

Environment and Sustainability Committee

Thursday 23 November 2017 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors J J Wilson (Chairman), Mrs G Warner (Vice-Chairman), T J F E Gracey, Mrs M T Harnden, D J Knight, M T Kusneraitis, Mrs Y P Lay, P I Roberts, Miss J K Sohi and M L Willingale.

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mrs C Holehouse, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425628). (Email: carol.holehouse@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

LIST OF MATTERS FOR CONSIDERATION
PART I

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) Exempt Information

(No reports to be considered under this heading)

(b) Confidential Information

(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions, which set out the procedures to be followed in the event of fire or other emergency.

2. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

3. **MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 28 September 2017. The Minutes of this meeting were included in the October 2017 Council Minute Book.

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

Members who have previously declared interests, which are recorded in the Minutes to be considered at this meeting, need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant to prejudice the Member's judgement of the public interest.

6. **FEES AND CHARGES 2018/19 (RESOURCES)**

Synopsis of report:

To recommend the proposed fees and charges under this Committee's remit for next financial year.

Recommendation(s):

The proposed fees and charges as set out in Appendix 'A' be approved to be effective from the dates within the Appendix or as soon as practical thereafter.

1. **Context of report**

1.1 The current fees and charges were agreed twelve months ago at the committee meeting in November 2016.

2. **Report**

- 2.1 The Council Constitution provides delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.
- 2.2 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.
- 2.3 The proposed fees and charges are set out at Appendix "A" along with the dates that they will take effect.

3. **Resource implications**

- 3.1 The main fees and charges have been increased as follows:-
- 3.2 Refuse Collection – Trade Waste and Domestic Waste (where chargeable)
The fees have been increased by approximately 2%.
- 3.3 Recycling
This service was brought in house in 2012/13, and fees for the sale of bins were introduced. A recycling service for schools and sports gyms was introduced in 2014/15; all fees have been increased by approximately 2%.
- 3.4 Recycling – Green Waste
Fees have been increased by approximately 2 - 5%.
- 3.5 Car Parks
A separate report is presented in this agenda on fee setting proposals.
- 3.6 Yellow Bus School Fares
Fares will be increased by 20% from September 2018. The first increase in six years.
- 3.7 Highways and Engineering
A charge for street naming and numbering was introduced in July 2012. Fees have been increased by approximately 2 - 5%.
- 3.8 Environmental Protection
As can be seen in the Appendix, most of these fees are set by statute and have not changed. Discretionary fees have been increased by approximately 2%.

4. **Legal implications**

- 4.1 Where the status of a charge is marked as 'statutory' the Council is required under the law to levy a fee. Where the status is given as 'discretionary' the Council may amend the fee charged or choose to make no charge for the service.

5. **Equality implications**

- 5.1 Where any major changes to the structure of any charging regime are proposed, an

Equality Impact Assessment will have been completed by the relevant Budget Manager.

(To Resolve)

Background papers

None stated

7. RIVER BOURNE CLUB – USE BY MEMBERS OF CAR PARKS IN CHERTSEY (ENVIRONMENTAL SERVICES)

Synopsis of report:

To consider the request from the River Bourne Club to make an amendment to Off Street Parking Order to allow River Bourne Club members to use additional Borough Car Parks in Chertsey

Recommendation(s):

To approve an amendment to the Off Street Parking Order to allow parking by River Bourne Club members displaying a valid membership permit in Bemonds car park and Gogmore Farm car park. (Schedules 7 and 8 of the Off Street Parking Order.)

1. Context of report

- 1.1 In 2002 a lease was granted by the Council to allow for the construction of the River Bourne Health Club on Council owned land in Chertsey.
- 1.2 Part of that lease allowed members of the Club to use the Library car park for a period of three hours without charge whilst using the Club. An area of 8 parking spaces are also reserved for staff parking.
- 1.3 The Club issues members with parking permits to display in their cars whilst using the car park
- 1.4 Due to increased demand in the car park the Club members are sometimes finding that there are no spaces left in the car park during peak demand times. The Club has asked if their permits could be used in the other Borough operated car parks, in Bemonds and Gogmore Farm, when parking is not available in the Library car park.

2. Report

- 2.1 The Club currently has in the region of 3,000 members although not all are regular users. Due to the number of permit holders using the car park the Borough Civil Enforcement Officers conduct regular enforcement visits to the car park.
- 2.2 Penalty Charge Notices (PCN) are issued to vehicles which do not display either a permit or have not made payment for parking by either using the payment machine

or the RingGo payment system. Club members who fail to display a permit are entitled to make representations against the issue of a PCN to the Council. In 2007 a member who had her representations rejected appealed against that decision to the Traffic Penalty Tribunal.

- 2.3 The Adjudicator considering the case upheld the appeal on the grounds that River Bourne Club parking concession was not contained in the Off Street Parking Order. As a result of that decision an amendment was made to the Order to formalise the parking concession available to members. This was contained in The Borough of Runnymede (Off Street Parking Place) (Amendment) (No1) Order 2009.
- 2.4 Since the concession has been contained in the Order all appeals made by permit holders, against a decision to reject their representations, have been dismissed by the Traffic Penalty Tribunal.
- 2.5 The Club management work closely with Parking Services over permit issues. Due to concerns that people may be joining the Club solely to secure a free parking permit for the year the Club agreed to issue permits on a quarterly basis. The issue and administration of Club permits is carried out entirely by the Club.
- 2.6 Members have approached the Club advising that they have been having problems finding parking in the car park during busy periods and have asked if permit holders can park in either Beomonds or Gogmore Farm car parks which are all relatively close by.
- 2.7 The car parks that they have asked to use have not been observed to be full since the Auction house moved out of the town and would therefore have no adverse impact on other users.
- 2.8 Peak time admissions to the Club is generally around 0900-1000. For the week of 9th to 13th October club figures show: 146 entries on Monday, 105 on Tuesday, 103 on Wednesday, 94 on Thursday and 93 on Friday. It is not known what proportion of Club users are bringing a vehicle to the facility but it is thought to be a high proportion.
- 2.9 Snap shot occupancy checks over recent days have shown as few as two spaces being available in the car park during the morning peak hours. Plentiful parking is available throughout the rest of the day. Evenings, after charging hours finish at 1800, often show the car park as completely full. As well as Club users, the Chertsey Hall is a popular evening venue.
- 2.10 There are currently 74 Borough car park permit holders in the car park who can park in the facility for the whole day.
- 2.11 There were 36,357 paid transactions in the car park in the last year a 6% increase on the year before.

3 Legal implications

- 3.1 An amendment of the Off Street Parking Order would be required to allow River Bourne Club members to use additional Borough car parks in Chertsey.
- 3.2 Under the provisions of the Road Traffic Regulation Act 1984 the Council will have to advertise its intention to provide River Bourne Club members with free parking in Beomonds and Gogmore Farm car parks and if any objections are received they would be considered by this Committee who would then decide whether to proceed with the amendment order.

4. **Resource implications**

- 4.1 Amendment of the Order would require advertising and drafting by the Democratic Services Team.
- 4.2 The proposed amendment may result in a very small reduction in parking income as some Club users who are unable to park in Library car park may be paying to park in the other RBC car parks, and would now benefit from free parking. This amount is not known but is estimated to be very low.

5. **Conclusions**

- 5.1 Officers can advise that there is adequate capacity in Town Centre car parks in Chertsey to facilitate the more flexible application of permits for the benefit of the River Bourne Club. While this will have no direct benefit to RBC, and indeed may even provide free parking for a small number of River Bourne Club users that are currently paying to use the Beomonds or Gogmore Farm car park to attend the club, it is considered to be of wider community benefit to support this amendment to the Parking Order.
- 5.2 Members are therefore recommended to amend Schedule 7 and 8 of the off-street parking order to allow parking by River Bourne Club members displaying a valid membership permit in Beomonds car park and Gogmore Farm car park in addition to the Chertsey Library car park.

(To Resolve)

Background papers

None stated

8. **ANNUAL REVIEW OF CAR PARKING CHARGES IN OFF-STREET CAR PARKS (ENVIRONMENTAL SERVICES)**

Synopsis of report:

This report reviews the current charges in the Council's car parks, including the charges for permit and contract parking.

Recommendation(s):

That off-street parking charges are not increased in 2018/19 in recognition of previous increases and parking disruption in key town centres.

1. **Context of report**

- 1.1 At its meeting in September 2005, the former Economic Development Committee resolved that there should be an annual review of car parking charges. Charges are reviewed in November for implementing any changes in January, along with the Council's other Fees and Charges.

- 1.2 Public car parks are an amenity provided by the Council for the convenience of the public. In shopping areas they also encourage and maintain the viability of businesses but the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.
- 1.3 The 'pay and display' car parks are managed by the Parking Services team, which is part of the Environmental Services business centre. This team also carries out on-street parking enforcement, under an agency agreement, on behalf of Surrey County Council. Borough car parks where pay and display charges are imposed are listed in Table 1. The current charges are shown in Table 2, paragraph 1.8.

Table 1 – Borough Pay and Display Car Parks

Car Park	No of Spaces
Precinct Extension, Church Road, Egham	43
Wasp Farm, Station Road, Egham	119
Hummer Road, Egham	128**
Victoria Street, Englefield Green	34
St. Jude's Road (Cemetery), Englefield Green	39
Memorial Gardens, Virginia Water	97 *
British Legion, Virginia Water	19
Beomonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	174**
Gogmore Farm Park, Chertsey	53
Pooley Green	35
Woodlands	102
Homewood (Leisure)	70
Runnymede Pleasure Grounds, Windsor Road, Egham (Leisure)	352

Notes

- i) Figures in the above table include disabled bays and motorcycle bays.
- ii) The Runnymede Pleasure Grounds Car Park has higher charges due to its popularity as a leisure destination. All the income has to be used for the improvement and maintenance of the site due to the terms of the Runnymede Pleasure Grounds Trust. The charges here are reviewed annually by the Council's Community Development business centre, which manages parks and open spaces.
- iii) Homewood car park is a Leisure car park with pay and display income going to Community Development business centre which also sets the charges.
- iv) The car park at the Sainsbury Centre in Heriot Road, Chertsey, (170 spaces) is managed by Sainsbury's, which has full discretion to set the charges in that car park. Sainsbury's have operated this car park under a management agreement though a new lease is currently being arranged with the Council.
- v) * Work is currently underway to increase the capacity of the Memorial Gardens car park from 50 to 95 spaces plus two disabled spaces. This work is scheduled to be completed prior to the meeting.

- vi) ** Removal of recycling bays has increased capacity in Hummer Road by 3 bays and Chertsey Library by 6 bays.

- 1.4 There are two scales of car park charges. A lower scale of charges operates in the smaller 'Out of Town Centre' car parks. These are Victoria Street and St Jude's Road car parks in Englefield Green, Pooley Green Car Park and Gogmore Farm Car Park in Chertsey. Members may note that Pooley Green car park, uniquely has a free parking period of one hour, agreed in January 2017 by this Committee. The other car parks are subject to the higher 'Town Centre' scale of charges but some only offer short term parking within the scale of charges.
- 1.5 As well as the scale of parking charges, car parking income also comes from season tickets, contract parking permits and penalty charge notices.

Season tickets and Permits

Season tickets in most car parks are currently £650 per annum or £200 per quarter. Residents living in close proximity to the car parks can purchase these at £250 per annum or £75 per quarter. In Englefield Green and Pooley Green the permits are £100 per annum or £30 per quarter.

The season ticket charges for non-residents were increased in January 2016. Permits for residents were last increased in 2011.

Contract parking permits

Contract parking bays are reserved bays in Bemonds Row and White Hart Row, Chertsey and are currently £700 per year and were last increased in January 2016. A reduced rate of £250 for residents of these areas was agreed by this Committee at its September 2017 meeting.

Penalty Charge Notices (PCNs)

Penalty charges issued for contraventions in the car parks are set at two levels depending on the contravention. The charges are designed to reflect the severity of the contravention where, for example, someone parking in a disabled person's bay when not entitled would be subject to a higher level penalty. Someone whose ticket has expired would receive a lower level. Higher level penalties are £70 (reduced to £35 if paid within 14 days). Lower level penalties are set at £50 (reduced to £25 if paid within 14 days). The scale of penalty charges is set nationally by the Department for Transport.

Recent History of Parking Charges

- 1.6 The most recent changes were:-

September 2017- Contract parking charge for residents living adjacent to the facilities set at £250.

April 2017- Increase in parking charges across the Borough, in all car parks. Town Centre charges: 1 hour 80p to £1, 2 hours £1.60 to £2, 3 hours £2.50 to £3, 4 hours £3 to £3.50, 5 hours £3.50 to £4, 6 hours £4.50 to £5, All day £6 to £6.50. Out of Town Centre charges: 1 hour 30p to 40p, 2 hours 60p to 80p, 3 hours £1.20 to £1.50, 4 hours £2 to £2.50, 5 hours £2.50 to £3, All day £4.50 to £5.

January 2016- Car park permits in town centres increased to £650 from £600, contract parking increased to £700 from £650

January 2015 – Increased one hour charge, in Hummer Road and Precinct Extension car parks, back to 80p in line with the other Town Centre car parks. Charges in Town centre car parks increased as follow: 2-3 hours from £2.20 to £2.50, 3-4 hours £2.80 to £3.00, 4-5 hours £3.20 to £3.50, 5-6 hours £4.20 to £4.50.

January 2014 – All day parking charges in the town centre car parks were increased to £6 from £5.50. The one hour charge in Hummer Road and Precinct Extension car parks were reduced to 50p from 80p.

September 2013 - £100 annual permits (limited to ten in number) introduced in St Jude's Road car park Englefield Green for local residents and businesses.

January 2013 – Parking charges were increased in all car parks. Permit and contract parking charges were also increased

January 2012 – Parking charges, with the exception of the one hour charge, were increased across the board for the town centre car parks. 'Out of Town' charges and season ticket and contract parking charges were unchanged.

- 1.7 All of the Council's chargeable car parks have in the past achieved the 'Park Mark' award for safer parking but it was decided to withdraw from the scheme in August 2011, due to the on-going cost of membership. The Borough Parking Services team continues to ensure that the car parks are maintained and operated to the scheme standards.
- 1.8 The following table shows a comparison of Runnymede parking charges with other Surrey and Neighbouring Councils.

Table 2 – Comparison of Runnymede Parking charges with other Surrey and Neighbouring Councils

Borough/District	1 hour	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	All day
Runnymede (Town Centre)	1.00	2.00	3.00	3.50	4.00	5.00	6.50	6.50
Runnymede (Out of Town)	0.40	0.80	1.50	2.50	3.00	5.00	5.00	5.00
Guildford* (Bedford Road)	1.20	2.40	3.60	4.80	6.00	7.20	8.40	9.60
Elmbridge* (ChurchField Road)	1.00	2.00	3.00	4.00	9.50	9.50	9.50	9.50
Epsom & Ewell* (Ashley Centre)	1.80	2.60	3.10	5.70	5.70	12.00	20.00	20.00
Spelthorne* (Elmsleigh)	1.20	2.20	2.70	3.70	7.00	12.20	12.20	12.20
Surrey Heath (Knoll Road)	1.00	1.50	2.00	3.00	4.00	4.00	4.00	4.00
Waverley* (Farnham Town)	1.00	2.00	3.50	4.70	6.00	7.10	8.50	11.00
Windsor (Victoria Street)	1.50	2.50	4.00	7.00	10.00	11.00	11.00	11.00
Woking* (Town Centre)	1.40	2.80	4.20	5.60	6.50	6.50	10.00	11.00

* Shows where charges have increased since the last report.

The main Network Rail station car parks in the Borough have a peak charge of £6.50 per day and are normally full to capacity on weekdays.

- 1.9 Since the last review, there have been increases in charges in Guildford, Spelthorne, Elmbridge, Epsom and Ewell, Waverley and Woking.
- 1.10 The following table shows a comparison of Runnymede parking charges with other car parks operated within the Borough.

Table 2a – Comparison of Runnymede Parking charges with car parks operated within the Borough

Borough/District	1 hour	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	All day
Runnymede (Town Centre)	1.00	2.00	3.00	3.50	4.00	5.00	6.50	6.50
Runnymede (Out of Town)	0.40	0.80	1.50	2.50	3.00	5.00	5.00	5.00
Addlestone ONE* Multi-storey	1.00	2.00	3.00	4.00	5.00	6.00	7.00	15.00
Waitrose Egham *	0.80	1.60	2.20	2.80	3.20			7.50

*Notes that some free parking is available - 30 minutes at Addlestone ONE, and up to 2 hours for Waitrose customers at Egham.

Free Car Parks

- 1.11 There are also a number of free Borough Council car parks in parks, cemeteries, recreation grounds and corporate buildings. These are managed by Community Development and reported to the Community Services Committee.
- 1.12 The Parking Services team carries out periodic reviews of the Council's free car parks alongside the annual Car Parking Charge Review. This normally takes place every three to four years and was last carried out in November 2016. At that time, this Committee resolved that there was no case for introducing charges in these car parks.

2. Report

- 2.1 The report this year is to review the Council's car parking charges

Car Park Usage

- 2.2 Table 3 below shows a comparison of the ticket sales in all of the Council's car parks for the periods 1 October 2015 to 30 September 2016 inclusive and for the same period terminating at the end of September this year.

Table 3 – Comparison of Ticket Sales year of 1 October 2015 to 30 September 2016 and the same period 2016 to 2017 (Figures include payment at machines and by phone.)

Car Park	2015/16	2016/17	%
Beomonds	7,920	8,065	102
Memorial	10,665	12,554	118
Hummer Road	165,375	161,230	97
Precinct Extension	27,513	25,483	93
British Legion		3,501	
Chertsey Library	34,185	36,357	106
Wasp Farm	28,258	28,587	101
Woodlands	34,020	49,334	145
St Judes	11,272	9,871	88
Victoria St	6,047	6,474	107
Pooley Green	4,610	6,569	142
Gogmore Farm	4,206	4,289	102

Overall there has been an increase of 5% in parking transactions.

Town Centre Car Parks

- 2.3 The main car parks have all shown some increase in usage with the exception of Hummer Road car park in Egham and the Precinct Extension car park. The Precinct Extension machine was out of commission for about 8 weeks due to a break in. The new Woodland car park in the grounds of St.Peters Hospital has, as anticipated, proved to be very popular with visitors to the hospital.

Out of Town Car Parks

- 2.4 With the exception of St Judes Road all have showed an increase in usage. A free one hour period was introduced into Pooley Green at the end of April this year following approval by this Committee. This has resulted in around 2,000 additional one hour sessions in the car park so far.

Penalty Charge Notices (PCNs)

- 2.5 Penalty Charge Notices issued for contraventions in car parks for the last financial year (2016/17) resulted in an income of £69,598, compared to £75,942 in the previous year (2015/16). The number of fully paid tickets was 2,147 in the last year and 2,275 in the previous year. These figures are from the Debt Management system.

Pay by Phone Parking

- 2.6 Phone and Pay to park was introduced, as an alternative to pay and display, into all of the Borough car parks in October 2013. The current contractor RingGo has been in place since January 2016 . Payment by this method now accounts for 11% of all parking transactions and 51% of all day parking sessions.

Car Park Season Tickets and Contract Parking

- 2.7 Car park season tickets and permits are available in most of the Council's car parks. Income from the sale of these permits, including contract permits, was £135,940 in 2016/17, compared to £120,974 in the previous year. Contract parking in Beomonds Row and White Hart Row, Chertsey, is also available at £700 per year which is £50 more than the cost of an annual permit in other car parks. The introduction of a new reduced rate for residents of these areas, at £250, was agreed by this Committee in September. Income from those bays in 2016/17 was £13,499 as compared to £12,533 in the previous year. Permits for the town centre car parks and the contract charges were raised at the last review.
- 2.8 A few car parks offer discounted permits to residents whose properties are accessed through the car parks or who live immediately adjacent to them. These are currently £250 per annum or £75 quarterly. There are currently ten holders of these permits.

Customer Survey

- 2.9 A customer survey was carried out in July/August 2017. In relation to Parking Charges 66% found them very reasonable or acceptable and 34% found them too expensive. (Return of 43 responses, 17% of the survey forms distributed).
- 2.10 Apart from the questions relating to cost, the survey also contained questions about the cleanliness, lighting and other factors relating to the facilities. 79% of respondents were content or very content with the facilities provided.
- 2.11 Permit costs were thought to be too high by 12% of respondents.

Consultation with SCC

- 2.12 As part of the On-Street Civil Enforcement Agreement with SCC, the Council is required to consult the County Council if it intends to alter the Off-Street Car Parking charges. Recent past consultations with SCC have provided no response. If approved by this Committee SCC will be consulted on the intent to leave parking charges unchanged.

Parking Charge Review

- 2.13 Last year's review agreed to increase the parking charges throughout the Borough in all tariff bands.
- 2.14 When considering the level of car parking charges Members normally balance the costs of operating car parks and the income for the Council with the impact on the viability and vitality of the town and neighbourhood centres in the Borough. This is particularly relevant in this review due to the Council's financial position and the current financial climate for local businesses.
- 2.15 The former Economic Development Committee decided to have a single Borough-wide scale of charges in its Town Centre car parks, as this avoids confusion for drivers using different car parks. Also, if there were different scales of charges in

the car parks the cost of re-programming machines when the charges are changed would be higher.

3. Resource Implications

- 3.1 The cost of implementing changes to charges in all of the car parks is around £4,800. This includes the reprogramming of car park machines and amendments to signs.
- 3.2 Table 4 shows, with tickets sales at the 2016/17 level, the estimated annual income if all of the car park charges remained the same.
- 3.3 Members may wish to take into account that small increases in charges, which use small denomination coins, can result in additional wear on the car park machines and increase the number of collections required.

Table 4 – Estimated Income from the Car Parks with charges unchanged

Town Centre Tariffs		
Time Period	Current tariff	Projected
Up to 1 hour	£1.00	£182,400
1-2 hours	£2.00	£157,100
2-3 hours	£3.00	£60,300
3-4 hours	£3.50	£31,000
4-5 hours	£4.00	£30,000
5-6 hours	£5.00	£22,800
All day	£6.50	£150,200
Estimated income		£633,500
Ex Vat		£527,900

Out of Towns Tariffs		Projected
Up to 1 hour	£0.40	£4,400
1-2 hours	£0.80	£4,000
2-3 hours	£1.50	£2,400
3-4 hours	£2.50	£2,100
4-5 hours	£3.00	£2,400
All day	£5.00	£36,200
Estimated income		£51,600
Ex Vat		£43,000

*All figures assume current trends for usage of the car parks will continue.

3.4 Members should also be aware that there is a likelihood that the Egham Precinct Extension car park may be unavailable for part of the financial year 2017/18 and onwards, dependent on the progress of the Runnymede Regeneration Programme which includes this land within one of the promoted development sites.

3.5 It should be noted that the Council's Medium Term Financial Strategy includes a 2% increase for all discretionary fees and charges.

4. Policy Implications

4.1 The Corporate Plan includes in its priorities “helping to stimulate the creation of sustainable town centres, that reduce the need for residents to travel outside of the Borough to access retail, commercial and leisure facilities.”

5. Legal Implications

5.1 Section 35 of the Road Traffic Regulation Act 1984 allows Local Authorities to impose charges for parking, with Penalty Charge Notices to enforce, by designating car parks under the Act. This was undertaken for the car parks in this report by the Borough of Runnymede (Off Street Parking Places) Order 2008.

5.2 Increases or variations in charges introduced by Order can be made by issuing a Notice. The notice of any new charges must be given in a local newspaper and in the affected car parks, at least 21 days before they are implemented.

6. Equality Impact Assessment

6.1 Parking Services has conducted and published an Equality Impact Assessment. Part of that assessment looked at the provision of parking facilities for disabled persons. All Borough pay and display car parks contain dedicated and marked provision for disabled badge holders who are currently also able to use the car parks without charge or time restriction.

6.2 As part of the customer satisfaction survey, users were asked to comment on the facilities for the disabled users of the car parks. In July/August 2017, 46% described them as good, 39% as acceptable and 15% as poor

7. Environmental Implications

7.1 Increased car parking charges could encourage walking, cycling or the use of public transport by discouraging the use of private cars.

8. Conclusions

8.1 Any reduction in the Town Centre charges across the borough would result in a significant reduction in income, which would have an adverse financial effect on the Council at a time when the Council is looking for additional funding.

8.2 The council's financial position both now and going forward means that not only must savings be achieved, but income maximised to produce a balanced budget. The medium term financial forecast assumes that income from car parking will continue to rise. Given that the council levies the lowest council tax in the county, it is not unreasonable to adopt a 'user pays' policy in relation to discretionary services such as car parking charges. Notwithstanding this the Council has an obligation to operate its car parks, not as a income generating business, but in support of our town and village centres and to support our wider functions and communities.

8.3 The Council no longer operates any paid for parking in Addlestone, with the Addlestone One Multi-storey car park operated as part of the commercial redevelopment of the site, but this new, operational retail centre will be brought into full use in 2018/19. At the same time it is likely that redevelopment in Egham Town Centre will commence resulting in a loss of off-street and on-street parking and general disruption associated with large scale development. In the Chertsey Town centre we have recently seen the opening of a new supermarket, with free customer parking, although we have not seen any adverse implications for our off-street car parks in the town. Officers are concerned that increasing charging may have an adverse implication on income when such alternative parking is available. In light of these significant changes in our town centres it is not considered appropriate to amend parking charges for the 2018/19 year.

(To Resolve)

Background papers

Environment and Sustainability Committee January 2017 – Report of last review.

9. **CORPORATE KEY PERFORMANCE INDICATORS AND CORPORATE PROJECTS 2017/18 QUARTER 1 AND QUARTER 2 PERFORMANCE (ENVIRONMENTAL SERVICES)**

Synopsis of report:

Report of the performance against the key performance indicators, as described in the Environmental Services Business Centre Business Plan (Q1 and Q2 2017/18)

Recommendation(s): None – for information only

1. As part of the Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-
 - Financial Performance
 - Corporate Performance
 - Corporate Projects Performance
2. The latest reports on KPI and Corporate Projects performance were submitted to this Committee and Corporate Management Committee. This report repeats those key performance indicators, which apply to this Committee with other additional indicators, which feature in the Environmental Services Business Centre Plan.

Performance Indicator	Q1 and Q2 Target	Full year Target	Q1 Actual	Q2 Actual	Comments
ES1: Residual household waste per household (kg)	115	460	87	102	Both Q1 and Q2 are performing better than the residual waste target. The adverse increase in waste in Q2 may be tied to an increase of garden waste inside residential bins. A proposal on tackling garden waste in refuse bins is under consideration.
ES2: Percentage of household waste sent for re-use, recycling and composting (%)	47%	47%	48.0%	45.1%	While Q1 performance was good there has been a slight decrease in our recycling percentage in Q2 due to the increase in household waste. Projects such as stickering the recycling bin with icons as to what can be recycled and food waste stickers being put on bins that do not place out food waste have taken place in the last month of this quarter, so hopefully the percentage will start to increase in quarter 3.
ES3: Number of missed bin collection complaints (includes refuse, recycling and food and excludes trade and green waste)	500	2000	637	571	There has been a slight decrease in our refuse complaints compared to Q1. No single reason has been identified. The new in-cab technology (Bartec) has now commenced roll out, and it is hoped that the better monitoring and reporting available through this system will begin to reduce the number of complaints
ES4: Number of street cleansing complaints (overflowing litterbins, overflowing dog bins, and general litter/detritus complaints)	150	600	73	436	A pronounced variance in complaints between Q1 and Q2 is evident. No single reason for the excellent performance of Q1 has been identified but the increased complaints in Q2 are attributable to complaints surrounding grass cutting. A new regime of verge maintenance, utilising the additional budget approved by this committee will commence in 18/19.
ES5: Number of parking Penalty Charge Notices issued	2000	8000	1288	1414	The results for this indicator are provided for monitoring purposes only.

ES6: Percentage of Food establishments in the borough achieving level 3 or above ratings under the National Food Hygiene Rating Scheme (%)		94%			This matter is reported annually
ES7: Carbon emissions from local authority operations (measured in tonnes of CO2e)		3.5% reduction on actual for 2014/15			This matter is reported annually
ES8: Number of trade Refuse Customer	540	570	464	496	Q2 is hoped to be the beginning of a new trend of increased customers, linked to ongoing advertising and increased direct approaches to local business.
Number of fly-tipping incidents	100	400	105	138	This indicator is provided for information purposes only to inform members of the extent of the problem within the Borough.
Income from car parking charges		£485,000	£121,155	£133,586	These figures are reported for information purposes

Number of formal complaints related to the business centre	0	0	2	3	<p>2 of the complaints in Q1 and in 1 Q2 complaint were in respect of parking PCN disputes</p> <p>1 Q2 licencing complaint resulting from a local residents misunderstanding of the licencing procedure</p> <p>1 Q2 DSO complaint and 1 Q2 Environmental Health complaint (linked to new Environmental FPN contractors) regarding conduct of staff</p>
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0	0	0	

- 3.1 This item presents the opportunity for Members of the Committee to ask any questions relevant to the remit of the Committee. However, to ensure that Officers are able to give a full response, Members are reminded that advance written notice of any questions must be given to the Chairman and Corporate Director of Planning and Environmental Services, no less than 48 hours prior to the meeting.
- 3.2 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the Service Committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's Business Centre Plan.
4. Council Policy
- 4.1 The quarterly reporting of key performance indicators forms part of the council's Performance management Framework.
5. Resources Implications
- 5.1 Monitoring the KPIs requires extra officer time, but there is no additional cost associated with their reporting.

(For Information)

Background Papers

None

10. **MEMBER WORKING GROUP ON REFUSE AND RECYCLING (ENVIRONMENTAL SERVICES)**

To note the Minutes of the meeting of the Member Working Group on Refuse and Recycling on 25 October 2017 (Appendix 'B')

(For Information)

Minutes attached at Appendix B

11. **EXCLUSION OF PRESS AND PUBLIC**

If the Committee is minded to consider any of the foregoing reports in private, it is the

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in appropriate paragraphs of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

ENVIRONMENT AND SUSTAINABILITY COMMITTEE

23 NOVEMBER 2017

APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE NO</u>
A	FEES AND CHARGES	1 – 11
B	MINUTES OF MEMBER WORKING GROUP ON REFUSE AND RECYCLING	12 -14

Fees and charges

Refuse collection

	Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment
Trade refuse							
Sack collection	Discretionary	143.00	146.00	149.00	2.05%	478,000	Outside Scope
120 litre wheeled bins	Discretionary	260.00	265.00	270.00	1.89%		Outside Scope
240 litre wheeled bins	Discretionary	408.00	416.00	424.00	1.92%		Outside Scope
360 litre wheeled bins	Discretionary	501.00	511.00	521.00	1.96%		Outside Scope
660 litre wheeled bins	Discretionary	641.00	654.00	667.00	1.99%		Outside Scope
1100 litre bulk containers	Discretionary	852.00	870.00	887.00	1.95%		Outside Scope
1100 litre bulk containers - lockable	Discretionary	0.00	886.00	904.00	2.03%		Outside Scope

Fees and charges

Refuse collection

Charge Status		From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment	
Domestic refuse								
Sale of wheeled containers (includes purchase, delivery and administration costs)								
New bins								
- 120 litre bin		40.00	41.00	42.00	2.44%	20,000	Outside Scope	
- 240 litre bin		50.00	51.00	52.00	1.96%		Outside Scope	
- 360 litre bin	(Families of 6 or more only)	94.00	96.00	98.00	2.08%		Outside Scope	
- 660 litre bin		188.00	192.00	196.00	2.08%		Outside Scope	
-1100 litre bin	(communal facilities)	292.00	298.00	304.00	2.01%		Outside Scope	
-1100 litre bin - lockable	(communal facilities)		312.00	318.00	1.92%		Outside Scope	
Second hand / refurbished (when available)								
- 120 litre bin		24.00	24.00	27.00	12.50%		20,000	Outside Scope
- 240 litre bin		32.00	33.00	35.00	6.06%			Outside Scope
- 360 litre bin	(Families of 6 or more only)	67.00	68.00	70.00	2.94%			Outside Scope
Upgrade from								
- 120 litre bin to 240 litre bin		32.00	33.00	34.00	3.03%	20,000	Outside Scope	
- 240 litre bin to 360 litre bin		67.00	68.00	69.00	1.47%		Outside Scope	
One off payments								
Charge for contaminated bins and additional collections								
- 240 litre bin				40.00		1,000	Outside Scope	
- 360 litre bin				60.00			Outside Scope	
- 660 litre bin				80.00			Outside Scope	
-1100 litre bin				100.00			Outside Scope	

Fees and charges

Refuse collection

	Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment
<u>State schools, churches etc - fortnightly refuse collection</u>							
Service cost including hire, administration and collection							
120 litre wheeled bins							
	- Administration and Container hire charge		53.00	54.00	1.89%		Outside Scope
	- Collection charge		71.00	72.50	2.11%		Outside Scope
			<u>124.00</u>	<u>126.50</u>	2.02%		Outside Scope
240 litre wheeled bins							
	- Administration and Container hire charge		85.00	87.00	2.35%		Outside Scope
	- Collection charge		109.50	112.00	2.28%		Outside Scope
			<u>194.50</u>	<u>199.00</u>	2.31%		Outside Scope
360 litre wheeled bins							
	- Administration and Container hire charge		107.00	109.00	1.87%		Outside Scope
	- Collection charge		118.00	120.50	2.12%		Outside Scope
			<u>225.00</u>	<u>229.50</u>	2.00%		Outside Scope
660 litre wheeled bins							
	- Administration and Container hire charge		110.00	112.00	1.82%	8,000	Outside Scope
	- Collection charge		157.00	160.00	1.91%		Outside Scope
			<u>267.00</u>	<u>272.00</u>	1.87%		Outside Scope
1100 litre bulk containers							
	- Administration and Container hire charge		129.00	132.00	2.33%		Outside Scope
	- Collection charge		176.50	180.00	1.98%		Outside Scope
			<u>305.50</u>	<u>312.00</u>	2.13%		Outside Scope
1100 litre bulk containers - lockable							
	- Administration and Container hire charge		145.00	148.00	2.07%		Outside Scope
	- Collection charge		176.50	180.00	1.98%		Outside Scope
			<u>321.50</u>	<u>328.00</u>	2.02%		Outside Scope

W

Fees and charges

Recycling and Green Waste

Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment	
Recycling initiatives							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
New bins							
- 120 litre bin		20.00	20.00	20.50	2.50%	17,000	
- 240 litre bin		27.00	28.00	29.00	3.57%		
- 360 litre bin	(Families of 6 or more only)	32.00	33.00	34.00	3.03%		
- 660 litre bin		188.00	192.00	196.00	2.08%		
- 1100 litre bin	(communal facilities)	292.00	298.00	304.00	2.01%		
- 1100 litre bin - lockable	(communal facilities)		312.00	318.00	1.92%		
Second hand / refurbished (when available)							
- 120 litre bin		15.00	15.00	15.50	3.33%		
- 240 litre bin		20.00	20.00	20.50	2.50%		
- 360 litre bin	(Families of 6 or more only)	27.00	28.00	29.00	3.57%		
Upgrade from							
-120 litre bin to 240 litre bin		15.00	15.00	15.50	3.33%	Outside Scope	
-240 litre bin to 360 litre bin		20.00	20.00	20.50	2.50%	Outside Scope	
Recycling for schools and sports (gyms) only - fortnightly collection							
Service cost including hire, administration and collection							
120 litre wheeled bins							
- Administration and Container hire charge			53.00	54.00	1.89%	Outside Scope	
- Collection charge			35.50	36.00	1.41%		
			<u>88.50</u>	<u>90.00</u>	1.69%		
240 litre wheeled bins							
- Administration and Container hire charge			85.00	87.00	2.35%	Outside Scope	
- Collection charge			54.75	56.00	2.28%		
			<u>139.75</u>	<u>143.00</u>	2.33%		
360 litre wheeled bins							
- Administration and Container hire charge			107.00	109.00	1.87%	Outside Scope	
- Collection charge			59.00	60.25	2.12%		
			<u>166.00</u>	<u>169.25</u>	1.96%		
660 litre wheeled bins							
- Administration and Container hire charge			110.00	112.00	1.82%	6,000	
- Collection charge			78.50	80.00	1.91%		
			<u>188.50</u>	<u>192.00</u>	1.86%		
1100 litre bulk containers							
- Administration and Container hire charge			129.00	132.00	2.33%	Outside Scope	
- Collection charge			88.25	90.00	1.98%		
			<u>217.25</u>	<u>222.00</u>	2.19%		
1100 litre bulk containers - lockable							
- Administration and Container hire charge			145.00	148.00	2.07%	Outside Scope	
- Collection charge			88.25	90.00	1.98%		
			<u>233.25</u>	<u>238.00</u>	2.04%		
Food waste			No charge	No charge		Outside Scope	

f

Fees and charges

Recycling and Green Waste

	Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment
<u>Green garden waste scheme</u>							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
120 litre bin	Discretionary	20.00	20.00	21.00	5.00%	20,000	Outside Scope
240 litre bin	Discretionary	26.00	27.00	28.00	3.70%		Outside Scope
Annual subscription charge:							
120 litre bin	Discretionary	32.00	33.00	34.00	3.03%	360,000	Outside Scope
Each additional wheeled bin	Discretionary	32.00	33.00	34.00	3.03%		Outside Scope
240 litre bin	Discretionary	53.00	54.00	55.00	1.85%		Outside Scope
Each additional wheeled bin	Discretionary	53.00	54.00	55.00	1.85%		Outside Scope

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Fees and charges

Car parking charges

	Charge Status	From Jan 2016 £	From May 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment
<u>On street parking (includes VAT)</u>							
First residents permit	Discretionary	50.00	50.00	50.00	0.00%	N/A	Standard
Additional permits	Discretionary	75.00	75.00	75.00	0.00%		Standard
Daily visitor permits (max 120 per property per year)	Discretionary	2.00	2.00	2.00	0.00%		Standard
Amendment to permit	Discretionary	15.00	15.00	15.00	0.00%		Standard
<u>Waivers / bay suspensions</u>							
Waiver certificate (per vehicle) up to 3 days	Discretionary	15.00	15.00	15.00	0.00%	N/A	Standard
each additional day	Discretionary	5.00	5.00	5.00	0.00%		Standard
Bay suspension (each marked bay) up to 3 days	Discretionary	65.00	65.00	65.00	0.00%		Standard
each additional day	Discretionary	10.00	10.00	10.00	0.00%		Standard
<u>Pay and display parking (including pay by phone)</u>							
<u>Town Centre (higher scale) car parks</u>							
<u>Short stay parking (includes VAT)</u>							
<u>(Monday to Saturday unless otherwise indicated)</u>							
Egham (Precinct Extension)							
Disabled Persons	Discretionary	No charge	No charge	No charge		518,000	Standard
Fee up to 1 hour	Discretionary	0.80	1.00	1.00	0.00%		Standard
Fee 1 to 2 hours	Discretionary	1.60	2.00	2.00	0.00%		Standard
Fee 2 to 3 hours	Discretionary	2.50	3.00	3.00	0.00%		Standard
<u>Medium Stay parking (includes VAT)</u>							
<u>(Monday to Saturday)</u>							
Egham (Hummer Road); Chertsey (Beomonds)							
Disabled Person	Discretionary	No charge	No charge	No charge		518,000	Standard
Fee up to 1 hour	Discretionary	0.80	1.00	1.00	0.00%		Standard
Fee 1 to 2 hours	Discretionary	1.60	2.00	2.00	0.00%		Standard
Fee 2 to 3 hours	Discretionary	2.50	3.00	3.00	0.00%		Standard
Fee 3 to 4 hours	Discretionary	3.00	3.50	3.50	0.00%		Standard
Fee 4 to 5 hours	Discretionary	3.50	4.00	4.00	0.00%		Standard
Fee 5 to 6 hours	Discretionary	4.50	5.00	5.00	0.00%	Standard	
<u>Long stay parking (includes VAT)</u>							
<u>(Monday to Saturday)</u>							
Egham (Waspe Farm); Chertsey (Library); Virginia Water (British Legion) and (Memorial Gardens); Chertsey (Woodlands) Monday to Sunday							
Disabled Person	Discretionary	No charge	No charge	No charge		518,000	Standard
Fee up to 1 hour	Discretionary	0.80	1.00	1.00	0.00%		Standard
Fee 1 to 2 hours	Discretionary	1.60	2.00	2.00	0.00%		Standard
Fee 2 to 3 hours	Discretionary	2.50	3.00	3.00	0.00%		Standard
Fee 3 to 4 hours	Discretionary	3.00	3.50	3.50	0.00%		Standard
Fee 4 to 5 hours	Discretionary	3.50	4.00	4.00	0.00%		Standard
All Day Fee	Discretionary	6.00	6.50	6.50	0.00%	Standard	

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Fees and charges

Car parking charges

Charge Status	From Jan 2016 £	From May 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment	
<u>Pay and display parking</u>							
<u>Out of Town (Lower Scale) car parks (includes VAT)</u>							
<u>(Monday to Saturday)</u>							
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm							
Disabled Person		No charge	No charge	No charge		Standard	
Fee up to 1 hour (Not Pooley Green)	Discretionary	0.30	0.40	0.40	0.00%	Included above	
Fee 1 to 2 hours	Discretionary	0.60	0.80	0.80	0.00%		
Fee 2 to 3 hours	Discretionary	1.20	1.50	1.50	0.00%		
Fee 3 to 4 hours	Discretionary	2.00	2.50	2.50	0.00%		
Fee 4 to 5 hours	Discretionary	2.50	3.00	3.00	0.00%		
All Day Fee (Not Gogmore Farm)	Discretionary	4.50	5.00	5.00	0.00%		
<u>Penalty charge notice</u>							
Parking in excess of hours to which a full charge is applicable Unless payment of £25.00 is made within 14 days of issue	Statutory	50.00	50.00	50.00	0.00%	65,500	
Parking in a disabled persons parking place without displaying a badge Unless payment of £35.00 is made within 14 days of issue	Statutory	70.00	70.00	70.00	0.00%		Outside Scope
<u>Season/permit parking (includes VAT)</u>							
<u>Season Ticket (Monday to Saturday)</u>							
Covering Chertsey Library and Waspe Farm car parks	Resident (per annum)	Discretionary	250.00	250.00	250.00	0.00%	122,800
	Non-resident (per annum)	Discretionary	650.00	650.00	650.00	0.00%	
	Resident (per quarter)	Discretionary	75.00	75.00	75.00	0.00%	
	Non-resident (per quarter)	Discretionary	200.00	200.00	200.00	0.00%	
<u>Car park permits (Monday to Saturday)</u>							
Beomonds, British Legion, Hummer Road, Memorial Gardens, Precinct Extension, Woodlands	Resident (per annum)	Discretionary	250.00	250.00	250.00	0.00%	122,800
	Non-resident (per annum)	Discretionary	650.00	650.00	650.00	0.00%	
	Resident (per quarter)	Discretionary	75.00	75.00	75.00	0.00%	
	Non-resident (per quarter)	Discretionary	200.00	200.00	200.00	0.00%	
<u>Car park permits (Monday to Saturday)</u>							
Gogmore Farm	(per annum)	Discretionary		500.00	500.00	0.00%	Standard
<u>Car park permits (Monday to Saturday)</u>							
Victoria Street, St Judes Road and Pooley Green	(per annum)	Discretionary	100.00	100.00	100.00	0.00%	Standard
	(per quarter)	Discretionary	30.00	30.00	30.00	0.00%	Standard
<u>Contract car parking</u>							
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum)	Discretionary	700.00	700.00	700.00	0.00%	Standard
	Non-resident (per quarter)	Discretionary	200.00	200.00	200.00	0.00%	Standard
	Resident (per annum)	Discretionary			250.00		
	Resident (per quarter)	Discretionary			75.00		
Contract Parking Key Deposit (Refundable on return of the key)		Discretionary	40.00	40.00	40.00	0.00%	- Outside Scope

Fees and charges

Other environment and sustainability charges

	Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment	
Food hygiene and Health and Safety Courses								
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Environmental Health and Licensing Manager to cover costs.	Discretionary	POA	POA	POA		0	Standard	
Food Export Certificate	Discretionary	90.00	92.00	94.00	2.17%	0	Outside Scope	
Re-inspections requested by food businesses	Discretionary		150.00	150.00	0.00%	900	Outside Scope	
Environmental offences								
<u>Penalty fines:</u>								
Noise Act domestic offence (Minimum statutory discounted penalty 60.00) Set locally to statute maximum	Statutory	110.00	110.00	110.00	0.00%	}	Outside Scope	
Noise Act commercial/licenses offence	Statutory	500.00	500.00	500.00	0.00%		Outside Scope	
Failure to produce waste transfer notice (Minimum statutory discounted penalty 180.00)	Statutory	300.00	300.00	300.00	0.00%		0	Outside Scope
Failure to produce waste carrier papers (Minimum statutory discounted penalty 180.00)	Statutory	300.00	300.00	300.00	0.00%			Outside Scope
Failure to provide waste receptacles (Minimum statutory discounted penalty 60.00) Set locally to statute maximum	Statutory	110.00	110.00	110.00	0.00%			Outside Scope
Smoke free enforcement								
<u>Penalty fines:</u>								
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	Statutory	50.00	50.00	50.00	0.00%	}	Outside Scope	
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	Statutory	200.00	200.00	200.00	0.00%		0	Outside Scope
Environmental crime fixed penalty notice fees								
the appropriate fees can be accessed from the following link: https://www.runnymede.gov.uk/article/8862/The-Regulators-Code						0	Outside Scope	
Abandoned vehicles								
Fixed penalty notice fee	Discretionary		200.00	200.00		0	Outside Scope	
Littering and dog fouling/control fixed penalty fines								
Littering	Statutory		75.00	100.00		}	Outside Scope	
Dog fouling/control (reduced to £80 if paid within 10 days)	Statutory		100.00	100.00			115,000	Outside Scope
Water sampling charges								
Risk assessment (each assessment)	Statutory	500.00	500.00	500.00	0.00%	}	Outside Scope	
Sampling (each visit)	Statutory	100.00	100.00	100.00	0.00%		Outside Scope	
Investigation (each investigation)	Statutory	100.00	100.00	100.00	0.00%		Outside Scope	
Granting and authorisation (each authorisation)	Statutory	100.00	100.00	100.00	0.00%		0	Outside Scope
Analysing a sample:								
taken under regulation 10	Statutory	25.00	25.00	25.00	0.00%		Outside Scope	
taken during check monitoring	Statutory	100.00	100.00	100.00	0.00%		Outside Scope	
taken during audit monitoring	Statutory	500.00	500.00	500.00	0.00%		Outside Scope	

No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.

Fees and charges

Other environment and sustainability charges

Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment
Air Pollution fees						
The setting of fees and charges for Local Air Pollution Prevention and Control (LAPPC) and Local Air - Integrated Pollution Prevention and Control (LA-IPPC) is determined annually by DEFRA (Department for Environment Food and Rural Affairs) under the regime falling within the Pollution Prevention and Control Act 1999. The appropriate fees can be accessed from the following link: https://www.runnymede.gov.uk/article/5753/Environmental-Permits						
Alternatively the appropriate fees and charges can be obtained from the Environmental Health and Licensing Manager within the Environmental Health & Licensing Section at Runnymede Borough Council. environmentalhealth@runnymede.gov.uk or 01932 425131						
					7,700	Outside Scope
Register of authorised processes						
Complete register	Discretionary	820.00	836.00	853.00	2.03%	0
Individual entry	Discretionary	121.00	123.00	125.00	1.63%	
Contaminated Land						
Basic contaminated land enquiry at an hourly rate	Discretionary	85.00	87.00	89.00	2.30%	500
Contaminated land enquiry for one property	Discretionary	190.00	194.00	198.00	2.06%	
Contaminated land enquiry for more than one property	Discretionary	365.00	372.00	379.00	1.88%	
Dog control charges						
<u>Minimum charge during normal office hours</u>						
Statutory charge for the return of a seized stray dog plus	Statutory	25.00	25.00	25.00	0.00%	700
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	66.00	67.00	67.00	0.00%	
		<u>91.00</u>	<u>92.00</u>	<u>92.00</u>	0.00%	
<u>Minimum charge for collection outside of normal office hours</u>						
Statutory charge for the return of a seized stray dog plus	Statutory	25.00	25.00	25.00	0.00%	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	104.00	106.00	106.00	0.00%	
		<u>129.00</u>	<u>131.00</u>	<u>131.00</u>	0.00%	
The collection fee may be increased where additional charges are incurred						

Fees and charges

Other environment and sustainability charges

Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment	
Highway and engineering charges							
Copies of plans etc. (includes VAT)							
A4 Size	Discretionary	11.40	11.60	11.80	1.72%	0	Standard
A3 Size	Discretionary	12.50	12.75	13.00	1.96%		Standard
Larger than A3 size	Discretionary	26.00	26.50	27.00	1.89%		Standard
A minimum fee for replying to technical questions	Discretionary	148.00	150.00	153.00	2.00%		Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.							
Rechargeable works (includes VAT)							
At cost of works plus 20%					0	Standard	
Street naming and numbering							
Existing properties							
Individual property naming or renaming including notification	Discretionary	60.00	61.00	62.00	1.64%	10,200	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	Discretionary	15.00	15.00	15.50	3.33%		Outside Scope
Renaming a street : requested by residents including notification	Discretionary	price upon enquiry					Outside Scope
New addresses							
New development of first plot	Discretionary	60.00	61.00	62.00	1.64%	10,200	Outside Scope
New development for plots 2 -5 (per plot)	Discretionary	30.00	31.00	31.50	1.61%		Outside Scope
New development for plots 6 - 10 (per plot)	Discretionary	25.00	26.00	26.50	1.92%		Outside Scope
New development for plots 11 - 20 (per plot)	Discretionary	20.00	20.00	21.00	5.00%		Outside Scope
New development for plots 21 and greater (per plot)	Discretionary	15.00	15.00	15.50	3.33%		Outside Scope
Additional charge, where this includes naming of a street (per street)	Discretionary	100.00	102.00	104.00	1.96%		Outside Scope
Additional charge, where this includes the naming of a building (eg block of flats) (per block)	Discretionary	100.00	102.00	104.00	1.96%		Outside Scope
Guidance to change or allocate a new address to your property can be accessed by following this link: http://www.runnymede.gov.uk/article/5961/Naming-new-streets—fees							

Fees and charges

Other environment and sustainability charges

		Charge Status	From April 2016 £	From April 2017 £	From April 2018 £	% Increase	Yield £	VAT treatment
<u>Miscellaneous fees and charges</u>								
<u>Graffiti removal (includes VAT)</u>								
	Removal of extensive graffiti from private property (per hour)	Discretionary	72.00	73.00	73.00	0.00%	0	Standard
<u>Sale of technical documents</u>								
	Fee at the discretion of the Environmental Health and Licensing Manager		POA	POA	POA		0	Standard
<u>Street trading consents</u>								
	Basic fee	Discretionary	837.00	837.00	854.00	2.03%	0	Outside Scope
	Additional annual charge for each day of the week a trader operates	Discretionary	194.00	194.00	198.00	2.06%		Outside Scope
<u>Yellow Bus school fares</u>								
	Daily fares		Fares to increase from September 2018				190,000	
		Discretionary	2.50	2.50	3.00	20.00%		Zero Rated
		Discretionary	3.75	3.75	4.50	20.00%		Zero Rated
		Discretionary	5.00	5.00	6.00	20.00%		Zero Rated

Member Working Group on Recycling and Refuse Services

Held on 25 October 2017

2.00pm Members Room

Present: Councillor Jonathan Wilson (JW) (Chair)
Councillor Elaine Gill (EG)
Councillor Gill Warner (GW)
Councillor Margaret Harnden (MH)

Dave Stedman (DS) - DSO Manager
Cathy Knubley (CS) – Assistant DSO Manager
Peter Burke (PB) – Environmental Health and Licensing Manager
Ian Maguire (IM) – Corporate Director of Planning and Environmental Services

C.C.: Councillor Pat Roberts (PR)
Councillor Iftikhar Chaudhri (IC)
Councillor Linda Gilham (LG)
Councillor Tom Gracey (TG)
Bernard Fleckney

Kingdom enforcement update

Officers provided an update on the work of Kingdom Environmental Services. So far 619 FPN's have been issued for litter with the exception of two dog fouling fines.

DEFRA issued a report for consultation on increasing fines from £75 to a maximum of £150 and a decision needs to go to Committee on the level of financial penalty Runnymede wish to set.

A decision also needs to be made as to the future and either keeping Kingdom as a contractor or moving the service in house. This decision needs to be made soon as the contract will need to be tendered.

On the 20 November we are taking the first non-payments to court.

In principle the group approve of the higher fines and continuing the service in some form.

In cab technology and back office system

Officers confirmed that the Bartec system in refuse and recycling rounds was being rolled out this week. The delay was due to poor data information and other efficiency savings that the DSO management had to introduce.

The DSO have recently employed a supervisor who has previous Bartec knowledge and he will be a real benefit to the Council as the technology is rolled out across the fleet.

Phase 2 of the project will be rolling out to street cleansing staff early part of next year.

Group Members will be invited to see the Bartec system in the New Year once the service has settled down, so that they can see it in action.

DSO review

There are 4 areas that need to be worked on to move the DSO into a sustainable future.

1. Improving the service which includes introducing Bartec.
2. Staffing issues such as salaries and retention.
3. Vehicle strategy such as looking at a new fleet and how to improve it.
4. Management strategy. Soon we will be losing our transport manager and need to look at the future management structure.

The long term plan is to ensure the DSO is on a sustainable longterm footing to allow accurate bench marking between an in-house service and potential alternative delivery models, including that offered by Joint Waste Solutions, likely to be carried out in latter 2018/19

Garden waste services

Officers highlighted that Runnymede had the lowest garden waste subscription across Surrey. This could be down to several factors such as low enforcement and the RBC provision of 240l bins allowing possible space for garden waste in residual bins.

Officers explored with the Working Group whether enforcement work via issuing section 46 notices would be a possible way forward to prevent garden waste being placed in residual bins and incentives better green waste disposal, using either home composting, using RBCs green waste collection or SCC's CRCs. Following discussion the Working Group agreed that, in principle the use of direct enforcement action with residents to prevent green waste being paced in residual bins would be acceptable as long as education and a warning notice was given before non-collections took place. Officers agreed to explore the steps, costs and benefits needed to bring such a process forward.

Officers also commented that whilst garden waste may be the initial area to be looked at for enforcement, it would also be necessary to consider the efficiency and fairness of including enforcement work to be done on other contaminated recycling and residual waste as part of this work, even with an intention to bring it in at a later date.

Clinical waste

Officers presented a new intention for the DSO to commence taking needles at the depot from registered Clinical waste clients for storing until the fortnightly disposal service. This would improve the efficiency of sharps clinical waste from domestic properties, which often had very small amounts for disposal, but an understandable desire to not store it in the home for long periods. The Working Group stated there was no objection to this change.

Christmas pick up dates

The Working Group agreed the Christmas pick up dates for refuse and recycling and after the meeting forwarded an example tag that all Councilors were happy with.

Update on Surrey Waste Partnership

Officers provided an update on the work of the partnership for information. This included the fact that SWP are moving towards a more formal governance structure. Financial mechanisms are being agreed to remove recycling credits and replacement them with a much lower, but more predictable payment per household rather than per tonne of recycling material. The agreed payment per household will reduce over a period of time.

AOB

Officers were able to confirm that the late shift staff member (working hours will be 2pm-8pm) will be starting employment, mostly focused in the Egham area on the 6 November 2017.

Officers advised that a consultation paper on a Deposit Return Scheme for drink containers has been published for comment by DEFRA, although it is only a call for evidence at this stage. A joint response through the SWP was being prepared.

Date of next meeting

25 January 2018
2pm
Members Room