

Environment and Sustainability Committee

Thursday 19 March 2020 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.

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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

13. CONTAMINATED LAND INVESTIGATION

14. WEEKLY HOUSEHOLD FOOD WASTE COLLECTION SERVICE

(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 16 January 2020. The Minutes of this meeting were emailed to all Members with the February Council Summons 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. **AIR QUALITY UPDATE - (ENVIRONMENTAL SERVICES – Peter Burke)**

Synopsis of report:

To inform Members that Runnymede Borough Council's 2019 Air Quality Annual Status Report (ASR) (Appendix'A') was recently submitted to the Department for Environment, Food & Rural Affairs (Defra) and to provide an update on the air quality modelling work undertaken by most Councils in Surrey.

Recommendation:

None – for information only

1. Context of report

- 1.1 The report provides Members with updated Air Quality information in the form of Runnymede's 2019 ASR which was recently submitted to Defra. The report also provides information relating to the current status of air quality modelling work.

2. Report

- 2.1 Members are made aware that Runnymede's 2019 Air Quality ASR was recently submitted to Defra for their consideration. The report fulfils Runnymede's obligations with respect to managing the Air Quality Management Areas (AQMAs) within Runnymede's area and reporting on the general air quality within the Borough. A hard copy of the ASR report can be found in the Member's room for reference purposes.
- 2.2 Whilst there is a requirement for local authorities to submit their ASRs to Defra in June Members are made aware that, as is the case for a number of local authorities, the RBC submission occurs after that date as officers seek to apply the 'bias correction factor' in real time once published rather than looking to correct data months after the ASR has been submitted.
- 2.3 Runnymede's monitoring capability is totally reliant on diffusion tubes to monitor the air quality within the Borough. Diffusion tubes are a relatively inexpensive way to monitor for nitrogen dioxide however their accuracy must be corrected at the end of each year. This adjustment process is called bias correction. Bias correction data is created by having similar diffusion tubes to those used in Runnymede located next to very accurate continuous nitrogen dioxide monitors (located in other parts of the country) data from which can be used by Defra to determine what adjustment factor must be applied to the diffusion tubes in order to calibrate them against the accurate monitors. These determinations are posted, at different times through the year, on Defra's national bias correction website.
- 2.4 Over the last 20 years Runnymede has seen a large variation in the bias correction factors which have been applied to the diffusion tube results. The range of the bias correction factor is from 0.83 to 1.28. By way of example, if the annual level from the diffusion tubes indicated a nitrogen dioxide reading of 31.3 ug/m³ (with 40ug/m³ being the national standard above which the Council would need to consider declaring an area as a AQMA), then applying a bias correction of 1.28 to 31.3ug/m³ would produce a result of nitrogen dioxide levels being greater than 40 ug/m³. Hence it can be shown that having a 28% correction factor plays a significant part in the final determination.
- 2.5 Defra hosts, on its website, various rounds of bias data collection, the last round being in September 2019. Hence only until the final figures have been verified and posted by Defra in September that there can be a robust pool of results which can provide a reasonably cogent bias correction factor. Therefore, with respect to this issue, it is considered problematic for local authorities which are dependent on this nationally sourced bias correction figure to be able to provide Defra with robust and accurate ASR by June.

3. General Air Quality Modelling

- 3.1 Members will be aware that the Surrey Air Alliance (SAA), the air quality officers' group for Surrey Authorities, commissioned Cambridge Environmental Research Consultants (CERC) in 2018 to model 'air quality for the whole of Surrey' and that findings of that work are expected to be released in April this year. It is expected that

the findings from the SAA work will be very similar to the outcome of the modelling Runnymede commissioned from the same consultants again in 2018 in relation to the Local Plan, The outcome of which indicate that based on 2015 data used in the modelling with reference to 2036 no exceedances of any relevant Air Quality Objectives are predicted at any location in Runnymede. The RBC commissioned report is available on-line; <https://www.runnymede.gov.uk/article/15876/Air-Quality>

4. Overall conclusion

- 4.1 It can be seen from the ASR and the modelling that the national trend in decreasing levels of nitrogen dioxide is also evident within the Borough of Runnymede. If the steady progress continues over the foreseeable future, then the levels of nitrogen dioxide will fall below the 40ug/m³ level within the current AQMAs and that being the case the Council would seek to revoke the areas which have been declared as an AQMAs

5. Resource Implications

- 5.1 There are no staffing or financial resource implications arising from this report.

6. Legal Implications

- 6.1 There is an obligation to provide Defra with an annual status report on air quality. This has been achieved.

7. Equality Implications

- 7.1 There are no Equality Implications arising from this report.

8. Environmental implications

- 8.1 Monitoring and reporting on air quality issues indicated a steady decrease in nitrogen dioxide levels within the Borough resulting in a positive impact for the local environment and for residents health.

(For information)

Background papers

ASR report within Member's Room and on line

<https://www.runnymede.gov.uk/airquality>



2018 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the
Environment Act 1995
Local Air Quality Management

January 2020.

| | |
|-------------------------|---|
| Local Authority Officer | Duncan Carins |
| Department | Environmental Health & Licensing |
| Address | Civic Centre, Station Road, Addlestone, Surrey KT15 2AH |
| Telephone | 01932 838383 |
| E-mail | duncan.carins@runnymede.gov.uk |
| Report Reference number | RBC/ASR/2018. |
| Date | January 2020. |

Executive Summary: Air Quality in Our Area

The summary is designed to provide an overview for people who reside and work within the area of Runnymede Borough Council as to the air quality that was present within the Borough during 2018. The report also provides detail of how the issue of air quality is being addressed within the Borough and the intentions of the Council in determining any future action.

The main conclusions of the report are the following; -

1. Air quality within the Borough has generally seen a slow decline in nitrogen dioxide levels across the Borough over the time period that the Council has been monitoring the levels of nitrogen dioxide.
2. When directly comparing the nitrogen dioxide levels of 2017 to 2018, the air quality situation within the Borough has overall seen a slight general improvement year on year in so much that at 13 out of the 28 monitoring points where comparable measures were taken these showed a decrease in levels, 3 sites showed the same levels, and 12 showed the situation being worse than the previous year. Of these 12 sites two are background sites, both showed that there was an overall increase in nitrogen dioxide of around 2 ug/m³.
3. The levels of nitrogen dioxide are in the main generated by vehicular transport and problems can occur in areas with high volumes of traffic.
4. It was interesting to note that the area which was declared as an extension to the AQMA has shown that over the last 2 years, levels have been below the objective level and hence the Council will consider revoking this AQMA should further results show that this current improvement has been sustained.
5. Further difficulties have been encountered with the “watching brief” in relation to an area adjacent to a road junction controlled by traffic lights in Chertsey due to the fact that during 2018 there was a spate of diffusion tubes going missing, prior to collection. However, it was decided to move some of the tubes to less prominent positions and also slightly raise the height of the other tubes to make the unauthorised removal more difficult. Following the introduction of these measures, it appears that this has helped to improve the security of the tubes.
6. In 2018, there were 2 monitoring locations within the Borough where annual average nitrogen dioxide levels exceeded the national air quality objective of 40µg/m³. One being at the centre of Addlestone within the AQMA the other being

adjacent to the Runnymede Roundabout (Egham A30/ M25) where there had been major road works to the roundabout which lasted a year (August 2017 to July 2018). These road works regularly caused major traffic congestion in the area. The results from a diffusion tube closely located to the area indicated that the level, from one year to the next, showed an increase from 34 to 42 $\mu\text{g}/\text{m}^3$ and hence it is likely that the congestion caused by the roundabout improvement works resulted in an overall increase of nitrogen dioxide of around 25%.

7. RBC continues to work in close collaboration with our colleagues at Surrey County Council within such networks as the Surrey Air Alliance (SAA).

Air Quality in Runnymede Borough Council

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion.

Previous Reviews and Assessments within Runnymede Borough Council have concluded that concentrations of carbon monoxide, benzene, 1,3-butadiene, lead, sulphur dioxide and PM_{10} are compliant with the relevant national and European objectives.

Air Quality Management Areas (AQMAs) have however been declared at two locations in Runnymede Borough Council for exceedances of the annual mean nitrogen dioxide objective, namely land adjacent to the M25 and at a traffic light-controlled junction in Addlestone town centre.

Details of the current AQMA can be found on the Defra UK Air website (www.uk-air.defra.gov.uk) or via the following link:

https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=26 .

The highways authorities for Runnymede are Highways England for the major strategic network roads (M25, M3) and Surrey County Council (SCC) for the other roads within the Borough. The SCC Local Transport Plan (LTP3) includes a number

of supporting strategies including the Surrey Air Quality Strategy and the Surrey Climate Change Strategy.

The aim of the air quality strategy is to improve air quality in Air Quality Management Areas (AQMA) on the county road network such that Surrey's borough and districts are able to undeclared these areas as soon as possible

M25

Monitoring carried out in 2013/2014 confirmed that nitrogen dioxide concentrations adjacent to the M25 AQMA in Egham at the Pooley Green railway level-crossing were above the air quality objective at relevant locations and as a result the M25's AQMA was extended to include the area near to the level-crossing. Hence in 2015 the department's available resource for air quality at that time was dedicated to declaring an extension of the AQMA to include the area adjacent to the crossing. It has been noted from the latest annual monitoring results that the levels of nitrogen dioxide within this area have now fallen below the objective levels and as a result if these levels are found to consistently be maintained below the objective then the declared 2015 extended AQMA should be revoked.

Addlestone

There is an area associated with a four-way traffic light-controlled junction in Addlestone town centre which has been declared an AQMA. The general trend indicates a decrease in nitrogen dioxide concentrations, to below objective levels, at locations that are located further away from the central point where the traffic lights are located. However, it is interesting to note that the area immediately adjacent to the traffic light-controlled junction at the centre of the AQMA, where there is a monitor located on the façade of a residential premise, this location continues to indicate a level above the air quality objectives. In terms of the levels found at this location for 2018 when compared to 2017 the level for 2018 have shown a reduction of $3.2\mu\text{g}/\text{m}^3$ over the previous year however this reduction brings it down to the levels found two years ago.

A photograph has been provided which depicts the proximity of the diffusion tube to the façade of the building at the traffic light-controlled junction to provide an indication of the type of situation that is encountered with properties directly abutting the footway.



Picture 1 AQMA Addlestone traffic light junction – tube location

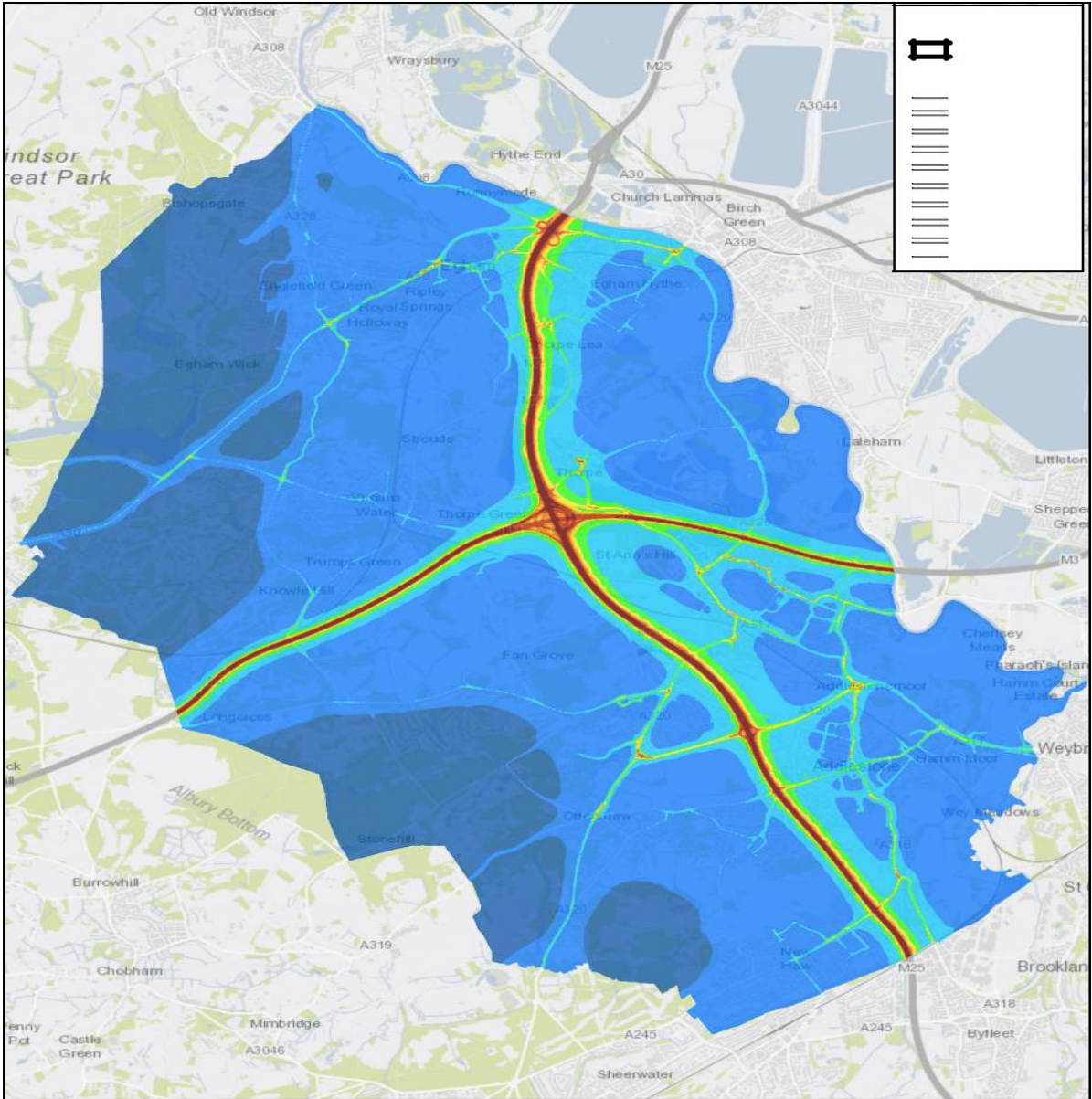
Investigation for a potential AQMA at Chertsey

At a busy roadside junction controlled by traffic lights in Chertsey it has been shown that there were exceedances in the air quality objective at the kerbside, however once distance correction factors were applied then the levels at the closest residential facades were within the objective limits. The Council is attempting to keep a “watching brief” at this site however the diffusion tubes which are put up on a monthly basis often go missing. As a result, measures were taken such as moving the monitors slightly higher or placing them in a less prominent position and it appears that these measures have helped in providing more reliable returns of the diffusion tubes. However, it should be reported that with tubes going missing this has in itself produced difficulties in the attempts to keep a watching brief in relation to providing an accurate picture of the levels of nitrogen dioxide within this particular area.

Source of Air Pollution

Road;- Modelling of annual nitrogen dioxide levels shows the influence of road traffic on levels across the Borough, with major trunk routes such as the M25 and M3 motorways. Modelling was undertaken in association with the Council’s planning department in relation to the emerging Local Plan. Further air quality modelling work has been commissioned on a County wide scale by Surrey Air Alliance.

Runnymede’s modelling exercise was based on road traffic information for 2015. The modelling was done in order to consider proposed traffic pollution with regards to the future areas of development. This information was submitted to the Planning Inspector as evidence for the emerging Local Plan. The actual modelling work was undertaken by Cambridge Environmental Research consultants (CERC). See below; Map of the Bourgh which depicts nitrogen dioxide levels.



It is abundantly clear from the modelling work that the main sources of nitrogen dioxides emanate from the road networks.

Runnymede also continues to support Surrey Air Alliance (SAA), a working group of air quality officers from across the Surrey districts and boroughs, which is also attended by officers from Surrey County Council and Surrey Public Health. Further air quality modelling work was commissioned by SAA and it is envisaged that further modelling work will be considered in subsequent reports.

Aircraft; Heathrow Airport expansion

Heathrow southern runway is at its nearest point some 4km from the boundary of Runnymede Borough Council. At the end of June 2018, Parliament voted to pass the Airports National Policy Statement, new policy that sets out the criteria under which consent will be given for expansion of the airport. Since 2018 there have been ongoing discussions surrounding the expansion of Heathrow. Heathrow Airport Ltd is consulting on its proposal to expand the airport through construction of a third runway, new terminal capacity and other supporting infrastructure. It is envisaged that if Heathrow manages to obtain development consent, construction of the new runway and associated infrastructure would begin soon after the approval.

The proposed new runway would be to the north of the existing runways i.e. further away from Runnymede Borough Council's boundary.

In terms of air quality and over-flights within the Borough, according to information from DEFRA that once an aircraft reaches an altitude of greater than 450m then the on-ground contribution to air quality from aircraft overhead would be negligible.

Hence, in terms of aircraft taking off from Heathrow airport, using the preferred routes and maintaining the required climb gradient then it is expected that aircraft would be above 450m height when entering into air-space above the Borough and hence would produce negligible, direct, on ground air quality issues in relation to the current applicable air quality standards.

It should be noted that it has been suggested that there is to be a privately funded Heathrow Southern Railway line associated with an expanded Heathrow. The proposed route of the new railway line would take it from the southern boundary to the northern boundary of the Borough.

Major projects for consideration

1. Heathrow expansion
2. South West railway line (in support of a potentially expanded Heathrow)
<https://www.gov.uk/government/news/new-heathrow-rail-link-to-lead-the-way-for-future-transport-funding-schemes/>
3. Southampton to London Pipeline – Esso are proposing to replace 56 miles of the 65-mile Southampton to London Pipeline. The existing underground pipeline enters into the Borough at Longcross and leaves the Borough at Chertsey where it crosses the River Thames. The preferred route of the new pipeline was consulted on in Autumn 2018, and a Development Consent Order application was made in June 2019. If consented the project could start in 2022.
<https://infrastructure.planninginspectorate.gov.uk/projects/south-east/southampton-to-london-pipeline-project/>
4. Thames flood water relief scheme. Major engineering works at the River Thames in order to provide a series of measure that will help protect residents within the Borough from flooding.

Actions to Improve Air Quality

- Consideration of how to improve air quality have been included in the Council's approved Air Quality Action Plan and this includes a raft of measures such as consideration for planning applications within or near the Borough's AQMA. Many planning applications have had conditions in relation to air quality requirements due to the fact that the development was close to or within a defined AQMA. For the full range of measures see Runnymede's Air Quality Action Plan.
- Runnymede Borough Council monitors local air quality through an extensive diffusion tube monitoring network within the Borough.
- Runnymede Borough Council, together with the other ten Surrey Local Authorities and representatives from Surrey County Council (Public Health and Transport) have established the SAA Group which aims to coordinate certain actions to reduce air pollution within Surrey. The group has

commissioning a modelling exercise of air pollution with emphasis on nitrogen dioxide and particulate matter.

- Emerging Local Plan.

In order to meet the Borough's development needs and growth opportunities then the Local Planning Authority has to have in place a Local Plan. Currently there is an emerging new Local Plan being prepared and air quality is a related consideration. As a result, air quality modelling work was commissioned in 2018 in relation to the proposals within the emerging plan in order to understand the potential impact that the policies and plans of the emerging Local Plan would have on air quality.

- Schools Project.

In Spring 2018, the SAA consortium was awarded £145,188 from the Defra's AQ Grant Fund to run an engagement and behaviour change programme at up to 40 schools across Surrey near to an AQMA.

The project has run throughout the 2018/19 academic year and some activities will continue into the 2019/20 academic year following several District/ Borough Councils, including Runnymede each providing £7000 to ensure that the programme continued. The objective of the project was to give school children an increased awareness of the health impacts of poor air quality and where the Air Quality Management Areas are near their school, to understand what they could do to improve local air quality and reduce exposure, and ultimately to change behaviour.

A total of 7 schools in Runnymede have benefitted from taking part in one or more of the following measures that were on offer:

- 6 schools in Runnymede held a performance of a bespoke theatrical production on air quality and sustainable travel;
- 5 schools in Runnymede took part in workshops and whole school assemblies run by a specialist contractor. The workshops included practical exercises in exposing nitrogen dioxide diffusion tubes to investigate pollutant levels with distance from school drop-off zones;
- One school in Runnymede hosted an anti-idling awareness event during the school run; and
- Over 2600 pupils across the County received additional subsidised cycle training

- **Electric Vehicle Charging**

In November 2018, SCC adopted an Electric Vehicle Strategy setting out how SCC will support and promote the uptake of electric vehicles in Surrey. Surrey is an area that is well-suited to adopting electric vehicles. There also is a trial charging point project which is due to commence soon in order to ascertain the feasibility of providing on-street charging facilities. The pilot project will be trialled in 4 Boroughs within the County. Once the results of the pilot are assessed then SCC will bring forward further strategies as to what SCC intend to do with regards to charging provisions.

Conclusions and Priorities

Overall there appears to be encouraging signs that the levels of nitrogen dioxide within the Borough and most notably within the AQMAs are slowly reducing. That being the case then if these gains show consistent evidence of remaining below the objective level then the Council would look to revise the areas of the declared AQMAs. In addition to the overall national trend there is sterling work being undertaken across the County due to the concerted effort of the SAA in such areas as schools air quality projects. This schools project is being further sponsored by Runnymede Borough Council. Further to the SAA work then Runnymede Borough Council have also made a bid to Defra for funding for an educational campaign to try to change drivers' behaviours toward switching their engines off at level crossings. Runnymede Council has also joined the Air Alert scheme and hence provides this valuable service to people who have a need to know about poor air quality days.

Local Engagement and How to get Involved

There is continual interest in air quality locally from Councillors, consultants, residents' groups and individual residents. Information is displayed on the Councils web site to promote special events such as clean air week and Air Alert. Information such as the following:-

- Clean air week

As most air pollution of concern in the district is related to traffic, there are some easy changes we can make to all do our bit to reduce emissions:

1. Do you need to take the car? – consider alternatives to using your car; public transport, walking or cycling will help reduce emissions. For timetables, guides and maps visit the Travel Smart in Surrey website;-

www.travelsmartsurrey.info/. There is also information there on car sharing and car clubs.

Research has indicated that levels of air quality pollutants inside vehicles, even with the windows shut, can lead to higher exposure than pedestrians and cyclists on the same streets. So by walking or cycling you could reduce your exposure and improve your fitness and health.

2. Need to take the car? – Think about how you drive. Small changes improving your driving style can save lots of fuel, significantly reduce wear and tear, and improve the life of your vehicle:

- Regular maintenance improves fuel efficiency by as much as 10% plus underinflated tyres increase rolling resistance, further increasing fuel consumption;
- Reduce excess weight and wind resistance (caused by roof racks, open windows and boot clutter);
- Reduce engine idling – a modern engine is designed to be used 'from cold'. Warming up an engine whilst stationary wastes fuel and leads to undue engine wear;
- Avoid aggressive acceleration and braking – aggressive driving can raise fuel consumption by 37%;

- Change up gears as soon as possible;
- Review trip data after a journey to learn how to improve driving style, or to reinforce eco-driving lessons already learnt. A number of apps and satnavs can help with this. Only use such tools when it is safe and legal to do so.

3. Thinking about changing your car or van? – consider an ultra-low emission vehicle such as a plug-in electric or hybrid vehicle. More options are becoming available each year, technology is improving the range of vehicles, running and servicing costs are much lower, and grants are available to help towards their purchase. For example, a grant is currently available to cover up to 35% of the costs of a car, up to a maximum of either £2,500 or £4,500 depending on the model (or 20% of the cost of a van, up to a maximum of £8,000). Find out more on the .GOV website: <https://www.gov.uk/plug-in-car-van-grants/what-youll-get> . There are over 30 eligible models of vehicles from all the major car manufacturers including BMW, Citroen, Ford, Kia, Mercedes, Nissan, Peugeot, Renault, Tesla, Toyota and Volkswagen. The vast majority of electric vehicle charging takes place at home, and there is also currently a grant of a 75% contribution towards the cost of a home charge-point up to a maximum of £500.

- Air Alert

The Council has recently subscribed to Air Alert and has invited people suffering from asthma, chronic obstructive pulmonary disease (COPD) or a respiratory condition to sign-up for AirAlert, a free service provided by the Council to help those with respiratory conditions manage their health when air quality is poor. While air pollution levels in Runnymede are generally “Low”, on ~20 days per year pollution levels are reached that are capable of causing short term health symptoms for people with pre-existing respiratory conditions.

People who register for the free service receive an email, text or voicemail message, informing them the day before of an expected elevation of air pollution in their area. This enables them to make choices about what they do and how they manage their medication, so they can stay in control of their own health.

Health advice in the AirAlert message is approved by UK experts and varies according to a simple air pollution index (low, moderate, high and very high). The index is based on the levels of five pollutants (nitrogen dioxide, sulphur dioxide, ozone, carbon monoxide and particles). For more information on the AirAlert service visit www.airalert.info/Surrey to register. For residents without internet access, please phone 01784 446 251 to sign up.

A survey of AirAlert users showed that 88% of survey respondents found AirAlert a useful or very useful service, and two thirds had recommended it to someone else. They found the service helped them manage their symptoms and reduce their exposure to air pollution. They also reported increased confidence to participate in social and recreational activities.

In addition to the phone/ email service, users of airAlert and any other interested resident can also download the [airAlert](#) app to a Smartphone (android and iOS) from Google Play or the App Store.

It is envisaged that Air Alert will be a valuable addition to the promulgation of information to a receptive audience.

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1 Local Air Quality Management

This report provides an overview of air quality in Runnymede Borough Council during 2018. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Runnymede Borough Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Appendix E.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

AQMAs are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by Runnymede Borough Council can be found in Table 2.1. Further information related to declared AQMAs, including maps of AQMA boundaries are available within this report see Appendix D: Map(s) of Monitoring Locations and AQMAs, which provides for a map of air quality monitoring locations in relation to the AQMA(s). It should be noted that following the declaration of AQMAs then there is an air quality action plan put in place to ensure that there are measures in place which seek to reduce levels to be consistently below the air quality objectives. It is suggested that once all the Borough wide air quality modelling work is completed then this will provide invaluable data in order to review areas adjacent to the M25. The AQMA within Addlestone has over the last few years shown slight decreases in levels of nitrogen dioxide at the measuring locations and there are a few monitors within the AQMA which are indicating levels below $40 \mu\text{g}/\text{m}^3$ and hence the area is making steady progress toward achieving levels below the objective. It is however interesting to note that in 2018 the level of nitrogen dioxide in and around the actual location of the traffic lights still shows an increase in levels above the objective levels. Nevertheless, once there is confidence that levels below the objective are being achieved then steps will be taken to revoke the Addlestone AQMA.

In terms of the most recently declared extension of the AQMA at the level crossing in Egham then the results pertaining to this area show that levels of nitrogen dioxide were below the objectives for 2018. However, some of the results have been obtained following annulisation of the missing data and as a result it will be interesting to discover if the following years show such a consistent decrease in levels of nitrogen dioxide.

Table 2.1 – Declared Air Quality Management Areas

| AQMA Name | Date of Declaration | Pollutants and Air Quality Objectives | City / Town | One Line Description | Is air quality in the AQMA influenced by roads controlled by Highways England? | Level of Exceedance (maximum monitored/modelled concentration at a location of relevant exposure) | | | | Action Plan | | |
|----------------------|--|---------------------------------------|-------------|---|--|---|-------------------|-----------------------------------|-------------------|--|---------------------|---|
| | | | | | | At Declaration | | Now | | Name | Date of Publication | Link |
| AQMA M25 | Declared 3/12/2001 Amended 20/10/2015 | NO ₂ annual mean | Runnymede | Entire length of M25 within the Borough and an extended area in December 2016 to include area in Egham near to railway crossing . | Yes | unknown | | Greater than 40 at some locations | µg/m ₃ | Runnymede approved air quality action plan | April 2014 | https://www.runnymede.gov.uk/CHttpHandler.ashx?id=5497&p=0 |
| AQMA Addlestone town | Declared 4/7/2008 | NO ₂ annual mean | Addlestone | Addlestone town centre traffic light 4 way junction- Brighton Road/Church Road/ Station Road/High Street | No | 59 | µg/m ³ | 46 | µg/m ₃ | Runnymede approved air quality action plan | April 2014 | https://www.runnymede.gov.uk/CHttpHandler.ashx?id=5497&p=0 |

Runnymede Borough Council **confirms the information on UK-Air regarding their AQMA(s) is up to date.**

2.2 Progress and Impact of Measures to address Air Quality in Runnymede Borough Council

Defra acknowledged the receipt of last year's ASR however there was no appraisal or further comment made in relation to the content of the report.

Runnymede Borough Council has taken forward issues that were detailed within previous years reports in pursuit of improving local air quality. Details of measures completed, in progress or planned are set out in Table 2.2.

More precise details on these measures can be found within the Council's Air Quality Action Plan 2014;-see

<https://www.runnymede.gov.uk/CHttpHandler.ashx?id=5497&p=0>

Key completed measures are:

- Consider planning applications near to or within the designated AQMAs to ensure that suitable measures are adopted in relation to air quality
- Supporting SCC with plans and funding bids to assist with improving air quality within the Borough
- Maintain a strong presence within Surrey Air Alliance group
- Three hydrogen refuelling stations located nearby; Cobham Motorway Services, Weybridge and Teddington, hence Runnymede Council is well placed to promote hydrogen fuel cell vehicles due to the availability of hydrogen within the area

Progress on the following measures has been slower than expected in relation to;-

- Highway infrastructure improvements – Liaison with agencies with responsibilities for transportation networks within AQMAs to deal with ;--
 - (i) improving the road layout and flow of traffic within AQMA.
 - (ii) ensuring that any temporary road works to roads adjacent or within the AQMA's have strict conditions applied to any permit to minimise additional congestion within the AQMA.
- Attempted to maintain a close “watching brief” on the nitrogen dioxide levels at Bridge Road /Weir Road Chertsey but has been hampered due to missing tubes.

- Modelling exercise of target pollutant levels to be carried out in association with the SAA(to include PM₁₀, PM_{2.5} & NO₂).
- Consider unification of an emissions policy for taxi licencing within all of Surrey to ensure continuity of approach to this matter.
- Joining the AirAlert scheme.
- Cut engine signage - application to Defra for grant aid.
- Surrey Schools Air Quality Programme.

In Spring 2018, the SAA consortium obtained £145,188 from the Defra AQ Grant Fund to run an engagement and behaviour change programme at up to 40 schools across Surrey within 2km of an Air Quality Management Area.

The project has run throughout the 2018/19 academic year and some activities will continue into the 2019/20 academic year. Since schools were selected which were close to Air Quality Management Areas the aim of the project was to give the pupils attending these school an increased awareness of the health impacts of poor air quality and, to understand what was possible to do to improve local air quality and reduce exposure, and ultimately to change behaviour.

7 schools within Runnymede Borough Council took part in one or more of the measures on offer, which included:

- Media Campaign – a multi-media campaign using bespoke positive messages (see Figure 2.1) aimed at primary school children and their parents that ran for 5 weeks just after the start of the 2018/19 academic year using posters on bus backs and ad-shells at bus stops, publications such as Primary Times and Surrey Matters, digital media e.g. electronic newsletters, Facebook, Twitter, and radio advertising.
- Theatre in Education – A bespoke theatre production designed for year 5 pupils to raise awareness of the health issues associated with poor air quality. The drama production also explored sustainable modes of transport.
- Bikeability Learn to Ride – subsidised scheme (on top of the cycle training already offered by Surrey County Council) to help over 2,500 trainee pupils ride without stabilisers.

- School Lessons and resources – a specialist provider produced toolkits and resources for both Primary and Secondary Schools and delivered workshops and whole school assemblies at over 30 schools across Surrey. The workshops included practical exercises in exposing nitrogen dioxide diffusion tubes to investigate pollutant levels with distance from school drop-off zones.
- Modeshift Stars – extra assistance to schools to help them gain accreditation under the ModeShift Stars scheme

The programme hosts an Air Quality Summit to further disseminate the messages and successes of the project across school representatives from across the County. The Summit will be a networking opportunity for Eco Co-ordinators from schools across the county. Workshops and presentations will be provided by the London Sustainability Exchange on their school workshops and resource toolkits; a research fellow from the University of Surrey's Global Centre for Clean Air Research; a showcase school from the programme on their experiences; Living Streets and the SAA air quality modelling work.

In June each year Surrey County Council host a sustainable travel challenge called the Golden Boot. As part of the air quality schools programme it is proposed to include an air quality theme to the challenge, with a rebrand and upgrade. A Green Boot challenge will be introduced since it will be a more accessible scheme than the Golden Boot scheme. However, it is perceived that if the Green Boot scheme is a success then schools may go onto undertake the Golden Boot challenge.

With respect to the media campaign:

- There were over 16,000 views on the webpage making it the most viewed page on the Healthy Surrey website during the campaign period.
- Facebook was the most popular social media channel to reach and engage with parents. There were 41 Facebook posts during the campaign period which appeared 98,970 times, generated 1,253 link clicks and 600 engagements, such as comments, shares and likes.

- On Twitter, 54 posts appeared a total of 73,551 times with 193 engagements.
- Instagram posts and stories were used to engage with residents. They reached 3,306 people and around 250 engaged with content.
- Google advertisements were shown to parents in Surrey and generated 16,052 clicks through to the webpage.

Early feedback on the success of the campaign:

“Despite low awareness, the campaign has performed strongly: it is strongly liked, conveys new information, and is felt to discourage people from using their cars on the school run. The campaign scores very highly in terms of relevance, impact, clarity and information. It is also significantly more engaging than other campaigns (strong positive engagement, but low negative engagement). This all implies that the relatively low awareness is due to the low campaign spend, not any weakness in the creative executions.”

This indicates that the creative design work will be evaluated strongly and that despite a low budget spend the campaign did successfully engage with residents of Surrey.

The successful Theatre in Education supplier, Performance in Education (PiE), developed a bespoke production on air quality: Abby Aire and the Shed of Science. The performance toured around 40 schools around Surrey from 12 November 2018 to 7 December 2018 with audiences totalling 2,156 year 5 students (age 9/10 year olds). A total of 6 schools in Runnymede Borough Council held Theatre performances.

Evaluation feedback of the Theatre activity indicated that 100% of 76 teaching staff surveyed thought the show was an effective or very effective way to communicate what causes poor air quality, how it impacts on health and what pupils can do to help improve the air quality around their school. The pupils were exposed to key terminology and vocabulary and were able to identify modes of transport which cause pollution.

Across Surrey, 31 schools have taken part in workshops and school assemblies provided by the specialist provider London Sustainability Exchange (LSx), equating to a total of 7,435 pupils. Tool kits and teaching resources were prepared and distributed to all schools in Surrey. 5 schools in Runnymede Borough Council took part in the workshops and school assemblies. 1 school within Runnymede Borough Council area hosted an anti-idling event.

Whilst the measures stated above and in Table 2.2 will help to contribute towards compliance, Runnymede Borough Council anticipates that further additional measures not yet prescribed will be required in subsequent years to achieve compliance and enable the revocation of the AQMAs within the borough.

Table 2.2 – Progress on Measures to Improve Air Quality

| Measure No. | Measure | EU Category | EU Classification | Organisations involved and Funding Source | Planning Phase | Implementation Phase | Key Performance Indicator | Reduction in Pollutant / Emission from Measure | Progress to Date | Estimated / Actual Completion Date | Comments / Barriers to implementation |
|-------------|---|---|---|--|----------------|-------------------------|---|--|------------------|------------------------------------|---------------------------------------|
| 1 | Air Quality Action Plan produced and approved by committee | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | Runnymede Borough Council | | 2014 | AQAP published | | | 2014 | County with 2 tier authority |
| 2 | Established Surrey Air Alliance Group coordinating programmes to develop area wide strategies to reduce emissions and improve air quality | Policy Guidance and Development Control | Regional Groups | Surrey County Council and Surrey Local Authorities | 2016 | 2016 Formation of group | | | | Ongoing | |
| 3 | Permitted premises | Environmental Permits | Other measure through permit systems & economic instruments | Runnymede Borough Council | | | Ensuring that all permitted process operate within control limits | | | Ongoing | |

| | | | | | | | | | | | |
|---|---|---|--|--|---------|---------|-----------------------------------|--|--|---------|---------|
| 4 | Encourage adoption minimum emissions standards into taxi licencing procedures | Promoting Low Emission Transport | Taxi Licencing conditions/incentives | Runnymede Borough Council | 2016 | 2018/19 | Reduce tailpipe emissions in AQMA | yes | Air Quality officers representing the borough/district councils have suggested taxi licencing authorities for County wide policy on emissions. | 2018 | |
| 5 | Use of Planning regime to incorporate measures to reduce air pollution | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | Runnymede Borough Council | 2015 | | | Air quality included in Development Planning | | | Ongoing |
| 6 | County and Borough modelling of key pollutants | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | Surrey Air Alliance group | 2016 | 2018 | Modelling completed | | Estimates obtained-tendering process to be followed | 2017/18 | |
| 7 | Support of bid to DEFRA re emission at schools | Promoting Low Emission Transport | Other | Surrey County Council and Surrey Local Authorities | 2017 | 2017 | Awareness raising | | | 2018 | |
| 8 | Bid to defra for – erecting of large format signs on lampposts close to level crossing – switch off engines | Public information | Via other mechanisms | Runnymede BC | 2018/19 | 2020 | Signage erected | yes | | ongoing | |
| 9 | Emerging Local Plan | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | Runnymede BC | 2015 | 2018 | Local Plan approved. | | Central Government to consider | 2018 | ongoing |

| | | | | | | | | | | | |
|----|--|----------------------------------|---|-----------------------|--|---------|--|--|--|---------|--|
| 10 | Reducing Emissions – School and Business Travel Plans: Golden Boot Challenge | Promoting Travel Alternatives | Intensive active travel campaign & infrastructure | Surrey County Council | | Ongoing | Reduced dependency on car use for school journeys and number of people taking part in the scheme | | Annual challenge for schools to increase the % of pupils walking, cycling, scooting / skateboarding, using public transport, car sharing or park-n-striding to school. | ongoing | Golden Boot to be rebranded to AQ theme in Oct 2019 as part of Schools AQ programme |
| 11 | Reducing Emissions from Council Activities | Promoting Low Emission Transport | Public Vehicle Procurement - Prioritising uptake of low emission vehicles | Runnymede BC | | ongoing | Decreased emissions from council owned fleet | | New Council fleet now EuroVI. Ability to burn biofuels – no biofuel tank to be installed in council depot | 2020 | progress on zero emission vehicle to be considered when current fleet lease expires in 2025 |
| 12 | Air alert | Public Information | via other mechanisms | Runnymede BC | | 2019 | Uptake by residents, Reduced hospital admissions | | subscribed | 2020 | Scheme operated by collaboration of Surrey LAs. Continuance relies upon co-funding of other LAs |

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5}(particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Runnymede Borough Council is taking the following measures to address PM_{2.5}: As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5}(particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Given the recent implementation of the Technical Guidance LAQM.TG16 and Policy Guidance LAQM.PG16, Runnymede Borough Council is working towards defining a strategy to reduce emissions or concentration of PM_{2.5}. This work is being undertaken in close association with the Director of Public Health at Surrey County Council. It is further expected that the modelling exercises being promulgated will provide incisive and key information on PM_{2.5} to assist with the production of a suitable strategy.

However, existing measures to improve air quality already in place can help reduce levels of PM_{2.5}, such as:

- Promoting driver awareness such as prevention of idling vehicles.
- Promoting low emission transport and provision of charging points and hydrogen refilling stations.
- Surrey County Council's Transportation plans and strategies.

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

Runnymede Borough Council did not undertake any automatic (continuous) monitoring within the Borough during 2018 nor is it planning to introduce continuous monitoring within the foreseeable future.

3.1.2 Non-Automatic Monitoring Sites

Runnymede Borough Council undertook non- automatic (passive) monitoring of NO₂ at 32 sites during 2018 using diffusion tubes as supplied by Lambeth Scientific Services. Table A.1.1 in Appendix A shows the details of the sites.

Maps showing the location of the monitoring sites within the AQMAs and elsewhere in the Borough are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) and bias adjustment considerations for the diffusion tubes are included in Appendix C.

3.2 Individual Pollutants

It should be noted that the air quality monitoring results presented in this section are, where relevant, adjusted for bias and distance correction. “Annualisation” of the areas where sampling collection data was below 75% was undertaken. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, “annualisation” and distance correction. Further details on adjustments are provided in Appendix C.

Table A.22 in Appendix A compares the ratified and adjusted monitored NO₂ annual mean concentrations for the past 5 years with the air quality objective of 40 µg/m³.

For diffusion tubes, the full 2018 dataset of monthly mean values is provided in Appendix B.

Since Runnymede Borough Council do not have any continuous monitors then it is difficult to directly consider in detail the nitrogen dioxide hourly mean concentrations . The hourly mean air quality objective of 200 µg/m³, is not to be exceeded more than 18 times per year. However, a comparison between the hourly objective and the annual mean objective can be made. It is understood that an **annual mean** of greater than 60µg/m³, provides an indication that an exceedence of the 1-hour mean objective could be likely at these sites.

Consideration of relevant exceedances

In 2018, following bias correction of the raw data and the application of distance correction, this showed two locations in the Borough where there were exceedances of the annual mean objective. See table 3.1 below.

Table3.1 – Annual exceedances

| Site number | Reading - bias corrected | Distance correction |
|-------------|--------------------------|---------------------|
| RY14 | 45.5 | 45.5 |
| RY33 | 34.5 | 42.7 |

RY14 being at the centre of Addlestone within the AQMA the other site RY33 being adjacent to the Runnymede Roundabout (Egham A30/ M25) where there had been major road works to the roundabout which lasted a year (August 17 to July 18)

resulting in major congestion in the area as a direct result of these road works. The results from a diffusion tube closely located to the area indicated that the level from one year to the next, showed an increase from 34 to 42 $\mu\text{g}/\text{m}^3$ and hence it is likely that the congestion caused by the roundabout improvement works resulted in an overall increase of nitrogen dioxide of around 25%.

It is noted that for the hourly objective to be exceeded then the annual mean would have to exceed $60\mu\text{g}/\text{m}^3$. **No site** within the Borough had an annual mean greater than $60\mu\text{g}/\text{m}^3$. **Hence there are no sites which exceed the hourly objective limit.** However, it is considered prudent to have a look at actual monthly results which exceed $60\mu\text{g}/\text{m}^3$. (See table 3.2.). There were only 2 results that exceeded $60\mu\text{g}/\text{m}^3$. These being at the traffic lights at Weir Road and Bridge Street (results $63\mu\text{g}/\text{m}^3$ and $59\mu\text{g}/\text{m}^3$). last year there were 9 measured monthly concentrations greater than the equivalent bias corrected levels of $60\mu\text{g}/\text{m}^3$. Since the figure of 1.04 has been used as a bias correction for 2018 then this equates to an unbiased correct figure of greater than $>58\mu\text{g}/\text{m}^3$ ($58 \times 1.04 = 60$). It should be noted that all these individual **monthly** exceedances greater than $60\mu\text{g}/\text{m}^3$ occurred during the colder weather periods when weather conditions are such that tend to cause an increase in nitrogen dioxide levels. These values occurred very adjacent to a road within an area where there is a "watching brief" in that should the air quality deteriorate then an AQMA would be declared.

When generally comparing the nitrogen dioxide levels of 2018 (bias corrected) to 2017 (bias corrected) the air quality situation within the Borough has overall seen a slight general improvement year on year in so much that at 13 out of the 28 monitoring points where comparable measures were taken these showed a decrease in levels, 3 sites showed that same levels, and 12 showed the situation being worse than the previous year. Of these 12 sites two are background sites both showed that there was an overall increase in nitrogen dioxide of around $2\mu\text{g}/\text{m}^3$.

From the graphs produced in Appendix A, then these depict that over the past 8 years, between 2011 and 2018, concentrations tend to show a slight overall decreasing trend. Nevertheless, it is interesting to consider site RY14 located in the AQMA in Addlestone that has been monitored over the last 8 years which shows that the levels of nitrogen dioxide at the central point where the traffic lights are located returned to levels found 2 years ago and but remains ~20% above the objective level.

3.2.2 Particulate Matter (PM₁₀)

PM₁₀ is not currently monitored within the Runnymede Borough Council area. However, modelling work for levels of particulate matter within the Borough has ascertained that particulate matter levels do not exceed air quality objectives.

3.2.3 Particulate Matter (PM_{2.5})

PM_{2.5} is not currently monitored within the Runnymede Borough Council area. However, modelling work for levels of particulate matter within the Borough has ascertained that particulate matter levels do not exceed current air quality target levels.

3.2.4 Sulphur Dioxide (SO₂)

Sulphur dioxide is not currently monitored within the Runnymede Borough Council area and it has previously been established that levels of sulphur dioxide do not exceed air quality objectives.

Appendix A: Monitoring Results

Table A.1—Details of Non-Automatic Monitoring Sites

| Site ID | Site Name | Site Type | X OS Grid Ref | Y OS Grid Ref | Pollutants Monitored | In AQMA? | Distance to Relevant Exposure (m) ⁽¹⁾ | Distance to kerb of nearest road (m) ⁽²⁾ | Tube collocated with a Continuous Analyser? | Height (m) |
|---------|---|------------------------|---------------|---------------|----------------------|----------|--|---|---|------------|
| RY1 | Civic Centre, Station Road, Addlestone | Roadside | X 505065 | Y 164610 | NO2 | Y | 8 | 3 | N | 2.3 |
| RY4 | Riverside, Pitson Close, Addlestone | Urban B/G | X 505727 | Y 164624 | NO2 | N | 43 | 43 | N | 2.0 |
| RY8 | Ongar Place First School, Milton Road, Addlestone | Suburban (near to M25) | X 504309 | Y 163952 | NO2 | Y | 28 | 21 | N | 1.9 |
| RY14 | 1 High Street, Addlestone | Roadside | X 504991 | Y 164601 | NO2 | Y | 2 | 2 | N | 2.3 |
| RY19 | 78 Woodham Lane, New Haw | Roadside | X 505223 | Y 162698 | NO2 | Y | 11 | 3 | N | 2 |
| RY21 | London Street/Heriot Rd Chertsey | Roadside | X 504261 | Y 166945 | NO2 | N | 3 | 1 | N | 2 |
| RY23 | 37 Bridge Rd, Chertsey | Roadside | X 504888 | Y 166786 | NO2 | N | 15 | 1 | N | 2.2 |

| | | | | | | | | | | |
|------|--|-------------------------|----------|----------|-----|---|--------------------|-----|---|-----|
| RY25 | 1 Pooley Green Rd, Egham | Roadside | X 501746 | Y 171347 | NO2 | Y | 23 | 12 | N | 2.4 |
| RY26 | 19, Vicarage Road, Egham | Roadside | X 501707 | Y 171391 | NO2 | Y | 9 | 2 | N | 2.3 |
| RY33 | 46 The Avenue, Egham | Intermediate (near M25) | X 501679 | Y 171676 | NO2 | Y | 6 | 15 | N | 2.1 |
| RY39 | Chobham Lane, Longcross, | Roadside | X 498859 | Y 166225 | NO2 | N | New house building | | N | 1.8 |
| RY40 | Homewood Park, Stonehill Road | Urban B/G | X 502062 | Y 165101 | NO2 | N | 68 | 68 | N | 2.5 |
| RY43 | New Court Chertsey Road Addlestone | Roadside | X 505000 | Y 165303 | NO2 | N | 19 | 2 | N | 2.3 |
| RY45 | 27/29 Weir Rd Chertsey | Roadside Moved | X 504879 | Y 166765 | NO2 | N | 6 | 0.6 | N | 2.3 |
| RY53 | 1-22 Wyvern Place, High St, Addlestone | Roadside | X 504967 | Y 164924 | NO2 | N | 7 | 3 | N | 2.4 |
| RY54 | 23 Brighton Rd, Addlestone | Roadside | X 505070 | Y 164477 | NO2 | Y | 5 | 2 | N | 2.3 |
| RY55 | 158 Station Rd, Addlestone | Roadside | X 505526 | Y 164782 | NO2 | N | 3 | 0.4 | N | 2.3 |
| RY56 | 34/36 Bridge Rd Chertsey | Roadside | X 504911 | Y 166765 | NO2 | N | 8 | 1 | N | 2.3 |

| | | | | | | | | | | |
|------|---|----------------|----------|----------|-----|---|----|-----|---|-----|
| RY57 | 29 Bridge Rd, Cherstey | Roadside | X 504834 | Y 166814 | NO2 | N | 9 | 2 | N | 2.3 |
| RY58 | 39 Weir Road. Chertsey | Roadside moved | X 504891 | Y 166773 | NO2 | N | 16 | 0.2 | N | 2.3 |
| RY59 | Bus shelter Chertsey Rd Addlestone | Roadside | X 504949 | Y 165140 | NO2 | N | 15 | 3 | N | 2.3 |
| RY60 | Renaissance flats, High Street Addlestone | Roadside | X 504966 | Y 164836 | NO2 | Y | 5 | 3 | N | 2.4 |
| RY61 | Pine Court, Addlestone | Roadside | X 504907 | Y 164559 | NO2 | N | 5 | 2 | N | 2.4 |
| RY62 | 26/28 Brighton Road Addlestone | Roadside | X 505078 | Y 164527 | NO2 | Y | 5 | 2 | N | 2.3 |
| RY63 | Garfield Road, (sign) Addlestone | Roadside | X 505250 | Y 164390 | NO2 | N | 9 | 3 | N | 2.5 |
| RY64 | Garfield Road, Hampshire Court Addlestone | Roadside | X 505259 | Y 164403 | NO2 | N | 11 | 0.5 | N | 2.4 |
| RY65 | 268 Station Road Addlestone | Roadside | X 505803 | Y 165036 | NO2 | N | 12 | 3 | N | 2.3 |
| RY66 | 223 Station Rd, Addlestone | Roadside | X 505704 | Y164952 | NO2 | N | 12 | 2 | N | 2.3 |

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.

Table A.2—Annual Mean NO₂ Monitoring Results

| Site ID | Site Type | Monitoring Type | Valid Data Capture for Monitoring Period (%) ⁽¹⁾ | Valid Data Capture 2018(%) ⁽²⁾ | NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾ | | | | |
|---------|------------------|-----------------|---|---|---|-------------|-------------|-------------|-------------|
| | | | | | 2014 | 2015 | 2016 | 2017 | 2018 |
| RY1 | Roadside | Diffusion Tube | 100 | 67 | 35 | 39 | 39.5 | 29.8 | 30.6 |
| RY4 | Urban Background | Diffusion tube | 100 | 100 | 19.6 | 19.6 | 22.7 | 17.8 | 20.2 |
| RY8 | Roadside | Diffusion Tube | 100 | 84 | 25.5 | 35.1 | 24 | 20.5 | 22.5 |
| RY14 | Roadside | Diffusion Tube | 100 | 92 | 48.2 | 48.6 | 45.6 | 48.7 | 45.5 |
| RY19 | Roadside | Diffusion Tube | 100 | 92 | 37.3 | 34.3 | 33.7 | 31.5 | 32.3 |
| RY21 | Roadside | Diffusion Tube | 100 | 100 | 31.5 | 32.1 | 35.9 | 31.5 | 33.4 |
| RY23 | Roadside | Diffusion Tube | 100 | 75 | 36 | 42.2 | 42.5 | 33.8 | 47.5 |
| RY25 | Roadside | Diffusion Tube | 100 | 100 | 31.6 | 28.2 | 30.6 | 28.5 | 33.5 |
| RY26 | Roadside | Diffusion Tube | 100 | 100 | 53.9 | 41 | 44 | 36.7 | 36.5 |
| RY33 | intermediate | Diffusion Tube | 100 | 92 | 36.6 | 32.4 | 30.6 | 34.1 | 34.5 |
| RY34 | Roadside | Diffusion Tube | 100 | n/a | 31.1 | 25.1 | 24.9 | 22.7 | n/a |
| RY39 | Roadside | Diffusion Tube | 100 | 84 | 26.9 | 25.1 | 25.7 | 23.9 | 28.4 |
| RY40 | Urban background | Diffusion Tube | 100 | 92 | 17.7 | 17 | 16.9 | 16.5 | 18.1 |
| RY43 | Roadside | Diffusion Tube | 100 | 100 | 27.4 | 34.5 | 35.2 | 26.7 | 36.9 |
| RY44 | Roadside | Diffusion | 100 | n/a | 15.3 | 23.3 | 29.3 | 25.9 | n/a |

| | | | | | | | | | |
|-------------|----------|----------------|-----|-----|-------------|-------------|-------------|------|-------------|
| | | Tube | | | | | | | |
| RY45 | Roadside | Diffusion Tube | 100 | 50 | 31.6 | 37.2 | 33.3 | 32.5 | 36 |
| RY52 | Roadside | Diffusion Tube | 100 | n/a | 31.3 | 34. | 30 | 31.6 | n/a |
| RY53 | Roadside | Diffusion Tube | 100 | 67 | 38.4 | 39.2 | 41.5 | 32.2 | 35.8 |
| RY54 | Roadside | Diffusion Tube | 100 | 100 | 32.7 | 36.4 | 33.4 | 28.1 | 29.6 |
| RY55 | Roadside | Diffusion Tube | 100 | 84 | 36.2 | 35.9 | 34.1 | 28.7 | 32.7 |
| RY56 | Roadside | Diffusion Tube | 100 | 50 | 48.4 | 48.7 | 49.4 | | 40.2 |
| RY57 | Roadside | Diffusion Tube | 100 | 50 | 31.5 | 36.7 | 30.8 | | 30.5 |
| RY58 | Roadside | Diffusion Tube | 100 | 75 | 35.2 | 33.4 | 31.7 | | 52 |
| RY59 | Roadside | Diffusion Tube | 100 | 100 | 31.2 | 34 | 34 | 30.3 | 34.7 |
| RY60 | Roadside | Diffusion Tube | 100 | 100 | 32.6 | 38.8 | 36.3 | 28.9 | 34.7 |
| RY61 | Roadside | Diffusion Tube | 100 | 84 | | | 32 | 30.1 | 33.3 |
| RY62 | Roadside | Diffusion Tube | 100 | 84 | | | 32.7 | 31.3 | 30 |
| RY63 | Roadside | Diffusion Tube | 100 | 84 | | | 22.5 | 30.8 | 21.6 |
| RY64 | Roadside | Diffusion Tube | 100 | 84 | | | 25.5 | 22.4 | 24.1 |
| RY65 | Roadside | Diffusion Tube | 100 | 92 | | | 26.1 | 22.4 | 26.7 |
| RY66 | Roadside | Diffusion Tube | 100 | 92 | | | 28.7 | 22.1 | 25.2 |

☒ Diffusion tube data has been bias corrected

Annualisation has been conducted where data capture is <75%

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

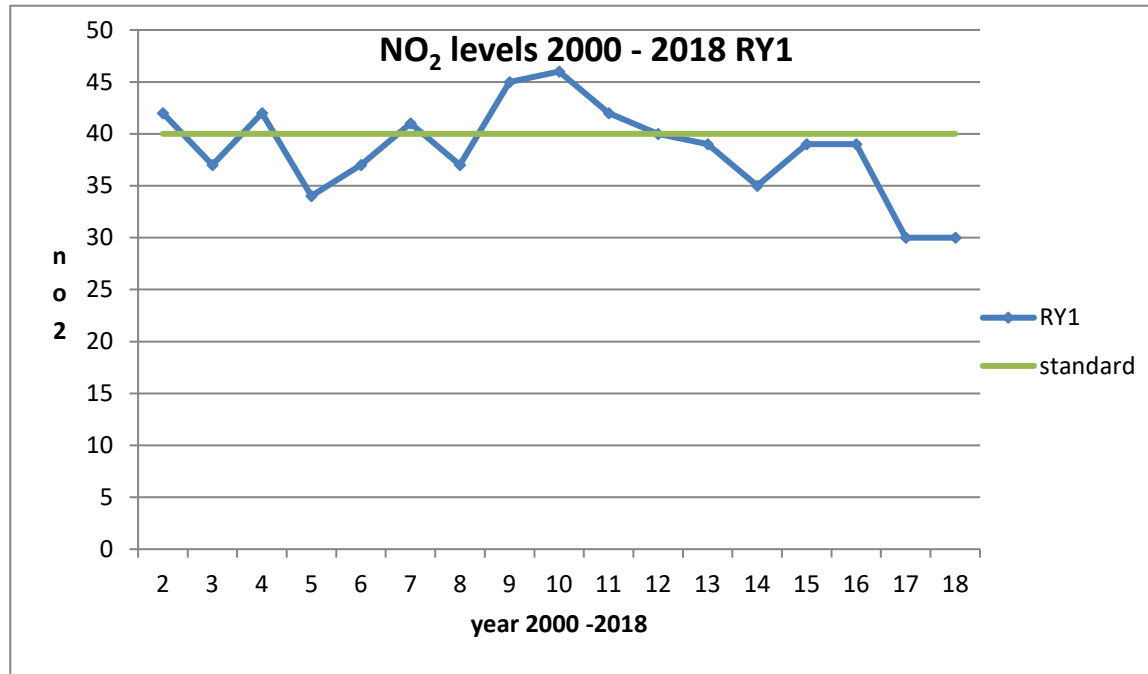
NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

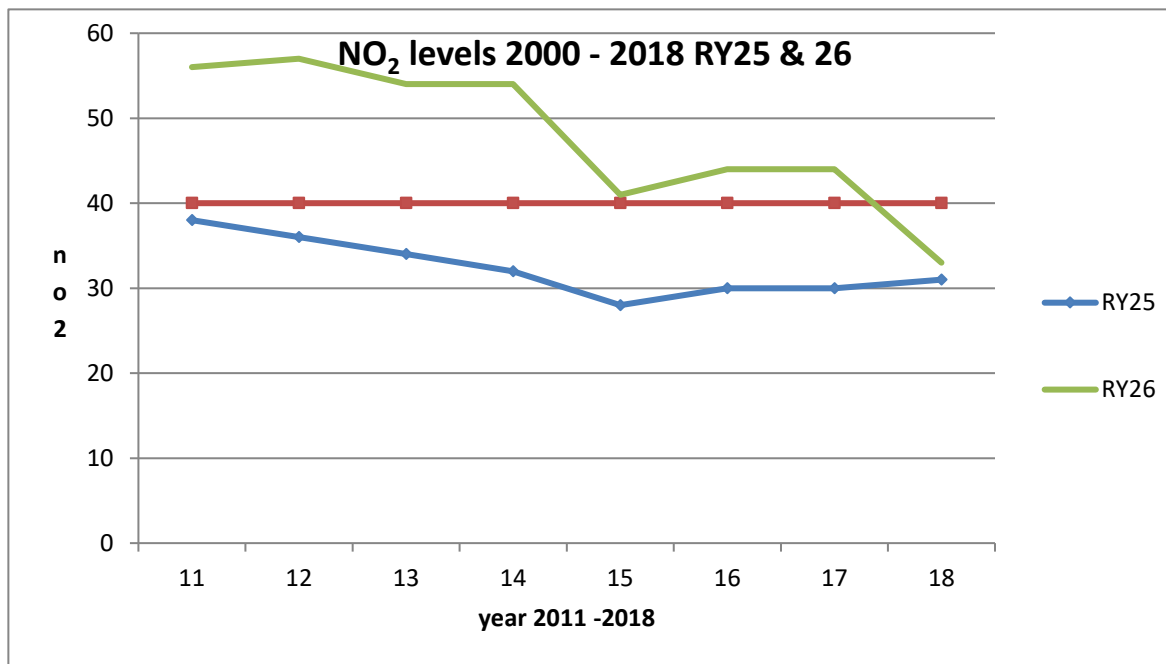
(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

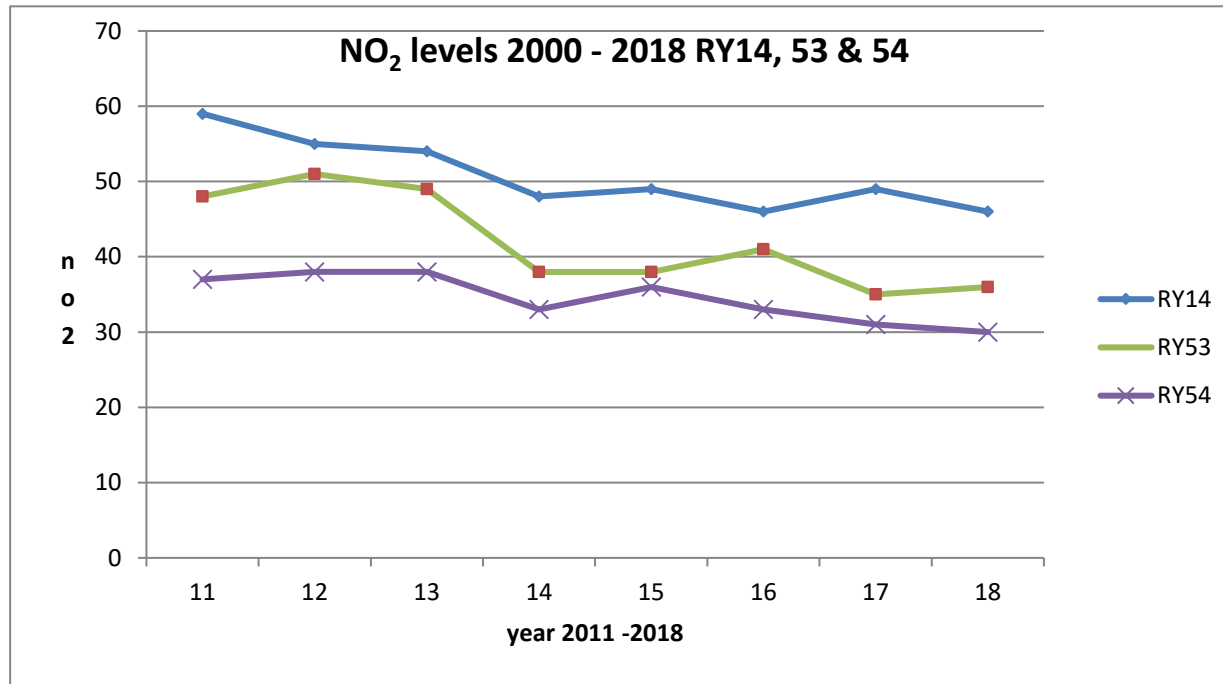
Figure A.1 – Trends in Annual Mean NO₂ Concentrations



Graph sites RY25 and RY26;- Pooley Green level crossing AQMA



Graph of RY14, RY,53& RY54 – Addlestone AQMA



Appendix B: Full Monthly Diffusion Tube Results for 2018

Table B.1—NO₂ Monthly Diffusion Tube Results - 2018

| Site ID | NO ₂ Mean Concentrations (µg/m ³) | | | | | | | | | | | | Annual Mean | | |
|---------|--|-----------|-----------|-----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Raw Data | Bias Adjusted (factor) and Annualised ⁽¹⁾ | Distance Corrected to Nearest Exposure ⁽²⁾ |
| | | | | | | | | | | | | | | | |
| RY1 | 30 | ns | 36 | ns | 23 | 24 | 33 | ns | 31 | 22 | ns | 36 | 29.4 | 29.1 | 25.5 |
| RY4 | 18 | 18 | 22 | 6 | 19 | 13 | 16 | 14 | 18 | 26 | 32 | 31 | 19.4 | 20.2 | 20.2 |
| RY8 | 23 | ns | 37 | 16 | 18 | 21 | ns | 15 | 16 | 23 | 25 | 22 | 21.6 | 22.5 | 21.3 |
| RY14 | 44 | 34 | 45 | 36 | ns | 39 | 54 | 42 | 36 | 45 | 51 | 56 | 43.8 | 45.5 | 45.5 |
| RY19 | 34 | 28 | 33 | 30 | ns | 32 | 25 | 26 | ns | 31 | 36 | 36 | 31.1 | 32.3 | 27 |
| RY21 | 37 | 43 | 34 | 26 | 30 | 30 | 29 | 23 | 30 | 27 | 35 | 41 | 32.1 | 33.4 | 30.8 |
| RY23 | 48 | 49 | 45 | ns | 34 | 35 | ns | 36 | ns | 42 | 59 | 63 | 45.7 | 47.5 | 32.2 |
| RY25 | 29 | 27 | 27 | 21 | 18 | 26 | 30 | 22 | 48 | 40 | 41 | 58 | 32.2 | 33.5 | 31.3 |
| RY26 | 39 | 36 | 41 | 39 | 41 | 33 | 38 | 36 | 27 | 23 | 32 | 36 | 35.1 | 36.5 | 32.2 |
| RY33 | 28 | 47 | 39 | 33 | 33 | 41 | 31 | 10 | 27 | 33 | ns | 43 | 33.2 | 34.5 | 42.7 |
| RY39 | 30 | 25 | 31 | ns | 27 | 20 | 24 | ns | 29 | 24 | 33 | 30 | 27.3 | 28.4 | 28.4 |
| RY40 | 18 | 19 | 19 | 14 | 18 | ns | 13 | 31 | 12 | 15 | 15 | 18 | 17.4 | 18.1 | 18.1 |
| RY43 | 38 | 34 | 42 | 37 | 21 | 38 | 35 | 39 | 26 | 37 | 35 | 44 | 35.5 | 36.9 | 27.6 |
| RY45 | ns | ns | 40 | ns | ns | ns | ns | 21 | 38 | 47 | 47 | 51 | 40.7 | 42.3 | 29.1 |
| RY53 | 43 | 31 | 34 | 39 | 25 | 35 | ns | ns | ns | 32 | 35 | ns | 34.2 | 35.6 | 32.8 |

| | | | | | | | | | | | | | | | |
|------|-----------|-----------|-----------|----|-----------|----|----|-----------|-----------|-----------|-----------|-----------|------|------|------|
| RY54 | 32 | 28 | 37 | 24 | 22 | 25 | 29 | 28 | 31 | 26 | 27 | 33 | 28.5 | 29.6 | 28.3 |
| RY55 | ns | 37 | 42 | 27 | 17 | 26 | ns | 24 | 31 | 36 | 37 | 38 | 31.5 | 32.7 | 27.8 |
| RY56 | 47 | ns | 52 | ns | ns | ns | ns | ns | 52 | 37 | 55 | 51 | 49 | 50.9 | 31.5 |
| RY57 | 32 | ns | 41 | ns | ns | ns | ns | 24 | ns | 47 | 44 | 46 | 39 | 40.5 | 26.6 |
| RY58 | 54 | 49 | 48 | ns | 42 | ns | ns | 43 | 47 | 56 | 56 | 55 | 50 | 52 | 30.3 |
| RY59 | 37 | 36 | 36 | 33 | 32 | 33 | 24 | 28 | 32 | 37 | 34 | 39 | 33.4 | 34.7 | 29.6 |
| RY60 | 34 | 31 | 38 | 32 | 20 | 25 | 31 | 25 | 31 | 38 | 37 | 42 | 32 | 33.3 | 31.9 |
| RY61 | 35 | 25 | 30 | 25 | 25 | 24 | ns | 27 | 32 | 33 | ns | 33 | 28.9 | 30 | 28.4 |
| RY62 | 37 | 39 | 32 | 31 | 19 | 21 | 32 | ns | 28 | 34 | ns | 43 | 31.6 | 32.8 | 30.8 |
| RY63 | ns | 22 | 21 | ns | 20 | 18 | 17 | ns | 18 | 19 | 19 | 33 | 20.8 | 21.6 | 21.6 |
| RY64 | 25 | ns | 26 | 18 | 19 | 19 | 22 | ns | 21 | 30 | 21 | 31 | 23.2 | 24.1 | 23.7 |
| RY65 | 27 | 26 | 25 | 25 | 17 | | ns | 21 | 23 | 26 | 33 | 34 | 25.7 | 26.7 | 25.8 |
| RY66 | 33 | 22 | 31 | 23 | 22 | | 17 | 19 | 23 | 30 | 26 | 31 | 25.2 | 26.2 | 23 |

xNational bias adjustment factor used

xAnnualisation has been conducted where data capture is <75%

xWhere applicable, data has been distance corrected for relevant exposure

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) See Appendix C for details on bias adjustment and annualisation.

(2) Distance corrected to nearest relevant public exposure.

Appendix C: Supporting Technical Information/Air Quality Monitoring Data QA/QC

Diffusion Tube Bias Adjustment Factors

Runnymede's diffusion tubes are supplied by Lambeth Scientific Services Limited. 50% triethanolamine (TEA) solution is the absorbent used to prepare the tubes. The bias adjustment factor applied is a combined bias adjustment factor derived from the national database of co-location studies, available from the LAQM Support Website.

The selection of bias correction factors plays an important part in relation to air quality. Currently there is local debate over the selection of such critical factors. The bias correction factors that have been used since 2000 are produced below in table C.1

Table C.1 Diffusion Tube Bias Adjustment Factors, 2000-2016

| Year | Bias Adjustment Factor |
|------|------------------------|
| 2000 | 0.97 |
| 2001 | 1.09 |
| 2002 | 1.15 |
| 2003 | 1.05 |
| 2004 | 1.19 |
| 2005 | 1.24 |
| 2006 | 1.28 |
| 2007 | 1.07 |
| 2008 | 0.98 |
| 2009 | 1.03 |
| 2010 | 1.06 |
| 2011 | 1.06 |
| 2012 | 0.87 |
| 2013 | 0.83 |
| 2014 | 0.89 |
| 2015 | 0.97 |
| 2016 | 0.95 |
| 2017 | 0.93 |
| 2018 | 1.04 |

Bias correction factor 2018 = 1.04

Considerations used for the selection of 2018 bias correction factor;-

Figure C.1 -Screenshot of national website bias correction factors

The screenshot shows an Excel spreadsheet with the following structure:

Spreadsheet Version Number: 09/19

Instructions:

- Follow the steps below in the correct order to show the results of relevant co-location studies
- Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods
- Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet
- This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.

Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.

| Step 1: | Step 2: | Step 3: | Step 4: | | | | | | | |
|--|---|--|---|--|--------------------------|---|--|------------|-----------------------------|------------------------------------|
| Select the Laboratory that Analyses Your Tubes from the Drop-Down List | Select a Preparation Method from the Drop-Down List | Select a Year from the Drop-Down List | Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor ² shown in blue at the foot of the final column. | | | | | | | |
| If a laboratory is not shown, we have no data for this laboratory. | If a preparation method is not shown, we have no data for this method at this laboratory. | If a year is not shown, we have no data. | If you have your own co-location study then see footnote ⁴ . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@uk.bureauveritas.com or 0800 0327953 | | | | | | | |
| Analysed By ¹ | Method ² | Year ³ | Site Type | Local Authority | Length of Study (months) | Diffusion Tube Mean Conc. (Dm) ($\mu\text{g}/\text{m}^3$) | Automatic Monitor Mean Conc. (Cm) ($\mu\text{g}/\text{m}^3$) | Bias (B) | Tube Precision ⁵ | Bias Adjustment Factor (A) (Cm/Dm) |
| Lambeth Scientific Services | 50% TEA in acetone | 2018 | KS | Marylebone Road Intercomparison | 12 | 81 | 85 | -4.3% | G | 1.04 |
| Lambeth Scientific Services | 50% TEA in acetone | 2018 | SU | Reigate and Banstead BC | 12 | 24 | 25 | -4.8% | G | 1.05 |
| Lambeth Scientific Services | 50% TEA in acetone | 2018 | SU | Reigate and Banstead BC | 12 | 22 | 19 | 14.1% | G | 0.88 |
| Lambeth Scientific Services | 50% TEA in acetone | 2018 | B | Reigate and Banstead BC | 12 | 16 | 16 | 0.3% | P | 1.00 |
| Lambeth Scientific Services | 50% TEA in acetone | 2018 | R | Reigate and Banstead BC (Note tubes set up | 10 | 30 | 31 | -4.2% | G | 1.04 |
| Lambeth Scientific Services | 50% TEA in acetone | 2018 | R | Elmbridge Borough Council | 12 | 29 | 33 | -11.8% | G | 1.13 |
| Lambeth Scientific Services | 50% TEA in acetone | 2018 | R | Elmbridge Borough Council | 12 | 33 | 38 | -11.2% | G | 1.13 |
| Overall Factor² (7 studies) | | | | | | | | Use | 1.04 | |

Footnote 1: For Casella Stanger/Bureau Veritas (NOT Bureau Veritas Labs) use Gradko 50% TEA in Acetone.
Footnote 2: For Casella Seall/MSS/Casella CREI/Bureau Veritas Labs/Eurofinal use Environmental Scientific Groups.
Footnote 3: For 2011 Environmental Scientific Groups use ESC Group.

Ready 8 of 2863 records found

Selection of a bias correction factor

Precision versus accuracy is detailed within DEFRA web site and it states “*where results show poor precision then they should be treated with caution and may not be suitable for their intended purpose. The aim should be to use results from tubes that are giving “good” precision as this will improve the overall reliability of the annual mean concentrations derived from the diffusion tubes*”.

Hence in selecting the bias correction factor for 2018 then the best quality data is sought and hence only the sites which could provide “good” precision and have followed the required methodology were selected to work out a “robust” bias correction factor. ((NB good precision is where the coefficient of variance (CV) of multiple exposed tubes collated with a continuous monitor for eight or more period during the year is less than 20% and the average CV of all monitoring periods is less than 10%).

7 study results were posted on the website. 6 of the 7 studies were considered to have good precision. The one result which had poor precision reported a result of 1.00 and hence this figure did not detract from the stated average. Therefore, the resultant bias correction figure of 1.04 was selected as the most appropriate factor to be applied to the 2018 nitrogen dioxide results.

Annualisation

Annualisation in accordance with the technical guidance regarding the use of background reference diffusion tubes was undertaken on the diffusion tubes results which had less than 75% capture. (see spreadsheet of workings below)

| | R Y 4 b a c k | 1 | 45 | 53 | 5 6 | 5 7 | ry1 | R Y 4 5 | ry53 | ry56 | ry57 |
|-----------|---------------------------------|----------|----------|----------|--------|--------|---------------|------------------|----------------|----------------|---------------|
| Jan | 18 | 30 | | 43 | 4 7 | 3 2 | 18 | | 18 | 18 | 18 |
| feb | 18 | | | 31 | | | | | 18 | | |
| mar | 22 | 36 | 40 | 34 | 5 2 | 4 1 | 22 | 22 | 22 | 22 | 22 |
| apr | 6 | | | 39 | | | | | 6 | | |
| may | 19 | 23 | | 25 | | | 19 | | 19 | | |
| Jun | 13 | 24 | | 35 | | | 13 | | 13 | | |
| Jul | 16 | 33 | | | | | 16 | | | | |
| Aug | 14 | | 21 | | | 2 4 | | 14 | | | 14 |
| Sep | 18 | 31 | 38 | | 5 2 | | 18 | 12 | | 18 | |
| oct | 26 | 22 | 47 | 32 | 3 7 | 4 7 | 26 | 26 | 26 | 26 | 26 |
| Nov | 32 | | 47 | 35 | 5 5 | 4 4 | | 32 | 32 | 32 | 32 |
| Dec | 31 | 36 | 51 | | 5 1 | 4 6 | 32 | 31 | | 31 | 31 |
| | | | | | | | | | | | |
| Av | 19. 4 | 29. 4 | 40. 7 | 34. 2 | 4 9 | 3 9 | 20.5 | 22.8 | 19.3 | 24.5 | 23.8 |
| | | | | | | | 19.4/2 0.5 | 19.4/22. 8 | 19.4/1 9.3 | 19.4/24. 5 | 19.4/2 5.8 |
| rati o | | | | | | | 0.9463 41 | 0.85087 719 | 1.008 | 0.79183 673 | 0.7519 38 |
| | | | | | | | 0.95 | 0.85 | | 0.8 | 0.75 |
| | | | | | | | 29.4 x0.95 | 40.7x 0.85 | 34.2 x1.008 | 49 x 0.8 | 39 x 0.75 |
| res | | | | | | | 27.93 | 34.595 | 34.5 | 38.71 | 29.25 |

| | | | | | | | | | | |
|------------------|--|--|--|--|--|---------------|---------------|----------------|----------------|---------------|
| ult | | | | | | | | | | |
| | | | | | | 27.9 x1.04 | 34.6x1.0 4 | 34.5 x 1.04 | 38.7 x 1.04 | 29.3 x1.04 |
| bias 1.0 4 | | | | | | 29.047 2 | 35.984 | 35.8 | 40.248 | 30.472 |
| final | | | | | | 29.1 | 36 | 35.8 | 40.2 | 30.5 |

Spreadsheet of annualisation workings

Use of nationally posted bias correction factor.

Runnymede Borough Council is very much dependent on the national website to provide a justifiable bias correction factor to be applied to the diffusion tubes results. Since the last round of 3 posting events is in September, September normally being the time when the vast majority of respondents post their results on the national spreadsheet, it could be suggested that only after this point then there is a robust pool of results which can provide a reasonably suitable bias correction factor. Therefore, it becomes very difficult for local authorities who rely on this nationally sourced bias correction figure to be able to provide Defra with a validated ASR by June. It has been noted that there can be a significant difference in the bias correction over the course of the 3 rounds of submission to the bias correction website. Since these 3 rounds of posting data can produce significant difference in a bias correction values hence the accuracy of final report could therefore be affected. It would be good if there was an elegant solution to this potential lacuna.

QA/QC of diffusion tube monitoring

Nitrogen dioxide

Laboratory Performance and WASP scheme

Lambeth Scientific Services Limited follows the procedures set out in the Harmonisation Practical Guidance and participates in the WASP scheme operated by the Health and Safety Laboratory.

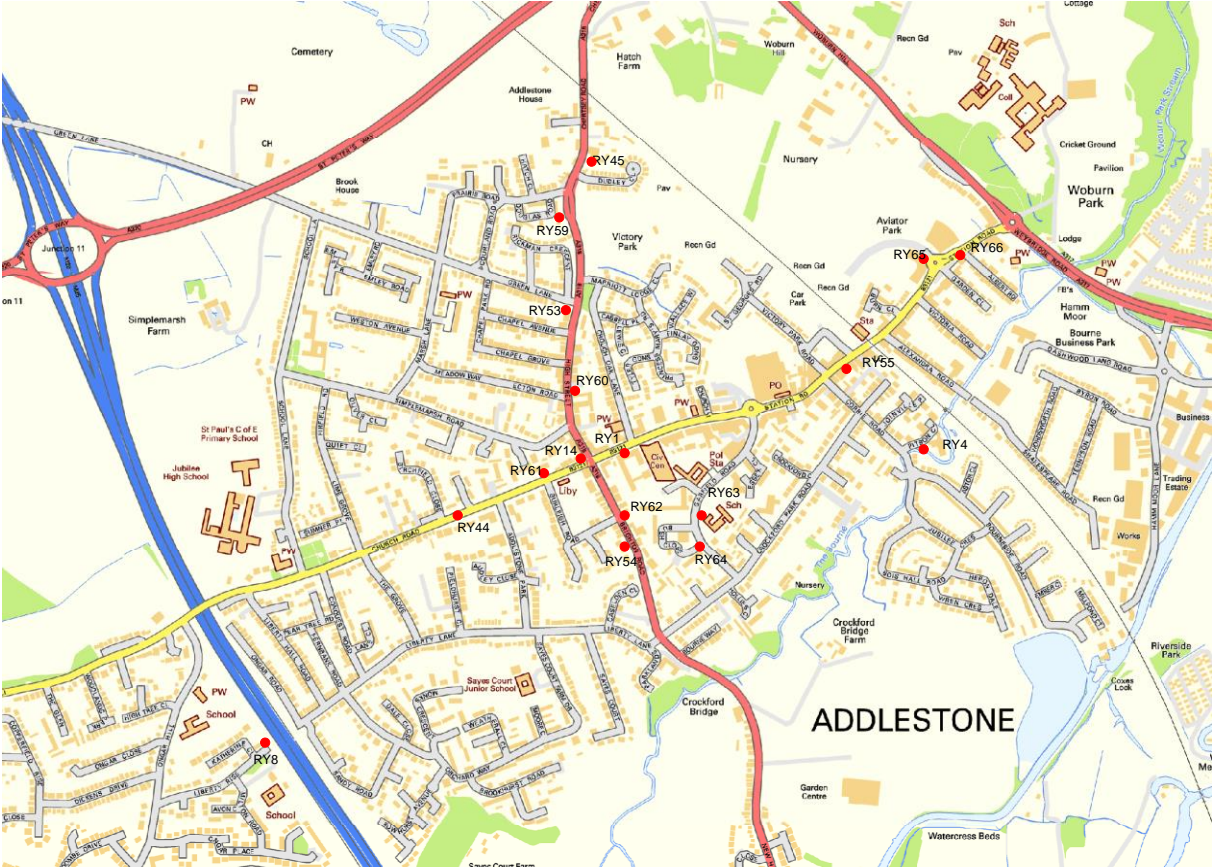
Nitrogen dioxide fall-off with distance

Use of DEFRA's on-line nitrogen dioxide fall-off with distance calculator – version v4.1 released April 2016.

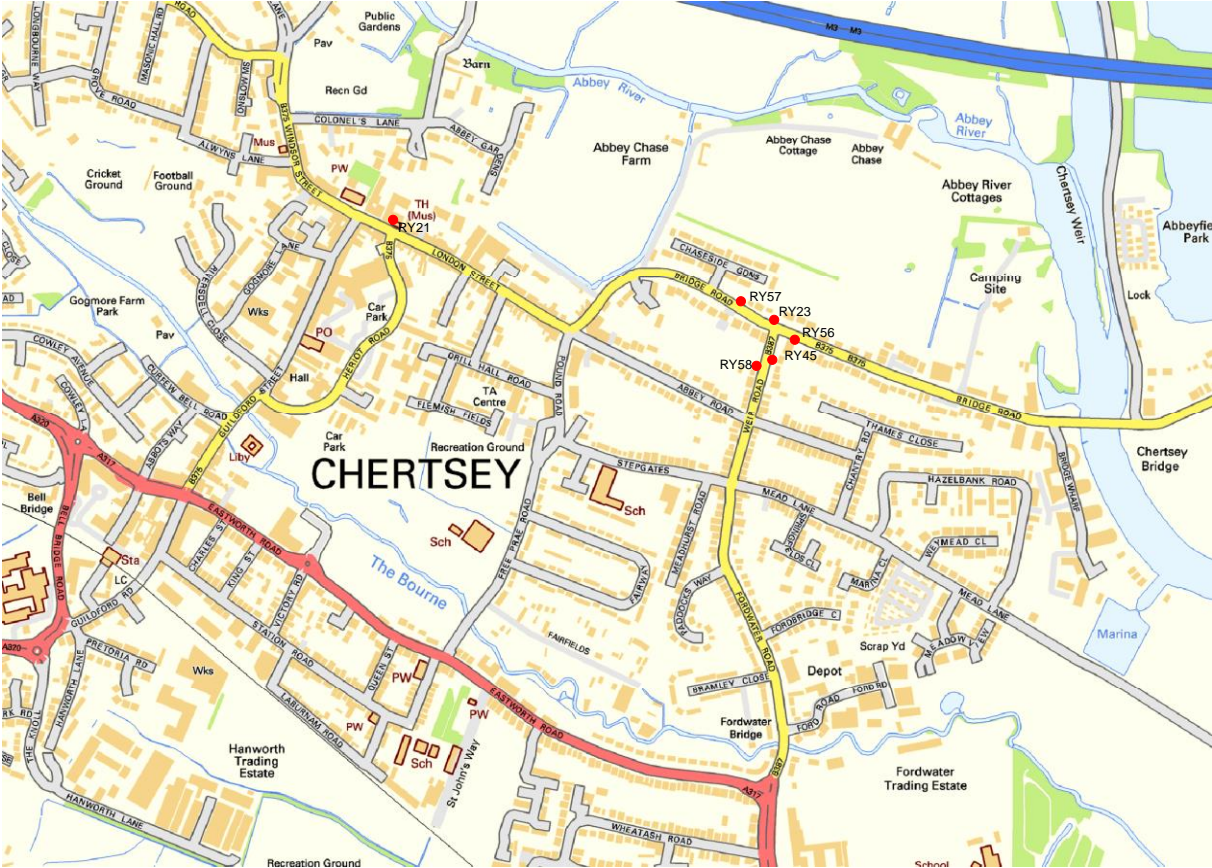
Appendix D: Map(s) of Monitoring Locations and AQMAs

Map of monitoring points in and around Addlestone AQMA

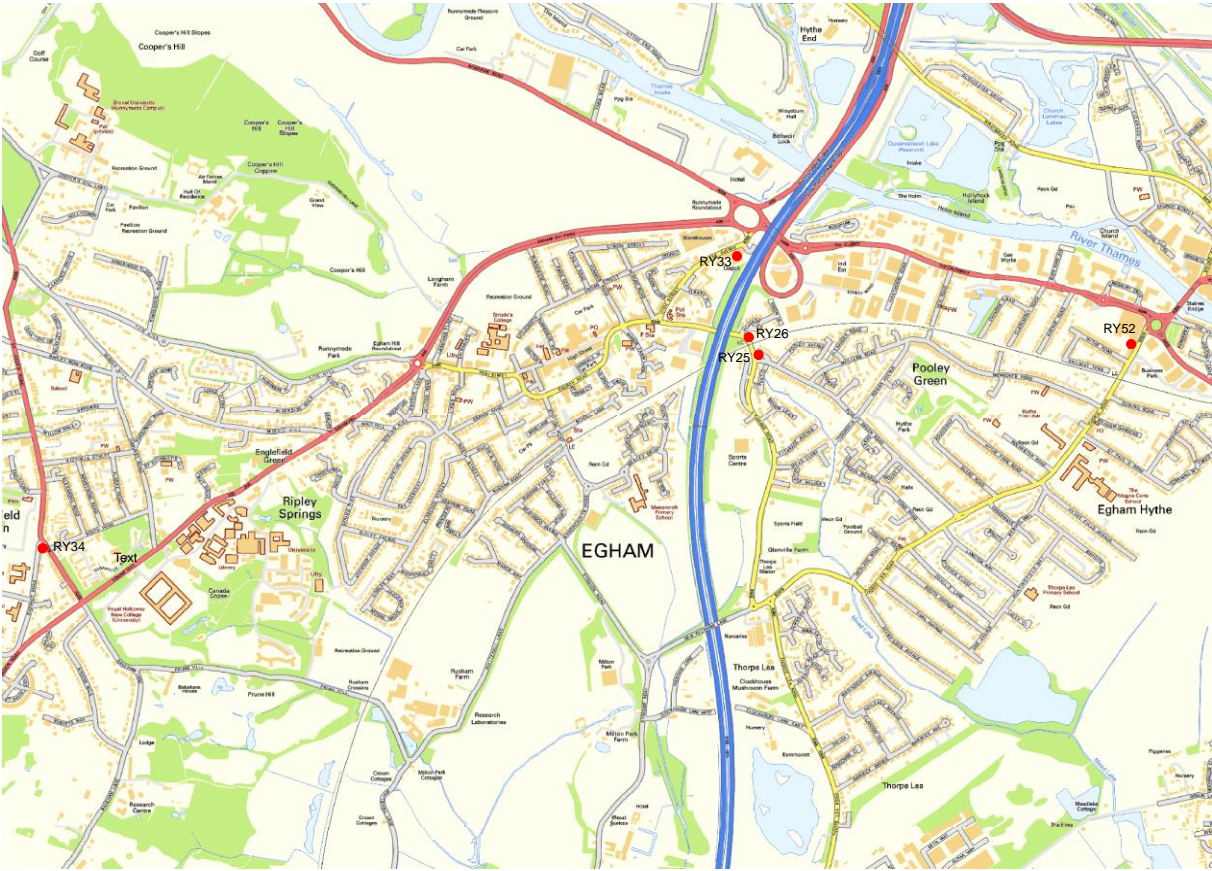
Monitoring sites located within Addlestone AQMA = RY1, RY14, RY54, RY60, RY62,



Map of monitoring locations at Weir Rd / Bridge Rd

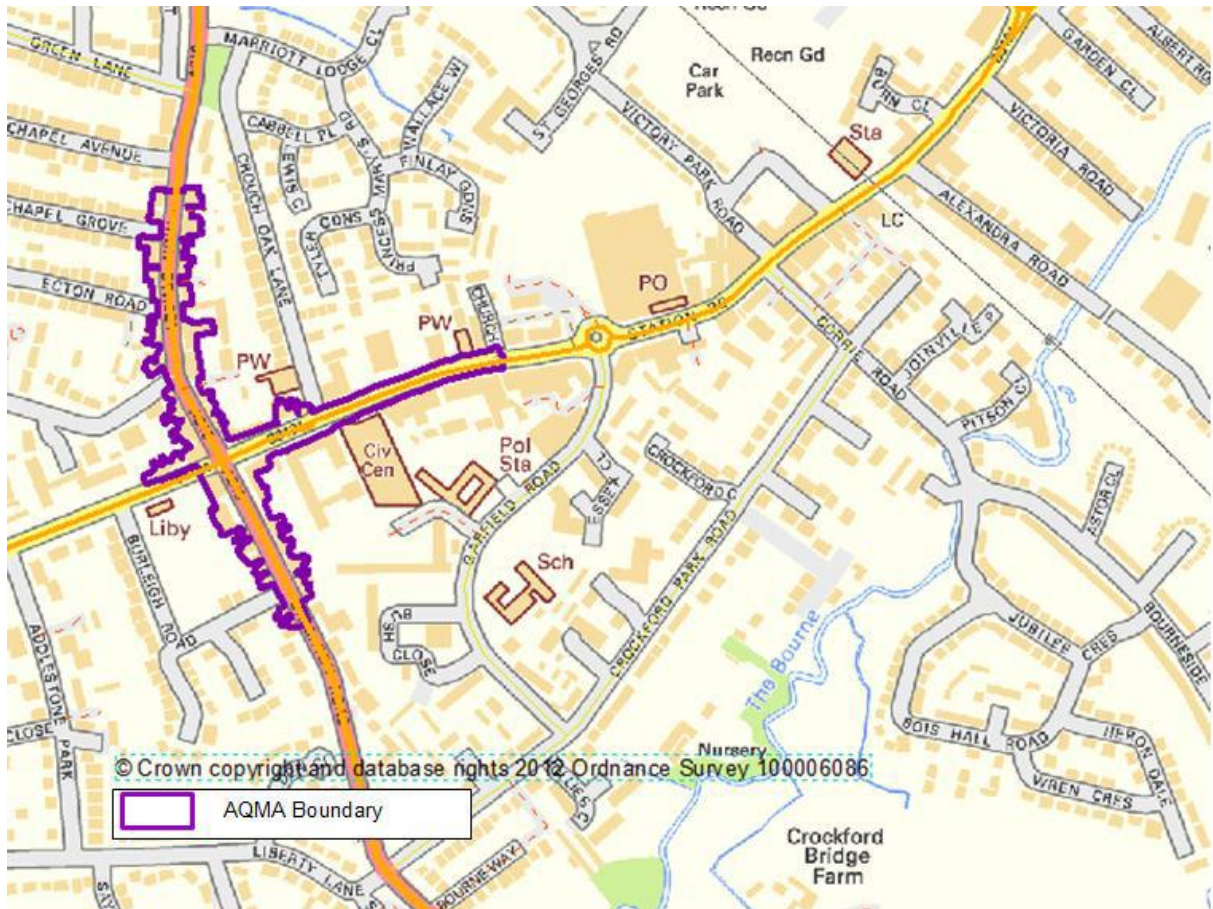


Monitoring sites located within M25(Egham) AQMA= RY25, RY26, RY33



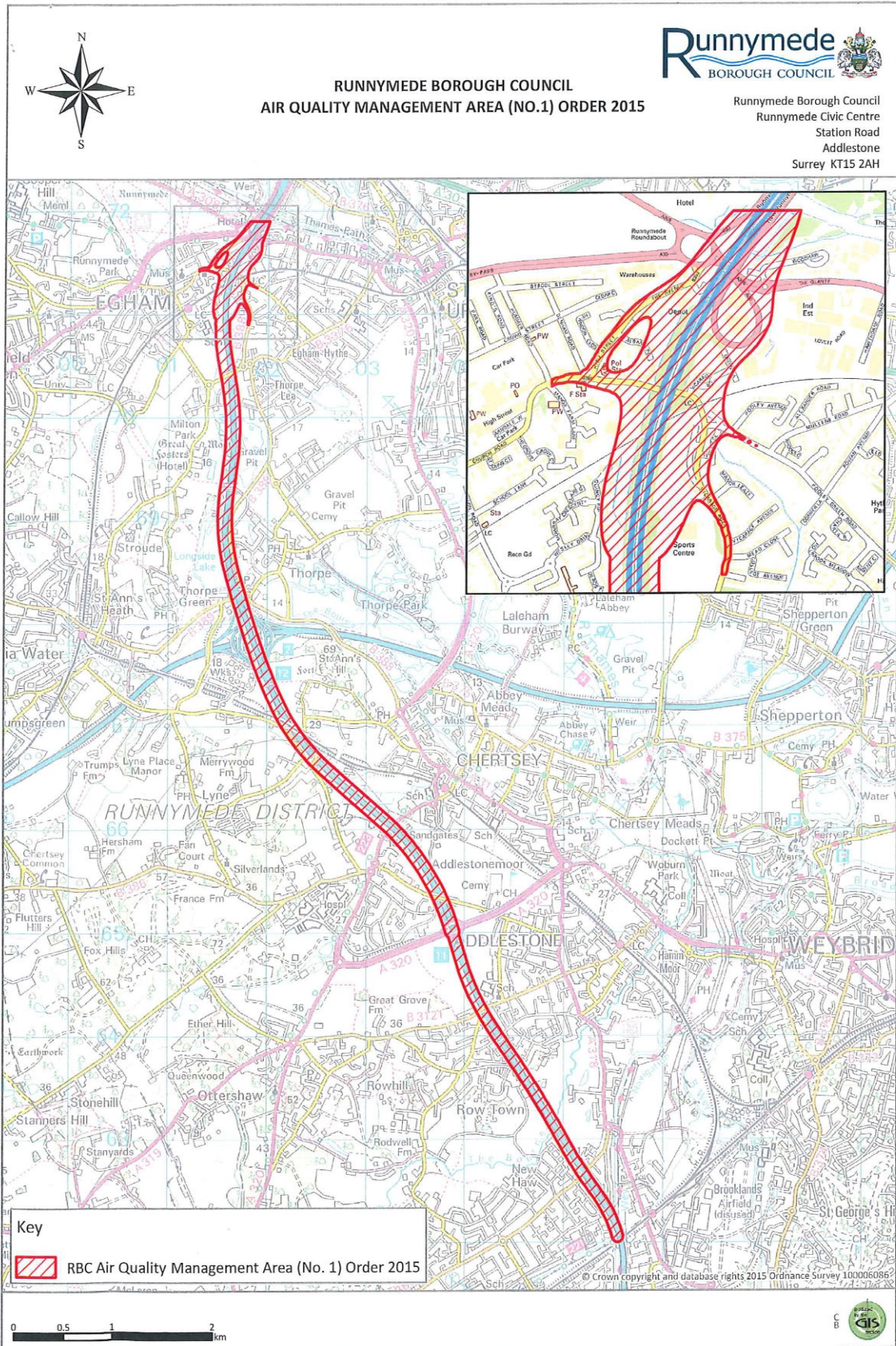
Maps of AQMA within Runnymede BC

Map of Addlestone AQMA



Monitoring sites located within Addlestone AQMA = RY1, RY14, RY54, RY60, RY62

M25 + Egham extension - AQMA



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England

| Pollutant | Air Quality Objective ¹ | |
|--|--|----------------|
| | Concentration | Measured as |
| Nitrogen Dioxide (NO ₂) | 200 µg/m ³ not to be exceeded more than 18 times a year | 1-hour mean |
| | 40 µg/m ³ | Annual mean |
| Particulate Matter (PM ₁₀) | 50 µg/m ³ , not to be exceeded more than 35 times a year | 24-hour mean |
| | 40 µg/m ³ | Annual mean |
| Sulphur Dioxide (SO ₂) | 350 µg/m ³ , not to be exceeded more than 24 times a year | 1-hour mean |
| | 125 µg/m ³ , not to be exceeded more than 3 times a year | 24-hour mean |
| | 266 µg/m ³ , not to be exceeded more than 35 times a year | 15-minute mean |

¹ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

| Abbreviation | Description |
|-------------------|---|
| AQAP | Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values' |
| AQMA | Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives |
| ASR | Air quality Annual Status Report |
| Defra | Department for Environment, Food and Rural Affairs |
| DMRB | Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England |
| EU | European Union |
| FDMS | Filter Dynamics Measurement System |
| LAQM | Local Air Quality Management |
| NO ₂ | Nitrogen Dioxide |
| NO _x | Nitrogen Oxides |
| PM ₁₀ | Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less |
| PM _{2.5} | Airborne particulate matter with an aerodynamic diameter of 2.5µm or less |
| QA/QC | Quality Assurance and Quality Control |
| SO ₂ | Sulphur Dioxide |
| SAA | Surrey Air Alliance |

References

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- Department for Environment, Food and Rural Affairs [Defra] (April 2016) NO2 Fall-Off with Distance Calculator (Version 4.1). The calculator and supporting guidance document can be downloaded from <https://laqm.defra.gov.uk/tools-monitoringdata/no2-falloff.html> .

7. **ULTRA LOW EMISSION VEHICLE STRATEGY- (ENVIRONMENTAL SERVICES
– Peter Burke)**

Synopsis of report:

To seek Member endorsement of the proposed Ultra-low Emission Vehicle (ULEV) Strategy for Runnymede Borough Council together with a recommendation to Full Council that the Strategy be approved.

Recommendation:

The five-year Ultra-low Emission Vehicle (ULEV) Strategy for Runnymede Borough Council as attached at Appendix 'B' be endorsed by the Environment and Sustainability Committee and the Committee recommend that the strategy be approved by Full Council

1. **Report**

- 1.1 This report is to seek Environment and Sustainability Member approval of a five year Ultra-low Emission Vehicle (ULEV) Strategy for Runnymede Borough Council, together with a recommendation to Council that the Strategy be approved. The strategy will inform and support the overall RBC response to climate change and address many of the actions in relation to the motion for the replacement of 'Internal Combustion Engines' passed by the Council at its meeting on 17 October 2019.

2. **Policy framework implications**

- 2.1 The RBC Corporate Strategy sets out our mission to *"To deliver excellent quality and cost-effective services, through prudent financial management, to enhance our environment and improve the economy by working with local people and partners for the greater good of the Runnymede community."* Supporting cleaner vehicles is important to both priorities.
- 2.2 The emerging RBC Local Plan identifies traffic congestion and air pollution as relevant issues in many of the district's largest settlements and highlights that one of the main objectives for the Council is to work towards a sustainable and improved transport system.

3. **Resource implications**

- 3.1 At this stage it is difficult to identify specific costs and resources to implement individual elements of the strategy. There are several options open to RBC including public and private funding investments normally through devolved government funded grant schemes. It is envisaged that bids for external funding and wider communication issues will be met from within current staff resources with any subsequent individual infrastructure projects subject to a detailed costing and submission to the relevant committee as required.

4. **Legal implications**

- 4.1 The Climate Change Act 2008 committed the United Kingdom (UK) to ensuring that the net UK carbon account for the year 2050 was at least 100% lower than the 1990 baseline. To achieve that, successive governments have enacted legislation and/or introduced policy across various sectors aimed at achieving the carbon target. One such policy being the introduction of a ban on the sale of new petrol and diesel cars and vans from 2040 (Now likely to be either 2035 or 2032) under the National Clean Air Plan.

5. **Environmental implications**

- 5.1 There are several positive environmental implications detailed in the strategy Including;

- EVs release zero tailpipe emissions at street level improving air quality in urban areas; Emissions from electricity generation is usually displaced away from street level where they have highest human health impacts; EVs can be powered by electricity produced from sustainable energy sources.
- The lifetime carbon footprint of manufacturing, running and disposing of an electric vehicle is lower than for a conventional fossil fuel vehicle.
- Ultra-Low Emission Vehicles operating on electric power are very quiet compared to petrol and diesel vehicles. This has benefits for residents living alongside busy roads and benefits for the natural environment with reduced vehicle borne noise pollution.

6. **Equality implications**

- 6.1 There are no equality implications in respect of this matter. Any individual projects or policies arising from this strategy may engage equality implications that may require an Equality Impact Assessment

(To recommend to Full Council – 23 April 2020)

Background papers

RBC Meeting of the Council 17 October 2019

Runnymede Borough Council Ultra-Low Emission Vehicle Strategy

2020-2025



1. Setting the Scene

1.1 Introduction

This strategy sets out how Runnymede Borough Council (RBC) will support increasing the uptake of Ultra Low Emission Vehicles (ULEVs) on roads across the Borough. It is important to recognise that it is not the intention to increase the number of vehicles on our roads, more so the desire to ensure that a far higher proportion of vehicles using highways across our district are powered by ultra-low emission fuels rather than petrol or diesel.

ULEV's and the charging infrastructure they require are relatively new technologies. Whilst much of the focus is currently on electric power innovation, development is occurring across a range of alternative fuel sources. It will be important to be ready to quickly respond to such developments and future changes, so this strategy and action plan is designed to be flexible and responsive. It is intended to be under constant review in order to ensure that it remains current.

The strategy contains an overview of why it is important for RBC to get involved in this agenda outlining the strategy direction, vision, aims and objectives before providing a commentary on the proposed five-year action plan. (This is a draft version and will be developed further based on comments received during the consultation process).

1.2 Acronyms and Jargon

As with many emerging technologies and transport initiatives there is plenty of jargon and acronyms associated with this subject. The main ones used in this strategy are:

AQMA – Air Quality Management Area – Location where local air quality levels exceed the national maximum threshold for various pollutants (For RBC Nitrogen Dioxide and particulate matter). We are required to produce and implement an Air Quality Action Plan to reduce emissions in the AQMA.

BEV – Battery Electric Vehicle – vehicles relying solely on battery power. Generally, operating to a 100-300 miles range.

EVSE – Electric Vehicle Servicing Equipment – effectively a generic term for electric vehicle charging points.

FCEV – Fuel Cell Electric Vehicle – Hydrogen powered vehicles. Whilst included within this strategy, the technology, infrastructure and buy-in challenges of FCEV are similar in nature to electric vehicles. RBC will monitor development of this technology closely.

Fast Charger – the most common type of publicly available charger. Tends to take 3-4 hours to fully charge an electric vehicle.

HRS – Hydrogen Refuelling Station – FCEVs can be refuelled in 3-5 minutes at an HRS, offering similar times to those of conventional petrol or diesel cars.

ICE – Internal Combustion Engine

PHEV – Plug-in Hybrid Electric Vehicle – Conventional petrol or diesel working alongside an electric motor with a relatively small battery (20-40 miles range) but both motors working together can achieve fuel consumption figures in excess of 130mpg.

RE-EV – Range-extended Electric Vehicle

Rapid Charger – these chargers cost substantially more to install but can fully charge a compatible vehicle in around 30 minutes. They require a significantly higher level of power supply to be able to operate so in addition to the extra purchase price there would be substantial electric infrastructure costs to widespread implementation.

Trickle Charger or Slow Charger – typically requires 7-8 hours for a full charge and mostly suitable for homes or workplaces.

ULEV – Ultra-low emission vehicle – defined as vehicles with emissions of CO₂ below 75g/km or fully electric powered.

1.3 Why supporting Ultra-low Emission Vehicles is important to Runnymede?

Most vehicles across Runnymede run on either petrol or diesel causing pollution which can be harmful to health and to the environment. ULEV including Electric vehicles (EVs) are greener than internal combustion powered vehicles for many reasons:

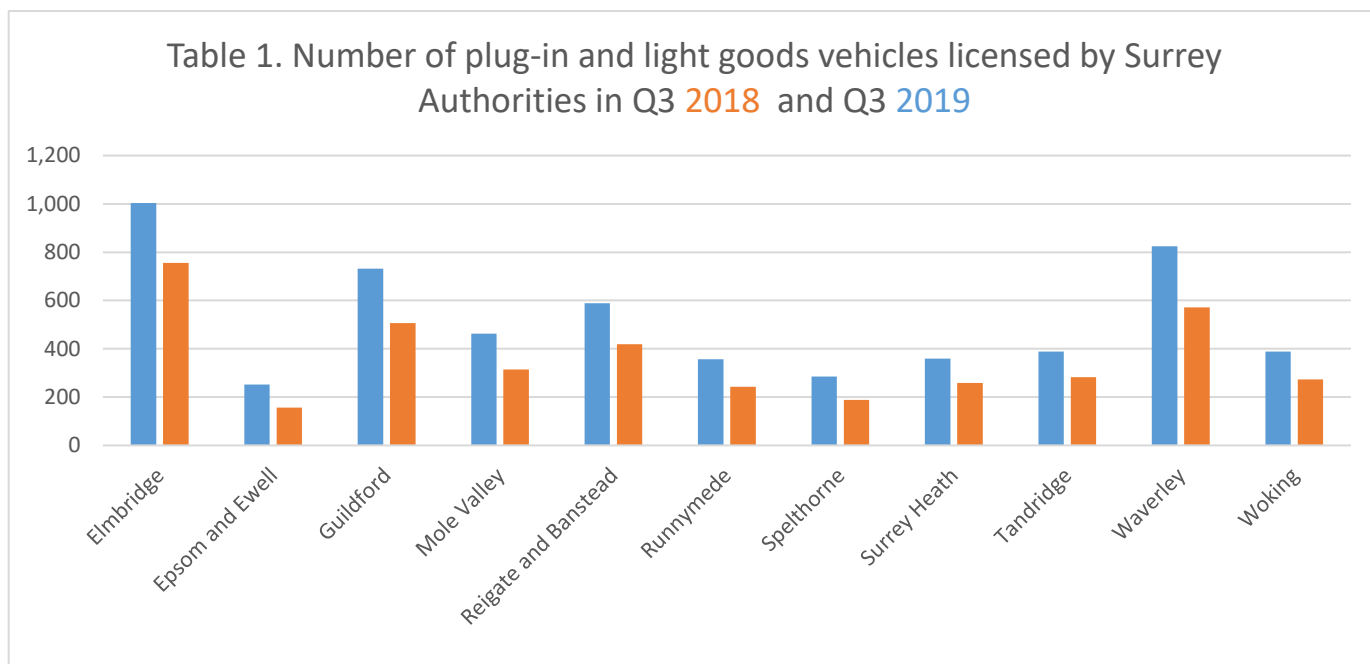
- EVs release zero tailpipe emissions at street level improving air quality in urban areas; Emissions from electricity generation is usually displaced away from street level where they have highest human health impacts; EVs can be powered by electricity produced from sustainable energy sources.
- The UK's electricity supply is rapidly decarbonising, a result of the planned closure of our remaining coal-fired power stations and the take up of renewable energy and other low-carbon energy sources. This means that in the UK, the lifetime carbon footprint of manufacturing, running and disposing of an electric vehicle is lower than for a conventional fossil fuel vehicle.
- Ultra-Low Emission Vehicles operating on electric power are very quiet compared to petrol and diesel vehicles. This has benefits for residents living alongside busy roads and benefits for the natural environment with reduced vehicle borne noise pollution.

There are currently very few publicly accessible charge-points available in the borough and we know that an increasing number of residents and visitors are asking about the availability of electric vehicle charging points. The absence of accessible charging facilities is a constraint on the potential take-up of EVs

A limited public charging network may discourage new users or businesses to adopt ULEV technology. Presently, Runnymede (22) is behind Spelthorne (36), Guildford (30) and Elmbridge (25) in the number of charging points available to the public with all the Runnymede points being on private land. In total there are only 209 (1 October 2019) charging points across the whole of Surrey which may have implications for the visitor economy both in Surrey and Runnymede in particular (Similarly, there are very few HRS around Runnymede and in Surrey also constraining the use of this technology).

Government data¹ suggests that the number of plug-in vehicles in the borough is increasing with in September 2018 there was 243 points and by the of September 2019 356. Table 1 shows the uptake in EVs across Surrey, RBC has one of the lowest levels of EV registrations within any part of the county.

Table 1: Plug-in cars and light goods vehicles registered within Surrey Authorities in 2018-2019 (The table includes all models identified as being battery electric, plug-in hybrid electric, or range-extended electric).



Source: Table VEH0131, Vehicle Licensing Statistics <https://www.gov.uk/government/statistical-data-sets/all-vehicles-veh01#ultra-low-emissions-vehicles>

Battery only Electric Vehicles are generally much cheaper to run than petrol or diesel vehicles, although the vehicles themselves are still relatively expensive to buy. However, battery prices are continuing to fall as capacity to process the raw materials increases and manufacturing techniques improve. As one of the main costs at present for electric vehicles is in the batteries, this will lead in time to greater affordability and mass market appeal.

Existing plug-in vehicle owners rely mostly on home and workplace charging but there is an increasing demand for more extensive, and faster, public charging to enable them to undertake longer journeys. Installing vehicle charging points is seen as a way of ensuring RBC is ready for changes in fuelling requirements. This is particularly important for the visitor economy.

We know that the number of plug-in vehicles will continue to increase year on year, with new models becoming available.

Provision of a public charging network is therefore seen to have two overlapping but complementary roles:

- meeting the needs of existing owners; and
- addressing the concerns of potential future plug-in vehicle owners.

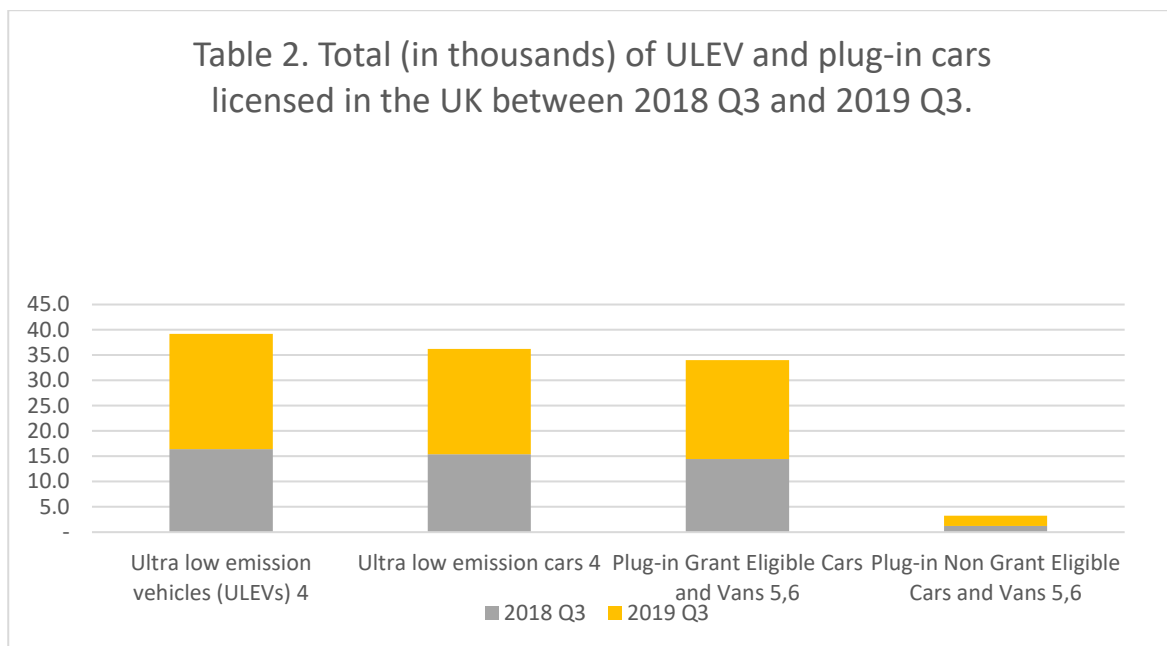
¹ <https://www.gov.uk/government/collections/vehicles-statistics>

1.4 National and Local Context

The UK government recently announced their intention to ban the sale of new conventional petrol and diesel cars and vans from 2040 (likely now to be 2035 and extended to hybrid and plug-in hybrids) as part of the national Clean Air Plan.

The take-up of ULEVs continues to grow, Table 2 below details the registration numbers of new plug-in cars and vans in the UK for the last 2 years at the Q3 point (End of September) 47,500 in 2018 and 65,100 in 2019. Whilst this is encouraging the total number of new registrations for all vehicles at the same Q3 point was 763,000 in 2018 and 754,300 in 2019.

Table 2: Plug-in Cars and light goods vehicles registration in the UK in 2018 Q3 to 2019 Q3.



Source: Table VEH0150, Vehicle Licensing Statistics (<https://www.gov.uk/government/collections/vehicles-statistics>).

Another key driver for change is regulation to reduce carbon emissions. The UK's Climate Change Act 2008 sets a legally binding UK-wide carbon budget. The UK has also signed and ratified the United Nations Paris Agreement which commits signatories to reduce carbon emissions sufficiently to limit global temperatures to increases of no more than 2 degrees by the end of the century. The council's carbon reduction strategy² states that we will promote and support activity within the district to help achieve district-wide emissions reductions of 80% reduction by 2050, relative to 2006 levels, to keep us in line with the UK carbon budgets.

² Runnymede Borough Council Greenhouse Gas Emissions Annual Report 2016/2017

The Committee on Climate Change (the independent body that monitors the UK's progress towards the carbon budget) has noted that road transport is now the most carbon-intensive sector in the UK. Action is needed to decarbonise, and electric vehicles are a key part of this.

Road to Zero³ published in July 2019 is a government strategy in relation to ultra-low emission vehicles. It comes with an ambition to see at least half of new cars to be ultra-low emission by 2030 and a detailed 46-point action plan that provides us with an improved understanding as to where ULEV technology is seen to be heading from a government perspective.

Locally in the RBC Corporate Strategy, we have set out our mission to *“To deliver excellent quality and cost-effective services, through prudent financial management, to enhance our environment and improve the economy by working with local people and partners for the greater good of the Runnymede community.”* The plan includes priorities around supporting local communities and the local economy. Supporting cleaner vehicles is important to both priorities.

The emerging RBC Local Plan identifies traffic congestion and air pollution as relevant issues in many of the district's largest settlements and highlights that one of the main objectives for the council is to work towards a sustainable and improved transport system. Therefore, it is worth noting that this strategy is not looking to increase the number of private vehicles within the district, but to provide the required incentives and information to existing and potential private car users across the district to switch to electric cars.

Surrey County Council (SCC) has developed a county-wide electric vehicle strategy⁴ and the RBC strategy looks to integrate, as far as practically possible, with county-wide proposals. It is important to note that whilst RBC has responsibility for many of the off-street car parks across the district, leisure centres, some business premises and leads on creating air quality action plans, SCC as highway authority looks after on-street infrastructure and has wider transport powers. Both authorities' strategies therefore should ideally be closely aligned.

1.5 Our Strategy Direction

Uptake of electric vehicles is increasing rapidly and whilst most users currently prefer to charge at home there is demand for destination-based charging. In order to promote the visitor economy, commuting and to provide options for residents, publicly available charging infrastructure is required particularly on RBC owned land.

This can be supplemented by measures to ensure new homes have charge points, looking at opportunities as to how we can lead the way in terms of electric fleet adoption and working with third party land owners to maximise the locations available for EV users to recharge their vehicle batteries.

Whilst there is strong growth in the electric vehicle market, nationally and locally, it is important not to overprovide and waste public money. Understanding what can be implemented and at what cost will be crucial to ensure that, should the technology become mainstream, we are ready to respond.

³ <https://www.gov.uk/government/publications/reducing-emissions-from-road-transport-road-to-zero-strategy>

⁴ Surrey Transport Plan Electric Vehicle Strategy Nov 2018

2. Vision, aims, objectives and core actions

2.1 Vision

The vision for Runnymede Borough Council to *implement an ambitious and forward-looking ULEV programme across the borough within the next five years and be among the best councils for ULEV in the county.*

2.2 Aims

To achieve the vision there are two aims that enable targeting of facilities for residents, businesses and visitors, these are:

- Increase provision of electric vehicle charging infrastructure across RBC; and
- Increase the proportion of vehicles that are ultra-low emission on roads across RBC.

2.3 Objectives

Four core objectives have been identified to successfully implement the two aims:

- To provide charging infrastructure for electric vehicles in order to incentivise the use of electric/hybrid vehicles over internal combustion engine powered equivalents.
- To make electric vehicle infrastructure across RBC sustainable for the future.
- To integrate RBC charging infrastructure with similar local projects to ensure a coordinated approach.
- To support the transition of commercial and public transport vehicles to plug-in vehicles i.e. Taxis and community transport.

2.4 Five Year Action Plan

To deliver the objectives a five-year action plan has been formulated based on 10 action points. As electric vehicle charging (and HRS) is very much an emerging technology it is important for the council to be able to adapt to changes and ensure a flexible approach to delivery of the strategy. The action plan will, therefore, be reviewed continuously to ensure adaptability to changes in technology, trends in mobility and financial considerations. The planned actions, anticipated outcomes and rationale are outlined below.

Action One: Increase the network of publicly available electric vehicle charge points across RBC on both private and RBC owned land.

Three main scenarios have been considered in order to provide a strategy to rolling out an appropriate level of public electric vehicle charging points. These were

- **basic provision** (a small number of chargers in key locations)
- **demand responsive** (several chargers in the short term in key locations followed by work to understand and develop new charging infrastructure when demand indicates it is required)
- **high take up** (a level of provision in all key areas to meet existing and estimated future demand)

Basic provision has been ruled out because it is not sufficiently ambitious to meet the vision. High take up, which would quickly implement many charge points in the short term, is a risky option with emerging technology that is predominantly used at home as it could result in significant overprovision.

A demand responsive scenario is therefore our preferred way forward. The aim of this scenario is to install a level of charging provision in the short term (2-3 years) whilst undertaking work to understand the requirements for expansion at key locations to enable quick response to demand expectations.

RBC will look to facilitate public charging points across the district within the next five years, subject to demand and funding. We should be ready and able to implement more charge points across different locations within the district if it is required and look to encourage and potentially incentivise the installation of charge points on third party land such as at supermarkets.

RBC owned land

The potential to provide suitable charge points at commercial properties operated by RBC or owned by RBC is being investigated to enable our tenants, staff and visitors to adopt ULEV technology.

The following RBC locations are currently under investigation to understand any issues and opportunities working in partnership with a third-party provider;

Addlestone MSCP
 Chertsey Library
 Chertsey Sainsburys (managed by Sainburys)
 Coopers Hill
 Egham Town Centre
 Egham Waspe Farm
 Runnymede Pleasure Grounds
 Virginia Water Memorial Gardens
 Woodland Car Park (St Peter Hospital)

Site assessment criteria:

The following criteria will be assessed in order to shortlist potential locations:

| | |
|--|---|
| General Site Conditions; | Links and proximity to AQMAs; |
| Proximity to key attractions; | Closeness to existing/proposed chargers; |
| Proximity to key routes; | Impact on parking supply; |
| Proximity to existing charging points; | Statutory Utilities; |
| Proximity to Food/Drink outlets; | Passive provision for potential expansion of charging points; and |
| Cost of implementation; | Power Supply availability. |

Our ambition will be at minimum to implement a total of 10 charging points on RBC land by 2022 subject to investment required to deliver the electrical infrastructure and the level of anticipated usage. The Council will look to spread charging locations to ensure that there is some facility across the whole of the borough.

Were possible and if feasible the council will look to provision charging points on its own housing estates, for the use of its tenants and the wider public. The plan is designed to be flexible and meet demand where it arises, so may change over time.

Cost of implementation:

Realistically the biggest challenge to RBC in implementing this strategy is the cost of installing not only the charging points but most likely the higher cost of supplying the power to the units both in terms of having the capacity available and ducting a power supply into say a car park. This could be negated in some cases if these costs could be funded by commercial partners e.g. Sainsbury or through the possible use of photovoltaic (PV) canopies installation in car park areas which could reduce the initial outlay (although in this case there may be increased maintenance costs).

Types of charging points:

Fast charging points (7 KW single phase) are the most appropriate charging level at public car parks or major destinations where a three- or four-hour stay is realistic. Slow chargers (3.5 KW single phase) are the best option in business parks for daytime charging and rapid chargers (≥ 43 KW) in appropriate locations, such as close to the M25 or in key settlements. This will enable a mix of chargers for those needing a quick charge, those looking to stay somewhere for a minimum of a morning or afternoon and for those parking all day at work.

Operation of proposed charging infrastructure:

Management options of charging points have been assessed⁵ and the outcome shows that in the short to medium term (next 2 -5 years) the preferred option will be a third party managing the public charging infrastructure. This has several advantages which are summarised below:

- Benchmarking shows that this is the option preferred by other local authorities that have already installed charging points at their car parks;
- RBC could be at disadvantage compared with experienced operators as we don't have the level of expertise or resource to be the scheme operator across a wide network of charge points;
- There is less risk of negative public perception towards RBC in case of poor performance of the charging points;
- Opportunity to connect electric vehicle charging point infrastructure in Runnymede to an existing network of charging points across the country; and
- A third party operating the charging points will potentially be a better use of public money and better for the user.

Should engagement on this strategy ratify this approach then the procurement procedure will be reported through the appropriate council meetings.

Payment incentives:

⁵ Assessment drawn from Procuring electric vehicle charging infrastructure as a local authority. A report by the Energy Saving Trust September 2019

There are several different payment models to be decided upon, one being to provide free electricity in order to incentivise the uptake of electric vehicle usage across the district. Any policy will need to be reviewed as, if (or when) the technology becomes more commonplace, such concessions if in place may have to be removed. Parking fees will remain in public car parks for EV users as it is important, for congestion management purposes; to ensure that car use is not incentivised over other sustainable modes of transport. EV use over petrol- or diesel-powered cars and vans however should be prioritised.

Charging bay enforcement:

If RBC install charging points in RBC owned parking facilities, bays with charging infrastructure included must be used only by electric vehicles that are plugged in and charging and will have a time restriction to prevent abuse. This will be determined by the type of charger associated with the recharging bay: 6/7 hours for slow chargers; 4 hours for fast chargers and 1 hour for rapid chargers.

These bays may need to be supported by new a Traffic Regulation Order (TRO) and be signalled by Department of Transport approved signs. Any new TRO could also introduce fines for misuse of charging bays.

The use of innovative technology to support proposed charge points will be considered. For instance, as previously mentioned there are possibilities around installing solar panels and battery storage at appropriate locations to improve the sustainability of the electricity generation. RBC will also seek to develop its communications to publicise the locations of available electric vehicle charging points and make it quick and easy to find a charging point.

Action Two: To implement electric vehicle technology within RBC for the fleet and employees.

Look to introduce electric pool vehicles for council staff use:

RBC will look to ensure all new vehicle acquisitions from the implementation date of this strategy are ULEV e.g. electric vehicles for a Joint Enforcement Team (JET) or electric pool cars for staff.

Conduct a fleet review and progress to utilisation of EV and ULEVs where possible within the RBC vehicle fleet:

RBC will look to commission the Energy Saving Trust (or equivalent organisation) to undertake a green fleet review within 2 years to monitor its progress in advancing the ULEV strategy. The last comprehensive green fleet review being undertaken in 2009.

Implement charging provision for RBC employees at key workplaces:

In order to ensure that RBC employees are incentivised to use electric vehicles over internal combustion engines, RBC will look to establish charging points at key working locations for staff. The council will further look to include priority parking for electric vehicles particularly at locations where there is greater pressure on space availability such as at the Runnymede Civic Centre.

Replacement of internal combustion engine (ICE) vehicles:

RBC will aim to replace any ICE vehicles within its fleet with electric vehicles or other ULEV as and when the ICE vehicle becomes redundant and a commercially viable alternative EV or ULEV vehicle becomes available. RBC will aim to have replaced all ICE vehicles within its fleet by 2030.

Write KPIs and targets into the Community Transport Plans to reduce ICE journeys by community groups, the public and private sector (once the fleet has switched to EV or ULEV).

Work with suppliers:

Ensure that all post 2025 supplier contracts provide for the use of EV or ULEV when carrying out RBC work or services.

Action Three: Bid into relevant third-party funding opportunities to secure delivery of electric vehicle charging infrastructure.

Grant funding from central government is expected to continue ahead of the future ban on sales of internal combustion engine powered vehicles in 2040. RBC will target appropriate funding opportunities with a view to these enabling the provision of further charging infrastructure across Runnymede. Relevant funding opportunities will also be promoted to other organisations, such as employers, should they present a suitable opportunity to fit with this strategy.

Action Four: Assess opportunities to encourage the uptake of electric powered public transport services.

RBC will look to opportunities associated with ensuring that bus and taxi fleets are as green as possible. This will include developing proposals for bus and taxi operations. RBC will adjust its licence requirements for taxi vehicles to incentivise EV use pre 2030, after which it will make it a requirement that all taxi vehicles are electric or ULEV⁶.

Action Five: Condition private developers and landowners to provide EV charge points on future development sites.

RBC as a planning authority can place appropriate requirements on new developments. To address air quality issues and the wider public health agenda, all new sites within the Runnymede Local Plan will be required to provide a Mode 3 16amp charge point per dwelling in residential developments as a standard condition with a similar provision for commercial car parks established. Training and support may need to be provided to the planning team in addition to RBC officers working with SCC in their role as Local Highway Authority to ensure planning applications fully provide for future uptake of ULEVs.

⁶ Reading Borough Council as adopted a policy (Oct 2019) that all its licenced taxis will be ULEV by 2028.

Action Six: Work with SCC as Highway Authority on the provision of additional locations for public charge points.

SCC is currently working on a county wide strategy to shape SCC policy on ULEVs. It is estimated that approximately 50% of homes do not benefit from off-street parking; therefore, they would not be able to take advantage of national projects such as the Electric Vehicle Homecharge Scheme to pay for the cost of a charge. In addition, it is estimated that approximate 60% of existing EV users charge at home. RBC will work with SCC to ensure a coordinated approach to charge points across Runnymede.

Action Seven: Investigate opportunities with partners within the wider public sector estate to provide public and private charge points, for example NHS sites and council housing.

Opportunities to provide charge points at public sector locations for the use of staff and visitors will be investigated. We will consider facilitating this wherever possible and if appropriate using match funding.

Action Eight: To look at opportunities to incentivise and promote the use of e bikes within the district.

An increase in usage of electric bikes can lead to a reduction in traffic congestion and air quality improvements within the district. We will assess how to encourage the uptake of electric bikes within Runnymede.

RBC will also work to improve the infrastructure to encourage and promote both manual and electric cycling.

Action Nine: To support and encourage third parties, particularly large supermarkets and large employers, to install charging points on their estate for use of staff and the public.

The existing workplace charging grant will be promoted to large employers and encourage them to install facilities potentially assisting in the funding of this through match funding.

Initial contact will be made with the largest supermarkets within the district and further discussions will take place with them in order to offer the council's support to implement charging infrastructure across their car parks⁷.

The government's intention is to create several new powers including a requirement for the provision of electric vehicle infrastructure at motorway service areas and large fuel retailers. Local fuel retailers could

⁷ South Western Railway's network installed 60 Electric Vehicle Charging Points at six of its stations in 2019.

also include such provision in order to help increase local availability. RBC will write to these companies to encourage them to consider doing this.

RBC will take on an advocacy role for electric vehicles, while carrying out this role council officers will promote the opportunities for businesses to access grants; such as the Workplace Charging Grant from the Office for Low Emission Vehicles (OLEV). To this end, information will be available to give out to those that are interested.

Action Ten: Raise awareness of the EV market so people can understand the options for and benefits of EV ownership, such as reduced environmental impacts and improved air quality.

In order to maximise the usage of the charge points and the uptake of EVs by Runnymede residents a variety of tools will be used in order to publicise the locations.

- The infrastructure will be advertised on the RBC website, a dedicated webpage will be set up for members of the public to view details on charging points within the borough.
- Any new charge points will be added to the National Chargepoint Registry.
- We will contact car dealerships with charge point locations, so they can pass this information onto potential electrical vehicle car purchasers.
- We would also hope to receive some press coverage of the launch of the strategy, the consultation and implementation of the scheme.
- We would discuss with SCC about the introduction of signage to direct people to charging points and have links to the RBC webpage from the SCC website.
- Promote existing grants to residents and business.

We will consider potential incentives to encourage residents to 'Go Green' and increase the take up of electric vehicles in the district.

2.5 Targets and Monitoring

We have two main targets to monitor progress:

1. Look to increase the number of ULEVs registered across Runnymede to 3,000 by 2025 through facilitating increased charging points and encouraging ULEV uptake. This figure will be monitored annually and compared against other Surrey districts. ULEV registration data is available every 3 months.
2. Provide a minimum of 10 charging points on RBC owned land by 2022 and thereby increase the overall number available to EV users in Runnymede.

3. Ultra-Low Emission Vehicle Strategy: Plan on a Page

This strategy shows how the council will support the take up of Ultra Low Emission Vehicles across Runnymede. We are doing this to meet local needs:

- To safeguard and improve local air quality in our designated Air Quality Management Areas.
- To respond to the electric vehicle market and provide infrastructure that residents and visitors need.
- To help achieve environmental benefits by encouraging a shift to use of cleaner vehicles.

Our vision is for RBC to *implement an ambitious and forward-looking electric vehicle programme and be among the best councils for electric vehicles in the county if not the country.*

To achieve the vision, we have two key aims:

- Increase provision of electric vehicle charging infrastructure across the district; and
- Increase the proportion of vehicles that are ultra-low emission on roads across Runnymede.

We have identified four core objectives:

- To provide charging infrastructure for electric vehicles in order to incentivise the use of electric/hybrid vehicles over internal combustion engine powered equivalents.
- To make electric vehicle infrastructure across Runnymede area sustainable for the future.
- To integrate Runnymede charging infrastructure with similar local projects to ensure a coordinated approach.
- To support the transition of commercial and public transport vehicles to plug-in vehicles, i.e. taxis and community transport fleet.

The strategy will be implemented via the following action plan, delivered over five years:

- | | |
|------------|--|
| Action 1: | Increase the existing network of publicly available electric vehicle charge points across Runnymede on both private and RBC owned land. |
| Action 2: | Implement electric vehicle technology within RBC for the fleet and employees. |
| Action 3: | Bid into relevant third-party funding opportunities to secure delivery of electric vehicle charging infrastructure |
| Action 4: | Assess opportunities to encourage the uptake of electric powered public transport services. |
| Action 5: | Condition private developers and landowners to provide EV charging on future development sites. |
| Action 6: | Work with SCC as Highway Authority on the provision of additional locations for public charge points. |
| Action 7: | Investigate opportunities with partners within the wider public sector estate to provide public and private charge points, for example NHS sites and council housing. |
| Action 8: | To look at opportunities to incentivise and promote the use of e bikes within the district. |
| Action 9: | To encourage third parties, particularly large supermarkets and large employers, to install charging points on their estate for use of staff and the public. |
| Action 10: | Raise awareness of the EV market so people can understand the options for and benefits of EV ownership such as reduced environmental impacts and improved air quality. |

8. **RUNNYMEDE CONTAMINATED LAND STRATEGY – HARDSHIP POLICY -
(ENVIRONMENTAL SERVICES – Peter Burke)**

Synopsis of report:

To seek Members approval for a Hardship Policy for dealing with remediation of contaminated land under the Runnymede Contaminated Land Inspection Strategy

Recommendation:

The proposed Hardship Policy at Appendix 'C' for dealing with remediation of contaminated land under the Runnymede Contaminated Land Inspection Strategy is approved

1. Context of report

- 1.1 Runnymede Borough Council's Contaminated Land Inspection Strategy which details how Runnymede will meet its statutory duties to investigate potentially contaminated land in the Borough was last updated and approved by the Environment and Sustainability Committee in June 2014. Members were advised at the time that central government funding for dealing with required remediation works in relation to contaminated land was no longer available and that local authorities (in respect of their own land) and other landowners would have to bear the cost of remediation works.
- 1.2 Members were also informed that the Strategy document itself did not deal with hardship and cost recovery of contaminated land remediation which would be subject to the development and adoption by the Council of a "hardship policy" to be brought back for consideration to this Committee at a future date.

2. Report

- 2.1 The current RBC Contaminated Land Strategy requires the Council to carry out contaminated land investigations of potential sites within its boundary to meet statutory requirements under the Environmental Protection Act 1990. The strategy is based on an approach of prioritisation and investigation of potentially contaminated land sites starting with the highest priority sites.
- 2.2 Members will be aware since 2016, using the yearly funding provision of £10,000 contaminated land investigations of two of the RBC highest risk rated sites have been undertaken. Whilst both sites have been found to contain contamination, the first containing gases and the second, high levels of Polycyclic Aromatic Hydrocarbons (PAH) liability and thereby the costs of remediation of the sites, both being private falls to the relevant landowner.
- 2.3 In 2012 the government withdrew all funding for remediation works of contaminated sites, leaving both Councils and individual landowners responsible for meeting costs in respect to their own land. The attached policy statement sets out RBC's position on the possibility of waiving or reducing the recovery costs of remediation of land

which has been determined as Contaminated Land under Part IIA of the Environmental Protection Act 1990 (EPA 1990).

- 2.4 The proposed cost recovery approach is limited only to the Council's "reasonable costs". This includes any costs incurred by the Council in managing or carrying out remediation of any land determined as contaminated. However, the Council will always seek to do such work economically. There is no Statutory requirement on the Council to pay for remediation for which it is not itself liable, only to consider reducing or waiving cost recovery in certain circumstances.

3. Policy framework implications

- 3.1 The Contaminated Land Strategy states how Runnymede Borough Council will approach the identification and investigation of potentially contaminated land sites. It helps maintain a high level of service for this statutory function and assists with the Council's vision and priorities, as detailed in the RBC Corporate Strategy, where we have set out our mission to *"To deliver excellent quality and cost-effective services, through prudent financial management, to enhance our environment and improve the economy by working with local people and partners for the greater good of the Runnymede community."*

4. Legal Implications

- 4.1 Part IIA of the EPA 1990 places a duty on the Council to inspect and identify contaminated land within its Borough. Land determined as being contaminated requires remediation, if voluntary remediation cannot be secured within a reasonable time, the Council has a duty to serve a 'remediation notice' on any 'appropriate person' involved in the process. Dependent on individual circumstances and the nature of the contamination, costs of remediation works can be very expensive and, in some cases, the appropriate person may turn to the Council for support in meeting those costs. In which case, before such notices can be served, the Government's Contaminated Land Statutory Guidance, 2012, requires the Council to adopt a Cost Recovery and Hardship Policy.

5. Financial implications

- 5.1 Financial implications are detailed in the proposed Policy document.

6. Environmental Implications

- 6.1 Where investigations are carried out they provide information on the state of areas, which once resolved allow such areas to be released from risk rankings or to be designated as Part 2A sites and remediated, thus enhancing the environment and aiding house sales through the provision of information during conveyancing.

7. Equality Implications

- 7.1 There are no Equality Implications arising from this report.

(To resolve)

Background papers

RBC Contaminated Land Inspection Strategy 2014

Report to Environment & Sustainability Committee 19 June 2014



HARDSHIP POLICY 2020

Recovering costs associated with the remediation of contaminated land sites under The Environmental Protection Act 1990 (as amended)

1. Introduction

This policy statement sets out Runnymede Borough Council's (RBC's) (the Council's) position on the possibility of waiving or reducing the recovery costs of remediation of land which has been determined as Contaminated Land under Part IIA of the Environmental Protection Act 1990 (EPA 1990).

Part IIA of the EPA 1990 places a duty on the Council to inspect and identify contaminated land within its Borough. Land determined as being contaminated requires remediation, if voluntary remediation cannot be secured within a reasonable time, the Council has a duty to serve a 'remediation notice' on any 'appropriate person' involved in the process. Dependent on individual circumstances and the nature of the contamination costs of remediation works can be very expensive and, in some cases, the appropriate person may turn to the Council for support in meeting those costs. In which case, before such notices can be served, the Governments Contaminated Land Statutory Guidance, 2012, requires the Council to adopt a Cost Recovery and Hardship Policy.

The cost recovery approach is limited only to the Council's "reasonable costs". This includes any costs incurred by the Council in managing or carrying out remediation of any land determined as contaminated. However, the Council will always seek to do such work economically. There is no Statutory requirement on the Council to pay for remediation for which it is not itself liable, only to consider reducing or waiving cost recovery in certain circumstances.

If parties have purchased environmental indemnity insurance as part of the conveyancing process, such policies should be called on and used prior to invoking the procedures in this policy.

Remediation Notices

Wherever possible, voluntary remediation of contaminated land should be undertaken, however where this cannot be achieved the local authority can serve a remediation notice specifying the time period and method of remediation. Alternatively, the local authority is entitled to complete the remediation work itself and recover the reasonable cost incurred in doing it from the appropriate person via a written agreement.

A remediation notice is a statement of the requirements needed to manage the contamination or remediate land, setting out details of the contaminant(s) and those responsible for remediation. It requires the person(s) responsible (appropriate person (s)) for the pollution or the activity leading to the determination of contaminated land, to be held liable for the cost of remediation.

Once remedial works have been deemed necessary, a remedial Options Appraisal will be undertaken by the Council as detailed in the Environment Agency's Land Contamination Risk Management (LCRM).

Appropriate persons

An appropriate person can be:

- Class A person(s) - who caused or knowingly permitted the contaminating substances to be in, on or under the land in question, or
- Class B person (s) - the owner or occupier of the contaminated land, where a Class A person cannot be found
- There are circumstances where a person may be both a Class A and a Class B person.

2. Regulatory content

'Statutory Guidance' in this policy refers to:

- Environmental Protection Act 1990: Part IIA. Contaminated Land Statutory Guidance, Department for Environment, Food and Rural Affairs, April 2012.
- Environmental Protection Act 1990: Part IIA. Contaminated Land - Radioactive Contaminated Land Statutory Guidance, Department of Energy and Climate Change, April 2012.

The Contaminated Land (England) Regulations (2006) (SI 2006/1380) sets out provisions relating to the identification and remediation of contaminated land under Part IIA of the Environmental Protection Act 1990 as amended.

Part IIA of the Environmental Protection Act 1990 gives the Council duties and powers to deal with the identification of Contaminated Land, namely:

- Section 78E - to require remediation of contaminated land.
- Section 78F - to determine the appropriate person to bear responsibility for remediation.
- Section 78H - A duty to consult with those who may be responsible for remediation, three months prior to serving a remediation notice (not required when there is imminent danger of serious harm or pollution).
- Section 78N - power to carry out remediation.
- Section 78P - power to recover costs of remediation.

The Council under this policy may consider the possibility of waiving or reducing the cost of the remediation of land determined as contaminated land under Part IIA (Section 78) of the Environmental Protection Act 1990.

3. Cost recovery decisions

The Council will seek to promote fairness, transparency and consistency as well as the need to prevent hardship when making decisions regarding financial responsibility for remediation of contaminated land.

The following considerations should be made when making cost recovery decisions, with the enforcing authority having regard to the circumstances of each individual case:

- Aim for an overall result which is just, fair, and as equitable as possible to all who have to bear the financial burden of remediation, including national and local taxpayers.
- Wherever possible, apply the "polluter pays" principle, whereby the costs of remediating pollution are borne by the polluter.
- When deciding how much of the Council's costs should be recovered, consider whether reasonable costs can be recovered by deferring recovery and securing them by a charge on the land in question under section 78P of the EPA 1990. Such deferral may lead to payment from the appropriate person either in instalments (see section 78P(12)), or when the land is next sold.

4. Information for Making Decisions

The Council will seek to obtain any such information as is reasonable from anyone seeking a waiver or reduction in the recovery of remediation costs. The Council will consider all relevant information provided by appropriate person(s).

Any appropriate person(s) who is seeking a waiver or reduction in the recovery of remediation costs are required to submit to the Council any relevant information to support this request within 28 days of being informed of the proposed cost the council is seeking to reclaim. In the event that an appropriate person cannot achieve that timescale they should contact the Council setting out the reasons in writing why they cannot achieve this and the Council will consider if it is reasonable to extend the timescale for the provision of information.

5. Criteria against which hardship will be assessed

The Statutory Guidance does not give a definition of hardship, therefore within this policy "hardship" is defined using ordinary terms, namely 'hardness of fate or circumstance, severe suffering or privation'. In deciding if a person would suffer hardship, the Council will use the process of considering each case through a Hardship Panel.

6. Considerations Applying both to Class A & Class B appropriate Persons

Commercial Enterprises

The Council will apply the same parity of approach to all types of commercial or industrial enterprises which are identified as appropriate persons. This applies whether the appropriate

person is a limited company (whether public or private), a partnership (whether limited or not) or an individual operating as a sole trader.

Threat of Business Closure or Insolvency

In the case of a small or medium-sized enterprise being, or being operated / controlled by, the appropriate person, the Council will consider:

- whether recovery of the full cost attributable to that person would mean that the enterprise is likely to become insolvent and thus cease to exist; and
- if so, the potential cost to the local economy of such a closure.

For these purposes, a “small or medium-sized enterprise” should be taken to mean an independent enterprise which matches the definition of a “micro, small and medium-sized enterprise” as established by the European Commission recommendation of 6 May 2003, and any subsequent definition from time to time. Under the 2003 definition this would cover any such enterprise with fewer than 250 employees, and either an annual turnover of no more than €50 million, or an annual balance sheet total of no more than €43 million.

Where the cost of closure appears to be greater than the costs of remediation that the Council would have to bear themselves, the Authority is able to waive or reduce its costs recovery to the extent needed to avoid making the enterprise insolvent.

The Authority will not normally waive or reduce its costs recovery where:

- it is satisfied that an enterprise has deliberately arranged matters so as to avoid responsibility for the costs of remediation;
- it appears that the enterprise would be likely to become insolvent whether or not recovery of the full cost takes place; or
- it appears that the enterprise could be kept in, or returned to, business even if it does become insolvent under its current ownership.

Trusts

Where the appropriate person(s) includes any person acting as trustees, the Council will assume that such trustees will exercise all of their necessary powers, or powers that they may reasonably be able to obtain, to make funds available from either the trust or from borrowing that can be made on behalf of it, for the purpose of paying for the remediation. The Authority will, nevertheless, consider waiving or reducing its costs recovery to the extent that the costs of remediation to be recovered from the trustees would otherwise exceed the amount that can be made available from the trust to cover those costs.

The Authority should not waive or reduce its costs recovery:

- where it is satisfied that the trust was formed for the purpose of avoiding paying the costs of remediation; or
- where the trustee(s) has personally benefited under the trust. In such circumstances they will be treated as an individual.

Charities

As Charities are intended to cooperate for the benefit of the community the recovery of costs may jeopardise the charity's ability to deliver its charitable purposes, the Authority will consider

waiving or reducing its costs recovery to the extent needed to avoid such a consequence. This approach applies equally to charitable trusts and to charitable companies.

Social Housing Landlords

The Council will consider waiving or reducing its costs recovery if:

- the appropriate person is a body eligible for registration as a social housing landlord under section 2 of the Housing Act 1996 (for example, a housing association);
- its liability relates to land used for social housing; and
- full recovery would lead to significant financial difficulties for the appropriate person, such that the provision or upkeep of the social housing would be jeopardised significantly.

The extent of the waiver or reduction will normally be sufficient to avoid any such financial difficulties.

7. Specific Considerations Applying to Class A Persons

The Council will consider if the Class A person caused or knowingly permitted the contamination in the course of carrying on a business, and whether or not that person is likely to have financially benefited from the activity in question. If that person did financially benefit, the Council would not waive or reduce cost recovery unless in the circumstances described below.

Where Other Potentially Appropriate Persons have not been found

In some cases where a Class A appropriate person has been found, it may be the case that the Class A appropriate person already found would then identify another person who caused or knowingly permitted the presence of the significant contaminant in question, but who cannot now be found for the purposes of treating them as an appropriate person. For example, this might apply where a company has been dissolved.

The Authority will consider waiving or reducing its costs recovery from an existing Class A appropriate person if that person demonstrates to the satisfaction of the Council that:

- another identified person, who cannot now be found, also caused or knowingly permitted the significant contaminant to be in, on, or under the land; and
- if that other person could be found, the Class A appropriate person seeking the waiver or reduction of the Authority's costs recovery would either:
- be excluded from liability by virtue of one or more of the exclusion tests set out in Section 7 of the Statutory Guidance, or
- the proportion of the cost of remediation which the appropriate person has to bear would have been significantly less, by virtue of the guidance on apportionment set out in Section 7 of the Statutory Guidance.

Where an appropriate person makes a request that the Council's cost recovery be waived or reduced by virtue of this section, the Council will require that person to provide evidence that a particular person, who cannot now be found, caused or knowingly permitted the significant contaminant to be in, on, or under the land. The Council will not normally regard it as sufficient for the appropriate person concerned merely to state that such a person must have existed.

The Council will seek expert help in liability apportionment, to assess requests for waivers or reductions in cost recovery.

8. Specific Considerations Applying to Class B Persons

Costs relative to land values

In some cases, the costs of remediation may exceed the value of the land in its current use (as defined in Section 8 of the Statutory Guidance) after the required remediation has been carried out.

In such circumstances, the Council will consider waiving or reducing its costs recovery from a Class B person if that person demonstrates to the satisfaction of the Authority that the costs of remediation are likely to exceed the value of the land. In this context, the "value" will be taken to be the value that the remediated land would have on the open market, at the time the cost recovery decision is made, disregarding any possible blight arising from the contamination. A minimum of three valuations will be required, and to be independently verified by an expert appointed by the Council, with costs of verification to be recovered by the Council.

In general, the extent of the waiver or reduction in cost recovery will be sufficient to ensure that the costs of remediation borne by the Class B person do not exceed the value of the land after remediation has taken place. However, if the remediation would result in an increase in the value of any other land from which the Class B person would benefit, this will be taken into account when deciding the extent to which it should seek to recover its costs.

Precautions Taken before Acquiring a Freehold or a Leasehold Interest

In some cases, the appropriate Class B appropriate person may have been unaware that the land in question was, or might be, contaminated when they acquired it.

Precautions may have been taken to ensure that the Class B appropriate person did not acquire land which is contaminated. In these cases, the Council will consider reducing its costs recovery where a Class B appropriate person who is the owner of the land demonstrates to the satisfaction of the Authority that:

- the person took such steps prior to acquiring the freehold or the leasehold interest in the land, as would have been reasonable at that time to establish the presence of any contaminants;
- when the person acquired the land, or accepted the grant of assignment of the leasehold, the person was nonetheless unaware of the presence of the significant contaminant now identified, and could not reasonably have been expected to have been aware of its presence; and
- it would be fair and reasonable, taking into account the interests of national and local taxpayers, that the person will not bear the whole cost of remediation.

In some cases the Class B appropriate person may have decided, with information in hand of the possibility of the land being contaminated, to take a risk that the land would not be found to be determined as contaminated.

The Council will bear in mind that the safeguards which might reasonably be expected to be taken will be different in different types of transaction. For example, acquisition of recreational land as compared with commercial land transactions, and as between buyers of different types

e.g. private individuals as compared with major commercial undertakings. The precautions taken will have also changed over time.

9. Payment of the Council's costs

In each case where the Council has used public funds to remediate land in its area, a decision will be taken by the Council - taking account of all circumstances pertaining to the matter - whether to recover any or all of the funds expended on a property in order to make it suitable for use.

The Council will also consider how payment to the Council should be made. This could, for example, take the form of payment of the full amount within a fixed period, by instalments or by attaching a charge to the property so that it is recovered when the property is sold. In the latter case, the Council will consider whether it could recover reasonable costs by deferring recovery and securing them by a charge on the land in question.

Hardship Panel

The Council's Hardship Panel (the Panel) will consider the cost recovery associated with remediation of contaminated land.

The Hardship Panel will consist of:

- Principal Environmental Protection Officer (Chair)
- Financial Services Officer
- Legal Officer
- A representative of the Ward (Ward councillor)

Ordinarily the Panel meeting will be a face to face process but an appropriate person can provide written evidence in lieu of attendance. Attendees must provide any written evidence at least 28 working days prior to the hearing.

Any representations made by Ward members to the Panel should be in writing. The Panel can receive technical support and advice from the Environmental Protection Team.

A report will be provided for the Panel by the Environmental Protection team. The Panel will agree on the information required in order to assess the hardship of the responsible person(s). The Panel before making a decision will have regard to:

- the guidance in this Policy and the Statutory Guidance
- the report of the officer in the Environmental Protection Team
- any representations from the persons concerns
- any reports of experts
- any representation from the relevant Ward member

Below is a non-exhaustive list of examples of information the Council may ask for:

- Land Registry and Title Deed documents details to show the purchase date and presence of any restrictive covenants. The value of the land on the open market (the Council would expect at least three valuations to be obtained from estate agents/surveyors);

- The value of the land (independently validated) disregarding the fact that it has been identified as contaminated by the Council;
- Statement of the amount of all debt secured on the land, (not limited to mortgage loans) will be required;
- Whether the land is held for investment;
- Whether the land is held for business or purely residential purposes;
- Where the land is owned / occupied by a company the profit and loss accounts and balance sheets for a period of (3/5 years);
- Where the land is used for business purposes, details of the income generated through the use of the land and the costs involved;
- Where the land is owned / occupied by an individual, details of the persons assets/savings;
- Where the land is owned / occupied by an individual, details of the person's debts and income;
- Where the land is owned / occupied by an individual, details of the persons incomings and outgoings;
- Where the land is owned / occupied by a company, details of any insurance policies in place which cover the costs of the remediation of land;
- The amount of capital available to the person, and whether there is sufficient capital to meet the cost;
- The personal needs of the individual - health and age of the individual and the existence of dependents;
- The assets of the person, and the ability of the person to raise finance against the assets
- Whether the person is running a business on the land (i.e. gaining an income from the use of it by another person or carrying out a business activity on the land);
- Where the person owns the contaminated land, whether the remediation is likely to increase the value of the land by more than the cost of the remediation such that the person should be able to borrow against the land to raise the necessary finance;
- The amount the person paid for the land and whether when they bought the land the price reflected the state of contamination (if indeed they were aware of such contamination); or
- Any other relevant information which is applicable to the person and which may indicate that hardship would be caused.

In each case, the Panel will make a decision as to what it considers is fair and reasonable in the circumstances. This decision will also depend on what amounts the Council is likely to be able to afford to pay out. The Panel will inform the appropriate person(s) of any cost recovery decisions taken and explain the reasons for those decisions. The Panel will aim to make decisions within 3 weeks of being presented with all the relevant information. The decision of the Panel will be sent to the persons concerned within 1 week of the decision being made.

If the person is aggrieved by the decision of the Panel, the person concerned may appeal that decision by informing the Council in writing within 21 days of the date of the decision document.

An Appeals Panel will review evidence presented at the original Hardship Panel, the deliberations of that Panel, and any new representations. They will consider the appeal and confirm, vary or quash the original decision.

As well as presenting any original information the appellant is entitled to present relevant new information to the Panel.

The Appeals Hardship Panel will consist of:

- Chief Finance Officer
- Public Protection Manager (Chair)

- Solicitor to the Council

If the appropriate person does not repay the amount that the Authority is seeking to recover, then the Council will consider the most appropriate option to recover costs.

Tax relief for the clean-up of contaminated land in certain circumstances to corporations. More details of the tax relief are available <https://www.gov.uk/hmrc-internal-manuals/corporate-intangibles-research-and-development-manual/cird60015>.

Through the landfill tax credit scheme, it may be possible to apply for grants to fund schemes for land reclamation. Further information may be obtained from The Environmental Trust Scheme Regulatory Body Limited (Entrust) at www.entrust.org.uk

Data Protection

Information regarding individual financial status will need to be gathered should any applications be made for hardship. All information gathered as part of applications for hardship will be treated in accordance with GDPR and will only be used for the sole purpose of assessing ability to pay in each individual case.

9. **HOUSEHOLD RECYCLING AND WASTE KERBSIDE COLLECTION POLICY –
(ENVIRONMENTAL SERVICES – Shaun Barnes)**

Synopsis of report:

To seek Members approval of the 2020 Household Recycling and Waste Kerbside Collection Policy for Runnymede

Recommendation:

The proposed 2020 Household Recycling and Waste Kerbside Collection Policy for Runnymede attached at Appendix ‘D’ is approved

1. Context of report

- 1.1 Runnymede Borough Council (RBC) is a designated waste collection authority for the purposes of collecting controlled waste including recycling waste under section 45 of the Environmental Protection Act 1990 (EPA 1990).
- 1.2 RBC’s waste collection is undertaken by a team consisting of five officers and 35 operational staff who carry out nearly 4 million collections per year comprising alternate weekly household waste and household recycling. Weekly food waste, textile and small waste electrical and electronic equipment (WEEE) items as well as a chargeable fortnightly garden waste service.
- 1.3 The Council’s present recycling rate is 42.2% the lowest recycling rate throughout the 11 Boroughs and Districts of Surrey. The average recycling rate across Surrey is 54.06%. Nationally the RBC recycling rate is ranked 188/ 345 throughout the waste collection and disposal authorities of England and Wales.
- 1.4 The proposed 2020 Household Recycling and Waste Kerbside Collection Policy has been prepared to provide a co-ordinated and systematic approach to the Council’s waste collections aimed at improving the Borough’s recycling performance and reducing the amount of household waste sent for disposal.

2. Report

- 2.1 As a waste collection authority RBC currently undertakes near on 4 million Kerbside collections per year, including household waste, food waste, WEEE, textiles, garden and commercial waste.
- 2.2 The Council’s present recycling rate is 42.2% the lowest recycling rate throughout the 11 Boroughs and Districts of Surrey. The average recycling rate across Surrey is 54.06%. Nationally the RBC recycling rate is ranked 188/ 345. The proposed 2020 Household Recycling and Waste Kerbside Collection Policy attached at **(Appendix ‘D’)** has been prepared to provide a co-ordinated and systematic approach to the Council’s waste collections, improve the Borough’s recycling performance and reduce the amount of household waste sent for disposal.

- 2.3 In addition the policy looks to re-introduce a bulky waste collection service, the delivery of food waste bins (currently residents must collect them) and free additional recycling bins to encourage better household recycling.
- 2.4 The policy has the following aims;
- To reduce the amount of household waste sent for disposal and improve the amount of household recycling
 - To reduce our carbon footprint by engaging with all stakeholders to reduce the amount of household waste transported for disposal.
 - To reduce and where possible eliminate the use of contamination at the kerbside of household waste and recyclables
- 2.5 The policy lays out the key outcomes and deliverables to reduce the amount of household waste sent for disposal and improve the current recycling rate not just throughout the Boroughs and Districts of Surrey but also Nationally. These are categorized by Corporate Policy into seven theme areas:
- Social Value
 - Support for Small and Medium Sized Enterprises (SME's)
 - Addressing climate change
 - Improving our Environment
 - Ethical purchasing
 - Value for money
 - Support for Operational Staff and Officers involved in the day to day operational service delivery of the waste management service.
- 2.6. Training on the aims of this Policy is expected to be provided to all Members, Council Officers and the Waste Management Operational members of staff

3. **Policy framework implications**

- 3.1 The Household Recycling and Waste Kerbside Collection Policy identifies how the collection and disposal of household waste will be managed and delivered across the Borough to all households and supports and relates to the Corporate Business Plan.

4. **Resource implications**

- 4.1 There are no direct staffing implications from the adoption of this Household Recycling and Waste Kerbside Collection Policy.
- 4.2 The Waste Management Section will be responsible for the dissemination of the policy and future monitoring and review of the percentage amount of household waste diverted to recycling streams. This can be delivered with the current Waste Management resource.

5. **Legal implications**

- 5.1 None Identified

6. **Equality implications**

- 6.1. Officers are reviewing the equality issues which arise from this report and will report verbally at the meeting.

7. **Environmental implications**

- 7.1 Adoption and implementation of the Household Recycling and Waste Kerbside Collection Policy will have a positive effect on the environment both on the amount of waste sent for recycling and thereby a reduction in waste sent to landfill, together with an improvement in air quality from reduced movements of the associated refuse vehicles.

(To resolve)

Background papers

None stated

RUNNYMEDE BOROUGH COUNCIL

DRAFT

Household Recycling & Waste

Kerbside Collection Policy

February 2020

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Please note all charges within this policy relate to 2020/21.
All charges are subject to annual review.

5. 'Bin Presentation on Collection Day – Location of Property Boundary and Public Highway'
6. 'Household Domestic Waste – Do's and Don'ts'
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1. Introduction

Runnymede Borough Council (RBC) has a duty to collect both domestic household waste (refuse) and recycling material across the Borough (shown below).



Runnymede Borough Council (RBC) covers an area of approximately 30.13 square miles with over 37126 domestic properties and a population of approximately 88,000 people.

RBC acts only as the waste collection authority for domestic household waste. Responsibility for the disposal or processing

of material lies with Surrey County Council (SCC). SCC directs, RBC where to 'tip' waste and directs RBC to local recycling plants.

The aim of this document is to clearly communicate the services and methods used by RBC in undertaking their duty and to ensure a consistent approach is understood by both Borough residents and Council employees.

Since Runnymede first introduced a recycling service during 2008, there have been huge changes within the industry, to EU and UK legislation and to the services provided to residents.

This has seen some significant improvements to performance but has also resulted in new challenges which need to be considered for the future.

Waste reduction and recycling remains a key priority for the Council and for the Country as a whole; however, the drivers for change continue to evolve and the environmental movement as well as public focus has matured.

Recycling is no longer a new concept and with that comes greater knowledge and understanding, as well as greater apathy.

Recycling, for the majority, is part of our everyday lives. However, our success is not guaranteed and there is significant uncertainty on the horizon.

2. The National Picture

The waste industry has evolved over decades to respond to changes in legislation, technology and environmental pressures driven by knowledge and cost. Now, more than ever, the need for change is being driven from all directions – from industry, from government and from the public.

Most recently a successful driver has been the charge for single use carrier bags, which resulted in 83% reduction in sales.

Following Sir David Attenborough's Blue Planet 2 documentary which highlighted the impact of plastic on our oceans, there has been public outcry.

Following the publication of the Waste and Resource Strategy in December 2018, the Government launched consultation during February 2019 for a period of 12 weeks.

www.gov.uk/government-sets-out-plans-to-overhaul-waste-system

However, the biggest driver is most certainly the international market. Actions taken by the Chinese Government to clean up waste they import has led to a significant shift in market prices.

Since December 2017, the Chinese Government banned certain imports of waste, the initial focus had been on plastic and mixed paper, with instant bans on all unsorted material and a reduction in the contamination thresholds from 1.5% to 0.5% for paper.

Whilst this may seem a world away from Runnymede, there is no doubt that repercussions have been felt.

Runnymede's mixed recycling is sent to a local Material Recovery Facility (MRF) to be separated into the different materials and although most of the recycling remains in this country, the changes in China affects the market here.

Tighter MRF regulations set out in the Code of Practice for England and Wales also has an impact on the value of material collected. There is a growing risk of recycling being rejected and sent for disposal if it does not meet these standards, which has financial implications for the Surrey taxpayer as well as affecting our recycling performance.

Alongside this, national targets for recycling are unlikely to go away. The Government has indicated that the EU targets are to become part of UK law after the Country leaves the European Union.

The revised Waste Framework Directive (Rwfd) sets out challenging targets of 50% by 2020, 55% by 2025, 60% by

2030 and 65% by 2035, although there is no indication yet of the implications if these are not achieved. It is also expected that separate targets for individual materials such as paper, plastic, metal and glass may also be set, which will apply even greater pressure on collection authorities such as ourselves.

The national picture will undoubtedly have a huge impact on what we do next- a new waste revolution on single use plastics, deposit return schemes, ambitious new recycling targets, the delivery of a circular economy package as well as new Government legislation will influence waste collection services.

3. Our Services

Collection of Non- Recyclable Waste and Recyclable Material

RBC operates a fortnightly collection of domestic refuse and recycling, i.e. one-week domestic waste collection and the following week domestic recycling collection.

Collection routes are divided geographically throughout the week for efficiency. Residents can check their regular collection days through the RBC website.

www.runnymede.gov.uk/collections

Collection of Garden Waste

RBC also operates a collection service for garden waste. This service is operated on a subscription basis, meaning an annual payment is required by a household to maintain a collection.

The charge for this service is permitted in accordance with the 'The Controlled Waste (England and Wales) Regulations 2012'.

Garden waste collections take place on a fortnightly basis.

Subscription fees are outlined on the RBC website.

www.runnymede.gov.uk/gardenwaste

Terms and conditions are shown in Appendix 1 'Garden Waste Collection Service – Terms and Conditions'

The subscription for the service will be from 1 April to 31 March. Each bin subscribed will be issued with a bin sticker example shown in Appendix 2 – 'Garden Waste Collection Service 'Annual Bin Sticker'

Collection of Household Food Waste

RBC operates a weekly food waste collection. An indoor caddy and outdoor collection container are available for all individual, street level dwellings.

Where there is shared collection point such as a bin store area a communal food waste bin is provided, and indoor caddies are available to residents. Further information can be found at:

www.runnymede.gov.uk/foodwaste

Collection of WEEE Products

RBC operates a weekly collection of small, household electrical / electronic appliances. Items should be small enough to fit in a standard size carrier bag (400mm x 300mm x 250mm), due to limited space on the collection vehicle. Household batteries (i.e. AA, AAA etc.) will also be collected and should be bagged separately. Further information can be found at:

www.runnymede.gov.uk/smallelectrics

Collection of Textiles

RBC operates a weekly collection of shoes and textiles. The quantity should be a standard size carrier bag due to limited space on the collection vehicle.

These items should be bagged separately from any electrical items or batteries.

Further information can be found at:
www.runnymede.gov.uk/textiles

4. The Councils Duties and Provisions of Service (Environmental Protection Act 1990 (The Act) Sec. 45 & 46)

Section 45

The Council has a legal duty under **Section 45** of the Act to arrange the collection of household waste in its area except waste-

- Which is situated at a place which in the opinion of the authority is so isolated or inaccessible that the cost of collecting it would be unreasonably high, and
- As to which the authority is satisfied that adequate arrangements for its disposal have been or can reasonably be expected to be made by the person who controls the waste.

Under section 45A of the Act, the Council is also required to collect at least two types of recyclable waste produced by households e.g. Glass and paper. This can take place either alongside or separate to the household waste collections.

Section 46

In order to carry out the legal duty outlined in **Section 45**, the Council is permitted under section 46 of the Act to make several provisions to enable collections to take place. Specifically, this refers to the receptacles used for collection and the material placed within them.

The following information outlines RBC requirements for the collection of waste and recycling made in respect of this section of the legislation.

a. Bin Types and Provision

RBC provides (new or replacement) the following bins and capacity sizes as standard under this policy.

Household Domestic Waste – Black Body / Black Lid – 180 litres

Household Domestic Recycling – Blue Body / Black Lid – 240 litres

Household Domestic Garden Waste – Brown Body / Brown Lid – 140 / 240 litres (this is an annual subscription service)

Household Domestic Food Waste Recycling Container – Green Body / Green Lid – 23 litres

Household Domestic Food Waste Kitchen Caddy -Silver Body / Silver Lid – 7 Litres

Appendix 3 – ‘Bin Types and Sizes’

New builds the developer or managing agent are responsible for the purchase of both the household domestic waste and recycling bins prior to the householder moving into their property.

New build bins will only be delivered once payment is received, it is the responsibility of the property to dispose of their household waste and recycling until the developer or managing agent has paid for the purchase of both household waste and recycling bins.

Charges for new bins are shown in Appendix 4a ‘Bin Charges - For New Developments’

Household Domestic Waste - Black Body / Black Lid

We will only collect one domestic household waste bin per property regardless of household size, the maximum bin sized collected will be a 240-litre capacity black body and black lidded bin.

If the householder leaves second or third bins out for collection then these will not be emptied, and it will be the responsibility of the householder to dispose of this waste as well as removing the bin from the public footpath / highway.

All replacement, whether damaged (unless damaged by the collection vehicle) or stolen to existing household or new developments and new bins provided to new developments (including HMO's) are charged at £53 per bin including delivery (the bin remains the property of RBC). Once payment has been made then a new bin will be delivered within seven (7) working days.

The largest domestic household waste bin, RBC will collect is a 240-litre capacity black body, black lidded bin.

If any household has any larger bins then this will be replaced free of charge with a 180-litre black body, black lidded bin. It is the householder's responsibility to ensure that any bin is empty prior to collection / delivery of a new bin.

All new and replacement bins will be 180 litre capacity.

If you require a smaller bin then we will swap this over free of charge, the new bin will have a 140-litre capacity.

Should a household contaminate their household domestic waste bin with recycling material or builders waste on three occasions, then the bin will be removed, and no collections made.

Additional black bin capacity is available for:

Households of six or more with one child under 3 years, an annual rental / collection charge will apply for an additional bin – Appendix 4b – 'Charges for Additional Bins'

The charge for this bin is £76.00 per year and payment must be made annually to ensure collection.

Additional bin size / capacity will be 180 litres.

Where specific medical conditions mean excess waste is generated. There will be no additional charge for assistance with medical conditions.

Additional bin size / capacity will be 140 litres.

If you think you qualify for an additional bin, please call 01932 838383, so we can arrange for a bin audit to be undertaken, so we can determine your eligibility.

Household Domestic Recycling - Blue Body / Blue Lid

Should households require a greater capacity than that provided as standard – 240 litre capacity, the Council will provide free of charge, upon request an additional recycling bin.

No charge is made for the provision for any additional recycling bins, which is in line with the Council's commitment to maximise recycling and reducing waste.

Any bin containing contamination will only be emptied after the contamination has been removed by the householder.

In this instance, the decision to return for a corrected bin prior to the next scheduled collection will be at the discretion of the Waste Operations Manager or Service Supervisors and will be made in consideration of efficiency and staff / vehicle availability.

If the householder contaminates their domestic recycling bin on three occasions, then the bin will be removed, and no additional domestic household waste bin will be provided as substitute.

Household Domestic Garden Waste (Chargeable Service) – Brown Body / Brown Lid

A 240L bin for the garden waste collection service is provided as standard. Smaller 140L bins are available on request.

A current subscription sticker (Appendix 2, 'Annual Bin Sticker') must be displayed on each bin for it to be emptied. It is the

resident's responsibility to ensure content is acceptable and in line with the Terms and Conditions, (Appendix 1).

Food Waste Container (dark green) and Caddy (silver) –

The indoor 7L silver caddy provided is for the purpose of separating out the food waste within the home and should not be left out for collection.

Food waste must be set out in the 23L dark green container provided for collection.

Ideally food waste should be contained to limit spillage and the lid of the container must be shut. Any containers containing liquids will not be emptied.

Additional food waste containers are available free of charge on request.

b. Presentation and Collection of Bins on Collection Day

The Council requires that all bins are clearly presented for a kerbside collection service, at the boundary of the public highway (highway includes pavements in this definition). If bins are placed on the footpath (due to limited frontage space) they should position in such a manner as not to cause an obstruction to either vehicles or pedestrians.

All bins intended for waste and recycling collections are to be presented for service at the collection point detailed above by **06.00am** on the day of collection.

No bins (unless an authorised assisted collection) will be collected from within the private property (Appendix 5 'Location of Property Boundary and Public Highway – Where Bin Should be left for Collection', it is up to each householder to ensure that their bin is presented prior to 06.00am at the correct collection point.

If bins are to be presented on the public highway due to lack of property frontage, then the Council expects that these bins are returned to private property within **24 hours of service**.

Upon non-compliance to this requirement the Council will, after serving the relevant notice, will remove the existing bin(s) and withhold ongoing service. A replacement bin will be charged £53.00 which includes delivery (Bins remain the property of RBC).

c. Materials Permitted for Collection

All bins provided are intended for domestic household waste and recycling material only.

The Council will not collect any waste presented for collection containing material not classified as household waste or recycling.

It will be the resident's responsibility to remove this material before collections can resume.

Waste produced by a business should be stored and collected separately to household material.

The Council offers a business (Trade) waste and recycling collection services. www.runnymede.gov.uk/commercialwaste

Material classified as construction waste is also not permitted for collection within this service.

Domestic Household Waste

The domestic waste bin is non-recyclable items such as nappies, polystyrene and plastic wrapping.

Recyclable items should not be put in this bin. Further information is provided in

Appendix 6 'Household Domestic Waste Bin – Do's and Don'ts'

Recycling Material

Collection crews will check bins as they are emptying them for evidence of contaminants.

This will be a visual inspection when they open the lid of the bin. Crews are not expected to sort through the materials.

The Council will not empty a recycling bin that is presented for service containing items that are not suitable for recycling. Should this occur, a notice will be affixed to the recycling bin indicating to the resident that the bin was not serviced due to it containing unsuitable material.

Appendix 7 – Household Domestic Recycling Do's and Don'ts

It will be the resident's responsibility to remove the contamination to enable further collections.

In this instance the decision to return for a corrected bin, prior to the next scheduled collection, will be at the discretion of the Information on suitable recycling material is available on the Council's website and in Appendix 7 'Household Domestic Recycling Bin – Do's and Don'ts'.

All new recycling bins will have information on the lid of the bin outlining the 'Do's and Don'ts'. For existing recycling bins, information stickers will be available to post to residents upon request.

Garden Waste

Information on suitable material will be available on the Council's website and in Appendix 8 'Household Garden Waste Bin – Do's and Don'ts'.

Food Waste

Information on suitable material will be available on the Council's website and in Appendix 9 'Household Food Waste Container – Do's and Don'ts'

d. Contaminated, Overfilled and Overweight Bins

All bins should be safe to manoeuvre by collection crews.

Bins which are deemed to be too heavy to manoeuvre safely will not be emptied. It will be the responsibility of the resident to correct this to enable further collections. Supervisors and will be made in consideration of efficiency and staff / vehicle availability.

Bins should be filled so as not to risk material falling out of it whilst being manoeuvred for collection.

Domestic Household Waste Bins which are deemed to be overfilled by the collection crews will either be rejected for service, or if the excess material can be reasonably handled, it will be removed and replaced back into the resident's bin once the bin has been emptied, without apparent risk of creating litter or injury.

All collection bins and containers when presented for collection must be kept shut to keep the contents dry and to reduce the risk of litter.

For safety reasons, and to ensure that wheeled bins and lids are not damaged during the collection and lifting process, bin lids of all wheeled bins presented for collection should be fully closed.

Bin lids should always be kept closed when not in use to deter access by files and vermin and to avoid rainwater entering the bin.

Bins presented with lids open that are considered hazardous by the collection crew will not be emptied. The bin will be tagged, advising the householder that the bin will be emptied on the next collection cycle provided the bin is considered safe to do so (lid closed). It is the resident's responsibility to ensure that the lid is closed.

e. Side Waste

Material presented for collection in addition to that of the capacity of the household waste bin will not be collected.

Residents can present folded and flattened cardboard boxes as additional recycling if they are secured alongside their recycling bin when presented for collection. If excess recycling is generated on

a regular basis, it is recommended that the resident request and additional bin which will be provided free of charge: FOC.

Excess waste produced by households should be transported to a Recycling and Household Waste site by the resident, details can be found on:

www.surreycc.gov.uk/waste-and-recycling/community-recycling-centres

or

www.runnymede.gov.uk/rubbish

Or alternatively held back for the next scheduled kerbside collection.

f. Replacement of Damaged and Missing Bins – Household Domestic Waste (Black Bin)

The replacement bin will be a 180-litre capacity for each property, this bin is smaller than the previous bin to promote the recycling of materials, garden and food waste. There is a delivery charge of £53 per bin (the bin remains the property of RBC) – Appendix 4c – ‘Replacement Bin Charge for Damaged Bins’.

Missing or stolen bins will be replaced with a 180-litre capacity for each property. There is a delivery charge of £53 per bin (the bin remains the property of RBC) – Appendix 4d – ‘Replacement Bin Charges for Missing or Stolen Bins’.

Before you report your bin as stolen or missing please check your neighbours gardens to see if it has been taken and check around the area to make sure the bin isn't further down the road/been misplaced.

The bins are your responsibility and residents to ensure that their bins are returned are advised to display their house number or name on the front of their bins.

It is up to you to keep your bins safe and to retrieve your bins from your neighbours. We do not replace dirty bins, it is your responsibility to keep your bins clean.

g. Assisted Collections

In special cases where all residents in the household are physically incapable of placing containers at the collection point, due to infirmity or disability, applications can be made for an Assisted Collection. This means that the collection crews will collect and return bins and containers directly from a property, from a place jointly agreed with the resident.

The householder must meet one or more of the following criteria to receive this service:

- The permanent householder(s) suffer(s) from a medical condition or disability that prevents them from putting out their bins or container(s)
- There is no other assistance available for putting out their bins or container(s)
- The permanent householder(s) suffer(s) from a temporary incapacity*
- Note that any physically able permanent resident in the same household who is over the age of sixteen will be expected to present the bins or container(s) for collection

Temporary Incapacity is defined as curable impairment of mental or physical facilities that may impede the affected person from functioning normally only so far as he or she is under treatment.

Requests for assisted collections can be made by telephoning 01932 838383.

If the application is approved, the householder will be advised of the date the service will start, usually their next collection day.

The householder will receive the permanent Assisted Collection on every regular household collection for 12 months.

In cases of temporary incapacity, the householder must include an expected end date on their application and if approved, will receive the service until that date. Affected householders should inform the Waste Management Section of any changes in circumstances that impact on their ability to present their bins.

The bins or containers will be collected from, and returned to, an appropriate and agreed outdoor point.

The location must not compromise the collection crew's health and safety requirements and appropriate questions will be asked during the request for assisted collection. If the Waste Management team considers an uplift location to compromise health and safety, the householder will be contacted to discuss a suitable alternative.

Annual review: if eligible householders will receive a letter shortly before their review date asking if they still meet the relevant criteria.

If the householder does not respond within 28 days, or the household no longer meets the criteria, the Assisted Collection service will be removed, and the service will revert to standard collection terms.

h. Missed Bins

Your bin must be put out for emptying no later than 06.00am. The Council requires that all bins are clearly presented for a kerbside collection service, at the boundary of the public highway (highway includes pavements in this definition).

If bins are placed on the footpath (due to limited frontage space) they should position in such a manner as not to cause an obstruction to either vehicles or pedestrians.

We do not collect rubbish left next to bins or overflowing bins.

If the crew have reported an issue with your bin or you have forgotten to present it, please accept our apologies but we will not be able to return, and your bin will not be emptied until the next

scheduled collection day. All our collection vehicles are fitted with route optimisation collection software and safety cameras.

Any missed bins must be reported within one day of the day that collection was due, excluding weekends. For example, if your collection was due on a Thursday and your bin was missed, you must report it to us by Friday of the same week.

In the event of severe weather or other disruption affecting our service we will publish updates on our web page and social media www.runnymede.gov.uk.

We will not return to empty bins that are frozen solid or frozen shut lids- you should make sure the bin can open and the contents are loose on the morning of collection.

Where we have missed your bin by mistake, we aim to return within one working day (Monday – Friday).

Please leave your bin out for collection until we have returned to empty your bin. Should the bin not be left out at the collection point we will not return until the next scheduled bin collection.

Please make sure your bins are presented at the edge of your property, by 06.00am on the day of collection.

Bins should be presented for a kerbside collection service, at the boundary of the public highway (highway includes pavements in this definition).

If bins are placed on the footpath (due to limited frontage space) they should position in such a manner as not to cause an obstruction to either vehicles or pedestrians.

If you are on holiday or working away from home, arrangements should be made with a neighbour / someone else to present the waste / recycling for collection and take the bin back after emptying.

i. Bank Holiday Collections

Except for Christmas Day, Boxing Day and New Year's Day, the following bank holidays collections will operate as normal and bins should be presented for collection by 06.00am

Good Friday
Easter Monday
May Day
Whitsun
August Bank Holiday

Residents whose scheduled collection date is due on Christmas Day, Boxing Day and New Year Day, will be notified of the date change.

j. Bulky Waste Collection Service

Before booking a collection, items suitable for reuse should be redirected to an organisation within the Surrey Reuse Network such as the Kingston Community Furniture Project.

RBC also offers the collection of items too large to fit into a household bin. These are known as 'Bulky Items'. A charge is made for this service which is permitted by 'The Controlled Waste (England and Wales) Regulations 2012'

Collections are made daily (Monday – Friday) excluding bank holidays are limited to a capacity of eight (8) collection addresses per day.

Collections are made weekly on the same day as your normal collection day. This service doesn't operate on bank holidays.

www.runnymede.gov.uk/reuse

www.runnymede.gov.uk/bulkywaste

Please note, due to the popularity of the service, you may have to wait up to three weeks before we can collect your items.

Charges

The following charges apply:

- Up to three items - £26 (household goods only – we will provide a quote for collection of garden equipment such as sheds / play equipment).
- More than three items (up to a maximum of six items) £26 (for the first three items) plus £6 for each additional item
- Cancellation of collection appointment - £13.00

We provide quotes for collections of more than six household items, or collections of non – household goods.

Call us to arrange collection and payment.

You can call the team direct between 9am – 4.30pm, Monday to Friday, on 01932 838383

Appendix 7 'Bulky Waste Collections Service – Terms and Conditions'

k. Clinical Collections

We can collect clinical waste from domestic properties free of charge.

This service must be authorised by a local GP or hospital. We will arrange for the collection service to start once we have received this authorisation.

Needles and Sharps

Needles, syringes and other sharps should normally be returned to the pharmacy, GP or hospital using the sharps bins they provided.

If you have a backlog of filled, sealed sharps bins that you cannot return to the pharmacy, GP or hospital that provided them, we may be able accept them at our Waste Services Department at Ford Road, Chertsey, provided they are suitably contained and sealed. This may be done Monday-Thursday 9am-2pm. Please phone ahead of your visit.

You will need to arrange for your pharmacy, GP or hospital to provide a replacement sharps bin.

I. New Occupancies

The Council charges developers or their managing agents a fee for each new dwelling. Appendix 4e – ‘Bin Charges for New Developments’ and HMO’s.

If a new resident moves into an existing dwelling and the previous resident has removed or taken the bin with them, they will be required to pay for replacement bins.

The charge for each new 180 litre bins will be £53.00 including delivery (the bin remains the property of RBC).

This requirement applies regardless of the ownership of the property i.e. to rented, social and privately-owned properties.

m. Non- Kerbside Collection Points / Unadopted roads

Council waste and recycling collection vehicles (specifically HGV’s) will not be required to access roads that are not publicly maintained, all bins must be placed safely adjacent to the highway boundary, bins not presented for collection by 06.00am on your normal collection day we will not be returned as a missed collection.

If the property is an approved assisted collection – e.g. Assisted Collections, then the bins will only be collected after the household has signed an annual written agreement.

Written agreements will state that the Council is not liable for damage caused to the driveway or property boundary whilst carrying out its day to day service as outlined in this policy.

n. Properties Not Suitable for Wheeled Bins

Some properties may not be suitable for wheeled bin. This may be due to the lack of storage facilities or where there are steps or slopes which make using wheeled bins unsafe for the resident or collection crews.

o. Crew Safety

Our priority as an employer is to ensure the welfare and safety of Council staff that provide waste collection services.

Any instances of violence or aggression directed at Council staff will be reported and followed up with appropriate action.

This is also the case for incidents of dangerous driving and aggressive dogs.

p. Crew Reports and Collection Vehicle CCTV

All waste collection vehicles are equipped with CCTV and electronic reporting devices. These are used to investigate incidents and customer complaints.

The use and storage of data is in line with GDPR and our CCTV policy.

q. How to Contact Us

Residents can contact us via our web pages at www.runnymede.gov.uk/wasteandrecycling

Alternatively, the telephone number is 01932 838383

Letters can be sent to the waste management team at Runnymede Civic Centre Station Road Addlestone KT15 2AF

r. Compliments and Complaints

The Council has a formal compliments and complaints procedure. For more details please visit www.runnymede.gov.uk/complaints

5. Communal Bins

Where bins are required on a communal basis, as is often the case for apartment blocks or houses of multiple occupancy, the Council will determine the number and size of bins to be provided based on maximum occupancy of the site, which is to be obtained from the developer or managing agent of the site.

This will be established based on the guidance of 90 litres of household (non-recyclable) waste per 1 bedroom flat or 180 litres for 2 bedrooms or more apartments per fortnight.

This may be restricted by the availability of space within the communal bin store.

As per section 45 of the Environmental Protection Act, the Council will also need to provide bins for recyclable material at these sites. The number and size of recycling bins will be determined by RBC Waste Management team.

As per section c. Material Permitted for Collection of this policy, the Council will not be obliged to service communal recycling bins that contain unsuitable materials for recycling. The removal of these materials will be the responsibility of the residents of the site, the managing agent, or the landowner.

The Council may be appointed to collect contaminated recycling material as household waste (refuse) by the landowner or managing agent at a charge suitable to cover the materials collection and disposal.

If the recycling bins are misused on three occasions through contamination, then the Council will remove these bins and no substitute will be provided for the residents.

6. New Developments and Planning – Domestic Waste Storage and Collection

Residential developers and planning officers consult with the Council's waste collection department to ensure the inclusion of appropriate waste storage and collection point facilities in all new developments.

The provisions of this policy should be applied to all consultations.

This will ensure the ongoing efficiency and consistency of the household waste and kerbside collection service.

7. Appendices

- Appendix 1 - 'Garden Waste Collection Service - 'Terms and Conditions'
- Appendix 2 – 'Garden Waste Collection Service - 'Annual Bin Sticker'
- Appendix 3 – 'Bin Types and Sizes'
- Appendix 4 – 'Bin Charges'
- Appendix 5 – 'Bin Presentation on Collection Day – Location of Property Boundary and Public Highway'
- Appendix 6 – 'Household Domestic Waste – Do's and Don'ts'
- Appendix 7 – 'Household Domestic Recycling Do and Don'ts'
- Appendix 8 – 'Household Domestic Garden Collection Service – Do's and Don'ts'
- Appendix 9 – 'Household Food Collection Service – Do's and Don'ts'
- Appendix 10 – 'Bulky Waste Collection Service – Terms and Conditions'

Appendix 1- ‘Garden Waste Collection Service (Annual Subscription Charge) – Terms and Conditions’

These terms and conditions of the garden waste collection service apply on a yearly basis from 1 April to March 31. New subscriptions and renewals will open in February of each year.

- i. The agreement is made between the resident (customer) and Runnymede Borough Council (RBC) and sets out the terms and conditions under which the customer may use the Council’s garden waste collection service (the service).
- ii. Customers can either pay online at www.runnymede.gov.uk/gardenwaste or by telephoning 01932 838383
- iii. Customers subscriptions are renewable annually and only customers who have paid their subscription in advance are eligible to receive this service.
- iv. Subscriptions cover the period 1 April – 31 March of the respective year and are payable in advance.
- v. The customer will receive a permit (sticker) to identify the service has been paid for. It is a requirement that the sticker is attached to the back of the bin below the handle.
- vi. All bins remain the property of the Council. Subscriptions are for the service only and are not transferable to another property.
- vii. The cost of service (2020/21) is £56 per 240L bin or £36 per 140L bin.
- viii. The customer may subscribe to any number of bins per property, but the cost of the service is per bin, accordance with the yearly charge. There are no multiple discounts.
- ix. There are no concessions or refunds.
- x. Subscriptions made during the year will be charged at the yearly rate. There will be no pro -rota charge.

- xi. Garden waste bins will be provided free of charge however a Subscription charge fee for the service is required.
- xii. The service will be suspended over the Christmas and New Year period.
- xiii. The customer may only use the designated paid for wheelie bin(s) for the collection of garden waste. The Council (RBC) will not collect garden waste presented by any other method.
- xiv. Customers will be responsible for the bin(s) which shall remain at the property in the event of the resident moving home.
- xv. Excess (side) waste will not be collected, neither will overweight bins.
- xvi. Bin lids must be fully closed prior to collection.
- xvii. Customers may use the service for the collection of garden waste only.
- xviii. Any bin found to contain material not specified on the website may not be collected. The customer will be required to remove the non- permitted material and the bin will emptied on the following scheduled collection day.
- xix. If the customer continues to put unacceptable material in the garden waste bins the service will be removed. In these circumstances no refund will be given for the garden waste subscription.
- xx. Bins shall be left at the usual collection point from 06.00am on the scheduled collection day. The bin handle should be facing the street or road. Bins should be retrieved by the customer within 24 hours after collection.
- xxi. The collection crew will not return for bins that have not been fully emptied due to overloading or because the contents are

frozen. Customers must take action to prevent this situation occurring.

- xxii. Collections not made due to severe weather, or disruptions relating to issues outside the Council's control, will not be refunded.
- xxiii. Schools, churches, community centres etc. can access the service. The same fees apply.
- xxiv. Bins that are damaged or lost and reported as such will be replaced free of charge.
- xxv. On termination of the customer's right to receive the service (however such termination occurred) the Council reserve the right to remove the bin(s) from the customer's property.
- xxvi. The customer's statutory rights are affected.

Note: Garden Waste bins may not be collected on the same day of the week as the blue lid recycling bins or black rubbish bins. Subscribers should check their next collection day.

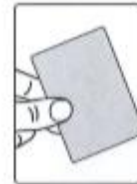
Appendix 2 – ‘Garden Waste Collection Service – Annual Bin Sticker’



1. Carefully peel back the security sticker where indicated



2. Completely remove from carrier paper as shown below



3. Place the sticker on to a clean, dry area of the receptacle



| | |
|--|--|
| PAID 2019/20 | Registered to: |
| | 43 Sample Street Semplesire NS2 |
| Yes Please ✓ | No Thanks ✗ |
| <ul style="list-style-type: none"> ✓ Grass cuttings ✓ Hedge clippings ✓ Twigs & small branches ✓ Weeds with soil shaken off ✓ Flowers & plants ✓ Leaves & bark | <ul style="list-style-type: none"> ✗ Any food waste (including fallen fruit) ✗ Plastic of any description ✗ Bricks, rubbish etc. ✗ Any household waste ✗ Animal waste |
| Registered No: AX24039 - HAN | |
| Sample District Council District Offices, St. Generic's Place, North Semplesire NS1 2EX | |

Appendix 3 - 'Bin Types and Sizes'

| Material/use | Colour (body/lid) | Capacity | Dimensions (mm) (H x W x D) |
|---|--------------------------|-----------------|------------------------------------|
| Household Domestic Food Waste Kitchen Caddy | Silver | 7L | 234x252x229 |
| Household Domestic Food Waste Container | Dark Green | 23L | 405x320x345 |
| Household Domestic Waste | black body/back lid | 140 L | 1060 x 480 x 550mm |
| Household Domestic Waste | black body/back lid | 180L | 1060 x 480 x 730mm |
| Household Domestic Recycling | black body/blue bid | 240 L | 1060 x 575 x 730mm |
| Household Domestic Garden Waste | Brown body/brown lid | 140L | 1060 x 480 x 550mm |
| Household Domestic Garden Waste | Brown body/brown lid | 240L | 1060 x 575 x 730mm |

Communal bins

| Material/use | Colour (body/lid) | Capacity | Dimensions (mm) (H x W x D) |
|------------------------------|--------------------------|-----------------|------------------------------------|
| Household Domestic Waste | black body/back lid | 660L | 1200 x 1350 x 770 |
| Household Domestic Recycling | black body/blue bid | 1100L | 1330 x 1400 x 1090 |
| Household Domestic Waste | black body/back lid | 660L | 1200 x 1350 x 770 |
| Household Domestic Recycling | black body/blue bid | 1100L | 1330 x 1400 x 1090 |

Appendix 4 - 'Bin Charges'

Following charges (2020/21) apply to damaged*, stolen or missing bins/containers.

| Container | Charge |
|-----------------|--------|
| 7L Food | FOC |
| 23L Food | FOC |
| 120L Food | FOC |
| 140L Refuse | £53 |
| 180L Refuse | £53 |
| 240 L Recycling | £53 |
| 140L Garden | £36 |
| 240L Garden | £56 |
| 660L recycling | FOC |
| 660L refuse | £200 |
| 1100L recycling | FOC |
| 1100L refuse | £310 |

*any bins damaged by collection vehicle will be replaced FOC (Free of Charge). All bins/ containers remain the property of RBC

Appendix 4a - 'Bin Charges for new developments'

The charge for a standard set of bins (240L recycling & 180L refuse) plus food waste containers (indoor and outdoor) is £106. This is the 2020/21 charge for individual/street level properties.

The standard sizes available for properties that require communal containers are 660L and/or 1100L. The size and quantity are to be determined by the Waste Management team the 2020/21 charges are as follows:

| | |
|-----------------|------|
| 660L recycling | £200 |
| 660L refuse | £200 |
| 1100L recycling | £310 |
| 1100L refuse | £310 |

All bins / containers remain the property of RBC

Appendix 4b - 'Bin Charges for additional bins'

The following are the 2020/21 charges for additional bins.

| Material/use | Capacity | Reason/need | Charge |
|---------------------------------|-----------------|--|---------------|
| Household Domestic Waste | 140 L | Specific medical condition | FOC |
| Household Domestic Waste | 180L | Households of 6 or more with one child under 3 years | £76 |
| Household Domestic Recycling | 240 L | On request | FOC |
| Household Domestic Garden Waste | 140L | On request | £56 |
| Household Domestic Garden Waste | 240L | On request | £56 |

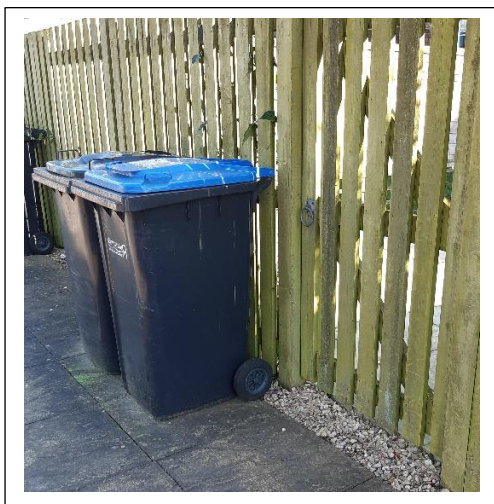
All bins / containers remain the property of RBC

Appendix 5 'Bin Presentation on Collection Day – Location of Property Boundary and Public Highway'

The presentation point is at the boundary of the property nearest to the vehicle access point or highway.



Where the collection point is from of the property, bin(s) should be placed on the inside edge of the property, without causing an obstruction.



Where vehicle access is at the rear of the property, bin(s) should be placed in an accessible location for collection. This may be via a garage area of service road.

Appendix 6 'Household Domestic Waste – Do's and Don'ts'

The domestic waste bin is for items that cannot currently be recycled. These include items such as polystyrene, nappies, cat litter/pet waste, kitchen towel and tissues. Food waste, garden waste, textiles, electrical items and batteries should not be put in the domestic waste bin as there are separate collection services provided for these materials.

There are some items that **must not** be put in the domestic waste bin. These include but are not limited to;

- Paint
- Gas bottles
- DIY waste (e.g. timber, tiles, rubble, plasterboard)
- Automotive waste
- Household chemicals

It is the resident's responsibility to take these items to the Community Recycling Centre or arrange for alternative, appropriate disposal.

Appendix 7 'Household Domestic Recycling Do's and Don'ts'

Generally, items should be clean, dry and loose. Containers should be empty, and items should not be bagged.

The key material groups are;

- Paper and card
- Glass bottles and jars
- Aluminium/steel cans and clean aluminium foil
- Plastic bottle and pots, tubs and trays

Examples of items that should NOT be put in the recycling include but are not limited to;

- Wet or soiled items (e.g. nappies)
- Tissues and wipes
- Plastic wrapping (including carrier bags and food packaging wrapping)
- Expanded polystyrene

Appendix 8 ‘Household Domestic Garden Collection Service – Do’s and Don’ts’

This service is for compostable garden waste only. Examples include;

- Grass cuttings
- Weeds
- Leaves
- Pruning’s and hedge trimmings
- Twigs and small branches
- Cut flowers and plants
- Fallen fruit (NB. Please observe the safe lifting weight)

The following items must not be put into the garden waste bin;

- Soil or turf
- Pebbles or stones
- Pet waste or straw containing animal waste

Under the Weeds Act 1959 and the 2015 Alien Invasive Species regulations, residents have a responsibility to control the spread of harmful weeds and non-native species.

This includes but is not limited to;

- Common ragwort – *Senecio jacobaea*
- Japanese knotweed (*Fallopia japonica*)
- Himalayan balsam (*Impatiens glandulifera*)

These types of weeds must not be put into the garden waste bin.

Further information about Japanese knotweed can be found here

<https://www.gov.uk/guidance/prevent-japanese-knotweed-from-spreading>

Guidance on methods that can be used to control harmful weeds can be found here

<https://www.gov.uk/government/publications/guidance-on-the-methods-that-can-be-used-to-control-harmful-weeds>

Appendix 9 'Household Food Collection Service – Do's and Don'ts'

The weekly food waste collection service is for cooked and uncooked food waste. This includes but is not limited to;

- Fruit and vegetable peelings
- Tea bags and coffee grounds
- Bones and fish skins
- Egg shells
- Pizza crusts
- Out of date food (please remove packaging)
- Pet food
- Solid fat/rind

Liquids must not be put into this container.

Appendix 10 – ‘Bulky Waste Collection Service – Terms and Conditions’

The Council provides an effective and inexpensive solution to removing bulky waste items from your home address. The service operates 5 days a week Monday – Friday (excluding Bank Holidays) and collections are arranged on specific days of the week dependant on the specified area within Runnymede. Due to the popularity of service, you may have to wait up to three weeks before your items can be collected in some areas.

We require full payment at the time of booking. Please note we do not charge handling fees for Direct or Credit cards.

We charge £26.00 for up to 3 bulky household items and you will be asked for details of these items at the time you book your collection. All items that are to be removed need to be confirmed at the time of booking. This is to avoid any items being taken by mistake.

If more than 3 items need to be removed (up to a maximum of 6 items) there is an additional charge of £6 for each additional item.

If fewer than 3 items need to be removed, at the time of booking, additional items (up to a maximum of 3 items) can be added up to 48 hours prior to scheduled bulky waste collection date.

Quotes

For collections of more than 6 household items, or collections on non- household items, or collections of non-household goods, such as garden sheds or play equipment, a quote can be provided.

We would aim to carry out a quote within 5 working days and if agreeable, once payment has been made, we aim to collect as soon as possible. Collection would either be on the day that the

flat-bed crew are in the area or can be specified at the time of the quote by a member of staff in the Council's Waste Management Team.

Collection Times

At the time of making your booking, upon successful payment, you will be given the earliest day available when there are collections scheduled in your area.

Due to environmental legislation, collection vehicles may differ depending on the types of bulky household waste that you have asked to be removed.

Location/ Collection Points

Your items(s) will be collected from the most accessible point of the property, usually your bin collection point. In most cases this will be at the front of your property, unless your property backs onto an alleyway, then this is where the items ideally should be left for collection.

Please ensure that items are left for collection at the front boundary of your property and do not leave them on roads or pathways. Please note under no circumstances can our collection staff enter houses or garages. All items must be left outside.

For health and safety purposes please make sure any dogs are kept inside your property whilst our operatives are carrying out the collection.

Please present your items no earlier than the evening before as our collections take place between the hours of 6am and 2pm on your confirmed collection day.

Presentation

Items for collection such as mattresses and sofa should not be put out too far ahead of collection day. That is because, if it rains, these items can become very wet and heavy. We, therefore ask you to keep items suitably covered if they are outside for a longer period; a simple plastic sheet covering them would help. If an item becomes wet and too heavy to move, this item will not be collected, and no refund will be given.

Items such as fridges/ freezers must be empty, otherwise they will not be removed.

When leaving household items out for collection please ensure they are stored safely and securely so as not to expose others to harm, especially young children.

Please ensure the area specified for collection is clean and clear of any dog foul, as failure to do so will result in the collection being cancelled and no refund being given.

Cancellation and Changes

Cancellation of bookings or changes to items and dates can be made by telephone only by contacting our Customer Services direct between 9am and 4.30pm, Monday to Friday, on 01932 838383.

Please note cancellation of bookings or any changes to the changes booking can only be made up to two working days (am to pm, Monday to Friday) before the scheduled bulky waste collection date. Cancellation/ changes cannot be made after this time.

If items are not ready in the specified location on the collection date/times given, a refund will not be issued. A new booking would have to be made and paid for as we will not return a second time to collect the items on the original booking.

In some cases, items may be taken before we can collect them, however no refunds for booked collections are available unless cancellation take place as stated above.

The cancellation charge is £13.00 and will be deducted from any refund.

Please note

The following lists are not exhaustive. Please contact us if you are unsure whether we will collect a specific item.

Please note that some items will be classed at three items even if they are part of a bigger item.

For example:

- 3 Piece Suite equates to 3 items.
- Bedstead and mattress equate to 2 items.
- Divan bed base, mattress and headboard equates to 3 items.

What we CAN accept

Baby cot
Baby bath
BBQ
Bed / bed base
Bedside cabinet
Bicycle
Bookcase
Cabinet
Carpet (rolled up)
Carpet underlay (rolled up)
Chair - dining room (4 chairs = 1 item)
Chair - home office / arm / rocking / etc.
Chest of drawers
Coffee table
Cooker / Oven
Computer Monitors
Curtain rails / blinds
Desk

Dishwasher
Dressing table
Exercise bike
Fire (gas / electric, portable)
Fridge/Freezer (domestic)
Garden bench
Garden swing (dismantled)
Garden table
Headboard
Heater (gas / electric - portable)
Lawnmower (electric or manual)
Mattress (single / double)
Microwave
Rowing machine
Sofa / sofa bed
Shelving unit
Slide (dismantled)
Snooker table (not full size)
Standard lamp
Step ladders
Stereo (including speakers)
Sun lounger
Swing Sets (dismantled)
Table
Trolley (excluding shopping trolleys)
Trunk
Tumble dryer
Vacuum cleaner/h Hoover
Wardrobe
Washing machine
Water butt
Wheelbarrow

What we CANNOT accept

Anything containing asbestos (please see Hazardous Waste section below)
Agas / kitchen ranges
Aerials / satellite dishes
Bagged garden waste
Bathroom suites / sanitary ware
Boilers
Chemicals

Commercial fridges / freezers
Doors
Fence panels
Fireplaces
Garden ponds
Gas bottles / canisters
Glass objects or mirrors
Kitchen sinks / units
Petrol lawnmowers
Pianos / organs
Pieces of wood / rubble / stone
Pieces of piping
Radiators
Sheds
Trampoline
Sunbeds
Water tanks

10. REFERRAL OF MOTION FROM COUNCIL – 5 MARCH 2020 – RECYCLING
(LAW & GOVERNANCE - Bernard Fleckney)

Synopsis of report:

To consider the Motion put forward by Councillor S. Whyte approved with minor amendment and referred by Full Council on 5 March 2020 to this Committee. The Motion is referred to this Committee under Standing Order 15.6(a) with a preliminary expression of support for the action specified therein.

Recommendations:

The Committee is asked to consider the motion.

1. Context of report

- 1.1 Full Council at its meeting on 5 March 2020 resolved that the Motion set out in paragraph 2.4 below be referred to this Committee with a preliminary expression that the Council is supportive of this action.

2. Report

- 2.1 The background to the Motion as put forward by Councillor S Whyte is shown in italics below;

Liberal Democrat Motion: For the purpose of increasing recycling in Runnymede, publicise the end destination of kerbside recycling and identify what the materials are recycled into.

This Council notes that:

1. *Runnymede borough has a kerbside recycling rate of 44.5% (2018/2019) against a target of 47%*
2. *Surrey Heath, a neighbouring borough, report 66.9% for the same period (2018/2019)¹*
3. *Surrey County Council publicises at the end of each year the end destinations for recycling, albeit there has not been a report published since November 2018 for the year 2017/2018²*
4. *The government has introduced a climate strategy aimed at reaching net zero emissions by 2050³*
5. *There is a growing perception that recyclable materials are not recycled but are sent to landfill or similar*

¹ <https://www.letsrecycle.com/councils/league-tables/2018-19-overall-performance/>

² https://www.surreyep.org.uk/wp-content/uploads/2019/03/SWP-end-destinations-report-2017_18-1.pdf

³ <https://www.gov.uk/government/news/uk-to-go-further-and-faster-to-tackle-climate-change>

This Council believes that:

1. *Runnymede should be a leader in halting the effects of climate change*
2. *Achieving a zero-waste economy is crucial to transitioning to net-zero carbon emissions*
3. *Runnymede Borough Council should do all within its power to improve recycling rates*
4. *There is empirical evidence that education is fundamental to improving behaviours*
5. *Greater transparency about where our recycling goes and what happens to it will provide people with more incentives to take responsibility for their waste and lead to improved recycling rates*
6. *Publicising where recycling goes should not add additional costs to the borough through the use of already available publications such as the Runnymede Talks magazine, the Runnymede Borough Website and existing social media accounts*

2.2 The motion moved by Councillor S Whyte was as follows:

The Council resolves to -

1. Publicise through existing communication channels the destinations of kerbside recycling in the borough of Runnymede
2. Publicise what happens to kerbside recycled material at the end destination i.e. what do the materials get recycled into?

2.3 During the course of debate an amendment to the Motion was proposed and carried.

2.4 The Motion as referred by Full Council to this Committee is as follows:

- i) **SCC to publicise the end destination of kerbside recycling;**
- ii) **SCC and RBC to publicise through existing communication channels the destinations of kerbside recycling in the borough of Runnymede**

2.5 The Council's Corporate Head of Environmental Services will request an update of the end destination sites for Runnymede from the Depot or via the Surrey Environment Partnership (SEP) and will as far as possible endeavour to find out what use the recycled material is put to. The SEP is undertaking work to collate end destination data, and this would be published when it is finalised. SEP are still collating the information. There are no issues with making this information available through normal RBC channels.

2.6 The Committee is asked to consider the Motion and make a decision thereon.

(To resolve)

Background papers

Motion as submitted by Councillor S Whyte

11. **STANDING ORDER 42 – URGENT ACTION**

Copy of proforma 958 detailing action taken after consultation with the Chairman of the Committee under Standing Order 42 is at **Appendix 'E'**.

(For information)

Background papers

None

RUNNYMEDE BOROUGH COUNCIL**CONSULTATION WITH APPROPRIATE CHAIRMAN IN RESPECT OF URGENT ACTION
TAKEN UNDER STANDING ORDER 42**

TO: Marisa Heath / J. Wilson
Chair Environment and Sustainability Committee

FROM: Peter Burke

MY REFERENCE: Surrey Schools Air Quality
Programme

DATE: 4 February 2020

1. Synopsis of report:

Surrey CC have asked all the Boroughs and Districts in Surrey to contribute £7,000 each towards the cost of the Surrey Schools Air Quality Programme. The programme includes a number of initiatives to improve air quality in the local areas.

2. Reasons why this matter cannot wait for a Committee Decision:

The School year has started and to take advantage of this programme in the Borough the Council needs to sign up and provide the funding as soon as possible.

3. Recommendation(s)

A sum of £7,000 is allocated from the previously set-aside Air Quality budget towards the cost of the Surrey Schools Air Quality programme in Runnymede

3. Context of report

In 2018/19, Surrey Air Alliance (consisting of Surrey County Council and Districts and Boroughs in Surrey), were successful in a bid for £145,000 from DEFRA to deliver a behaviour change programme to schools in Surrey to tackle air quality. The project has been very successful and is now complete. Surrey are now seeking funding from Districts and Boroughs which will allow the offer of a similar package to Surrey's schools over the current academic year.

5. Report and, where applicable, options considered

The Schools Air Quality Programme in the academic year 2018/19 proved very successful and was rolled out to 40 primary schools across the County seven of which were in Runnymede. Six of the Runnymede schools took part in the Theatre in Education workshops, five took part in London Sustainability Exchange workshops and St Pauls in Addlestone held an anti-idling event.

Surrey CC wrote to all Boroughs and Districts in the summer of 2019 asking if they would like to continue the programme in 2019/20 and requested a contribution of £7,000 due to the DEFRA funding having ceased. To date the Councils who have confirmed a contribution have been Guildford, Waverley, Woking, Mole Valley, Surrey Heath and Spelthorne.

The proposal for this academic year is for the following:

- Use the media campaign artwork for social media posts which RBC could use.
- Green Boot Challenge to collect data on how children get to school,
- Provide pedestrian and cycle training to young people throughout Surrey,

- Training to schools to develop their School Travel Plans using the national ModeShift STARS online portal.

In addition to this, the following core interventions to schools within each Borough/District will be provided:

- Theatre in Education drama workshop aimed at year 5 students (4 schools in each area)
- Class workshops, air diffusion tube monitoring, and school assemblies (3 schools in each area)
- Anti-Idling event (outside one school in each area)

The Council would need to identify the schools they would like to target for the workshops and an anti-idling event but the sessions would be organised by Surrey CC.

6. Policy framework implications

This programme links into the Council priorities to support and improve the quality of life of our residents and to make the local environment more sustainable.

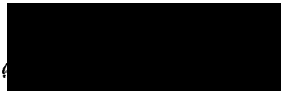
7. Financial and Resource implications (where practicable)

There would be a requirement to fund the contribution out of existing budgets

8. Legal implications

12. Chief Officer(s) Decision

Signature of authorised officer



Omitted as it contains personal data

I have been consulted and am in agreement with the above

Signature(s) and position(s) of other relevant Chief Officer, Corporate Heads or authorised representatives

Peter Mckenzie Assistant Chief Executive



Omitted as it contains personal data

Mario Leo, Corporate Head of Legal and Democratic Services

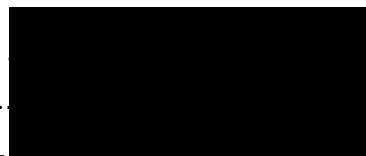


05/01/20

NB: this must include the Corporate Director of Resources and IT or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. Chief Executive's Decision

Signature of Chief Executive



I have been consulted and am in agreement with the above

Omitted as it contains personal data

14. Chairman and Vice-Chairman Comments

I concur in the Chief Officer's decision

Signed _____ Omitted as it contains
personal data

Date _____

Signed _____ Omitted as it contains
personal data

Date _____

I have the following further comments:

Further information may be obtained from Peter Burke on Ext. 5734 .

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (John Gurmin) who will send a copy to the Chief Officer and report to the relevant Committee for information.

12. **EXCLUSION OF PRESS AND PUBLIC**

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 1 & 2 of Part 1 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

13. CONTAMINATED LAND INVESTIGATION

14. WEEKLY HOUSEHOLD FOOD WASTE COLLECTION SERVICE

b) Confidential Information

(No reports to be considered under this heading)