

# **Environment and Sustainability Committee**

**Wednesday 17 November 2021 at 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## **Members of the Committee**

Councillors: M Heath (Chairman), N King (Vice-Chairman), D Clarke, S Dennett, R King, S Lewis, J Olorenshaw, D Whyte, S Williams 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) **The following Measures to comply with current Covid guidelines are in place:**
  - **restricting the number of people that can be in the Council Chamber to 60**
  - **temperature check via the undercroft for Members/Officers and Main Reception for the public**
  - **NHS track and trace register, app scan is next to the temperature check**
  - **masks to be worn when moving around the offices**
  - **masks can be kept on whilst sitting in the Council Chamber if individuals wish**
  - **use of hand sanitisers positioned outside and inside the Council Chamber**
  - **increased ventilation inside the Council Chamber**
  
- 2) **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.

- 3) 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](mailto:carol.holehouse@runnymede.gov.uk)).**
- 4) 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 [Committee Meetings – Runnymede Borough Council](#)
- 5) 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.
- 6) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

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

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

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

**LIST OF MATTERS FOR CONSIDERATION**  
**PART I**

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**Matters in respect of which reports have been made available for public inspection**

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**PART II**

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

1. **Fire Precautions**
2. **Notification of Changes to Committee Membership**
3. **Minutes**

To confirm and sign the Minutes of the meeting of the Committee held on 29 September 2021 as attached at **Appendix 'A'**.

Runnymede Borough Council  
ENVIRONMENT AND SUSTAINABILITY COMMITTEE  
29 September 2021 at 7.30pm

Members of the Committee present: Councillors M Heath (Chairman) N King (Vice-Chairman)  
S Dennett, R King, S Lewis, J Olorenshaw, D Whyte,  
S Williams and M Willingale

Members of the Committee absent: Councillor D Clarke

Councillor I Mullens also attended

234 FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

235 MINUTES

The Minutes of the meeting of the Committee held on 10 June 2021 were confirmed and signed as a correct record subject to deletions struck through and addition shown in bold in relation to the Climate Change Statement of Intent, Minute 68, paragraph 7.

The paragraph now reads: Members were assured that Runnymede was not lying dormant in relation to Climate Change ~~Effective action was being taken which included.~~ **There has been** a 62% reduction in our Scope 1 and 2 emissions compared to our 2009 baseline ~~to 2019/20~~. Other direct climate change avoidance actions encompassed under Scope 1 and 2 carbon emissions were currently under way and had been directly reported to relevant business units.

236 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Clarke

237 CIVIL ENGINEERING CONTRACT

The Committee was asked to authorise a tendering process for the Council's Land Drainage, Pumping Stations, Minor Civil Engineering and Professional Services Term Contract.

Officers advised the Committee that the current contract with an external contractor for both capital and routine maintenance works for land drainage and other civil engineering works was due to expire on 31<sup>st</sup> March 2022. Under the existing contract the Council had undertaken both capital and routine maintenance works, as per the terms of the contract. The type of work covered by the current contract included watercourse/pumping stations maintenance, drainage improvement, town centre maintenance and other civil engineering works (e.g., car park, access road and footpath etc.) for some departments within the Council as well as for Spelthorne Borough Council. The circumstances had changed since the last contract started in that the agreement between the Council and Spelthorne Borough Council to undertake works on their behalf was no longer in place.

The approach the Council would take was to secure what is termed a Measured term contract. This type of contract was used where the client had a regular programme of

works that that would be undertaken by a single contractor. The proposed contract would be for a period of 4 years with the possibility of extending it for a further period of 4 years annually if it was beneficial to both parties.

The value of the works had been estimated from the total expenditure to the existing term contractor in the last three years from all departments of the Council. It was approximately £164.5k per year, with a total of £658k over a 4-year period and £1.316k over an 8-year period.

Members asked if work undertaken could be brought in-house. Officers advised the Committee that given the periodic nature of the work this option was not cost effective.

Concerns were raised regarding using one single contractor and felt the option of appointing several contractors should be considered. Officers advised Members that they would consider this option. It was noted that any contract entered into would have a break clause included in the event of poor performance.

**RESOLVED that -**

**the procurement of a contractor for the Council's Land Drainage, Pumping Stations, Minor Civil Engineering and Professional Services Term Contract be approved with an estimated value of £164.5k per year, with a total of £658k over a 4-year period and £1,316k over an 8-year period.**

238 PROPOSAL FOR ADDITIONAL MARKETS IN EGHAM TOWN CENTRE

Members were asked to approve up to twelve additional street trading licences to be granted in a calendar year for Egham.

The Committee was advised that on 18 November 2010, the Council's former Economic Development Committee noted that the Council had received a request from the Egham Chamber of Commerce to issue street trading licences for various community events in High Street, Egham. That Committee gave authority to the then Director of Administration and Leisure to grant a street trading licence each year in the High Street, Egham for a Christmas event, an Easter event, a Food and Drink event and one other event.

In 2020, the Egham Chamber of Commerce was approached by Surrey Vegan Markets with a proposal to hold markets on the High Street in Egham. Three markets had since been held on 10 October 2020, 22 May 2021, and 24 July 2021 which Officers had obtained authority to issue a street trading licence through the Urgent Action procedure under Standing Order 42. The market operator had reported that all three markets had been successful and there was a clear appetite for these markets in the community. Additionally, Council Officers had carried out a survey after the vegan market in July 2021 to gauge what businesses felt about the market and the results were overwhelmingly positive.

The Egham Chamber of Commerce introduced the vegan market to the town and had managed and liaised with the market operator and all subsequent communication was done between the two parties. This arrangement worked very well in that no Officer involvement was needed.

The vegan market operator now wished to hold the market more regularly. However, the current limit on licences held by the Egham Chamber of Commerce did not permit this. For more markets to be held the granting of further street trading licences would be needed.

Whilst Members fully supported this, they were keen for a broader offering to be encouraged rather than just vegan food. Officers were therefore asked to engage with other traders to ensure potential traders were aware of the Council's interest in working with them.

Members were very supportive to having markets in the Borough but felt the current proposals were not as ambitious as they hoped and wanted markets to be expanded throughout the Borough. Members were keen for markets to be placed in all Borough town centres to increase footfall in the high streets thereby giving much needed support to local businesses. Officers advised Members that currently there were only two licensed streets in the Borough both of which were in Egham. Legislation allowed some streets to be designated as licensed, some able to obtain consent and some prohibited. To expand markets more generally streets with consent would need to be designated as licensed. Officers were looking to review that position in order for more markets to be held, however, Members were advised that changing designation of streets could be a long process due to the legislative processes which needed to be undertaken.

Regarding Chertsey, Members were advised that The Feoffees of Chertsey Market had Charter rights, but Officers advised the Committee that initial discussions with Feoffees had been promising.

It was noted that Egham Town Councillors would like Officers to consult/inform them of any future markets taking place in Egham and representation from Egham Town Councillors on the Egham Chamber of Commerce needed to be considered.

**RESOLVED that –**

- i) the Corporate Head of Law and Governance be authorised to grant up to 24 street trading licences in a calendar year to the Egham Chamber of Commerce in addition to the street trading licences which are already authorised to be granted; and**
- ii) the Council allow Egham Chamber of Commerce to run a trial period of 6 events, which will then be reviewed at the end of the period, allowing for possible further events in the Borough based on the outcomes; and**
- iii) a report be brought back to the Committee in March 2022.**

239 UPDATE ON MATTERS RELATING TO CLIMATE CHANGE AND EXTERNAL PROJECTS

Shaun Barnes (Depot Manager) provided the Committee with an update on the depot:-

Members were advised that the depot needed 100% attendance in order to function well so therefore COVID and cases of flu had recently impacted the service. Any shortfall in service would be made up by weekend working. Shaun Barnes was currently looking at training relief drivers. There were currently two office positions vacant at the depot. Both recycling and contamination rates had improved. The recycling rate for the last quarter was 49.9%.

The Committee was advised that the CHES Peter Burke had recently left the Council and Mario Leo CHLG was currently the interim CHES whilst the recruitment process for a replacement was undertaken.

The Chief Executive had recently proposed a series of changes to his office. One aspect of that change was to create a post of Head of External Projects and Climate Change. Dr

Marcel Steward had been appointed to the post and would have management responsibility for Climate Change and Energy. The restructure also created a Climate Change Officer post. This position was advertised in August 2021 and interviews would be held in October 2021. The Council's Energy Unit had been transferred from Commercial Services Business Unit to the Climate Change team based in the Chief Executive's office.

Work was currently being undertaken on the preparation of the Corporate Business Plan and Four Thematic Supporting Documents which would support the Corporate Business Plan, including the Climate Change Strategy.

Members of the opposition groups expressed their anger and frustration regarding the lack of a finalised Climate Change Strategy despite being promised this by October 2021, which was still a significant delay on the original timetable. In addition to the lack of a Climate Change Strategy they were very frustrated that Runnymede was not doing more on a practical level to tackle climate change. A Member recalled that at Full Council on 17<sup>th</sup> October 2019 the Leader of the Council had been asked to consider appointing a Senior Officer to drive Environmental and Sustainability Improvements and at that meeting the Leader had said the Council had a strong commitment to respond quickly and effectively to this global challenge however, nearly two years later RBC still did not have a Climate Change Strategy.

Moreover, in addition to not having a Climate Change Strategy the opposition parties strongly felt that more should be being done on a practical level to tackle climate change i.e., carbon emission considerations for the Egham Orbit and only granting planning permission to carbon neutral properties for all new builds. With regards to planning, Officers advised that guidance from government was still awaited on greener buildings and at present a local authority could not insist all new builds were carbon neutral. The applicant had a right to appeal against refusal and as no policy was in place any appeal would be upheld. A national policy as soon as possible was needed to negate this.

It was noted that policies contained in the new Local Plan would give the Council the opportunity to tighten up on some environmental measures in relation to planning policy and building control.

An opposition Member felt that Runnymede should have declared a Climate Change emergency. The Chairman advised the Committee that this could be done but this didn't in itself help address climate change.

An opposition member expressed concerns that the 7 points raised in her Statement of Intent had not been actioned/considered any further. Other Members stated that various options/ideas had been forwarded to the Chair but hadn't been acknowledged or actioned. Members were asked to forward any emails again as the Chairman couldn't recall receiving all the emails mentioned.

It was suggested that an informal meeting be arranged for October to discuss the draft Climate Change strategy before coming formally to the next meeting of the Environment and Sustainability Committee in November. The session would allow members of the public to sit in the gallery and listen to the debate.

It was noted that RBC was currently working with the business sector giving funding advice on becoming zero carbon. Members were encouraged to ask businesses to sign up to the RBC business newsletter so they could receive this information.



240 URGENT ACTION – STANDING ORDER 42

The Committee noted that acting in accordance with Standing Order 42 the following action had been undertaken by the Officer shown below after consultation with the Chairman.

<b>Officer</b>	<b>Action Taken</b>	<b>Central Index No</b>
Corporate Head of Law and Governance	To grant a Street Trading licence to enable a Vegan Food Market to be held in the High Street Egham on 24 <sup>th</sup> July 2021	976
Corporate Head of Law and Governance	To grant a Street Trading licence to enable a Vegan Food Market to be held in the High Street Egham on 9 <sup>th</sup> October 2021	983

(The meeting ended at 9.46 pm)

Chairman

4. **Apologies for Absence**

5. **Declaration 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 registrable interest includes their appointment by the Council as the Council's representative to an outside body. Membership of an outside body in their private capacity as a trustee, committee member or in another position of influence thereon should also be declared. Any directorship whether paid or unpaid should be regarded as a disclosable pecuniary interest, and declared.

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 an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or other registrable interest and/or the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

6. **Climate Change Presentation (Chief Executive's Office – Dr Marcel Steward)**

Members are aware that a Climate Change Strategy is being drafted. At this meeting, Members will have the opportunity to make known those issues which are of particular concern to our residents and businesses for consideration for inclusion in the Strategy.

To inform the discussion, there will be a presentation covering the following areas:

- RBC Climate Change Team – Recent Appointments
- Current Actions
- Parameters and constraints
- Climate Change Strategy Highlights
- Request for Members Input

A slide pack of the presentation will be made available to Members on Wednesday of this week.

(For information/To Resolve)

**Background papers**

None

7. **Annual Review of Car Parking Charges in Off-Street Car Parks/Proposed Change to Restrictions At Aviator Park Recreation Ground Car Park (Corporate Head of Customer, Digital and Collection Services -Linda Norman)**

**Synopsis of report:**

**This report reviews the current charges in the Council's car parks, including the charges for permit and contract parking, and proposes a change to the restrictions that apply in the Aviator Park Recreation Ground Car Park.**

**Recommendations:**

**Car park and permit charge levels remain unchanged for the next year to support residents and businesses following the Covid 19 pandemic**

**The Council advertises its intention to amend the Off Street Parking Places Order in respect of the Aviator Park Recreation Ground Car Park to increase the period of no return from two to five hours to ensure that the car park remains predominantly for the benefit of the Recreation Ground users**

**1. Context of report**

- 1.1 At its meeting in September 2005, the former Economic Development Committee resolved that there should be an annual review of car parking charges. Charges are reviewed in November each year for implementing any changes in January, along with the Council's other Fees and Charges. A lot of fees and charges are now changed in April.
- 1.2 Public car parks are an amenity provided by the Council for the convenience of the public. In shopping areas, they also encourage and maintain the viability of businesses but the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.
- 1.3 Following the retirement of the Parking Services Manager in July 2021, Parking Services transferred to the Customer, Digital and Collection Services business centre and the Corporate Head has undertaken a full review of Parking Services. The Review has been split into three main areas and was subject to a report to Corporate Management Committee in July 21:
- Phase 1 covered staffing and new ways of working
  - Phase 2 covered replacement of the existing case management system to include self-service and paperless permits
  - Phase 3 will cover maintaining and improving the Council's car parks including implementing Automated Number Plate Recognition (ANPR) and Electric Vehicle Charging (EVC) points
- 1.4 This report predominantly focuses on the current fees and charges for parking services including the pay and display' car parks which will still be managed by the Parking Services team in the short term. This team also carries out on-street parking enforcement, under an agency agreement, on behalf of Surrey County Council. Borough car parks where pay and display charges are imposed are listed in Table 1. The current charges are shown in Table 2.

Table 1 – Borough Pay and Display Car Parks

<b>Car Park</b>	<b>No of Spaces</b>
Waspe Farm, Station Road, Egham	119
Hummer Road, Egham	128
Victoria Street, Englefield Green	34
St. Jude's Road (Cemetery), Englefield Green	39
Memorial Gardens, Virginia Water	90
British Legion, Virginia Water	19
Beomonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	174
Gogmore Farm Park, Chertsey	53
Pooley Green	35
Woodlands	102
Homewood (Open Spaces)	70
Runnymede Pleasure Grounds, Windsor Road, Egham (Open Spaces)	352

**Notes**

- i) Figures in the above table include disabled bays and motorcycle bays.
  - ii) The Runnymede Pleasure Grounds Car Park has higher charges due to its popularity as a leisure destination. All the income must be used for the improvement and maintenance of the site due to the terms of the Runnymede Pleasure Grounds Trust. The charges here are reviewed annually by the Council's Community Development business centre, which manages parks and open spaces. A new Automatic Number Plate Reading System (ANPR), for charging vehicles, has been introduced into this car park and has therefore removed the need for monitoring by Parking Enforcement staff.
  - iii) Homewood car park is also an Open Spaces car park with pay and display income going to Community Development business centre which also sets the charges.
  - iv) The car park at the Sainsbury Centre in Heriot Road, Chertsey, (170 spaces) is managed by Sainsbury's, which has full discretion to set the charges in that car park. Sainsbury's operates the car park under a Management Agreement.
- 1.5 There are two scales of car park charges. A lower scale of charges operates in the smaller 'Out of Town Centre' car parks. These are Victoria Street and St Jude's Road car parks in Englefield Green, Pooley Green Car Park and Gogmore Farm Car Park in Chertsey. The other car parks are subject to the higher 'Town Centre' scale of charges, but some only offer short term parking within the scale of charges.
- 1.6 As well as the scale of parking charges, car parking income also comes from season tickets, contract parking permits and penalty charge notices.

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

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

Contract parking bays are reserved bays in Bemonds Row and White Hart Row, Chertsey and are currently £750 per year and were last increased in January 2016. A reduced rate of £250 for residents of these areas was agreed by this Committee at its September 2018 meeting.

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

- 1.8 In November 2018, increases to all parking charges were approved and were introduced on the 27<sup>th</sup> January 2019. Town Centre charges: 1 hour £1 to £1.30, 2 hours £2 to £2.50, 3 hours £3 to £3.50, 4 hours £3.50 to £4, 5 hours £4 to £4.50, 6 hours £5 to £5.50, All day £6.50 to £7. Out of Town Centre charges: 1-hour 40p to 60p, 2 hours 80p to £1.20p, 3 hours £1.50 to £2, 4 hours £2.50 to £3, 5 hours £3 to £3.50, All day £5 to £5.50.

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

Due to the slow economic recovery from the pandemic, it is not proposed to increase charges for 2022/23 financial year but to have a year of stability, supporting our businesses and encouraging the public back into our town centres.

- 1.9 The following table shows a comparison of Runnymede parking charges with other Surrey and Neighbouring Councils.

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

<b>Borough/District</b>	<b>1 hour</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 to 4</b>	<b>4 to 5</b>	<b>5 to 6</b>	<b>6 to 7</b>	<b>All day</b>
<b>Runnymede (Town Centre)</b>	<b>1.30</b>	<b>2.50</b>	<b>3.50</b>	<b>4.00</b>	<b>4.50</b>	<b>5.50</b>	<b>6.50</b>	<b>7.00</b>
<b>Runnymede (Out of Town)</b>	<b>0.60</b>	<b>1.20</b>	<b>2.00</b>	<b>3.00</b>	<b>3.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>
Guildford (Bedford Road)	3.00	3.00	3.00	6.00	6.00	8.40	9.90	11.40
Elmbridge (ChurchField Road)	1.40	2.80	4.20	5.60	7.00	7.80	7.80	8.80
Spelthorne (Elmsleigh)	1.00	2.00	3.00	4.00	7.00	12.20	12.20	12.20
Surrey Heath (Knoll Road)	1.00	1.50	2.00	3.00	4.00	4.00	4.00	4.00
Waverley (Farnham Town)	1.00	2.10	3.70	5.00	6.50	7.70	9.20	14.00
						15.50	15.50	15.50
Woking (Town Centre)	1.50	3.00	4.50	6.00	7.00	7.00	11.00	12.00

Many have remained the same or reduced slightly for longer periods of parking since the last report. This indicates that many councils, like Runnymede are trying to get customers back into their town centres by not increasing their parking charges.

The main Network Rail station car parks in the Borough have a peak charge of £7.40 per day. This is unchanged from last year. In normal times the railway car parks are fully utilised.

- 1.10 There are also a number of free Borough Council car parks in parks, cemeteries, recreation grounds and corporate buildings. These are managed by Community Development and reported to the Community Services Committee.
2. Aviator Park Recreation Ground Car Park
  - 2.1 The Parking Services team carries out periodic reviews of the Council's free car parks alongside the annual Car Parking Charge Review. This normally takes place every three to four years and was last carried out in November 2016. At that time, this Committee resolved that there was no case for introducing charges in these car parks.
  - 2.2 However, since the last review it has recently come to the attention of the Corporate Head of Customer, Digital and Collection Services that the car park at Aviator Park Recreation Ground is being used by the public to park their vehicles whilst they are at work rather than for visiting the park which was the original intention of that car park. If they used other car parks within the town centre, they would have to pay for parking at around £7 a day depending on which car park they used. The current restrictions which apply in the Aviator Park Recreation Ground car park are that vehicles may wait for a maximum period of three hours and a return is prohibited within two hours.
  - 2.3 Surveys conducted by the Green Spaces Team in 2017/2018 on this car park concluded that the car park was not regularly being used by park visitors and that many were regular users of that car park, often being in place before the opening of the park in the morning. However, as no complaints have been received by park users that they are unable to park, no further consideration of changes to the parking restrictions was recommended.
  - 2.4 However, since the transfer of Parking Services from Community Services to Customer, Digital and Collection Services, enforcement of that area has been re-instated. It is clear that this particular car park has not been patrolled for many years as it is often difficult to prove the contraventions under the current parking restrictions, so resources have been targeted elsewhere. A consequence of this non-enforcement is that regular users of that car park have become complacent and continued to enjoy free parking for up to 6 hours each day. With the Civil Enforcement Officers (CEO)s now visiting the car park, PCN's are being issued which have resulted in several complaints from the owners of the vehicles which have challenged the legality of the notices. Unfortunately, with no machines to capture the original time of the vehicle being parked, it is sometimes difficult to defend the notice.
  - 2.5 Discussions with Green Spaces staff confirm that users of the park rarely stay for longer than two hours so by amending the parking restriction order to retain the current maximum waiting period of three hours but to increase the no return from 2 to 5 hours will not impact on current users but will ensure that the car park continues to be kept available for use by the public for recreational purposes and is in the spirit of the original intention for the car park. This change will be achieved through an

amendment to the Borough of Runnymede (Off-Street Parking Places) Order 2008 (as amended). There will be minimal cost for these changes requiring improved signage and the installation of a machine which will work on a similar basis to that installed at Homewood Park which requires users to display a ticket confirming time of entry but no fees are payable. This will then mean enforcing of the parking restrictions will be more effective and that park users will be able to continue using the car park.

- 2.6 Enquiries from residents regarding overnight parking in that area have been considered and discounted at the present time due to concerns from the Police and Community Safety about potential anti-social behaviour that may occur. The car park is poorly lit and has no CCTV in that area. The Police recommend investing in such measures to mitigate any risk should the overnight parking restriction be lifted in the future. However, as stated previously, the car park was not built to accommodate residents parking but to support visitors to the park for recreational purposes and therefore it would be unfair to allow residents free parking overnight when other residents across the borough do have to pay for resident parking permits in some areas.

### 3. Car Park Usage

- 3.1 Table 3 below shows a comparison of the ticket sales in all of the Council's car parks for the periods 1 October 2018 to 30 September 2021 inclusive:

	18/19	19/20	20/21	% Change
Beomonds	8490	5512	3466	-38%
British Legion	1496	733	256	-65%
Chertsey Library	34304	22991	7423	-67%
Hummer Road	145042	108754	92730	-15%
Memorial	27058	14250	6938	-51%
Wasp Farm	24219	14137	12266	-13%
Woodland	74488	65462	21988	-66%
St Judes	6420	4033	4959	+23%
Victoria Street	4756	2590	2026	-22%
Pooley Green	858	122	376	+308%
Gogmore Farm	11989	7639	4573	-40%
<b>Total</b>	<b>339120</b>	<b>246223</b>	<b>157001</b>	<b>-36%</b>

- 3.2 The effect of the pandemic and the lock down significantly reduced car park use across the board. Memorial car park in Virginia Water is predominantly a commuter car park and has shown significant reductions as has Chertsey Library which has been used to support the NHS vaccination programme and as such, parking fees have been suspended for the majority of the year. At the current time, it cannot really be predicted when, or if, their use will return to normal levels with many companies now supporting homeworking for their employees.

The Woodland car park, that serves St Peters Hospital has also suffered a significant reduction where the Council has suspended fees to support NHS workers.



Hummer Road in Egham, which provides car parking for Tesco, has maintained a relatively good throughput as has Waspe Farm in Egham.

- 3.3 The out-of-town car parks have shown similar reductions in use.
- 3.4 RingGo now accounts for 50% (78797) of all parking transactions (up from 31% last year) The use of RingGo as opposed to cash payments has been encouraged due to the pandemic and the collapse of the cash collection company in August 21. Whilst a new contractor has been appointed at an increased cost, more customers are moving to RingGo which allows customers to extend parking periods automatically from their phones and allows for text reminders when the parking period is due to expire which encourages people to stay longer in our town centres.
- 3.5 Car park season tickets and permits are available in most of the Council's car parks. Income from the sale of these permits was £83,400 for the 20/21 year compared to £128,542 in 2019/20.
- 3.6 No customer survey was carried out this year due to the pandemic. The survey has previously been carried out using prepaid postage survey cards which are placed on vehicles. This method of collecting data is not appropriate at the moment and it is proposed to suspend customer surveys until the completion of the phase 3 of the Parking Services Review.
- 3.7 Phase 3 of the Parking Services Review is to implement ANPR and EVC points in five of our carparks
  - Woodland
  - Hummer Road
  - Memorial
  - Waspe Fram
  - Chertsey Library

This project will be subject to a separate report and business case during 2022/23. A pre-requisite to this part of the project will require a stock condition survey of the Council's car parks to ascertain the level of investment required to improve the asset and implement the infrastructure required for these initiatives. It will enable these car parks to become self-sufficient and divert resources to increase on-street patrols to ensure safe flow of traffic and adherence to the parking restrictions that are in place around the borough.

Maintenance of the Council's car parks will then transfer to Commercial services in the future.

- 3.8 As part of the On-Street Civil Enforcement Agreement with SCC, the Council is required to notify SCC if there is an intention to change the level of off-street parking charges. The Borough is obliged under, that agreement, to consider any response from SCC before implementing the changes.
- 3.9 When considering the level of car parking charges Members normally balance the costs of operating car parks and the income for the Council with the impact on the viability and vitality of the town and neighbourhood centres in the Borough.
- 3.10 The last year has been unprecedented and the economic recovery much slower than anticipated and with a fundamental change in people's working patterns, it is difficult to estimate the potential future income of parking at this current time.

#### 4. Resource Implications

4.1 Phase 1 of the Parking Review has reinvested the salary of the Parking Services Manager to increase Civil Enforcement staff resources from 3.5 FTE to 5 FTE and introduced new working patterns to cover from 7.00 am till 9.00 pm. In addition, four geographical areas have been created which will target problem areas, ensure the public pay for parking in the Council's car parks and enforce on-street parking restrictions to ensure public safety particularly around primary schools and promote free flow of traffic around the borough.

4.2 It is anticipated that the increase in CEO's will potentially increase the number of PCN's issued as they are covering a wider geographical area and enforcing across a longer time period during the day. This could be in the region of approximately £100k pa which can be reinvested in the service particularly supporting the maintenance and improvement of the Council's car parks.

4.3 Two new CEOs are due to start in November 21, but the new shift pattern has already begun to make an impact over the past 10 weeks as well as reduce complaints from members of the public regarding dangerous parking:

<u>Month</u>	<u>No of PCN's</u>
July	413
Aug	475
Sept	584
Oct	674

4.4 The table below shows the current income target for each of the Council's car parks and income received up to the end of September 21. As can be seen there has been a severe deficit in income received which will not be recovered this financial year. Therefore a 30% reduction on 2019/20 fees has been estimated for the 2022/23 year to reflect the changes in behaviour from the public with home working and on-line shopping and a slow recovery from the pandemic. This income will be closely monitored through the next financial year to see whether these estimates are accurate.

	Current budget	Income as at sept 21	Potential 22/23 costs
Carparks			
Gogmore Farm	21000	2687	14700
Chertsey Library	76000	2602	53200
Beomonds	18000	4185	12600
Woodlands	147000	19382	102900
Wasp Farm	80000	24665	56000
Hummer Road	174000	64441	121800
Pooley Green	2000	161	1400
Victoria Street	4000	1410	2800
St Judes Road	12000	9011	12000
Memorial Gardens	91000	15489	63700
British Legion	11000	504	7700
Total	636000	144537	448800

4.5 Amendment of the Off Street Parking Places Order to make the change recommended for the Aviator Park Recreation Ground car park will require advertising and drafting by the Democratic Services Team.

## **5. Policy Implications**

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

## **6. Legal Implications**

- 6.1 Section 35 of the Road Traffic Regulation Act 1984 allows Local Authorities to impose charges for parking, with Penalty Charge Notices to enforce, by designating car parks under the Act. This was undertaken for the car parks in this report by the Borough of Runnymede (Off Street Parking Places) Order 2008 (as amended).
- 6.2 Increases or variations in charges introduced by Order can be made by issuing a Notice. The notice of any new charges must be given in a local newspaper and in the affected car parks, at least 21 days before they are implemented.
- 6.3 An amendment to the Off Street Parking Order would be required to increase the time period for which a return is prohibited from two hours to five hours in the Aviator Park Recreation Ground car park.
- 6.4 Under the provisions of the Road Traffic Regulation Act 1984 the Council will have to advertise its intention to make the proposed change referred to in paragraph 5.3 of this report. If no objections are received, the amendment can be confirmed without reference back to this Committee. If any objections are received, they would be considered by this Committee who would then decide whether to proceed with the Amendment Order.

## **7. Equality Impact Assessment**

- 7.1 The Council has a duty under the Equality Act 2010. Section 149 of the Act provides that we must have due regard to the need to;
- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
  - b) to advance equality of opportunity
  - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 7.2 Parking Services has conducted and published an Equality Impact Assessment (Appendix 'A'). Part of that assessment looked at the provision of parking facilities for disabled persons. All Borough pay and display car parks contain dedicated and marked provision for disabled badge holders who are currently also able to use the car parks without charge or time restriction. The EIA has concluded that the proposed change would not have a negative impact on anyone with a protected characteristic. An Equality Screening Assessment in relation to Aviator Park Car Park is attached at Appendix 'B'.

## **8. Environmental and Sustainability/Biodiversity Implications**

- 8.1 The introduction in EVC in the Council's car parks supports the green agenda and it is the Council's aim to install these in 5 of its main carparks as part of the Parking Services Review.

9. **Conclusions**

- 9.1 Parking charges in the Borough need to be maintained at a level that ensures the operational costs of running the car parks are met whilst also encouraging people to use local facilities and businesses.
- 9.2 With the current car parking charges similar to or exceeding those in other Surrey Boroughs, the recommendation to not increase parking fees at this time is also made whilst being mindful of the adverse impact increases could have on local businesses, communities and the local economy particularly during the pandemic.

**(To resolve)**

**Background papers**

None

## EQUALITY IMPACT ASSESSMENT

<b>SERVICE/POLICY:- Parking Services</b>	<b>LEAD OFFICER:- Mervyn Robins</b>
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### SERVICE/POLICY OBJECTIVES:-

**Provision of quality Parking facilities for the general public throughout the Borough. Ensuring that payment for the use of parking facilities is made by users and to a level where the costs of providing the facilities ensures the service runs in surplus. Enforcement activities both in relation to contraventions in car parks and on Highways in the Borough where parking restrictions apply.**

**Will the proposed policy involve, or have consequences for, any of the people served and employed by Runnymede?** Yes

**If so, please state for whom:**

eg. Staff in "" section/residents in receipt of benefits/users of "" service:

Residents and visitors to the Borough who make use of the car parks and who park vehicles in areas subject of waiting restrictions.

**Could the consequences differ according to people's racial group, ethnicity, disability, gender or age, for example, because they have particular needs, experiences or priorities?**

Disability: The need of the disabled motorist are taken in to account the provision of dedicated areas in car parks where disabled badge holders may park. Disabled badge holders are also entitled to park without charge or time restriction in the car parks. Where disability is mentioned as mitigation over challenges to the issue of Penalty Charge Notices this normally would result in their cancellation.

Age: Not applicable

Race: Not applicable

Religion Not applicable

Gender or sexual orientation Not applicable

**Do you know how these groups could be affected? ...if "yes", please state how** (eg. Existing customer feedback , statutory constraints on your service)

Customer feedback is sought annually during the car park surveys where users are invited to make comments about the service provided.

**If "no", who will you consult to find out?**

### **RESEARCH/CONSULTATION**

Please give details of any consultation the service has already undertaken and/or research of available information.

Annual customer feedback surveys conducted. British Parking Association has much research and reference material available as required. Annual review of parking charges undertaken and any changes are approved by elected members on behalf of the Community.

### **IMPACT ASSESSMENT**

Having established if any specific group might be affected, consider what the potential impact might be. Could the policy lead to direct or indirect discrimination?

Disabled users needs have been taken in to account, it is not felt that the service has any other impact on other groups or users

### **DOES THE POLICY REQUIRE AMENDMENT OR RE-CONSIDERATION ?**

Either outline changes required or indicate why none are necessary.

**None**

**What actions or changes will you feed into your service as a result of this EIA ?**

**None required**

## EQUALITY SCREENING

Equality Impact Assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Review of Aviator Carpark Parking restrictions	Linda Norman

**A. What is the aim of this policy, function or activity?** Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?

**By amending the Parking Places Order for Aviator Park from a 'no return within two hours' to 'no return within five hours', will ensure that the car park remains predominantly for the benefit of the park users. There is no reduction to the number of car park spaces available which has 15 spaces including one disabled bay. The amendment has the potential to affect the wider community.**

**B. Is this policy, function or activity relevant to equality?** Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential for adverse impacts or unlawful discrimination. The Protected Characteristics are; Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

**This change is relevant to equality in that members of the public who may have protected characteristics use the park for recreational and social use. The car park was specifically built for the public to use the park for social and recreational purposes and included a disabled bay. However, in recent years, the car park is being used by members of the public who work in the vicinity to obtain free parking rather than for access to the park. Therefore, a parking restriction order was introduced in 2009 to limit the amount of time that people could park there including a no return period of two hours. This restriction is again being misused by business users to obtain six hours free parking a day and could limit access to those members of the public who wish to visit the park as there are only 15 spaces available. Amending the parking restriction will ensure that the car park is used to support users of the park and not members of the public who want free parking whilst they are at work.**

If the policy, function or activity is considered to be relevant to equality then a full Equality Impact Assessment may need to be carried out. If the policy function or activity does not engage any protected characteristics then you should complete Part C below. Where Protected Characteristics are engaged, but Full Impact Assessment is not required because measures are in place or are proposed to be implemented that would mitigate the impact on those affected or would provide an opportunity to promote equalities please complete Part C.

**C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion?** Alternatively, if there it is considered that there is an impact on any Protected of Characteristics but that measures are in place or are proposed to be

implemented please state those measures and how it/they are expected to have the desired result. What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.

**Having discussed the changes with Green Spaces, it is considered that this amendment will not have an adverse impact on anyone with a protected characteristic as the number of spaces, including the disabled bay is not being reduced merely extending the length of time that users can return. The restriction will ensure that the car park is predominantly used for the enjoyment of the park which will potentially have a positive impact on anyone with protected characteristic.**

This screening assessment will need to be referred to the Equality Group for challenge before sign-off.

Date completed: 02.11.21

Sign-off by senior manager: Linda Norman



8. **LGV Drivers – Retention and Succession Planning – waste management operations (DSO-Shaun Barnes)**

**Synopsis of report:**

**This report seeks the approval of Members for an increase to the refuse and recycling budget for a retention / market supplement payment for our existing 15 LGV drivers and the training and enhanced payment for five relief drivers to cover holidays etc. Also, the additional funding to increase the salary budget of the waste and street scene services for the appointment of an operations manager.**

**The sum including all on-costs is £57,825.00 pa for our existing LGV drivers, £11,470.00 pa for the training of 5 relief drivers and £53,205.68 for the increase in salaries from a Grade 4 Refuse Loader to a Grade 8 LGV refuse driver. Also, an additional £9,000.00 pa for appointment of an operations manager for waste and street scene service.**

**Recommendation(s):**

**i) Members approve the additional funding of:**

**£57,825.00 pa for the existing 15 LGV refuse drivers as a retention / market supplement payment**

**£11,470.00 pa for the training of existing staff to cover the role of relief drivers**

**£53,205.68 for the increase in salaries once relief drivers are qualified, an increase for five members of staff from a Grade 4 Loader to a Grade 8 LGV Refuse Driver**

**£9,000.00 for the increase in the salary budget for the appointment of an operations manager for the waste and street scene budget**

**Total annual increase in budget £131,500.68**

**ii) The Corporate Management Committee be requested to approve a supplementary revenue estimate in the sum of £ 131,500.68**

1. **Context of report**

1.1 As Members will be aware from the recent media coverage, there is currently an estimated 100,000+ LGV and HGV (Class 2 and Class 1 ) vacant drivers posts throughout the United Kingdom. The same problems also exist throughout Europe. Salaries have also increased not just in the private sector but also across the public sector to retain existing drivers and protect services provided. The report shows the need for RBC to protect its exposure to staff being offered higher rates of pay to work elsewhere due to shortages as well as developing its own workforce through retention and training. The proposal is to increase through a market supplement payment of an annual payment to each driver of £3,000 plus on-costs to enhance driver payments in line with external competition. This proposal will enable training

and developing our staff to become relief drivers / loaders as well as dealing with future succession planning.

- 1.2 The driver shortage across the UK has been affected by the on-going industrial dispute at the DVLA with medical and licence renewals taking up to nine months to be processed with an estimated 50,000 renewals and medical assessments held up.
- 1.3 At the start of the COVID-19 pandemic, March 2020, the testing centres closed and remained closed for seven months, creating a backlog of tests.
- 1.4 There is across all industries an ageing workforce, particularly in the haulage / waste management industries, RBC is no different with two-thirds of our LGV drivers over the age of 60, with four members working past the age at which they could collect their pensions.
- 1.5 Throughout COVID-19, RBC was only one of twenty five local authorities across England (345) who did not use resources from other departments, suspend collection services or use external contractors to supplement its existing workforce to ensure a continuation of service delivery.
- 1.6 Currently throughout England, 48% of local authorities have reduced collections due to the shortage of drivers. The suspension of garden waste collections has been reported in the media over the last few months, but other local authorities have had to suspend food waste and recycling collections due to staff shortages.
- 1.7 Waste collection operations are a unique operation in which RBC operates. It requires 100% staffing regardless of holidays or sickness.
- 1.8 Until August 2021, the Council's Waste Management team were able to hire in relief drivers from agencies to cover holidays and sickness but due to the shortage of drivers nationally they have chosen to work elsewhere due to higher rates of pay and full-time positions.
- 1.9 Due to the age profile of our workforce as well as the shortage of qualified relief drivers we are looking to cover the periods of holidays and sickness as well as succession planning to ensure service delivery as well as developing our own staff through external training to become relief drivers / loaders.
- 1.10 During 2020 a report was presented to Members for an additional funding of £80,000 for the increase in food waste collections. The true cost was £98,000 of which £19,000 was taken from the salary budget to supplement the increased costs incurred with the procurement of the new food waste collection vehicles. Throughout COVID-19 and on-going the waste and street scene services RBC has had to rely on the service manager not taking any leave to ensure services could be maintained due to no management cover across the services.
- 1.11 The Council's Waste Management Team with the appointment of an Operations Manager also wish to further increase its work expanding the promotion and improvement of recycling and waste collections across the Borough as well as improving its recycling and contamination performance.
- 1.12 RBC has the highest ratio of workforce to management staff across the County and also the lowest operational salary cost for the delivery of waste, street scene and grounds maintenance operations.

1.13 Training of relief drivers could take up to four months from medical, training to examination. Training would need to commence during January 2022 to allow cover and resilience to ensure service delivery for Spring 2022 onwards.

1.14 The current waste management operations in the interim could still be affected by potential COVID-19 or winter flu outbreaks putting ever increasing pressure on the Council's Waste Management Team to suspend services.

## 2. Report and, where applicable, options considered

2.1 As part of its overall policy, approved by Members during July 2020 to improve recycling rates throughout Runnymede, over the last 15 months RBC recycling performance has increased 7.25% and our contamination levels have dropped from 17.7% to 4%.

2.2 The Council's Waste Management Team believe as from April 2022, with existing staff wanting to book and take annual leave they will struggle to replace drivers with agency drivers with there being an increased possibility of the suspension of operational rounds.

2.3 The Council's Waste Management Team have spoken to 48 local authorities across England, and they all expect to continue to have service disruption to collection services due to staff shortages and reduced income from Garden waste subscriptions throughout 2022.

2.4 The Council's Waste Management Team wish to explore with all its operational staff the working of a 4-day week collection service instead of a 5 day week which is a common practice across the industry to improve service delivery and performance.

## 3 Policy framework implications

3.1 On-going training of our existing staff to develop relief drivers and the succession planning of developing our own staff shows a commitment by RBC to improve members of staff pay and future career development.

## 4. Resource implications

4.1 Increased costs for market supplement payments to our existing 15 LGV drivers, the training of five relief drivers and on-going annual training, the salary increase of training our existing workforce to undertake relief driver / loader positions as well as supplementing the waste and street scene management budget are set out below:

- **£57,825.00 pa for the existing 15 LGV refuse drivers as a retention / market supplement payment**
- **£11,470.00 pa for the training of existing staff to cover the role of relief drivers**
  
- **£53,205.68 for the increase in salaries once relief drivers are qualified, an increase for five members of staff from a Grade 4 Loader to a Grade 8 LGV Refuse Driver**
  
- **£9,000.00 for the increase in the salary budget for the appointment of an operations manager for the waste and street scene budget**
  
- **Total annual increase in budget £131,500.68**

A Supplementary revenue estimate in the sum of £131,500.68 will be required.

## 5. **Legal implications**

- 5.1 Section 112 Local Government Act 1972 (Section 112) provides that a local authority shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them. Section 112 goes on to provide that any officer appointed shall hold office on such reasonable terms and conditions, including conditions as to remuneration, as the authority appointing him think fit.
- 5.2 The payment of a market factor supplement is a common tool used by local authorities to address recruitment and retention problems in certain sectors. Such payments are designed to address short term problems and can be withdrawn if recruitment and retention issues improve over time.
- 5.3 Clearly the investment in training staff is something which the Council must protect. This can be achieved by the Council requiring staff it pays to train entering into any agreement that if they leave the Council's employment within a fixed period of securing a qualification, they will reimburse the Council the cost of such training.

## 6. **Equality implications**

- 6.1. None Identified

## 7. **Environmental/Sustainability/ Biodiversity implications**

- 7.1. None Identified

## 8. **Conclusions**

- 8.1 The proposals set out above seek to address national issues which exist in respect of the recruitment and retention of HGV drivers. Refuse collection is a service which is high profile, and any cessation of this service can result in adverse public reaction. By introducing the proposal to train existing staff the Council is being forward thinking and creating a career path for staff. Whilst the Council was able to continue delivering this important service during the height of the Covid pandemic it cannot be complacent about the longer term.

**(To resolve)**

### **Background papers**

None

9. **Highway Grass Cutting / Highway Weed Control Arrangement – 2022/23 (DSO-Shaun Barnes)**

**Synopsis of report:**

**This report is to inform Members of the request from Surrey County Council (SCC) to delegate authority to RBC to deliver Highways verge maintenance across the Borough for a further 12 months.**

**To seek Members approval to continue the Council’s existing agreement with Spelthorne Borough Council (SBC) to deliver Highway verge cutting for a further year to the end of March 2023.**

**To direct award Highway weed control for the 2022/23 spraying season to the contractor engaged to deliver this service – Empire Ground Care during 2021/22.**

**Recommendation(s):**

**That the current arrangement with Spelthorne Borough Council for highway verge maintenance be extended for a further period until 31 March 2023; and**

**That the existing contractor for Highway weed control – Empire Ground Care is engaged via a direct quote process to deliver this service during the 2022/23 season.**

**1. Context of report**

- 1.1 An update was provided to Corporate Management Committee at its meeting on October 14 2021, describing the challenges faced in the Grounds Maintenance Options Appraisal project and proposed mitigation to extend four key contracts via a contract variation and informal arrangements with contractors and agreements that do not require formal contract variations (for example with Surrey County Council and Spelthorne Borough Council for highway grass cutting) will be managed within service areas and through relevant governance channels.
- 1.2 This project includes consideration of the future provision of Highway verge maintenance and weed control that are currently managed under the DSO.
- 1.3 There exists an inter-authority agreement with Spelthorne Borough Council to deliver Highway verge maintenance on behalf of RBC which can continue by mutual agreement.
- 1.4 A competitive procurement exercise was concluded during June 2021 for Highway weed control to deliver three weed control applications during the 2021/22 growing season.

**2. Report and, where applicable, options considered**

- 2.1 Surrey County Council confirmed during September 2021 their intent to continue the current arrangement for Highway verge maintenance and Highway weed control for a further 12 months to March 31 2023 at the same rates plus RPI increase.

2.2. Surrey County Council will pay RBC £72,871.00 plus RPI to provide four grass cuts throughout the urban areas, one grass cut throughout the rural areas and one highway weed control.

2.3 RBC have previously resolved to supplement this by £53,129.00 per annum to top up the number of grass cuts to seven throughout the urban areas and two throughout the rural areas. As well as two additional highway weed control applications to maintain verges to a good quality.

### **3 Policy framework implications**

3.1 The Corporate Business Plan includes in its priorities the enhancement of the environment.

### **4. Resource implications/Value for Money**

4.1 There are no resource implications for RBC in enhancing the present highway verge and highway weed control arrangements with Spelthorne Borough Council for the period until the end of March 2023.

4.2 The outcome of the Grounds Maintenance options appraisal will determine the future provision for highway grass cutting and highway weed control.

### **5. Legal implications**

5.1 The agreement with Spelthorne Borough Council exists as an Inter Authority Arrangement and as such can continue without requirement for a procurement exercise.

5.2 A competitive procurement exercise for Highway weed control was conducted less than 12 months ago and demonstrated Value for Money. Quotes were sought from BASIS Amenity Assured Approved contractors to deliver Highway weed control. The value for each herbicide application is £6,100.26 with the existing supplier. The estimated total value of a maximum of three applications required during 2022/23 growing season is £18,300.78, a waiver to Contract Standing Orders would be required to seek a single quote from the supplier used during 2021/22 to deliver the same again in 2022/23 on the basis that the specification and pricing is the same (with uplift for RPI).

### **6. Equality implications**

6.1. None Identified

### **7. Environmental/Sustainability/Biodiversity implications**

7.1. The herbicide used is glyphosate, it is specified by Surrey County Council. RBC insist on our contractors using a bio active glyphosate which is a specially formulated product using a potassium salt formulation and is classed under the UK's stewardship programme as a clean label and non-hazardous under COSHH. As part of the Sustainable Use Directive, which was transposed into English law by the Plant Protection Products (Sustainable Use) Regulations 2012 anybody specifying a herbicide / product and rate per litre has to be a full member under the BASIS registration scheme. The Council's DSO Manager is registered under the BASIS scheme.

**(To resolve)**

## Background papers

None

### 10. Fees and charges 2022/23 (Resources -Samantha Cooper)

#### Synopsis of report:

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

#### Recommendation(s):

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

#### 1. Context of report

1.1 The current fees and charges were agreed twelve months ago at the Committee meeting in November 2020.

#### 2. Report

2.1 The Council Constitution provides delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.

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

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

2.3 Members have accepted that in some service areas it may not be possible to significantly increase fees, and in others it may be necessary to decrease them to stimulate demand, however an average of 2% for discretionary locally set charges should be aimed for as the financial plans of the Council assume at least an inflationary increase.

2.4 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.

2.5 The fees and charges proposed by service managers for next year are set out at Appendix "A" along with the dates that they will take effect. The Appendix includes a Yield column showing the next year's budget for each charges/group of charges, so that Members can estimate the financial implications of any price rises.

### **3. Resource implications**

3.1 The main fees and charges have been increased as follows:-

3.2 Refuse Collection – Trade Waste and Domestic Waste (where chargeable).

Fees for a new bulky waste collection service were added last year, these have not been increased.

Trade waste disposal fees have been increased by approximately 5 – 7 %, the administration and collection charges have not been increased, the overall fee for trade waste has therefore been increased by approximately 2%.

Fees for the sale of new bins have been increased by 18%. All other fees have been increased by approximately 2 – 3%.

3.3 Recycling

This service was brought in house in 2012/13, and fees for the sale of bins were introduced where applicable. A recycling service for schools and sports gyms was introduced in 2014/15; these fees have been increased by approximately 1%. The fees for smaller new bins have not been increased.

3.4 Recycling – Green Waste

To encourage more households to sign up for this service, fees have not been increased.

3.5 One off payments covering Trade, Refuse, Recycling and Green Waste.

This one off payment for each size of bin is to cover the cost of collecting contaminated bins or additional bin collections. These charges have been increased by 13.49%.

3.6 Street Cleansing - Graffiti Removal

This fee has been increased by 13.4%.

3.7 Car Parks

A separate report is presented in this agenda on fee setting proposals.

3.8 Highways and Engineering

A charge for street naming and numbering was introduced in July 2012. Fees have been increased by approximately 2%.

3.9 Environmental Protection

As can be seen in the Appendix, most of these fees are set by statute and have not changed. Most discretionary fees have been increased by approximately 2%.

3.10 Animal Welfare Licences

Fees and charges were approved at the Environment and Sustainability Committee meeting on 27 September 2018 and they were introduced from 1 October 2018. The fees for next year have not been increased. The last increase in fees was April 2021.

### **4. Legal implications**

4.1 Where the status of a charge is marked as 'statutory' the Council is required under the law to levy a fee. Under s.93 of the Local Government Act 2003, the Council has the power to charge for discretionary services. Where the status is given as



'discretionary' the Council may amend the fee charged or choose to make no charge for the service.

5. **Equality implications**

- 5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.

**(To resolve)**

**Background papers**

None

<b>Fees and charges</b>
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<b>Refuse collection</b>
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<u>Trade refuse</u>	Charge Status	From April 2020 £	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
Sack collection							
- Sack purchase charge	Discretionary	29.00	29.00	29.00	0.00%		Outside Scope
- Collection charge	Discretionary	74.00	74.00	74.00	0.00%		Outside Scope
	Discretionary	103.00	103.00	103.00	0.00%		Outside Scope
- Disposal charge	Discretionary	56.00	58.80	62.92	7.01%		Outside Scope
Sack collection	Discretionary	159.00	161.80	165.92	2.55%		Outside Scope
Service cost including hire, administration, collection and disposal							
120 litre wheeled bins							
- Administration and Container hire charge	Discretionary	96.00	96.00	96.00	0.00%		Outside Scope
- Collection charge	Discretionary	109.00	109.00	109.00	0.00%		Outside Scope
	Discretionary	205.00	205.00	205.00	0.00%		Outside Scope
- Disposal charge	Discretionary	76.00	79.80	85.53	7.18%		Outside Scope
120 litre wheeled bins	Discretionary	281.00	284.80	290.53	2.01%		Outside Scope
240 litre wheeled bins							
- Administration and Container hire charge	Discretionary	158.00	158.00	158.00	0.00%		Outside Scope
- Collection charge	Discretionary	110.00	110.00	110.00	0.00%		Outside Scope
	Discretionary	268.00	268.00	268.00	0.00%		Outside Scope
- Disposal charge	Discretionary	172.00	180.60	193.24	7.00%		Outside Scope
240 litre wheeled bins	Discretionary	440.00	448.60	461.24	2.82%	505,000	Outside Scope
360 litre wheeled bins							
- Administration and Container hire charge	Discretionary	184.00	184.00	184.00	0.00%		Outside Scope
- Collection charge	Discretionary	110.00	110.00	110.00	0.00%		Outside Scope
	Discretionary	294.00	294.00	294.00	0.00%		Outside Scope
- Disposal charge	Discretionary	245.00	257.25	270.11	5.00%		Outside Scope
360 litre wheeled bins	Discretionary	539.00	551.25	564.11	2.33%		Outside Scope
660 litre wheeled bins							
- Administration and Container hire charge	Discretionary	214.00	214.00	214.00	0.00%		Outside Scope
- Collection charge	Discretionary	158.00	158.00	158.00	0.00%		Outside Scope
	Discretionary	372.00	372.00	372.00	0.00%		Outside Scope
- Disposal charge	Discretionary	316.00	331.80	348.39	5.00%		Outside Scope
660 litre wheeled bins	Discretionary	688.00	703.80	720.39	2.36%		Outside Scope
1100 litre bulk containers							
- Administration and Container hire charge	Discretionary	335.00	335.00	335.00	0.00%		Outside Scope
- Collection charge	Discretionary	158.00	158.00	158.00	0.00%		Outside Scope
	Discretionary	493.00	493.00	493.00	0.00%		Outside Scope
- Disposal charge	Discretionary	420.00	441.00	463.05	5.00%		Outside Scope
1100 litre bulk containers	Discretionary	913.00	934.00	956.05	2.36%		Outside Scope
1100 litre bulk containers - lockable							
- Administration and Container hire charge	Discretionary	367.00	367.00	367.00	0.00%		Outside Scope
- Collection charge	Discretionary	158.00	158.00	158.00	0.00%		Outside Scope
	Discretionary	525.00	525.00	525.00	0.00%		Outside Scope
- Disposal charge	Discretionary	420.00	441.00	463.05	5.00%		Outside Scope
1100 litre bulk containers - lockable	Discretionary	945.00	966.00	988.05	2.28%		Outside Scope

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

## Fees and charges

### Refuse collection

		From April 2020 £	From April 2021 £	From April 2022 £	% Increase		Yield £	VAT treatment
<b>Domestic refuse</b>								
Purchase of wheeled containers (includes purchase, delivery and administration costs) (only one bin collected/emptied per household)								
New bins								
- 140 litre bin	Discretionary		44.00	51.92	18.00%	}	20,000	Outside Scope
- 180 litre bin	Discretionary		54.00	63.72	18.00%			Outside Scope
- 660 litre bin (communal facilities)	Discretionary	204.00	204.00	240.72	18.00%			Outside Scope
-1100 litre bin (communal facilities)	Discretionary	316.00	316.00	372.88	18.00%			Outside Scope
-1100 litre bin - lockable (communal facilities)	Discretionary	330.00	330.00	389.40	18.00%			Outside Scope
Second hand / refurbished (when available)								
- 140 litre bin	Discretionary		29.00	30.48	5.10%	}	20,000	Outside Scope
- 180 litre bin	Discretionary		37.00	38.88	5.08%			Outside Scope
Upgrade from								
- 140 litre bin to 180 litre bin	Discretionary		54.00	63.72	18.00%	}	20,000	Outside Scope
- 180 litre bin to 360 litre bin Families of 6 or more with a child under the age of 3 annual rental charge	Discretionary		72.00	76.00	5.56%			Outside Scope
<b>One off payments</b>								
Charge for contaminated bins and additional collections								
- 240 litre bin	Discretionary	40.00	46.77	53.08	13.49%	}	4,000	Outside Scope
- 360 litre bin	Discretionary	60.00	69.23	78.57	13.49%			Outside Scope
- 660 litre bin	Discretionary	80.00	101.22	114.87	13.49%			Outside Scope
-1100 litre bin	Discretionary	100.00	155.41	176.37	13.49%			Outside Scope
<b>Bulky waste collections</b>								
Up to 3 items	Discretionary		26.00	26.00	0.00%	}	4,000	Outside Scope
Per additional item maximum of 6 items	Discretionary		6.00	6.00	0.00%			Outside Scope

## Fees and charges

### Refuse collection

<u>State schools, churches etc. - fortnightly refuse collection</u>	Charge Status	From April 2020 £	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment	
Service cost including hire, administration and collection								
120 litre wheeled bins								
- Administration and Container hire charge	Discretionary	56.00	56.00	56.00	0.00%	10,400	Outside Scope	
- Collection charge	Discretionary	76.00	79.80	82.59	3.50%		Outside Scope	
	Discretionary	<u>132.00</u>	<u>135.80</u>	<u>138.59</u>	2.05%		Outside Scope	
240 litre wheeled bins								
- Administration and Container hire charge	Discretionary	91.00	91.00	91.00	0.00%		Outside Scope	
- Collection charge	Discretionary	116.00	121.80	126.06	3.50%		Outside Scope	
	Discretionary	<u>207.00</u>	<u>212.80</u>	<u>217.06</u>	2.00%		Outside Scope	
360 litre wheeled bins								
- Administration and Container hire charge	Discretionary	113.00	113.00	113.00	0.00%		Outside Scope	
- Collection charge	Discretionary	126.00	132.30	136.93	3.50%		Outside Scope	
	Discretionary	<u>239.00</u>	<u>245.30</u>	<u>249.93</u>	1.89%	Outside Scope		
660 litre wheeled bins								
- Administration and Container hire charge	Discretionary	116.00	116.00	116.00	0.00%	Outside Scope		
- Collection charge	Discretionary	166.00	174.30	180.40	3.50%	Outside Scope		
	Discretionary	<u>282.00</u>	<u>290.30</u>	<u>296.40</u>	2.10%	Outside Scope		
1100 litre bulk containers								
- Administration and Container hire charge	Discretionary	138.00	138.00	138.00	0.00%	Outside Scope		
- Collection charge	Discretionary	188.00	197.40	204.31	3.50%	Outside Scope		
	Discretionary	<u>326.00</u>	<u>335.40</u>	<u>342.31</u>	2.06%	Outside Scope		
1100 litre bulk containers - lockable								
- Administration and Container hire charge	Discretionary	154.00	154.00	154.00	0.00%	Outside Scope		
- Collection charge	Discretionary	188.00	197.40	204.31	3.50%	Outside Scope		
	Discretionary	<u>342.00</u>	<u>351.40</u>	<u>358.31</u>	1.97%	Outside Scope		

## Fees and charges

### Recycling and Green Waste

Charge Status	From April 2020 £	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment	
<b>Recycling initiatives</b>							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
New bins							
- 120 litre bin	Discretionary	21.50	21.50	21.50	0.00%	20,000	Outside Scope
- 240 litre bin	Discretionary	31.00	31.00	31.00	0.00%		Outside Scope
- 360 litre bin (Families of 6 or more only)	Discretionary	36.00	36.00	37.80	5.00%		Outside Scope
- 660 litre bin	Discretionary	204.00	204.00	214.20	5.00%		Outside Scope
- 1100 litre bin (communal facilities)	Discretionary	316.00	316.00	331.80	5.00%		Outside Scope
- 1100 litre bin - lockable (communal facilities)	Discretionary	330.00	330.00	369.60	12.00%		Outside Scope
Second hand / refurbished (when available)							
- 120 litre bin	Discretionary	16.50	16.50	16.50	0.00%		Outside Scope
- 240 litre bin	Discretionary	21.50	21.50	21.50	0.00%		Outside Scope
- 360 litre bin (Families of 6 or more only)	Discretionary	31.00	31.00	31.00	0.00%		Outside Scope
Upgrade from							
-120 litre bin to 240 litre bin	Discretionary	16.50	16.50	16.50	0.00%	Outside Scope	
-240 litre bin to 360 litre bin	Discretionary	21.50	21.50	21.50	0.00%	Outside Scope	
<b>Recycling for schools and businesses - fortnightly collection</b>							
Service cost including hire, administration and collection							
120 litre wheeled bins							
- Administration and Container hire charge	Discretionary	56.00	56.00	56.00	0.00%	7,900	Outside Scope
- Collection charge	Discretionary	38.00	38.00	39.14	3.00%		Outside Scope
	Discretionary	<u>94.00</u>	<u>94.00</u>	<u>95.14</u>	1.21%		Outside Scope
240 litre wheeled bins							
- Administration and Container hire charge	Discretionary	91.00	91.00	91.00	0.00%	Outside Scope	
- Collection charge	Discretionary	58.00	58.00	59.74	3.00%	Outside Scope	
	Discretionary	<u>149.00</u>	<u>149.00</u>	<u>150.74</u>	1.17%	Outside Scope	
360 litre wheeled bins							
- Administration and Container hire charge	Discretionary	113.00	113.00	113.00	0.00%	Outside Scope	
- Collection charge	Discretionary	62.00	62.00	63.86	3.00%	Outside Scope	
	Discretionary	<u>175.00</u>	<u>175.00</u>	<u>176.86</u>	1.06%	Outside Scope	
660 litre wheeled bins							
- Administration and Container hire charge	Discretionary	116.00	116.00	116.00	0.00%	Outside Scope	
- Collection charge	Discretionary	84.00	84.00	86.52	3.00%	Outside Scope	
	Discretionary	<u>200.00</u>	<u>200.00</u>	<u>202.52</u>	1.26%	Outside Scope	
1100 litre bulk containers							
- Administration and Container hire charge	Discretionary	138.00	138.00	138.00	0.00%	Outside Scope	
- Collection charge	Discretionary	94.00	94.00	96.82	3.00%	Outside Scope	
	Discretionary	<u>232.00</u>	<u>232.00</u>	<u>234.82</u>	1.22%	Outside Scope	
1100 litre bulk containers - lockable							
- Administration and Container hire charge	Discretionary	154.00	154.00	154.00	0.00%	Outside Scope	
- Collection charge	Discretionary	94.00	94.00	96.82	3.00%	Outside Scope	
	Discretionary	<u>248.00</u>	<u>248.00</u>	<u>250.82</u>	1.14%	Outside Scope	
Food waste	Discretionary	No charge	No charge	No charge		0	Outside Scope

## Fees and charges

### Recycling and Green Waste

	Charge Status	From April 2020 £	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment	
<b><u>Green garden waste scheme</u></b>								
Sale of wheeled containers (includes purchase, delivery and administration costs)								
120 litre bin	Discretionary	23.00	23.00	23.00	0.00%	510,000	Outside Scope	
240 litre bin	Discretionary	30.00	30.00	30.00	0.00%		Outside Scope	
Annual subscription charge:								
120 litre bin	Discretionary	36.00	36.00	36.00	0.00%		Outside Scope	
Each additional wheeled bin	Discretionary	36.00	36.00	36.00	0.00%		Outside Scope	
240 litre bin	Discretionary	57.00	57.00	57.00	0.00%		Outside Scope	
Each additional wheeled bin	Discretionary	57.00	57.00	57.00	0.00%		Outside Scope	

## Fees and charges

### Car parking charges

Charge Status	From Jan 2020 £	From Jan 2021 £	From Jan 2022 £	% Increase	Yield £	VAT treatment	
<b><u>On street parking</u></b>							
First residents permit	Discretionary	50.00	50.00	50.00	0.00%	N/A	Outside Scope
Additional permits	Discretionary	75.00	75.00	75.00	0.00%		Outside Scope
Daily visitor permits (max 120 per property per year)	Discretionary	2.00	2.00	2.00	0.00%		Outside Scope
Amendment to permit	Discretionary	15.00	15.00	15.00	0.00%		Outside Scope
<b><u>Waivers / bay suspensions</u></b>							
Waiver certificate (per vehicle) up to 3 days	Discretionary	25.00	25.00	25.00	0.00%	N/A	Outside Scope
each additional day	Discretionary	6.00	6.00	6.00	0.00%		Outside Scope
Bay suspension (each marked bay) up to 3 days	Discretionary	75.00	75.00	75.00	0.00%	N/A	Outside Scope
each additional day	Discretionary	12.00	12.00	12.00	0.00%		Outside Scope
<b><u>Pay and display parking (including pay by phone)</u></b>							
<b><u>Town Centre (higher scale) car parks</u></b>							
<b><u>Medium Stay parking (includes VAT)</u></b>							
<b><u>(Monday to Saturday)</u></b>							
Egham (Hummer Road); Chertsey (Bemonds)							
Disabled Person	Discretionary	No charge	No charge	No charge		466,000	Standard
Fee up to 1 hour	Discretionary	1.30	1.30	1.30	0.00%		Standard
Fee 1 to 2 hours	Discretionary	2.50	2.50	2.50	0.00%		Standard
Fee 2 to 3 hours	Discretionary	3.50	3.50	3.50	0.00%		Standard
Fee 3 to 4 hours	Discretionary	4.00	4.00	4.00	0.00%		Standard
Fee 4 to 5 hours	Discretionary	4.50	4.50	4.50	0.00%		Standard
Fee 5 to 6 hours	Discretionary	5.50	5.50	5.50	0.00%		Standard
<b><u>Long stay parking (includes VAT)</u></b>							
<b><u>(Monday to Saturday)</u></b>							
Egham (Wasp Farm); Chertsey (Library); Virginia Water (British Legion) and (Memorial Gardens);							
Chertsey (Woodlands) Monday to Sunday							
Disabled Person	Discretionary	No charge	No charge	No charge		466,000	Standard
Fee up to 1 hour	Discretionary	1.30	1.30	1.30	0.00%		Standard
Fee 1 to 2 hours	Discretionary	2.50	2.50	2.50	0.00%		Standard
Fee 2 to 3 hours	Discretionary	3.50	3.50	3.50	0.00%		Standard
Fee 3 to 4 hours	Discretionary	4.00	4.00	4.00	0.00%		Standard
Fee 4 to 5 hours	Discretionary	4.50	4.50	4.50	0.00%		Standard
All Day Fee	Discretionary	7.00	7.00	7.00	0.00%		Standard

## Fees and charges

### Car parking charges

Charge Status	From Jan 2020? £	From Jan 2021 £	From Jan 2022 £	% Increase	Yield £	VAT treatment	
<b><u>Pay and display parking</u></b>							
<b><u>Out of Town (Lower Scale) car parks (includes VAT)</u></b>							
<b><u>(Monday to Saturday)</u></b>							
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm							
Disabled Person		No charge	No charge	No charge		Standard	
Fee up to 1 hour (Not Pooley Green)		0.60	0.60	0.60	0.00%	Included above	
Fee 1 to 2 hours		1.20	1.20	1.20	0.00%		
Fee 2 to 3 hours		2.00	2.00	2.00	0.00%		
Fee 3 to 4 hours		3.00	3.00	3.00	0.00%		
Fee 4 to 5 hours		3.50	3.50	3.50	0.00%		
All Day Fee (Not Gogmore Farm)		5.50	5.50	5.50	0.00%		
<b><u>Penalty charge notice</u></b>							
Parking in excess of hours to which a full charge is applicable Unless payment of £25.00 is made within 14 days of issue		50.00	50.00	50.00	0.00%	75,000	
Parking in a disabled persons parking place without displaying a badge Unless payment of £35.00 is made within 14 days of issue		70.00	70.00	70.00	0.00%		Outside Scope
<b><u>Season/permit parking (includes VAT)</u></b>							
<b><u>Season Ticket (Monday to Saturday)</u></b>							
Covering Chertsey Library and Waspe Farm car parks	Non-resident (per annum)	Discretionary	700.00	700.00	700.00	0.00%	Standard
	Non-resident (per quarter)	Discretionary	250.00	250.00	250.00	0.00%	
	Resident (per annum)	Discretionary	300.00	300.00	300.00	0.00%	
	Resident (per quarter)	Discretionary	100.00	100.00	100.00	0.00%	
<b><u>Car park permits (Monday to Saturday)</u></b>							
Beomonds, British Legion, Hummer Road, Memorial Gardens, Woodlands	Non-resident (per annum)	Discretionary	700.00	700.00	700.00	0.00%	Standard
	Non-resident (per quarter)	Discretionary	250.00	250.00	250.00	0.00%	
	Resident (per annum)	Discretionary	300.00	300.00	300.00	0.00%	
	Resident (per quarter)	Discretionary	100.00	100.00	100.00	0.00%	
<b><u>Car park permits (Monday to Saturday)</u></b>							
Gogmore Farm	(per annum)	Discretionary	500.00	500.00	500.00	0.00%	93,700
<b><u>Car park permits (Monday to Saturday)</u></b>							
Victoria Street, St Judes Road and Pooley Green	(per annum)	Discretionary	125.00	125.00	125.00	0.00%	Standard
	(per quarter)	Discretionary	50.00	50.00	50.00	0.00%	
<b><u>Contract car parking</u></b>							
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum)	Discretionary	750.00	750.00	750.00	0.00%	Standard
	Non-resident (per quarter)	Discretionary	225.00	225.00	225.00	0.00%	
	Resident (per annum)	Discretionary	250.00	250.00	250.00	0.00%	
	Resident (per quarter)	Discretionary	75.00	75.00	75.00	0.00%	
Contract Parking Key Deposit (Refundable on return of the key)		Discretionary	40.00	40.00	40.00	0.00%	-



## Fees and charges

### Other environment and sustainability charges

		From April 2020 £	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b>Food hygiene and Health and Safety Courses</b>							
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Corporate Head of Environmental Services to cover costs.							
	Discretionary	POA	POA	POA		0	Standard
Food Export Certificate	Discretionary	98.00	100.00	102.00	2.00%	0	Outside Scope
Re-inspections requested by food businesses	Discretionary	156.00	160.00	160.00	0.00%	1,500	Outside Scope
<b>Environmental offences</b>							
<u>Penalty fines:</u>							
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximum	80.00	80.00	80.00	0.00%	0	Outside Scope
Noise Act commercial/licenses offence		500.00	500.00	500.00	0.00%		Outside Scope
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)		300.00	300.00	300.00	0.00%		Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)		300.00	300.00	300.00	0.00%		Outside Scope
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum	100.00	100.00	100.00	0.00%		Outside Scope
<b>Smoke free enforcement</b>							
<u>Penalty fines:</u>							
Smoking in a smoke free place (reduced to £30 if paid within 15 days)		50.00	50.00	50.00	0.00%	0	Outside Scope
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)		200.00	200.00	200.00	0.00%		Outside Scope
<b>Abandoned vehicles</b>							
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	Set locally to statute maximum	200.00	200.00	200.00	0.00%	0	Outside Scope
<b>Littering and dog fouling/control fixed penalty fines</b>							
Littering (reduced to £80 if paid within 10 days)		100.00	100.00	100.00	0.00%	60,000	Outside Scope
Dog fouling/control (reduced to £80 if paid within 14 days)		100.00	100.00	100.00	0.00%		Outside Scope
Fly tipping Upper level (if paid within 14 days) (reduced to £320 if paid within 10 days)				400.00		0	Outside Scope
Lower level (if paid within 14 days) (reduced to £120 if paid within 10 days)				150.00			Outside Scope

## Fees and charges

### Other environment and sustainability charges

		From April 2020 £	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment	
<b>Water sampling charges</b>								
Risk assessment (each assessment)	Statutory	500.00	500.00	500.00	0.00%	}	Outside Scope	
Sampling (each visit)	Statutory	100.00	100.00	100.00	0.00%		Outside Scope	
Investigation (each investigation)	Statutory	100.00	100.00	100.00	0.00%		Outside Scope	
Granting and authorisation (each authorisation)	Statutory	100.00	100.00	100.00	0.00%		0	Outside Scope
Analysing a sample:								
taken under regulation 10	Statutory	25.00	25.00	25.00	0.00%			Outside Scope
taken during check monitoring	Statutory	100.00	100.00	100.00	0.00%			Outside Scope
taken during audit monitoring	Statutory	500.00	500.00	500.00	0.00%		Outside Scope	
No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.								
<b>Air Pollution fees</b>								
The setting of fees and charges for Local Air Pollution Prevention and Control (LAPPC) and Local Air - Integrated Pollution Prevention and Control (LA-IPPC) is determined annually by DEFRA (Department for Environment Food and Rural Affairs) under the regime falling within the Pollution Prevention and Control Act 1999. The appropriate fees can be accessed from the following link:							}	Outside Scope
<a href="https://www.runnymede.gov.uk/article/14095/Environmental-Permits">https://www.runnymede.gov.uk/article/14095/Environmental-Permits</a>								
Alternatively the appropriate fees and charges can be obtained from the Corporate Head of Environmental Services within the Environmental Health & Licensing Section at Runnymede Borough Council.							}	2,800
<a href="mailto:environmentalhealth@runnymede.gov.uk">environmentalhealth@runnymede.gov.uk</a> or 01932 838383								
<b>Register of authorised processes</b>								
Complete register	Discretionary	887.00	887.00	905.00	2.03%	}	0	
Individual entry	Discretionary	131.00	131.00	134.00	2.29%			Outside Scope
<b>Contaminated Land</b>								
Basic contaminated land enquiry at an hourly rate	Discretionary	93.00	95.00	97.00	2.11%	}	1,000	
Contaminated land enquiry for one property	Discretionary	206.00	210.00	214.00	1.90%			Outside Scope
Contaminated land enquiry for more than one property	Discretionary	395.00	403.00	411.00	1.99%			Outside Scope
<b>Dog control charges</b>								
<u>Minimum charge during normal office hours</u>								
Statutory charge for the return of a seized stray dog plus	Statutory	25.00	25.00	25.00	0.00%	}	500	
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	67.00	70.00	71.00	1.43%			Outside Scope
		<u>92.00</u>	<u>95.00</u>	<u>96.00</u>	1.05%			
<u>Minimum charge for collection outside of normal office hours</u>								
Statutory charge for the return of a seized stray dog plus	Statutory	25.00	25.00	25.00	0.00%	}	500	
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	106.00	110.00	112.00	1.82%			Outside Scope
		<u>131.00</u>	<u>135.00</u>	<u>137.00</u>	1.48%			Outside Scope
The collection fee may be increased where additional charges are incurred								

## Fees and charges

### Other environment and sustainability charges

		From April 2020 £	From April 2021 £	From April 2022 £	% Increase		Yield £	VAT treatment
<b>Highway and engineering charges</b>								
<b><u>Copies of plans etc. (includes VAT)</u></b>								
A4 Size	Discretionary	12.25	12.50	12.75	2.00%	}	0	Standard
A3 Size	Discretionary	13.50	13.75	14.00	1.82%			Standard
Larger than A3 size	Discretionary	28.00	28.50	29.00	1.75%			Standard
A minimum fee for replying to technical questions	Discretionary	159.00	162.00	165.00	1.85%			Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.								
<b><u>Rechargeable works (includes VAT)</u></b>								
At cost of works plus 20%							0	Standard
<b><u>Street naming and numbering</u></b>								
<b><u>Existing properties</u></b>								
Individual property naming or renaming including notification	Discretionary	64.50	65.75	67.00	1.90%	}		Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	Discretionary	16.00	16.25	16.50	1.54%			Outside Scope
Renaming a street : requested by residents including notification	Discretionary							Outside Scope
<b><u>New addresses</u></b>								
New development of first plot	Discretionary	64.50	65.75	67.00	1.90%	}	16,000	Outside Scope
New development for plots 2 -5 (per plot)	Discretionary	33.00	33.50	34.00	1.49%			Outside Scope
New development for plots 6 - 10 (per plot)	Discretionary	27.50	28.00	28.50	1.79%			Outside Scope
New development for plots 11 - 20 (per plot)	Discretionary	22.00	22.25	22.50	1.12%			Outside Scope
New development for plots 21 and greater (per plot)	Discretionary	16.00	16.25	16.50	1.54%			Outside Scope
Additional charge, where this includes naming of a street (per street)	Discretionary	108.00	110.00	112.00	1.82%			Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	Discretionary	108.00	110.00	112.00	1.82%	Outside Scope		
Guidance to change or allocate a new address to your property can be accessed by following this link: <a href="http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering">http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering</a>								

## Fees and charges

### Other environment and sustainability charges

	Charge Status	From April 2020 £	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b><u>Miscellaneous fees and charges</u></b>							
<b><u>Graffiti removal (includes VAT)</u></b>							
Removal of extensive graffiti from private property (per hour)	Discretionary	75.00	98.11	111.26	13.40%	0	Standard
<b><u>Street trading consents</u></b>							
Basic fee	Discretionary	890.00	910.00	930.00	2.20%	0	Outside Scope
Additional annual charge for each day of the week a trader operates	Discretionary	205.00	210.00	215.00	2.38%		Outside Scope
<b><u>Sale of technical documents</u></b>							
Fee at the discretion of the Corporate Head of Environmental Services	Discretionary	POA	POA	POA		0	Standard
<b><u>Annual animal licence fees</u></b>							
Higher Tier activities (exc. Home board and day care dogs) New application	Discretionary	335.96	343.00	343.00	0.00%	9,000	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	Discretionary	227.67	232.00	232.00	0.00%		Outside Scope
Lower Tier activities (Home board and day care dogs) New application	Discretionary	311.89	318.00	318.00	0.00%		Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	Discretionary	203.61	208.00	208.00	0.00%		Outside Scope
Additional activity charge	Discretionary	45.73	47.00	47.00	0.00%		Outside Scope
Enforcement charge	Discretionary	160.56	164.00	164.00	0.00%		Outside Scope
Re-rating fee	Discretionary	185.35	189.00	189.00	0.00%		Outside Scope
Transfer / variation	Discretionary	50.00	51.00	51.00	0.00%		Outside Scope
Copy of licence	Discretionary	30.00	31.00	31.00	0.00%		Outside Scope
Dangerous wild animals	Discretionary	493.00	503.00	503.00	0.00%		Outside Scope
<b><u>Vet fees</u></b>							
If Veterinary Inspections are necessary in order to grant above licences			Recovery of costs incurred				Outside Scope

11. **Exclusion of Press and Public**

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

**OFFICERS' RECOMMENDATION that –**

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

**(To resolve)**

**PART II**

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)