

FEES & CHARGES REVIEW 2017/18

Presented by the Director of Finance & Resources

EXECUTIVE SUMMARY

This report sets out the proposed charges for 2017/18 for the sites/venues that remain under the direct control of the Authority. These are:

- Fisheries;
- Myddelton House & Gardens;
- Green Spaces (new) and Car Parking;
- Youth and Schools;
- Allotments; and
- Access to Information fees.

The Authority is currently budgeted to collect £403,700 annually from these specific fees and charges. The fees and charges are reviewed annually as part of the budget process. The Trust's proposals for venue fees and charges for 2017/18 will be considered as part of the Service Planning presentation on 24 November 2016.

RECOMMENDATION

Members Approve: (1) proposals for the Authority's 2017/18 fees and charges as summarised in paragraph 3 and set out in detail in Appendix A to this report.

BACKGROUND

- 1 Fees and Charges within the Authority are budgeted to generate £403,700 in 2016/17.
- 2 The Authority reviews its fees and charges annually and the impact of any proposals are fed into the annual budget process. These have a direct impact on income and therefore the levy.
- 3 Appendix A to this report sets out proposed charges for the financial year 2017/18 for sites, facilities and heritage attractions operated by the Authority. In summary:

	Proposed average increase %	Estimated additional Income
Lee Valley Fisheries	1.9	£3,000.00
Myddelton House Gardens	6.4	£3,000.00
Green Spaces & Car Parking	New	£30,000.00
Lee Valley Youth & Schools	2.6	£1,000.00
Allotments	14.3	£1,000.00
Access to Information	0.0	£0.00
Total		£38,000.00

- 4 Proposed charges would generate additional income of up to approximately £38,000 per annum, which is an overall increase of 2.0% (excluding the new charges for green spaces). The Retail Price Index (RPI) for August stood at 1.8% and the Consumer Price Index (CPI) stood at 0.6%.
- 5 The overriding principles in setting charges are set out in the approved fees and charges policy and are:
- i. venues should aim to break even (excluding overheads);
 - ii. sustainably improve market share/usage;
 - iii. equality through concessionary pricing.

EXPLANATION OF CHARGES

6 FISHERIES

Proposed price freezes exist where particular fisheries have not reached capacity. All other areas are expected to increase above current inflation levels.

7 MYDDELTON HOUSE GARDENS

Proposed price freeze across certain charges to try and grow visitor numbers and increase income through more people booking on walks and courses.

Usage data for the car park has been analysed and this suggests that the over 2 hour ticket is very rarely purchased. Therefore it is proposed that this particular charge is removed and a single all day charge £2.50 is introduced (25% increase on previous 'up to 2 hour' charge of £2.00 – first introduced from August 2014). This will allow people to extend their visit and dwell time without worrying that their car park ticket will expire. Potentially this could increase income and dwell time in the café as well. The proposal is also suggesting an increase in the minibuss and coach charges as they are low in comparison to the car charge.

8 YOUTH & SCHOOLS SERVICE

It is more expensive for a day visit than the majority of competitors. Recommend inflationary increases to maintain strong customer base and ensure accessibility to youth groups and schools from across the region.

9 GREEN SPACES & CAR PARKING

New charges are proposed for certain activities included within the open spaces. These cover licences for commercial activities, for example, dog walking, site hire fees and activities organised by the Authority. Officers have benchmarked with the London Boroughs, Royal Parks, City Of London Corporation, Essex and Buckinghamshire County Councils in creating these new charges.

Members approved as part of the 2016/17 budget in January 2016 (paper A/4222/16) the introduction of charges at specific car parks within the Regional Park. The revenue monitoring paper (elsewhere on this agenda) sets out reasons for the delay in implementation of these charges due to difficulties encountered in the respective boroughs concerned. It is anticipated that the approved charges at these sites will be in place by April 2017 at the latest. These charges are determined by the respective boroughs concerned.

10 EAST HALE ALLOTMENTS

The proposed uplift will cover staffing costs (now external), increased landscaping and waste collection, and are significantly above RPI for 2016.

11 ACCESS TO INFORMATION

Members agreed the 'Access to Information Fees and Information Security Policy' in October 2013 (paper E/298/13), which included the related fees. Since setting these fees they have not yet been applied to a relevant request, and as an inflationary increase would be rounded down it is recommended that these charges are kept at the same level for 2017/18.

12 IMPLEMENTATION

The approved fees and charges will generally come into effect from 1 April 2017, but will be dependent on seasonal opening and operating periods. Any impact of the approved fees and charges will be incorporated into the 2017/18 Budget and Levy proposals.

ENVIRONMENTAL IMPLICATIONS

- 13 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 14 The proposed fees and charges with increases will be incorporated within the budget setting process for 2017/18 at an estimated sum of £441,700.

HUMAN RESOURCE IMPLICATIONS

- 15 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 16 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 17 A significant part of the Authority's and Trust's budget depends on income generated from fees and charges. Income can be adversely or favourably affected by weather, market demand factors and pricing in the wider economy as a whole. To mitigate this risk it is important that reserves are set aside at a prudent level (the current minimum reserve policy is £4m and this is being reviewed as part of the work by the levy strategy working group), and that business interruption insurance is in place.

EQUALITY IMPLICATIONS

- 18 The Authority's Fees and Charges policy sets out criteria to ensure access to services are available to disadvantaged groups through a concessionary pricing structure that considers income and ability to pay.

Author: Simon Sheldon, 01992 709 859, ssheldon@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORTS

Executive Committee	E/430/15	Fees & Charges Review 2015/16	18 December 2015
Authority	A/4161/13	Fees and Charges Policy	24 January 2013

APPENDIX ATTACHED

Appendix A Proposed Authority Fees and Charges 2017/18

LIST OF ABBREVIATIONS

the Authority	Lee Valley Regional Park Authority
the Trust	Lee Valley Leisure Trust Limited (trading as Vibrant Partnerships)

Authority Fees and Charges 2017 - 2018

LEE VALLEY FISHERIES

1. Market Dynamics

- The current portfolio of angling venues includes 27 gravel pits and 21 stretches of River/Flood Channel that facilitate coarse angling comprising of 30 different venues of which 15 are directly managed by the Fisheries department, 14 are licensed to Angling Clubs, Societies and Consortia and one which is jointly managed.
- Our fisheries offer a very high standard and wide variety of species of fish.
- However, all our fisheries are 'multi-use' – anglers have to share the Park with a range of other leisure users including: boat clubs, dog walkers, runners, cyclists
- In contrast, many competing fisheries can offer exclusive, non-public access to fisheries, additional parking and catering facilities – factors that are important to anglers, which affects our ability to increase prices too much.
- Our pricing in comparison to the wider market reflects the positives, and negatives our fisheries have – we're more expensive than similar, mixed use venues but cheaper than exclusive fisheries.

2. Venue visitor and financial information

Year	Visitor numbers	Customer satisfaction	Operational Income	Net operational (income) / expenditure	Net cost/ income per visitor
2012/13	2,662	8.5	(£134,337)	(£12,649)	(£4.94)
2013/14	2,906	7.9	(£144,256)	(£14,777)	(£5.08)
2014/15	3,216	8.5	(£157,865)	(£25,124)	(£7.81)
2015/16	3,625	8.5	(£155,919)	(18,614)	(£5.13)
2016/17 Budget			(£158,500)	(£19,600)	N/A

3. Impact of Last year's charges/ customer comments

- Very few comments regarding last year's charges.
- Our fisheries are unique – good quality fish and venues but multi use. Anglers are aware of what they are getting for the price at our fisheries.
- Season starts mid-June – very early to be discussing prices/ current year performance.
- Some fishing lakes still struggling from the economic down turn - people with permits for a number of lakes cutting back to 1 or 2.

4. Proposed charges for 2017/18: Variance from inflation

- **Day Tickets:**
 - Banjo Lake and Stock Pit continue with tempered interest even with positive feedback and regular good publicity, the demand has not reached the levels achieved prior to the mortality. Mill Stream continues as a very low-key option with limited interest. Therefore, a price freeze has been proposed to encourage usage.
- **Season Permits:**
 - The sites which are achieving / exceeding income targets and have high levels of demand have the potential to increase prices above inflationary levels. Therefore a significant price increase is recommended for Walton's Walk, Admirals Walk, Nazeing Meads, North Met Pit, Glen Faba and Abbott's Lake (however, these price increases are relative to the initial cost).
 - A price freeze is recommended for both Slipe Lane and Ashley. Demand for these sites is relatively low, there has also been a few complaints regarding the distance to the car park at Ashley.

5. Proposed charges for 2017/18: Estimated additional income*

- 2016/17 Budgeted Income: £159k
- 2017/18 Estimated income: £162k
- % Increase in income from change in charges only: 1.9%

(*Data for illustrative purposes only and derived from applying proposed % increase to 2016/17 budget, assuming the same level of usage.)

LEE VALLEY FISHERIES						
			2016/17 Fee	Proposed Fee 2017/18	% Increase	
Day Tickets	Banjo Lake	(12 Hour) Adult	£15.50	£15.50	0.0%	
		(12 Hour) Concession	£11.50	£11.50	0.0%	
		(24 Hour) Adult	£20.50	£20.50	0.0%	
		(24 Hour) Concession	£14.50	£14.50	0.0%	
	Stock Pit	(12 Hour) Adult	£15.50	£15.50	0.0%	
		(12 Hour) Concession	£11.50	£11.50	0.0%	
		(24 Hour) Adult	£20.50	£20.50	0.0%	
		(24 Hour) Concession	£14.50	£14.50	0.0%	
	Mill Stream	(12 Hour) Adult	£6.00	£6.00	0.0%	
		(12 Hour) Concession	£5.00	£5.00	0.0%	
Season Permits	Walton's Walk	(Day & Night) Adult	£57.00	£60.00	5.3%	
		(Day & Night) Concession	£47.00	£50.00	6.4%	
	Admirals Walk	(Day Only) Adult	£62.00	£65.00	4.8%	
		(Day Only) Concession	£52.00	£55.00	5.8%	
	Bowyers Water	(Day & Night) Adult	£230.00	£240.00	4.3%	
		(Day & Night) Concession	£200.00	£210.00	5.0%	
	Slipe Lane Pits	(Day Only) Adult	£42.00	£42.00	0.0%	
		(Day only) Concession	£32.00	£32.00	0.0%	
		(Day & Night) Adult	£60.00	£60.00	0.0%	
		(Day & Night) Concession	£40.00	£40.00	0.0%	
	Nazeing Meads	(Day Only) Adult	£99.00	£105.00	6.1%	
		(Day only) Concession	£84.00	£90.00	7.1%	
		(Day & Night) Adult	£152.00	£155.00	2.9%	
		(Day & Night) Concession	£105.00	£110.00	4.8%	
	North Met Pit	(Day Only) Adult	£115.00	£120.00	3.9%	
		(Day only) Concession	£103.00	£105.00	1.9%	
		(Day & Night) Adult	£175.00	£180.00	2.9%	
		(Day & Night) Concession	£120.00	£125.00	4.2%	
	Ashley	(Day & Night) Adult	£175.00	£175.00	0.0%	
		(Day & Night) Concession	£140.00	£140.00	0.0%	
	Glen Faba	Adult	£175.00	£180.00	2.9%	
		Concession	£140.00	£145.00	3.6%	
	Abbott's Lake	Adult	£300.00	£310.00	3.3%	
		Concession	£270.00	£280.00	3.7%	
	Anglers with Disabilities – 8 sites permit			£21.00	£25.00	25.0%
	Key purchase; required to gain access to certain Fisheries			£15.50	£16.00	6.7%

MYDDELTON HOUSE GARDENS

1. Market Dynamics

- As part of the Heritage Lottery funding agreement the Gardens are free to access for the public.
- Officers feel this model suits the operation well as it encourages secondary spend in the visitor centre and repeat visits.
- Forty Hall recently received £5m lottery funding to renovate its facilities, and must be considered a very strong direct competitor to Myddelton House Gardens.

2. Venue visitor and financial information

Heritage Visitor Centre

Year	Visitor numbers	Customer satisfaction	Operational Income*	Net operational (income) / expenditure*	Net cost per visitor*
2012/13	n/a	n/a	(£99,600)	£60,461	n/a
2013/14	n/a	n/a	(£137,891)	£50,423	n/a
2014/15	n/a	n/a	(£138,976)	£52,064	n/a
2015/16	n/a	n/a	(£127,865)	£17,819	n/a
2016/17 Budget			(£113,000)	£58,400	n/a

* Figures include operational income and operational cost for catering

Myddelton House Gardens

Year	Visitor numbers	Customer satisfaction	Operational Income*	Net operational (income) / expenditure*	Net cost per visitor*
2012/13	50,093	8.8	(£19,061)	£210,202	£4.20
2013/14	53,927	9.1	(£13,901)	£209,344	£3.88
2014/15	49,735	9.2	(£32,217)	£181,237	£3.64
2015/16	47,824	9.1	(£44,428)	£187,530	£3.92
2016/17 Budget			(£46,900)	£192,500	-

* Figures do not include operational income and operational cost for catering

3. Impact of Last year's charges / customer comments

- There have been very few complaints over the last year; however, this is likely due to relatively unchanged prices following significant increase in fees in over the past 2 years.
 - Visitor numbers similar in comparison with the same time period in 2015/16.
- Complaints regarding car park charges have decreased further as customers have become accustomed to the fees.

4. Proposed charges for 2017/18: Variance from inflation

- **Private Guided Walks**
 - Propose an above inflationary price increase on private guided walks during opening hours following a price freeze in 2016/17.
 - Recommend the price of outside opening hours private guided walks remains unchanged as demand has decreased following an above inflationary increase in 2016/17.
- **Events**
 - A slight increase in the price of events has been proposed as demand remains relatively low and the programmes are still developing.
- **Gardener's Coffee Morning**
 - Since changing head gardener, uptake of Gardener's Coffee Morning has been relatively poor. Additionally, price increases have been significant in recent years which have been detrimental to usage.
 - Recommend price freeze to promote uptake.

- **Music in the Gardens**
 - A slight price increase has been suggested as the uptake of the product is not price sensitive; rather the band and weather determine demand.
- **Car Park Charges**
 - Propose removing the over 2hr charge which is £3.00 as the majority are purchasing the lesser charge and introducing a single charge of £2.50 with no time limit on the stay. This will also encourage an increase dwell time in the gardens and visitor centre.
 - Proposing to increase the charges for minibuses and coaches as the numbers are low and the new price is reasonable.

5. Proposed charges for 2017/18: Estimated additional income*

- 2016/17 Budgeted Income: £47k
- 2017/18 Estimated income: £50k
- % Increase in income from change in charges only: 6.4%

(*Data for illustrative purposes only and derived from applying proposed % increase to 2016/17 budget, assuming the same level of usage.)

MYDDELTON HOUSE GARDENS				
		2016-17 Fee	Proposed Fee 2017-18	% Increase
Garden Entry	Entrance to the gardens at all times	Free	Free	n/a
Private Guided Walks (Price per person, min. 16 people)	1 Hour - during opening hours	£3.00	£4.00	33.3%
	2 Hours - during opening hours	£4.00	£5.00	25.0%
Events (Willow Weaving, Fruit Pruning, Digital Photography)	Half day (minimum price)	£15.00	£16.00	6.7%
	Full day (minimum price)	£25.00	£26.00	4.0%
Gardeners' coffee morning (1.5hours)		£10.00	£10.00	0.0%
Music in the Gardens	Adult	£9.00	£10.00	11.1%
	Concession	£7.00	£8.00	14.3%
Car Park charges	Cars	£2.00	£2.50	25.0%
	Minibuses (under 16 seats)	£5.00	£10.00	100.0%
	Coaches	£10.00	£20.00	100.0%
	EA Bowles Society Annual Pass	£18.00	£19.00	5.6%
	Annual Pass	£24.00	£25.00	4.2%

LEE VALLEY GREEN SPACES

6. Market Dynamics

- Lee Valley Regional Park is a 26 mile stretch made up of a diverse mix of countryside, urban green spaces, country parks, nature reserves and riverside trails. Opportunities for generating income such as licensing, entry fees, festivals, events and fines are ways in which funding from the private sector and users of green spaces can be sourced.
- Generating additional income provides long-term investment and can encourage the involvement of local businesses.

7. Venue visitor and financial information

Year	Visitor numbers	Customer satisfaction	Operational Income	Net operational (income) / expenditure	Net cost/ income per visitor
2017/18 Budget			(£30,000)		n/a

8. Proposed charges for 2017/18

- **Licenses:**
 - Licenses are required for commercial activities under the byelaws. The price of charges is based on benchmarking with comparable organisations such as HACO, and guidance from London Parks and Green Spaces Forum. The fees are also influenced by the location of the site and the number of sessions held.
- **In House Events and Activities:**
 - The prices have been set at a value that covers the cost of staff and resources at a reasonable level which will not present a barrier to those interested. Prices are based on benchmarking with comparable organisations.
- **External Events and Activities**
 - The price has been selected based upon the prestige of the site and limited number of people on each tour. A separate reduced rate price has been recommended for selected non-commercial, non-profit making organisations who will help establish reputation and notoriety of the venue.
- **Charity and Commercial Events**
 - A separate, reduced charge has been proposed for charitable events compared to commercial events. The charges have been set at a value which is in line with competitors.

9. Proposed charges for 2016/17: Estimated income

- 2017/18 Estimated income: £30k

LEE VALLEY GREEN SPACES

			2017/18 Proposed Fee	
Licenses	Commercial Dog Walker	Annual Licence per walker	£100	
	Commercial Dog Training	Annual for weekly activity per site	£200 - £1000	
	Commercial Fitness Classes	Per session, per trainer	£10.00	
In House Events and Activities	Guided Walks	1 – 2 hours	£3	
	Guided Cycle Rides		£6	
	Workshop Events	Half Day	£15	
		Full Day: Woodland Craft	£30	
		Full Day: Bushcraft	Range £40 - £80	
		2 day including overnight camp	Range £120 - £180	
	Seasonal Events	Price per attendee (Adult or Child)	£5 - £10	
	Almost Wild Camping	Per person per night		£12
		Tent hire (per night)	£20	
		Canoe hire (per day)	£35	
		Firewood (per bag)	£5	
Fire pit (per night)		£5		
External Events and Activities	Paranormal Investigations	Rye House Gate House (Event Company for Profit)	£250	
		Rye House Gate House (Non-Profit Company) Max 6 People	£150	
Charity Events	Application / Admin Fee		£60 fixed admin fee	
	Damage Deposit		£500	
	Holding Deposit		50% of hire fee as deposit	
	Small Event - Basic Hire Fee (up to 500 people)		£500 + £1 per person if ticketed	
	Medium Event - Basic Hire Fee (up to 1000 / 2000 people)		£1000 + £1.50 per person if ticketed	
	Large Event - Basic Hire Fee (over 2000 people)		£1500 + £2 per person if ticketed	
	Additional Rig Day		50% hire fee	
	Additional info on Charity / Community Rates		If more than 2000 people (£1500 + £2 per person if ticketed) hire fee increases by £500 per 500 people	
Commercial Events	Application / Admin Fee		£120	
	Damage Deposit		£2,000	
	Holding Deposit		50% of hire fee as deposit	
	Small Event - Basic Hire Fee (up to 500 people)		£1500 + £1 per person per day	
	Medium Event - Basic Hire Fee (up to 1000 / 2000)		£2000 + £2 per person per day	

Appendix A to Paper E/466/16

	people)	
	Large Event - Basic Hire Fee (over 2000 people)	£3000 + £2 per person per day
	Large (2) Event Basic Hire Fee (over 3000 people)	£3500 +£2 per person per day
	Large (3) Event - Basic Hire Fee (over 4000 people)	£4000 + £2 per person per day
	Additional Rig Day	50% of event day fee

LEE VALLEY YOUTH AND SCHOOLS SERVICE

1. Market Dynamics

- The Youth & Schools Service provide environmental and heritage education programmes and outdoor learning activities to over 22,000 people of all ages and abilities annually from across the region.
- Youth and Schools usage comes from our education programmes and engaging with schools, youth and family groups at the Park and external regional events.
- The Service has a strong customer base; however, subsidised education providers exist in the wider educational market, some offering free programmes. In addition competitors offering lower price programmes such as Secret Island are promoted by the Park.

2. Venue visitor and financial information

Year	Visitor Numbers	Customer Satisfaction	Operational Income	Net operational (income) / expenditure	Net cost per visitor
2014/15	20,719	9.53	(£37,349)	£151,885	£7.33
2015/16	22,732	9.2	(£41,945)	£175,245	£7.70
2016/17 Budget			(38,300)	£180,400	n/a

3. Impact of Last year's charges/customer comments

- The majority of schools accept the session cost; however a growing minority are citing affordability as a barrier to booking.
 - The provision of free coach travel via the Community Access Fund was a key factor contributing to the increase in bookings and attracting in new schools from deprived areas. The key issue is the cost of external coach hire (which needs to be added on to the schools session cost).
- The Youth and Schools service still has a strong customer base and high number of repeat visitors, keeping the full day charge below the £8 price point last year coupled with the introduction of the 'Discovery Days' has led to an increase in full day bookings which are more efficient in terms of staff logistics.
- **Impact on specific programmes:**
 - Farm educational session uptake reduced over recent years due to additional charge for visiting Hayes Hill Farm.
 - Boat prices increased in previous years to cover boat hire cost, option now predominately only taken up by private schools.

4. Proposed charges for 2017/18: Variance from inflation

- Primary schools are the core customer group. The average competitor price for a half day is £3.50 per student compared to £5.10 for a Youth and Schools session. The full day price for competitors is £6.63 compared to £7.90 for Youth and Schools. The Service risks customers moving to competitors and pricing out elements of the regional community.
- The Service proposes a freeze of its standard prices to maximise retention of the new customers gained this year and avoid the risk of losing customers to competitors. A freeze in 2017/18 gives a marketing opportunity to help maximise usage and allow competitors fees to catch up with those of Youth and Schools.
- The Lee Valley VeloPark introduced a cycling based guided tour. They have confirmed the price per class will be £50. The Y&S Service geography/ design focussed guided tour at the VeloPark is the most popular of our guided tours. The price has had to be reduced to avoid being undercut. Numbers participating in guided tours at other sites are very low so the impact on the Y&S service will be minimal.
- Prices will be increased for boat trips as the customer base for these sessions is predominately private schools that can cover the cost.

5. Proposed charges for 2017/18: Estimated additional income*

2017/18 Additional Income (assuming same visitor number levels)

- 2016/17 Budgeted Income: £38k
- 2017/18 Estimated income: £39k
- % Increase in income from change in charges only: 2.6%

(*Data for illustrative purposes only and derived from applying proposed % increase to 2016/17 budget, assuming the same level of usage.)

YOUTH AND SCHOOLS SERVICE					
			2016/17 Fee	Proposed Fee 2017/18	% Change
Schools Programme		Half Day per pupil	£5.10	£5.10	0.0%
		Full Day per pupil	£7.90	£7.90	0.0%
		Boat trip per pupil	£11.60	£12.50	7.8%
Boat Trips	Families outside school time	Per individual (under 2's free)	£9.60	£10.50	9.4%
Walks	Guided Walks	1 hour	£66.00	£50	-24.2%

ALLOTMENTS

1. Market Dynamics

Description of Charges

- East Hale Allotments: Rent - per 10 pole plot (250 sq. m):
 - Income last year of £7k.
 - Allotment prices currently do not include £20 water charge and £3.50 insurance which is collected by and paid by the Allotment society at the time of licence renewal.

Competitor Prices

- Our allotments are highly priced compared with other local Borough allotments.
 - East Hale Allotments provide a better quality of security and common area maintenance.

2. Venue visitor and financial information: Corporate Volunteering and Activity Days

Year	Visitor Numbers	Operational Income	Net operational (income) / expenditure*	Net cost per visitor*
2015/16	n/a	£6,959	n/a	n/a
2016/17	n/a	£7,241	(1,741)	n/a
2017/18 Budget		£8,000	(2,500)	n/a

3. Impact of Last year's charges/ customer comments

None made.

4. Proposed charges for 2017/18: Variance from inflation

A number of boroughs have significantly increased their charges in an attempt to take a more commercial view about their provision. Therefore, a £1.00 increase per rod is proposed to bring our prices closer to competitors.

5. Proposed charges for 2017/18: Estimated additional income*

- 2016/17 Budgeted Income: £7k
- 2017/18 Estimated income: £8k
- % Increase in income from change in charges only: 14.3%

(*Data for illustrative purposes only and derived from applying proposed % increase to 2016/17 budget, assuming the same level of usage.)

6. Actions from Member workshop last year

None

ALLOTMENTS				
		2016/17 Fee	Proposed Fee 2017/18	% Increase
Allotments	*Rent - per 10 pole plot (250m ²)	£64.50	£74.50	15.5%

*Prices do not include £20 water charge and £3.50 insurance

ACCESS TO INFORMATION

Description of Charges

Members agreed the 'Access to Information Fees and Information Security Policy' in October 2013 (E/298/13).

- The policy sets out the conditions that must be met for charging to apply to information requests and the charges that may be made.
- Recommend price freeze as there has been no uptake of these services.

ACCESS TO INFORMATION				
		2016/17 Fee	Proposed Fee 2017/18	% Increase
A4/A3 Sheet or smaller	Black & white (per copy)	£0.10	£0.10	0.0
A4/A3 Sheet or smaller	Colour (per copy)	£0.50	£0.50	0.0
A2 Sheet	Black & white or colour (per copy)	£0.50	£0.50	0.0
A1 and A0 Sheet	Black & white or colour (per copy)	£0.50	£0.50	0.0
CD/DVD	Per disk	£2.00	£2.00	0.0
Postage costs	Variable (weight and size).	Costs based on Royal Mail Standard 2 nd Class	Costs based on Royal Mail Standard 2 nd Class	0.0