

Fees & Charges for 2007/08

A report by the Director, Kent Highway Services to the Highways Advisory Board on 6 March 2007

Introduction

1. This report seeks approval of revised fees and charges for 2007/08 in respect of a wide range of services provided by Kent Highway Services. The Local Government Act 2003 (Section 93) provides the power for charging for discretionary services but also stipulates that local authorities may only cover their reasonable costs in providing such services.
2. The main source of income is from developers who are required to pay S38 or S278 fees relating to supervision of new estate road construction and in some cases commuted sums for future maintenance of new highway infrastructure.
3. The New Roads and Street Works Act 1991 [RASWA] and subsequent regulations determines charges for sample inspections, defects, licences, etc but the Road Safety team also provides a range of services, including cycle and minibus driver training for which a charge is made either to individuals or other departments and organisations.
4. Our fees have been set to reflect the actual cost of the service and in most cases, these are rounded up to the nearest £5.00 but an attempt has also been made to standardise charges for similar services. Some charges which are statutory and for which there is no local discretion have not have been included in the tables appended.
5. As part of the Transformation process, Kent Highway Services is continuing to examine options for delivering some services on line, eg paying for skip permits. This would enable differential charges to be considered, distinguishing between electronic and paper transactions. A further report will be brought to the Highways Advisory Board if this is the case.
6. The proposed new fees and charges for 2007/08 are set out in the Appendices.

Highway Definition, Licences and Other Admin Services [Appendix 1]

7. There have been problems with interpreting the correct charges for highway definition work; at present different charges apply depending on whether plans are supplied and by whom. The current minimum charge is £30 plus £22 for showing a boundary on the enquirer's plan or £30 if KHS provides a plan with a boundary shown. Some district and parish councils have claimed they should be exempt. This is specialised work which often requires research into legal documents held in archive files. Inevitably the amount of work on each case varies but it is impractical to calculate the exact cost per enquiry so there needs to be a standard fee. It is recommended that for 2007/08 all highway definition enquiries are charged at £35 plus a further £35 if KHS is asked to supply an A4 plan from our GIS system showing the boundary; the lower charge for showing a boundary on the enquirer's plan will be dropped. It is also recommended that in future the charge should equally apply to district and parish councils.

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8. Income from land searches was previously received by district councils, where this function was undertaken by the former highway units. Charging by the Highway Authority was agreed with district councils and introduced in April 2006. In practice most district land charges teams have elected to respond to the highway CON29 questions themselves using information supplied to them by KHS. These charges are due to be increased to reflect increased staff costs; it should be noted that the district councils make a 10% handling charge to the initiator of the search but KHS will seek payment of the amount shown in the table.
9. Skip, scaffolding and hoarding licence fees [introduced in 2002/03] cover the administration costs in the issuing of licences for placing of skips, scaffolding and hoardings on the highway. The income generated is used to offset divisional costs in overseeing the safe positioning of these items on the highway including enforcement action where necessary. The current charge is £10 per 2 weeks but this charge has proved insufficient to cover the costs of checking proposed sites and administering the system. Most of these permits are only required for a few days and it is therefore recommended that the charge is increased to £15 per week. Making the permit valid for only one week will marginally increase admin costs but help to ensure that the skips, scaffolding, etc are placed on the highway for no longer than absolutely necessary. The permit is recharged via the skip companies so this rise will only equate to a small increase in the overall hire charge. There are no changes proposed for vehicle crossings as these are determined by RASWA regulations.

Developer Funded Highway Schemes [Appendix 1 & 2]

10. The main source of developer fees is the standard charge of 8% of the estimated works value for the supervision of new estate road construction under S38 of the Highways Act 1980. There are also charges for supervision and fixed consultancy fees for advice to developers re alterations to the existing highway under S278 of the Act.
11. In addition commuted sums are sought wherever there is an ongoing maintenance cost relating directly to the new infrastructure [e.g. for maintaining new traffic signals or inspecting structures]. These charges are all under review, in particular whether the 8% fee is sufficient to cover all the KHS costs relating to new estate road schemes; meanwhile 3% cost of living increases are recommended for S278 and commuted sums and some minor modifications are recommended to the period over which inspection and maintenance costs are assessed. The commuted sums for certain specified other items have been adjusted to reflect current maintenance costs over a 10 year period.

Road Safety [Appendix 1]

12. Cyclist training is offered to Year 6 children through their primary school. Currently the Road Safety team provides cycle training for around 7,000 children per annum; approximately 43% of the total year group across the county.
13. In March 2005 Members chose to remove the charge made for cyclist training so that it was provided free of charge for one year from September 2005. This resulted in a loss of the £70,000 income that had previously been used to offset the £150,000 annual cost of running the training scheme. However Members subsequently approved the re-introduction of the cyclist training fee at £10 per child and it is proposed to increase this charge to £15 from September 2007 with the aim of restoring a break even situation within two years.

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14. The Road Safety team provides minibus driver courses and reassessment [every 3 years] for KCC drivers and a small increase to the fee is proposed in line with wage cost increases. It is recommended that these fees are increased to £110 and £30 respectively.
15. Theatre in Education is a valuable activity that delivers key road safety messages to students in an innovative and exciting way. Annually the Road Safety team organises performances for year 12/13 students with a focus on driving issues including anti-drink drive and anti-drug drive. The team subsidises this for participating schools which allows greater coverage within the available budget. It is recommended that the proportion of the subsidy should remain at the current level.
16. The Road Safety team provides monitoring and training functions for the School Crossing Patrol service managed by Children, Families and Education Directorate. This is arranged through a Service Level Agreement (SLA). The current level of SLA income covers existing costs and so the charge for this remains unchanged.
17. The National Driver Improvement Scheme (NDIS) and Speed Awareness course are administered by the Road Safety team as the service provider for Kent Police. These schemes must be totally self-financing; no excess income can be generated for KCC. Small fee increases are recommended to ensure that the costs of running the schemes can continue to be met without the need for a subsidy.

Conclusion

18. Subject to the views of the Board the proposed Fees & Charges for 2007/08 as set out in Appendices 1 and 2 will be recommended to the Cabinet Member for Environment, Highways and Waste for implementation with effect from 1 April 2007.

Accountable Officers: James Whitehorn [Resources & Development] - 01622 798369
Steve Horton [Road Safety] - 01622 221025

Background Documents: None

Fees & Charges for 2007/08 – Current and Proposed KHS Fees
Appendix 1

ITEM	CURRENT FEE FOR 2006/07	PROPOSED FEE FOR 2007/08	ACCOUNTABLE MANAGER
Highway Definition – Response to written or tel. enquiry from the public, solicitors, developers, district or parish councils re the highway boundary	£30	£35	Matthew Sims
Supplying plan to solicitors including an extract from the Definitive Map	£30	£35	Matthew Sims
Land Charge Searches - CON 29			
Self-service by a district council	No charge	No charge	
Part 1 enquiry answered by KHS	£10	£12	Matthew Sims
Part 2 per additional answer by KHS	£5	£6	
[Note: additional 10% handling fee is charged by the district for Part 1 & 2]			
Land Charges – Personal Searches			
Up to 4 questions per site	£30	£35	Matthew Sims
Each additional question	£5	£5	
Approved Highway Schemes –			
Information supplied, eg Board report	£31	£35	Lloyd Holliday
Copy of complete Scheme Drawings per plan supplied	£31 [coloured] £25 [black & white]	£30	Lloyd Holliday
Copy of extract from Scheme Drawings per plan supplied [up to max A3]	£15	£20	Lloyd Holliday
Gazetteer: un-collated copy per district	£21	£25	
Gazetteer: collated copy per district	£29	£30	Lloyd Holliday
Photocopies of KHS documents or files for information: Staff time	£6.00 per 10 mins	£35 per hour	Caroline Bruce
Plus cost of photocopies	+10p per copy [minimum charge £5]	+ 10p per copy [minimum charge £10]	
Approved Strategies & Policies			
Printed copies of (cycling, walking, bus, maintenance plan, pavement design guide etc) for highway consultants	£21 each	£25 each	David Hall
	CURRENT FEE		ACCOUNTABLE

Fees & Charges for 2007/08 [Appendix 1 - continued]	FOR 2006/07	PROPOSED FEE FOR 2007/08	MANAGER
ITEM			
Highways Act S278 work. Admin charge for review of independent road safety audit [provided by the developer] for developer funded highway works.	£360	£375	Alan Ash
S278 fixed consultancy fee for advice to developer based on scheme value:			
£0 - £50,000	£0	£2,000	Alan Ash
£50,001 - £250,000	£3,800	£4,000	
£250,001 - £1,000,000	£8,300	£8,600	
S278 fee for project management, design checks & site inspections	Actual KHS costs	Actual costs incurred by KHS	Alan Ash
Tourism Signposting			
Application fee	£150	£155	David Hall
	+ Actual KHS costs	+ Actual costs incurred by KHS	
Crash database information supplied to highway consultants/businesses			
3 year history of crashes at a location:-	£80	£85	Ian Procter
5 year history of crashes at a location:-	£155	£160	
Note; there is no charge to members of the public/parish/district councils	(Excluding VAT)	(Excluding VAT)	
Traffic Count database information for private consultants/companies			
Manual count data	Individually assessed	Individually assessed	Mick Sutch
Automatic count data cost per week of information	Individually assessed	Individually assessed	Mick Sutch
[Note: there is no charge to members of the public/parish/district councils]			
Stopping Up Orders for Third Parties	Individually assessed	Actual costs incurred by KHS	John Farmer
Pavement Licence for refreshment facilities with tables & chairs on the highway. Advertising costs are extra.	£115 per annum + £21 if defect found	£115 per annum + £21 if defect found	Lloyd Holliday
Permit for Skip, Scaffolding, Hoarding or Materials stored on the highway	£10 per 2 weeks	£15 per week	Lloyd Holliday
Vehicle Crossing over the footway			
Inspection fee [set by RASWA regs]	£63	£63	Lloyd Holliday
Admin fee [set by RASWA regs]	£115	£115	

Fees & Charges for 2007/08 [Appendix 1 - continued] ITEM	CURRENT FEE FOR 2006/07	PROPOSED FEE FOR 2007/08	ACCOUNTABLE MANAGER
Cycling Proficiency Training Charges in this case are set for academic rather than financial year	£10 [from Sept 06]	£10 until Aug 07 £15 from Sept 07	Ian Procter
National Driver Improvement Scheme Self-financing scheme provided for Kent Police	£175	£180	Ian Procter
Speed Awareness Course Self-financing scheme provided for Kent Police	£111	£115	Ian Procter
Minibus Driver Training Internal KCC charge per driver	£103	£110	Ian Procter
Minibus Driver Reassessment Internal KCC charge per driver	£27.50	£30	Ian Procter
School Crossing Patrol (SCP) Internal SLA with KCC Education for training and monitoring SCP	£22,040	£22,040	Ian Procter
Theatres in Education Charge to school for performance – approx £250 per performance	50% of cost	50% of cost	Ian Procter

ITEM		
	2006/07	2007/08
Structures	Cost of inspection, maintenance and commuted sum for eventual replacement in 120 years. Amount determined on a scheme specific basis.	Cost of inspection, maintenance and commuted sum for eventual replacement in 120 years. Amount determined on a scheme specific basis.
Soakaways (where smaller than structure definition)	Cost of inspection and maintenance over 15 years.	Cost of inspection and maintenance over 15 years
Basic commuted sum factored by 1.5 to 3.0 depending on type, complexity and location	Commuted sum of £4,500 per soakaway	Commuted sum of £4,600 per soakaway
Structural Soakaways	Additional commuted sum for replacement cost	Additional commuted sum for replacement cost
Traffic Signals	Cost of inspection and maintenance over 15 years: £52,000 per traffic signal junction £26,000 per pelican crossing	Cost of inspection and maintenance over 15 years: £54,000 per traffic signal junction £27,000 per pelican crossing
Other traffic/signage system equipment eg.illuminated signs, variable message signs, interactive speed signs, public transport real time inf. etc.	Cost of inspection and maintenance over 15 years; amount determined on a scheme specific basis	Cost of inspection and maintenance over 15 years; amount determined on a scheme specific basis
Landscaping	Costs of inspection and maintenance over 15 years; amount determined on a specific scheme basis	Cost of inspection and maintenance over 15 years; amount determined on a scheme specific basis
Street Lighting	Cost of inspection and maintenance over 25 years but only if non standard higher cost equipment is accepted and installed.	Cost of inspection and maintenance over 25 years but only if non standard higher cost equipment is accepted and installed.
Approved Consultants List	Standard charge of £250 to assess a consultant who wishes to be on the list	Standard charge of £260 to assess a consultant who wishes to be on the list
Approval, Audit and Inspection of consultants' projects during construction	Staff costs recharged to developers at hourly rates	Staff costs recharged to developers at hourly rates
Non-standard or enhanced surfacing & street furniture	Only seek commuted sums if non standard higher cost maintenance materials accepted and installed. Amount determined on a specific scheme basis	Cost of inspection and maintenance over 25 years for non standard higher cost materials; amount determined on a scheme specific basis
Other items: On Bus Transponder Unit Real time information Sign Junction Priority Receiver LED Variable Message Sign Prism Variable Message Sign CCTV Camera Automatic Rising Bollard	Cost of inspection and maintenance over 5 years: £7,500 per unit £11,500 per sign £4,500 per receiver £17,500 per sign £15,000 per sign £35,000 per camera £80,000 per bollard	Cost of inspection and maintenance over 10 years: £7,800 £11,800 £3,000 £18,100 £10,000 £23,000 £164,000