

Committee(s):	Date(s):
Epping Forest and Commons	14th January 2019
Subject: The Commons, Sports and Miscellaneous Charges	Public
Report of: Andy Barnard – Superintendent of The Commons	For Decision
Report Author: Hadyn Robson – Business Manager	

Summary

This report reviews the charges for sports facilities and miscellaneous items that are provided by The Commons Division and seeks approval for the proposed charges for the financial year 2019-20.

Recommendations

Members are asked to:

- To note income received during the 2018-19 financial year for the reporting period 1st April 2018 to 28th December 2018.
- Agree the proposed charges for the 2019/20 financial year as detailed in **Table 1**, on page 3.

Main Report

Background

1. Charges for the provision of sports facilities and other items are usually reviewed annually. The charges for the 2016-17 were approved by your Committee on 7 March 2016. There was no review in 2017-18.
2. The City of London Corporation's financial regulations require all departments to recover full costs when setting charges to persons or external organisations or submit reasons to the appropriate committee when that objective is not met. Therefore, it is, at the discretion of individual spending committees to determine the actual level of fees and charges relative to the services they provide, after considering local matters and priorities.
3. Croydon Rugby Football Club rent space for one rugby pitch at Spring Park and Caterham Pumas Football Club rent space for a football pitch on Coulsdon Common. These pitches are cut at the start of the season, after which the clubs are responsible for marking and maintaining them.
4. Logs, charcoal or cord wood may be produced as a by- product of land management activities. The Commons has a policy for the disposal of surplus timber arisings that allow The Commons volunteers to obtain logs free of

charge and staff to get green cord or logs at a discount. Logs are not sold directly to the public.

5. The Division has rooms suitable as meeting venues to external groups. The rooms at Burnham Beeches, Merlewood and Ashted are available to use free of charge by groups whose activities contribute to the management of open spaces. All other groups are charged
6. The basic rate of VAT is added to the cost of services associated with room hire. VAT on solid fuel is charged at 5% and seasonal rental of sports pitches is zero rated subject to HMRC conditions being met.

Current Position

7. The income generated from sports and miscellaneous charges provides a small, but steady income from very little outlay or risk. This amounted to £2063.80 in this financial year and reporting up to 28th December 2018.
8. City of London employees pay £22.00 per ton inclusive of VAT for green cord wood.
9. The football and rugby pitch charges have, historically, been a 'one off', season long payment and is included in the sum quoted in point 7.

Proposals

10. The charges agreed for the 2016-17 financial year are currently being applied and are shown in the table below, together with the proposed charges for the next financial year 2019-20.
11. It is proposed that all charges for the financial year, 2019-20 are increased by 10%. This is above inflation but reflects that there was no review of charges for the previous financial year.
12. It is proposed that room hire at Burnham Beeches increases by 10% on a sliding scale, depending on number of attendees, up to a maximum of £302.00 for a full day.
13. The sports pitch charges do not reflect the fees currently charged by neighbouring Local Authorities and we plan to engage in consultation with the sports clubs concerned to address this prior to the next iteration of this report.
14. The proposed charges include 'rounding up' to simplify transactions.
15. An administration fee of £50.00 will be applied to all licences.

Table 1

Item	2016-18	2019-20
<u>Sports charges</u>		
Spring Park, 1 Rugby Pitch (season)	£255.00	£280.00
Coulsdon Common, 1 Football Pitch (for season)	£272.00	£300.00
<u>Miscellaneous Charges</u>		
Sale of split logs, per 3 ton	£86.00	£95.00
Sale of green cord wood per ton	£22.00	£24.00
Room hire at Ashted and Merlewood – per hour	£32.00	£35.00
Room hire at Burnham Beeches	Half day £110.00- £138.00 Full day £220.00 - £275.00 and £3.30 +VAT a head for refreshments	Half day £121.00 - £152.00 Full day £242.00 – £302.00 and £3.60 + VAT a head for refreshments

Corporate & Strategic Implications

16. These charges support the Corporate Plan objectives 2018-23 ‘People enjoy good health and wellbeing’ and ‘Communities are cohesive and have the facilities they need’.

Implications

Financial

17. Increasing the charges by 10% will ensure that costs are fully recovered for the provision of sports facilities and miscellaneous items for the 2019-20 period and a modest contribution is made to income beyond that point.

Conclusion

18. It is proposed that charges for sports pitches and miscellaneous items are increased by the amounts shown in the tables above.
19. The sports pitch charges do not reflect the fees currently charged by the Local Authority neighbours. We plan to engage in consultation with the sports clubs concerned to address this prior to the next iteration of this report.

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