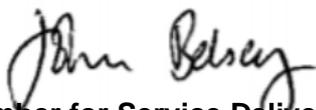


**TO: THE MONITORING OFFICER  
(TOM CLARK, SOLICITOR TO THE COUNCIL)**

**RECORD OF ACTION TAKEN BY A CABINET MEMBER  
UNDER DELEGATED POWERS**

<b>Subject:</b> Fees and Charges for the Council's Outdoor Leisure Facilities	
<b>Cabinet Member:</b> Cllr. J Belsey	
<b>Has the Cabinet Member received a report prior to making the decision?</b>	<b>YES</b>
<b>In the case of a key decision where the Cabinet Member has received a report, please state the date a copy of the report was made available to the Chair of the relevant Scrutiny Committee and placed in the public domain:</b>	
<b>Record of decision taken:</b> The proposed charges relating to use of the Council's Outdoor Leisure Facilities for the period of 1 <sup>st</sup> June 2020 – 31 <sup>st</sup> March 2021.	
<b>Date of decision:</b>	
<b>Statement of reasons for making the decision:</b> A decision is required to set charges for the 2020 – 2021 financial year and to enable the Council to protect our income base.	
<b>Alternative options considered and rejected:</b>	
<b>Code of Conduct Interest of Cabinet Members?</b> If yes, please advise on the nature and whether dispensation in place	
<b>Is the decision to be protected from call-in?</b> ( <i>i.e</i> if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)	<b>No</b>
<b>If so, please state:</b>	

**Signed:**



**Cabinet Member for Service Delivery & Environment**

This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

**For Monitoring Officer**

<b>Date of publication of Member Information Service Bulletin</b>	
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<b>Date of decision can be implemented</b> (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)	
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## REPORT TO CABINET MEMBER FOR ENVIRONMENT AND SERVICE DELIVERY

### PROPOSED CHARGES FOR OUTDOOR LEISURE FACILITIES (2020-2021)

REPORT OF: Assistant Chief Executive  
Contact Officer: Robert Anderton, Divisional Leader – Commercial Services and Contracts  
Email: [robert.anderton@midsussex.gov.uk](mailto:robert.anderton@midsussex.gov.uk) Tel: 01444 477374  
Wards Affected: All  
Key Decision No

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#### Purpose of Report

1. This report seeks Cabinet Member approval for the setting of Outdoor Leisure Facility Charges for the period 1 April 2020 – 31 March 2021.

#### Recommendations

2. **The Cabinet Member for Environment and Service Delivery is recommended to agree the proposed charges as set out in Appendix 1 of this report**
- 

#### Background and Proposals

1. The Council reviews the fees and charges for outdoor leisure facilities on an annual basis.
2. To assist regular hirers, the Council aims to publish its fees and charges by 15 March each year. This enables hiring organisations to share these charges with their members and set their subscription charges accordingly.
3. The Council's Budget for 2020/21 will be agreed by the Council on 4 March 2020
4. In previous years, the Council's approach to reviewing charges for outdoor leisure facilities has been to propose annual increases based on the rate of inflation. This was 1.7% in September 2019 and this figure has been referenced when proposing the charges for the hire of Outdoor Leisure Facilities in the year 2020/21.
5. In 2019 Officers carried out an analysis of the charging structure to establish the level of cost recovery achieved from fees based on the amount it costs the Council to maintain its outdoor leisure facilities. This analysis is shown in Appendix 2. The level of income recovery for summer and winter pitches is based on one team using a single pitch for an entire season, on several pitches it is possible to increase cost recovery by allowing a number of teams to use the same facility over the course of the season. The level of income received by the Council for its outdoor leisure facilities can also vary due to the weather, ground conditions and the capacity of the playing surface to support multiple teams without becoming worn.
6. The Council must aim to recover costs incurred by the provision of outdoor leisure services. However, there is a balance between charging fees at cost recovery and making them unaffordable to potential hirers and therefore impact on participation levels and the Council's health and wellbeing outcomes.
7. Whilst the Council is proposing to increase charges in most cases, it is recovering on average 34% of the actual cost of providing these services. Over the coming years, the

Council should, as far as practically possible, seek to recover up to 50% of the actual costs of providing outdoor leisure services without impacting on participation.

8. As part of the review process, the Council benchmarks with neighbouring Councils to compare their charges for outdoor leisure facilities. The results of this exercise is to demonstrate that there are significant differences in approach between different Councils in Sussex, but that the charges made by this Council for outdoor sports are generally around, or just below, average. Other, non-sporting charges are currently lower than those made by neighbouring Councils. A more detailed summary can be found in Appendix 2.
9. Any specific comments from customers with regard to charging levels are also noted throughout the year and taken into consideration during this annual review.

## **Proposals**

10. It is proposed that Charges for Outdoor Facilities for 2020/21 are increased by an average of 2.31% (excluding casual tennis bookings). The individual charges (as displayed in Appendix 1) are based on an inflation-based increase of 1.7% and then rounded up or down accordingly.
11. To help increase participation levels on tennis courts during 2019/20 the Landscapes Team took advice from the Lawn Tennis Association (LTA). The LTA recommended the Council reduce the casual hourly rate to a more affordable level. In 2019/20 the Council saw an increase in income of over £4,000. It is therefore proposed to maintain these charges for 2020/21.
12. In order to bring the Council in line with other Councils in West Sussex it is proposed that the Council introduces a single charge for administering road closures, of £25. The charge would not be levied for small simple street parties of a single residential road (or part thereof) involving and publicised to residents only, and which does not involve any licensable activities. It would also not be levied for National Memorial events (for example Remembrance Day).
13. The Council currently allows event organisers free access to its parks and open spaces to set up and de-rig event equipment. Whilst this is taking place free access to those parks and open spaces is denied. Therefore, it is proposed the Council charges 25% of the event hire charge for days spent setting up and de-rigging events (set at £25 per day for 2020/21).
14. The Council currently allows local schools and commercial Forest Schools to use selected sites. We do not charge local schools, but commercial Forest Schools charge participants and it is therefore considered more appropriate to introduce a new Condition of Hire for commercial Forest Schools and a charge of £25 per two hours. Under our current Fees and Charges, we have charged them either £5.30 - £10.60 for their sessions which is based on our sports training rate and if they are teaching children or adults. Currently this will only apply to two companies.
15. The Council has also previously allowed other commercial companies to use selected sites for holiday clubs free of charge. These clubs also levy a charge on participants. It is therefore proposed that the Council introduce a new charge of £50 per day (or £25 for a half day).

### **Financial Implications**

16. The projected additional income from the new and revised charges in 2020/21 would be approximately £6,000 p.a.

### **Legal Implications**

17. These charges are set out in contracts with regular hirers and are valid on all MSDC outdoor facilities which are also used by Town and Parish Councils under the terms of their Rural Management Agreements (where applicable).
18. Mid Sussex District Council have various powers under the Public Health Act Amendment Act 1907 (s76), the Public Health Act 1925 (s56), the Public Health Act 1961 (s52) and the Local Government (Miscellaneous Provisions) Act 1976 (s19) to provide recreational facilities and equipment and set aside such recreational facilities for specific sports and pastimes. These powers allow the setting of charges for the use of such recreational facilities and equipment as the Council thinks fit.
19. The Council has operated a policy of charging for the use of outdoor leisure facilities and has a policy of reviewing the level of charges on an annual basis.

### **Equality**

20. The Council's charging policy relating to outdoor facilities is intended to enable equal opportunities for participation in the related activities.

### **Risk Assessment**

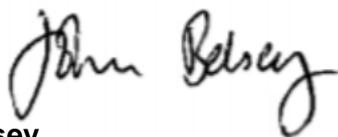
21. These proposals have been risk assessed and compared with other local providers and Councils.

### **Background Papers**

22. None

**I agree that the proposed charges be applied as per Appendix 1 and 2 from 1 April 2020**

**Signed:**



**Cllr John Belsey  
Cabinet Member for Environment and Service Delivery**

**Date:**

OUTDOOR CHARGES REVIEW 2020/21

Appendix 1

Proposed Charges for 2020 - 2021

ACTIVITY AREA	CURRENT CHARGE	INFLATIONARY INCREASE at 1.70%	PROPOSED INCREASE	OFFICERS PROPOSALS	DIFFERENCE BETWEEN CURRENT AND PROPOSED	COMMENTS
<b>FINE TURF</b>						
Athletics Full	£47.50	£48.31	1.89%	£48.40	£0.90	
Athletics Discounted	£23.75	£24.15	1.89%	£24.20	£0.45	
Bowls Club Full	£129.00	£131.19	1.71%	£131.20	£2.20	
Bowls Club Discounted	£64.50	£65.60	1.71%	£65.60	£1.10	
Bowls Intro	£32.25	£32.80	1.71%	£32.80	£0.55	
Bowls Casual Full	£8.80	£8.95	2.27%	£9.00	£0.20	
Bowls Casual Disc.	£4.40	£4.47	2.27%	£4.50	£0.10	
<b>CRICKET (FULL RATE)</b>						
Club Maintained Wicket (per session)*	£23.40	£23.80	1.71%	£23.80	£0.40	
Club Maintained Wicket (Multi Session)	£44.50	£45.26	1.80%	£45.30	£0.80	
MSDC Maintained (per session)*	£38.00	£38.65	1.84%	£38.70	£0.70	
MSDC Maintained (Multi Session)	£70.50	£71.70	1.70%	£71.70	£1.20	
Synthetic Wicket (per session)*	£23.40	£23.80	1.71%	£23.80	£0.40	
Synthetic Wicket (Multi Session)	£44.50	£45.26	1.80%	£45.30	£0.80	
<b>CRICKET (DISCOUNTED RATE)</b>						
Club Maintained Wicket (per session)*	£11.70	£11.90	1.71%	£11.90	£0.20	
Club Maintained Wicket (Multi Session)	£22.30	£22.68	1.79%	£22.70	£0.40	
MSDC Maintained (per session)*	£19.00	£19.32	2.11%	£19.40	£0.40	
MSDC Maintained (Multi Session)	£35.25	£35.85	1.84%	£35.90	£0.65	
Synthetic Wicket (per session)*	£11.70	£11.90	1.71%	£11.90	£0.20	
Synthetic Wicket (Multi Session)	£22.25	£22.63	2.02%	£22.70	£0.45	
<b>SPORTS PITCH</b>						
Football Full	£57.50	£58.48	1.74%	£58.50	£1.00	
Football Discounted	£28.75	£29.24	1.91%	£29.30	£0.55	
Small sided soccer	£14.25	£14.49	1.75%	£14.50	£0.25	
Rugby Full	£63.30	£64.38	1.74%	£64.40	£1.10	
Rugby Discounted	£31.65	£32.19	1.74%	£32.20	£0.55	
Stoolball Full	£21.75	£22.12	2.07%	£22.20	£0.45	
Stoolball Discounted	£10.85	£11.03	2.30%	£11.10	£0.25	
Training Full per Session	£10.60	£10.78	1.89%	£10.80	£0.20	
Football/Rugby Training Disc per Session	£5.30	£5.39	1.89%	£5.40	£0.10	
<b>MULTI - USE AREA</b>						
Football/Netball Full	£18.50	£18.81	2.16%	£18.90	£0.40	
Football/Netball Disc.	£9.25	£9.41	2.70%	£9.50	£0.25	
Floodlights Full	£8.20	£8.34	2.44%	£8.40	£0.20	
Floodlights Disc	£4.10	£4.17	2.44%	£4.20	£0.10	
Tennis Club Full	£92.00	£93.56	2.17%	£94.00	£2.00	
Tennis Club Disc	£46.00	£46.78	2.17%	£47.00	£1.00	
Tennis Club Intro	£23.00	£23.39	2.17%	£23.50	£0.50	
Tennis Casual Full	£6.50	£6.61	0.77%	£6.55	£0.05	New reduced price following LTA's guidance
Tennis Casual Disc	£3.25	£3.31	1.54%	£3.30	£0.05	New reduced price following LTA's guidance
<b>PETANQUE</b>						
Petanque Full (per piste per session)	£8.10	£8.24	2.47%	£8.30	£0.20	
Petanque Disc. (per piste per session)	£4.05	£4.12	3.70%	£4.20	£0.15	
Petanque Season Ticket (Full)	£38.00	£38.65	1.84%	£38.70	£0.70	
Petanque Season Ticket (Discounted)	£19.00	£19.32	1.00%	£19.40	£0.40	
Hire of Equipment	£2.00	£2.03	5.00%	£2.10	£0.10	
<b>EVENTS</b>						
Major Events (Per Day)	£445.00	£452.57	3.37%	£460.00	£15.00	
Community Events (Session)	£100.00	£101.70	5.00%	£105.00	£5.00	
Community Events (per day)	£195.00	£198.32	2.56%	£200.00	£5.00	
Funfair (Large) (per day)	£445.00	£452.57	3.37%	£460.00	£15.00	
Funfair (Small) (per day)	£234.00	£237.98	2.56%	£240.00	£6.00	
Filming (per Day)	£445.00	£452.57	3.37%	£460.00	£15.00	
Additional Charge for late application	£100.00	£101.70	5.00%	£105.00	£5.00	
Additional Premises Licence Charge	£100.00	£101.70	5.00%	£105.00	£5.00	
Additional Tournament Rate (per pitch)	£15.00	£15.26	2.00%	£15.30	£0.30	
Event Set-Up Charge (per day)*	£100.00	£101.70	5.00%	£105.00	£5.00	
*1 Free Day either side of booking period	<b>New Charge</b>			£25.00	£25.00	25% of total fee for event set up and de-rig
<b>PAVILION</b>						

OUTDOOR CHARGES REVIEW 2020/21

Appendix 1

Proposed Charges for 2020 - 2021

ACTIVITY AREA	CURRENT CHARGE	INFLATIONARY INCREASE at 1.70%	PROPOSED INCREASE	OFFICERS PROPOSALS	DIFFERENCE BETWEEN CURRENT AND PROPOSED	COMMENTS
Commercial Hiring (per Hour)	£35.00	£35.60	1.71%	£35.60	£0.60	
Community Hiring (per hour)	£9.50	£9.66	2.11%	£9.70	£0.20	
Party Hiring (Four Hour Session)	£44.05	£44.80	2.16%	£45.00	£0.95	
Sports Summer Hire Full	£25.60	£26.04	1.95%	£26.10	£0.50	
Sports Summer Hire Disc	£12.80	£13.02	2.34%	£13.10	£0.30	
Sports Winter Hire Full	£31.25	£31.78	1.76%	£31.80	£0.55	
Sports Winter Hire Disc	£15.65	£15.92	2.24%	£16.00	£0.35	
Sports Winter SSS	£7.80	£7.93	2.56%	£8.00	£0.20	
<b>OTHER CHARGES</b>						
Allotments (per rod per year)	£9.90	£10.07	2.02%	£10.10	£0.20	
Forest School Use (Commercial)	New Charge			£25.00	£25.00	NEW CHARGE
Holiday Clubs (Full Day)	New Charge			£50.00	£50.00	NEW CHARGE
Holiday Clubs (Half Day)	New Charge			£25.00	£25.00	NEW CHARGE
Road Closure Applications (Admin Fee)	New Charge			£25.00	£25.00	NEW CHARGE
<b>Average Increase</b>			<b>2.31%</b>			

## Appendix 2 - Outdoor Charges Comparisons with Other Authorities 2020-21

### Summer Sports

	Cricket Turf Wicket (ex. Pavilion)				Cricket Synth. Wicket (ex. Pavilion)				Stoolball		Athletics		Pavilion	
	Single Session		Multi Session		Single Session		Multi Session		Adult	Junior	Adult	Junior	Adult	Junior
	Adult	Junior	Adult	Junior	Adult	Junior	Adult	Junior						
<b>MSDC Charge 2019/20</b>	<b>38.00</b>	<b>19.00</b>	<b>70.65</b>	<b>35.35</b>	<b>23.40</b>	<b>11.70</b>	<b>44.55</b>	<b>22.25</b>	<b>21.75</b>	<b>10.85</b>	<b>47.50</b>	<b>23.75</b>	<b>25.60</b>	<b>12.80</b>
<b>Adur/Worthing</b>	£48.75	£19.87	£58.50	£26.50	£32.00	£13.00	£40.00	-	-	-	-	-	£37.00	-
<b>Brighton</b>	-	-	£56.70	£30.10	-	-	-	-	£27.30	-	-	-	£34.70	£34.70
<b>Chichester</b>	-	-	£83.20	£55.60	£21.80	£21.80	£33.80	£33.80	£31.00	-	-	-	-	-
<b>Crawley</b>	£53.00	£26.50	£78.00	£39.10	£22.30	-	£44.80	-	£35.40	-	-	-	-	-

### MSDC Difference

**Note:** All negative figures in red indicate where MSDC charges are lower. Empty cells indicate that the Councils do not make a charge and/or offer that facility.

<b>Adur</b>	-10.75	-£0.87	£12.15	£8.85	-£8.60	-£1.30	£4.55							-£11.40	
<b>Brighton</b>			£13.95	£5.25					-£5.55					-£9.10	-£21.90
<b>Chichester</b>			-£12.55		£1.60	-£10.10	£10.75	-£11.55	-£9.25						
<b>Crawley</b>	-15.00	-£7.50	-£7.35	-£3.75	£1.10		-£0.25		-£13.65						

## Appendix 2 - Outdoor Charges Comparison with Neighbouring Local Authorities 2020-21

### Winter Sports

	Football (ex. Pav)			Training Session		Rugby		Winter Sports Pav.	
	Adult	Junior	SSS	Adult	Junior	Adult	Junior	Adult	Junior
<b>MSDC</b>	<b>57.50</b>	<b>28.75</b>	<b>14.35</b>	<b>10.60</b>	<b>5.30</b>	<b>63.30</b>	<b>31.65</b>	<b>31.25</b>	<b>15.65</b>
<b>Adur/Worthing</b>	43.00	32.00						37.00	37.00
<b>Brighton</b>	58.30	16.70		14.70	14.70			34.70	34.70
<b>Chichester</b>	46.90	25.60	14.56	10.90		50.80	35.35		
<b>Crawley</b>	67.60	33.90	20.30	20.30		68.60	34.40		
<b>Horsham</b>	44.55	21.22							

### MSDC Difference

Note: All negative figures in red indicate where MSDC charges are lower. Empty cells indicate that the Councils does not make a charge and/or offer that facility.

<b>Adur</b>	14.50	-3.25						-5.75	-21.35
<b>Brighton</b>	-0.80	12.05		-4.10	-9.40			-3.45	-19.05
<b>Chichester</b>	10.60	3.15	-0.21	-0.30		12.50	-3.70		
<b>Crawley</b>	-10.10	-5.15	-5.95	-9.70		-5.30	-2.75		
<b>Horsham</b>	12.95	7.53							

**Appendix 2 - Outdoor Charges Comparison with Neighbouring Local Authorities 2020-21**  
**Other Sports**

	Per Rink		Bowls Club Season		Woods	Per Court		Tennis Club Season	
	Adult	Junior	Adult	Junior		Adult	Junior	Adult	Junior
	<b>MSDC</b>	<b>8.80</b>	<b>4.40</b>	<b>129.00</b>		<b>64.50</b>	<b>1.90</b>	<b>6.50</b>	<b>3.25</b>
Adur									
Brighton	£3.30		£85.00	£61.30	£3.30	£8.40	£4.40	£33.70	£14.80
Chichester									
Crawley			£122.80	£61.40					
Horsham						£6.00			

**MSDC Difference**

**Note:** All negative figures in red indicate where MSDC charges are lower. Empty cells indicate that the Councils do not make this particular charge.

Adur									
Brighton	£5.50		£44.00	£3.20	-£1.40	-£1.90	-£1.15		
Chichester									
Crawley			£6.20	£3.10					
Horsham						£0.50			

## Appendix 2 - Outdoor Charges Comparison with Neighbouring Local Authorities 2020- Other Charges

	Funfair Per Day	Events Major	Filming Per Day	Road Closures Admin Fee
<b>MSDC</b>	<b>445.00</b>	<b>445.00</b>	<b>445.00</b>	<b>NEW Charge</b>
Adur		£580.00		£106.00
Brighton				
Chichester		£613.00		£37.50
Crawley		£750.00		
Horsham	£860.00	£640.00	£500.00	£100.00

### MSDC Difference

**Note:** All negative figures in red indicate where MSDC charges are lower. Empty cells indicate that the Councils do not make that particular charge.

Adur		-135.00		
Brighton				
Chichester		-168.00		
Crawley		-305.00		
Horsham	-415.00	-195.00	-55.00	