

# Annual Review of Fees and Charges for Various Highway Functions and Services

Date: 8<sup>th</sup> March 2023

Report of: Traffic Manager

Report to: Gary Bartlett, Chief Officer of Highways and Transportation

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

Highways fees and charges are reviewed and amended as required on a yearly basis as part of the Annual Review of Fees and Charges for Various Highway Functions and Services, in order to ensure they stay in line with corporate guidelines as recommended in the initial budget proposals.

Proposed charges for 2022/2023 were approved in in March 2022 and reviewed October 2022 to reflect further rises in staff costs and materials. This report proposes changes for 2023/2024 highways fees and charges to be applied from 1 April 2023.

The changes support the delivery of the Best Council Plan's ambition of becoming an efficient and enterprising organisation and meeting its objective of promoting sustainable and inclusive growth.

## Recommendations

- a) The Chief Officer (Highways and Transportation) is requested to approve the increase in fees and charges as set out in Appendices A, B and C to this report.
- b) The increase is a direct result of applying general income inflation at 4%, to the 2022/2023 charges of October 2022 in line with corporate guidelines as recommended in the Initial Budget Proposals for 2023/2024 Executive Board Report and rounded to the nearest ten pence.
- c) The commuted sum schedule in Appendix B has had rates rise by 4% in line with general income inflation or higher where applicable to reflect where actual costs have increased significantly above this level. The fees for S278 agreements are also proposed to rise by 4% from the October 2022/2023 values in line with general income inflation, rounded to the nearest pound, these are given in Appendix C.
- d) Site Development have confirmed that the charge for stopping up orders is unchanged and likely to be reviewed in the 2024/25 report.
- e) Traffic Engineering have confirmed a 3% increase for repeat, small scale, local community events as this charge is applied to charity and non-profit making events only.

## What is this report about?

- 1 Highways fees and charges are reviewed and amended as required on a yearly basis as part of the Annual Review of Fees and Charges for Various Highway Functions and Services, in order to ensure they stay in line with corporate guidelines as recommended in the initial budget proposals.
- 2 The changes support the delivery of the Best Council Plan's ambition of becoming an efficient and enterprising organisation and meeting its objective of promoting sustainable and inclusive growth.

## What impact will this proposal have?

- 3 Ensure Highways & Transportation's fees and charges stay in line with rising costs of the running of the service.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 4 The fee increase supports the delivery of the Best Council Plan's objective of promoting sustainable and inclusive growth as it is seen as sustainable and inclusive for local businesses and partners operating in the Leeds area. The proposals also support the Council's ambition of becoming an efficient and enterprising organisation, by ensuring that costs are recouped for the delivery of various highway services.
- 5 The fee increases help support the Council's work to minimise delay and disruption from works and the impact of travel and development throughout the district by contributing to ensuring that services can be funded, subsequently resulting in a continued delivery of services including co-ordination of Streetworks; enabling the maintenance of highways; ensuring sustainable development; and reviewing travel plans. The reduction in disruption and promotion of sustainable development and travel contribute to the Council's response to the climate emergency by contributing towards a reduction in carbon emissions. This will clearly also provide a benefit to public transport and active travel journeys.

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 6 Internal consultation has been undertaken with City Development Finance team, Legal Services and those responsible for the chargeable services. There were no objections to the content of this report, and all confirmed that they were in agreement with the fee increases proposed.

## What are the resource implications?

- 7 Increasing fees and charges in line with rising salaries, general inflation and other costs ensures revenue generation is not impacted by other budget constraints.
- 8 The services can be delivered within current staff resources and those that are proposed/approved for via various restructures.

## What are the key risks and how are they being managed?

- 9 Failure to implement the recommended charge increases will result in an under-funding of the service – All fees and charges have been reviewed to ensure they meet funding requirements.

## What are the legal implications?

- 10 This report has not identified any legal implications.

## **Options, timescales and measuring success**

### **What other options were considered?**

- 11 Full consideration is made when considering reviewing fee and changes across highways & Transportation, alternative options include no increase or an increase of less or more than has been applied.

### **How will success be measured?**

- 12 Success will be measured by the successful implementation of new charges by 1<sup>st</sup> April 2023 and the fulfilment of budget requirements for the 2023/2024 financial year.

### **What is the timetable and who will be responsible for implementation?**

- 13 Once all fee and charges have been approved, the new fees and charges will be implemented for 1<sup>st</sup> April 2023.

## **Appendices**

- Appendix A – List of proposed fees and charges
- Appendix B – Schedule of commuted sum charges
- Appendix C – Fees for S278 agreements
- Appendix D – Equality Diversity Cohesion and Integration Screening

## **Background papers**

- None

## Highway & Transportation Fees and Charges Review 2023/2024 Appendix A

### Proposed Fees and Charges from 1 April 2023

Activity	Approved Mid-Year Charge 2022/23	Proposed Charge 2023/24	Notes
Skip permit	£28.10	£29.20	
Skip permit (retrospective application)	£95.80	£99.60	
Highways Act Licences	£250.60	£260.60	Includes; Cultivation, Banners, Oversail, Projections, Structures
Notice posting (per site)	£76.70	£79.80	Applies to some structures licences
Highways Act Consent / Approval	£107.20	£111.50	Includes; Building materials, mobile cranes
Highways Act Consent / Approval (retrospective application)	£184.00	£191.40	
Hoarding licence (per street)	£183.90	£191.30	Licence plus first inspection fee - £102.30 + £73.10
Hoarding monthly inspection (per site)	£76.70	£79.80	
Hoarding licence (per street) (retrospective application)	£255.40	£265.60	
Scaffolding permit (per street)	£183.90	£191.30	Licence plus first inspection fee - £102.30+ £73.10
Scaffolding monthly inspection	£76.70	£79.80	
Scaffolding permit (per street) (retrospective application)	£255.40	£265.60	
Ironworks (repair following failure of utility to respond to S81 notice)	£481.90	£501.20	Minimum charge (charged at actual cost if higher).
NRSWA S50 street works licence including sewer connections	£459.70	£478.10	
NRSWA S50 Annual Renewal	£78.00	£81.10	
Making an excavation in the highway – Highways Act S171	£287.50	£299.00	
Temporary Traffic Management	£190.10	£197.70	
Temporary Traffic Management monthly inspection (per site)	£76.70	£79.80	
Vehicle crossing application	£45.80	£47.60	
Temporary Traffic Regulation Order (TTRO)(one street)	£689.70	£717.30	
Extra over TTRO for each additional street	£38.20	£39.70	
Temporary Traffic Regulation Notice (TTRN) (one street)	£631.40	£656.70	
Extra over TTRN for each additional street	£38.20	£39.70	

<b>TTRO/N extension</b>	<b>£149.40</b>	<b>£155.40</b>	
<b>Events and Processions on/affecting the highway legislated by either; Temporary Traffic Regulation Notice (TTRN), Special Events Act or Town Police Clauses Act</b>	<b>£631.40</b>	<b>£656.70</b>	
<b>As above but existing small scale local community event with no changes to previous arrangements</b>	<b>£100.00</b>	<b>£103.00</b>	Only applied to charity and non-profit making events.
<b>Street Café licence (outside of city centre)</b>	<b>£503.30</b>	<b>£523.40</b>	
<b>Street Café licence – renewal (outside of city centre)</b>	<b>£163.60</b>	<b>£170.10</b>	
<b>Travel Plan Review Fees</b>	<b>£3540.20 to £28,324.10</b>	<b>£3681.80 to £29,457.10</b>	Amount to be calculated using methodology in Transport SPD
<b>Item retrieval from gullies</b>	<b>£86.90</b>	<b>£90.40 + VAT</b>	
<b>Enquiry to film on the Highway</b>	<b>£70.00</b>	<b>£72.80</b>	Excludes students, amateurs and news reports. For advice and coordination.
<b>Additional filming charge for complex involvement, per location</b>	<b>£140.00</b>	<b>£145.60</b>	Plus HA Licences where appropriate
<b>Charge for use of a drone, per location</b>	<b>£70.00</b>	<b>£72.80</b>	Plus HA Licences where appropriate
<b>Stopping up orders - Section 116 and Section 117</b>	<b>£5,800.00</b>	<b>£5,800.00</b>	Minimum charge (charged at actual cost if higher).

## Highway Services Fees and Charges 2023/2024 Appendix B

### Commuted Sums for maintenance liabilities (April 2023 - March 2024)

	Element	Unit	Unit rate (£)	
			2022-23	2023-24
1	<b>Carriageway</b>			
	(a) All construction types maintenance category 1, 2, 3a, 3b and 4a (All road types except 4b below)	m <sup>2</sup>	31.04	32.28
	(b) All construction types, maintenance category 4b (Local access road serving limited numbers of properties carrying only access traffic)	m <sup>2</sup>	13.79	32.28
	(c) Extra over the above for a carriageway junction of any class (single charge per junction)	No	1148.04	1193.96
	(d) Extra over for application of red anti-skid coloured surfacing	m <sup>2</sup>	23.17	67.00
	(e) Extra over for application of grey anti-skid coloured surfacing	m <sup>2</sup>	22.54	71.00
	(f) Vehicle containment kerbs	m	96.70	100.57
2	<b>Footway and paved areas</b>	m <sup>2</sup>		
	(a) Construction type- Bituminous		22.04	22.92
	(b) Construction type- Flagged			57.90
3	<b>Street lighting (Standard)</b>			
	(a) Lighting column up to and including 7m in height (standard)	No	1788.67	1860.22
	(b) Lighting column over 7m and up to 15m in height (standard)	No	2135.12	2220.52
	<b>Street lighting (Heritage or Enhanced) (chosen from availability list)</b>			
	(d) Lighting column up to and including 7m in height (heritage or enhanced)	No	1799.20	1871.17
	(e) Lighting column over 7m and up to 15m in height (heritage or enhanced)	No	2147.64	2233.55
	<b>Street lighting (Bespoke)</b>		By quotation	By quotation
4	<b>Illuminated street furniture and signs</b>			
	(a) Any item of illuminated apparatus standard	No	839.92	837.52
	(b) Any item of illuminated apparatus heritage or enhanced	No	1334.77	1388.16

5	<b>Non-illuminated street furniture and signs</b>			
	(a) Non illuminated advanced direction sign	No	506.64	526.91
	(b) Non-illuminated sign, bollard or other single point feature	No	506.64	526.91
	(c) Pedestrian Guardrail	m	54.63	56.82
6	<b>Traffic signals (refer to UTMC)</b>		By quotation	By quotation
7	<b>Traffic calming features</b>			
	(a) Speed table (by surface area)	m <sup>2</sup>	198.27	206.20
	(b) Speed cushion	No	555.22	718.60
8	<b>Landscaping</b>			
	(a) Hard landscaping area (treat as footway)- bituminous	m <sup>2</sup>	22.80	23.71
	flagged			57.90
	(b) Soft landscaping grass	m <sup>2</sup>	6.76	11.30
	(c) Soft landscaping vegetation or shrub bed	m <sup>2</sup>	31.05	187.40
	(d) Trees Small (3m dia canopy)	no	1271.96	1322.84
	Medium (5m dia canopy)	no	1835.84	1909.27
Large (5m dia canopy)	no	2481.32	2580.57	
9	<b>Drainage</b>			
	(a) Individual road or footway gully	No	319.13	331.90
	(b) Kerb drainage systems (not including outfall; treat each outfall as a gully)	m	64.64	67.23

Notes:

- 1 Other special features, heritage materials, specialist materials or deviation from design standards should be estimated for separately.
- 2 Sustainable Urban Drainage Systems (SUDS) should be estimated for separately on a scheme specific basis.
- 3 Highway Structures / Retaining features should be estimated for separately on a scheme specific basis.
- 4 The liability period used for the calculation of the above rates is 20 years. Other site specific items will also be based on a liability period of 20 years apart from Structures which will have a liability period of 60 years.

## Highway Services Fees and Charges 2023/24 Appendix C

### Fees for Section 278 agreements from 1<sup>st</sup> April 2023

#### General:

- Fees for preparing legal documentation – at cost, varies but significantly higher if using external solicitors, generally in range £842 to £3,931.
- Fees for Highways Officer in preparation of S278 documentation, Highways Board report, design brief - £2,455 for standard and minor S278 schemes, increased to £3,682 for high value, complex agreements.
- Fees for environmental study – at cost, varies but £614 for desk top study and £1,227 for desk top plus noise surveys.
- All minor S278 agreements require the payment of fees at cost for design check and supervision. An upfront fee of 10% of estimated works costs will be obtained for design checking / inspection fee so that the Highways Engineer is not working at risk. A bond is obtained for the value of the highway works plus 20%.

#### For works of value up to £100k for a Standard Agreement:

- Consultation fee – at cost
- Design fees – actual cost incurred up to £10,500
- Supervision fees – actual cost up to £8,500
- Supervision fees for Statutory Undertakers works – 3% of cost of Statutory Undertaker diversions
- £1,123 sum for Leeds City Council carrying out the role of the Principal Designer under the Construction (Design and Management) Regulations 2015
- Payment of a commuted sum for future maintenance in accordance with the Third Schedule

#### For works of value above £100k for a Standard Agreement:

- Consultation fee – at cost
- Design fees – 10.5% cost of the Highway Works
- Supervision fees – 8.5% cost of the Highway Works
- Supervision fees for Statutory Undertakers works – 3% of cost of Statutory Undertaker diversions
- 1% of cost of Highway Works for Leeds City Council carrying out the role of the Principal Designer under the CDM Regulations 2015
- Payment of a commuted sum for future maintenance in accordance with the Third Schedule

## Appendix D

### Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: City Development</b>	<b>Service area: Highways and Transportation</b>
<b>Lead person: Thomas Wragg</b>	<b>Contact number: 0113 378 7026</b>

#### 1. Title: MID-YEAR REVIEW OF FEES AND CHARGES FOR HIGHWAY PERMITS AND LICENCES

Is this a:

Strategy / Policy

Service / Function

Other

**If other, please specify: Proposed increase in highway licence fees**

#### 2. Please provide a brief description of what you are screening

The Local Authority (Transport Charges) Regulations 1998 gave the Authority the power to charge for specified functions. The regulations addressed the view that persons benefiting by the issue of licences, permits etc., should pay the cost of the service, rather than this being borne by the community at large via the Council Tax.

The charges have generally increased in line with inflation and other costs to ensure that the charges reflect no more than the true cost to the authority in delivering the service.

The increases in charges are minimal and will have an insignificant impact across the board with the initial impact, in the majority of cases, being borne by the company providing the service who may or may not pass on the cost to their customers.

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		X X X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

• **How have you considered equality, diversity, cohesion and integration?**  
(**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

• **Key findings**  
(**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

• **Actions**  
(**think about** how you will promote positive impact and remove/ reduce negative impact)

**5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.**

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

<b>6. Governance, ownership and approval</b>		
Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Adrian Hodgson	Traffic Manager	10/03/2023
<b>Date screening completed</b>		10/03/2023

<b>7. Publishing</b>	
<p>Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>Executive Board, Full Council, Key Delegated Decisions</b> or a <b>Significant Operational Decision</b>.</p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> <li>• Governance Services will publish those relating to Executive Board and Full Council.</li> <li>• The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.</li> <li>• A copy of all other equality screenings that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record.</li> </ul> <p>Complete the appropriate section below with the date the report and attached screening was sent:</p>	
For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: