



Environment and Sustainability Committee

Thursday, 10 March 2022 at 7.30 pm

**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

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

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

- | | | |
|----|---|---------|
| 1. | Notification of changes to committee membership | |
| 2. | Minutes | 4 - 9 |
| | To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 17 th November 2021 (Appendix 'A'). | |
| 3. | Apologies for absence | |
| 4. | Declarations of interest | |
| | Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda. | |
| 5. | Markets in Egham Review | 10 - 13 |
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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

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Runnymede Borough Council

ENVIRONMENT AND SUSTAINABILITY COMMITTEE

17 November 2021 at 7.30 pm

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

Councillors C Howorth, I Mullens and S Whyte also attended

276 **Minutes**

The Minutes of the meeting of the Committee held on 29 September 2021 were confirmed and signed as a correct record subject to the addition of the following sentences to the minute on Climate Change: Councillor Mullens asked whether Runnymede Borough Council had set 2030 as the date for net zero. The Chairman answered that this Committee endorsed the Surrey County Council Strategy which set 2030.

277 **Apologies for absence**

Apologies were received from Councillor D Clarke

278 **Climate Change Presentation**

Members received a presentation regarding Climate Change to give them an opportunity to make Officers aware of any issues which were of particular concern to residents and businesses for consideration for inclusion in the strategy. The presentation covered the following areas:

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

Some Members expressed their anger and frustration that the promised strategy was essentially a scoping document and strongly felt that the strategy should have progressed further by this stage. The Chairman advised the Committee that Runnymede wanted a serious strategy whereby their aspirations were measurable and full consideration was given on what could actually be delivered. Scope 1, 2 and 3 was a way of categorising the different kinds of carbon emissions an organisation creates in its own operations, and in its wider value chain. The term first appeared in the Green House Gas (GHG) Protocol of 2001 and today, scopes were the basis for mandatory GHG reporting in the UK. Officers advised the Committee that regarding Scope 1 and 2 these were well defined. Scope 3 was not a mandatory requirement.

The Committee discussed in detail the possibilities of moving the Council's DSO fleet to more sustainable fuels for example, biofuel or hydrogen. Whilst Officers were receptive to this some constraints were highlighted which included the warranties of existing fleets becoming invalid if the fuel type was converted, damage to engines and difficulties in obtaining mechanics to maintain the converted fleet. The necessity for procuring future DSO fleet vehicles running on more sustainable fuels was noted.

The Committee was keen to move ahead with Scope 1 as soon as possible and wanted to look at setting up a community involvement/advisory group to facilitate public engagement in the Climate Change Strategy. With a report on actions/points and deliverables in this regard being presented to the next meeting of this Committee in January 2022.

The Committee was pleased to note that Phase 3 of the current car parking review would look at installing electric charging points in some of the Council car parks.

Regarding planning, Officers were asked by the Committee to explore the creation of a strategy to only allow Green properties to be approved through local planning procedures. Additionally, Officers were asked look at Green procurement via the Council's Constitution Member Working Party with feedback being brought back to the Committee as soon as practical thereafter. It was noted that an improved Green Infrastructure SPD in relation to planning was due to be considered at the next Planning Committee meeting on 24 November 2021.

The Chairman was thanked for her work locally in relation to Climate Change.

RECOMMEND TO FULL COUNCIL ON 9TH DECEMBER THAT –

Runnymede Borough Council sets target of 2030 to be net zero; and

The Committee also RESOLVED that-

A Community involvement/advisory group be set up to facilitate public engagement in the Climate Change Strategy with a report being brought to this Committee in January 2022 on key actions/points and deliverables

279 Annual review of car parking fees and charges in off street car parks and proposed change to restrictions at Aviator Park recreation ground car park

Members were advised that an annual review of car parking charges was undertaken in November each year for implementation in January.

Public car parks were an amenity provided by the Council for the convenience of the public. In shopping areas, they also encouraged and maintained the viability of businesses. The income from the car parking was expected to, at least, cover the cost of providing and maintaining the car parks.

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 had undertaken a full review of parking services in the Borough. The review was split into three main areas

- 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 Charging (EVC) points.

Members received details of the Borough car parks in relation to the number of spaces and current charges. It was noted that car parking income also came from season tickets, contract parking permits and penalty charge notices.

The effect of the pandemic and the lock down significantly reduced car park use across the Borough. When considering the level of car parking charges Members would normally balance the costs of operating the 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. The last year had been unprecedented and the economic recovery much slower than anticipated and with a fundamental change in people's working patterns, it was difficult to estimate the potential future income at this time. Therefore, Officers did not propose to increase charges for 2022/23 financial year but have a year of stability, supporting local businesses and encouraging the public back into the Borough's towns.

The Committee were fully supportive of this very logical approach. It was agreed that a period of stability was needed at this time. In relation to the review, the Committee was advised that a capital investment during the year 2022/23 would be needed, a report would be brought to this Committee for their consideration at that time.

The Committee had received a letter from the Egham Chamber of Commerce regarding various car parking proposals/suggestions for Egham. The Committee considered the contents of the letter along with the proposals/suggestions coming under this Committee's remit. The Runnymede Joint Committee would be responsible for considering the proposals in relation to on-street parking. Officers would respond fully to the Egham Chamber of Commerce's letter following the meeting.

Members were advised that the Parking Services team also carried out periodic reviews of the Council's free car parks alongside the car parking charges review. This normally took place every three to four years the last one was carried out in November 2016. At that time, this Committee resolved that there was no case for introducing charges to these car parks.

Since the last review it had recently come to the attention of the Corporate Head of Customer, Digital and Collection Services that the car park at Aviator Park Recreation Ground was being used by the public to park their vehicles whilst they were at work rather than 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 that applied in the Aviator Park Recreation Ground car park was that vehicles may wait for a maximum period of three hours and a return was prohibited within two hours. This car park had not been patrolled for many years as it was often difficult to prove the contraventions under the current parking restrictions, so resources had been targeted elsewhere. A consequence of this non-enforcement was that regular users of that car park had become complacent and continued to enjoy free parking for up to 6 hours a day. With the Civil Enforcement Officers (CEO)s now visiting the car park, PCN's had been issued which had resulted in several complaints from the owners of the vehicles who challenged the legality of the notices. Unfortunately, with no machines to capture the original time of the vehicle being parked, it was sometimes difficult to defend the notice.

Discussions with the Green Spaces team confirmed that users of the park rarely stayed for longer than two hours so by amending the parking restriction order to retain the current maximum waiting period of 3 hours but to increase the no return from 2 to 5 hours would not impact the current park users and would ensure that the car park continued to be kept available for use by the public for recreational purposes. This change would be achieved through an amendment to the Borough of Runnymede (Off-Street Parking Places) Order 2008 (as amended). There would be a minimal cost for these changes requiring improved signage and the installation of a machine.

RESOLVED that –

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

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 the car park remains predominantly for the benefit of the Recreation Ground users

280 LGV driver retention and succession planning – waste management operations

The Committee was asked to approve an increase to the refuse and recycling budget.

It was reported that there was currently an estimated 100,000+ LGV and HGV (Class 2 and Class 1) vacant driver posts throughout the United Kingdom. The same problem also existed throughout Europe. In order to retain existing drivers and protect services Members were asked to approve the proposal for an annual payment of £3,000 to each of the Council's existing 15 drivers as a retention/market supplement payment. Additionally, further funding was sought to provide training to existing staff to cover the role of relief drivers, an increase to salaries to relief drivers when qualified and an increase in salary budget for the appointment of an Operations Manager for the waste and street scene budget.

Officers were pleased to report that throughout Covid 19, Runnymede was one of twenty-five authorities across the 345 England authorities who did not use resources from other departments, suspend collection services or use external contractors to supplement the existing workforce to ensure a continuation of service delivery. Currently throughout England, 48% of local authorities had reduced collections due to a shortage of drivers. Garden waste, food waste and recycling collections had all been affected. Waste collection in Runnymede was unique in that it required 100% staffing regardless of sickness or holidays. 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 now chose to work elsewhere due to higher rates of pay and full-time positions. Due to the age profile of the workforce, as well as the shortage of qualified relief drivers Officers were now looking to cover periods of holidays and sickness by developing their own staff to become relief drivers/loaders through external training. This would also aid succession planning.

Additionally, in order to expand the promotion and improvement of recycling and waste collections across the Borough Officers proposed to appoint an Operations Manager. This post would further expand work in relation to promotion and improvement of recycling and waste collections as well as improving the recycling and contamination performance.

The Committee was fully supportive of this approach which was considered forward thinking and future proofed the service. The Committee was advised that agency staff were offered the option of applying for permanent positions with Runnymede Borough Council when they became available. There were currently 3 agency drivers and one vacancy. Members were keen for Officers to explore the possibility of recruiting younger people into the service by changing the image and asked Officers to bring a report to a future Committee in this regard. Praise was given to the DSO team which had continued to provide an excellent service throughout the pandemic.

RESOLVED that –

The additional funding detailed below be approved.

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

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

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

£9,000 for the increase in the salary budget for the appointment of an Operations Manager for the waste and street scene budget; and

Corporate Management Committee be requested to approve a supplementary revenue estimate for the sum of £131,500.68 to cover total annual funding increase

281 Highways grass cutting and highway weed control arrangements 2022/23

The Committee was advised that during September 2021 Surrey County Council had confirmed their intent to continue the current delegated arrangement for highway verge cutting with Runnymede Borough Council until 31 March 2023. Surrey County Council paid Runnymede Borough Council £72,871.00 plus RPI to provide four grass cuts throughout urban areas and one highway weed control application. Runnymede Borough Council had 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. Additionally, an increase of two highway weed control applications to maintain the verges to a good quality.

Members were also asked to approve the extension of the Council's existing agreement with Spelthorne Borough Council to deliver highway verge cutting until the end of March 2023 and approve Empire Ground Care, the current contractor for weed control to be engaged via a direct quote process for the 2022/23 season.

Members discussed the possibility of some grass verges being left to grow longer and using insect corridors to add biodiversity. Officers advised the Committee that there was a contact at Surrey County Council in this regard. Additionally, it was noted that Surrey County Council was currently running their 'Blue Campaign' which looked at increasing biodiversity in grass verges which Runnymede could express an interest in.

Regarding letting the verges grow longer it was noted that as the land belonged to Surrey County Council and Runnymede maintained the verges on their behalf, Surrey County Council would need to indicate they were happy with this approach. It was agreed that highway verges were not viable because of road safety. It was also agreed that this was a balancing exercise as often when the grass was left to grow longer some residents complained. The possibility of neighbourhood co-ordination along with Councillor input could however be explored.

RESOLVED that –

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

The existing contractor for highway weed control – Empire Ground Care was engaged via a direct quote process to deliver weed control services during the 2022/23 season

282 Fees and charges 2022/23

The Committee's approval was sought for the proposed mix of statutory and discretionary fees and charges for those services falling under the remit of Environmental Services. The main fees and charges being increased related to; Trade waste disposal fees, Recycling, One off payments covering Trade, Refuse, Recycling and Green Waste, Street Cleansing-Graffiti Removal and Highways and Engineering.

Members were disappointed to note the increase of 13.4% for graffiti removal. Officers advised the Committee that the increase was in part due to an increase from the contractor and an increase in the cost of raw materials. Members were assured that no profit was made from the service and in the case of repeat offences the police were contacted. Councillor Howorth advised the Committee that Community Services were currently undertaking a review of anti-social behaviour.

RESOLVED that –

the proposed fees and charges for 2022/23 be approved, to be effective from the dates within the appendix or as soon as practical thereafter

Chairman

(The meeting ended at 10.46 pm)

Markets in Egham Town Centre, Update – Azra Mukadam, Community Development

Synopsis of report:

This report updates the Committee on the development of markets in Egham Town Centre

Recommendation:

None – for information only

1. Context of report

- 1.1 In 2020, Egham Chamber of Commerce was approached by Surrey Vegan Markets with a proposal to hold markets on the High Street, Egham.
- 1.2 Three markets were held by Surrey Vegan Markets on 10 October 2020, 22 May 2021 and 24 July 2021. The market operator reported that all three market days had been successful and that there was a clear appetite for these markets amongst the community, even though there had been significant challenges resulting from the Covid 19 pandemic.
- 1.3 Council Officers carried out a survey after the Vegan Market in July 2021 to gauge what businesses felt about the market. The results of the survey were overwhelmingly positive (survey dashboard available through the link provided in the background papers below).
- 1.4 Egham Chamber of Commerce liaise with and manage the market operator, and all operational matters are dealt with between the two parties. This includes the setting up and taking down of the stalls on market day.
- 1.5 Due to the success of the markets, the Vegan Market operator requested to hold the market more regularly, however, Egham Chamber of Commerce at the time, held a license that only permitted three events per annum.
- 1.6 To allow further markets/events to occur the Environmental and Sustainability Committee, in September 2021, resolved to allow the Corporate Head of Law and Governance to grant up to 24 street trading licenses in a calendar year to the Egham Chamber of Commerce, in addition to the street trading licenses which are already authorised to be granted.
- 1.7 The Environment and Sustainability Committee recommended that the Council allow Egham Chamber of Commerce to run a trial period of 6 events, to be reviewed at the end of the period, allowing for possible further events in other parts of the borough based on the outcomes.
- 1.8 In addition, it was resolved that Officers would ensure Egham Councillors were informed when events were taking place. Officers would feed back to Egham

Chamber of Commerce that a broader range of markets would be favoured. Any outcomes would be reported back to the committee by officers in March 2022.

2. Report

- 2.1 Since the last committee in September 2021, Egham Chamber of Commerce has hosted a further four vegan markets, in October and December 2021 and February and March 2022. The first three of these markets for which feedback is available suggests they have been very successful.
- 2.2 Given this success, Egham Chamber of Commerce have agreed to Surrey Vegan Markets having a regular market slot on the second Saturday of each month during 2022.
- 2.3 So far during the trial period all markets have been provided by Surrey Vegan Markets. However, Officers have been in discussion with Egham Chamber of Commerce as to other opportunities available to widen the breadth of markets and events to be held in the town.
- 2.4 Egham Chambers are currently in discussions with an operator that is keen to host a vintage /retro market in Egham. These discussions are ongoing, and a date is yet to be set.
- 2.5 In order to accurately assess the success of additional markets and to gauge their impact on the town centre, Officers will undertake an assessment of the outcomes once a wider variety of markets have been held in the town.

3. Policy framework implications

- 3.1 The Council's Corporate Business Plan identifies four key objectives of : Supporting Local People, Improving Our Economy, Enhancing Our Environment and Organisational Development
- 3.2 In line with some of the key objectives, this trial aims to further the aim of 'Supporting Local People' through the theme of *continuing to support the improvement of exciting local leisure activities*, by providing a wider range of shopping experiences to the community by way of offering markets in the town centres.
- 3.3 To meet the Council objective to 'Enhance Our Economy' this proposal aims to support the Corporate Business Plan to *improve the quality and vibrancy to the local economy* through the opportunity to hold regular markets in the town centres, attracting more visitors.
- 3.4 By creating more *vibrant and diverse town centres* we aim to reduce leakage spend to neighbouring boroughs. A regular street market will encourage the community to interact with local traders and local retailers, allowing the opportunity to visit shops while attending the market.
- 3.5 National Planning Policy Framework

Section 7 of the NPPF '*Enhancing the Vitality of Town Centres*' paragraph 86. This report aims to work within the planning policy framework to promote town

centres and to retain, enhance and create new opportunities where possible to support *promoting the vitality of town centres*.

<https://www.gov.uk/guidance/national-planning-policy-framework/7-ensuring-the-vitality-of-town-centres>

4. Resource implications

The proposed markets have so far impacted on the following Council departments:

- 4.1 Legal – responsible for providing a Street Trading Licence to allow regular markets in Egham
- 4.2 Economic Development – Town Centre Management will be key in supporting Egham Chamber of Commerce to develop the regular market
- 4.3 Environmental Services/Licensing – there are licensing issues around food hygiene and licences will be required for the sale of alcohol and any kind of public entertainment.
- 4.4 Currently there has been no additional resources needed from Direct Services (DSO) - Refuse, street cleaning and staff resources during market day. This will be reviewed at the end of the twelve-events calendar date.
- 4.5 Potential risks associated with more frequent markets are that there may not be enough demand to allow the traders to derive an income on a regular basis from the market, resulting in less interest from market operators to set up further markets.

5. Legal implications

- 5.1 For the purpose of this report, which is for information only, there are no such implications

6. Equality implications

- 6.1 For the purpose of this report, which is for information only, there are no such implications

7. Environmental/Sustainability/Biodiversity implications

- 7.1 For the purpose of this report, which is for information only, there are no such implications

8. Other implications

- 8.1 For the purpose of this report, which is for information only, there are no such implications.

9. Timetable for Implementation

- 9.1 For the purpose of this report, which is for information only, there is no further implementation needed other than that to review the impacts once the six markets have run with a breadth of offerings.

10. **Conclusions**

- 10.1 Officers suggest that the success of markets can only be made once the Egham Chamber of Commerce have had the opportunity to introduce a range of markets. Officers would suggest that a review be reported back to the Environment and Sustainability Committee later in the year, when there should be sufficient outcomes from a breadth of markets held in Egham.

(For information)

Background papers

Environment & Sustainability Committee Report 'Proposal for Additional Markets in Egham Town Centre' dated 29th September 2021

Urgent Action – Standing Order 42 (Law and Governance – Mario Leo)

A copy of proformas 987 (Appendix A) and 993 (Appendix B) action taken after consultation with the Chairman and Vice-Chairman of the Committee under Standing Order 42.

(For information)

Background Papers

Standing Order 42 proforma 987 and 993

RUNNYMEDE BOROUGH COUNCIL

987

CONSULTATION WITH APPROPRIATE CHAIRMAN AND VICE- CHAIRMAN FOR URGENT ACTION TO BE TAKEN UNDER STANDING ORDER 42

APPENDIX 'A'

TO: Councillors M Heath and N King
Chairman and Vice- Chairman of the Environment and Sustainability Committee

FROM: Mario Leo

OFFICER REFERENCE: MAL/Prop Officer UKHSA DATE: 25 October 2021

1. **Synopsis of report:**

There has been a request submitted to the Council that any person employed as a Consultant in Communicable Disease Control / Consultant in Health Protection at the South East Region of the UK Health Security Agency (UKHSA) be appointed by Runnymede Borough Council as a Proper Officer in relation the receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons. This is a requirement of The Health Protection (Notification) Regulations 2010.

The current constitution and delegation of authority allows for the Corporate Head of Environmental Services (CHES) or the Principal Environmental Health Officer to authorise the appointment of such Proper Officers. However, the current Scheme of Delegations in the Council's Constitution delegates powers to Council officers to appoint Health Protection Agency (HPA) staff as Proper Officers. It is understood that HPA was disbanded in 2013.

Since the current Constitution specifically states HPA, and not UKHSA, it is considered that, as it currently stands, the Constitution's wording does not allow the appropriate Runnymede's officers to authorise the appointment of specific UKHSA staff as Proper Officers. When the Constitution is revised the wording in the Scheme of delegations will be amended.

The UKHSA has requested that the Council agree to the appointment of certain of their staff as Proper Officers of Runnymede Borough Council to enable them to discharge their functions effectively.

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

If there are matters pertaining to infectious and notifiable disease within the Borough, then the UKHSA require to have been authorised as the Proper Officer in order to act under the above regulations. Hence it is suggested that the appointment of UKHSA as the Council's Proper Officer is done forthwith rather than wait to be considered at the next Committee meeting.

3. **Recommendation(s)**

That the Corporate Head of Environmental Services and the Principal Environmental Health Officer be authorised to appointment appropriate staff of the UK Health Security Agency as Proper Officers for relevant purposes under the Public Health (Control of Diseases) Act 1984 and the National Assistance Acts 1948 and 1951.

4. **Context of report**

By approving the course of action proposed in this report the Council will contribute to the effective management of public health functions on a regional and national basis.

5. Report and, where applicable, options considered

Local government undertakes a wide range of functions. In respect of certain matters, it is required to identify a particular post to discharge a specific role. When such a post is designated to carry out a function the person holding that post is described as the Proper Officer. By way of example local authorities are required to issue a number of documents and in order to ensure that any such document is authentic it should be signed by an officer of the local authority who has been designated as the Proper Officer for signing documents.

Local authorities have since Victorian times been responsible for discharging a number of public health functions. This ranged from dealing with sewers and drains, water supply, infectious diseases, and the prevention of the spread of diseases. Clearly with the advent of the National Health Service and the creation of utility companies the role has changed.

One function which has remained as part of the functions of local authorities is the control of diseases. This function has been at the forefront of public awareness during the Covid pandemic. A large number of the controls which were brought in to contain the spread of Covid were brought in under the provisions of the Public Health (Control of Disease) Act 1984 (the 1984 Act).

The Health Protection (Notification) Regulations 2010 (the 2010 Regulations) were made under powers contained in the 1984 Act and are designed to address concerns that existed about previous legal powers to deal with infectious diseases. The purpose of these statutory provisions was summarised as:

- updating the list of infectious diseases that doctors are required to notify in the light of current scientific knowledge;
- making provision for notification by doctors of cases of other infection (e.g., caused by new or emerging diseases) or contamination with chemicals or radiation that may pose a significant risk to human health;
- introducing statutory notifications of specified microorganisms by laboratories testing human samples in recognition of the crucial role that laboratories play in diagnosis.

A major aspect of 2010 Regulations was the requirement for GPs to notify local authorities when patients they are treating are suffering from certain illnesses. The 2010 Regulations require that GPs notify the Proper Officer of the local authority of such matters.

Local authorities are therefore required to appoint one of their officers as the Proper Officer for such purposes.

The UKHSA is a government agency in the United Kingdom, responsible since April 2021 for UK-wide public health protection and infectious disease capability and replacing Public Health England (PHE). It is an executive agency of the Department of Health and Social Care (DHSC).

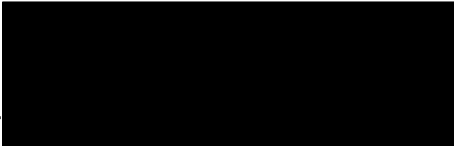
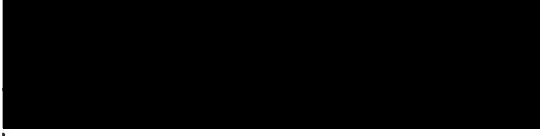
The formation of the UKHSA essentially transferred PHE's health improvement functions to the Department, while its health protection elements form part of the new government agency. Staff and systems were moved into the new organisation in 2021. PHE continued to have a shadow existence until September 2021. UKHSA became fully operational on 1 October 2021.

One of the main roles of UKHSA is to plan for, prevent and respond to external health threats such as infectious diseases. In order to discharge that function it is important that the UKHSA become aware of infectious diseases at the earliest opportunity. They have therefore requested that local authorities appoint certain of their medically qualified officers as Proper Officers under the 2010 Regulations for the purposes of the notification of the medical conditions listed in the 2010 Regulations.

In order for the Council to comply with this request from UKHSA it is necessary to grant officers the powers to appoint UKHSA staff as Proper Officers.

If the Council were not to accede to this request it could cause delays in dealing with infectious diseases.

If this proposal is approved the Council will sign a proforma letter produced by the UKHSA recording this appointment.

6.	Policy framework implications <ul style="list-style-type: none"> • none.
7.	Financial and Resource implications (where practicable) <p>There are no Financial or Resource implications associated with this proposal. The salary cost of staff employed by the UKHSA will be met by that organisation.</p>
8.	Legal implications <p>There is a requirement of Local Authority to appoint a Proper Officer in relation to the receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons.</p>
9.	Equality implications <p>None</p>
10.	Other implications – <p>Environmental considerations: will allow for the Proper Officer from UKHSA to be authorised in relation to for the receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons under regulations 2, 3 and 6 of The Health Protection (Notification) Regulations 2010.</p> <p>The main purpose of the notification system is to enable prompt investigation, risk assessment, and response to cases of infectious disease or contamination (including chemicals or radiation), that present (or could present) a significant risk to health. The second benefit of notification is the provision of data for use in epidemiological surveillance of infections and contamination to monitor effectiveness of existing interventions, identify need for new interventions, and inform the planning of healthcare services.</p>
11.	Background papers <p>None</p>
12.	<u>Chief Officer(s) Decision</u> <div style="text-align: right;">  </div> <p>Signature of authorised officer Mario Leo (Interim CHES).....</p> <p>I have been consulted and am in agreement with the above</p> <p>Signature(s) and position(s) of other relevant Chief Officer, Corporate Heads or authorised representatives</p> <p>.....</p> <p>NB: this <u>must</u> include the Assistant Chief Executive or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.</p>
13.	<u>Chief Executive's Decision</u> <div style="text-align: right;">  </div> <p>Signature of Chief Executive .</p> <p>I have been consulted and am in agreement with the above</p>

14. **Chairman and Vice-Chairman Comments**

I concur in the Chief Officer's decision

Signed _____

Date _____

Signed _____

Date _____

I have the following further comments:

Further information may be obtained from Mario Leo

on Ext. 5640 .

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

RUNNYMEDE BOROUGH COUNCIL**CONSULTATION WITH APPROPRIATE CHAIRMAN AND VICE- CHAIRMAN FOR URGENT ACTION TO BE TAKEN UNDER STANDING ORDER 42****APPENDIX 'B'**

TO: Councillors M Heath and N King
Chairman and Vice- Chairman of the Environment and Sustainability Committee

FROM: Mario Leo

OFFICER REFERENCE: Caravans

DATE: 21st January 2022

1. Synopsis of report:

The purpose of this report is to:

- i) Update Members on the progress of the introduction of the Fit and Proper Person Test (FPPT) to relevant protected caravan sites.
- ii) Update Members on the production of the Caravan Site Licence Fees (for applications and annual licence fees) from April 2022
- iii) Update Members on general issues arising with Residential Caravan Sites within the Borough

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

This committee report was set to go before Committee in January however the meeting having been postponed over concerns regarding Covid it is thought prudent that the matter be dealt with by way of SO42 procedure as the next scheduled meeting of the Committee is not until 10th March 2022 and it is proposed to introduce the new fees from 1st April 2022. It is felt appropriate to give as much advance notice of the fee increase as possible.

3 Recommendation(s)

Members note the contents of the report and;

- i) Note that the Corporate Head of Environmental Services has delegated authority to adjust and set the fees for applications, annual site licence fees and fit and proper person tests as deemed appropriate based on the breakdown of necessary costs as detailed in the relevant fee policies.
- ii) Consider to agreeing to Officers making representations to Government in the name of the Council on improving the Caravan Site Licensing Regime.
- iii) Endorsing the licensing approach of allowing mobile homes to be 5m apart in cases where both homes have additional fire resistance subject to approval by SCC Fire Officer

4.	<p>Context of report</p> <p>4.1 Fit and Proper Person Test. At its meeting of 18 November 2020, the Committee considered a report on the introduction of a Fit and Proper Person Test (FPPT) being introduced by way of a new set of regulations, namely, The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) Regulations 2020.</p> <p>4.2 In response to the report the Committee agreed that a fee of £160 be charged for applications received in relation to the Fit and Proper Person Test.</p> <p>4.3 Subsequently, once full advice from central Government on the implementation of the regime was made available Officers were able to compile a fully costed review of the impact of dealing with fit and proper persons applications. This review resulted in the introduction of a fee of £372 being levied on these applications. The Corporate Head of Environmental Services, following consideration of the suggested fee, approved the introduction of the £372 fee and the matter is now being reported back for Members information.</p> <p>4.4 Annual Site Licence fee. Runnymede Borough Council currently have 39 licensed residential Caravan Sites within the Borough which provide approximately 1100 homes. 17 of these sites are run on a commercial basis and are required to pay an annual site licence fee although one of these sites, Perry's Farm, is currently vacant and may cease use going forward. The other 22 (39-17=22) remaining sites are individually owned and occupied by the owner or the owner and their wider family and hence they do not fall under the requirements of an annual site licence fee. There is a provision of 0.08 FTE within Environmental Health to deal with caravan sites licensing under the Caravan Sites and Control of Development Act 1960 (As amended).</p> <p>4.5 In November 2013 Members approved a policy for charging an annual licence fee payable under the Mobile Homes Act 2013. Following a consultation exercise with caravan site licence owners that policy was endorsed by Members at its January 2014 meeting. The approved structure for the annual site licence fee being based on a flat rate charge for a single unit site and an additional sliding scale for sites more than 100 caravans together with exemptions for owner/occupied sites.</p> <p>4.6 At its meeting of 28 September 2017, the Committee were advised of the reviewed fee policy following the initial implementation of the charging process for new licence applications and annual fees on relevant protected sites. This report looks to update Members on the Caravan Site Licence Fees (for applications and annual licence fees) from April 2022</p>
5.	<p>Report and, where applicable, options considered</p> <p>A. Fit and Proper Person Test</p> <p>5.1 Officers have worked with colleagues across several other Local Authorities (LA) as part of the national LA Officers Caravan Site Licensing Forum and led on the development and introduction of a standardised application form, to enable some degree of consistency on the fee charged for the FPPT.</p> <p>5.2 Based on guidance issued by the then Ministry of Housing Communities and Local Government it was determined that the previously reported two hours processing time underestimated the time for handling such applications. As such the fee policy attached at Appendix A was agreed by the Corporate Head of Environmental Health on 24 June 2021 and was published and applied to applications received from 1 July 2021.</p>

- 5.3 The Council joined the national LA Officers Caravan Site Licensing Forum and most local authorities paid a supplement of £70 which funded the group being able to obtain legal advice on issues surrounding the implementation of the FPPT regime including an online training aid.
- 5.4 Of the 39 Licensed Caravan Sites in Runnymede officers determined that The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 would be applicable to 17 of the sites. Application forms and details of how to apply were sent, in June 2021, to all the 17 caravan sites which required to undergo the FPPT. The Council has received 13 applications. 2 sites are currently undergoing probate and hence as soon as probate is resolved then the process of transferring the site licence can be made and at the same time consideration can be given to who would be the suitable person to make an application under the FPPT regime. 2 other applications are outstanding, and the Council has not received any communication as to why these required applications have not been forthcoming. Officers are considering how to deal with the sites (Walnut Tree Farm and Little Almnors), that have not brought forward an application and this may involve joint working with colleagues in Planning as there are several other concerns arising from these sites.
- 5.5 Income from the 13 applications, to date amounts to £3,608.
- 5.6 All licence applications have been determined and accepted on the register of FPP for Caravan Sites, for a period of 5 years. This information is publicly available and is published on the Council's website at www.runnymede.gov.uk/fppt. To date no applications have been refused or had conditions attached.
- 5.7 Entries on the register may be reviewed if new evidence relevant to the person's inclusion in the register becomes available.
- 5.8 A full assessment of the Fee Policy will take place to allow updated fees policy to be in place before 1 April 2026 in readiness for the next batch of applications.

B. Caravan Site Licence Fee Policy

- 5.9 The Caravan Site Licence Fee Policy at Appendix B has been in place since 2013 with some adjustments to the fee amounts made by this Committee at their September 2017 meeting. The aim of the fee is to try and ensure that the caravan licensing regime is cost neutral to the LA.
- 5.10 Each year when officers issue invoices for the Annual Licence Fee consideration must be given to any surpluses and deficits. Since the introduction of the fee policy various surpluses or deficits have been recorded. As shown in Appendix C the annual licensing fees since 2016/17 have resulted in a deficit of £7,377 most of this shortfall occurred in the first three years and in 2019/20 a surplus of £94 was generated and then in 2020/21 a deficit of £228 was recorded.
- 5.11 It should be noted that the Corporate Head of Environmental Services has delegated authority to adjust and set the fees for applications, annual site licence fees and fit and proper person tests as deemed appropriate based on the breakdown of necessary costs as detailed in the relevant fee. In the attached appendixes details have been provided as to how caravan related fees have been calculated. Members are asked to note how the fees have been produced and applied

C. General update on Caravan Sites and issues arising

- 5.12 The standards on most of the licensed sites within the Borough are generally good and the level of compliance with the site licence conditions is also generally good.
- 5.13 Interaction with Planning; In the first instance it should be noted that in order for a caravan site to be able to apply for a caravan site licence then the area of land is required to have the relevant planning permission in place. Only once the planning permission has been established can a licence then be considered.

- 5.14 Currently there are issues with several areas of land on which caravans are stationed where the landowners have either not gone through the relevant planning processes and or if they have permission then the site may not be being used as per its designation. For example, there is a site with planning permission for the use as gypsy and travellers' site however officers are aware of caravans which appear to have been rented out speculatively to non gypsy/ travellers for accommodation. It has also noted that many of these rented caravans are not particularly suitable for permanent all year-round residential use as they are either old holiday mobile homes or touring caravans. Within the scope of environmental health's power then it should be noted that there are no suitable specific powers to adequately deal with this either under the Caravan Sites and Control of Development Act 1960 licensing regime or the Housing Act 2004 leaving the only potential option to consider if there is a statutory nuisance being created under section 79 of the Environmental Protection Act 1990.
- 5.15 Officers are aware of other sites within the Borough which are licensed for single family use and indeed in some instances for one caravan are being or have been utilized for the siting of additional caravans. The numbers of caravans on site are not controlled by the site licence but rather by planning permission.
- 5.16 In addition to this it is noted that it is suspected that there may be some caravan sites operating without any planning permissions in place.
- 5.17 There is strong collaborative working between environmental health staff and Planning officers when problem sites are found. Hence once any planning issues are resolved then environmental health officers can then deal with site licence issues appropriately.
- 5.18 It should also be noted that there can be wider implications such as if there were to be decanting of non gypsy/ traveller residents from sites which are designated for gypsy/traveller then it is suggested that this could have additional implications for colleagues in other departments within the Council e.g., Housing and Legal. Members should also be aware that the Planning department are preparing to report to the Planning Committee in regard to issues concerning caravans.
- 5.19 Alteration of standard conditions - Heating Grants for Park Homes – Officers are aware of the recent implementation of Heating Grants for Park Homes scheme by Heat Surrey and the Council's Energy Management team. A question has been raised recently regarding the implications of this scheme by way of the addition of external insulation to caravans and the interaction with the site licensing condition regarding the maintenance of an inter-separation distance between caravans.
- 5.20 The majority of site licence conditions require a separation space of 6 metres (m) between adjacent homes. Provided that material with a final finish of Class 1 rating for Fire Spread is installed this distance can be reduced to 5.25 m to accommodate improved thermal insulation and fire resistance cladding.
- 5.21 Officers are aware that there may be a number of applicants for the Heating Grants who will be in a situation whereby the separation space between the homes will lead to a breach of this condition due to the fact that the first neighbouring caravan at some point in the past would have already been clad and hence effectively reduced the 6m separation distance. Therefore, when the second caravan then seeks to fit insulation to their home then the effective gap between the two caravans could end up being less than 5.25m.
- 5.22 The purpose of the separation space is two-fold the first being fire safety and the second being privacy.
- 5.23 Officers are satisfied that privacy is not a concern as the homes are not being moved closer together and cladding is only being applied to the exterior walls.
- 5.24 In terms of fire spread insulation, officers are proposing that, in instances where the separation space after installation of energy efficient /fire resistant cladding on two opposite facing mobile

	homes is less than 5.25m but more than 5.01m, subject to the agreement of Surrey Fire and Rescue Service, that works could potentially be permitted on a case-by-case basis.
5.25	Members are asked to endorse this general approach to this specific licensing condition in such circumstance. The overall effect would be that both homes would have class 1 fire resistance and also the benefit of additional insulation material being applied for thermal comfort.
D.	Consideration of making representations to Government on improving the Caravan Site Licensing Regime
5.26	Officers would invite Members to agree that officers could make representations to the Government in the name of the Council with the recommendation that it would be useful if the Government could look to undertake a full root and branch review of the caravan site licensing regime since there has been many piecemeal changes made to the various Acts and Regulations over the last 60 years. It is clear that a caravan of 1960 bears little resemblance to a Mobile Home of the present day. Within this review consideration requires to be given to bringing the Government's licensing Model Standards, on which the caravan site licence conditions are predicated, in line with the current legislative enforcement provisions. The Model Standards have not been reviewed since 2008 and lack sufficient detail and guidance and have the potential to cause issues in relation to the drafting of enforcement notices.
5.27	If Members were to approve this approach, Officers would make the appropriate representations to The Right Hon Michael Gove MP at the Department for Levelling Up Housing and Communities (DLUHC) and report back to a subsequent Committee what officers had asked of DLUHC and any response received.
6.	Policy framework implications
6.1	None
7.	Financial and Resource implications (where practicable)
7.1	There is no direct implications in terms of staffing needs based on this report. However, should action be required in relation to some of the licensing issues raised in this report then some additional staff time may be required to work alongside colleagues in Planning to resolve the issues arising.
7.2	The fees proposals are based on a cost recovery basis and will be monitored and reviewed to allow for appropriate adjustments.
8.	Legal implications
8.1	The Council must determine its fees regime on a costs recovery basis in accordance with the terms of the Act and the Provision of Services Regulations 2009 which implement the EU Services Directive. The effect of these 2009 Regulations are preserved by the Provision of Services (Amendment etc.) (EU Exit) Regulations 2018/1329 which came into effect on 'exit day' 31 December 2020.
8.2	The Mobile Homes Act 2013 amended the Caravan Sites and Control of Development Act 1960 ("the CSCDA 1960"), the Caravan Sites Act 1968 ("the CSA 1968") and the Mobile Homes Act 1983 ("the MHA 1983"). The 2013 Act brought the licensing regime that applies to mobile home sites in England under the CSCDA 1960 more closely in line with other local authority licensing regimes.

9. Equality implications

- 9.1 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.
- 9.2 Equality Implications arising from this Report have been assessed which concludes that the implementation of the Policy is expected to have a positive impact on residents who may have a protected characteristic of Age and Disability. A copy of the Equality Impact Screening Assessment is attached.

10. Other implications –

- 10.1 Issues raised within the above report may have an Environmental Impact if they prevent a significant number of homeowners being able to benefit from the Heating Grants for Park Homes

11. Background papers

Mobile Homes Act 2013 and applicable Explanatory Notes
Mobile Homes (Requirement for Manager of Site to be fit and Proper Person) (England) Regulations 2020
Minutes of the Environment & Sustainability Committees November 2013, January 2014, September 2017 and November 2020.

•

12. **Chief Officer(s) Decision**

Signature of authorised officer Mario Leo (Interim CHES) ...

I have been consulted and am in agreement with the above

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

.....

NB: this must include the Assistant Chief Executive or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. **Chief Executive's Decision**

Signature of Chief Executive

I have been consulted and am in agreement with the above

14. **Chairman and Vice-Chairman Comments**

I concur in the Chief Officer's decision

Signed

Date

Signed

Date

I have the following further comments:

Further information may be obtained from Mario Leo on Ext. 5640

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

APPENDIX A

1. Scope / Purpose
 - 1.1 This Policy deals with the fee structure for applications of relevant persons to be accepted onto the Fit and Proper Person register in respect of Caravan Site licensing. This will apply to all applications received from 1 July 2021 and applies to both existing site licence holders and any new site licence holders.
2. Responsibilities and Authority
 - 2.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 sets out the framework for a Fit and Proper Person Test (FPPT) for site licence holders or a person appointed to manage the site, of relevant protected sites in England.
3. Relevant Documents / References
 - 3.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020
 - 3.2 Any guidance issued with regard to setting FPPT application fees
 - 3.3 Caravan Site Licensing Procedure
4. Review
 - 4.1 This policy was initially planned to be reviewed 24 months from implementation, however issues identified during the initial batch of applications resulted in an earlier review. A further review will be undertaken in time for fees and charges being set for April 2026
5. Exemptions from the FPPT requirements
 - 5.1 Regulation 4(1) exempt non-commercial family occupied sites from the FPPT requirements and define a “non-commercial family-occupied site” as a relevant protected site—
 - (a) on which each caravan stationed on a permanent pitch and used as a permanent residence is so used only by—
 - (i) the occupier or the occupier and one or more members of the occupier’s family; or
 - (ii) a member of the occupier’s family (“F”) or F and one or more members of F’s family; and
 - (b) which is not operated on a commercial basis. •
6. Application fee
 - 6.1 Any application for inclusion on the FPPT register received after 1 July 2021 will be required to pay an application fee of £372. The fee must be received for the application to be deemed properly made.
 - 6.2 The following matters in Table 6.2 have been considered when setting the fee. The hourly rates have been based on the midpoints of officers’ salaries (as of July 2020) of the following pay scales.

Manager (Principal EHO)	MMB
Officer (EHO)	Grade 10/MMA
Admin (Administrator)	Grade 7

Table 6.2 – Fee setting calculation

	Action	Time (Mins) Licensing And officer Allocation	Admin Cost (A)	Officer Cost (O)	Manager Cost (M)	
1	Application received and fee checked to ensure that it is complete and a full and proper application	30 (O)	0	£26.91	0	
2	Application acknowledged and receipt for fee issued	15(A)	£8.84	0	0	
3	Review application and documentation, make relevant enquiries (including into management and financial arrangements)	120 (O)	0	£107.64	0	
4	Update CIVICA	10 (O)	0	£8.97	0	
5	Application file reviewed by Principal EHO	30(M)	0	0	£33.39	
6	Grant of application or service of preliminary notice (approved and signed by CHES)	30(O)	0	£26.91	0	
7	Establish any applicable conditions	30(O)	0	£26.91	0	Assume average of 1 condition per application
8	Discuss conditions with PEHO	15 (O & M)	0	£13.46	£16.70	
9	Review appeal paperwork	20 (O)	0	£17.94	0	Assumes 1 in 3 applications appeal and total of 60 mins for an appeal which is

						an average of 20 minutes
10	Discuss appeal with PEHO and CHES	10(O &M)	0	£8.97	£11.13	Assumes 1 in 3 applications and total time of 30 mins
11	Produce appeal response and relevant notice	15 (O)	0	£13.46	0	
12	Issue Final Decision Notice following appeal (signed by CHES)	10(O)	0	£8.97	£0	Assumes 1 in 3 applications and total time of 30 mins
13	Add relevant details to public register, update CIVICA record and upload public register to Website.	30(O)	0	£26.91	0	
14	Annual review and maintenance of the register	20(O)	0	£17.94	0	Based on 60 minutes per year over 5 years and divided by the predicted 15 applications
	Total hours as a Decimal	6.42	8.84	304.99	61.22	
	Total Cost		£371.85			

- 6.3 The fee above is based on to be charged for all applications except in the cases when of 6.4 and 6.5 apply will be £372.
- 6.4 The fee at 6.3 has been calculated based on the inclusion of the applicant or one appointed person being placed on the register. When an applicant wishes to have more than one person assessed for inclusion on the register an additional fee of £110 will apply per person.
- 6.5 In the case of an applicant making multiple applications for more than one site and the relevant person being the same then the following additional charges will apply. (For this purpose, numbers are based on those used to determine the annual site licence fee).
- A) Small sites of less than 25 caravans – no additional charge
- B) Sites of 26+ Caravans – an additional charge of £110 per application will be applicable which relates to an estimated addition 2 hours of officer time to assess and process the additional application.

Relevant person is defined in paragraph 2 of the regulations as “the subject of the fit and proper person assessment under regulation 7”.

- 6.6 Where under regulation 4(1)(c) Runnymede Borough Council have, with an occupier’s consent, appointed a person to manage a site, the reasonable costs incurred in making this appointment will be recovered on a case by case basis in addition to any application fee already paid.
- 6.7 Income code for payments is FLRO 5899.
7. Policy agreed by Corporate Head of Environmental Services

Date: October 2021

Signed

Name:

6. Document History

7.

DATE	ISSUE	DETAILS OF AMENDMENTS
24/06/2021	1	New Policy
October 2021	2	Section 6 reviewed

APPENDIX B

1. Scope / Purpose

- 1.1 This Policy deals with the fee structure for caravan site licence applications and the annual fee payable by existing licensed caravan sites from 1 April 2014

2. Responsibilities and Authority

- 2.1 The Caravan Sites and Control of Development Act 1960 has been amended by the Mobile Homes Act 2013 to provide for the charging of an annual licence fee and an application fee on new licences.

3. Relevant Documents / References

- 3.1 The Caravan Sites and Control of Development Act 1960 (As Amended) is the principal legislation covering the licensing and control of caravan sites.
- 3.2 The Mobile Homes Act 2013.
- 3.3 Any guidance issued with regard to setting licence fees
- 3.4 Caravan Site Licensing Procedure

4. Consultation

- 4.1 A draft version of this Policy has been circulated to all owners of sites which are currently licensed in Runnymede. The views of the consultees have been taken into account when setting out the final policy.

5. Review

- 5.1 This policy was first published in 2014 and was updated in 2017 and again in 2021 a further review will be due to take place for fees from April 2025.
- 5.2 When issuing each annual fee notice account should be given to any surplus generated in the previous year.

6. Components of the Annual Fee

- 6.1 Administrative Costs of the Licensing Regime
- 6.2 Compliance inspection Costs

7. Exemptions from the annual fee

- 7.1 Sites which consist of up to 10 pitches/units and are only occupied by members of a single family group will be exempt from paying an annual fee.
- 7.2 Sites which are run on a commercial basis regardless of size will not be exempt from paying an annual fee.

8. Application, transfer and replacement copy fees

- 8.1 Any new application for a site licence received after 1 April 2022 will be required to pay an application fee of a minimum of £586 plus the calculated inspection cost for that site based on £9.15 for each additional caravan.

	Action	Time (Mins) And officer Allocation	Admin	Officer	Manager
1	Enquiry received and service request entered on computer system.	30(A)	18.035		
2	Make up new caravan site/Park home site file and attach above documentation	20(A)	12.023		
3	Send out site application form with covering letter and enter action on computer worksheet.	15(A)	9.0175		
4	Contact applicant and make appointment to carry out initial site inspection enter action of computer worksheet	10 (A)	6.012		
5	Enter particulars on application form on to premises record on computer system. Scan and save application form to computer system and link to worksheet.	30 (A)	18.04		
6	Check application valid e.g. all compulsory questions completed and correct fee included	40(O)		36.60	
	Check all particulars entered on computer premises record correctly				
7	Carry out LRS to verify applicant is owner of land	30(A)	18.035		
8	Examine electrical certificate and any other documentation submitted with licence for validity. Enter action on computer worksheet.	20(O)		18.30	
9	Prepare draft site licence and send to applicant with covering letter. Include any recommendations and works required resulting from initial site inspection. Save draft licence and letter to and link to computer worksheet.	60 (O)		54.90	
10	Discuss any feedback with applicant on proposed site licence conditions with applicant. If amendments requested seek authority with line manager to amend conditions.	60(O)	.	54.90	
11	Upon expiry of consultation period amend site licence if required. Print out a copy of site licence and proof read.	60 (O)		54.90	
12	Site licence to be checked and signed by line manager	30(M)			34.06
13	Send out site licence to applicant with covering letter	10(O)		9.15	
14	Scan and save signed copy of site licence to system and link to computer worksheet. Insert hard copy of licence to paper file.	20(O)		18.30	
15	Update public register of licensed sites.	15(O)		13.73	
16	Upon occupation of site contact site owner to make appointment for licensing inspection	10(O)		9.15	
17	Carry out full site inspection. Make note of any breaches of site licence conditions/ works required	Single unit site 60 (O)		54.90	

18	Travel time	60(O)		54.90	
19	Record visit and details on computer worksheet	20(O)		18.30	
20	Complete risk assessment to determine next routine visit.	10(O)		9.15	
21	Enter date of inspection and next routine inspection on park homes inspection worksheet. Next routine inspection as scheduled inspection on premises worksheet.	10(O)		9.15	
22	Send letter to applicant notifying them of outcome of licensing visit.	60(O)		54.90	
	Total officer costs for a single unit		81.16	471.23	34.06
	Total Cost for Single unit site		£586.45		
	Plus additional unit inspection time	10(O) per unit		£9.15	

The amounts in the table will be rounded to £586 standing charge plus £9.15 per unit

8.2 Any application to transfer or amend a site licence received after 1 April 2022 will be required to pay a transfer fee of £350

	Action	Time (Mins) Amending Licence	Admin Cost	Officer Cost	Manager Cost
1	Enquiry received and service request entered on computer system.	20(A)	£12.02	0	0
2	Send out application form and covering letter detailing fee required	15(A)	£9.00	0	0
3	Upon receipt of application form scan and attach form to computer worksheet. Attach hard copy to paper file. Enter action on computer database and associated details Generate acknowledgement letter and send to applicant.	30(A)	£18.00	0	0
4	Enter particulars on application form on to premises record on computer system	15(A)	£9	0	0
5	Check application valid e.g. all compulsory questions completed and correct fee included Check all particulars entered on computer premises record correctly	30(O)	0	£27.45	0
6	Carry out LRS to confirm applicant is new owner of the site	30(O)	0	£27.45	0
7	Amend site licence print out and proof read	60(O)	0	£54.90	0

8	Amended site licence to be checked signed by line manager	30(M)	0	0	£34
9	Look up records of outstanding historic breaches, outstanding notices etc.	15(O)	0	£13.73	0
10	Send amended site licence to site owner with covering letter. Send written notification of outstanding historic breaches and outstanding notices to new site owner. Add to actions to electronic worksheet.	20(O)	0	£18.30	0
11	Scan and attached signed copy of site licence to electronic worksheet and attached signed hard copy to paper file.	20 (O)	0	£18.30	0
12	Attach hard copy of covering letter and notification of outstanding historic breaches and outstanding notices etc to electronic and paper file	15(O)	0	£13.73	0
13	Amend park home site licence spreadsheet and public register of park home site licences.	20(A)	12.02		0
14	General additions time taken with telephone conversations and correspondence with applicant on typical variation enquiry	90(O)	0	£82.35	0
	Total hours as a Decimal		60.1166667	256.20	34.06
	Total Cost		£350.38		

8.3 The hourly rates have been based on the midpoints of officers' salaries (as of July 2021) of the following pay scales.

Manager (Principal EHO)	MMB
Officer (EHO)	Grade 10/MMA
Admin (Administrator)	Grade 7

9. Annual fee structure

9.1 Where applicable the annual fee will be charged on the following basis:

Annual licence fee for a single unit site	£55.00
plus an additional £7.00 for each additional unit up to 101 units	
plus an additional £5.00 for each additional unit up to 201 units	
plus an additional £4.00 for each additional unit over 201	

9.2 Payment date

The annual fee shall be payable by 30 April of that year, failure to pay the fee may result in an order being sought from the Residential Property Tribunal (RPT) to secure payment by a specified date, if payment is not received within 3 months of the date specified in the order and application may be made to the RPT to revoke the licence.

10. Other charges

Application to amend up to two licence conditions	£135
Application to amend more than two licence conditions	£135 plus £28 per condition
Deposit of site rules (including deposit of amended rules)	£75
Replacement printed copy of site licence	£25

11. Document History

DATE	ISSUE	DETAILS OF AMENDMENTS
27/01/2014	1	New Policy
2017	2	Amended by Committee report
2021	3	Reviewed document and updated costings

APPENDIX C

Caravan site licences 2016 to 2016	Deficit and surplus					
		<u>2016/17</u> <u>Actual</u> £	<u>2017/18</u> <u>Actual</u> £	<u>2018/19</u> <u>Actual</u> £	<u>2019/20</u> <u>Actual</u> £	<u>2020/21</u> <u>Actual</u> £
<u>Employees</u>						
Salaries		4,400	4,600	5,800	4,700	4,600
<u>Training and Recruitment</u>						
Short Courses		0	0	0	70	0
<u>Transport related expenditure</u>						
Car allowances		100	226	200	200	100
<u>Support services</u>						
Financial services		894	950	986	622	724
Information technology		118	125	190	124	181
Corporate services		47	50	76	62	145
Office accommodation		306	350	227	187	217
Customer services		282	575	682	560	652
Law and governance	-		-	227	(0)	0
Technical services		191	188	152	124	109
Gross expenditure		6,338	7,064	8,540	6,651	6,728
Sales, fees and charges		4,022	4,137	6,540	6,745	6,500
Gross income		4,022	4,137	6,540	6,745	6,500
Net expenditure		2,316	2,927	2,000	(94)	228

APPENDIX D

EQUALITY SCREENING

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Caravan site licensing – committee report,	D Carins

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?

Amendment of standard licensing condition within Caravan Model standards conditions following on from work done in relation to heating grants for Park Homes

Heating Grants for Park Homes scheme by is currently underway within the Borough. This is being undertaken by Heat Surrey and the Council's Energy Management team. This scheme allows mobile home owners to improve the heating and insulation measures within resident's mobile homes such as the addition of external insulation material to the home.

There is a general requirement within the caravan licensing regime that mobile homes are 6m apart for preventing spread of fire from one home to the next should a mobile home catch fire. Provided that material with a final finish of Class 1 rating for Fire Spread is installed to a home this distance can be reduced to 5.25 m to accommodate improved thermal insulation and fire resistance cladding.

A situation has been encountered regarding the implications of this grant scheme by way of the addition of external insulation to caravans and the interaction with the site licensing condition regarding the maintenance of an inter-separation distance between caravans. Officers are aware that there may be several applicants for the Heating Grants who will be in a situation whereby the separation space between the homes will lead to a breach of this separation condition since the first neighbouring caravan at some point in the past would have already been cladding and hence effectively reduced the 6m separation distance. Therefore, when the second caravan then seeks to fit insulation to their home then the effective gap between the two caravans could end up being less than 5.25m. In terms of fire spread insulation, officers are proposing that, in instances where the separation space after installation of energy efficient /fire resistant cladding on two opposite facing mobile homes is less than 5.25 m but more than 5.01m, subject to the agreement of Surrey Fire and Rescue Service, that works could potentially be permitted on a case-by-case basis.

Members are being asked to endorse this general approach to this specific licensing condition in such circumstance. The overall effect would be that both homes would have class 1 fire resistance and the benefit of additional insulation material being applied for thermal comfort.

Surrey County Council Fire and rescue services have been asked to comment as to the fire risk implications and whether or not they have concerns over the above approach. SCC Fire and Rescue have advised that they are not seeking to raise objections on the basis that the facing facades of the mobile homes will be moved to 5m apart because both facades will be clad in class 1 rated material inhibiting the spread of fire.

The proposed endorsement of the officers approach will positively assist residents of caravans who are seeking to have additional thermal and fire resistance cladding added externally to their homes

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 on the basis of 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.

There are sites which have been licensed which purport to cater for Romany Travellers. There are also other mobile home sites which only allow for a certain age group eg over 55 years old. Hence it is suggested that there are caravan sites which could contain a class of the population which could be considered to have protected characteristics.

However, the aim of insulating caravans will provide many benefits in that the residents will have external insulation to not only allow better heat retention, hyperthermia prevention but at the same time reduce heating costs (fuel poverty) and reduce emissions from heating systems it will also provide class 1 rated flame spread insulation and hence reduce the fire protection to the caravan.

It could be said that the improved insulation may have more of a positive benefit for someone in the older age groups or with a cold related illness more than within the younger age group due to the increased susceptibility to coldness.

Information to support this proposition being obtained from the Governments Housing Health and Safety Rating System Operating Guidance Housing Act 2004 Guidance about inspections and assessment of hazards given under Section 9 February 2006 page 59;-

Hazard 2 Excess cold Description of the hazard

2.01 This category covers the threats to health from sub-optimal indoor temperatures. Potential for harm Most vulnerable age group and statistical averages

2.02 The most vulnerable age group is all persons 65 years or over

Health effects

2.05 A healthy indoor temperature is around 21°C, although cold is not generally perceived until the temperature drops below 18°C. A small risk of adverse health effects begins once the temperature falls below 19°C. Serious health risks occur below 16°C with a substantially increased risk of respiratory and cardiovascular conditions. Below 10°C the risk of hypothermia becomes appreciable, especially for the elderly.

2.06 There are approximately 40,000 more deaths between December and March than expected from the death rates in other months of the year. This seasonal fluctuation, Excess Winter Deaths, is greater in Britain than in most other countries of continental Europe and Scandinavia.

2.07 Cardiovascular conditions (e.g. heart attacks and stroke) account for half the excess winter deaths, and respiratory diseases (e.g. influenza, pneumonia and bronchitis), account for another third. The increase in deaths from heart attacks occurs about 2 days following the onset of a cold spell, the delay is about 5 days for deaths from stroke, and about 12 days for respiratory deaths.

2.08 Although there is some excess winter deaths in all age groups, it becomes significant for those in the 45+ age group. The risk increases with age in a roughly linear pattern up to the 85+ age group, after which there is a marked increased risk.

2.09 The main causal factor for excess winter deaths appears to be changes in ambient (outdoor) temperature, but seasonal infections, and changes in behavioural patterns, air pollution levels and micronutrient intake may also account for some of the seasonal pattern.

2.10 The extent to which housing contributes is not clearly known, but the indication is that people living in dwellings that are poorly heated are at significantly greater risk. There is less evidence on the relationship between housing characteristics and health other than mortality. However, it is very probable that the findings in relation to cold-related mortality can be extended in broad terms to cardio-respiratory morbidity and health related quality of life.

2.11 Low temperatures can impair the thermoregulatory system of the elderly, and the very young whose thermoregulatory system is immature. Both these groups may spend a greater time indoors in cold weather and both will not move about as much as other groups in the cold.

2.12 Cold air streams may affect the respiratory tract and can slow the heart temporarily, increasing cardiovascular strain. When the whole body is cooled, blood pressure increases. The effect of cold air on the bronchial lining and immune system can reduce resistance to infection. Thus, sleeping in cold bedrooms has been shown to substantially increase the health risk.

2.13 The symptoms of rheumatoid arthritis can be worsened by cold. Low temperatures also aggravate sickle cell anaemia and the related thalassaemia, and can affect the healing of leg skin ulcers.

In summary there would be a multi-fold benefit when external insulation is applied to caravans even if the two facades of the caravans are closer because of the addition of external insulating material. The benefits would be mitigating against the spread of fire, improve thermal comfort and at the same time reduce heating cost. Hence if insulation can be applied it is seen that the introduction of such measures would benefit residents of caravans hence it is suggested that overall, this is a positive step to seek endorsement by the Member of the revision of the licensing condition.

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 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.

Impact on protected characteristics

When external insulation is applied to caravans there would be a multi-fold benefit even if the two facades of the caravans are closer because of the addition of external insulating material. The benefits would be mitigating against the spread of fire, improve thermal comfort and at the same time reduce heating cost. Hence if insulation can be applied it is seen that the introduction of such measures would benefit residents of caravans hence it is suggested that overall, this is a **positive step** and expect to have a positive impact on anyone residing in a caravan with the protected characteristic of age both the elderly and children and for someone with a Disability to seek endorsement by the Member of the revision of the licensing condition. While it is appreciated that there is a gap in the information, we have to determine the actual impact of this policy on anyone with a protected characteristic, we will in terms of our continued review of the Policy seek to gain more information that would assist in mitigating any negative impacts we find.

It is therefore considered that the Council will comply with its Public Sector Equality duty when endorsing this Policy and a full impact assessment is not required at this stage.

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

Date completed: 07/12/21

Sign-off by senior manager:

Officers' Recommendation that –

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A of the Act.

(To resolve)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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