

Environment and Sustainability Committee

Thursday 21 November 2019 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors M Heath (Chairman), J Wilson (Vice-Chairman), M Brierley, B Clarke, S Dennett, T Gracey, J Olorenshaw, S Walsh, D Whyte and M 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
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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 20 June 2019. The Minutes of this meeting were emailed to all Members in October 2019 and are available on the Council's website.

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 advised to contact the Council's Legal Section prior to the meeting if they wish to seek advice on a potential interest.

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. **ANNUAL REVIEW OF CAR PARKING CHARGES IN OFF-STREET CAR PARKS-
(COMMUNITY DEVELOPMENT – Mervyn Robins)**

Synopsis of report:

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

Recommendation:

Car park and permit charge levels remain unchanged for the next year.

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 Community 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 1.9.

Table 1 – Borough Pay and Display Car Parks

Car Park	No of Spaces
Waspe 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	90
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 operates the car park under a Management Agreement.
- 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. 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 The Precinct Extension car park in Egham is due to close imminently as part of the Egham Gateway development
- 1.6 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

Season tickets in most car parks are currently £700 per annum or £250 per quarter. Residents living in close proximity to the car parks can purchase these at £300 per annum or £100 per quarter. For Englefield Green and Pooley Green the permits are £125 per annum or £50 per quarter.

The season ticket charges for non-residents were increased in January 2019. Permits charges for residents were also increased in 2019.

Contract parking permits

Contract parking bays are reserved bays in Bemonds Row and White Hart Row, Chertsey and are currently £750 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 2018 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

- 1.7 The most recent changes were:-

November 2018 - Increases in all charges were approved which were introduced on the 27th January 2019. Town Centre charges: 1 hour £1 to £1.30, 2 hours £2 to £2.50, 3 hours £3 to £3.50, 4 hours £3.50 to £4, 5 hours £4 to £4.50, 6 hours £5 to £5.50, All day £6.50 to £7. Out of Town Centre charges: 1 hour 40p to 60p, 2 hours 80p to £1.20p, 3 hours £1.50 to £2, 4 hours £2.50 to £3, 5 hours £3 to £3.50, All day £5 to £5.50.

Permit charges were also increased. Town Centre £650 to £700 per annum, Residents £250 to £300 Out of Town £100 to £125. Contract Parking £700 to £750.

November 2017 - Following consideration by this Committee no changes were made to the charges.

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. A one hour free period was introduced into Pooley Green Road car park.

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.

- 1.8 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.
- 1.9 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)	1.30	2.50	3.50	4.00	4.50	5.50	6.50	7.00
Runnymede (Out of Town)	0.60	1.20	2.00	3.00	3.50	5.50	5.50	5.50
Guildford (Bedford Road)	1.30	2.60	3.90	5.20	6.50	7.70	9.00	10.40
Elmbridge* (ChurchField Road)	1.20	2.40	3.60	4.80	6.00	7.00	7.00	9.50
Epsom & Ewell (Ashley Centre)	1.80	2.60	3.20	5.80	5.80	12.00	20.00	20.00
Spelthorne* (Elmsleigh)	1.30	2.30	2.70	3.80	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)*	2.20	3.60	5.60	10.00	11.00	15.50	15.50	15.50
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 £7.40 per day, an increase of 60p since last year, and are normally full to capacity on weekdays.

- 1.10 Since the last review, there have been increases in charges in Spelthorne, Elmbridge, and Windsor .
Short stay tariffs in Elmbridge were increased by 10 or 20p per hour.
Short stay tariffs in Spelthorne were increased by 10p per hour.
All tariffs increased in Windsor.
- 1.11 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)	1.30	2.50	3.50	4.00	4.50	5.50	7.00	7.00
Runnymede (Out of Town)	0.60	1.20	2.00	3.00	3.50	5.50	5.50	5.50
Addlestone ONE* Multi-storey	1.00	2.00	3.00	4.00	5.00	6.00	7.00	15.00
Waitrose Egham *	1.00	2.00	3.00	4.00	5.00	8.50	8.50	15.00

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

Free Car Parks

- 1.12 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.
- 1.13 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 2017 to 30 September 2018 inclusive and for the same period terminating at the end of September this year.

Table 3 – Comparison of Ticket Sales year of 1 October 2017 to 30 September 2018 and for the same period 2018 to 2019 (Figures include payment at machines and by phone.)

	17/18	18/19	%	% change
Beomonds	8462	8490	100	0
British Legion	4471	1496	33	-67
Chertsey Library	39801	34304	86	-14
Hummer Road	150182	145042	97	-3
Memorial	25405	27058	107	+7
Precinct	24841	22340	90	-10
Wasp Farm	25450	24219	95	-5
Woodland	58747	74488	127	+27
St Judes	7484	6420	86	-14
Victoria Street	4274	4756	111	+11
Pooley Green	1349	858	64	-36
Gogmore Farm	5028	11989	238	+138
Total	355494	361460	102	+2

Town Centre Car Parks

- 2.3 The main car parks in Egham have all shown a decrease in usage. The extended Memorial car park in Virginia Water has proved to be very popular. Building work in the area in the recent past ensured full use of the British Legion car park in Virginia Water. Now that the work has finished usage has dropped significantly. The Woodland car park in the grounds of St. Peters Hospital has continued to be very popular with visitors to the hospital.

Out of Town Car Parks

- 2.4 Significant reductions have been noted in St Judes for the second year running whilst Victoria Street has shown an increase. A free one hour period was introduced into Pooley Green at the end of April last year following approval by this Committee. Over 9500 free one hour tickets have been issued in the car park over the reporting period indicating that the facility is well used which should in turn benefit the local economy. Gogmore Farm in Chertsey has shown a significant increase in use since the NHS has started operating from the nearby Unither House.

Penalty Charge Notices (PCNs)

- 2.5 Penalty Charge Notices issued for contraventions in car parks for the last financial year (2018/19) resulted in an income of £77,494, compared to £72,821 in the previous year (2017/18). The number of fully paid tickets was 2,344 in the last year and 2,146 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 24% of all

parking transactions (up from 17% last year) and 78% of all day parking sessions.(Up from 68% in the last year.)

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 was £133,247 (including the £12,876 below) in 2018/19, compared to £149,044 in the previous year. Contract parking in Beomonds Row and White Hart Row, Chertsey, is also available at £750 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 2018/19 was £12,876 as compared to £13,312 in the previous year.
- 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 £300 per annum or £100 quarterly. There are currently ten holders of these permits.

Customer Survey

- 2.9 A customer survey was carried out in June 2019. In relation to Parking Charges 50% found them very reasonable or acceptable, (down from 71% in the previous year) and 43% found them too expensive. (Return of 44 responses, 19% 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. 76% of respondents were content or very content with the facilities provided.
- 2.11 Permit costs were thought to be too high by 18% of respondents.

Consultation with SCC

- 2.12 As part of the On-Street Civil Enforcement Agreement with SCC, the Council is required to notify SCC if there is an intention to change the level of off street parking charges. The Borough is obliged under, that agreement, to consider any response from SCC before implementing the changes.

Parking Charge Review

- 2.13 Last year's review agreed to the implementation of significant increases in car park and permit charges across the board.
- 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 Table 2 shows a comparison to the car park charges in a sample of other Boroughs. Table 3 gives a comparison with previous ticket sales. This indicates that, with the exception of a few particular car parks, use is showing a downward trend.

3. Resource Implications

- 3.1 Table 4 shows, with tickets sales at the 2018/19 level, the estimated annual income if all of the car park charges remained the same.

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

Town Centre Tariffs		
Time Period	Current tariff	Projected
1 hr	£1.30	£217,679
2 hr	£2.50	£188,255
3 hr	£3.50	£63,830
4 hr	£4.00	£37,112
5 hr	£4.50	£37,107
6 hr	£5.50	£7,744
All day	£7.00	£246,267
Estimated income		£797,993
Ex Vat		£664,994
Out of Towns Tariffs		
1 hr	£0.60	£4,087
2 hr	£1.20	£7,439
3 hr	£2.00	£7,420
4 hr	£3.00	£4,575
5 hr	£3.50	£9,930
All day	£5.50	£16,170
Estimated income		£49,621
Ex Vat		£41,350

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

3.2 The Council's Medium Term Financial Strategy includes a 2% increase for all discretionary fees and charges. Parking Charges do not always follow that strategy.

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 June 2019, 23% described them as good, 64% as acceptable and 13% 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 Parking charges in the Borough need to be maintained at a level that ensures the operational costs of running the car parks are met whilst also encouraging people to use local facilities and businesses.
- 8.2 With the current car parking charges similar to or exceeding those in other Surrey Boroughs, the recommendation to not increase parking fees at this time whilst also being mindful of the adverse impact increases could have on local businesses, communities and the local economy.

(To Resolve)

Background papers

Environment and Sustainability Committee November 2016
Environment and Sustainability Committee January 2017
Environment and Sustainability Committee November 2017
Environment and Sustainability Committee November 2018

7. **FEES AND CHARGES 2020/21- (RESOURCES – Samantha Cooper)**

Synopsis of report:

To recommend the proposed fees and charges under this Committees remit for the next financial year

Recommendation:

The proposed fees and charges as set out in Appendix 'A' be approved to be effective from the dates shown 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 2018.

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 As part of the budget setting process, Service Managers are requested to review their charges each year. Members have previously agreed that Officers put forward recommended increases based on:

- Current market conditions
- Local competition
- The likely yield of any fee increase
- On-going savings targets and revenue reduction programmes

- 2.3 Members have accepted that in some service areas it may not be possible to significantly increase fees, and in others it may be necessary to decrease them to stimulate demand, however an average of 2% for discretionary locally set charges should be aimed for as the financial plans of the Council assume at least an inflationary increase.
- 2.4 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.
- 2.5 The fees and charges proposed by service managers for next year are set out at Appendix 'A' along with the dates that they will take effect. The Appendix includes a yield column showing the current year's budget for each charges/group of charges, so that Members can estimate the financial implications of any price rises.

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%.
- 3.3 Recycling
This service was brought in house in 2012/13, and fees for the sale of bins were introduced where applicable. A recycling service for schools and sports gyms was introduced in 2014/15; all fees have been increased by approximately 2 - 3%.
- 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 **Highways and Engineering**
A charge for street naming and numbering was introduced in July 2012. Fees have been increased by approximately 2%.
- 3.7 **Environmental Protection**
As can be seen in the Appendix, most of these fees are set by statute and have not changed. Most discretionary fees have been increased by approximately 2%.
- 3.8 A new set of charges was included from April 2018 for one off payments covering Trade, Refuse, Recycling and Garden Waste. This one off payment for each size of bin is to cover the cost of collecting contaminated bins or additional bin collections. These charges have not been increased.
- 3.9 New fees and charges for Animal Welfare licences were approved at the Environment and Sustainability Committee meeting on 27 September 2018 and they were introduced from 1 October 2018. These fees have not been increased.

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. Under s.93 of the Local Government Act 2003, the Council has the power to charge for discretionary services. 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

Fees and charges

Refuse collection

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
Trade refuse						
Sack collection	Discretionary	155.00	159.00	2.58%	515,000	Outside Scope
120 litre wheeled bins	Discretionary	275.00	281.00	2.18%		Outside Scope
240 litre wheeled bins	Discretionary	432.00	440.00	1.85%		Outside Scope
360 litre wheeled bins	Discretionary	528.00	539.00	2.08%		Outside Scope
660 litre wheeled bins	Discretionary	675.00	688.00	1.93%		Outside Scope
1100 litre bulk containers	Discretionary	895.00	913.00	2.01%		Outside Scope
1100 litre bulk containers - lockable	Discretionary	927.00	945.00	1.94%		Outside Scope

Waste collection outside the borough is subject to VAT at the standard rate.

Fees and charges

Refuse collection

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment	
Domestic refuse							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
New bins							
- 120 litre bin	Discretionary	43.00	44.00	2.33%	30,000	Outside Scope	
- 240 litre bin	Discretionary	53.00	54.00	1.89%		Outside Scope	
- 360 litre bin (Families of 6 or more only)	Discretionary	100.00	102.00	2.00%		Outside Scope	
- 660 litre bin	Discretionary	200.00	204.00	2.00%		Outside Scope	
-1100 litre bin (communal facilities)	Discretionary	310.00	316.00	1.94%		Outside Scope	
-1100 litre bin - lockable (communal facilities)	Discretionary	324.00	330.00	1.85%		Outside Scope	
Second hand / refurbished (when available)							
- 120 litre bin	Discretionary	28.00	29.00	3.57%		30,000	Outside Scope
- 240 litre bin	Discretionary	36.00	37.00	2.78%			Outside Scope
- 360 litre bin (Families of 6 or more only)	Discretionary	71.00	72.00	1.41%			Outside Scope
Upgrade from							
- 120 litre bin to 240 litre bin	Discretionary	35.00	36.00	2.86%	30,000	Outside Scope	
- 240 litre bin to 360 litre bin	Discretionary	70.00	72.00	2.86%		Outside Scope	
One off payments							
Charge for contaminated bins and additional collections							
- 240 litre bin	Discretionary	40.00	40.00	0.00%	4,000	Outside Scope	
- 360 litre bin	Discretionary	60.00	60.00	0.00%		Outside Scope	
- 660 litre bin	Discretionary	80.00	80.00	0.00%		Outside Scope	
-1100 litre bin	Discretionary	100.00	100.00	0.00%		Outside Scope	

Fees and charges

Refuse collection

Charge Status	From April 2019 £	From April 2020 £	% 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	55.00	56.00	1.82%	10,200	Outside Scope	
- Collection charge	74.00	76.00	2.70%		Outside Scope	
	<u>129.00</u>	<u>132.00</u>	2.33%		Outside Scope	
240 litre wheeled bins						
- Administration and Container hire charge	89.00	91.00	2.25%		Outside Scope	
- Collection charge	114.00	116.00	1.75%		Outside Scope	
	<u>203.00</u>	<u>207.00</u>	1.97%		Outside Scope	
360 litre wheeled bins						
- Administration and Container hire charge	111.00	113.00	1.80%		Outside Scope	
- Collection charge	123.00	126.00	2.44%		Outside Scope	
	<u>234.00</u>	<u>239.00</u>	2.14%		Outside Scope	
660 litre wheeled bins						
- Administration and Container hire charge	114.00	116.00	1.75%		Outside Scope	
- Collection charge	163.00	166.00	1.84%		Outside Scope	
	<u>277.00</u>	<u>282.00</u>	1.81%		Outside Scope	
1100 litre bulk containers						
- Administration and Container hire charge	135.00	138.00	2.22%	Outside Scope		
- Collection charge	184.00	188.00	2.17%	Outside Scope		
	<u>319.00</u>	<u>326.00</u>	2.19%	Outside Scope		
1100 litre bulk containers - lockable						
- Administration and Container hire charge	151.00	154.00	1.99%	Outside Scope		
- Collection charge	184.00	188.00	2.17%	Outside Scope		
	<u>335.00</u>	<u>342.00</u>	2.09%	Outside Scope		

Fees and charges

Recycling and Green Waste

Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
Recycling initiatives					
Sale of wheeled containers (includes purchase, delivery and administration costs)					
New bins					
- 120 litre bin	Discretionary	21.00	21.50	2.38%	Outside Scope
- 240 litre bin	Discretionary	30.00	31.00	3.33%	Outside Scope
- 360 litre bin (Families of 6 or more only)	Discretionary	35.00	36.00	2.86%	Outside Scope
- 660 litre bin	Discretionary	200.00	204.00	2.00%	Outside Scope
- 1100 litre bin (communal facilities)	Discretionary	310.00	316.00	1.94%	Outside Scope
- 1100 litre bin - lockable (communal facilities)	Discretionary	324.00	330.00	1.85%	Outside Scope
Second hand / refurbished (when available)					
- 120 litre bin	Discretionary	16.00	16.50	3.13%	17,300 Outside Scope
- 240 litre bin	Discretionary	21.00	21.50	2.38%	Outside Scope
- 360 litre bin (Families of 6 or more only)	Discretionary	30.00	31.00	3.33%	Outside Scope
Upgrade from					
-120 litre bin to 240 litre bin	Discretionary	16.00	16.50	3.13%	Outside Scope
-240 litre bin to 360 litre bin	Discretionary	21.00	21.50	2.38%	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	Discretionary	55.00	56.00	1.82%	Outside Scope
- Collection charge	Discretionary	37.00	38.00	2.70%	Outside Scope
	Discretionary	<u>92.00</u>	<u>94.00</u>	2.17%	Outside Scope
240 litre wheeled bins					
- Administration and Container hire charge	Discretionary	89.00	91.00	2.25%	Outside Scope
- Collection charge	Discretionary	57.00	58.00	1.75%	Outside Scope
	Discretionary	<u>146.00</u>	<u>149.00</u>	2.05%	Outside Scope
360 litre wheeled bins					
- Administration and Container hire charge	Discretionary	111.00	113.00	1.80%	Outside Scope
- Collection charge	Discretionary	61.00	62.00	1.64%	Outside Scope
	Discretionary	<u>172.00</u>	<u>175.00</u>	1.74%	Outside Scope
660 litre wheeled bins					
- Administration and Container hire charge	Discretionary	114.00	116.00	1.75%	8,800 Outside Scope
- Collection charge	Discretionary	82.00	84.00	2.44%	Outside Scope
	Discretionary	<u>196.00</u>	<u>200.00</u>	2.04%	Outside Scope
1100 litre bulk containers					
- Administration and Container hire charge	Discretionary	135.00	138.00	2.22%	Outside Scope
- Collection charge	Discretionary	92.00	94.00	2.17%	Outside Scope
	Discretionary	<u>227.00</u>	<u>232.00</u>	2.20%	Outside Scope
1100 litre bulk containers - lockable					
- Administration and Container hire charge	Discretionary	151.00	154.00	1.99%	Outside Scope
- Collection charge	Discretionary	92.00	94.00	2.17%	Outside Scope
	Discretionary	<u>243.00</u>	<u>248.00</u>	2.06%	Outside Scope
Food waste	Discretionary	No charge	No charge		0 Outside Scope

Fees and charges

Recycling and Green Waste

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
<u>Green garden waste scheme</u>						
Sale of wheeled containers (includes purchase, delivery and administration costs)						
120 litre bin	Discretionary	22.00	23.00	4.55%	34,000	Outside Scope
240 litre bin	Discretionary	29.00	30.00	3.45%		Outside Scope
Annual subscription charge:						
120 litre bin	Discretionary	35.00	36.00	2.86%	440,000	Outside Scope
Each additional wheeled bin	Discretionary	35.00	36.00	2.86%		Outside Scope
240 litre bin	Discretionary	56.00	57.00	1.79%		Outside Scope
Each additional wheeled bin	Discretionary	56.00	57.00	1.79%		Outside Scope

Fees and charges

Car parking charges

Charge Status	From Jan 2019 £	From Jan 2020 £	% Increase	Yield £	VAT treatment		
<u>On street parking (includes VAT)</u>							
First residents permit	Discretionary	50.00	50.00	0.00%	N/A	Standard	
Additional permits	Discretionary	75.00	75.00	0.00%		Standard	
Daily visitor permits (max 120 per property per year)	Discretionary	2.00	2.00	0.00%		Standard	
Amendment to permit	Discretionary	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	0.00%	N/A	Standard	
each additional day	Discretionary	5.00	5.00	0.00%		Standard	
Bay suspension (each marked bay) up to 3 days	Discretionary	65.00	65.00	0.00%		Standard	
each additional day	Discretionary	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>							
<i>(Monday to Saturday unless otherwise indicated)</i>							
Egham (Precinct Extension)							
Virginia Water (Memorial Gardens)	Disabled Persons	Discretionary	No charge	No charge	700,000	Standard	
	Fee up to 1 hour	Discretionary	1.30	1.30		0.00%	Standard
	Fee 1 to 2 hours	Discretionary	2.50	2.50		0.00%	Standard
	Fee 2 to 3 hours	Discretionary	3.50	3.50		0.00%	Standard
<u>Medium Stay parking (includes VAT)</u>							
<i>(Monday to Saturday)</i>							
Egham (Hummer Road); Chertsey (Bemonds)							
	Disabled Person	Discretionary	No charge	No charge	700,000	Standard	
	Fee up to 1 hour	Discretionary	1.30	1.30		0.00%	Standard
	Fee 1 to 2 hours	Discretionary	2.50	2.50		0.00%	Standard
	Fee 2 to 3 hours	Discretionary	3.50	3.50		0.00%	Standard
	Fee 3 to 4 hours	Discretionary	4.00	4.00		0.00%	Standard
	Fee 4 to 5 hours	Discretionary	4.50	4.50		0.00%	Standard
	Fee 5 to 6 hours	Discretionary	5.50	5.50		0.00%	Standard
<u>Long stay parking (includes VAT)</u>							
<i>(Monday to Saturday)</i>							
Egham (Wasp Farm); Chertsey (Library); Virginia Water (British Legion) and (Memorial Gardens);							
Chertsey (Woodlands) Monday to Sunday							
	Disabled Person	Discretionary	No charge	No charge	700,000	Standard	
	Fee up to 1 hour	Discretionary	1.30	1.30		0.00%	Standard
	Fee 1 to 2 hours	Discretionary	2.50	2.50		0.00%	Standard
	Fee 2 to 3 hours	Discretionary	3.50	3.50		0.00%	Standard
	Fee 3 to 4 hours	Discretionary	4.00	4.00		0.00%	Standard
	Fee 4 to 5 hours	Discretionary	4.50	4.50		0.00%	Standard
	All Day Fee	Discretionary	7.00	7.00		0.00%	Standard

Fees and charges

Car parking charges

Charge Status	From Jan 2019 £	From Jan 2020 £	% 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		Standard
Fee up to 1 hour (Not Pooley Green)		0.60	0.60	0.00%	Included above
Fee 1 to 2 hours		1.20	1.20	0.00%	
Fee 2 to 3 hours		2.00	2.00	0.00%	
Fee 3 to 4 hours		3.00	3.00	0.00%	
Fee 4 to 5 hours		3.50	3.50	0.00%	
All Day Fee (Not Gogmore Farm)		5.50	5.50	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		50.00	50.00	0.00%	80,000
Parking in a disabled persons parking place without displaying a badge Unless payment of £35.00 is made within 14 days of issue		70.00	70.00	0.00%	
<u>Season/permit parking (includes VAT)</u>					
<u>Season Ticket (Monday to Saturday)</u>					
Covering Chertsey Library and Waspe Farm car parks					
Non-resident (per annum)	Discretionary	700.00	700.00	0.00%	125,000
Non-resident (per quarter)	Discretionary	250.00	250.00	0.00%	
Resident (per annum)	Discretionary	300.00	300.00	0.00%	
Resident (per quarter)	Discretionary	100.00	100.00	0.00%	
<u>Car park permits (Monday to Saturday)</u>					
Beomonds, British Legion, Hummer Road, Memorial Gardens, Precinct Extension, Woodlands					
Non-resident (per annum)	Discretionary	700.00	700.00	0.00%	125,000
Non-resident (per quarter)	Discretionary	250.00	250.00	0.00%	
Resident (per annum)	Discretionary	300.00	300.00	0.00%	
Resident (per quarter)	Discretionary	100.00	100.00	0.00%	
<u>Car park permits (Monday to Saturday)</u>					
Gogmore Farm					
(per annum)	Discretionary	500.00	500.00	0.00%	125,000
(per quarter)	Discretionary	125.00	125.00	0.00%	
<u>Car park permits (Monday to Saturday)</u>					
Victoria Street, St Judes Road and Pooley Green					
(per annum)	Discretionary	125.00	125.00	0.00%	Standard
(per quarter)	Discretionary	50.00	50.00	0.00%	
<u>Contract car parking</u>					
Chertsey (Beomonds Row, White Hart Row)					
Non-resident (per annum)	Discretionary	750.00	750.00	0.00%	Standard
Non-resident (per quarter)	Discretionary	225.00	225.00	0.00%	
Resident (per annum)	Discretionary	250.00	250.00	0.00%	
Resident (per quarter)	Discretionary	75.00	75.00	0.00%	
Contract Parking Key Deposit (Refundable on return of the key)					
	Discretionary	40.00	40.00	0.00%	- Outside Scope

Fees and charges

Other environment and sustainability charges

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
<u>Food hygiene and Health and Safety Courses</u>						
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		0	Standard
Food Export Certificate	Discretionary	96.00	98.00	2.08%	0	Outside Scope
Re-inspections requested by food businesses	Discretionary	153.00	156.00	1.96%	1,500	Outside Scope
<u>Environmental offences</u>						
<u>Penalty fines:</u>						
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximum	Statutory	80.00	80.00	0.00%	Outside Scope
Noise Act commercial/licenses offence		Statutory	500.00	500.00	0.00%	Outside Scope
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)		Statutory	300.00	300.00	0.00%	0 Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)		Statutory	300.00	300.00	0.00%	Outside Scope
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum	Statutory	100.00	100.00	0.00%	Outside Scope
<u>Smoke free enforcement</u>						
<u>Penalty fines:</u>						
Smoking in a smoke free place (reduced to £30 if paid within 15 days)		Statutory	50.00	50.00	0.00%	0 Outside Scope
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)		Statutory	200.00	200.00	0.00%	Outside Scope
<u>Abandoned vehicles</u>						
Fixed penalty notice fee (reduced to £160 if paid within 10 days)		Discretionary	200.00	200.00	0.00%	0 Outside Scope
<u>Littering and dog fouling/control fixed penalty fines</u>						
Littering (reduced to £80 if paid within 10 days)		Statutory	100.00	100.00	0.00%	60,000 Outside Scope
Dog fouling/control (reduced to £80 if paid within 14 days)		Statutory	100.00	100.00	0.00%	Outside Scope

Fees and charges

Other environment and sustainability charges

Charge	Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
Water sampling charges						
Risk assessment	(each assessment)	Statutory	500.00	500.00	0.00%	} 0 Outside Scope
Sampling	(each visit)	Statutory	100.00	100.00	0.00%	
Investigation	(each investigation)	Statutory	100.00	100.00	0.00%	
Granting and authorisation	(each authorisation)	Statutory	100.00	100.00	0.00%	
Analysing a sample:						
taken under regulation 10		Statutory	25.00	25.00	0.00%	
taken during check monitoring		Statutory	100.00	100.00	0.00%	
taken during audit monitoring		Statutory	500.00	500.00	0.00%	
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.						
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:					} 4,300	Outside Scope
https://www.runnymede.gov.uk/article/14095/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 838383						
Register of authorised processes						
Complete register		Discretionary	870.00	887.00	1.95%	} 0 Outside Scope
Individual entry		Discretionary	128.00	131.00	2.34%	
Contaminated Land						
Basic contaminated land enquiry at an hourly rate		Discretionary	91.00	93.00	2.20%	} 1,000 Outside Scope
Contaminated land enquiry for one property		Discretionary	202.00	206.00	1.98%	
Contaminated land enquiry for more than one property		Discretionary	387.00	395.00	2.07%	
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	0.00%	} 700 Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable		Discretionary	67.00	67.00	0.00%	
			92.00	92.00	0.00%	
			25.00	25.00	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	0.00%	} 700 Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable		Discretionary	106.00	106.00	0.00%	
			131.00	131.00	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 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
<u>Highway and engineering charges</u>						
<u>Copies of plans etc. (includes VAT)</u>						
A4 Size	Discretionary	12.00	12.25	2.08%	}	Standard
A3 Size	Discretionary	13.25	13.50	1.89%		Standard
Larger than A3 size	Discretionary	27.50	28.00	1.82%		Standard
A minimum fee for replying to technical questions	Discretionary	156.00	159.00	1.92%		Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.						
<u>Rechargeable works (includes VAT)</u>						
At cost of works plus 20%					0	Standard
<u>Street naming and numbering</u>						
<u>Existing properties</u>						
Individual property naming or renaming including notification	Discretionary	63.25	64.50	1.98%	}	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	Discretionary	15.75	16.00	1.59%		Outside Scope
Renaming a street : requested by residents including notification	Discretionary					Outside Scope
<u>New addresses</u>						
New development of first plot	Discretionary	63.25	64.50	1.98%	}	Outside Scope
New development for plots 2 -5 (per plot)	Discretionary	32.25	33.00	2.33%		Outside Scope
New development for plots 6 - 10 (per plot)	Discretionary	27.00	27.50	1.85%		Outside Scope
New development for plots 11 - 20 (per plot)	Discretionary	21.50	22.00	2.33%		Outside Scope
New development for plots 21 and greater (per plot)	Discretionary	15.75	16.00	1.59%		Outside Scope
Additional charge, where this includes naming of a street (per street)	Discretionary	106.00	108.00	1.89%		Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	Discretionary	106.00	108.00	1.89%		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/14492/Fees-street-naming-and-numbering>

Fees and charges

Other environment and sustainability charges

	Charge Status	From April 2019 £	From April 2020 £	% 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	75.00	75.00	0.00%	0	Standard
<u>Street trading consents</u>						
Basic fee	Discretionary	870.00	890.00	2.30%	0	Outside Scope
Additional annual charge for each day of the week a trader operates	Discretionary	200.00	205.00	2.50%		Outside Scope
<u>Sale of technical documents</u>						
Fee at the discretion of the Environmental Health and Licensing Manager	Discretionary	POA	POA		0	Standard
<u>Annual animal licence fees</u>						
Higher Tier activities (exc. Home board and day care dogs) New application	Discretionary	335.96	335.96	0.00%	6,000	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	Discretionary	227.67	227.67	0.00%		Outside Scope
Lower Tier activities (Home board and day care dogs) New application	Discretionary	311.89	311.89	0.00%		Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	Discretionary	203.61	203.61	0.00%		Outside Scope
Additional activity charge	Discretionary	45.73	45.73	0.00%		Outside Scope
Enforcement charge	Discretionary	160.56	160.56	0.00%		Outside Scope
Re-rating fee	Discretionary	185.35	185.35	0.00%		Outside Scope
Transfer / variation	Discretionary	50.00	50.00	0.00%		Outside Scope
Copy of licence	Discretionary	30.00	30.00	0.00%		Outside Scope
Dangerous wild animals	Discretionary	493.00	493.00	0.00%	Outside Scope	
<u>Vet fees</u>						
If Veterinary Inspections are necessary in order to grant above licences			Recovery of costs incurred			Outside Scope

8. **SINGLE USE PLASTIC - (ENVIRONMENTAL SERVICES – Peter Burke)**

Synopsis of report:

To recommend the formal adoption or pledge to a Runnymede Borough Council (RBC) policy on eliminating avoidable single use plastic (SUP)

Recommendation:

Runnymede Borough Council adopt or pledge commitment to a RBC policy with respect to the elimination of single-use plastic in the Borough

1. **Context of report**

- 1.1 A single-use plastic strategy for the County was formulated and agreed by the Surrey Environmental Partnership (SEP) in early 2019. This report requests that that strategy in the form of a RBC SUP policy be formally adopted or pledged to by the Council.

2. **Report**

- 2.1 In January 2018 the UK Government published its 25 -Year Environment Plan, included within that plan was a target of “achieving zero avoidable plastic waste by the end of 2042”. All 12 Surrey local authorities working under the banner of the Surrey Waste Partnership (SWP), since renamed the Surrey Environmental Partnership (SEP) recognising the urgent need to tackle this issue came together with a common vision of “supporting Surrey to become a SUP free county”.
- 2.2 Having agreed joint policy objectives in October 2018 the strategy document available at <https://www.surreyep.org.uk/reduce-reuse-recycle/single-use-plastics/> was formulated, agreed and published by the SEP in January 2019. The strategy is divided into four main themes as follows and includes a 5-year action plan.
1. Getting our house in order - To end the sale and provision of SUP products in order to phase out the use of SUP across our estates and operations wherever possible.
 2. Working with our suppliers and contractors - Ensure that our procurement policies and procedures require all our suppliers to reduce and work towards zero avoidable SUP use (wherever possible) in their service provision including at any events that are run. Support greater awareness and action in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.
 3. Help raise awareness across Surrey - Share best practice, raise awareness, and support our own staff, partner authorities, communities, schools, businesses and beyond towards making their own buildings SUP free zones.
 4. Supporting Surrey to take action - With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a focus

on busy public locations, and other areas where local authorities have control or influence.

- 2.3 Ten of the twelve authorities making up the SEP have formally adopted the strategy or pledged commitment to tackling SUP. Unfortunately, due to a change of staff at the time and a long term depot vacancy the strategy has not been presented to RBC for formal adoption or pledging until now. In seeking to rectify that oversight Members are made aware that the SUP strategy is already actively embedded in the Council's procurement processes (under theme 2 of the strategy) and other practical measures such as phasing out the SUP milk pots within the Council has been implemented.
- 2.4 Attached at Appendix 'B' is a draft RBC SUP Policy statement reflecting the Surrey wide strategy which if adopted or pledged will be published online.

3. **Resource implications**

- 3.1 There may be some financial implications related to sourcing alternative reusable products to those comprising SUP. Additionally implementation and monitoring the effectiveness of the 5 year action plan will require Officer input which will be met from within existing staff resources.

4. **Legal implications**

- 4.1 There are no direct legal implications arising from this matter.

5. **Equality implications**

- 5.1 There are no equality implications in respect of this matter.

6. **Environmental implications**

- 6.1 The elimination of avoidable SUP is a positive step in reducing waste, in meeting RBC's environmental objectives and that of the wider green agenda.

(To resolve)

Background papers

<https://www.gov.uk/government/publications/25-year-environment-plan>

Runnymede Borough Council Single-Use Plastics (SUP) Policy

Plastic waste is one of the greatest environmental challenges facing the world today. The UK Government estimates that there are currently more than 150 million tonnes of plastic in the world's oceans, and 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

DEFRA has published its 25 Year Environment Plan, presenting their target of "achieving zero avoidable plastic waste by the end of 2042". RBC is strongly committed to take responsibility for tackling the plastic waste problem both within the local area and across the UK.

RBC will reduce and work towards zero avoidable SUP across its own operations and services. RBC will also pro-actively work with partners, district & borough councils, schools, and businesses to find positive solutions to reduce unnecessary plastic waste in Surrey.

What are single-use plastics (SUP)?

☒ The definition for SUP according to the Institute for European Environmental Policy: "single use plastics can include any disposable plastic item which is designed to be used only once". Single use items are often used in packaging, consumer products, cosmetics and healthcare. Examples include: light-weight plastic bags, disposable utensils, stirrers, beverage containers, coffee capsules, and wet wipes.

☒ This policy seeks to eliminate avoidable SUP waste. RBC will initially focus on eliminating the use of the plastic drinks bottles and caps, plastic food takeaway boxes, plastic cutlery, disposable coffee cups, straws, stirrers and plastic lids.

What is our commitment for supporting Surrey to become SUP free?

1. End the sale and provision of SUP products in order to phase out SUP use across RBC estate and operations wherever possible.
2. Ensure that our procurement policies and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (wherever possible).
3. Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across RBC estates.

4. Share best practice, raise awareness, and support RBC staff, partners, communities, schools, district and borough councils, businesses and beyond towards making their own locations avoidable plastic-free zones.

5. Work with all stakeholders including district and boroughs, schools, communities and businesses to promote, support and innovate to reduce SUP across Surrey.

9. **SURREY COUNTY COUNCIL AGENCY AGREEMENT FOR HIGHWAY VERGE CUTTING AND WEED CONTROL INTER AUTHORITY AGREEMENT – (ENVIRONMENTAL SERVICES – Peter Burke)**

Synopsis of report:

To update Members on the present arrangements with Surrey County Council and Spelthorne Borough Council (SBC) for carrying out highways verge cutting and weed control in Runnymede

To recommend the present arrangements for verge cutting and weed control be extended for a further period of nine months to enable a detailed review and decision on how this service is provided from 2021

Recommendation:

The present arrangements with Spelthorne Borough Council for verge maintenance and weed control be extended for a further period of nine months from 1 April 2020 until 31 December 2020

1. **Context of report**

- 1.1 At the meeting of Environment and Sustainability Committee on 15 March 2018 Members resolved to enter into an Inter Authority Agreement with Spelthorne Borough Council (SBC) for an initial period of 2 years to fulfil Runnymede's obligation to Surrey County Council (SCC) for highways verge cutting and weed control. The present Inter Authority Agreement between RBC and SBC (£110,000) expires on the 31 March 2020. However RBC's obligation to SCC runs until 31 March 2022.
- 1.2 This report details the present state of the agreements between the three authorities and provides Members with several options for future verge cutting and weed control within Runnymede.
- 1.3 With the SBC agreement scheduled to end in March 2020 the report recommends that this agreement be extended for a further period of nine months to allow consideration of options as to how this service could be better delivered going forward.

2. **Report**

- 2.1 Runnymede Borough Council (RBC) along with other Surrey local authorities undertakes highways verge cutting and weed control on behalf of SCC under an Agency Agreement. Rolling agreements have been in place since 2009, with the last formal 4-year agreement due to end on 31 March 2022.
- 2.2 At the meeting of Environment and Sustainability Committee on 15 March 2018 and with respect to fulfilling Runnymede's obligation to SCC under the existing Agency Agreement for highway verge cutting, Members resolved to enter into an Inter Authority Agreement with Spelthorne Borough Council (SBC) for an initial period of 2 years i.e. April 2018 to April 2020. The Agreement with SBC is due to expire on the

31 March 2020. At the same meeting Members resolved to extend a contract with Environmental Husbandry Ltd for weed control for 2 years from April 2018 until April 2020. The agreement with SBC does not cover weed control - responsibility for this remains with RBC utilising the services of Environmental Husbandry Ltd.

- 2.3 The existing environmental maintenance budget received from SCC under the present agreement is £67,834.00 (this was a revised fee following a 36% reduction of the original budget notified by SCC at the start of the agreement in 2016). In January 2018 SCC indicated that a 2018 – 2022 agreement would remain at this level with an RPI(x) increase per year (although this has not subsequently been applied).
- 2.4 At the meeting on 15 March 2018 in a committee report Members were asked to note that Runnymede's grounds maintenance contract, covering landscaping works in open spaces of the Borough under the control of the Green Spaces team and Community Services Committee expired at the end of December 2019. Additionally, that the interim arrangement with SBC would provide Runnymede with options for potential additional joint working in future and that this would be the subject of an additional report for Members consideration.
- 2.5 Under the present arrangement with SBC (for the sum of £110,000) SBC supply a 3-man crew, vehicles & equipment for 12 months of the year to cover litter picking before grass cutting, strimming and blowing on a 4-week cycle between March & October (during the heavy growing season they would schedule 5 weeks so as not to fall behind). The crew remain static in Runnymede for 12 months of the year and provide leaf clearance on the highway verges out of grass cutting season.
- 2.6 The cost also includes a side-arm tractor to flail St Peters Way on 3 separate nights in the year (arrangements for lane closures are managed and co-ordinated by Runnymede, with street cleansing also provided by Runnymede on these closures). No other costs have been associated with lane closures for high speed roads other than provision of staff for cutting, strimming and blowing.
- 2.7 The sum of £110,000 includes provision for a supervisor to monitor progress and standards this supervisor would also be available to discuss concerns with the appropriate Runnymede manager.
- 2.8 Members are made aware that Runnymede's grounds maintenance contract, covering landscaping works in open spaces of the Borough under the control of the Green Spaces team and Community Services Committee was recently extended until the end of December 2020. This contract with Burleys is at an annual cost of £278,789 and was extended for this further period at this cost (plus RPI) to allow for detailed review and consideration of service provision from 2021 onwards.

3. **Options**

- 3.1 There are several options open to RBC with respect to fulfilling the existing verge maintenance and weed control contract/arrangements for Members to consider as follows;
 1. Subject to agreement with SBC look to extend the present arrangements for a further 2 years up to 31 March 2022 to cover the SCC obligations and the additional work required by RBC.
 2. Look to put in place arrangements to fulfil the separate weed control elements of the SCC Agency Agreement unto 31 March 2022 (This may involve a separate

contractor or SBC also providing this function in addition to the grass cutting element).

3. Propose SCC enter into a direct Agency Agreement with SBC from 1 April 2020 to cover the RBC area removing RBC from the picture. RBC could still provide additional funding direct to SBC under a separate contract for additional cuts etc.
4. In line with the Green Space grounds maintenance contract look to extend the present arrangements with SBC until end of December 2020 (i.e. a further 9 months) with a view to rolling up both the SCC and Grounds Maintenance contract in to one and tender the service for 2021 onwards. Similarly look to extend the present weed control arrangements under the SCC contract also until the end of December 2020 (i.e. a further 9 months).
5. Roll up both the SCC and Green Space grounds maintenance contracts in to one and explore an in-house solution through the provision of a fully funded capability.

3.2 Officers believe option 4 provides the most appropriate way forward at this stage.

4. **Resource implications**

4.1 The annual sum paid to SBC, £110,000 in combination with the £16,000 required for weed control totals £126,000. This slightly exceeds the sum provided by SCC £67,834 and the additional provision subsidy by RBC £57,200 (total £125,034). The budget shortfall for the last two years was met from existing resources and the reassigning of budgets for leaf clearance and street cleaning both of which were covered in the inter-agency agreement with SBC and this will continue to be the case with respect to the proposed extension of the arrangements to the end of December 2020.

5. **Legal implications**

5.1 If Members give their approval then the present arrangement for verge cutting with SBC will be extended until 31 December 2020 as will arrangements covering the weed control elements of the SCC contract.

6. **Equality implications**

6.1 There are no equality implications in respect of this matter.

7. **Environmental implications**

7.1 In the main, verge maintenance work is undertaken on the grounds of aesthetics i.e. the visual impact of overgrown grass verges and weed growth, street cleaning i.e. litter which becomes entangled in long grass etc. and with road safety in mind and the necessity for clear lines of site. However, this should be balanced by consideration of the natural environment and a need to preserve or enhance wild flower growth for bees etc. together with the effects of the herbicides used.

7.2 Whilst the aforementioned implications and the green credentials of our present contractors e.g. the type of vehicles and equipment used in carrying out this work may not have been a consideration in the past and for the requested nine month extension in this report. They will be fully considered and taken in to account in any future reports on this service going forward.

(To resolve)

Background papers

None

10. **ENVIRONMENTAL CONSIDERATIONS – (ENVIRONMENTAL SERVICES
– Peter Burke)**

Synopsis of report:

To recommend the inclusion within all Committee agenda reports requiring a decision of a mandatory section that deals with the consideration of environment and sustainability/biodiversity implications of the subject matter in the reports

Recommendation:

All Committee agenda reports requiring a decision include a mandatory section that deals with the consideration of environmental and sustainability/biodiversity implications of the subject matter in the reports

1. **Context of report**

1.1 With regard to further environmental transparency, accountability and the increasing current awareness within both Runnymede Borough Council (RBC) and the country at large in respect to climate change matters, the Council at its meeting on the 18 July 2019, resolved to commit RBC to undertaking an Environmental Impact Assessment when any decision is made, funding agreed, or actions taken. This assessment must ensure that RBC has considered the environmental implications of the Council's actions. This report proposes a practical and proportionate approach for implementing that commitment.

2. **Report**

2.1 Environmental Impact Assessments (EIA) procedures are predominately used under planning legislation and in other fields in relation to projects that are likely to have significant effects on the environment. The purpose of the EIA being to ensure that those taking the decision do so in full knowledge of those likely significant effects and takes this into account in the decision making process. EIAs are comprehensive and wide in their scope and therefore are only legally required to be undertaken in respect of major development work and infrastructure projects for example.

2.2 At its meeting on the 18 July 2019 the Council committed to some form of EIA being undertaken when any decision is made, funding agreed, or actions taken. To carry out a full EIA in respect of each individual decision would be both time consuming and inappropriate for the vast majority of tasks and decisions undertaken on a daily basis, see <https://www.gov.uk/government/publications/environmental-impact-assessment-screening-checklist>. However, the statutory EIA principles and the

effects on the wider environment should be a determinant for all decision makers. This commitment could be facilitated and readily addressed by the inclusion within all Committee reports requiring a decision of a mandatory section that deals with the consideration of environmental and sustainability/biodiversity implications of the subject matter in the report.

- 2.3 The existing RBC 'draft agenda report format' template attached at Appendix 'C' already provides for the relevant environmental implications to be included and considered in a report (where applicable) and therefore an emphasis and commitment to ensuring these implications are addressed could satisfy the requirements of the Council's EIA resolution of 18th July. Reports aside, Officers could also be expected to record their considerations of environmental matters in relation to decisions taken under delegated authority.
- 2.4 If there are no direct environmental implications for reports etc. then a statement to that effect should be included to show that this issue has been considered.
3. **Resource implications**
 - 3.1 Mandatory inclusion of a section on environmental and sustainability/biodiversity considerations by Officers within all reports requiring a decision should be attainable from within existing staff resources.
4. **Legal implications**
 - 4.1 Under the Natural Environment and Rural Communities Act 2006 the local authority has a duty to have regard to conserving biodiversity as part of its policy and decision making.
5. **Equality implications**
 - 5.1 There are no equality implications in respect of this matter.
6. **Environmental implications**
 - 6.1 Inclusion of a mandatory environmental and sustainability/biodiversity consideration will satisfy the requirements of the Councils EIA resolution of 18 July and will have a positive effect in ensuring such considerations are addressed going forward.

(To resolve)

Background papers

Full Council minutes 18/07/19

Draft agenda report format

Originator	
Committee	
Date of Meeting	
WP Job Reference	INSERT NETWORK DRIVE (WPCMIN) AND REFERENCE (for example: WPCMIN\All Committee reports\Planning Committee\2019\Sept\Appeals)

Title of report and originating business centre should be in capital letters eg APPEALS (PLANNING)(Name of Author)

The sub-headings within reports should be written in sentence case rather than title case, as shown below, to meet corporate style guidelines.

Synopsis of report:

Recommendation(s):

1. **Context of report**
 - History and previous Council or Committee consideration, including dates thereof.
2. **Report and, where applicable, options considered**
3. **Policy framework implications**
 - Relevance of existing policy; conformity or departure. Also consider reference to the following other sources e.g:Corporate Business Plan, Business Centre Plan, any relevant service specific strategy or policy document, and any relevant previous resolution setting policy.
4. **Resource implications (where applicable)**

Resource implications of suggested course of action:-

 - Capital (Has the Finance Capital Appraisal proforma been completed?)
 - Revenue and annual costs
 - Income
 - Staffing needs
 - Comments of Corporate Director of Resources
5. **Legal implications**
6. **Equality implications**
7. **Other implications (where applicable)**

- Environmental
- Corporate Business Plan / Business Centre Plans
- Human Rights
- Crime and Disorder (Section 17 implications)
- Head of HR and UNISON views, if report has staffing implications
- Disability Discrimination Act
- Sustainability implications / biodiversity
- Procurement
- Risk management
- Social inclusion
- Freedom of Information Act
- Consultation Strategy
- Communications issues relating to report
- Data Protection

8. Conclusions

(To recommend/To resolve/For information)

Background papers

11. **ENVIRONMENTAL SERVICES BUSINESS PLAN 2020/21 – (ENVIRONMENTAL SERVICES – Peter Burke)**

Synopsis of report:

This report informs Members of the key achievements to date in the 2019/20 financial year for the Environmental Services Business Centre and proposes the Environmental Services Business Centre Plan 2020/21 for approval. It should be noted the business cases being proposed are still subject to recommendation by Corporate Management Committee to Full Council, and Full Council’s approval in February 2020.

Recommendation:

- i) Members approve the 2020/21 Environmental Services Business Centre Plan**
- ii) Members note the business cases requiring additional expenditure are still subject to recommendation by Corporate Management Committee to Full Council, and Full Council’s approval in February 2020**

1. Context of report

- 1.1 As part of the annual business planning cycle each business centre completes an annual Business Centre Plan which sets out for the forthcoming year: key drivers/influences, objectives, performance/activity indicators, the links to the themes in the draft Corporate Business Plan 2020-2024, and key risks, by utilising a standard corporate template.

2. Report

- 2.1 The full Environmental Services Business Unit Plan can be found in Appendix ‘D’ A summary is provided below.

2.2 Purpose of the Environmental Services Business Centre

- 2.2.1 Environmental Services is a multi-disciplinary business centre covering a range of services including Environmental Health and Licensing, Direct Services Organisation (DSO) and Engineering Services.

2.3 Key achievements in 2019/20 (to date)

- 2.3.1 The key achievements in 2019/20 to date by the Business Centre are:
- Licensed an additional 58 Houses in Multiple Occupation (HMO) premises under new HMO licensing regime
 - Successfully issued 40 new licences under the animal welfare licensing system.
 - Taken part in 3 stop and search initiatives with Police, VOSA, the EA and Trading Standards
 - Seized 2 vehicles in connection with fly-tipping offences

- Collected approximately 2,500,000 bins (including recycling, food, green and trade waste)

2.4 Key drivers/influences

2.4.1 The key drivers/influences impacting on the Environmental Services Business Centre and the objectives to deliver them in 2020/21 are laid out in the appended Business Centre Plan.

2.5 Key areas of change in 2020/21

2.5.1 The proposed key areas of change for the Business Centre in 2020/21 are:

- Completion of the DSO management restructure
- Introduction of new refuse fleet vehicles and fleet maintenance supplier
- Establishment of a Joint Enforcement Team (JET)
- Completion of feasibility study and implementation of depot infrastructure works
- Implementation of matters arising out of climate change work

2.6 Performance/Activity Indicators

2.6.1 The Performance Activity Indicators for 2020/21 are:

Performance Indicator	Target				
	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)
ES1: Residual household waste per household (kg)	115	115	115	115	460
ES2: Percentage of household waste sent for re-use, recycling and composting (%)	47%	47%	47%	47%	47%
ES3: Number of missed bin collection complaints	1000	1000	1000	1000	4000

ES4: Number of street cleansing complaints (overflowing litterbins, overflowing dog bins, and general litter/detritus complaints)	150	150	150	150	600
ESvii: Percentage of food establishments in the borough achieving level 3 or above ratings under the National Food Hygiene Rating Scheme (%)					94%

2.6.2 It should be noted that the final indicators chosen to be part of the corporate set will not be finalised until March 2020 at Corporate Management Committee.

3. Policy framework implications

3.1 This Plan supports the achievement of all themes in the draft Corporate Business Plan 2020-2024:

4. Resource implications

4.1 Section 5 of the Business Plan lists the requested growth items associated with the plan, and Appendix 'E' contains the full business cases for these growth items. All growth requests are still subject to Corporate Management Committee's recommendation to Full Council, and approval by Full Council in February 2020.

(To resolve)

Background papers

None stated

Environmental Services Business Centre 2020/2021

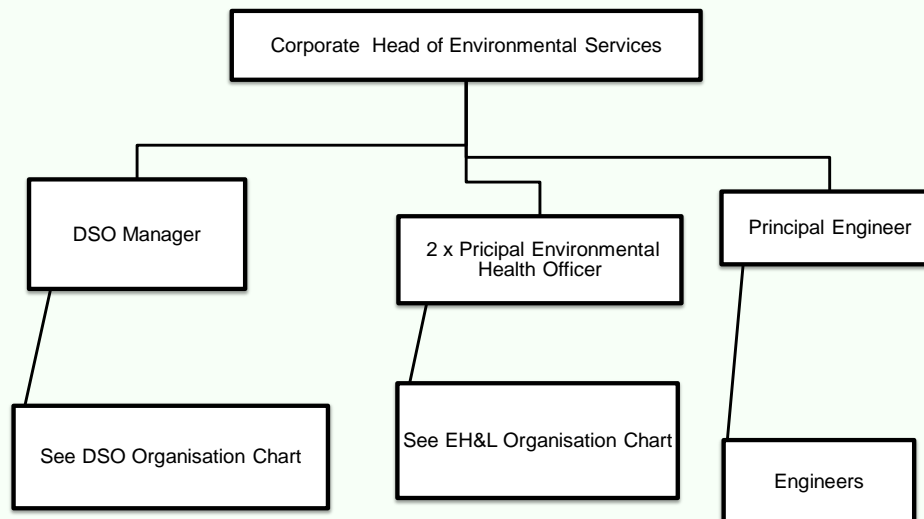
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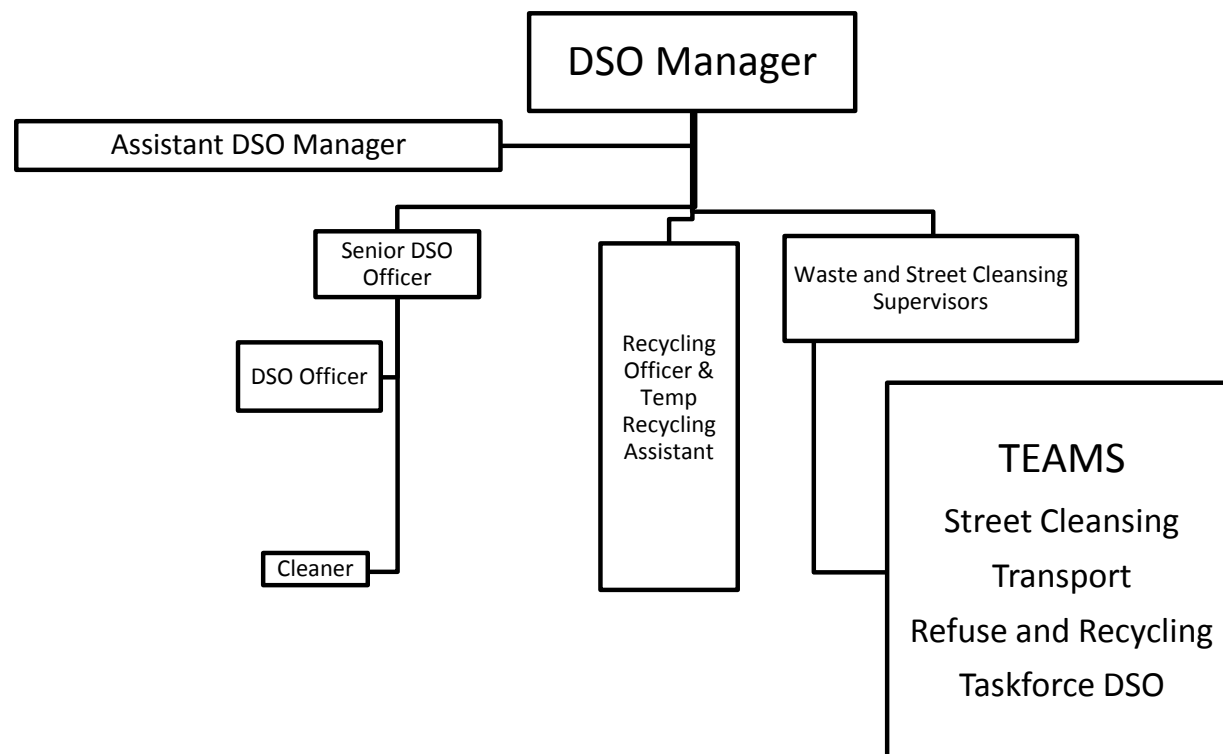
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Date 23/10/19
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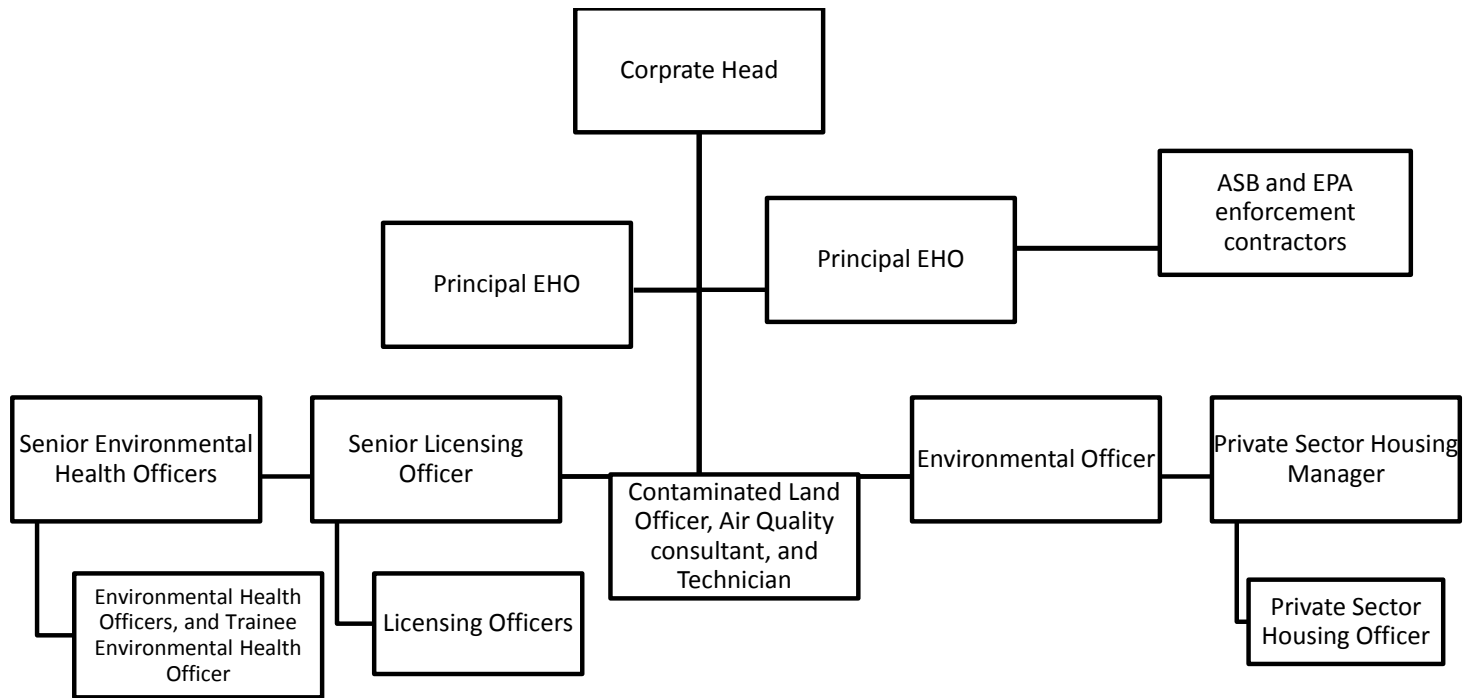
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Section 4: Environmental Services Business Unit/Team's planned work	X
Section 5: Environmental Services Business Unit/Team's requested growth	X
Section 6: Environmental Services Business Unit/Team's performance indicators	X
Section 7: Summary of the Environmental Services Business Unit/Team's contribution to Corporate Business Plan	X
Section 8: Environmental Services Business Unit/Team's risk management	X

Section 1: Environmental Services Business Unit/Team's structure:







Committee(s):

Environment and Sustainability

Corporate Management

Licensing

Regulatory

Housing (for Private Sector Housing)

Community Services (for Anti-social Behaviour)

Environment & Sustainability Working Group

Runnymede Joint Committee Working Group

Section 2: Environmental Services Business Unit/Team overviews

Environmental Services is a multi-disciplinary business centre covering a range of services including Environmental Health and Licensing, Direct Services Organisation (DSO) and Engineering Services

Environmental Health and Licensing

Environmental Health and Licensing covers a number of areas, Commercial, Residential, Private Sector Housing, Environmental Crime and Licensing.

Commercial – enforcement of legislation relating to food safety in commercial premises such as restaurants and cafes, health and safety at work, environmental protection, smokefree legislation, dealing with private water supplies and infectious diseases investigations.

Residential – enforcement of legislation relating to air pollution, environmental protection, pest and dog control, noise in residential premises, caravan site licensing, park homes and contaminated land matters, public health licensing of tattooists, acupuncturist and skin piercers and animal licensing. .

Private Sector Housing – enforcement and administration licensing of houses in multiple occupation (HMOs) and housing standards in the private sector

Environmental Crime – enforcement of legislation relating to fly-tipping, abandoned vehicles, waste, and elements of anti-social behaviour

Licensing – enforcement and administration of alcohol, personal and related licences, gambling licences, taxi and private hire and operator licensing.

Staff

2 x Principal Environmental Health and Licensing
4 x Senior Environmental Health Officers
1 x Graduate Environmental Health Officer
1 x Environmental Health Technician
1 x Environmental Officer
1 x Contaminated Land Officer
1 x Senior Licensing Officer
0.67fte x Licensing Officers
1 x licensing administrator
1 x Private Sector Housing Manager
1 x Private Sector Housing Officer
1. x Private Sector Enforcement Officer
1. x Housing Enforcement Admin Officer

Key service statistics

No of food premises = 757

No of H&S = 1674

No of smoke free premises 2240

No of licensed caravan sites = 38

No of industrial/pollution permits = 23
No. of Animal Welfare at Oct 1 2019 = 40
No. of Skin piercing, acupuncture and tattoo licenses = 184
No. of licensed HMOs as at Oct 1 2019 = 386
No. of Betting shop premises licences = 13
No. of Family entertainment centres licensed = 1
No. of Club Gaming permits = 11
No. of Lottery Licences = 45
No of premises/club licences = 277
No of premises gaming permits = 26
No. of Private Hire Operators = 25
No of taxi drivers licensed = 174
No of taxis licensed = 159

Request for service/complaints 2018/19 = 2051 (excluding licensing but including abandoned vehicles)
No of enforcement notices served 2018/19 = 49
No of enforcement notices served by contractors Jan 2019 – Sept 2019 = 497 (including write offs and cancellations)

Abandoned Vehicles

No. of vehicles investigated 2018/19 = 165
No. of vehicles removed/scrapped 2018/19 = 35

Direct Services Organisation (DSO)

The DSO operates the Council's Recycling and Waste Collection and Street Cleansing Services and several other related services from the Council's Ford Road Depot in Chertsey.

The main Waste Collection services include the collection of mixed recycling, food and garden waste, household, trade and clinical waste and bulky household items and the management of recycling bring sites.

Street Cleansing includes street sweeping and litter picking and the removal of fly tips and fly posters from public highways and land. Associated services include the removal of graffiti from public facing highway and other property, the maintenance of public lighting on Borough Housing land, parks, open spaces and car parks and the maintenance of CCTV cameras operated by the Council's Safer Runnymede service.

The DSO also has teams that carry out the maintenance of drainage and sewers and watercourses, minor civil engineering works, Borough Housing void clearance, elections support, winter maintenance on Borough property and the opening and cleaning of public toilets.

The DSO also manages a scheme for the sponsorship of highway roundabouts and an agency agreement with SCC for highway verge and hedge maintenance and weed control.

The DSO has a key role in providing resources and equipment in the event of civil emergencies and operates Chertsey Depot, which provides a base for all the DSO operated services, the Council's Parking Services team, Community buses and community meals vehicles and the Council's emergency store. The Depot also contains a workshop for the servicing and maintenance of the Council's operational vehicles.

Key service statistics: April 2019

Recycling

Tonnes of recycling collected per year: -

Mixed recyclables (Kerbside) = 7,165

Food waste = 2,426

Green waste = 2,365

No of green waste customers = 8,456

Refuse

Tonnes of waste collected per year: -

Domestic = 12,965

Trade = 1,769

Special collections = 0

Street Cleansing

No. of litter bins = 617

No. of dog bins – 287

Fly tips removed per year = 665

Graffiti

No. of instances of graffiti removed per year = 15

Staff

Direct Services Manager (1)

Deputy Direct Services Manager (1 vacant)

Waste and Street Cleansing Supervisors (2) = 1 acting up

Senior DSO Officer (1)

DSO Officer (1)

Transport Manager (1)

Depot /Transport Assistant (1)

Recycling Officer (1)

Street Cleansing staff (21.31)

Recycling and Refuse staff (39)

Taskforce and electrician (3.9)

Office Cleaner (0.27)

Mobile Cleaner (1.78)

Engineering Services

The Engineering Services team provides a local land drainage service to identify, design and implement land drainage schemes that alleviate the risk of flooding and liaises with the Environment Agency in carrying out their land drainage functions. The team also liaises with Thames Water in improving sewage management in the Borough and advises Planners on the drainage provision for planning applications.

The team's engineers design and supervise the construction of projects such as town centre environmental improvements and provide engineering support and technical advice for other Council services. It manages the maintenance of street furniture (bus shelters and benches) and manages street naming and numbering within the Borough.

Key business centre statistics Oct 2019

No. of Street nameplates = 3,342

No. of seats = 121

No. of bus shelters = 95

Staff (3)

1 x Engineer

2 x Vacant Engineer

Section 3: Environmental Services Business Unit/Team's key drivers/influences

Environmental Health and Licensing

Drivers and influences		
Internal drivers/influences		
Key corporate drivers/influences	Key drivers/influences of any business centre strategies/key documents	
<ul style="list-style-type: none"> • The Corporate Business Plan is trying to achieve against the following themes: <ul style="list-style-type: none"> - Supporting Our Communities - Enhancing Our Environment - Improving Our Economy - Developing Our Organisation • Corporate Key Performance Indicators. • There is a need to increase income generation to offset growing costs and loss of government grants. 	<ul style="list-style-type: none"> Food Safety Service Plan Air Quality Strategy Contaminated Land Strategy Environmental Services Enforcement Policy. Licensing Policy Gambling Policy Private Sector Housing Enforcement Policy. Private Sector Housing Renewal Strategy. 	
External drivers/influences		
Key community/consultation drivers/influences	Key partner's / supplier's drivers/influences	National key drivers/influences
<ul style="list-style-type: none"> • Food Standards Agency • Health and Safety Executive • Department for Environment, Farming and Rural Affairs (Defra) • Gambling Commission • Home Office • Public Health England • Environment Agency 	<ul style="list-style-type: none"> • Surrey Borough and District Councils • Health Protection Agency • Surrey County Council • Central Government Agencies • Surrey Police • Chartered Institute of Environmental Health (CIEH) 	<ul style="list-style-type: none"> • Regulate enforcement expectations and delivery of services. • Regulatory minimum service standards. • Submission of statutory returns

Drivers and influences		
Internal drivers/influences		
Key corporate drivers/influences	Key drivers/influences of any business centre strategies/key documents	
<ul style="list-style-type: none"> • The Corporate Business Plan is trying to achieve against the following themes: <ul style="list-style-type: none"> - Supporting Our Communities - Enhancing Our Environment - Improving Our Economy - Developing Our Organisation • Corporate Key Performance Indicators. • There is a need to increase income generation to offset growing costs and loss of government grants. 	<ul style="list-style-type: none"> • SEP and SCC targets for increasing domestic recycling • RBC KPI's for recycling and refuse collection and street cleansing • EPA standards for street cleansing • Waste exemption permits • Government Waste Strategy (England) 	
External drivers/influences		
Key community/consultation drivers/influences	Key partner's / supplier's drivers/influences	National key drivers/influences
<ul style="list-style-type: none"> • Consultation with trade waste customers to establish demand for trade recycling service • Consultation with schools to establish demand for recycling food waste • Government consultations on waste 	<ul style="list-style-type: none"> • Surrey Environmental Partnership • Surrey County Council as Waste Disposal Authority • Surrey County Council as Highway Authority • Environmental Protection Act 1990 • Changes in Government Legislations e.g. treatment of road sweepings • Biffa and Surrey Heath for disposal of dry recycling materials • Collier Environmental Services for disposal of garden waste • Heil Europe Ltd for servicing of transport fleet 	<ul style="list-style-type: none"> • Cleaner Neighbourhoods and Environment Act 2005 • Environmental Protection Act 2009 • EU Waste Framework Directive • The Waste (England and Wales) Regulations 2012 • Environmental Permitting (England and Wales) Regulation 2010 • Hazardous Waste Regulations • Landfill Directive • End of Life Vehicles (ELVs) Regulation 2003 • Environment Act 1995 • Waste Minimisation Act 1998 • The Health and Safety at Work Act 1974 • Vehicle and Operator Services Agency

Engineering Services

Drivers and influences		
Internal drivers/influences		
Key corporate drivers/influences	Key drivers/influences/documents	
<ul style="list-style-type: none"> • The Corporate Business Plan is trying to achieve against the following themes: <ul style="list-style-type: none"> - Supporting Our Communities - Enhancing Our Environment - Improving Our Economy - Developing our people • Corporate Key Performance Indicators. • There is a need to increase income generation to offset growing costs and loss of government grants. 		
External drivers/influences		
Key community/consultation drivers/influences (if applicable)	Key partner's / supplier's drivers/influences (if applicable)	National key drivers/influences
	Runnymede Flood Forum Environment Agency Surrey County Council Surrey Borough and District Councils	Public Health Act 1925 (for street naming and name plates) Town and Improvement Clauses Act 1847 (for numbering of properties)

Section 4: Planned work

4.1 Change-related activity in this year

Key:  Project  Review  One-off Activity

A Project: The output and outcomes are known and defined, and the project works to deliver that output or outcome using the project management toolkit with regular reporting on progress.

A Review: Covers work undertaken which may recommend one or more eventual projects (you don't yet know what the final implementation looks like). The outputs or outcomes are unknown or undefined at the start of the work. It could be a review of current work or it could be feasibility work. Reviews may still be run using project management methodology to aid progress e.g. a Halls Review.

One-off Activity: An additional one-off piece of work on top of the day to day, not necessarily requiring a full project team but may seek input from others as required to complete the work. It is less complex than a project – e.g. updating a policy, undertaking recruitment, or undertaking a tender.

Projects					
Ref.	Project name <i>(N.B. Detailed objectives, deliverables and risks can be found in Project Charters)</i>	Team/section leading on the project (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the project brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
ES01	Establishment of a Joint Enforcement Team (JET)	EH/HR/	Enhanced enforcement capability and improvements in environmental standards	End of Mar 21	Yes
ES02	Planning and improvement of depot infrastructure subject to feasibility study	DSO	Sustainability of depot facilities to deliver services	By Mar 21	Yes
ES03	Tendering of the new E&L software system to replace or upgrade current CIVICA system	EH&L/Finance	Increased system capability and enhanced report functions.	Dec 20 (Revised date result of Corporate IT review)	
ES04	Introduction of direct debits all garden waste services (subject to outcome of government review)	DSO/CS/IT/Finance	Efficiency savings	By Mar 21	N/A
ES05	Implementation of matters arising out of climate change work	EH	Improvements to the local environment and contribution to Surrey and national CO2 reductions	By Mar 21	Yes

Comment [SW1]: This is being confused with outputs. Outputs are the products/activities delivered whereas the outcome is the benefit of the outputs.

Reviews					
Ref.	Objective	Team/section leading on the review (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
ES06	To review verge maintenance work and weed control agency undertakings	DSO/Green Spaces/Procurement/Legal	To determine the most cost-effective arrangement for delivering grounds maintenance needs.	By end of June 2020	
ES07	Review of trade waste services	DSO	Increased income for reinvest in services	July 2020	
ES08	Review of green waste services	DSO	Increased income for reinvest in services	July 2020	

One-off Activity					
Ref.	Objective	Team/section leading on the activity (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
ES09	Produce and implement an RBC recycling strategy	DSO	To establish a single RBC strategy which will guide and regulate recycling within RBC	Sept 2020	
ES10	Complete DSO management review and implement new structure.	DSO	Will enable review of all applicable services and provide dedicated resource for expansion of green and commercial waste collections	July 2020	
ES11	Roll out of new refuse vehicle fleet and fleet maintenance contract	DSO	Improvements in local environment through reduction in emissions and reduced maintenance costs	End of June 2020	

4.2 Summary of the business as usual activities

Ref.	Activity description	Does this involve an annual project (to support PMO project pipeline planning)?
ES12	Continue the active enforcement of littering and dog control legislation across the Borough utilising external contractors.	
ES13	To administrate and enforce wide ranging environmental health related legislation.	
ES14	Continuous Implementation of National Food Hygiene Rating Scheme (FHRS)	
ES15	Running and administration of the RBC Taxi Forum.	
ES16	Maintain RBC's compliance with the National Air Quality Plan and manage air quality in the two RBC Air Quality Management Areas (AQMA).	
ES17	Regulation of Houses in Multiple Occupation (HMO).	
ES18	Increase Recycling Rate to 47%	
ES19	Continue to support the delivery of the River Thames Scheme	
ES20	Continue to support corporate projects with civil, municipal and drainage engineering support	
ES21	To respond to 100% of consultations associated within planning applications within 21 days	

4.3 Medium term aspirations/plans (optional)

Ref.	Project/objective	Team/section leading on the activity (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Expected start and completion date
ES22	DSO capital improvements including better CCTV and security, improved drainage, enhance storage capacity for holding waste, improved traffic management and segregation of pedestrians (Dependent on outcome of feasibility project)	DSO	Improvements to DSO service delivery. Raising of health and safety standard on site and increased security of Council assets	June 2020 up to March 21

Section 5: Environmental Services Business Unit/Team's requests for growth

Description	Linked objective/project	Amount requested	Business case completed? (Not always relevant – if unsure CE to determine. If yes – attach with this plan)	Growth approved by CMC?
Planning and improvement of depot infrastructure	ES02(Currently)	£30,000	Yes	
Joint Enforcement Team (JET)	ES01	£176,000	Yes	

Section 6: Environmental Services Business Unit/Team's performance indicators

Performance Indicator	Target					Actual					Current status	Trend
	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)		
ES1: Residual household waste per household (kg)	115	115	115	115	460							
ES2: Percentage of household waste sent for re-use, recycling and composting (%)	47%	47%	47%	47%	47%							
ES3: Number of missed bin collection complaints	1000	1000	1000	1000	4000							
ES4: Number of street cleansing complaints (overflowing litterbins, overflowing dog bins, and general litter/detritus complaints)	150	150	150	150	600							
ESvii: Percentage of food establishments in the borough achieving level 3 or above ratings under the National Food Hygiene Rating Scheme (%)					94%							

Section 7: Summary of the Environmental Services Business Unit/Team's contribution to Corporate Business Plan themes

This section should demonstrate how the Business Unit/Team's work (**not just the change-related elements**) is supporting the Corporate Business Plan by inserting the reference numbers in Section 4 under their most relevant Corporate Theme. If it supports more than one Corporate Theme but not all the Corporate Themes, it should be inserted under the PRIMARY Corporate Theme. If it supports all the themes e.g. areas with a corporate remit, the reference number should be added to the last row of the table.

Priority	Supporting Local People	Enhancing Our Environment	Improving Our Economy	Organisational development
Reference number (from Section 4)	ES01, ES04, ES12, ES16	ES05, ES06, ES07, ES08, ES11, ES12, ES15, ES16, ES20, ES22	ES04, ES05, ES06, ES07, ES08, ES11, ES20, ES22	ES02, ES03, ES04, ES06, ES07, ES08, ES10 ES11, ES15, ES20, ES21, ES22
Supports all Corporate Themes				
Reference number (from Section 4)	ES9, ES13, ES14, ES17, ES18, ES19,			

Section 8: Environmental Services Business Unit/Team's risk management (excluding project risks with separate Project Charter)

Ref	Issue	Consequences	Impact area <i>Life and limb, Reputational, Financial, Legal, Other</i>	Probability <i>(Pre-control measures)</i>	Impact <i>(Pre-control measures)</i>	Risk Rating <i>(Pre- control)</i>	Control Measure(s)	Probability <i>(Post control measures)</i>	Impact <i>(Post control measures)</i>	Rating <i>(Post control)</i>	Owner
1.1	Data collated/ reported may be inaccurate.	Inaccurate data has the risk of misleading Members, Officers, the public and other stakeholders, and could potentially result in alternative decisions being made.	Delivery of services Welfare of residents Financial Reputational	3	4	12	Data quality standards will be addressed in the Information Governance Strategy and Policy and departmental procedures. Consideration will also be given to whether business centres/teams have any other data quality risks specific to their area and if so these will also be included in the relevant Business Centre/Team Plans.	2	4	8	
1.2	Disclosure of personal data to someone who is not entitled to that data e.g. via telephone conversation or email	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. Loss of confidence in Council by other parties in respect of its	Delivery of services Welfare of residents Financial Reputational	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Adoption of measures to ensure that the Council complies with its obligations under the GDPR. Compliance with Council's various existing policies which relate to management of information.	2	4	8	

		ability to manage information properly. Adverse publicity					Provision of training to staff on requirements of GDPR. Appointment of Data Protection Officer by Council to oversee compliance with GDPR.			
1.3	Loss of Council owned device containing personal data results in disclosure of personal data	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. Loss of confidence in Council by other parties in respect of its ability to manage information properly. Adverse publicity	Delivery of services Welfare of residents Financial Reputational	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Adoption of measures to ensure that the Council complies with its obligations under the GDPR. Compliance with Council's various existing policies which relate to management of information. Provision of training to staff on requirements of GDPR. Appointment of Data Protection Officer by Council to oversee compliance with GDPR.	2	4	8
1.4	Unauthorised access to Council systems which allows access to personal	Financial sanctions imposed by the Information Commissioners' Office for failure	Delivery of services Welfare of residents Financial	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Adoption of measures to ensure that the Council	2	4	8

	data	to comply with legal obligations. Loss of confidence in Council by other parties in respect of its ability to manage information properly. Adverse publicity	Reputational				complies with its obligations under the GDPR. Compliance with Council's various existing policies which relate to management of information. Provision of training to staff on requirements of GDPR. Appointment of Data Protection Officer by Council to oversee compliance with GDPR.			
1.5	Failure to dispose of documentation containing personal data in a secure fashion results in disclosure of personal data	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. Loss of confidence in Council by other parties in respect of its ability to manage information properly. Adverse publicity	Delivery of services Welfare of residents Financial Reputational	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Adoption of measures to ensure that the Council complies with its obligations under the GDPR. Compliance with Council's various existing policies which relate to management of information. Provision of training to staff on requirements of GDPR. Appointment of Data Protection Officer by Council to oversee compliance with GDPR.	2	4	8

1.6	Staff unable to attend work for any reason (severe weather, sickness)	Unable to provide full range of the services	Would lead to delays with potential life and limb, operational, reputational, financial or legal impacts	3	4	12	Train staff in other areas to cover absences Contingency plans to identify priorities	3	3	9	PB
1.7	Highways Environmental Maintenance Agreement with SCC ends	RBC no longer has control of the standard of highway environmental maintenance	Would lead to possible reputational and financial, impacts	2	2	4	SCC assurance for term of agreement	2	1	2	PB
1.8	SCC removes financial support for graffiti removal from highway assets	Extra cost for RBC in operating the service	Would lead to possible reputational and financial, impacts	3	2	6	None available	3	2	6	PB
1.9	Delay in delivery of new fleet	Extra cost in RBC operating service and disposal cost of present fleet	Financial impact. Legal implications	3	4	12	Retain existing fleet until delivery has taken place.	3	3	9	PB
1.10	Failure of new maintenance contractor	Breakdown of service	Financial and operational impacts. Reputational impact	2	4	8	Ensure RBC liabilities are met under the contract to support new contractor.	2	4	8	PB

Risk matrix When assessing a risk for the first time you should assume there are no controls already in place. The subsequent assessment is completed with the controls in place. The assessor should assign values for the identified 'likelihood' of occurrence (A) and the severity of the 'Impact' (B). By multiplying 'A' and 'B' together you get the rating score, which gives an indication of how important the risk is. The thick black line is the "line of tolerance". Those risks that are plotted above the line (score 10 – 25) are "out of tolerance" and will be referred to the Corporate Risk Register for further oversight and support. For project risks not in this document, you should also flag to Applied Resilience any risks within Project Initiation Documents that are above the line (this should be done at the time of the PID being approved).

LIKELIHOOD (A)	Certain 5	5	10	15	20	25
	Probable 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Highly unlikely 1	1	2	3	4	5
		Negligible 1	Small 2	Noticeable 3	Serious + Significant 4	Critical + Considerable 5
IMPACT (B)						

Green = Low risk, Amber 9 = Medium risk, Amber 10 –12 high risk, Red = High risk

Likelihood of Occurrence (A)	Severity of Impact (B)
1 – Highly unlikely to happen	1 – Negligible impact
2 – Unlikely to happen	2 – Only a small effect
3 – Possibly will happen	3 – Noticeable effect
4 – Probably will happen	4 – Serious problem with significant impact
5 – Certain to happen	5 – Critical issue and considerable impact

Business Case

Project/ Proposal details

Proposal Short Name	Depot Feasibility Study				
Proposer	Peter Burke	Date:	23/10/19	Version:	1.0
Service area	Environmental Services				

Proposal context

Background

The Council operates its waste and recycling collection and street cleansing services out of the depot site in Fordwater Road, Chertsey (Area outlined in red on attached site plan). In addition the depot is also home to the Council's meals on wheels service, community transport vehicles, parking services and its 'contracted out' litter enforcement team.

The depot site also contains a vehicle maintenance and servicing facility for all fleet vehicles associated with the aforementioned services which is delivered by a Vehicle Maintenance contractor.

In addition the depot provides the focus point for the Council's emergency capability in terms of manpower, stores and equipment e.g. sand bags, fencing etc.

The Fordwater depot has been in use in excess of 50 years in which time most operational challenges, site maintenance and structural shortcomings have been dealt with on a patch and mend basis. Whilst this has been achieved with varying degrees of success, it is clear that the ever increasing demands on this facility are gradually taking their toll.

Amongst others the following issues are apparent;

Flooding: During inclement weather the lower level area of the depot is prone to flooding (green hatching on plan) due to ineffective drainage. The existing soakaway is inadequate and the surface drains continuously block.

Fuel delivery system: Is old and inefficient in measuring the delivery of fuel and providing detailed data of fuel use for reporting and management purposes.

Office and welfare accommodation: Whilst functional has been poorly constructed and maintained e.g. Loaders and drivers have no wet weather facilities on site and the present electrical wiring serving the building is failing.

Security: Present site security is at best poor and at worse non-existent with some areas of the site not covered by the aged CCTV system and many areas of the perimeter fencing vulnerable to intruders. The gating does not work properly and there is no intercom system in place allowing fairly un-restricted vehicle access to the site. Other than a notice requesting visitors to report to the reception office there is no security system for personnel using the site.

Traffic and pedestrian management: There are around 70 fleet vehicles operating out of the site but insufficient parking space. Traffic management layout is poor especially in the lower part of the site housing the community transport buses with a lack of pedestrian separation. This poses significant Health and Safety risks which are not currently mitigated or addressed adequately. It is anticipated that that subject to increased activity in other areas of the Council, the number of fleet vehicles using the site is set to rise.

Proposal context

All the above impacts on the ability of the Council to run its services efficiently and effectively from the Depot in one way or another and the sustained lack of investment in the depot services to some extent is reflected in the evidential lack of pride when entering the facility and onsite.

At the end of 2018, RBC elected to maintain its DSO services at the same time procuring a new fleet of refuse collection vehicles, new food waste collection vehicles and re-tendering the provision of its fleet servicing and maintenance contract. With the recent release back to the Council of the 1st Chertsey Scout Group Facility (red hatching on attached plan) the Council has a once in a generation opportunity to review, redesign and upgrade its depot facilities with a view to improving its present services and building in future expansion capabilities such as electric charging points, bunded storage and vehicle wash down facilities etc.

It is also worthy of note that should at a future date the relevant services be out sourced it would be highly probable that the Council would still have to provide a depot site to a contractor in order for those services to operate, reinforcing the long term need for this facility and the investment required.

In proposing a case for investment and improvement of the depot infrastructure it is acknowledged that it is currently difficult to provide a fully detailed argument for each of the individual areas of concern. For example, providing new office accommodation may be more of a desire but improvement of the drainage and security is essential. In the first instance the proposal therefore requires a full scoping and feasibility exercise to be undertaken of the existing facilities and potential issues in order to allow further specification and costings to be formulated.

Key facts (*What key facts would support understanding of the context?*) :

- The Council needs to provide a fit for purpose facility capable of meeting existing and future waste and recycling collection, street cleansing, community services/ community transport requirements and potentially verge and/or grounds maintenance.
- The present facilities do not meet the required standards for health and safety, duty of care, or security.
- Investment in the depot should improve efficiency and security and protect the Council assets e.g. in excess of £3 million alone for the new refuse fleet.
- The Council has aspirations and a desire to improve street cleaning and waste collection services increasing the operational hours of the depot.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils’ strategic priorities?

It speaks to the heart of the Councils Mission Statement; “To deliver good quality and cost-effective services, enhance our environment and improve the economy by working with local people and partners for the greater good of the community.”

The proposal is relevant to the Corporate values not least in being:

- **Customer-focused** – *we will have very satisfied customers*

Strategic objectives – relate the project/proposal to Corporate values and priorities

- **Passionate** – we will empower our staff to be passionate about all we do
- **Performance driven** – we will strive for excellence in all we do
- **Innovative** – we aim to creatively improve our services
- **Promoting equality and diversity** – we believe in fairness as well as creating a diverse workforce so we can draw upon a wide range of views and experiences to meet the changing needs of our customers
- **Collaborative** – we will work together and with others to deliver positive outcomes for our communities
- **Delivering excellent value for money** – we will strive to be as efficient and effective as possible.

The proposal is also relevant to the following Corporate Themes:

- **Supporting Our Communities** – improving the quality of people’s lives through developing healthier and safer communities, as well as listening to and representing local people.
- **Enhancing Our Environment** - promoting a cleaner, healthier and greener borough and revitalising areas in need of physical improvement whilst preserving our heritage and open spaces.
- **Developing Our Organisation** - adapting internally to deliver our Corporate Priorities.

This can be achieved by:

- Commissioning a feasibility study of the site to identify all risks and issues and determine a planned programme and costs of infrastructure improvements required

In a way that means:

- A full appraisal of the site is undertaken
- Cost options are identified and prioritised
- Timescales and coordination of the programme of works is understood

So that:

- Our depot services continue to be delivered and health and safety, site security, staff welfare and morale and other issues are addressed

Appraisal of business options (must include evaluation of a ‘do nothing’ option)

Option 1 (preferred option):

Description

Undertake a feasibility study to scope and cost an improvement programme for depot infrastructure and related services. The feasibility study will cover:

Finance/resources -

The full costs of a feasibility study will not be known until a tender exercise is completed, but based on initial market research, it is believed £15/30,000 should cover the costs.

Is a Supplementary Revenue Estimate required? Yes. There is currently no approved budget for a feasibility study.

Is there other funding available No

Has funding been agreed? No

Impact

Improvements of any singular element of the depot infrastructure identified for improvement e.g.

security, traffic flow, storage will have a significant positive impact on depot operations which in some cases i.e. improvement of the drainage will only be apparent in terms of preventing down time in inclement weather. Others including improved welfare facilities and traffic management will impact positively on the culture of the workforce and the whole future outlook of the Council in continuing and improving its services from this facility. The feasibility study will help guide the best approaches for achieving the desired outcomes.

Benefits

A comprehensive upgrade of the depot will have considerable benefits for existing and future services operating from the facility. e.g. improved facilities will enable permitted waste storage cutting down transport times to and from waste disposal facilities and enable expansion of operational hours for street cleaning. A more efficient fuel delivery system cuts down on waste and provides for monitoring and reporting of usage and a more secure site protects valuable council assets. The feasibility study will advise of the most cost-effective approach for achieving the desired benefits.

Limitations

The feasibility study may determine the costs of any proposed improvements could be prohibitive. This will not be known until the feasibility study is completed.

Risks

What are the key risks associated with the option?

Risk Description	Mitigation / Help needed
Currently unknown infrastructure improvements may be identified through the feasibility study	Prioritisation of improvements and /or additional funds that cannot be currently accounted for
The feasibility study may determine the required improvements are cost prohibitive.	The feasibility study report will be considered by Officers and Members before deciding whether to proceed with any improvements.
Contamination of the site has occurred during use and inhibits further development or improvements to the site	Decontamination of the site at a currently unknown cost

Describe why this is the preferred option.

A feasibility study will advise Officers and Members how the required improvements can be most effectively achieved, or advise if they are cost prohibitive. This limits the financial risk of proceeding without any specialist which may then result in high abortive costs later on.

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below:

Staff resources would be required to manage improvement work which where possible would be done internally within the present depot management structure.

Existing Staffing	New Staffing	External Staffing
	None	Consultant required to conduct feasibility study and provide options appraisal for infrastructure upgrade works.

Financial appraisal (preferred option) (seek advice and support from your Accountant):

	Yr1 – 20/21	Yr2 – 21/22	Yr3
<i>Revenue items</i>			
Consultancy for feasibility work	£15,000		

Business Case

Total revenue costs	£15,000		
<i>Capital items</i>			
Planned infrastructure improvements (TBC as a result of feasibility work)	£100,000	£150,000	
Total capital/ one off costs			
Total Expenditure	£115/30,000	£150,000	
Licencing income and FPN not guaranteed			
Total Income			
Income - Expenditure			

Option 2 (mandatory; do nothing option)

Description

No feasibility study to determine the most effective investment in depot infrastructure i.e. just continue to patch and mend the depot as necessary adhoc without specialist advice *The depot would continue to function as it is at present with things going wrong i.e. flooding to the lower section of the yard in bad weather. Continued low staff moral and isolation form the Civic offices, inefficiencies through work operations and the ever present threat of intruders or theft.*

Pro's	Con's
No capital investment required	Limitations of the site are not addressed Opportunity created by release back of the Scout hut area is not taken advantage of Site repairs budget likely to increase year on year Cannot proactively plan for future expenditure or works
Cost	Benefits
Staff morale is not addressed or improved Potential for theft of Council's assets increases More likely that H&S incidents occur in future Site continues to age and decline Long term viability of the depot is impacted as only delaying addressing issues by plastering over cracks Infrastructure issues disrupt operations and services	

Approval at CLT

Decision	Approved/ Rejected/ More information required	Date:	
Approved by			
Feedback			

Business Case

Guidance Notes

Proposal Context

Summarise the purpose and need for the proposal. Provide factual, evidence based information to support the justification and assists the reader in understanding the issues faced that need to be resolved or the change that is proposed.

Strategic Objectives

Explain the overall aim of the proposal and how the proposal supports the Council’s strategic vision, priorities and objectives.

Link the proposal to the relevant Corporate Values, Corporate priorities and themes published in the Corporate Business Plan.

To be considered, the proposal must demonstrate how it will support the Corporate Business Plan.

Explain the objectives of the proposal in the “This can be achieved by” section:

- *Ask yourself how the aim of the proposal can be achieved – what are the objectives? Break it down into component parts*

In a way that means:

- *If we are to deliver the objectives, how will we go about it? What needs to be true to deliver success?*

So that:

- *Describe the desired outcome(s)*

Example below:

Strategic Objectives
<p>Engagement, Passion for winning and Pride means</p> <ul style="list-style-type: none"> • Employees should feel included in changes • CompanyX wants to improve productivity • CompanyX wants to attract younger generation and retain talents <p>This can be achieved by creating a vibrant workplace:</p> <p>In a way that means:</p> <ul style="list-style-type: none"> • Day to day business is not disrupted • Impact of construction is minimised • Site running costs do not exceed current levels • Existing furniture is reutilised where possible within the new layout • Workstations are deployed consistently throughout 1F and 2F • Team collaboration areas created in proximity • New work zones are created on the GF <p>So that:</p> <ul style="list-style-type: none"> • Employees are located within their immediate teams and co-located with other related teams • There are sufficient workstations for all employees on 1F and 2F • Team collaboration and break out areas are close by

Appraisal of business options

Option 1 – Preferred Option. Provide sufficient information to be able to support informed decision making. Where possible projections of expenditure and/ or income should be evidence based. Expenditure and income should be forecast and phased in the Financial appraisal table.

- *Why is the amount of resource required? If this is an existing resource, how will this additional workload be managed? If a new resource is required, how has the amount been estimated?*
- *What market appraisal has been done to support cost estimates? What assumptions have been made?*
- *If the proposal generates an income, how have the figures been calculated? What benchmark data has been used? How will the offer be marketed? What research has been done to assess supply/demand?*

Add or delete Years in the financial appraisal table as required.

Option 2 – Do Nothing. Provide a statement as to why the do nothing option is not appropriate

Option 3 – Rejected Options. What else has been considered and rejected? Why?

Project/ Proposal details

Proposal Short Name	Establishment of a Runnymede JET				
Proposer	Peter Burke	Date:	29/10/01	Version:	1.0
Service area	Environmental Services				

Proposal context

Background

Initially set up by the Office of the Police and Crime Commissioner for Surrey as a pilot project, in 2014 the Joint Enforcement Team (JET) initiative sees council officers working collectively with the police to combat local issues such as non-statutory nuisances, anti-social behaviour (ASB) and lower-level environmental crime. JETs are now running across Surrey in Reigate & Banstead, Spelthorne, Elmbridge, Guildford, Waverley and Mole Valley with Epsom and Ewell looking to launch a JET team in 2020.

The establishment of JET teams within Surrey have all been aimed at tackling an increasing level of ASB and lower level environmental crimes both of which continue to cause problems and blight communities. Crime such as fly-tipping has steadily increased within Surrey and Runnymede in the last couple of years with 730 incidents in 2018/19 and 499 so far in 2019/20. The size of tips varies from a single bag full up to 500 tonnes of waste dumped in a single location over one weekend. RBC simply does not have the resources or capacity to deal with the level or scale of offences like this. Current resources for dealing with fly-tipping in RBC is 0.3 FTE of an environmental officer post.

Whilst RBC has been very successful in the last couple of years in seizing and destroying vehicles involved in fly-tipping this has been resourced by environmental health taking staff away from front line statutory work such as health and safety duties and dealing with statutory nuisance. A situation which cannot be supported in the long term. In addition to fly-tipping there are numerous examples of ASB and general nuisance crimes/incidents which RBC have currently little or no resource to deal with e.g. RBC green spaces staff (who have no individual enforcement powers for instance) are increasingly called to deal with the following;

- Unauthorised encampments on RBC property – mostly traveller encampments but also people sleeping in tents in our parks and open spaces, often homeless or in some other way vulnerable.
- Overstaying moorers at our riverside sites
- Dog control
- Littering & fly-tipping
- Encroachments by neighbouring residents on to parks and open spaces, moving fences etc.
- Drug & alcohol misuse
- Repetitive anti-social behaviour
- Motorbike / quad bike or use of pony and traps on the open spaces
- Fly-grazing
- Violent/aggressive/intimidating behaviour against staff or other park users

Where RBC have introduced Public Spaces Protection Order (PSPO) for anti-social behaviour there is no capacity within the Council to enforce those orders nor to deal with issues such as fly-posting, graffiti, nuisance parking, beggars, and many other public order issues.

It is therefore proposed to follow the lead of other Councils across Surrey and establish a RBC JET which if supported by the PCC (subject to a successful bid for start up costs of around £50,000) would be branded under the PCC's Surrey Law Enforcement banner to deal with the full range of ASB and

Proposal context

environmental crime occurring within Runnymede. It is proposed that subject to a successful PCC bid and availability of revenue funding a JET of 3/ 4 officers be established (Management would come from within existing ES resources)

Key facts:

Reports of ASB and environmental crime continue to rise in Runnymede.

The present staff resource is not enough to cover the increasing demands being placed on the service. E.g. the scale of some of the fly-tipping is at organised crime level, non-statutory nuisance cannot be actioned under ASB due to the lack of staff, graffiti and fly-posting are simply not being tackled

Funding for the start up costs of a JET is available from the PCC and covers uniforms, branded vehicle(s), training for officers and assistance.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

The emerging Corporate Priorities are still being developed. The JET supports the current Corporate Priorities:

- To take opportunities for improving the safety of our residents and visitors.
- To review and enhance our enforcement work, and manage planning breaches, fly tipping and other environmental crimes robustly and proactively.

All the proposed work of the JET focused on community crime issues is pertinent to all emerging Corporate Values.

- People-focussed – we will put people at the heart of what we do, and they will be able to deal with us easily in the way they want.
- Passionate – we will empower our staff to be passionate about all we do.
- Performance driven – we will strive for excellence in all we do.
- Innovative – we will aim to creatively improve our services.
- Promoting equality and diversity – we believe in fairness as well as creating a diverse workforce, so we can draw upon a wide range of views and experiences to meet the changing needs of our communities.
- Delivering excellent value for money – we will strive to be as efficient and effective as possible.
- Collaborative – we will work together and with others to deliver positive outcomes for our communities.
- Transparent – we will be open and honest about what we do.

The proposal is also relevant to the following Corporate Themes:

- **Supporting Our Communities** – improving the quality of people's lives through developing healthier and safer communities, as well as listening to and representing local people.
- **Enhancing Our Environment** - promoting a cleaner, healthier and greener borough and revitalising areas in need of physical improvement whilst preserving our heritage and open spaces.
- **Developing Our Organisation** - adapting internally to deliver our Corporate Priorities.

This can be achieved by:

- Establishing a fully resourced JET to deal with ASB and environmental crime within RBC.
-

Appraisal of business options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):

Description

Apply for PCC funding, establish a JET and provide an additional 4 FTE to the establishment of Environmental Services to deal with ASB and environmental crime matters

Finance/resources -

An additional 4 FTE resource at maximum of scale 8 including overheads and managements costs. Is a Supplementary Revenue Estimate required? Yes. Subject to release of additional investment funding

Is there other funding available? No other than specific funding of around £50,000 start-up costs from the PCC.(required in addition to the £176,000 requested from RBC)

Has funding been agreed? No

Impact/Benefits

Where JET have been established in Surrey they have been shown to make a big difference to prevention and investigation of ASB and environmental crime. Facilitating co-ordination and cross boundary working between authorities and police colleagues together with other enforcement agencies such i.e. DVLA, trading standards and VOSA. A dedicated resource will alleviate the pressures on valuable EH officer time present drawn into dealing with these matters which is outside the scope and resource of the present service. Having a branded uniformed presence in the public eye will improve the reputation of the Council and provide a visual deterrent to would be offenders. Effective enforcement of ASB and enviro-crime will have a very positive affect on the environmental standards across the Borough and could generate income through the issue of FPN.

Limitations

The JET may not be able to deal with the expectations of the wider public e.g. they would not provide a 24hour coverage or response capability? The PCC may not release any start-up funding impacting on the feasibility of establishing the JET

Risks

What are the key risks associated with the option?

Risk Description	Mitigation / Help needed
No funding available from PCC	Look to cover start-up costs from within and reduce proposed officer levels

Describe why this is the preferred option

The JET principal has proved very successful in neighbouring authorities and having dedicated resource will improve our capabilities to deal with a wider range of issues quicker and more effectively than at present.

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below: Add any costs into the financial appraisal table.

Existing Staffing	New Staffing	External Staffing
0.3 FTE	4 FTE	N/A

Financial appraisal (preferred option) (seek advice and support from your Accountant):

	Yr1 20/21	Yr2 21/22	Yr3 22/23
<i>Revenue items</i>			
Staff salaries (existing/ new)	£ 176,000	Same as Yr1	Same as Yr1
Consumables	£		
Consultancy/ temp staff	£		
Other car allowance	£		
Total revenue costs	£176,000	£176,000	£176,000
<i>Capital Items</i>			
Equipment/ system etc	£		
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£		
Total Expenditure	£176,000		
<i>Income generation</i>			
FPN income not guaranteed	£5,000		
Total Income	£5,000		
Income - Expenditure	£5,000		

Option 2 (mandatory; do nothing option)

Description

With respect to ASB and the vast majority of environmental crime RBC could continue to deal with matters on a piece meal approach and elect not to deal pursue or prosecute fly-tippers, traveller incursions, waste offenders but this is likely to both have a substantial detrimental effect on the local environment and encourage further problems in these areas.

Doing nothing in relation to following up enquires and complaints as lead and will continue to lead to increase in service complaints and an adverse impact on residents. RBC is under a statutory duty to investigate all complaints of alleged statutory nuisance e.g. noise. Failure to do so could lead to JR and complaints to the ombudsman.

Pro's	Con's
No revenue costs	
Cost	Benefits
Potential for increased fly-tipping and ASB incidents Negative impact on the environment	Able to address a wider range of environmental issues Frees up valuable EH officer resources Builds up enforcement expertise in ASB and enviro-crime work

Approval at CLT

Decision	Approved/ Rejected/ More information required	Date:
Approved by		
Feedback		

Business Case

Guidance Notes

Proposal Context

Summarise the purpose and need for the proposal. Provide factual, evidence based information to support the justification and assists the reader in understanding the issues faced that need to be resolved or the change that is proposed.

Strategic Objectives

Explain the overall aim of the proposal and how the proposal supports the Council’s strategic vision, priorities and objectives.

Link the proposal to the relevant Corporate Values, Corporate priorities and themes published in the Corporate Business Plan.

To be considered, the proposal must demonstrate how it will support the Corporate Business Plan.

Explain the objectives of the proposal in the “This can be achieved by” section:

- *Ask yourself how the aim of the proposal can be achieved – what are the objectives? Break it down into component parts*

In a way that means:

- *If we are to deliver the objectives, how will we go about it? What needs to be true to deliver success?*

So that:

- *Describe the desired outcome(s)*

Example below:

Strategic Objectives
<p>Engagement, Passion for winning and Pride means</p> <ul style="list-style-type: none"> • Employees should feel included in changes • CompanyX wants to improve productivity • CompanyX wants to attract younger generation and retain talents <p>This can be achieved by creating a vibrant workplace:</p> <p>In a way that means:</p> <ul style="list-style-type: none"> • Day to day business is not disrupted • Impact of construction is minimised • Site running costs do not exceed current levels • Existing furniture is reutilised where possible within the new layout • Workstations are deployed consistently throughout 1F and 2F • Team collaboration areas created in proximity • New work zones are created on the GF <p>So that:</p> <ul style="list-style-type: none"> • Employees are located within their immediate teams and co-located with other related teams • There are sufficient workstations for all employees on 1F and 2F • Team collaboration and break out areas are close by

Appraisal of business options

Option 1 – Preferred Option. Provide sufficient information to be able to support informed decision making. Where possible projections of expenditure and/ or income should be evidence based. Expenditure and income should be forecast and phased in the Financial appraisal table.

- *Why is the amount of resource required? If this is an existing resource, how will this additional workload be managed? If a new resource is required, how has the amount been estimated?*
- *What market appraisal has been done to support cost estimates? What assumptions have been made?*
- *If the proposal generates an income, how have the figures been calculated? What benchmark data has been used? How will the offer be marketed? What research has been done to assess supply/demand?*

Add or delete Years in the financial appraisal table as required.

Option 2 – Do Nothing. Provide a statement as to why the do nothing option is not appropriate

Option 3 – Rejected Options. What else has been considered and rejected? Why?

12. **FIREWORKS – ANIMAL WELFARE (ENVIRONMENTAL SERVICES – Peter Burke)**

Synopsis of report:

To recommend the formal adoption by Runnymede Borough Council (RBC) of measures aimed at preventing or sufficiently reducing the risk of fireworks causing distress, injury or anxiety to people or animals.

Recommendation:

Runnymede Borough Council adopt measures aimed at preventing or sufficiently reducing the risk of fireworks causing distress, injury or anxiety to people or animals.

1. Context of report

- 1.1 The Royal Society for the Prevention of Cruelty to Animals (RSPCA) whilst, acknowledging fireworks can bring much enjoyment to some people, has recently highlighted the significant problems caused by fireworks to both people and animals in terms of distress, injury and anxiety. This report requests that RBC in line with other local authorities adopt measures aimed at preventing or sufficiently reducing the risks posed to people and animals by fireworks.

2. Report

- 2.1 At the request of the Chair of this Committee, Members are made aware of the recent campaign by the RSPCA highlighting the significant problems and fears for some people and animals resulting from the use of fireworks. Where fireworks bring enjoyment to some people they can also cause significant distress, injury and anxiety to others and animals. The RSPCA believe that present law is failing as it does not prevent or sufficiently reduce the risk of fireworks causing distress, injury or anxiety. The RSPCA believes that further research is needed to properly understand the impact of noise on animals and a number of things can be done to improve the situation for animals and people by:
- introducing a limit on the public use of fireworks on or close to specific dates and times
 - tightening restrictions on the sale of fireworks in the run up to Bonfire night
 - reducing the maximum noise level of fireworks sold to the public, ensuring they are labelled accurately
 - licensing all public firework displays – and ensuring displays are better advertised to the public
- 2.2 In support of the RSPCA campaign Members are asked to adopt the following measures:
- to encourage all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people

- to annually raise the issue around the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks via the Council’s magazine, website and social media.
- to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.

2.3 Members are made aware that the House of Commons Petitions Committee in its First Report of Session 2019 ‘Fireworks’ published on 5 November 2019 has made a number of recommendations to the Government concerning the sale and use of fireworks and their detrimental effects on human and animal health. The report includes a recommendation for the Government to fund and coordinate a major, national awareness campaign on the responsible use of fireworks to get the message across to the public from October 2020 and annually thereafter see <https://publications.parliament.uk/pa/cm201920/cmselect/cmpetitions/103/10302.htm>

3. **Resource implications**

3.1 Raising public awareness of these issues via the RBC website and social media would be accommodated within existing staff resources.

4. **Legal implications**

4.1 It is an offence to cause unnecessary suffering to animals under the Animal Welfare Act 2006, and if found guilty carries a fine of up to £20,000 and/or a prison term of up to six months. The Act is enforced by local councils, animal health officers and the police.

5. **Equality implications**

5.1 There are no equality implications in respect of this matter.

6. **Environmental implications**

6.1 Any reduction in the use of fireworks would be a positive step in the elimination of avoidable particulate matter, improving air quality or in the use of quieter fireworks, in reducing noise problems meeting RBC’s environmental objectives and that of the wider green agenda.

(To resolve)

Background papers

None stated

13. **KEY PERFORMANCE INDICATORS 2019/20 QUARTER 1 RESULTS – (ENVIRONMENTAL SERVICES – Peter Burke)**

Synopsis of report:

This report sets out the results for the Key Performance Indicators for Quarter 1 of year 2019/2020.

Recommendation:

None – This is for information only

1. **Context of report**

1.1 This report informs Members of the Key Performance Indicator results for the Q1 2019/2020.

2. **Report**

2.1 The annual targets were agreed as part of the Corporate Key Performance Indicators and are incorporated in the Environmental Services Business Centre Plan.

2.2 Table of Performance Indicators

Performance Indicator	Annual Target 2019/20	Q1 Result	Q2 Result	Q3 Result	Q4 Result	Annual Result 2018/19
ES1: Residual household waste per household (kg)	460	81				
ES2: Percentage of household waste sent for re-use, recycling and composting (%)	47%	46.5%				
ES3: Number of missed bin collection complaints (refuse, recycling, food trade waste and green waste)	2000	1095	1540			
ES4: Number of street cleansing reports (overflowing litterbins, overflowing dog bins, and general litter/detritus)	151	151	277			

ESvii: Percentage of food establishments in the borough achieving level 3 or above ratings under the National Food Hygiene Rating Scheme (%) (Yearly figure)	94%	94.5%	94.9%	N/A	N/A	94%
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- 2.3 The downward trend in the actual average amount of residual household waste collected per household continues. This seems at odds with the percentage of waste sent for re-use, recycling and composting which whilst slightly up from the previous quarter is still below the overall targets set.
- 2.4 The number of missed bin collections is very disappointing. For Q1 and Q2 over 5000 garden waste customers renew their subscriptions. In Q1 problems with the payment system updating the Bartec in cab units meant crews have had to return to collect garden waste bins where customers have paid but on the first visit the system showed the bin out of service. This issue is being investigated but in the interim changes to the Bartec system are being added manually. Added to this there were four public holidays in the period and because many residents forget to put their bins out or are late and they report it as a missed bin.
- 2.5 The understanding and useage of the Bartec system is an going issue of training for all departments, plus the reporting of what is and isn't a genuine missed bin collection. Whilst this may appear high, out of the total Q2 collections (991,900) the number of missed collections as a percentage is 0.156%. It is suggested that the existing indicator of no more than 2000 missed bins per year is totally unrealistic given the number of collections is now not far off 4,000,000. A truer indicator would be better expressed in percentage terms e.g. no more than 0.5% missed bins per year the indicator being around 1000 bins per quarter (4000) per year (this figure has been included in the ES business plan going forward).
- 2.6 The street cleansing section is still under resourced but the improved reliability of the three mechanical sweepers in our fleet has allowed us to meet the target for Q1. The increase of complaints during Q2 was due to weed growth on the public highway and no weed treatment being undertaken. During this period staff was diverted from street cleansing operations to cover short falls within the refuse and recycling section.
- 2.7 The service has been able to maintain the target of 94% for premises achieving a level 3 or above rating. Advice offered by Officers in regard to improving the levels of food hygiene in premises is generally well accepted and 15 of the 17 premises who requested a formal re-rating were able to achieve a higher rating once remediation measures had been carried out.
- 2.8 This report gives Members the opportunity to ask questions about the Business Centre's performance. To enable Officers to give a full response, Members are requested to give advance written notice of any questions to the Chairman and Corporate Head of Environmental Services no less than 48 hours prior to the meeting.
- 2.9 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.

(For information)

Background papers

None

14. EXCLUSION OF PRESS AND PUBLIC

If the Committee is minded to discuss 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 then 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)