

Agenda Item:



Name of Committee:	Cabinet
Date of Meeting:	18/03/2019
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20
Purpose of Report:	To propose amendments to service charges levied within the Directorate of Managing Director and Resources for the financial year 2019/20
Report Owner:	Report of the Leader and Cabinet Member for Corporate Performance and Resources
Responsible Officer:	Rob Thomas, Managing Director
Elected Member and Officer Consultation:	No ward member consultation has been undertaken as the report is Vale wide.
Policy Framework:	This is a matter for Executive decision by Cabinet

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Executive Summary:

This report proposes changes to service charges levied by functions managed within the Council's Managing Director and Resources Directorate for the Financial Year 2019/20.

The service areas within the remit of this report are:

- Legal and Democratic Services
- Human Resources
- Regeneration and Planning
- Finance and Property Services

It is prudent to review fees and charges on a regular basis to ensure costs, opportunities and market conditions are reflected and to ensure that income is secured to support the cost of running facilities.

The proposals contained within this report and associated appendices are congruent with the Council's Income Generation and Commercial Opportunities Strategy.

1. Recommendation

- 1.1** That Cabinet agree the charging and fee proposals for Managing Director and Resources as set out in this report.
- 1.2** That the report be referred to Scrutiny Committee Corporate Performance and Resources for consideration.

2. Reasons for Recommendations

- 2.1** To obtain Cabinet's approval of the charging and fees proposed for 2019/20.
- 2.2** To allow the charges and fee proposed to be considered.

3. Background

- 3.1** The Council delivers a small number of chargeable services throughout the Managing Director and Resources Directorate. These charges are set on an annual basis.
- 3.2** The total savings required in the Managing Director and Resources Directorate for 2019/20 is approximately £921,000.

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- 3.3** During such difficult financial times there is always a temptation to propose high fee increases across the service area. However, this would not necessarily guarantee a commensurate income increase across all areas, as patronage of certain services could reduce.
- 3.4** To ensure that current costs reflect inflation (2.3% November 2018) and other demands such as pay awards, it is proposed to uplift the majority of service fees by the amounts shown on the attached appendices.
- 3.5** However in some areas it is proposed that new fees are introduced for certain services to ensure that we are operating in the most efficient manner and are working towards full cost recovery where possible in line with the Council's Income Generation and Commercial Opportunities Strategy, which is referenced in the background papers to this report.
- 3.6** The Income Generation and Commercial Opportunities Strategy has been established to support consistency across the Council in its approach to income generation and commercial opportunities, including setting, collecting and reviewing fees and charges. It aims to achieve full cost recovery where it is appropriate to do so.

4. Key Issues for Consideration

- 4.1** The proposed charges for services for 2019/20 are set out in the appendices as follows:

Appendix 1 - Legal and Democratic Services

Appendix 2 - Human Resources

Appendix 3 - Regeneration and Planning

Appendix 4 - Finance and Property Services

Legal and Democratic Services (Appendix 1)

- 4.2** Within Legal and Democratic Services there are a number of chargeable services. In respect of Legal Services, numerous powers exist which permit charging pursuant to section 111 of the Local Government Act 1972 and powers under section 93 and 94 of the Local Government Act 2003 to charge for discretionary services on a cost recovery basis.

In addition, an officer delegation has been in place since 2003 for the setting and review of the legal fees payable to the Council.

- 4.3** In respect of routine and non-urgent matters standard fixed fee charges apply and include legal work relating to conveyancing transactions, leases and licenses, amongst other matters. If a matter charged at a fixed fee becomes protracted, unduly complicated, the right is reserved to charge at an hourly rate

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if charging a fixed fee would not result in the Council recovering its costs.

- 4.4** Non-fixed fee work is charged at an hourly rate and usually relates to more complex or urgent work under various legislation and can include public rights of way under the application legislation, development agreements, special events, highways work, under the applicable legislation and planning and associated work.
- 4.5** In addition, Legal services are provided under Service Level and other agreements by agreement between the service and the party to the agreement. Services provided under such agreements are charged at an hourly rate, which are determined by the level of seniority and qualification of the legal officer assigned to the work.
- 4.6** Details of the fixed fees charged by Legal Services are set out in Appendix 1. The figures for 2018/19 reflect the fixed fees which have applied and which are charged in respect of the matters set out. The fixed fees will continue to apply for 2019/20, and will be reviewed on an annual basis.
- 4.7** In relation to Democratic Services a report was taken to Cabinet on the 15th October 2018 outlining a review of non-statutory fees and charges. This report is contained within the background papers to this report. The report recommended that ceremony fees and charges are increased from 1st April 2019 to ensure all service's fees and charges within the control of the Local Authority are consistent with and brought in line with the annual reporting process to Cabinet.
- 4.8** The General Register Office introduced new statutory fees from midnight on 16th February 2019 in respect of fees and charges for obtaining copy certificates and use of the priority service.
- 4.9** Prior to this, certificate fees had not been revised since 2010. Revised fee levels should enable the Local Authority to reflect the increased cost of certificate production. It also removes the current three tier pricing system that existed previously in place.
- 4.10** The new fee for the production of a copy certificate is £11 irrelevant of the timing of the purchase. The previous three tiered system was as follows: £4 for a copy certificate if purchased on the day of registration, £7 if purchased the following day and £10 each when the register is deposited with the Superintendent Registrar.
- 4.11** Following the successful implementation of the Priority Service for copy certificates in November 2017, the fee was increased in October 2018 from £17 to £25 to bring it in line with other service fees in the department and to reflect the demand for the service. Since 16th February 2019, this fee has been increased further to £35 in line with statutory guidance from the General

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Register Office. This is based upon a 24 hour service where an application is received by 3pm.

Human Resources (Appendix 2)

- 4.12** The majority of charges levied by the Council's Human Resources department are outlined in Appendix 2 to this report. Appendix 2a outlines fees charged by the Council's Employee Services team (in relation to DBS checks and payroll services) and Appendix 2b outlines fees levied by the Health and Safety team. It is proposed that these fees remain the same for 2019/20.

Regeneration and Planning (Appendix 3)

- 4.13** Existing admissions and other charges are normally reviewed annually for Countryside Service sites.
- 4.14** Appendices A-F show proposed charges to be implemented from 1st April 2019. The appendices show comparative figures for the current year for comparison.
- 4.15** The 20% discount previously offered to all Vale of Glamorgan Council departments (including schools), non-profit making community uses and charitable organisations, specifically in relation to the hiring of space at all Countryside Service locations will remain unchanged ensuring that services can still be provided in a sustainable manner whilst offering continued value to these organisations. This reflects the scarcity of resources and the need to fund the costs of providing these non-statutory facilities.
- 4.16** Cosmeston Lakes Country Park - Appendix 3a shows proposed changes to charges. In some cases charges remain unchanged to reflect current market trends, in others they increase by around the rate of inflation or a little more, reflecting the take up of services and cost of delivery. This approach will reflect the true value of the unique facility and recognise the need to recover costs incurred to sustain the operation of the country parks.
- 4.17** Cosmeston Medieval Village - Appendix 3b shows that the majority of prices have remained the same to reflect market value, in others they increase by around the rate of inflation or a little more.
- 4.18** With regards to `Live Action Role Play`, further market research has been undertaken due to the lack of uptake in bookings, it was concluded that costs should remain the same for the winter period with a reduction in fees applied to the spring, summer periods, to develop new business opportunities and aid in the sustainable delivery of the Medieval Village.
- 4.19** Porthkerry Country Park - Appendix 3c shows proposed charges for Porthkerry showing that the majority of prices reflect those of Cosmeston. In some cases charges remain unchanged to reflect current market trends, in others they

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increase by around the rate of inflation or a little more, reflecting the take up of services and cost of delivery.

Car parking charges are not included for amendment in this report given that this is an issue that is being addressed under a separate comprehensive report to this Cabinet.

- 4.20** The Glamorgan Heritage Coast project - proposed charges are set out in Appendix 3d, which are largely unchanged and in line with the Country Parks.
- 4.21** Public Rights of Way - proposed charges are set out in Appendix 3e, which remain unchanged as set charges were recently introduced and the market is being gauged.
- 4.22** Translocation of protected species - the proposals set out in Appendix 3f remain unchanged as set charges were recently introduced and the market is still being gauged.
- 4.23** The proposals will enable the Country Parks to plan for the future management of the sites in a sustainable manner in times of reduced funding.
- 4.24** Saving targets for the Countryside Service include the generation of additional income and these proposals seek to raise income from users of services which require resources to maintain and/or deliver, in a fair and balanced way, whilst also maintaining viable competitive services and attracting visitors and tourists as appropriate.

Finance and Property Services (Appendix 4)

- 4.25** The Council's current approach for the charging of external meeting rooms is inconsistent across the Authority. There are meeting rooms in the Council's Library buildings that are charged for by the Learning and Skills Directorate and it is proposed that the same fee structure is applied to Corporate Meeting Rooms across the Vale of Glamorgan. This proposal is congruent with the strategic objective in the Council's Income Generation and Commercial Opportunities Strategy, which aims to support consistency across the Council in its approach to income generation and commercial opportunities, including setting, collecting and reviewing fees and charges.
- 4.26** It is proposed that a fee of £20 per hour or £120 for an entire day is charged to external organisations for the use of the Council's Dock Office Board Room, Civic Offices Finance Board Room, Civic Offices Committee Rooms, Heritage Coast Meeting Room and Barry Island Tourism Meeting Room to be managed within existing resources. It should be noted that these fees are separate to any ceremony fees and do not override them.

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- 4.27** The Council's Estates function within Property Services levies a number of fees and charges in line with Legal Services. Historically there has been no agreed fee structure for fees and charges levied by Estates. The service has charged on a case by case basis. It is proposed that a fee structure for Estates is introduced for 2019/20 and the proposed charges are outlined in Appendix 4 to this report. These fees are consistent with those proposed for Legal Services due to the nature of the work undertaken by both departments and have been proposed in consultation and/or alongside Legal Services.

5. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 5.1** The Council has a duty to show how it is working to deliver against the Well-being of Future Generations Act (Wales) 2015 ("the Act") and its Five Ways of Working. We have set our corporate well-being objectives to maximise our contribution to the Act, and its seven national goals. Alongside our corporate well-being objectives, we have also made a commitment to work in partnership to deliver the [Vale of Glamorgan Public Services Board](#) well-being objectives set out in its [Well-being Plan](#).
- 5.2** The proposals contained in this report are reflective of the long term needs of the Vale of Glamorgan by ensuring that services are sustainable by operating on a cost recovery basis.
- 5.3** The proposals aim to ensure beneficial impacts are evidenced across economic, environmental, social and cultural wellbeing by ensuring that key Council services can continue to operate during times of austerity.
- 5.4** The proposals have been developed in conjunction with other service areas to ensure that fees and charges are consistent to providing a single pricing structure for customers.
- 5.5** An equalities impact scoping assessment has been undertaken which does not highlight any adverse impact on any individual with a protected characteristic identified within the assessment. It is also considered that the charges proposed will not preclude any sectors of the community from accessing the services provided.

6. Resources and Legal Considerations

Financial

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- 6.1** The fee increases outlined in this report assist in reducing the budgetary pressures within the Directorate.

Employment

- 6.2** It is intended that the changes to fees and charges proposed within this report will be delivered within existing resources.

Legal (Including Equalities)

- 6.3** In accordance with relevant legislation the Council is permitted to charge for the provision of certain services it provides.
- 6.4** The Well-being of Future Generations (Wales) Act 2015 imposes a duty on the Council as a public sector body to work towards achieving a more equal Wales of cohesive communities with a vibrant culture and Welsh language. This builds upon the legislative framework contained within the Council's public sector equality duty provided for by s.149 of the Equality Act 2010, and associated Regulations provided for by the Equality Act 2010 and which are specific to Wales and the Welsh Language (Wales) Measure 2011.
- 6.5** An equalities impact scoping assessment has been undertaken and shows that there is no unacceptable adverse effects on the protected characteristics identified by the assessment. It is also considered that the charges proposed will not preclude any sectors of the community from accessing the services provided.

7. Background Papers

Income Generation and Commercial Opportunities Strategy

<https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2017/17-10-23/Appendices/Income-Generation-Commercial-Opportunities-Strategy-2017-2020-Appendix-A.pdf>

Cabinet Report - Register Office Ceremonies and Fees

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes_agendas_and_reports/reports/cabinet/2018/18-10-15/Register-Officer-Ceremonies-and-Fees.aspx

Appendix 1 – Legal Services Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Service	Current Fee – 2018/19	Proposed Fee - 2019/20
Assignments including Licence to assign	£50	£150
New Lettings (including Licences to underlet)	£50	£150
Licence to Assign	£50	£150
Licence to underlet	£50	£150
Licence for alteration	£50	£140
Deed of Rectification (lease or transfer)	£50 (unless Council error)	£50 (unless Council error)
Release Right to Buy covenant	£100 admin fee	£100 admin fee
Deed of Covenant	£100	£100
Mortgage Redemption Fee	£30	£30
Concessions	£150	£150
Simple Workshop tenancies	£200	£200
Simple Grazing Licences	£50	£50
Simple Farm Business tenancies	£200	£200

Appendix 2a – Health and Safety Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Service	2018/19 Fee	2019/20 Fee
Manual Handling Training - ½-day	£150	No change
Manual Handling Training – 1-day	£250	No change
Manual Handling Training – 2-day	£400	No change
Fire Risk Assessments	£300 (average per site – depends on size / use of building)	No change
Fire Awareness / Evac Chair / Fire Warden Training & other toolbox talks	£20 per person	No change
H&S and Fire Safety Advice	£17 per hour + on-costs	No change
Other H&S Training	£250 per day	No change
OH Pre-placement forms	£15 per form	No change
HAVS Screening – Initial & Annual	£15 per form / £30 if OHN appointment required	No change
HAVS Screening – Clinical	£60 for OHP appointment	No change
OH Appointments – OHN	£30	No change
OH Appointments – OHP	£60	No change
Health Screening (OH)	£10	No change

Appendix 2b – Employee Services Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Service	2018/19 Fee	2019/20 Proposed Fee
Disclosure and Barring Services (DBS) Umbrella body checks for outside organisations	£24 administration fee per check	No change
Payroll Bureau Service for outside organisations	£101 (+VAT) per employee per annum e.g. Payroll Service for organisation with 10 employees: £101 x 10 = £1,010 (+VAT) annual costs.	No change

Appendix 3a – Cosmeston Lakes Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Inclusive of VAT where applicable, unless shown otherwise. Educational prices are VAT exempt, 20% discount for Vale Council (including schools), non-profit making community use and charitable use of hired space, subject to availability.

Discounts available for multiple bookings, to be agreed by Operational Manager.

Description	Current 2018/19	Proposed 2019/20
Launching fee (boats and diving) – scouts, guides and education	£3.50 per launch / dive 1 st March – 30 th November only.	£3.60 per launch / dive 1 st March – 30 th November only.
Launching fee (boats and diving) -fee paying clubs/commercial	£7.50 1 st March – 30 th November only.	£7.65 1 st March – 30 th November only.
Annual launching fee - scouts, guides, schools and charitable organisations.	£385.00 per boat, subsequent launchings free if this option chosen.	£390.00 per boat, subsequent launchings free if this option chosen.
Annual launching fee (fee paying organisations/ commercial)	£500.00 per boat, subsequent launchings free if this option chosen.	£510.00 per boat, subsequent launchings free if this option chosen.
Model boats (per launch)	£2.90 per launch	£2.95 per launch
Model boats (per year)	£350.00 subsequent launches free. Up to a maximum of 10 boats	£355.00 subsequent launches free. Up to a maximum of 10 boats
BBQ (large group)	£40.00	£40.00
BBQ (small group)	£22.00	£22.00
BBQ (deposit)	£20.00	£20.00
Horse riding (individual)	£24.00	£24.00
Horse riding (commercial)	£125 per horse, supervisor free.	£125 per horse, supervisor free.
Orienteering (Vale school)	£1.80 per pack	£1.85 per pack
Orienteering (non Vale School)	£2.50 per pack	£2.55 per pack
Orienteering (public)	£2.50 per pack	£3.00 per pack
Filming (per hour)	£250.00 per hour (maximum) Negotiable depending on special requirements with agreement of OM. Plus VAT where required.	£250.00 per hour (maximum) Negotiable depending on special requirements with agreement of OM. Plus VAT where required.
Filming (per day)	£1,000.00 - £2,500.00 (up to 12 hours) Negotiable depending on special requirements with agreement of OM. Plus VAT	£1,000.00 - £2,500.00 (up to 12 hours) Negotiable depending on special requirements with agreement of OM. Plus VAT

Appendix 3a – Cosmeston Lakes Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

	where required.	where required.
Filming (set and clear down days)	£1,000.00 per day (maximum)	£1,000.00 per day (maximum)
Base unit parking (filming)	£12.00 per vehicle per night. Minimum £300.00 per night.	£13.00 per vehicle per night. Minimum £325.00 per night.
Filming bond	£500.00	£500.00
Commercial photo shoot	£85.00 - £150.00 per hour. £100.00 - £500.00 per Half day. £550.00 - £1200.00 per full day.	£85.00 - £150.00 per hour. £100.00 - £500.00 per Half day. £550.00 - £1200.00 per full day.
Dedication (tree)	£300.00 Planting cost (includes one replacement tree)	£300.00 Planting cost (includes one replacement tree)
Dedication (bench)	£1,500.00 recycled plastic memorial bench with plaque. Maintainable for 5 years.	£1,500.00 recycled plastic memorial bench with plaque. Maintainable for 5 years.
Dedication (plaque)	New – £300.00 per plaque. Plaque supplied and fitted by Countryside Services. Positioning of plaque to be agreed with Countryside Service.	New – £300.00 per plaque. Plaque supplied and fitted by Countryside Services. Positioning of plaque to be agreed with Countryside Service.
Educational talks/Ranger led visits (Vale Schools)	£2.00 per pupil, minimum £50.00 per booking	£2.00 per pupil, minimum £50.00 per booking
Educational talks/Ranger led visits (non Vale school)	£2.50 per pupil, minimum £65.00 per booking	£2.50 per pupil, minimum £65.00 per booking
Education talks (non-school)	£50.00 per group / 15 max	£50.00 per group / 15 max
Ranger led walk (adult)	£50.00 per group / 15 max	£50.00 per group / 15 max
Ranger led walk (child)	£50.00 per group / 15 max	£50.00 per group / 15 max
Teacher training days	New - £40.00 per teacher per day. Minimum of 8 teachers per session.	£40.00 per teacher per day. Minimum of 8 teachers per session.
Hire of new outdoor learning area	New - £95.00 per half day (commercial) plus staff costs if required.	£95.00 per half day (commercial) plus staff costs if required.
Hire of new outdoor learning area	New - £150.00 per full day (commercial) plus staff costs if required.	£150.00 per full day (commercial) plus staff costs if required.
Wedding event hire.	£1,000.00 event organisers	£1,000.00 event organisers

Appendix 3a – Cosmeston Lakes Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

	only (2018/19). Price fixed if wedding booked in 2018/19 for 2019/20.	only (2019/20). Price fixed if wedding booked in 2019/20 for 2020/21.
Trade events/fetes, etc.	£25.00 per 3m x 2m stall, minimum of £200.00 per day.	£25.00 per 3m x 2m stall, minimum of £200.00 per day.
Hire of Forest Schools woodland area (commercial)	£75.00 per day, per 500m2	£75.00 per day, per 500m2
Event - country park use (commercial)	£2.00 per participant, minimum of £250.00 per day	£2.00 per participant, minimum of £250.00 per day
Event - Lake (commercial)	£2.00 per participant, minimum of £250.00 per day	£2.00 per participant, minimum of £250.00 per day
Commercial educational activities	£3.00 per child, per day. Minimum £75.00	£3.00 per child, per day. Minimum £75.00
Commercial `Pop up` events	£200 - £400 per day, per 500m2. special requirements with agreement of OM	£200 - £400 per day, per 500m2. special requirements with agreement of OM

Appendix 3b – Medieval Village Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Inclusive of VAT where applicable, unless shown otherwise. Educational prices are VAT exempt, 20% discount for Vale Council (including schools), non-profit making community use and charitable use of hired space, subject to availability.

Discounts available for multiple bookings, to be agreed by Operational Manager.

Description	Current 2018/ 19	Proposed 2019/20
Audio Wand Tour (adult)	£5.00	£5.10
Audio Wand Tour (concession)	£3.50	£3.60
Costumed Tour	£5.00	£5.10
Costumed Tour (Concession)	£3.50	£3.60
Family ticket	N/A	New - £15.00 – 2 adults plus 2 children under 16.
Family ticket	N/A	New - £17.50 – 2 adults plus 3 children under 16.
School Tour (non Vale School)	£3.50 per pupil – Minimum of £70.00 per group	£3.60 per pupil – Minimum of £70.00 per group
School Tour (Vale School)	£2.90 per pupil– Minimum of £60.00 per group	£2.95 per pupil– Minimum of £60.00 per group
Extra school activity (e.g. bread making)	£1.00 per pupil	£1.00 per pupil
School tour and three activities (non Vale School)	£5.50 per pupil – Minimum of £70.00 per group	£5.65 per pupil – Minimum of £75.00 per group
School tour and three activities (Vale School)	£5.00 per pupil – Minimum of £70.00 per group	£5.10 per pupil – Minimum of £75.00 per group
Hire of Tithe Barn	Up to £300.00 (incl. wedding blessings) per max of 3 hours, week day. TBD by Operational Manager.	Up to £300.00 (incl. wedding blessings) per max of 3 hours, week day. TBD by Operational Manager.
Hire of Tithe Barn	Up to £150.00 (incl. wedding blessings) per max of 1 hour, week day. TBD by Operational	Up to £150.00 (incl. wedding blessings) per max of 1 hour, week day. TBD by Operational
Hire of Tithe Barn	Up to £350.00 (including wedding blessings) Per max of 3 hours, weekend day. TBD by Operational Manager.	Up to £350.00 (including wedding blessings) Per max of 3 hours, weekend day. TBD by Operational Manager.
Hire of Tithe Barn	Up to £175.00 (including wedding blessings) Per max of 1 hour, weekend day. TBD by Operational Manager.	Up to £175.00 (including wedding blessings) Per max of 1 hour, weekend day. TBD by Operational Manager.
Hire of Reeves Barn	Up to £300.00 (incl. wedding blessings) per max of 3 hours,	Up to £300.00 (incl. wedding blessings) per max of 3 hours,

Appendix 3b – Medieval Village Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

	week day. TBD by Operational Manager.	week day. TBD by Operational Manager.
Hire of Reeves Barn	Up to £150.00 (incl. wedding blessings) per max of 1 hour, week day. TBD by Operational Manager.	Up to £150.00 (incl. wedding blessings) per max of 1 hour, week day. TBD by Operational Manager.
Hire of Reeves Barn	Up to £350.00 (including wedding blessings) Per max of 3 hours, weekend day. TBD by Operational Manager	Up to £350.00 (including wedding blessings) Per max of 3 hours, weekend day. TBD by Operational Manager
Hire of Reeves Barn	Up to £175.00 (including wedding blessings) Per max of 1 hour, weekend day. TBD by Operational Manager.	Up to £175.00 (including wedding blessings) Per max of 1 hour, weekend day. TBD by Operational Manager.
Filming (per hour)	£350.00 per hour (maximum). Negotiable depending on special requirements with agreement of OM. Plus VAT where required	£350.00 per hour (maximum). Negotiable depending on special requirements with agreement of OM. Plus VAT where required
Filming (per day)	£1,600.00 - £3,000.00 (up to 12 hours) Negotiable depending on special requirements with agreement of OM. Plus VAT where required.	£1,600.00 - £3,000.00 (up to 12 hours) Negotiable depending on special requirements with agreement of OM. Plus VAT where required.
Filming (set and clear down days)	£1,000.00 per day	£1,000.00 per day
Filming bond	£500.00	£500.00
Commercial photo shoot	£85 - £150 per hour. £100 - £500 per Half day. £550 - £1200 per full day.	£85 - £150 per hour. £100 - £500 per Half day. £550 - £1200 per full day.
Hire of Village for event (per day, per weekend day or bank holiday or per weekend/two days over bank holiday)	£600.00 - £1,000.00 per day or £200.00 – £400.00 per day plus 25% of ticket receipts. Event organiser may charge entry. Includes parking management. Plus VAT where applicable. To be agreed by OM.	£600.00 - £1,000.00 per day or £200.00 – £400.00 per day plus 25% of ticket receipts. Event organiser may charge entry. Includes parking management. Plus VAT where applicable. To be agreed by OM.
Hiring Bond	£500.00 To cover cleaning, damage etc.	£500.00 To cover cleaning, damage etc.
Hire of event field only (per day, per weekend day, per weekend/two days over bank holiday)	£200.00 - £400.00 per day or £100.00 – £200.00 per day plus 25% of ticket receipts.	£200.00 - £400.00 per day or £100.00 – £200.00 per day plus 25% of ticket receipts.

Appendix 3b – Medieval Village Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

	Event organiser may charge entry. Includes parking management. Plus VAT where applicable. To be agreed by OM.	Event organiser may charge entry. Includes parking management. Plus VAT where applicable. To be agreed by OM.
Hiring Bond	£200.00 To cover cleaning etc.	£200.00 To cover cleaning etc.
Trade events/fetes, etc.	£25.00 per day, per 3m x 2m stall, minimum £200.00 per day	£25.00 per day, per 3m x 2m stall, minimum £200.00 per day
Hire of Village for – Live Action Roll Play activities	January – March & October – December £1,200.00 per 5 day week & £800.00 per weekend. April – June - £1,800.00 per 5 day week & £1,400.00 per weekend. July – September - £2,700.00 per 5 day week & £2,700.00 per weekend	January – March & October – December £1,200.00 per 5 day week & £800.00 per weekend. April – June - £1,400.00 per 5 day week & £1,200.00 per weekend. July – September - £1,500.00 per 5 day week & £1,500.00 per weekend
Hiring Bond	£500.00 To cover cleaning / damage etc.	£500.00 To cover cleaning / damage etc.
Wedding event Hire	£1,000.00 to event organisers only (2018/19). Price held if wedding booked in 2018/19 for 2019/20.	£1,000.00 to event organisers only (2019/20). Price held if wedding booked in 2019/20 for 2020/21.

Appendix 3c – Porthkerry Country Park Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Inclusive of VAT where applicable, unless shown otherwise. Educational prices are VAT exempt, 20% discount for Vale Council (including schools), non-profit making community use and charitable use of hired space, subject to availability.

Discounts available for multiple bookings, to be agreed by Operational Manager.

Description	Current 2019 / 20	Proposed 2019/20
BBQ (large group)	£40	£40
BBQ (small group)	£22	£22
BBQ (deposit)	£20.00	£20.00
Horse riding (individual)	£24	£24
Horse riding (commercial)	£125 per horse, supervisor free.	£125 per horse, supervisor free.
Orienteering (Vale school)	£1.80 per pack	£1.85 per pack
Orienteering (non Vale School)	£2.50 per pack	£2.55 per pack
Orienteering (public)	£3.00 per pack	£3.00 per pack
Golf (adult)	£3.50	£3.60
Golf (Junior)	£2.30	£2.35
Golf (concession)	£2.30	£2.35
Golf (family)	£10.00 (2 adults plus 3 children)	£10.25 (2 adults plus 3 children)
Golf (educational group)	£1.60 (minimum of 10)	£1.65 (minimum of 10)
Golf (deposit)	£5.00	£5.00
Golf (lost ball)	£1.00	£1.00
Golf (pencils / tees)	Included	Included
Golf (broken club)	£20	£20.00
Golf (adult season)	£50	£51.00
Golf (junior season)	£25	£25.50
Golf (concession season)	£25	£25.50
Golf (family season)	£100.00 (2 adults plus 3 children)	£102.00 (2 adults plus 3 children)
Car Park (car)	£2.50/day (Bank holiday and weekends, in season only)	No change proposed, but subject to review as part of the wider Car parking agenda
Car Park (coach)	£5.00/day (Bank holiday and weekends, in season only)	No change proposed, but subject to review as part of the wider Car parking agenda
Filming (per hour)	£250.00 per hour (maximum) Negotiable depending on special requirements with agreement of OM. Plus VAT where required	£250.00 per hour (maximum) Negotiable depending on special requirements with agreement of OM. Plus VAT where required
Filming (per day)	£1,000.00 - £2,500.00 (up to 12 hours) Negotiable depending on special requirements with agreement of OM. Plus VAT where required.	£1,000.00 - £2,500.00 (up to 12 hours) Negotiable depending on special requirements with agreement of OM. Plus VAT where required.
Filming (set and clear down days)	£1,000.00 per day	£1,000.00 per day

Appendix 3c – Porthkerry Country Park Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Base unit parking	£12.00 per vehicle per night. Minimum £300.00 per night	£13.00 per vehicle per night. Minimum £325.00 per night
Filming bond	£500.00	£500.00
Commercial photo shoot	£85 - £150 per hour. £100 - £500 per Half day. £550 - £1200 per full day.	£85 - £150 per hour. £100 - £500 per Half day. £550 - £1200 per full day.
Dedication (tree)	£300 Planting cost (includes one replacement tree)	£300 Planting cost (includes one replacement tree)
Dedication (bench)	£1,500.00 recycled plastic memorial bench with plaque. Maintainable for 5 years.	£1,500.00 recycled plastic memorial bench with plaque. Maintainable for 5 years.
Dedication (plaque)	New – £300.00 per plaque. Plaque supplied and fitted by Countryside Services. Positioning of plaque to be agreed with Countryside Service.	£300.00 per plaque. Plaque supplied and fitted by Countryside Services. Positioning of plaque to be agreed with Countryside Service.
Educational talks/Ranger led visits (Vale Schools)	£2.00, minimum £50.00 per booking	£2.00, minimum £50.00 per booking
Educational talks/Ranger led visits (non Vale school)	£2.50. minimum £65.00 per booking	£2.50. minimum £65.00 per booking
Education talks (non school)	£50.00 per group / 15 max	£50.00 per group / 15 max
Ranger led walk (adult)	£50.00 per group / 15 max	£50.00 per group / 15 max
Ranger led walk (child)	£50.00 per group / 15 max	£50.00 per group / 15 max
Teacher training days	New - £40.00 per teacher per day. Minimum of 8 teachers per session.	£40.00 per teacher per day. Minimum of 8 teachers per session.
Trade events/fetes, etc.	£25.00 per 3m x 2m stall, minimum of £200.00 per	£25.00 per 3m x 2m stall, minimum of £200.00 per
Lodge hire per hour (commercial)	£45.00 per hour (commercial)	£45.00 per hour (commercial)
Lodge hire per half day (commercial)	£95 per half day (commercial) plus staff costs if required.	£95 per half day (commercial) plus staff costs if required.
Lodge hire per full day (commercial)	£150 per full day (commercial) plus staff costs if required.	£150 per full day (commercial) plus staff costs if required.
Lodge hire cleaning bond	£25.00 cleaning bond	£25.00 cleaning bond
Lodge hire (6pm – 11pm only)	£325.00 (6pm – 11pm only)	£325.00 (6pm – 11pm only)
Lodge hire bond for evening use	£100.00 bond for evening use	£100.00 bond for evening use
Commercial educational activities	£3.00 per child, per day. Minimum £75.00	
Hire of Forest Schools woodland area (commercial / educational)	£75.00 per day, per 500m2	£75.00 per day, per 500m2
Event use of part of meadow (day time 9am – 5pm)	£200.00 - £400.00 per day or £100.00 - £200.00 per day, plus 25% of ticket receipts. Up to 25%	£200.00 - £400.00 per day or £100.00 - £200.00 per day, plus 25% of ticket receipts. Up to

Appendix 3c – Porthkerry Country Park Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

	of meadow.	25% of meadow.
Event use of part of meadow (evening 6pm – 11pm)	£200.00 - £400.00 per evening or £100.00 - £200.00 per evening, plus 25% of ticket receipts.	£200.00 - £400.00 per evening or £100.00 - £200.00 per evening, plus 25% of ticket receipts.
Commercial `Pop up` events	£200 - £400 per day, per 500m2. special requirements with agreement of OM	£200 - £400 per day, per 500m2. special requirements with agreement of OM
Event use of meadow cleaning bond.	£200.00 hiring bond.	£200.00 hiring bond.
Nightingale Cottage meeting room hire 9am – 5pm	£80.00 per full day (commercial)	£80.00 per full day (commercial)
Nightingale Cottage meeting room hire	£55.00 per half day (commercial)	£55.00 per half day (commercial)
Cottage meeting room hire. cleaning bond.	£25.00 cleaning bond.	£25.00 cleaning bond.
Wedding event hire.	£1,000.00 event organisers only (2018/19). Price fixed if wedding booked in 2018/19 for 2019/20.	£1,000.00 event organisers only (2019/20). Price fixed if wedding booked in 2019/20 for 2020/21.

Appendix 3d – Glamorgan Heritage Coast Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Inclusive of VAT where applicable, unless shown otherwise. Educational prices are VAT exempt, 20% discount for Vale Council (including schools), non-profit making community use and charitable use of hired space, subject to availability.

Discounts available for multiple bookings, to be agreed by Operational Manager.

Description	Current 2018 /19	Proposed 2019/20
Educational talks / visits (vale school)	£2.00, minimum £50.00 per booking	£2.00, minimum £50.00 per booking
Educational talks / visits (non vale school)	£2.50, minimum £65.00 per booking	£2.50, minimum £65.00 per booking
Car parking	£3.00/day weekends / low season only. During the summer landowner collects	£3.00/day weekends / low season only. During the summer landowner collects
Events/fetes, etc. within the Heritage coast centre.	£25.00 per 3m x 2m stall, minimum of £200.00 per day.	£25.00 per 3m x 2m stall, minimum of £200.00 per day.
Commercial `Pop up` events. within the Heritage coast centre.	£200 - £400 per day. special requirements with agreement of OM	£200 - £400 per day. special requirements with agreement of OM
Large Meeting room hire	£70.00 per full day (commercial)	£70.00 per full day (commercial)
Large Meeting room hire	£50.00 per half day (commercial)	£50.00 per half day (commercial)
Small meeting room	£40.00 per full day (commercial)	£40.00 per full day (commercial)
Small meeting room	£25.00 per half day (commercial)	£25.00 per half day (commercial)
Ranger led walks (adult)	£50.00 per group / 15 maximum	£50.00 per group / 15 maximum
Ranger led walks (child)	£50.00 per group / 15 maximum	£50.00 per group / 15 maximum
Ranger led walks (educational talks / non school)	£50.00 per group / 15 maximum	£50.00 per group / 15 maximum
Teacher training days	New - £40.00 per teacher per day. Minimum of 8 teachers per session.	New - £40.00 per teacher per day. Minimum of 8 teachers per session.
Orienteering (Vale school)	£1.80 per pack	£1.85 per pack
Orienteering (non Vale School)	£2.50 per pack	£2.55 per pack
Orienteering (public)	£3.00 per pack	£3.00 per pack

Appendix 3e – Public Rights of Way Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Description	Current 2018 / 19	Proposed 2019/20
kissing gate / stile. Gift/donation/dedication	£395.00 To include kissing gate / stile kit plus installation by the Countryside team (new/replacement). Non-commercial only. Maintainable for 3 years. Customer to supply plaque. Subject to landowners agreement.	£395.00 To include kissing gate / stile kit plus installation by the Countryside team (new/replacement). Non-commercial only. Maintainable for 3 years. Customer to supply plaque. Subject to landowners agreement.
Way marker post. Gift/donation/dedication	£150.00 - installation by the Countryside team (new/replacement). Non-commercial only. Maintainable for 3 years. Customer to supply plaque. Subject to landowners agreement.	£150.00 - installation by the Countryside team (new/replacement). Non-commercial only. Maintainable for 3 years. Customer to supply plaque. Subject to landowners agreement.
Foot bridge Gift/donation/dedication	£2,000.00 - £3,000.00 Depending on span(new/replacement). Installation by the Countryside team. Non-commercial only. Maintainable for 5 years. Customer to supply plaque. Subject to landowners agreement.	£2,000.00 - £3,000.00 Depending on span(new/replacement). Installation by the Countryside team. Non-commercial only. Maintainable for 5 years. Customer to supply plaque. Subject to landowners agreement.
Restoration of a stone stile Gift/donation/dedication	£1,000.00. Non-commercial only. Customer to supply plaque, slate only. Subject to landowners agreement.	£1,000.00. Non-commercial only. Customer to supply plaque, slate only. Subject to landowners agreement.

Appendix 3f – Reptile Translocation Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Description	Current 2018 / 19	Proposed 2019/20
<p>Translocation of reptiles.</p> <p>Surveyed population <5.</p> <p>Estimated population <50.</p>	<p>£10,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation.</p>	<p>£10,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation.</p>
<p>Translocation of reptiles.</p> <p>Surveyed population 5 - 10.</p> <p>Estimated population 50 - 100.</p>	<p>£15,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation.</p>	<p>£15,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation</p>
<p>Translocation of reptiles.</p> <p>Surveyed population 10 - 20.</p> <p>Estimated population 101 - 500</p>	<p>£20,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation.</p>	<p>£20,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation</p>
<p>Translocation of reptiles.</p> <p>Surveyed population > 20</p> <p>Estimated population >501</p>	<p>£30,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation.</p>	<p>£30,000.00. Countryside team to maintain habitat and monitor population for a 10 year period.</p> <p>Developer to carry out all site preparation works and all reptile translocation.</p>

Appendix 4 – Estates Fees and Charges

Reshaping Services - Proposed Fees and Charges within the Directorate of Managing Director and Resources for 2019/20

Estates Service	Proposed Fee - 2019/20
Assignments including negotiating Licence to assign	£75
Negotiating New Lettings	£150
Licence to underlet	£75
Processing Licence for alteration requests	£50
Consultation on Deed of Rectification (lease or transfer)	£25 (unless Council error)
Release of covenant negotiations	£75 plus any external valuation fees applicable charged at cost
Negotiating Sales of land to adjoining owners	£150
Negotiating terms for other transfers (unless major site which will be on case by case basis)	£300
Simple Grazing, concession, filming Licences	£75
Simple Farm Business tenancies	£200