

Runnymede Borough Council

Regulatory Committee

Wednesday, 3 January 2024 at 7.30 pm

Members of the Committee present: Councillors J Wilson (Chair), M Harnden (Vice-Chair) and D Clarke.

Members of the Committee absent: Councillors R Davies.

In attendance: Councillors C Howorth.

17 **Minutes**

The Minutes of the meeting of the Committee held on 7 November 2023, were confirmed and signed as a correct record.

18 **Apologies for Absence**

Apologies for absence were received from Councillor R Davies.

19 **Declarations of Interest**

There were no declarations of interest other than those already declared and available on the Council's website.

20 **Caravan Site Licensing Fees and Charges for Financial Year 2024/25**

The Committee was asked to approve the fees and charges associated with the licensing of caravan sites in the borough to be effective from 1 April 2024.

This item was deferred from the last meeting of the Committee to allow Officers to clarify a discrepancy appearing in the budget book with regard to the charge for a new application for a site licence for a single unit site.

Officers confirmed that the correct charge was being levied, but the budget book had not been updated to reflect it following a recent review, so it appeared that the increase in charge for 2024 was a greater percentage than in reality.

The Resources, Legal and Equality implications were noted.

Accordingly, the Committee was content to approve the suite of fees and charges as set out in the report.

**Resolved that –**

**The licence fees as set out in the report, be approved, to be included in the relevant fee policies to apply from 1 April 2024.**

21 **Exclusion of Press and Public**

There were no exempt or confidential items on the agenda.

(The meeting ended at 7.36 pm.)

Chairman