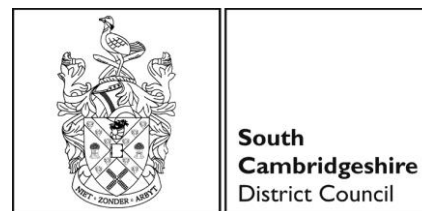


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21 February 2018

To: Councillor Mark Howell, Portfolio Holder

David Bard  
Anna Bradnam  
Janet Lockwood

Scrutiny and Overview Committee  
Opposition Spokesman  
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 1 MARCH 2018** at **2.00 p.m.**

Yours faithfully  
**Beverly Agass**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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## AGENDA

## PAGES

### PROCEDURAL ITEMS

- 1. Declarations of Interest**
- 2. Minutes of Previous Meeting**  
The Portfolio Holder is asked to sign the minutes of the meeting held on 29 August 2017 as a correct record. **1 - 4**
- 3. Petitions**  
To consider any relevant Petitions.

### INFORMATION ITEMS

- 4. Feedback on Inspection of Low Risk Food Businesses** **5 - 10**  
At the last Portfolio Holder meeting on 29 August 2017 it was requested that more information be provided on the inspections of low risk food businesses within the South Cambridgeshire area.

Within the Food Law code of practice, Food Authorities are able to undertake an alternative inspection program for low risk premises. The Council undertakes most of these inspections via a questionnaire that the food business operator completes. The questionnaires (attached) are sent out with an explanatory letter (attached), giving the business operators 14 days in which to reply. Each returned questionnaire is assessed by a competent food officer and where any concerns are raised, unannounced inspections are subsequently undertaken. Where

the business operator fails to respond to the questionnaire or hygiene complaints are made about the business, a full inspection is undertaken.

### **DECISION ITEMS**

- |           |   |                |
|-----------|---|----------------|
| <b>5.</b> | <b>Proposed Fees and Charges for Health and Environmental Services 2018/19</b>  | <b>11 - 32</b> |
| <b>6.</b> | <b>Proposal to Provide the Centre for Diet and Activity Research with Data to Monitor the South Cambridgeshire Food Environment</b> | <b>33 - 38</b> |

### **STANDING ITEMS**

- 7. Forward Plan**  
The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.
- 8. Date of Next Meeting**  
Members are requested to bring their diaries.

### **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

### **OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Environmental Services Portfolio Holder's Meeting held on  
Tuesday, 29 August 2017 at 9.00 a.m.

Portfolio Holder: Mark Howell

### **Councillors in attendance:**

Opposition spokesmen: Anna Bradnam

### **Officers:**

Patrick Adams	Senior Democratic Services Officer
Gemma Barron	Head of Sustainable Communities and Wellbeing
Robert Lewis	Operational Manager
Michael Parsons	Waste Operations Manager
Rebecca Weymouth-Wood	Interim SSWS Waste Policy Manager

### **1. DECLARATIONS OF INTEREST**

None.

### **2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 15 February 2017 were agreed as a correct record.

### **3. FUTURE APPROACH TO DRY RECYCLING COLLECTION**

The Waste Operations Manager presented this report on the Council's future options for recycling. He explained that this authority collected paper separately whilst Cambridge City Council co-mingled their recycling. The Waste Policy Manager stated that two external assessments and an in-house analysis had narrowed the options to either continuing with the current position or co-mingling all recycling.

It was noted that this authority's vehicles were constructed to collect paper separately, whilst the City Council's vehicles were set-up to collect co-mingled waste and this made the Shared Service less efficient.

#### **Performance**

Councillor Anna Bradnam asked whether the number of complaints regarding paper caddies had increased since the Shared Waste Service had been set up. The Waste Operations Manager explained that the City Council's vehicles could not collect paper waste separately and so it was unlikely that performance had been affected by Shared Services. The Waste Policy Manager agreed to ascertain whether the number of complaints regarding the collection of paper recycling had increased since the Shared Waste Service had been set up.

It was noted that according to the Ricardo assessment recycling would increase from 53.5% to 53.8% if this authority switched to co-mingled recycling. The weight in some of the paper caddies had led to health and safety concerns.

#### **Financial implications**

It was understood that the price of recycled paper had been in decline, but was expected to stabilise. It was noted that there would be a "gate fee" for the processing of paper waste if the council decided to co-mingle its recycling. This fee would be fixed, whilst the income from paper recycling would fluctuate.

It was noted that the financial comparison on page 13 of the agenda indicated that co-mingled recycling would cost an extra £41,000 a year. However, the Waste Operations Manager explained that fewer vehicles would be required if the Council changed to co-mingling all its recycling collection, as there would be more room in the vehicles.

The Environmental Services Portfolio Holder explained that from the information he had received he supported a co-mingled waste collection service. However, he insisted that Cabined should have the results of the latest figures regarding the seven year capital investment profile for the purchasing of vehicles, before being asked to make a decision.

The Environmental Services Portfolio Holder

**RECOMMENDED THAT CABINET** Agree to a co-mingled waste collection for the District, providing that the seven year profile supports the conclusion with regard to the financial implications detailed in the report.

#### 4. **COMMUNITY AWARDS 2018**

The Head of Sustainable Communities and Wellbeing presented this report which invited the Portfolio Holder to comment on the planning of the Community Awards 2018. It was understood that in the past the village hero category had received the most nominations.

The Environmental Services Portfolio Holder commended the previous Community Awards ceremony, which had been run efficiently. He made the following points:

- The judges should be able to amend the categories to ensure the most worthy nominations were recognised.
- Consideration should be given to a "lifetime contribution" award.
- The Council Chamber was a suitable venue and it was suggested that not inviting all the nominators would address capacity concerns.
- Councillor Anna Bradnam should be a judge.
- The Elite Athlete grants should also be presented at the ceremony.

Councillor Anna Bradnam suggested that sometimes an individual could be nominated when a team award was more appropriate. It was agreed that the nomination form should be amended to ensure the nominee had consented to the nomination.

The Environmental Services Portfolio Holder **NOTED** the report.

#### 5. **PROPOSED FEES AND CHARGES FOR FOOD HYGIENE REINSPECTIONS FOR 2017/18**

The Operations Manager presented this report which proposed a new fee for Food Hygiene rating re-inspections. He explained that this would allow premises, which had received a disappointing score, to pay for a re-inspection. The charge of £90 was to cover costs. It was noted that the Council could not make a profit from this service and so could not levy a higher charge.

It was noted that reviews were typically carried out every one or two years, with low scoring establishments receiving more frequent reviews.

The Environmental Services Portfolio Holder

**AGREED** to confirm a charge of £90 for officers re-inspecting food premises as part

of the Food Hygiene Ratings system.

**6. FORWARD PLAN**

It was suggested that a report should be sent to this Portfolio Holder's meeting on how low risk businesses (category E) were inspected as part of the alternative inspection strategy. The Operations Manager explained that inspections could be carried out as a result of a complaint.

A second report was requested to confirm what the Council's modern day slavery good practices were and how Environmental Health was following them.

**7. DATE OF NEXT MEETING**

It was noted that the next meeting would be held when necessary.

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**The Meeting ended at 10.05 a.m.**

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Name  
Address2  
Address3  
Address4  
Address5  
POST CODE

Our ref:  
Your ref:

Health and Environmental Services  
Contact: **Suzanne Christie**  
Email: [suzanne.christie@scams.gov.uk](mailto:suzanne.christie@scams.gov.uk)  
Direct dial: **01954 713636**

31<sup>st</sup> March 2017

Dear

**Food Safety and Hygiene (England) Regulations 2013  
General Food Regulations 2004  
Regulation (EC) 178 2002; Regulation (EC) 852 2004**

Your business has been identified as being a low risk food business.

Businesses identified as low risk need to be registered and monitored but do not always require a routine visit by an officer. Instead we send out a questionnaire to gather basic information about how food and drinks are handled to see how you are managing food safety.

The types of businesses that receive a questionnaire rather than an inspection include B&B's, village shops, micro-breweries, fruit and vegetable stalls; cake makers in domestic premises; and packaged food delivery businesses.

When completing the questionnaire it is important that you give as much information as possible to help us make an assessment; some questions may not be applicable to your business, you should leave these blank. Based on the information provided, an officer may be in contact with you to clarify matters or to ask additional questions. If appropriate, your Food Hygiene Rating will be determined based on your answers.

Please complete the enclosed questionnaire and return it either in the envelope provided or scan and email it to [env.health@scams.gov.uk](mailto:env.health@scams.gov.uk) within **14 days** from the date of this letter. If you do not return the questionnaire, an officer is likely to visit you to inspect your premises. If you are no longer trading, or your business has changed from when you first registered please let us know in writing or by emailing us at [env.health@scams.gov.uk](mailto:env.health@scams.gov.uk)

If you need any further assistance please do not hesitate to contact me at this office.

Yours sincerely

**Suzanne Christie**  
Environmental Health Officer

ENCL:

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03/01/2018

**HEALTH & ENVIRONMENTAL SERVICES**

**THE FOOD SAFETY and HYGIENE (ENGLAND) REGULATIONS 2013  
FOOD HYGIENE SELF-ASSESSMENT QUESTIONNAIRE**

Business Name and Address:			
Name of Food Business Operator:  <small>'Food business operator' means the natural or legal person(s) responsible for ensuring that the requirements of food law are met within the food business under their control</small>		Tel. No.  Email Address:	
Name of Person to Contact:  Telephone Number:		Email Address:	
Describe your business (what is your main food activity? (i.e. storing and selling sweets, groceries, newsagents, making cakes, handling and producing foods for functions, childminders etc):  How many customers do you supply per event/ day/week?			
If you are a seasonal business please state the months you trade:		How many staff do you employ?	
<p>Has your food activity changed in the last 3 years? <span style="float: right;">YES   NO   N/A</span></p> <p>If Yes, how has it changed?</p> <p>If this is a new business, when did you start trading?</p>			
<p>What foods do you store, sell, handle or serve?</p> <p>Are any of the foods sold 'open'/ unwrapped? <span style="float: right;">YES   NO</span></p> <p>Are any of the foods you handle/ prepare unwrapped/'open' foods? <span style="float: right;">YES   NO</span></p> <p>If yes to either question, please give details.</p> <p>How do you separately store and prepare raw and ready to eat foods? <small>i.e. Separate shelves in fridge/ freezer; Colour coded chopping boards; Separate utensils; Separate preparation surfaces in kitchen</small></p> <p>Do you produce/ cook foods, including any of the following foods? <span style="float: right;">YES   NO</span></p> <p>Cooked products (such as meat, fish, egg, vegetable products)? <span style="float: right;">YES   NO</span></p>			
Dairy-based desserts?		Sandwiches / Rolls?	
Prepared vegetables/salads?		Cream cakes?	

Other? Please provide details.		
How do you check foods are cooked/ reheated thoroughly? Visual Checks	YES	NO
i.e. colour changes, rapid bubbling or core temperatures		
Do you use a Probe Thermometer?	YES	NO
If you use a probe thermometer, what minimum temperature do you expect the food's core temperature to reach?		°C
Be aware of the need to follow the correct time/ temperature combination		
If you use a probe thermometer, do you check that it is working accurately?	YES	NO
Thermometers should be checked regularly to ensure they are giving an accurate reading. Use rapidly boiling water for a 100°C reading and water with ice slurry to get a 0°C reading. If the thermometer does not read these temperatures, it should be replaced or repaired. Monthly checks are usually adequate or when you suspect the thermometer isn't working properly.		
Do you carry out and record any temperature checks of foods stored cold?		
Fridges	YES	NO
Freezers	YES	NO
Display Chiller	YES	NO
If Yes, please identify how regularly these checks are made and the temperatures achieved		
Frequency of checks :		
What maximum temperature do you expect your chilled and frozen foods to be stored at?		
Max fridge temperature: °C		Max freezer temperature: °C
If you are handling/ preparing unwrapped/'open' foods, do you have a separate sink/ wash hand basin in/ near the food preparation area to wash hands while handling foods that is separate to the wash hand basin used after using the WC?	YES	NO
Food hygiene training is required to make sure food handlers can carry out their work properly and produce safe food. This does not need to be formal training.		
Have you or your staff received any of the following training?		
Hygiene Awareness Training	YES	NO
Basic/Level 2	YES	NO
Intermediate/ Level 3 or Advanced/ Level 4	YES	NO
Other? Please specify		
If yes, please give dates:		
Do you import any foodstuffs from outside the UK and EC?	YES/ NO	
If yes, please provide details of food and country of origin?		
All food businesses must be able to provide information about Allergens to customers. See: <a href="https://www.food.gov.uk/business-industry/allergy-guide">https://www.food.gov.uk/business-industry/allergy-guide</a>		
How do you do this?	Page 8	

Do you have a WC on the premises?	YES	NO
If yes, do you provide the wash hand basin with hot water, soap and hygienic hand drying facilities?	YES	NO
How do you dispose of your waste materials/packaging? Please provide details		
Please describe your kitchen facilities, Including if kitchen is domestic or commercial; type of surfaces; specialist equipment; mobile; hire, other kitchens etc.		
Premises sometimes get problems with pests including mice, rats, cockroaches and other flying and crawling insects.  Have any pests been seen at the premises in the last 6 months? If so, what did you do about it? Please give details.		
Do you clean and disinfect (sanitise) work surfaces before, in-between and after food handling and preparation?	YES	NO
If so, what disinfecting chemicals are you using?		
Do you carry out two-stage cleaning? (clean away food debris with hot soapy water, then disinfect following manufacturers instructions)	YES	NO
Do you know what the contact time is for the disinfectant you are using? (the time the chemical must be left on the surface to work effectively)	YES	NO
Do you keep any documentation? It is a legal requirement to keep basic documentation about safe food handling practices. For further information please see the Food Standards Agency website <a href="http://www.food.gov.uk">www.food.gov.uk</a> or contact us at this office	YES	NO
Do you use the Food Standards Agency's 'Safer Food Better Business' workbook or a system of your own design? If your own design, please provide details	YES	NO
Do you keep any monitoring, or other, records? i.e. 'Safer Food Better Business' diary sheets; fridge/ freezer temperatures; suppliers list; cooking/ reheated food temperatures; hot holding temperatures; Cleaning schedule and records; pest control records. Please provide details.	YES	NO
Smoke Free: If you are working from a business premises, are you displaying a 'No Smoking' sign on the door of your premises?	YES	NO
Any additional Information		
<b><i>If you require further information on food hygiene issues, please detail your interests below.</i></b>		

Signed:	Print Name:
Date:	Position in Company:
Further hygiene advice is also available on the Food Standards Agency website <a href="http://www.food.gov.uk">www.food.gov.uk</a> .	
<b>Please return this form to: Health and Environmental Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA or email it to: <a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a></b>	



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**REPORT TO:** Environmental Services Portfolio Holder  
**AUTHOR/S:** Director Health & Environmental Services

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## **PROPOSED FEES AND CHARGES FOR HEALTH & ENVIRONMENTAL SERVICES 2018/19**

### **Purpose**

1. The purpose of this report is to propose fees and charges for Health & Environmental Services for the 2018/19 financial year.
2. This not a key decision. Under the terms of the Council's Constitution it is a decision for the portfolio holder.

### **Recommendations**

3. That the Environmental Services Portfolio Holder confirms the proposed fees and charges set out in Appendix 1.
4. The fees set for commercial Trade Waste are not publicised due to commercial sensitivity

### **Reasons for Recommendations**

5. Confirming the proposed fees and charges will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.
6. Fees charged by competitors for trade waste are not readily available, therefore, by publicising our fees and charges for trade waste we allow an advantage to commercial competitors.

### **Background**

7. Fees and charges for functions and services undertaken by Health & Environmental Services are reviewed at least annually and recommendations made for the next financial year. These are both statutory and therefore fixed, or discretionary, where there is an opportunity for variation.
8. In deciding on any variation the portfolio holder has previously had regard to a number of factors including council policy, council Aims and Objectives, economic factors e.g. inflation, neighbouring authority charges, market conditions and the need to recover costs.

9. For the purposes of cost recovery, actual costs incurred have been used wherever possible. Elsewhere, estimates have been used based on a combination of hourly rates, time spent etc. Although it has not been possible at this time to identify actual unit costs across all relevant service areas a formula has been identified and applied for our Primary Authority and Business Hub activities and will be used across other areas as required. Where the charging for EH&L services permit. A charging policy is currently being developed to bring transparency to the way we will approach chargeable services in the future across all health and Environmental services

### **Considerations**

10. Appendix 1 shows the recommended charges for 2018/19 and includes references to policies relating to the charges. The council's current Medium Term Financial Strategy has assumed an inflationary increase of 1.9%. All discretionary fees have therefore been increased by this amount, rounded up to the nearest whole pound, where appropriate, except in the following areas:

#### Street and Layby Traders (Section 2)

11. Layby trader fees have been frozen at 2017/18 levels as the current fees continue to recover the council's costs

#### Licensing (Section 2)

12. Under the Local Government (Miscellaneous Provisions) Act 1976 the fees charged should be set so as to be sufficient to cover in whole or part, the reasonable cost of administration or other costs in connection with the service.
13. A higher percentage increase has been applied to Animal licenses as they have shown a small deficit over recent years and the aim is to cover the cost of the service by the fees charged.
14. Acupuncture/ear piercing Tattooing & electrolysis fees have been amended to reflect in increasing trend in mobile units and persons who rent chairs similar to the hair dresser trade.
15. A new fee is recommended to cover changes being identified in tattooing and acupuncture type activities. Many persons conducting this style of business are increasingly doing so by renting spaces and/or operating mobile units. Therefore a restructure of the charging structure is introduced to reflect this.
16. Mesotherapy and Dermal Fillers are a range of injectable fillers, vitamins and enzymes primarily into soft tissue to either rejuvenate or tighten skin. At present the practice sits outside of any formal regulatory control, but enquiries have been made whereby businesses wish to be inspected and approved as meeting similar standards to Tattooing and acupuncture. Type activities, therefore a new fee is proposed.
17. The Joint Council of Cosmetic Practitioners ( JCCP) formed in 2016 which represents all professional disciplines in the area of Mesotherapy and Dermal fillers including Plastic surgeons, Aesthetic doctors and beauty therapists are strongly supporting moves to raise standards within the industry, a voluntary registration scheme by SCDC to the identified standards would promote the safety of users in this area
18. Due to an amendment in licensing legislation due during 2018 for Houses in Multiple Occupation a new 1yr licence fee has been introduced



#### Household Collection Charges (Section 4)

19. Commercial clinical are now managed by the Commercial Waste Service, charges for which are report separately.
20. The charge for bulky household collections has been frozen at 2017/18 levels. The current level of fees encourages re-use and recycling, but still provides access to disposal services for those residents who are unable to access the household waste and recycling centres at Milton and Thriplow e.g. those without access to suitable transport.
21. It is proposed to reduce the administration charge for provision of a replacement black bin and the introduction of an administration charge for additional black bins, if approved, for larger families. It is anticipated that these changes would have limited financial impact on the service and this would also bring the charges in line with Cambridge City Charges.

#### Provision of Environmental Information – Research & Reporting (Section 6)

22. Environmental Protection Act 1990, Pollution Prevention Control Act 1999 ( PPC) is a statutory fee set by DEFRA. A new fee structure has been introduced for 2018/19 which is reflected in there being no 2017/18 equivalent fees shown in Appendix 1

#### **Options**

23. The Portfolio Holder has the option to:
  - (a) Accept the charges detailed in Appendix 1
  - (b) Reject the charges detailed in Appendix 1
  - (c) Amend the discretionary fees and charges detailed in Appendix 1. There is no ability to amend statutory fees

#### **Implications**

24. The fees and charges for the next financial year set out in Appendix 1 will produce an income to the council that will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

25. Financial	The recommendation will result in a like for like increase in income
Legal	None identified at this time
Staffing	None identified at this time
Risk Management	Regular performance and financial monitoring of services
Equality and Diversity	None identified at this time
Equality Impact Assessment completed	Yes Partial EQIA completed. No adverse impacts identified
Climate Change	None identified at this time

### **Consultations**

26. A number of adjoining Local Authorities have been consulted for comparative and consistency purposes.

### **Effect on Strategic Aims**

27. Confirming the proposed fees and charges will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health, so contributing to the achievement of the council's Strategic Aims.

### **Conclusions / Summary**

28. In setting the proposed level of discretionary fees and charges a number of factors have been taken into account, including council policy, council Aims and Objectives, economic factors e.g. inflation, neighbouring authority charges, market conditions and the need to recover costs.
29. In recognition of these factors some of the discretionary fees and charges have been subject to a below inflation increase. A small number of charges have however been either frozen or increased by a greater amount in response to market conditions and additional cost pressures.

**Background Papers:** the following background papers were used in the preparation of this report:

None

**Contact Officer:** Myles Bebbington – Head of Service Env Health & Licensing  
Telephone: (01954) 712922

## Appendix 1: H&ES Fees and Charges 2018/19

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>1. ENVIRONMENTAL PROTECTION ACT 1990 / POLLUTION PREVENTION CONTROL ACT 1999 / PPC REGULATIONS 2000</b>				
Standard process (includes solvent emission activities)	Statutory fee set by DEFRA		£1650	
Additional fee for operating without a permit	Restructured for 2018/19		£1188	
PVRI, and Dry Cleaners			£155	
PVR I & II combined			£257	
VRs and other Reduced Fee Activities			£362	
Reduced fee activities: Additional fee for operating without a permit			£99	
Mobile plant**			£1650	
for the third to seventh applications			£985	
for the eighth and subsequent applications			£498	New fee structure introduced for 2018/19
<i>Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts</i>				£808

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
Annual subsistence charge				
Standard process Low			£772 (+£103)*	<p>* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation.</p> <p>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts</p>
Standard process Medium			£1161 (+£156)*	
Standard process High			£1747 (+£207)	
PVRI, and Dry Cleaners L/M/H			£79/£158/£237	
PVR I & II combined L/M/H			£113/£226/£341	
VRs and other Reduced Fees			£228/£365/£548	
Mobile plant, for first and second permits L/M/H**			£646/£1034/£1506	
for the third to seventh permits L/M/H			£385/£617/£924	
eighth and subsequent permits L/M/H			£198/£316/£473	
Late payment Fee			£52	
<b>Transfer and Surrender</b>	Statutory: DEFRA			Not applicable Statutory Fee
i. Standard process transfer		£162.00	£169.00	
ii. Partial transfer		£476.00	£497.00	
iii. New Operator at Low Risk Reduced Fee Activity		£75.00	£78.00	
iv. Surrender: all Part B activities		£0.00	£0.00	
v. Reduced fee activities:				
• Transfers – Service Stations, Waste Oil Burners <0.4MW and Dry Cleaners		£0.00	£0.00	
• Partial transfer		£45.00	£47.00	
<b>Temporary Transfer for Mobiles</b>	Statutory: DEFRA			Not applicable Statutory Fee
i. First Transfer		£51.00	£53.00	
ii. Repeat Following Enforcement or Warning		£51.00	£53.00	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<p><b>Substantial Change s10 &amp; s11</b></p> <p>i. ii. Standard process</p> <p>iii. iv. Standard process where the substantial change results in a new PPC activity</p> <p>v. Reduced fee activities</p> <p>Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW</p>	Statutory: DEFRA	<p>£1005.00</p> <p>£1579.00</p> <p>£98.00</p>	<p>£1005.00</p> <p>£1579.00</p> <p>£98.00</p>	Not applicable Statutory Fee
<p><b>LAPPC Mobile Plant Charges (if not subject to simplified Permits)</b></p> <p>i. Application Fee – No. of Permits</p> <p>1 2 3 4 5 6 7 8 and over</p> <p>ii. Subsistence Fee – No. of Permits</p> <p>1 2 3 4 5 6 7 8 and over</p>	Statutory: DEFRA	<p>£1579.00</p> <p>£1579.00</p> <p>£943.00</p> <p>£943.00</p> <p>£943.00</p> <p>£943.00</p> <p>£943.00</p> <p>£943.00</p> <p>£477.00</p> <p>(Low/Med/High)</p> <p>£618/£989/£1484</p> <p>£618/£989/£1484</p> <p>£368/£590/£884</p> <p>£368/£590/£884</p> <p>£368/£590/£884</p> <p>£368/£590/£884</p> <p>£368/£590/£884</p> <p>£189/£302/£453</p>	<p>£1650.00</p> <p>£1650.00</p> <p>£985.00</p> <p>£985.00</p> <p>£985.00</p> <p>£985.00</p> <p>£985.00</p> <p>£498.00</p> <p>(Low/Med/High)</p> <p>£646/1034/1506</p> <p>£646/1034/1506</p> <p>£385/617/924</p> <p>£385/617/924</p> <p>£385/617/924</p> <p>£385/617/924</p> <p>£385/617/924</p> <p>£198/316/473</p>	Not applicable Statutory Fee

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>LA-IPPC Charges (Part A2)</b>  i. Application ii. Additional Fee for Operating without a Permit iii. Annual Subsistence – Low iv. Annual Subsistence – Med v. Annual Subsistence – High  vi. Substantial Variation vii. Transfer viii. Partial Transfer ix. Surrender  Late Payment fee (new)	Statutory: DEFRA	£3218.00  £1137.00 £1384.00 £1541.00 £2233.00  £225.00 £668.00 £668.00  N/A	£3363.00  £1188.00 £1446.00 £1610.00 £2333.00  £202.00 £235.00 £698.00 £698.00  £52	Fee set by DEFRA  Every subsistence charge includes the additional £103 charge to cover LA extra costs in dealing with reporting under the E- PRTR Regulation
<b>Newspaper Advertisements</b> Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs				

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>2. LICENCES</b>				
<b>Game Dealer</b>	Statutory: Game Act 1831 & Game Licensing Act 1860	Nil	Nil	
<b>Scrap Metal dealers licence Mobile licence Site licence</b>	Discretionary H&ESPFH	£180.00 £220.00	£185.00 £230.00	Legislation governed by Scrap Metal Dealers Act 2013. Fee currently covers cost of administrating the service
<b>Sex Shop Establishment</b>	Discretionary H&ESPFH			Fees to be consistent with neighbouring authorities and ensure recovery of costs.
i. Initial application		£3,750	£3,800	
ii. Renewal		£650	£690	
<b>Acupuncture, Ear Piercing, Tattooing &amp; Electrolysis</b>	Discretionary : H&ESPFH			To facilitate the identification of bona fide skin piercing businesses registration fees to be kept at cost
Business registration		£130.00 one off registration fee	£120.00	
Personal Registration			£120.00	
Mobile unit			£120.00	
Mesotherapy & Dermal Fillers			£120.00	
<b>Houses in Multiple Occupation meeting the legal definitions</b>	Legal formula	New application: £670.00 per 5 year period  Renewal: £355.00per 5 year period	New Application £750.00 per 5yr period  Renewal £450 per 5yr period  New applications 01.04.18 onwards £375 per 1yr licence	Appropriate fee commensurate with costs of admin and inspections  New 1yr fee introduced 2018/19

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>Caravan Sites = Mobile Homes Act 2013</b> <b>Licence fee application 0-2 Units</b> <b>Licence fee application 3 – 9 units</b> <b>Licence fee – application 10 units or more</b> <b>Annual fee 0- 2 units</b> <b>Annual fee 3 to 9 units</b> <b>Annual fee 10 units or more</b>  <b>Licence variation fee</b> <b>Transfer application fee</b>  <b>Miscellaneous changes to existing licence details</b>	Discretionary	£30 £155.00  £260.00  £20.00 £150.00 £205.00  £20.00 £30.00  £30.00	£30 £158.00  £265.00  £20 £158.00 £210  £20 £30  £30	Fees set at cost recovery of administering the service Annual fee for 0-2 units set at a level to encourage registration

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>Animal Boarding Establishments</b>	Discretionary : H&ESPFH	£110.00	£120	To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made and appropriate advice given to proprietors. Charges are to cover the cost of Officers' time, administration on-costs all new Dog breeding establishment are subject to inspection, all others are risk based
<b>Dog Breeding Establishments</b>	Discretionary : H&ESPFH	£110.00	£120	
<b>Riding Establishments:</b>	Discretionary : H&ESPFH	£110.00 plus approved vet costs	£120 Plus approved vet costs	



Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>Dangerous Wild Animals</b>	Discretionary : H&ESPFH	£85.00 plus relevant vet fees	£88.00 Plus relevant vet fees	To recover costs of inspection Officer's time with administrative on-costs veterinary costs borne by applicant where required
<b>Pet Shops</b> i. Basic  ii. With exotic or dangerous wild animals	Discretionary : H&ESPFH	£100.00 plus relevant vet fees £155.00 plus relevant vet fees	£120 Plus relevant vet fees £160 Plus relevant vet fees	To cover administration & veterinary costs.  Fees reflect the cost of administering the service with inspection being based on intel/complaints
<b>Zoos (6 year licence)</b>	Discretionary : H&ESPFH	Actual costs involved	Actual costs involved	To cover the cost of providing the service with acknowledgment of the demands of animal welfare and public safety. Actual Officer costs (including vet & other officials' fees) for year together with any other charges incurred in the admin of zoo licensing
<b>Street Trading</b> i. Mobile Traders in villages up to 2 nights a week ii. Over 2 nights a week	Discretionary : H&ESPFH	£235.00  £ 440.00	£240.00  £450.00	Simplified fee structure to recover costs of administering, monitoring & inspecting street trading provisions
<b>Layby traders</b>	Discretionary : H&ESPFH	£787.00 (including rates)	£787.00 (including rates)	Simplified fee structure to recover costs of administering, monitoring & inspecting provisions

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>3. HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE LICENSING</b>				
Driver's Licence i. Grant ii. Renewal iii. Fee for knowledge base test for drivers – new applicants only iv. Replacement badge v. DVLA check	Discretionary : H&ESPFH	£215.00	£220.00	Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that the costs of the service are borne by the user.  Vehicle application fee to include door stickers from 2018  Legislation introduced in October 2015 requires Local Authorities to offer a fee for a Five year operator licence
		£115.00	£120.00	
		£50.00	£50.00	
		£10.00	£10.00	
		£8.00	£8.00	
Operator's Licence (1yr) i. Single vehicle ii. Two vehicles iii. Three to five vehicles iv. Six to ten vehicles v. Eleven to Twenty vehicles vi. Twenty one vehicles and above vii. Name/address change to existing licence		£95.00	£98.00	
		£165.00	£170.00	
		£ 220.00	£228.00	
		£290.00	£300.00	
		£350.00	£362.00	
	£480.00	£500.00		
	£10.00	£10.00		
Operator's Licence (5yr) i. Single vehicle ii. Two vehicles iii. Three to five vehicles iv. Six to ten vehicles v. Eleven to Twenty vehicles vi. Twenty one vehicles and above	£400.00	£430.00		
	£750.00	£780.00		
	£970.00	£1020.00		
	£1220.00	£1290.00		
	£1450.00	£1520.00		
	£2100.00	£2175.00		
Vehicle Licensing (including inspection) i. Grant ii. Renewal iii. Replacement plate  Replacement PH Door signage x2  Replacement H/C logo	£125.00	£145.00		
	£95.00	£100.00		
	£20.00	£20.00		
	N/A	£15.00		
	N/A	£20.00		
<b>Small Lottery Licence</b> i. Grant ii. Renewal	Statutory: Gambling Act 2005	£40.00	£40.00	Not applicable Statutory Fee
		£20.00	£20.00	
<b>Licence to Kill Game</b> i. Full year ii. Part year iii. Occasional	Statutory	£6.00	£6.00	Not applicable Paid to post office and then income transferred to SCDC half yearly Statutory Fee
		£4.00	£4.00	
		£2.00	£2.00	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>Stray Dogs</b> Seizure fee	Statutory: The Environmental Protection (Stray Dogs) Regulations 1992	Prescribed seizure fee £25.00	Prescribed seizure fee £25.00	Charge structure to reflect SCDC administration, transportation and kennelling costs
Seizure with transport and/or kennelling	Other charges Discretionary ESPFH	£57.00 Transportation/ Admin Fee  Kennelling Fee £20.00 per day + VAT  Veterinary Fees if applicable	£57.00 Transportation/ Admin Fee  Kennelling Fee £20.00 per day + VAT  Veterinary Fees if applicable	
<b>Water Sampling (Private Water Supplies Regulations 2009)</b>	Discretionary: H&ESPFH (up to maximum prescribed in Regulations)	Recovery of costs - max annual total cost:	Recovery of costs - max annual total cost:	In order to promote public health and ensure safe potable water but not at the general expense of the Council Tax payer, to recover costs of sampling, analysis and risk assessment  Cost recovery based on £40 hourly rate to cover Officer time, administration and on-cost in addition to actual cost of analysis up to maximum amounts set in legislation
Analysis, Sampling and Risk Assessment cost/year:				
i. Risk assessment (each assessment)		£500	£500	
ii. Sampling (each visit) <sup>1</sup>		£100	£100	
iii. Investigation (each investigation)		£100	£100	
iv. Granting an authorisation (each authorisation)		£100	£100	
v. Analysis - Reg 10 analysis (small domestic) - Check monitoring (basic analysis) - Audit monitoring (chemicals etc.)		£25 £100 £500	£25 £100 £500	
<sup>1</sup> No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of analysis of a previous sample				

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>Food Health Certificate</b>	Discretionary: ESPFH	£ 120.00 plus VAT	£140.00 plus VAT	Fees set at a level which recovers Council costs at a commercial rate without costs being set so high that it inhibits local businesses from exporting food
<b>4. Refuse &amp; Recycling Service</b>	Discretionary: H &ES PFH			
<b>Bulky Domestic Collections</b>				
a. Per item, fridge/freezer/CRT monitor/TV/Microwave etc.		N/A	£25.00	
Bulky Household Waste two to three items( excluding hazardous waste items)		£30.00	£30.00	Fees set to promoting more sustainable methods of disposal such as re-use or recycling and to manage demand, placing costs on those that use services without unduly disadvantaging those without access to alternatives e.g. bulky item disposal.
Per item (after three) Max 9		£5.00	£5.00	
Delivery of bin(s) for new property (up to		£73.50 Admin charge	£75.00	
Delivery of a replacement black bin		£73.50 Admin Charge	£75.00	
Delivery of a replacement green/blue bin (damaged /stolen)		Nil	Nil	
Additional blue bin charge		Nil	Nil	
Additional approved black bin – large families etc		N/A	£50.00	
Recycling Kitchen Caddy Sacks ( in packs of 50)		£4.10	£3.00	
Recycling Kitchen Caddy Sacks ( In packs of 10) Including delivery		£4.49	£4.49	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>5. TRAINING COURSES</b>				
<b>Food Hygiene Level 2</b>	Discretionary: ESPFH	£72.00 (general public)	£75.00 (General Public)	Set at costs competitive with external organisations to encourage attendance at Environmental Health courses
<b>Food Hygiene Level 3</b>		£305.00	£305.00	
<b>Health &amp; Safety Level 2</b>		£65.00	£67.00	
<b>Health &amp; Safety Level 3</b>		£300.00	£300.00	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>6. OTHER FEES AND CHARGES</b>				
<b>Staff involved in civil litigation</b>	Discretionary: ESPFH	Varies due to specific Officer & time involved	Varies due to specific Officer & time involved	To cover staff costs
<b>Provision of information – Local Land charge searches</b>	Discretionary: ESPFH	£145 Maximum fee	£150 Maximum fee	To recover costs of administration and officer time in researching and reporting on environmental information.
<b>Supply of specific information from records</b>	Statutory: The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	As listed in SCDC FOI Policy & Procedure April 2009	As listed in SCDC FOI Policy & Procedure April 2009	Fees vary due to nature of request (see SCDC web site FOI Fee Structure)
<b>Officers offering chargeable advice including enforcement charges where legislation permits</b>	Discretionary: ESPFH	Will vary subject to circumstances and time involved	<b>£64/hr</b>	To ensure that where services can be charged for SCDC covers as a minimum the cost of that advice or actions
<b>Serving of improvement notices under the Housing Act 2004</b>	Power to charge for serving improvement notices	£49/hr Max charge £250.00	<b>£64/hr Max charge £250</b>	New fee to cover officer time in preparation and serving of notices

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	Council policy when setting the fee/charge
<b>Removal &amp; Disposal of Abandoned Vehicles</b>  i. Removal  ii. Storage (per day)  iii. Disposal	Statutory: Refuse Disposal (Amenity) Act 1978  Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 1989 as amended	Removal £105.00  Storage £12.00 per day  Disposal £85.00	Removal £105.00  Storage £12.00 per day  Disposal £85.00	Not applicable Statutory fee

7. FIXED PENALTY PROVISIONS						
Offence	Fee/charge set by Legislation	Fee/Charge 2017/18		Proposed Fee/Charge 2018/19		Council policy when setting the fee/charge
		Full amount of penalty	FP reduced if paid within 10 days	Full amount of penalty	FP reduced if paid within 10 days	
<b>Depositing Litter</b>	Environmental Protection Act 1990	£75.00	£50.00	£75.00	£50.00	Not applicable Statutory fee  Reduction is a discretionary matter
<b>Section 55 offences – dog related offences</b>	Clean Neighbourhood & Env Act 2005	£75.00	£50	£75.00	£50	
<b>Dog Fouling</b>	Dog (Fouling of Land) Act 1996	£50	No reduction	£50	No reduction	
<b>Failure to Produce Waste Transfer Note</b>	Control of Pollution (Amendment) Act 1989	£300.00	£180.00	£300.00	£180.00	
<b>Failure to Produce Waste Carriers Licence</b>	Environmental Protection Act 1990	£300.00	£180.00	£300.00	£180.00	
<b>Abandoning a Motor Vehicle</b>	Refuse Disposal (Amenity) Act 1978	£200.00	£120.00	£200.00	£120.00	
<b>Exposing 2 or more vehicles for sale on a road</b>	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
<b>Repairing vehicle on the road</b>	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
<b>Failure to comply with Litter Clearing Notice</b>	Environmental Protection Act 1990	£100.00	£60.00	£100.00	£60.00	

Offence	Fee/charge set by Legislation	Fee/Charge 2016/17		Proposed Fee/Charge 2017/18		Council policy when setting the fee/charge
		Full amount of penalty	FP reduced if paid within 10 days	Full amount of penalty	FP reduced if paid within 10 days	
<b>Breach of a Community Protection Notice</b>	<b>Sec 48 Anti Social Behaviour, Crime and Policing Act 2014</b>	N/A	N/A	£100	£65	Full amount is statutory Reduced fee is discretionary
<b>Breach of a Public Spaces protection Order</b>	<b>s.63 and/or s.67, Anti social Behaviour, Crime and Policing Act 2014</b>	N/A	N/A	£100	£65	Full amount is statutory Reduced fee is discretionary
<b>Deface any Property by painting, writing, etc. (Graffiti &amp; fly posting)</b>	Anti-Social Behaviour Act 2003	£75.00	£50.00	£75.00	£50.00	Not applicable Statutory fee
<b>Painting or affixing things to a structure on the Highway</b>	Highways Act 1980	£75.00	£50.00	£75.00	£50.00	
<b>Failure to place waste in prescribed container (Household)</b>	Environmental Protection Act 1990	£100.00	£60.00	£100.00	£60.00	
<b>Failure to place waste in prescribed container (Commercial)</b>	Environmental Protection Act 1990	£100.00	£60.00	£100.00	£60.00	
<b>Unauthorised distribution of literature on designated land</b>	Environmental Protection Act 1990	£75.00	£50.00	£75.00	£50.00	
<b>Noise from dwellings</b>	Noise Act 1996	£100.00	No reduction	£100.00	No reduction	
<b>Noise from licensed premises</b>	Noise Act 1996	£100.00	No reduction	£100.00	No reduction	
<b>Fly tipping Fixed penalty charge</b>	Environmental Protection Act 1990	£400	£240	£400	£240	



## Licensing Act 2003 – Fees (Statutory)

	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	
<b>Premises/Club Licence</b>			
Band A	£100.00	£100.00	Fee set by Central Government
Band B	£190.00	£190.00	
Band C	£315.00	£315.00	
Band D	£450.00	£450.00	
D and Primary Business Alcohol Sales x 2	£900.00	£900.00	
Band E	£635.00	£635.00	
E and Primary Business Alcohol Sales x 3	£1, 905.00	£1, 905.00	

	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	
<b>Annual Fee</b>			
Band A	£70.00	£70.00	Fee set by Central Government
Band B	£180.00	£180.00	
Band C	£295.00	£295.00	
Band D	£320.00	£320.00	
Band E	£350.00	£350.00	

### Additional fees for large venues and events

	Fee/Charge 2017/18	Proposed Fee/Charge 2018/19	
<b>Number in Attendance at any one time</b>			
5,000 to 9,999	£1, 000	£1, 000	Fee set by Central Government
10,000 to 14,999	£2, 000	£2, 000	
15,000 to 19,999	£4,000	£4,000	
20,000 to 29,999	£8, 000	£8, 000	
30, 000 to 39,999	£16,000	£16,000	
40, 000 to 49, 999	£24, 000	£24, 000	
50, 000 to 59, 999	£32, 000	£32, 000	
60, 000 to 69, 000	£40, 000	£40, 000	
70, 000 to 79,999	£48, 000	£48, 000	
80, 000 to 89, 999	£56, 000	£56, 000	
90, 000 and over	£64, 000	£64, 000	
<b>Temporary Events</b>	£21 per event	£21 per event	

**Schedule of Maximum Fees – Gambling Act 2005  
(Council has set maximum fee permitted)**

Classes of premises licence	Maximum non-conversion application fee in respect of provisional statement premises	Maximum non-conversion application fee in respect of other premises	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application to transfer a licence	Maximum fee for application for reinstatement of a licence	Maximum fee for application for provisional statement
Regional casino premises licence	£8,000	£15,000	£15,000	£7,500	£6,500	£6,500	£15,000
Large casino premises licence	£5,000	£10,000	£10,000	£5,000	£2,150	£2,150	£10,000
Small casino premises licence	£3,000	£8,000	£5,000	£4,000	£1,800	£1,800	£8,000
Converted casino premises licence			£3,000	£2,000	£1,350	£1,350	
Bingo premises licence	£1,200	£3,500	£1,000	£1,750	£1,200	£1,200	£3,500
Adult gaming centre premises licence	£1,200	£2,000	£1,000	£1,000	£1,200	£1,200	£2,000
Betting premises (track) licence	£950	£2,500	£1,000	£1,250	£950	£950	£2,500
Family entertainment centre premises licence	£950	£2,000	£750	£1,000	£950	£950	£2,000
Betting premises (other) licence	£1,200	£3,000	£600	£1,500	£1,200	£1,200	£3,000

**These fees are currently set at the maximum amount**

**Schedule of Abandoned Vehicles Fees – Road Traffic Act 1988 (Retention and Disposal of Seized Motor Vehicles) (Amendment) Regulations 2008**

**Table 1 – Regulation 6(2)**

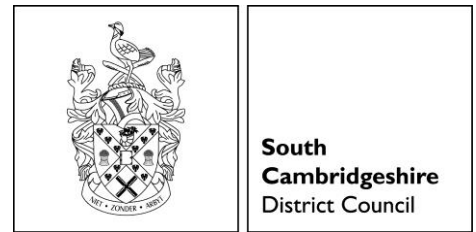
	1	2	3	4	5
1	<b>Vehicle position and condition</b>	<b>Vehicle equal to or less than 3.5 tonnes MAM</b>	<b>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</b>	<b>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</b>	<b>Vehicle exceeding 18 tonnes MAM</b>
2	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off road	£150	£200	£350	£350
3	Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both.	£250	£650	Unladen—£2000	Unladen—£3000
				Laden—£3000	Laden—£4500
4	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	£400	Unladen—£1000	Unladen—£1500
				Laden—£1500	Laden—£2000
5	Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	£850	Unladen—£3000	Unladen—£4500
				Laden—£4500	Laden—£6000

**Table 2 – Regulation 6(3)**

	1	2	3	4	5
1	<b>Two wheeled vehicle</b>	<b>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</b>	<b>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</b>	<b>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</b>	<b>Vehicle exceeding 18 tonnes MAM</b>
2	£10	£20	£25	£30	£35

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# Agenda Item 6



**REPORT TO:** Environmental Services Portfolio Holder  
**LEAD OFFICER:** Mike Hill

23 February 2018

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## **Proposal to provide the Centre for Diet and Activity Research with data to monitor the South Cambridgeshire food environment**

### **Purpose**

1. To consider the proposal made by the Centre for Diet and Activity Research (CEDAR) to use data held by South Cambridgeshire District Council in order to
  - Observe how food access begins and evolves, including with respect to neighbourhood deprivation, within the emergent town of Northstowe
  - Regularly and systematically monitor the food environment across the district
2. This is not a key decision, but has been brought before the Portfolio holder because the research this will enable will allow the Council to gain a greater understanding of the food environment within the district and has the potential to influence the council's future policies, for example, constraining the number of hot food outlets establishing within the district by regulating Class A5 Hot Food Takeaways through the planning process.

### **Recommendations**

3. It is recommended that the Decision maker approves the regular and systematic caching and sharing of data as requested by CEDAR, with analysis of this data to be made available to support policy development and with built in review periods of 12 month intervals to allow the Council to benefit from the findings as the information is analysed and to approve continued data sharing.

### **Reasons for Recommendations**

4. Given the evidence linking the food environment with health outcomes, the marked increase in hot food outlets in South Cambridgeshire over the last three year period warrants further monitoring and investigation.
5. CEDAR is a UKCRC Centre for Excellence in Public Health Research; sharing our data with CEDAR will enable us to benefit from world class research into our local food environment, and for other LAs to learn from our experiences and lessons learned.
6. The nature of this research requires cached data which can be used to understand both spatial and temporal trends in food access, hard to piece together retrospectively but possible with systematic collection of data held by this Council, as outlined in paragraph 12.
7. CEDAR has agreed to provide updates on data analysis at intervals of 12 months and on request to support policy making.

## Background

8. Emerging evidence suggests that there is an association between neighbourhood access to food outlets and diet, body weight, health and inequalities in these outcomes. Research published by CEDAR has shown greater neighbourhood exposure to takeaway food outlets has been linked with greater consumption of takeaway food, higher body weight and greater likelihood of obesity - based upon a large population study of Cambridgeshire adults (some residing in South Cambs)<sup>1</sup>.
9. CEDAR has created a publically available online Food environment assessment tool (Feat, <http://www.feet-tool.org.uk/>). Feat has shown that South Cambridgeshire ranks as the local authority in England that has experienced the fastest increase in takeaway outlet numbers (up 31%) and in the proportion of all food retail outlets that are takeaways, from 2014 to 2017, albeit from a low baseline. This trend warrants further exploration and consideration, given the known impact on population health and health inequalities. Using South Cambridgeshire DC data, which is more accurate than that included in Feat, will allow such exploration.
10. At present there are no studies that show whether change in neighbourhood food environments is linked to change in health outcomes. Northstowe therefore represents an opportunity to study whether the effect of residential relocation to a new environment can change these outcomes and could be used to help design neighbourhoods conducive to good health in future – of particular relevance as Northstowe is one of ten NHS funded Healthy New Town demonstrator sites.
11. In order to determine whether such an effect operates at Northstowe it will be necessary to develop a detailed monitoring and surveillance framework for the food environment within and around Northstowe.
12. The data CEDAR has requested is as follows:  
Frequency: Weekly; Area: South Cambridgeshire
  - (a) Food outlet data for all related businesses from Environmental Health records, including name, type (MAF code), street address with post code
  - (b) Linked planning use classes for above food outlets
  - (c) Trading hours for the above food outlets
  - (d) Locations of pitches for mobile food vendors and permitted trading hours
  - (e) Food hygiene ratings
  - (f) Licensed premises details, including name and location as described for food outlets above

Frequency: rolling; Area: Northstowe and surrounding area (likely to be contiguous with the footprint of the Care Hub, which will centre on Northstowe, and eventually covering a 50,000 population.

To complement the data above

- New council tax registrations and associated bands; exchanges in council tax payees and bands

Frequency: to be determined; Area: Northstowe and surrounding area

- Household size

## Considerations

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<sup>1</sup> Burgoine T, Forouhi NG, Griffin SJ, Wareham NJ, Monsivais P: Associations between exposure to takeaway food outlets, takeaway food consumption, and body weight in Cambridgeshire, UK: population based, cross sectional study. *BMJ* 2014, 348:1-10.

13. Public Health England has published extensively on the links between health and the food environment, publishing in 2014 [Obesity and the environment: regulating the growth of fast food outlets](#), which includes recommendations for action that can be taken by local authorities. Any future actions taken by this Council would require a thorough understanding of the local food environment; the interpretation of the data shared with CEDAR would provide the necessary foundation stone for future decision making in this respect. The need for this local understanding is underscored in Public Health England's toolkit published in 2017, "[Strategies for Encouraging Healthier "Out of Home" Food Provision](#)".
14. As a result of providing data to CEDAR, South Cambridgeshire would become one of the most intensively studied food environments in the country and could potentially put this Council at the forefront of evidenced based policy making.
15. Although the data requested by CEDAR is publically available, it is difficult to access for researchers on a regular basis. The routine caching and sharing with CEDAR using an agreed format would allow the ready analysis of the information held by the Council across a number of databases by CEDAR researchers – a task that this Council is itself without capacity to undertake.

### **Options**

16. The Portfolio could
  - (a) Approve, the regular and systematic caching and sharing of data as requested by CEDAR, with analysis of this data to be made available to support policy development and with built in review periods of 12 month intervals to allow the Council to benefit from the findings as the information is analysed and to approve continued data sharing,
  - (b) approve the sharing of a sub-set of data outlined in this report, and/or vary the frequency which CEDAR would be required to provide a bulletin describing trends identified in the local food environment,
  - (c) refuse the CEDAR data sharing request giving reasons.

### **Implications**

17. Since this data is already routinely collected and held on record by the Council, little additional officer time would be required in its regular dispatch to CEDAR.

### **Financial**

18. The costs associated with the creation by CIVICA of a bespoke reporting tool to capture Council Tax data of £7k and £3k maintenance fee for two years can be covered by the Northstowe Healthy New Town programme (funded by NHS England).

### **Legal**

19. The data relating to businesses is publically available. Household data made available through Council Tax records will be stripped of identifiers and amalgamated such that individuals and households will not be identifiable in published form. Appropriate steps, through a data sharing agreement with CEDAR, would be taken to ensure compliance with the General Data Protection Regulation, should either option (a) or (b) be approved.

### **Staffing**

20. No additional staff resource will be required to export the data to CEDAR.

### **Equality and Diversity**

21. It is known that greater exposure to takeaway food outlets has been linked with greater consumption of takeaway food, higher body weight and greater likelihood of obesity and these associations are stronger among those of lower socioeconomic status. Therefore the food environment has an impact on health inequality and this collaboration will place the Council in a better position to address health inequalities related to the food environment.

### **Consultation responses**

22. South Cambridgeshire District Council Planning Policy team:  
Currently the data collected by the planning policy team is focussed on planning permissions and is only available annually. More frequent data from the sources listed, its analysis and resulting recommendations in relation to planning policies would be of interest, as it could be used as evidence to inform the next review of the Local Plan.
23. South Cambridgeshire District Council Licensing team:  
The Licensing Act statement of Policy is reviewed every 5 years with the next review being planned for 2018. As an authority we licence hot food outlets that are open to the public between the hours of 23:00hrs and 05:00hrs. Whilst health is not a licensing objective, health bodies are a responsible authority and may therefore comment on individual applications or contribute to our Licensing statement of policy. The data collection and analysis proposed will be of assistance to officers or responsible authorities in the development of any future policy or individual application.
24. Public Health England, East of England:  
Public Health England supports this project which aims to contribute to healthier communities by understanding the food environment at Northstowe. Increased access to healthy, affordable food for the general population is associated with improved attitudes towards healthy eating and healthier food purchasing behaviour. Access to unhealthier food retail outlets is associated with increased weight status in the general population and increased obesity and unhealthy eating behaviours among children. Reducing obesity levels will save lives as obesity doubles the risk of dying prematurely. Given nearly a third of children in England are overweight or obese, early intervention to support healthy eating and prevent adverse health outcomes in children and adults is crucial.
25. Public Health, Cambridgeshire County Council:  
Public Health as part of the Northstowe Healthy New Town steering group welcomes this initiative with CEDAR and recognises that the concentration of hot food takeaways is a continuing area of concern and extends to health issues, concerning poor diet and obesity, in addition communities raise concerns about the impact on the retail character and economic health of town centres and the adverse impacts on the amenity of residents associated with noise, fumes, parking, litter and anti-social behaviour. While achieving and maintaining calorie balance is a consequence of individual decisions about diet and activity, our environment, and particularly the availability of calorie-rich food makes it much harder for individuals to maintain healthier lifestyles.
26. Nationally a quarter of adults and one fifth of children eat food from out-of-home food outlets at least once a week. These meals tend to be associated with higher energy intake; higher levels of fat, saturated fats, sugar, and salt, and lower levels of micronutrients. School children make purchases from a variety of food outlets in the



school fringe at lunchtime if there is a no “stay on site policy”, and during their journeys to and from school. Popular purchases include confectionery, sugar sweetened drinks, and hot food takeaways. Many outlets have price promotions on these items particularly targeted at children and young people.

27. This research will help shape the policies needed to secure a healthy local food environment and therefore influence human behaviour and lifestyles.

#### **Effect on Strategic Aims**

28. **Aim 1 – Living Well** – Supporting our Communities to remain in good health whilst protecting the national and built environment  
This collaboration will allow us to take evidence based decision in formulating policy to ensure our residents are able to live well in neighbourhoods which support good health.
29. **Aim 2 – An innovative and Dynamic Organisation** – adopting a more business-like approach to ensure we can continue to deliver the best possible services at the lowest possible cost  
This collaboration will allow us, in partnering with a world-class research institute, to understand better the food environment and ultimately help us tackle at source one of the factors influencing the rise in levels of obesity. It will provide us with the evidence base to develop policy at minimal expense to the Council.

#### **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council’s website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

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