to help local authorities in England and Wales deliver infrastructure to support development in their area.
- 5.4 What are the criteria for using the neighbourhood portion of CIL funds?
- Projects must address the specific impacts of the new developments from which the funding has been generated.
 - Projects must provide links to the locality of the area where development has taken place.
 - Projects must receive community support. Applicants will be required to provide evidence that the needs of the community have been listened to before applications will be considered.

- Before a project is submitted for final sign off it must be proven that the project shows that it either: (i) supports the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or (ii) anything else that is concerned with addressing the demands that development places on the area.

5.5 A stepped bid, focussing on early stages of the project may therefore be more suitable, allowing a visualisation of the final scheme to be drafted that could be used for alternative fundraising.

- The next round of receipts from developers which is needed to fund any further applications will become available from April 2024.
- Applications for the next round (sixteen) will close on 22nd April 2024.
- Applications for consideration at the 8th June 2024 Advisory Board will be uploaded to the Councils Consultation Page from 6th to 19th of May 2024.
- Consultation Feedback will be passed to the Advisory Board to assist their recommendations.
- The Advisory Board will meet to make recommendations 8th June 2024.

5.6 In light of broad outline figures for the replacement of the play area, it is suggested that a fundraising target of £500k would be required to take the project from conception through to delivery.

6 RISK MANAGEMENT

6.1 A risk register for the project should be set up and monitored regularly by the Alice Park Trust Sub-Committee

7 EQUALITIES

An Equalities impact assessment should be undertaken by the Alice Park Trust Sub-Committee at the appropriate time and monitored throughout the project

8 CLIMATE CHANGE

8.1 The environmental impacts of the design, along with appropriate consideration of the sustainability of the source materials, construction and final built scheme would need to be carried out at the appropriate time in the project set up.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 Appropriate public consultation should be undertaken by The Alice Park Trust Sub-Committee at the appropriate time.

| | |
|-----------------------|-------------|
| Contact person | Chris Major |
| Background | None |

| | |
|--|--|
| papers | |
| Please contact the report author if you need to access this report in an alternative format | |

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Alice Park Play Area Refurbishment

Page 109

Bath Parks Team

Version 4.0 September 2023



Index

Contents

| | |
|--|----|
| Introduction..... | 3 |
| Ownership of Alice Park | 3 |
| Location of the play area | 4 |
| Current Facilities..... | 5 |
| Current play equipment list (with corresponding safer surfacing)..... | 5 |
| The future of play at Alice Park | 5 |
| Public Consultation..... | 5 |
| Specifications..... | 7 |
| The transformation of Alice Park Play Area begins here... .. | 7 |
| Site alterations | 10 |
| Move the boundary fence within the park and relocate the entrance gate by the cafe | 10 |
| New equipment..... | 11 |
| Seating..... | 16 |
| Wish list for new play area (based on quotation by Kompan 2022 prices for kit) | 17 |

Introduction

Bath and North-East Somerset (B&NES) is a unitary authority created on 1 April 1996 following the abolition of the County of Avon. The Council has responsibility for almost all local government functions within the district, including planning, building control, local roads, council housing, environmental health, markets & fairs, refuse collection, recycling, cemeteries & crematoria, leisure services, parks, and tourism. It is also responsible for education, social services, libraries, main roads, public transport, trading standards, waste disposal and strategic planning.

B&NES covers an area of 136 square miles (352 km²), of which two thirds is green belt. It stretches from the outskirts of Bristol, south into the Mendip Hills and east to the southern Cotswold Hills and border of Wiltshire. The city of Bath is the principal settlement in the district.

Bath developed as a spa resort in Georgian times and remains a major cultural tourism centre having gained World Heritage City status.

Ownership of Alice Park

Page 11

The park was given to Bath for use as a public park by Herbert Montgomery of Batheaston in 1937 to Bath and North-East Somerset Council. The Council is the Corporate-Trustee.

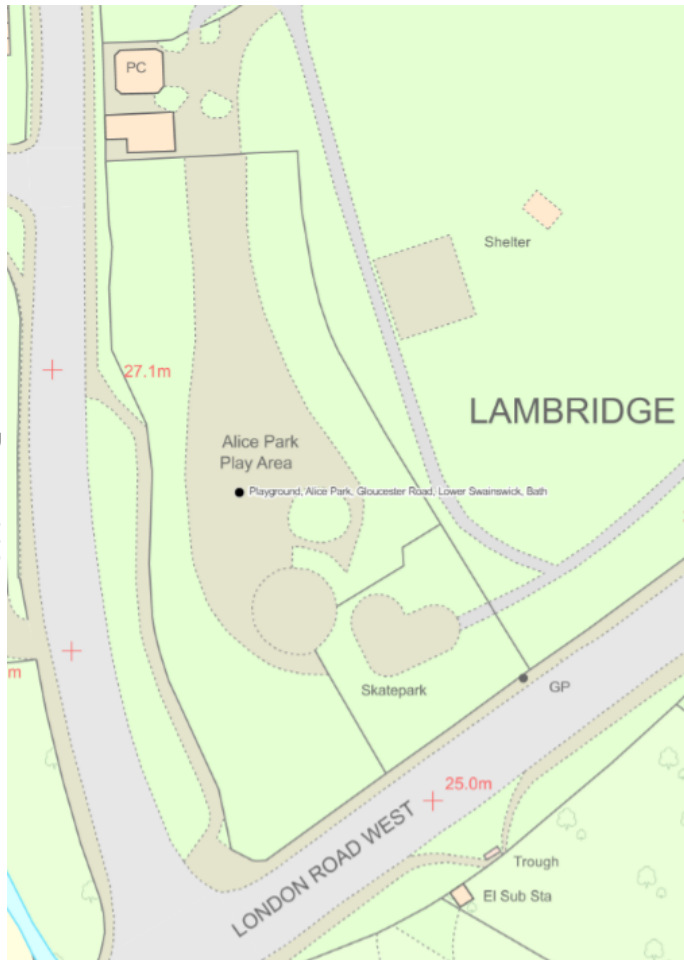
The playground in Alice Park is managed by the Alice Park Trust Sub-Committee, which discharges the Council's functions as sole corporate trustee in respect of the Alice Park Trust, the site and its resources in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.

Since 2016 when the Sub-Trust was formed, the Trustees have been developing the facilities within the park and the play area has reached the point where the existing equipment is safe, but reaching end of life and some equipment has been removed already.

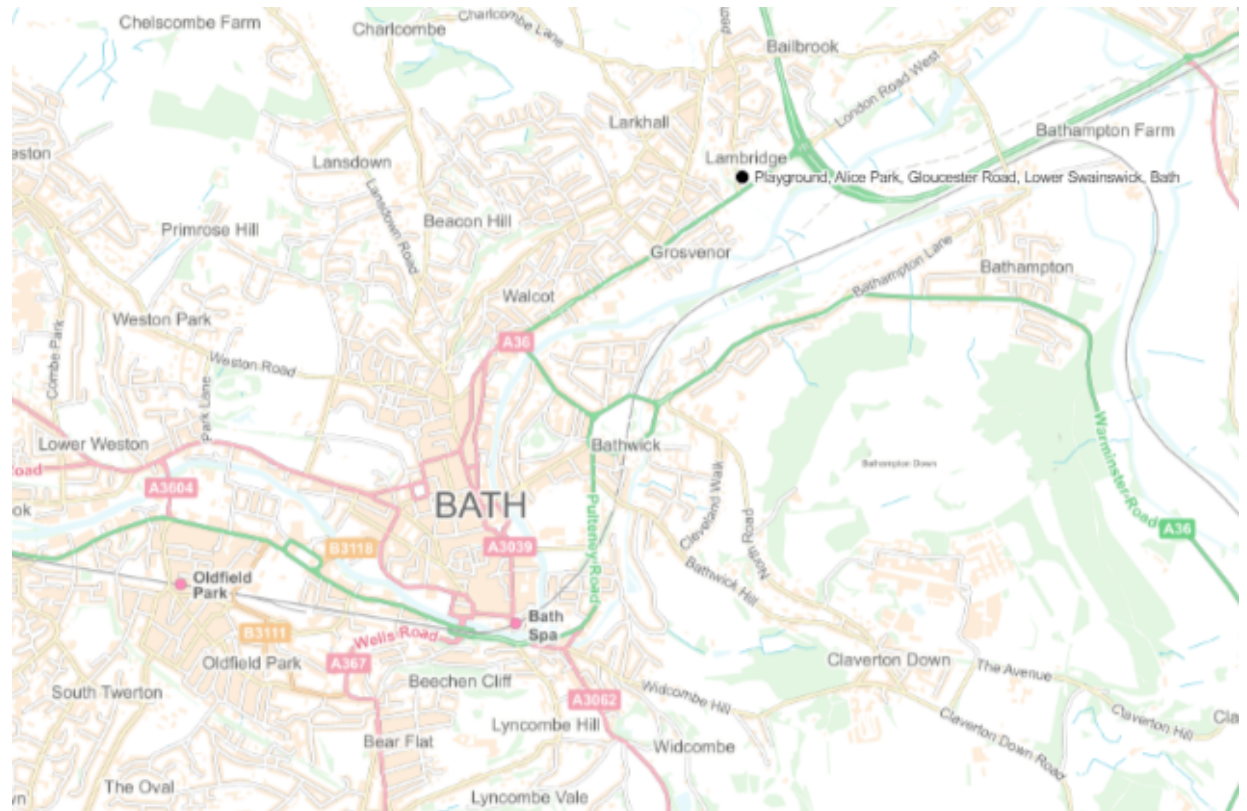
The Parks Team no longer makes capital funded improvements since the area was transferred to the Trust; the Parks Team still inspects and repairs existing kit.

Location of the play area

The play area is situated in the SW corner of the park, as shown on the map below; Alice Park is located on the NE side of the city.



Map of Alice Park Play Area



Map of Bath showing the location of Alice Park

Current Facilities

The existing play equipment has reached end of life. Some pieces of play equipment have already had to be removed for safety reasons and the remaining offering to children is not of the required scope befitting a modern play area.

Current play equipment list (with corresponding safer surfacing)

| | | |
|---------------------------------------|-------------------------|----------------------------|
| Stessed Arch Swings (East and West) | Bench | Flat Seat Swing |
| Rocker Parrot | Picnic Table | Cradle Seat Swings |
| Rocker Pig | Multiplay Unit - Junior | Tango/Inclusive Seat Swing |
| Rocker Dog | Sandpit and sand unit | Table Tennis |

The future of play at Alice Park

The Alice Park Trust Subcommittee wishes to replace this with new units that offer a variety of physical activities with on and off ground play that will stretch a child's imagination for 4 – 16 year olds. The new equipment will be inclusive and provide accessibility for wheelchair users.

Page 11
⚙ (Kindly note that the skatepark area is new and will not be included in this project).

Public Consultation

Public consultation were held by the Trust and have highlighted a range of equipment that would be welcomed by the children.

Mood boards used in the consultations held by the Trust Sub Committee are shown overleaf. An analysis of the findings has enabled the wish list to be refined, as follows -

| | | |
|--|---------------------------|--|
| Multi unit centre piece(s) e.g. a ship or a palace | Somersault bars | Sand seats (Kompan) |
| Play panels | Obstacle course / agility | Single Zip Wire 26m or double Zip Wire 26m |
| Climbing structures | In-ground trampoline | Combi swing frame with flat, cradle and basket seats |
| Wheelchair carousel | Wheelchair swing | |



Mood boards showing visions of play at Alice Park, by two different play providers

Specifications

The Parks Team recommends the following specifications for all new play equipment for Alice Park equipment: -

- All units to meet the standard of BS EN 1176 for outdoor play equipment
- safer surfaces to meet BS EN 1177 (kindly note that only wet pour and / or play sand are recommended, as appropriate)
- units are to be made of a durable metal and/or wood for structures above ground
- the units should provide play features for children with a wide range of abilities
- all non-moving parts are expected to have a 15+ year warranty
- no unit or surface material will contain any materials that have been recycled from tyres or contain any chemicals that could leach out and be toxic when held or sat upon, or licked etc
- all ramps, where provided, will join seamlessly to the surrounding surfaces / paths with no sudden changes in level
- a maintenance manual with inspection regime and replacement programme for parts must be provided with approximate running costs for the first 10 years life of the play area and the expected lifetime of the components.

The transformation of Alice Park Play Area begins here...

Current photos of the site are shown overleaf and it can be seen that the play features surfaces are obviously past their best and the layout of the park leaves open spaces with nothing to play on, apart from bare tarmac

Toddlers' sandpit reaching end of life with multiple maintenance issues





Wood pit where the Spider unit used to be, with the remaining climbing unit for older children in the background



The remaining swings surrounded by wasted space



Basic stressed arch cradle swings with rockers in the background. Note that there is nothing else in this space for older children or children with limited abilities;

Play equipment design has evolved enormously since the Alice Park play area was last fitted out. Nowadays there are more physical challenges built into the climbing equipment and the play kit offers a more imaginative landscape for both children playing on their own and with their friends.

The layout of the site does very little to encourage social and cognitive learning with other children.

Site alterations

Move the boundary fence within the park and relocate the entrance gate by the café

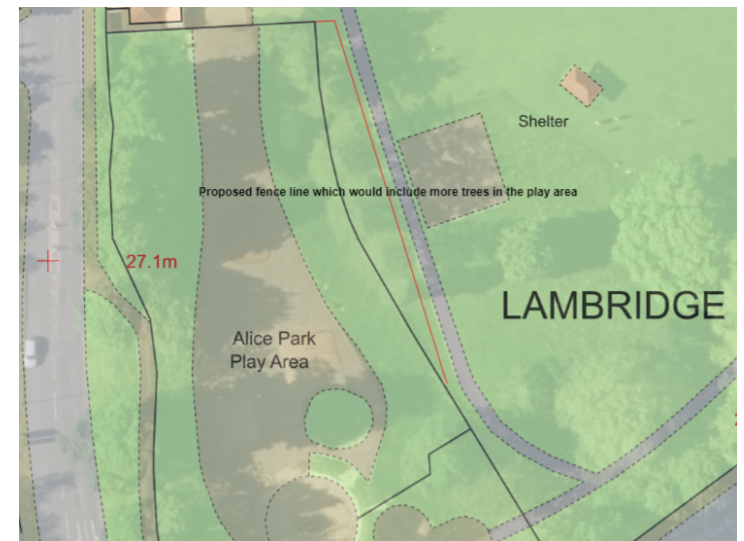
The photos below show wasted space around the perimeter of the site, with pine trees outside of the play area underused, especially in sunny weather. By moving the boundary fence out, parallel to the existing footpath, the pine trees could be incorporated into the play area. This would give the play area more shade and space from one very simple change.

The wire mesh and possibly the rails from the existing fence could be recycled into the new fence, if resources were limited, otherwise a bow top fence would be preferred.

At the same time the pedestrian gate by the café could be moved to join the path to the play area. The existing gate leaf from the café entrance could be recycled as well.



The work could be done separately from any other play area alterations.



New equipment

Examples of new equipment that would provide a higher play value to children from toddlers to teenagers, as identified in the consultations, are listed below. Please note that the equipment by Kompan has been cited as offering possible alternatives as this company was one of the two contractors who presented initially for the Sub Trust Committee. It is not a definitive list.



A centre piece ship for imaginative play, which will also offer physical challenges such as climbing, balancing, special awareness and allow plenty of space for social play.

This would be set in sand and replace the existing sandpit

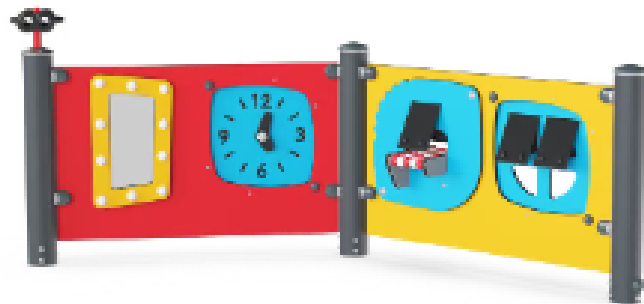
Toddler unit – to be set in wet pour which will allow children in wheelchairs to play in the centre of the ship



Senior unit – plenty of challenges and room for over 20 children (6 – 12 years old)



A 4-seat carousel, popular with girls



Double play panels = inclusive and accessible

Swings – example here is smaller than the recommended product. These can be lined up with bespoke swings from GL Jones which will incorporate a swing for wheelchairs in the line-up



Single Cableway with start platform

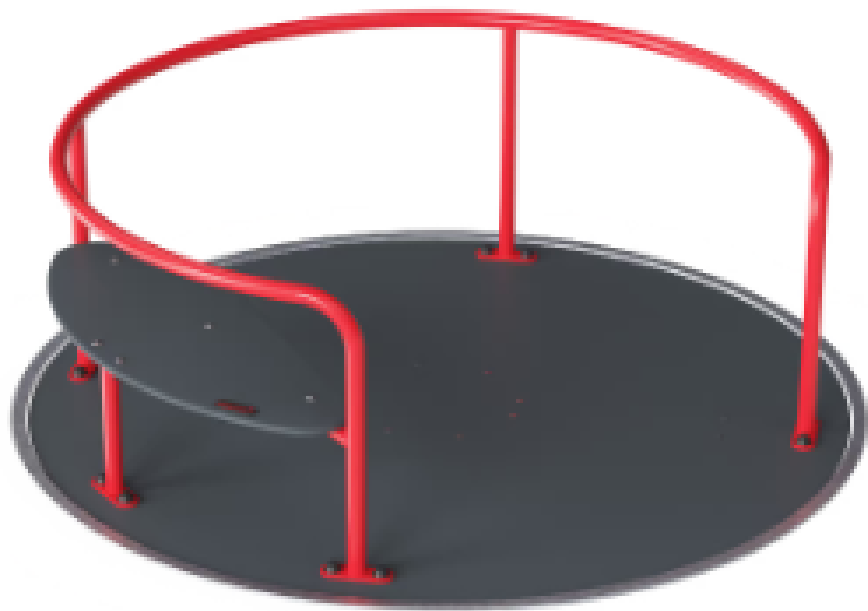


2 no. horse springies for toddlers

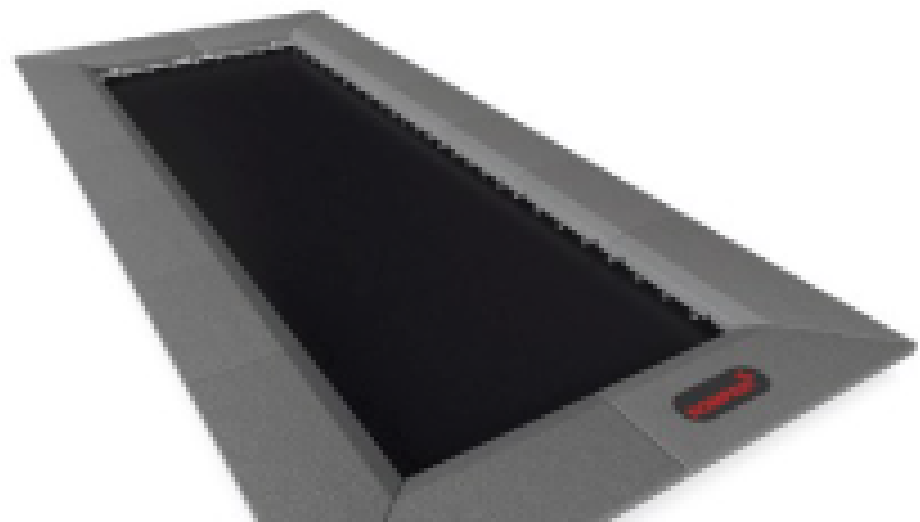
Page 122



Carousel and trampoline, both capable of taking wheelchairs = fully accessible



An in-ground trampoline for all ages (and will take a wheelchair)



Somersault (push-up) bars, especially for girls



Page 124

Seating (not costed) from £500 + installation and carriage



Arrange seats facing each other to allow for social interaction with families and be popular groups of girls

Wish list for new play area (based on quotation by Kompan 2022 prices for kit)
Indictive costs eg for equipment.

Please note, does not include staff or project management fees

| Equipment | Cost 2022 | Code | Safer Surface | Surface area in m | Surface Area m ² | Cost £ |
|---|-----------------|------------|-----------------|-------------------|-----------------------------|-----------------|
| Multi unit centre piece unit Explorer ship large | £74,000 | NRO546 | wet pour / sand | 16 x 10 | 160 | 19,200 |
| Multi unit for toddlers Frigate with stairs | £30,200 | PCM102741 | wet pour | 11 x 10 | 110 | 17,280 |
| Multi unit centre piece triple tower | £30,000 | PCM310921 | wet pour | 15 x 15 | 225 | 27,000 |
| Play panels x 2 (Kompan) unit | 2,500 | PCM 003421 | wet pour | 3 x 1 | 3 | 360 |
| Saturn 4 carousel | £9,000 | GXY958 | Wet pour | 15 x 15 | 225 | 27,000 |
| Single Zip Wire 26m plus start platform | £12,000 | M87212 | wet pour | 31 x 4 | 124 | 14,880 |
| Combi swing flat, cradle, wheelchair + basket by GL Jones | £30,000 | | wet pour | 35 x 5 | 175 | 21,000 |
| Horse springie x 2 | £1,200 | M172 | wet pour | 2 x .25 x .35 | .175 | 21 |
| Wheelchair carousel (Kompan) | £9,000 | PCM157 | wet pour | 4 x 4 | 16 | 1,920 |
| Somersault bars | £1,000 | FSW209 | wet pour | 5 x 3.6 | 18 | 2,160 |
| Jumper | £10,000 | JUM105 | Wet pour | .9 x .5 | .45 | 54 |
| | £208,900 | | | | 1,396 | £126,795 |

Surface price average @ £120 per m² = £126,795

Kit £208,900

Total £335,695 plus installation and removal of existing kit

Area of Alice Park play area – 3,695 m²

Total area needed for surfaces for kit listed above – 1,369.92 m² i.e. approx 50% of site

Average surface costed at £120 per m² in black with colour fleck plus MOT type 3 base and digging (no edging).

(Lay pathways in wet pour with gravel (agriflex))

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| Bath & North East Somerset Council | |
|---|---------------------------------------|
| MEETING: | Alice Park Trust Sub-Committee |
| MEETING DATE: | 24th November 2023 |
| TITLE: | Community Garden Lease |
| WARD: | Lambridge |
| AN OPEN PUBLIC ITEM | |
| List of attachments to this report: | |

1 THE ISSUE

- 1.1 To review the lease arrangements for the Alice Park Community Garden and the proposed options for charges.

2 RECOMMENDATION

Alice Park Sub-Committee is asked to;

- 2.1 Note the benefits provided by the Alice Park Community Garden to Alice Park
- 2.2 Consider the report and confirm the charges expected for the lease
- 2.3 Delegate to the Chair of the Alice Park Trust subcommittee the authority to agree and sign the lease on behalf of the subcommittee.

3 AGREE THE REPORT

- 3.1 The Alice Park Community Garden have been within Alice Park since 2012.
- 3.2 Currently, the Community Garden Growers have no lease on the ground within the Park. The previous Chair of the subcommittee had requested that a lease be drafted at a fair value for the land to generate income, estimated to be c£100 per annum (exact fee to be confirmed).
- 3.3 The Community Garden Growers have clearly indicated that they don't have the funds to pay for a lease, that the community garden is a benefit to the Park and it doesn't seem right to them that they should now have to pay when they have

built up the garden over 10 years with their own funding and haven't had to pay any rent to date.

3.4 The subcommittee should consider the benefits in having this community garden which has no financial benefit to anyone involved.

3.5 The following options to regularise the occupation of the AP by the Community Garden are now available to the subcommittee to consider:

(1) That the lease is drafted with the commercial rental value and payment is expected from the Alice Park Community Growers

(2) That a 7 year lease with a peppercorn value is drafted and the subcommittee foregoes the income due to the benefit of the Community Garden to the wider community

(3) That as the Cafe use the Oak Cabin within the Community Garden, erected by the Community Garden Growers that the Café should fund the additional lease costs

3.6 If the subcommittee consider it to be justified in waiving the payment of a rent then the Chair should be delegated the authority to grant the lease at a peppercorn, having first checked with the garden growers that they are still happy to sign the lease.

3.7 It should be noted that the Alice Park Community Garden Growers have stated to Officers that they will simply abandon the project and give up the garden if the lease is enforced, with a commercial rate payable

4 STATUTORY CONSIDERATIONS

4.1 The Sub-Committee must operate within the parameters of its Terms of Reference, Charity legislation and Charity Commission Guidance.

4.2 In discharging the Council's function as sole corporate trustee for the Alice Park Trust the Sub-Committee must operate within the scope of local government law. Elected Members of the Sub-Committee must act in accordance with the Localism Act 2011 and the Councillor Code of Conduct.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 All decisions on the points raised in this report should consider the net cost to APT and how this would impact its expected annual operating deficit/surplus, particularly as this is currently subsidised by the Council

6 RISK MANAGEMENT

6 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision-making risk management guidance.

6.1 EQUALITIES

6.2 No specific considerations

7 CLIMATE CHANGE

- 7.1 A well-run park supports local biodiversity and can help cities be more resilient to climate change by improving air quality and absorbing carbon from the atmosphere.

8 OTHER OPTIONS CONSIDERED

- 8.1 None. All options are set out within the Report.

9 CONSULTATION

- 9.1 This report was drafted in consultation with the Section 151 Officer and Monitoring Officer.

| | |
|--|-------------|
| Contact person | Chris Major |
| Background papers | <i>Nil</i> |
| Please contact the report author if you need to access this report in an alternative format | |

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| Bath & North East Somerset Council | | | |
| MEETING | Alice Park Trust Sub-Committee (APTSC) | | |
| MEETING | 24th November 2023 | | |
| | | | |
| TITLE: | Alice Park Public Conveniences | | |
| WARD: | Lambridge | | |
| AN OPEN ITEM CONTAINING AN EXEMPT APPENDIX | | | |
| List of attachments to this report: | | | |
| Appendix 1 – Example Contract Repayment Fee calculation (exempt pursuant to Paragraph 3 of Schedule 12A Local Government Act 1972 (as amended) - information relating to the financial or business affairs of any particular person). | | | |

1 THE ISSUE

- 1.1 This report seeks to set out the contractual arrangements currently in place for the provision of public conveniences at Alice Park.
- 1.2 This information was previously provided in 2019 for review and has therefore been updated to reflect current cost implications to APTSC for subsequent review.

2 RECOMMENDATION

The Committee is asked to;

- 2.1 Assess the options below for the future provision of the public conveniences in Alice Park
 - (1) Alice Park Trust Sub Committee continue as now, with services provided as part of the wider contract the Council holds with Healthmatic until 2029 paid for by Alice Park Trust; Or
 - (2) Alice Park Trust Sub Committee request to buy themselves out of the existing contract and appoint a new operator to clean and maintain the facilities directly.

3 THE REPORT

- 3.1 The public conveniences in Alice Park are currently incorporated into the Council's Provision and Investment of a Public Convenience Service Contract with Healthmatic. This contract is managed by the Council's Environmental Services team.
- 3.2 The contract commenced on 6th January 2014 and is set to run until 5 January 2029, with a potential 5 year extension.
- 3.3 As part of the contract, significant investment to modernise the facilities was undertaken. The capital costs associated with the works undertaken at Alice Park is incorporated into the monthly maintenance and servicing charge made by the contractor. The repayment costs for the works are therefore being written off over the term of the contract.
- 3.4 This report intends to set out options for consideration by APTSC on the operation of the facilities from 1 April 2024.

Annual Charge

- 3.5 A breakdown of the annual net contract cost attributed to Alice Park for Year 10 of the contract is set out in appendix 1.
- 3.6 The rate is adjusted in line with annual CPI inflation rates (capped at 2%) every January (the anniversary of the contract).
- 3.7 The income from the 20p user fee offsets a small percentage of the annual charge applied, approximately 5% of the overall costs.
- 3.8 The annual contract fee paid by Alice Park Trust covers all capital works, on-going maintenance and repair of the building in line with the Lease. It also covers cleaning and provision of consumables, utilities, collection and banking of income, emergency call out work, and recording and responding to complaints and customer queries. Exit from the contract will result in all costs falling on the APTSC.

Opening hours

- 3.9 The public conveniences located in all parks covered by the Healthmatic contract open and close at pre-set summer and winter times as advertised to visitors on the Council's website. The current opening hours for the parks toilets are 7am – 6pm, they close at the later time of 9pm in the winter.
- 3.10 However, where there is customer demand, there has been flexibility in this arrangement. The opening hours at Alice Park are altered at the request of the local boules club to allow for later tournaments.
- 3.11 The rationale in not making the toilets available 24/7 is to deter vandalism and homeless occupation of the facilities.

Service Contract

- 3.12 The Council is permitted to vary its public toilet provision at any time during the contract period. In order to remove the facilities in Alice Park from the Healthmatic

contract, a variation notice would need to be served providing a minimum of 3 months' notice.

- 3.13 Should the APTSC opt to instruct officers to remove Alice Park from the Council's public convenience service contract, a proportion of the capital investment in the facilities would need to be repaid to Healthmatic by Alice Park Trust. The Contract sets out the formula to be used in this scenario. Appendix 1 sets out an example of the repayment formula. This appendix is exempt from wider sharing due to reasons of commercial confidentiality.
- 3.14 A significant investment was made in modernising the facilities at Alice Park. As previously noted, the repayment of this investment is made through the combined annual capital and revenue contract fee. Appendix 1 sets out an example of the repayment fee that would be payable should this site be removed from the Healthmatic contract.

Lease

- 3.15 In conjunction with the contract, the Council's Property Services team agreed a full repairing Lease with the contractor for occupation and maintenance of the building to operate the public conveniences.
- 3.16 The current terms of the Lease do not allow for termination without the contractor's consent. There is no break clause within the Lease which could be readily applied to a decision to remove the Alice Park site from the service contract. This would need to be negotiated with Healthmatic.
- 3.17 The break clauses within the Lease allows for termination on:
- (1) 5th January 2029
 - (2) In the event the service contract is terminated in its entirety.
 - (3) In the event that the landlord wishes to redevelop the premises
- 3.18 Property Legal advice is that a variation to the current terms of the Lease would be required, with Healthmatic's consent.
- 3.19 Any costs associated with producing the variation and the ongoing building maintenance requirement, and costs, will fall on Alice Park Trust.

4 STATUTORY CONSIDERATIONS

- 4.1 The Council is sole corporate trustee of the Alice Park Trust. The Alice Park Trust's Sub-Committee's terms of reference are to undertake the operational management functions in respect of the Alice Park site and its resources, in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.
- 4.2 Members in their capacity as Trustee must administer the Trust in good faith, abiding strictly to the objects of the Trust and administering the Trust for the benefit of the public which may at times conflict with the interests of the Council

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 The financial implications are contained within the body of the report and within exempt Appendix A.

6 RISK MANAGEMENT

- 6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.
- 6.2 The current arrangements allow for continued upkeep and maintenance by the Contractor to ensure the facilities are fit for purpose for the remaining term of the contract. These are unknown costs to the Council as this risk currently sits with the contractor.

7 CLIMATE CHANGE

- 7.1 This report is being provided for information only about Alice Park Trust options for the future provision of public conveniences, and therefore does not include any decisions that have a direct impact on Climate Change.

8 OTHER OPTIONS CONSIDERED

- 8.1 None

9 CONSULTATION

- 9.1 Those consulted in preparing this report include officers in Property, Legal, Parks and Finance teams.
- 9.2 The Council's Monitoring Officer, Section 151 Officer and Corporate Director have had the opportunity to input to this report.

| | |
|--|-------------|
| Contact person | Chris Major |
| Background papers | |
| Please contact the report author if you need to access this report in an alternative format | |

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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