



# Environment and Sustainability Committee

Thursday, 17 November 2022 at 7.00 pm

Council Chamber, Runnymede Civic Centre,  
Addlestone

## Members of the Committee

Councillors: N King (Chairman), D Coen (Vice-Chair), R Bromley, M Heath, S Jenkins, R King, S Lewis, J Olorenshaw, N Prescott and D Whyte

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## AGENDA

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- 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](mailto:carol.holehouse@runnymede.gov.uk)).**
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**Runnymede Borough Council****Environment and Sustainability Committee****Thursday, 9 June 2022 at 7.30 pm**

Members of the Committee present: Councillors N King (Chairman), D Coen (Vice-Chair), R Bromley, S Jenkins, A King (Substitute, in place of Councillor R King), S Lewis, N Prescott, D Whyte, and V Cunningham (Substitute, in place of Councillor M Heath)

Members of the Committee absent: Councillor J Olorenshaw

In attendance: Councillors A Berardi, L Gillham and C Howorth.

**1 Minutes**

The Minutes of the meeting held on 10 March 2022 were confirmed and signed as a correct record.

**2 Apologies for absence**

Apologies for absence were received from Councillor J Olorenshaw

**3 Declarations of interest**

None received.

**4 Air Quality Statement Annual Status Report 2020**

The Committee was presented with a report which provided them with updated Air Quality information in the form of Runnymede's 2020 ASR which was recently submitted to Defra.

Runnymede's air quality monitoring capability was currently totally reliant on diffusion tubes. There were currently 31 diffusion tubes in the Borough, the tubes were moved around the Borough and were therefore used as dynamically as possible.

Over the past 20 years the Borough had seen a slow decline in nitrogen dioxide levels. However, when directly comparing the nitrogen dioxide levels of 2018 to 2019, the air quality situation within the Borough in 2020 showed a slight deterioration. There was one particular area of concern within the Borough being the four-way traffic light-controlled junction at Addlestone. This was a declared Air Quality Management Area. Officers had been in discussions with the Surrey County Council highway team to look at possibilities to improve the highway at that particular junction.

The Committee was particularly concerned to see that Particulate Matter and Sulphur Dioxide was not currently being monitored. Members appreciated the cost implications of further monitoring but asked Officers to explore other appropriate air quality measures and provide Members with costings at a future Committee meeting.

Members of the Committee were also keen for Officers to take a more proactive approach in liaising with the planning department, in relation to current and future planning applications which were likely to impact air quality in the Borough. Additionally, the importance of monitoring air quality around Schools was highlighted. Previous engagement with Schools in the Borough regarding idling engines outside of Schools and walk to School campaigns had been successful. Officers were therefore asked to consider

engaging with Schools in the Borough again in this regard.

**Resolved that;**

**the 2020 Air Quality Annual Status Report (ASR) be noted; and**

**note that Air Quality Monitoring was now a key indicator in the Climate Change Strategy approved on 21 April 2022**

## 5 **Food Service Plan 2022/23**

Members received the proposed Food Service Plan for 2022/23. The Committee was advised that the Food Standards Agency (FSA) had introduced changes to the national food safety inspection programme in response to national shortfalls in inspection targets due to the Covid pandemic. This had evolved into a 'Covid recovery plan' with priority led expectations based on risk. Despite resourcing issues Runnymede had been able to maintain a high level of output and exceeded the minimum level of service outlined in the FSA recovery plan.

As well as delivering 336 interventions at food premises, 55 new businesses received an on-site inspection, and 132 written warnings were issued. This was in addition to responding to over 200 service requests and over 100 non-Covid infectious disease notifications. The skills and labour shortages within the hospitality sector had hampered the post covid recovery for many small businesses. Runnymede had introduced the option of in person training and online training on the Food Hygiene Rating Scheme (FHRS) for local businesses. Officers advised the Committee that generally the hospitality industry appeared to have been recovered well from the effects of the pandemic, but the recent cost of living crisis now appeared to be having an effect.

The problem of business premises mis-handling food waste was raised. Officers advised the Committee that all businesses had to enter into a food waste contract and action could be taken against businesses in breach of this. Members were asked to inform the Environmental Services team of any problematic premises in their wards so the appropriate action could be taken.

**Recommend to Full Council on 21 July 2022 that:**

**The Food Service Plan for 2022/23 be approved in accordance with Article 4 of the constitution**

## 6 **Great Big Green Week**

Officers presented to the Committee a report giving information on the Big Green Week and its founder charity The Climate Coalition. The report was requested at the meeting of Full Council on 26 January 2022 in response to a motion being passed to promote The Big Green Week in September 2022.

The Committee was advised that The Climate Coalition was the operating name of the Climate Movement. The Climate Coalition's website claim they are the UK's largest group of people dedicated to action climate change. The main purpose of the organisation was to influence decision makers by bringing people together across society to unify and amplify voices, showing the broad support for climate action across the UK.

The first Great Big Green Week took place in September last year and was declared by the

Climate Coalition as the largest event for climate and nature ever seen in the UK. Across the country, over 5000 community led events took place. This year the Great Big Green Week would run from 24<sup>th</sup> September to 2<sup>nd</sup> October, and it was hoped it would be larger than last year. The Climate Coalition are calling for events within local communities that will celebrate how they are taking action to tackle climate change and protect green spaces and encourage others to get involved.

Members were presented with 3 options for participation by the Council to support and promote the Great Big Green Week. The Committee considered the options and the implications involved, particularly given the tight timescales. Whilst some Members supported Option 3 the work involved in road closures given the time restraints made this unfeasible this year. There was a concern from one Member that it was a “waste of time and just a green-washing exercise”. However, it was agreed by Members to go with Option 2 with a view to looking at Option 3 in 2023 when the success of this year’s level of input could be reviewed.

Officers advised the Committee that this was a community led movement and Runnymede’s role would be in advertising and facilitating the event, it was not Council owned. The Council would be encouraging uptake and participation by residents and local community groups and signposting/promoting events. A comprehensive communication pack was available from The Climate Coalition. The Committee was also keen to pursue this event in co-ordination with the Council’s Health and Wellbeing agenda. It was, however, noted that the Health and Wellbeing Member Working Party had not met since last September which was disappointing.

In order to enable all Councillors/wards to be involved a MS Teams briefing would be held so all Councillors and their residents could be informed on how they could be involved.

**Resolved that:**

**Option 2 as detailed in the report be adopted; and**

**Officers evaluate the success of the Great Big Green Week and review the level of input required for 2023**

**7 Key Performance Indicators Quarter 1 to Quarter 3 2021/2022**

The Committee received a report detailing the Key Performance Indicators for Quarter 1 to Quarter 3 2021/22, together with the annual overall performance for the same period.

It was noted that in relation to performance indicator ES1 and ES2, due to these figures being provided externally, they were not available as there was a lag period of between 3 and 6 months.

2021/2022 had seen an exceptional performance by the depot staff in both being able to deliver the KPI targets and continue to provide the full range of services to the residents of Runnymede. The Committee asked for their thanks and congratulations to be passed onto all staff at the depot.

Officers were asked why Runnymede charged residents to collect green waste. The Committee was advised that this was not a statutory service therefore a charge could be made. Defra were currently considering changes which may result in the collection of green waste having a set fee or possibly becoming free of charge in the future.

(The meeting ended at 8.47 pm.)

Proposed Change to Restrictions at Aviator Park Recreation Ground Car Park – Review of Objections (Corporate Head of Customer, Digital and Collection Services - Linda Norman)

### **Synopsis of report:**

- 1. To report the objections received in response to the Council's Public Notice to make an Amendment Order to change the restrictions that apply in the Aviator Park Recreation Ground Car Park; and**
- 2. To request the Committee to consider these objections and to decide whether the Amendment Order should be confirmed.**

### **Recommendations:**

- i) The Committee considers the objections received to the Council's proposal to make an Amendment Order to increase for the period for no return in the Aviator Park Recreation Ground Car Park from two hours to five hours; and**
- ii) Having considered the objections, the Committee decides whether the Amendment Order should be confirmed and for the Corporate Head of Customer, Digital and Collection Services under delegated authority to approve up to six parking permits to be used at that location to permit all day parking for either residents or local businesses to apply for.**

### **1. Context of report**

- 1.1** At its meeting on 17 November 2021, this Committee was advised that 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, the Committee had resolved that there was no case for introducing charges in these car parks.
- 1.2** At the meeting on 17 November 2021, the Committee was advised that 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 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.
- 1.3** 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 had been received by park users that they were unable to park, no further consideration of changes to the parking restrictions had been recommended.



- 1.4 However, since the transfer of Parking Services from Community Services to Customer, Digital and Collection Services, enforcement of that area had been re-instated. It was clear that this particular 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 each day. With the Civil Enforcement Officers (CEO) now visiting the car park, Parking Contravention Notices (PCN) were being issued which had resulted in several complaints from the owners of the vehicles who had challenged the legality of the notices.
- 1.5 The Committee was advised that discussions by Customer, Digital and Collection Services with Green Spaces staff confirmed that the results of their 2018 survey, 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 three hours but increasing the no return from 2 to 5 hours would not impact on current users but would ensure that the car park continued to be kept available for use by the public for recreational purposes and was in the spirit of the original intention for the car park. This change would be achieved through an amendment to the Borough of Runnymede (Off-Street Parking Places) Order 2008 (as amended). There would be minimal cost for these changes requiring improved signage and the installation of a machine which would work on a similar basis to that installed at Homewood Park which required users to display a ticket confirming time of entry, but no fees were payable. This would then mean enforcing of the parking restrictions would be more effective and that park users would be able to continue using the car park.
- 1.6 The Committee noted that enquiries from residents regarding overnight parking in the Aviator Park car park had been considered and discounted due to concerns from the Police and Community Safety about potential anti-social behaviour that may occur. The car park is poorly lit and there is no CCTV in that area. The Police recommended investing in such measures to mitigate any risk should the overnight parking restriction be lifted in the future. However, the Committee was advised that, 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 did have to pay for resident parking permits in some areas.
- 1.7 Having considered the above information, the Committee agreed that the Council would advertise 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 remained predominantly for the benefit of the Recreation Ground users.

## 2. **Report**

- 2.1 The Council placed a public notice in the Surrey Advertiser on 3 December 2021, arranged for copies of the public notice to be displayed in the car park and in the vicinity of the car park and advised by post local and statutory organisations of its intention to make an amendment Order. The public notice advised that a copy of the draft Order and Statement of the Council's reasons for proposing to make the Order were available for inspection during normal opening hours at the Civic Centre and that any objection should be sent in writing by post or by email to the Corporate Head of Law and Governance by 24 December 2021.

- 2.2 The Council has received seven objections to the proposed Amendment Order sent by email which are set out in Appendix 'A' attached. Six of the seven objections received are from people working for two businesses who use the car park to park their vehicle while they are at work. Three of these objectors work for one local company (Company A) and three of them work for another local company (Company B) Objection 7 is from a local resident. All of the objectors have been advised that their objections will be considered.
- 2.3 A summary of the main points made by the objectors and comments by officers on those points are set out below.

**Objection 1 – first objection - Company A, Objection 2 - Company A and Objection 4 - Company B**

- 2.4 The car park provides convenient parking for them. They regularly use it for periods of up to 3 hours before leaving for meetings and the inability to return within five hours would cause them significant issues.
- 2.5 They state that they would have to park in local streets if they did not use the car park as alternative parking in the town centre is too far away. Officers advise that the town centre is only a short drive or short walk away.
- 2.6 They contend that by making this change local streets which are already congested with parked vehicles will become more congested.
- 2.7 They contend that the car park is seldom used by people who use the Recreation Ground.
- 2.8 They report that the level of use of the car park is not great and that there is plenty of room in the car park to accommodate people who might wish to park there to use the Recreation Ground or park there for other purposes.
- 2.9 They state that the Council should not be seeking to prevent local residents and local workers from using the car park on a regular basis.
- 2.10 They contend that the Council must research the use of the car park and establish the level of usage by Recreation Ground users which they contend is very low.
- 2.11 They contend that there have been a number of different regulations which have applied in the car park. Officers advise that since the car park has been included within the Off-Street Parking Places Order only one set of regulations has applied, i.e. that vehicles may wait for a maximum period of three hours and a return is prohibited within two hours.
- 2.12 Objector 1 (Company A) and Objector 4 (Company B) advise that the business for which they work would be prepared to pay for permits to park in the car park and that they would require no more than three permits annually. This would also give the Council an additional revenue stream.

**Objector 1 – second objection - Company A**

- 2.13 This objector asked to receive the draft Order and Statement of Reasons for proposing to make the Order which were sent to them electronically. This objector then sent a second objection which relate to the Statement of Reasons (the Statement of Reasons is attached at Appendix 'B'). A summary of the points made by

the objector which are additional to the points made in this objector's first objection and officer comments on those additional points are set out below.

- 2.14 They suggest that the intention for use of the car park for leisure purposes should have been publicised in the car park. Officers advise that this has not been done for the following reasons. The Council is required to make it clear to users what the conditions are relating to the car park, i.e. at present that vehicles may wait for a maximum period of three hours and a return is prohibited within two hours. In doing this, it is not barring people from using the car park who are not using the Recreation Ground, it is allowing people to use the car park, for whatever purpose, provided that they comply with those conditions.
- 2.15 They contend that there has not been misuse by users and state that vehicles have been correctly parked in line with regulations.

### **Objector 3 – Company A**

- 2.16 They state that the car park provides convenient parking for them. They regularly use it for periods of up to 3 hours before leaving for meetings and the inability to return within five hours would cause them significant problems with trying to park and return to work.
- 2.17 They state that parking in local areas is already difficult and alternative parking in the town centre is too far away and would incur additional cost during a time when everyone is suffering as a result of the pandemic. Officers advise that the town centre is only a short drive or short walk away.
- 2.18 They suggest that the Council should review its proposed course of action and liaise with local businesses and residents with a view to devising a plan that will have the support of local businesses and residents.

### **Objector 5 – Company B**

- 2.19 This objector asked to receive the draft Order and Statement of Reasons for proposing to make the Order which were sent to them electronically.
- 2.20 They state that the car park provides convenient parking for them. They support the current timeframe for return which prevents local workers and commuters using the station from parking in the car park all day, but not the proposed no return within five hours amendment as they consider it is detrimental to local residents. They consider that the current parking rules are effective.
- 2.21 They object as PCNs have been issued in the car park which have been challenged. Officers advise that proposals to tackle this issue are set out in paragraph 1.5 of this report above.
- 2.22 They consider that the Council should provide signs stating that the car park is only for the use of Recreation Ground users and consider that, if that is what the Council intends, there should not be a no return policy. Officers advise that providing signs that the car park is only for the use of Recreation Ground users has not been done for the following reasons. The Council is required to make it clear to users what the conditions are relating to the car park, i.e. at present that vehicles may wait for a maximum period of three hours and a return is prohibited within two hours. In doing this, it is not barring people from using the car park who are not using the Recreation

Ground, it is allowing people to use the car park, for whatever purpose, provided that they comply with those conditions.

- 2.23 They contend that local people walk to the Recreation Ground in order to use it rather than parking in the car park and then using the Recreation Ground.
- 2.24 They contend that the Council should not be encouraging local residents to drive to the car park and park there in order to use the Recreation Ground as car use is not environmentally friendly.
- 2.25 They contend that the Council should demonstrate with evidence the numbers of people who use this car park in order to use the Recreation Ground.
- 2.26 They object to the use of the term “misuse” in the Statement of Reasons (the Statement of Reasons is attached at Appendix ‘B). Officers advise that anyone who does not comply with the conditions for the use of the car park is misusing it.
- 2.27 They report that the level of use of the car park is not great and that there is plenty of room in the car park for all types of users.

#### **Objector 6 – Company B**

- 2.28 This objector states that they use the car park regularly for work and that if the change were made, they would have to park in local streets which are already congested. They state that the change would have an adverse effect on people that use the car park regularly for work purposes. Officers advise that the town centre is only a short drive or a short walk away.

#### **Objector 7 – From a local resident**

- 2.29 They suggest that the decision-making process should be deferred in order to allow more time for local residents to consider the Council’s reasons for proposing to make the Amendment Order. Officers advise that the Council has made the draft Order and Statement of Reasons for proposing to make the Order available for inspection during normal opening hours at the Civic Centre and the public were not precluded from visiting the Civic Centre to view the documents during the 21-day objection period. At the time of this meeting, it will have been almost 1 year since the public notice was published advising that a copy of the draft Order and Statement of the Council’s reasons for proposing to make the Order were available for inspection; no further representations have been received from Objector 7 having now had several months to consider the Council’s reasons for proposing to make the Amendment Order.
- 2.30 The local resident has objected to the Amendment Order on the basis that they state that the car park is never full and that it would be detrimental to local residents to increase the no return period.
- 2.31 They hope that the Council is not putting forward this proposal unless it is supported by substantial evidence and suggest that the proposed change might be motivated by the Council seeking to acquire more revenue.
- 2.32 Regarding paragraphs 4, 5 and 6 of these objections which relate to a suggestion from local residents that night parking should be allowed, officers propose to inform this resident of the reasons for not proceeding with night parking for residents which are set out in paragraph 1.6 of this report above.

- 2.33 Since the consultation concluded, court action was taken by local residents against the Council to close the skate park within Aviator Park due to excessive noise. The skate park was therefore temporarily closed until the outcome of the court case. The court case concluded on 7 September 2022 with a recommendation for the skate park to be open two days a week as from 5 October 2022. Corporate Management Committee has since decided to close the skate park indefinitely and install a new facility at Heathervale.
- 2.34 During the period of closure of the skate park, Parking Services have taken the opportunity to monitor the use of the car park to see whether suggestions for introducing parking permits for local businesses at that location could be accommodated without impacting on park users.
- 2.35 The car park consists of 12 parking spaces and 3 disabled parking spaces. Since the closure of the skate park, the car park is relatively empty albeit with the same six cars being parked most days. Occasionally, other cars have been seen there early in the morning but are gone within two hours which suggests these people are using the car park as intended.
- 2.36 However, the Council recognises that there has been a fundamental change to the facilities that Aviator Park offers since the consultation to change the parking order. With the closure of the skate park earlier in the year, this has affected the number of visitors to the park and the carpark is no longer being used to the same capacity as previously. There is now an opportunity for the Council to consider whether it is able to offer parking permits at that site to support local businesses or residents without impacting on people who still want to use the carpark as previously intended i.e. visiting the park.
- 2.37 The recent monitoring of the site has concluded that the Council could set aside up to six parking spaces which would require parking permits, leaving six spaces for others as well as three disabled parking spaces. The cost of an annual parking permit is £125 at the Council's smaller car parks, and this would raise approximately £750 a year which would go towards maintaining the car park which has been neglected in recent years.

### **3. Policy framework implications**

- 3.1 The Corporate Plan includes in its priorities "helping to stimulate the creation of a sustainable town, that reduces the need for residents to travel outside of the Borough to access retail, commercial and leisure facilities."

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

- 4.1 If the Committee is minded to proceed with the Amendment Order, the Order will be made and confirmation of the making of the Order will be advertised.
- 4.2 If the Committee approve the addition of parking permits at the location, this will be advertised and a small revenue income of £750 will be received which can be invested back into the service to help maintain the Council's car parks.

### **5. Legal implications**

- 5.1 An amendment to the Off-Street Parking Order is 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.

- 5.2 Under the provisions of the Road Traffic Regulation Act 1984 the Council has advertised its intention to make this proposed change. As objections have been received, they must be considered by this Committee who will then decide whether to proceed with the Amendment Order.
- 5.3 The Corporate Head of Customer, Digital and Collection Services has delegated Authority to issue parking permits at Council owned car parks.

## 6. **Equality implications**

- 6.1 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.
- 6.2 The Equality Impact Assessment that was submitted to the 17 November 2021 meeting of this Committee is attached at Appendix 'C'.
- 6.3 No objections received were in relation to potential discrimination under the Equalities Act.

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

There are none.

## 8. **Other implications**

- 8.1 The objectors who use the car park to park their vehicle while they are at work (objectors 1 to 6) state that they regularly use the car park for periods of up to 3 hours before leaving for meetings and the inability to return within five hours would cause them significant problems with trying to park and return to work.
- 8.2 They state that they would have to park in local streets if they did not use the car park as alternative parking in the town centre is too far away. They contend that by making this change local streets which are already congested with parked vehicles will become more congested. Officers advise that the town centre is only a short drive or short walk away.
- 8.3 They contend that the car park is seldom used by people who use the Recreation Ground. They report that the level of use of the car park is not great and that there is plenty of room in the car park to accommodate people who might wish to park there to use the Recreation Ground or park there for other purposes, e.g. local residents or people parking there while at work.
- 8.4 They contend that the Council must research the use of the car park and demonstrate with evidence the level of usage by Recreation Ground users which they contend is very low.
- 8.5 One objector working for Company A and one objector working for Company B have advised that the businesses for which they work would be prepared to pay for permits to park in the car park and that for each business no more than three permits would

be required annually.

- 8.6 One objector has suggested that the Council should review its proposed course of action and liaise with local businesses and residents with a view to devising a plan that will have the support of local businesses and residents.
- 8.7 One objector contends that local people walk to the Recreation Ground in order to use it rather than parking in the car park and then using the Recreation Ground and that the Council should not be encouraging local residents to drive to the car park and park there in order to use the Recreation Ground as car use is not environmentally friendly.
- 8.8 A local resident (objector 7) has objected to the Amendment Order on the basis that they state that the car park is never full and that it would be detrimental to local residents to increase the no return period. They hope that the Council is not putting forward this proposal unless it is supported by substantial evidence. Regarding the night parking suggestion in this objection, it is recommended that officers inform this resident of the reasons for not proceeding with night parking for residents which are set out in paragraph 1.6 of this report above.

## 9. **Timetable for Implementation**

- 9.1 The Amendment Order and parking permits should come into effect from 3 January 2023 to allow for minor works to be carried out at the car park such as new signage, parking machine and permit spaces to be identified.

## 10. **Conclusions**

- 10.1 The Committee considers the objections received to the Council's proposal to make an Amendment Order to increase for the period for no return in the Aviator Park Recreation Ground Car Park from two hours to five hours.
- 10.2 Having considered the objections, the Committee decides whether the Amendment Order should be confirmed and for the Corporate Head of Customer, Digital and Collection Services under delegated authority to approve up to six parking permits to be used at that location to permit all day parking for either residents or local businesses to apply for.

**(To resolve)**

### **Background papers**

Objections received to the proposed Amendment Order (Attached at Appendix 'A')  
Statement of Reasons (Attached at Appendix 'B')  
Equality Screening (Attached at Appendix 'C')

COMPANY A

OBJECTION ONE  
1ST OBJECTION

I wish to object to the proposed changes to the regulations regarding the Aviator Park car park on the following grounds;

I have used this car park since it opened. It provides convenient local parking for me. I regularly use it for periods of up to 3 hours before leaving for meetings etc. The inability to return within 5 hours will cause me significant issues.

If I did not have use of this car park, I would have to park in the local streets as the alternative parking in the town (the multi-storey car park) is too far away. This would further congest roads such as Victoria Road, Garden Close and Albert Road, which already suffer from on street parking issues.

Council officials have told me that this car park is intended for users of the green space known as Marconi Sports Field. However, that green space is rarely used and certainly not by people who need to use the parking facilities to then use the green space. This car park could be used by green space users and others in harmony without any capacity issues as it has since it opened.

I believe the main drive of your proposed changes is to prevent local people, be they local workers or residents, using the car park on a regular basis.

I do not believe you have researched the use of this car park in any way.

I believe research would show you that this car park is never full and probably only has a handful of visitors a week that use the green space. I used the car park yesterday and there were five other cars parked at the time of my arrival. On Tuesday, there were four other cars at my time of arrival. I don't believe I have ever seen it anywhere near full.

I would remind you that this car park used to allow parking for 5 hours maximum, no return within 2 hours. Council policy on this car park is therefore disjointed and poorly thought out as this would be the fourth set of regulations to apply since it opened.

I would be willing to pay for a permit to use this car park so that it could become "permit holders or 3 hours maximum, no return within 5 hours". As a business, we would only need 2 or 3 permits annually. With 21 spaces available in the car park, I don't believe issuing permits would prevent other users accessing the car park as it is never full. Permits would also give the council an additional revenue stream.



COMPANY A

OBJECTION ONE

2ND OBJECTION

I have now received a copy the Council's reasons for changing the parking rules at the above car park and therefore wish to make further representation and objection as follows;

Your reasons talk about the "original intention of the car park". The only intention of a car park should be to provide parking for vehicles. No intention for use has ever been publicised in that car park.

Your reasons state "This misuse by business users...." It is categorically not misuse. Vehicles are been correctly parked in line with regulations.

Your reasons take no account whatsoever of the number of users that use the car park to park their vehicles whilst using the recreational area. I don't believe there will EVER have been an instance whereby a person intending to use that car park in this manner has been prevented from doing so because the car park was full. Virtually no one parks in that car park to then use the recreational space.

As a responsible Council, I believe you should undertake research to understand how many "recreational users" use that car park. I think you'd be hard pushed to find anyone in a typical week.

Overall, your reasons suggest this is more about stopping me and my colleagues from using that car park whilst using the smokescreen of hypothetical users who simply don't exist.

All users have happily used this car park side by side for many many years without there ever being capacity issues. You simply have no logical or sensible reason to change the regulations. I can therefore only conclude that this is a

case of victimisation by the Council against a specific type of user of the car park, simply because you don't like the reasons why that car park is being used.

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COMPANY A

DBSELTWN TWO

Dear Sirs,

I wish to object to the proposed changes to the regulations regarding the Aviator Park car park on the following grounds;

- I have used this car park since it opened. It provides convenient local parking for me. I regularly use it for periods of up to 3 hours before leaving for meetings etc. The inability to return within 5 hours will cause me significant issues.
- If I did not have use of this car park, I would have to park in the local streets as the alternative parking in the town (the multi-storey car park) is too far away. This would further congest roads such as Victoria Road, Garden Close and Albert Road, which already suffer from on street parking issues.
- Council officials have told me that this car park is intended for users of the green space known as Marconi Sports Field. However, that green space is rarely used and certainly not by people who need to use the parking facilities to then use the green space. This car park could be used by green space users and others in harmony without any capacity issues as it has since it opened.
- I believe the main drive of your proposed changes is to prevent local people, be they local workers or residents, using the car park on a regular basis.
- I do not believe you have researched the use of this car park in any way.
- I believe research would show you that this car park is never full and probably only has a handful of visitors a week that use the green space. I used the car park yesterday and there were five other cars parked at the time of my arrival. On Tuesday, there were four other cars at my time of arrival. I don't believe I have ever seen it anywhere near full.

I would remind you that this car park used to allow parking for 5 hours maximum, no return within 2 hours. Council policy on this car park is therefore disjointed and poorly thought out as this would be the fourth set of regulations to apply since it opened.

Regards,

3

COMPANY A

OBJECTION THREE

Dear sirs

I wish to object to the proposed changes to the regulations regarding the Aviator Park car park on the following grounds;

I have used this car park since I started working in Addlestone. It provides convenient local parking near my place of work. I regularly use it for periods of up to 3 hours before leaving for meetings etc and the inability to return within 5 hours will cause significant problems with trying to park and return to work.

Parking in local areas is already difficult and the multi storey is far too distant to my place of work and would incur additional cost during times where we are all suffering due to the ongoing pandemic.

Please review your intended plans and liaise with local businesses and residents as to a much better plan that would accommodate already struggling businesses and concerned residents.

Many thanks,

Kind regards,

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COMPANY B

OBJECTION FOUR

Dear Sirs,

I wish to object to the proposed changes to the regulations regarding the Aviator Park car park on the following grounds;

I have used this car park since 2012, when I moved to the area. It provides convenient local parking for me. I regularly use it for periods of up to 3 hours before leaving for meetings etc. The inability to return within 5 hours will cause me and my business significant issues.

If I did not have use of this car park, I would have to park in the local streets as the alternative parking in the town (the multi-storey car park) is too far away. This would further congest roads such as Victoria Road, Garden Close and Albert Road, which already suffer from on street parking issues.

Council officials have told me that this car park is intended for users of the green space known as Marconi Sports Field. However, that green space is rarely used and certainly not by people who need to use the parking facilities to then use the green space. This car park could be used by green space users and others in harmony without any capacity issues as it has since it opened.

I believe the main drive of your proposed changes is to prevent local people, be they local workers or residents, using the car park on a regular basis.

I do not believe you have researched the use of this car park in any way.

I believe research would show you that this car park is never full and probably only has a handful of visitors a week that use the green space. Most days there are three or four cars parked and I have never seen it in anyway busier or full.

I would remind you that this car park used to allow parking for 5 hours maximum, no return within 2 hours. Council policy on this car park is therefore disjointed and poorly thought out as this would be the fourth set of regulations to apply since it opened.

I would be willing to pay for a permit to use this car park so that it could become "permit holders or 3 hours maximum, no return within 5 hours". As a business, we would only need 2 or 3 permits annually. With 21 spaces available in the car park, I don't believe issuing permits would prevent other users accessing the car park as it is never full. Permits would also give the council an additional revenue stream.

I do hope that you will consider my objection sympathetically.

Yours sincerely,

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COMPANY B

OBJECTION FIVE

Hi Mario

An individual in my office has made me aware that you intend to increase the no return time in the Aviator Park car park to 5 hours, essentially prohibiting anyone using the car park twice during a normal day-time.

Having worked in an office in Station Road opposite the car park for several years, it is incredibly helpful to have parking spaces nearby that allows a reasonable timeframe for return. I agree with there being a "no-return within..." policy as it prevents local workers from parking there all day and also commuters from using all the spaces to take the train, again all day. I do have an objection however to the proposed 5 hour no return policy, as your reasoning for your proposal is factually incorrect, and only seeks to victimise local residents. I also object on the basis that your offices have been knowingly issuing incorrect parking fines, and having discussed your procedures for issuing tickets with your offices, I am concerned that you have and are wasting crucial time and public money changing something that has no practical benefits for the local community and its residents.

Surely your role is to do what is best for the local community, and I can see your argument seems to present you are doing this by making sure there are free spaces for users of the park. Can I ask, if the car park is to only be used by users of the park, (1) why are there no signs to this effect? And (2) why do you even have a return policy at all?

It appears clear to me that having had to retract several incorrectly issued parking tickets, you are simply doing this so that your wardens are easier able to "catch out" people so that fines can be issued. Having a previously 2 and then 3 hour no return window logically causes some difficulty managing the frequency in which your wardens need

to attend in order to issue tickets. However, instead of managing the frequency of warden visits, you have simply unlawfully issued tickets which have subsequently been retracted following appeal. I sympathise with your position in having to police the car park to some extent, but this proposed order only satisfies your self-interest in issuing tickets rather than the local interests of the community you are in office to serve. That is wrong.

What is also wrong is that you are stating the use of the car park is for visiting the park, and that is complete nonsense. Would you encourage a local resident in Addlestone to drive to the park? In today's environmentally conscious society of course you wouldn't. Also, it is completely illogical to suggest the purpose of the car park is so that somebody living within a reasonable walking distance of an area used for non-car based recreation, can park their car there. Your stance makes no sense, so again, it can only be inferred that your intention is to only serve your own interests, which is fundamentally against the whole purpose of a publicly funded council. The car park is clearly a multi-purpose car-park designed to cater for all types of users. It being next to a park is incidental, and is certainly irrelevant if you do not explicitly advertise who the users of the park should be. If you are going to suggest this measure is necessary to protect users of the park who drive, then surely you should demonstrate, with some evidence, the number of park users who drive. Because I know for a fact the number of people in this category are probably the lowest in number in terms of using the car park.

CONTINUED ..

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I object to you classing my potential use of the car park as misuse. Not only do you not inform the public of the intended use of the car park, you do not seem to understand that somebody could both be legitimately using and "misusing" (to use your term) the car park, and at the same time! For instance, I myself have used the park whilst at work on my lunch break, whilst parked in the car park. According to your logic, I "misused" the car park when I arrived at work, but perhaps I became a legitimate user of the car park the moment I stepped into the park? It is a ridiculous proposition you are making and doesn't even make logical sense, and because you cannot police your fictitious "original intention" of the car park, you use it to legitimise a draconian measure only seeking to punish

local business residents. I have never once been asked either on arrival or departure what my intended use of the car park is/was, and so I would question how you know when I park there that I am "misusing" the car park. Not only that, but you also cannot guarantee legitimate users of the car park (people driving here to use the park) do not start misusing the car park if they perhaps decide to walk away from the park and into one of the local shops. In that case, you are protecting this category of person's rights above my own, even though they are also misusing the parking facilities, especially as you yourself acknowledge, people rarely use the park for longer than 2 hours.

It is also ironic you are championing the use of a car park for recreational activities in a location that has been next to an enormous building site for several years to date and still continuing. If you did have community interests at heart, then you might have looked at alternatives to allowing the noise and the pollution associated with the building work next to this recreational area.

Lastly, I have never in my time observing the car park, noticed it to be full or close to full (even prior to the awful building sites surrounding it). Again, your proposal seeks to address an issue that does not actually exist, for a category of users who you cannot substantiate nor do you even know exist. Your reasoning is completely illogical and based on a fictitious premise that tries to legitimise issuing tickets within your monitoring capabilities, and I fundamentally object to there being any change to the parking rules on this basis. There have never been any issues with space in the car park which suggests to me that the current parking rules are doing what they are supposed to. That you would prefer to "catch out" people like me who work in the local area (committing, I'm sure, vital public resources to), I would suggest is at odds with your role in working with the community to provide better local services. This measure only serves yourselves, and to pretend and try to legitimise otherwise is wrong.

I'll end by saying, if you decide to bring in a measure which effectively prioritises the rights of someone who lives outside of a reasonable walking distance of a public space over and above those of a local business resident on the park's doorstep, then it demonstrates quite clearly how seriously you take your role as public servant. For you to spend any more time or public resource on such a self-serving non-issue demonstrates your contempt for the community you serve.

COMPANY B

OBJECTION SIX

Dear Mario,

I would like to object to the proposed changes regarding the Aviator Park car park.

I use this car park regularly for work. If I did not have use of this car park, I would have to park down local streets such as Garden Close, Albert Road and Victoria Road which are already extremely busy.

Please do not change the parking at Aviator Park it will cause no end of issues for people that use it regularly for work and meetings.

Best Regards

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LOCAL RESIDENT

OBJECTION SEVEN

Dear Mr. Mario Leo,

I wish to object to the proposal to alter the return period to Aviator Park Car Park.

I have just read the signage in the car park which is dated 3<sup>rd</sup> December 2021. It is not possible to attend the Civic Centre to read the draft 'Order and Statement' owing to the guidance regarding social distancing and the necessity to avoid meeting indoors. The virus is spreading and Christmas is imminent. It is not a risk worth taking. RBC opening hours for today, according to your website, are also unclear. It is very unhelpful that this document is not available for safe and convenient perusal on line. It would be fair and reasonable to defer any decision making process until I and other local residents have been given an opportunity to read the document and can provide a meaningful contribution to the consultation.

Without having sight of your rationale, which I hope is supported by substantial evidence, I object to the proposal on the basis that it seems perverse and unnecessarily punitive to local residents. I live locally and the car park is never full therefore an argument based on the premise that an increase in the return period is a deterrent is not made out.

Perhaps it is a cynical ploy to acquire more revenue for the Local Authority.

Since 2019 I have been in communication with Peter Winfield, the Head of Green Space for RBC, with a view to amending restrictions in the car park so that it can be used by local residents at night when there are no park users. Parking for local residents in the vicinity of Aviator Park is severely restricted. In March 2020 Mr Winfield informed

me that he was looking at 'whether the existing parking restrictions could be lifted at dusk each evening until 8am the next day'. This would require a report to the Council's Environment and Sustainability Committee.

I requested an update from Mr Winfield in August 2020 and I was informed that 'as with much other normal business there has been no progress with this since we were hit with lockdown in March. The Council has quite rightly re-deployed many of its staff to supporting vulnerable people in the community which means that, as with other departments, we have been running short staffed for several months.' In May 2021 I requested a further update and I was informed that 'we are now starting to clear a backlog of work that built up last year, so I would expect to be able to start drafting the committee report in the next few weeks'.

I note that RBC evidently no longer have to re-deploy staff to support vulnerable people and that the backlog of work must have cleared (although this didn't extend to keeping me updated) to the extent that you now have the time and staffing capacity to attempt to implement an unnecessary change to the regulations of a small car park.

In summary I object to this proposal and I would be grateful if you could publish the 'Order and Statement' and defer the consultation process. Please can you also provide me with an update from the Council's Environment and Sustainability Committee on the matter of amending the parking restrictions.

I look forward to hearing from you within the next 10 working days.

Yours sincerely and Happy Christmas

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**Runnymede Borough Council****BOROUGH OF RUNNYMEDE (OFF-STREET PARKING PLACES)****(AMENDMENT) (NO.\*) ORDER 202\*****STATEMENT OF THE COUNCIL'S REASONS FOR PROPOSING  
TO MAKE THE ORDER**

At present vehicles are only allowed to park in the Aviator Park Recreation Ground Car Park, off Station Road, Addlestone from Mondays to Saturdays for a maximum period of three hours with no return allowed within two hours. A recent increase in the patrolling of this car park by Civic Enforcement Officers has shown that it is being used by the public to park their vehicles whilst they are at work to obtain free parking rather than for visiting the Aviator Park Recreation Ground which was the original intention of the car park. This misuse by business users to obtain approximately six hours of free parking a day limits access to the car park for those members of the public who wish to visit Aviator Park Recreation Ground as there are only 15 spaces available in the car park. It is therefore proposed that vehicles will only be permitted to park in this car park from Mondays to Saturdays for a maximum period of three hours with no return allowed within five hours. Increasing the no return from two hours to five hours will not have an impact on current users of the Recreation Ground who rarely stay for longer than two hours but will ensure that the car park is kept available for use by the public for recreational purposes.

## 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

Annual Review of Car Parking Charges in Off- Street Car Parks – (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.

**Recommendations:**

Car park and permit charge levels should remain unchanged for the next year to support residents and businesses with the cost-of-living crisis; and

The Committee authorises the Corporate Head of Customer, Digital and Collection Services along with the Corporate Head of Assets and Regeneration to engage with the British Legion and local businesses to review the current lease arrangement with a view to renegotiating the contract, If agreement cannot be reached a recommendation to remove the car park from the councils "off street" car parking order for September 2023 will be brought back to Committee for further discussion in February 2023.

**1. Context and background 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 April, along with the Council's other Fees and Charges.
- 1.2 Public car parks are an amenity provided by the Council for the convenience of the public. In shopping areas, they also encourage and maintain the viability of businesses but the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.
- 1.3 This report predominantly focuses on the current fees and charges for parking services including the pay and display' car parks. 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

Car Park	No of Spaces
Wasp Farm, Station Road, Egham	119
Hummer Road, Egham	78
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. Responsibility for managing this carpark was transferred to the Corporate Head of Customer, Digital & Collection Services in August 2022 to ensure all Council owned carparks were being managed efficiently.
- 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. This management of this carpark has also recently been transferred to the Corporate Head of Customer, Digital & Collection Services.
- 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.
- v) Tesco have taken back ownership of their 45 spaces from September 2022 in Hummer Road so this has reduced the number of parking spaces under the Councils Parking Orders.

1.4 There are two scales of car park charges. A lower scale of charges operates in the smaller 'Out of Town Centre' car parks. These are Victoria Street and St Jude's Road car parks in Englefield Green, Pooley Green Car Park and Gogmore Farm Car Park in Chertsey. The other car parks are subject to the higher 'Town Centre' scale of charges, but some only offer short term parking within the scale of charges.

1.5 As well as the scale of parking charges, car parking income also comes from parking permits, contract parking permits and penalty charge notices.

Parking permits 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 parking permit charges for residents and non-residents were increased in January 2019.

Contract parking bays are reserved bays in Beomonds 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.

- 1.6 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.
- 1.7 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 23/24 financial year but to have another year of stability, supporting our businesses and encouraging the public back into our town centres.

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

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

	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	Up to 5 hours	Up to 6 hours	Up to 7 hours
<b>Woking</b>	£1.60	£3.20	£4.80	£6.40	£7.60	£7.60	£12
<b>Spelthorne</b>	Free - £1.40	£2.30	£3.00	£4.00	£7.00	£12.20	
<b>Elmbridge</b>	Free - £1.50	£3.00	£4.50	£5.60	£7.00	£7.80 -	
<b>Tandridge</b>		Free	Free - £6.10	£5.00	£20.00	£20.00	
<b>Epsom &amp; Ewell</b>	Free - £2.00	£3.00	£4.00		£6.00	£25.00	
<b>Guildford</b>	£ 4.00 -	£ 4.00 -	£3.60 -			£7.20 -	
<b>Mole Valley</b>	55p - £1.10	£2.20	£3.30	£4.40	£5.50	£6.60	£7.70
<b>Reigate &amp; Banstead</b>	£1.10 -	£1.60 -	£2.10 -	£2.60 -	£3.30 -		
<b>Surrey Heath</b>	£1.40	£2.20	£2.70	£3.60	£4.10		
	£ 1.00 -	£1.50 - £	£2.00 -	£3.00 -		£4.00 -	
	£2.00	1.80	£2.30	£3.50		£5.00	
<b>Waverley</b>	20p -£1.10	20p - £2.20	£6.00	£6.00	£6.50	£8.00	£10.00
	£1.30 -	£2.50 -	£3.50 -	£4.00 -	£4.50 -	£5.50 -	
<b>Runnymede</b>	£1.50	£3.00	£4.50	£6.00	£6.00	£6.00	

Many have remained the same 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. Should Runnymede decide to increase the parking fees, this could result in customers choosing to go elsewhere which could further impact on parking income.

- 1.9 There are also a number of free Borough Council car parks in parks, cemeteries, recreation grounds and corporate buildings. These are currently managed by Open Spaces.

## 2. Report

- 2.1 Table 3 below shows a comparison of the ticket sales in all of the Council's car parks for the periods 19/20 to 21/22 inclusive:

	19/20	20/21	21/22	% change
Beomonds	5512	3466	5679.5	64%
British Legion, Virginia Water	733	256	245.5	-4%
Chertsey Library	22991	7423	16363.6	120%
Hummer Road	108754	92730	134328.8	45%
Memorial	14250	6938	12709.7	83%
Waspe Farm	14137	12266	10847.7	-12%
Woodland	65462	21988	24614.3	12%
St Judes	4033	4959	2282.5	-54%
Victoria Street	2590	2026	2165.2	7%
Pooley Green	122	376	60.3	-84%
Gogmore Farm	7639	4573	2236	-51%
<b>Total</b>	246223	157001	211533.1	35%

- 2.3 The effect of the pandemic and the current financial crisis is still significantly affecting car park use across the board. Memorial carpark in Virginia Water is predominantly a commuter car park and has shown an improvement on the previous year but is still below that of 2019/20. Chertsey Library will again be used to support the NHS vaccination programme this winter and as such, parking fees will be below what was expected 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.

Hummer Road in Egham, which provides car parking for Tesco, has maintained a relatively good throughput. However, with Tesco taking back control of their area from September 2022, this will impact income for future years.

The Council currently pay the British Legion £20,000 per year to lease that car park in Virginia Water. That car park is not currently widely used and the income generated no longer covers the cost of that lease agreement. It is recommended that officers contact the British Legion to ascertain whether there is an enhanced arrangement can be found where there is limited cost to the Council. If no agreement can be made the matter will be considered further at its February 2023 committee.

- 2.4 RingGo now accounts for 52% (109,509) of all parking transactions compared to 78,797 for 21/22. This is a small increase on the previous year so the Council should continue to provide a choice for customers to pay their car parking.
- 2.5 The current pay and display machines were installed in 2003 and are now at end of life and will need replacing for 23/24 year. The current machines only offer payment by coin or note and are powered mainly by electricity. It is proposed as part of the hardware refresh, the machines will be replaced with the latest models and enable contactless payments to be made. It is anticipated that they will also be solar powered, reducing the carbon footprint of both the machine and the requirement to empty them thus providing a modern and secure method of payment and giving customers a choice of how to pay for their car-parking. The cost of secure cash collection is approximately £13k per annum which will be used to offset the processing fees for contactless payments.

- 2.6 Car park season tickets and permits are available in most of the Council's car parks. Income from the sale of these permits was £53,165 for 21/22. This includes £10,906 from contract parking. Permit sales have reduced significantly when compared to previous years;
- £83,400 for the 20/21
  - £128,542 in 2019/20.
- 2.7 The renewal of parking permits for 22/23 is again down with only 30% being renewed. This reduction in take-up is believed to be due to a change in people's lifestyles with many now working from home and not returning to offices. The table below shows the number of permits available against the number issued.

Table 4

CAR PARK	ISSUED	NUMBER OF		PERMIT COST	
		PERMITS ALLOWED	ON WAITING LIST		
HUMMER ROAD	13	45	2	Quarterly £300.00	Annual £700.00
WASPE FARM	8	56	5	Quarterly £	Annual £700.00
GOGMORE	2	18	2	Quarterly £	Annual £500.00
BEOMONDS	0	13 RES/10 NON RES	2	Quarterly £100.00	Annual £300.00 R Annual £700.00 N-R
CHERTSEY LIBRARY	8		2	Quarterly £250.00	Annual £700.00
POOLEY GREEN	7		0	Quarterly £50.00	Annual £125.00
RUNNYMEDE PLEASURE GROUND	0		0		
ST JUDES	10	10	0		Annual £125.00
VICTORIA STREET	15	15	3		Annual £125.00
WOODLANDS CAR PARK	10	35	0		Annual £700.00
MEMORIAL GARDENS	2	40	1		Annual £700.00
BRITISH LEGION	1	10	0	Quarterly £250.00	Annual £700.00
<b>TOTALS</b>	<b>76</b>	<b>252</b>	<b>17</b>		

Customers on the waiting lists have been contacted but permits have not been taken up prior to the writing of this report.

- 2.8 Customer surveys have 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 was agreed in November 21 by this committee to suspend customer surveys until the completion of the phase 3 (ANPR & EVC) of the Parking Services Review which is due to commence in 2023/24.
- 2.9 As part of the Road Traffic Act 2008, the Council is required to consult with the public and SCC if there is an intention to change the level of off-street parking charges. The Borough is obliged to consider any responses received prior to implementing the changes.
- 2.10 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. An increase of tariff charges is likely to be based on demand, so if a car park is not in high demand, an increase in charges is likely to result in a reduction in customers and consequently a drop in income despite charges being increased. The cost of updating all the carpark notices with the increase will also need to be considered as this will have to be offset against any income received.
- 2.11 The last two years have been unprecedented with the economic recovery much slower than anticipated together with a fundamental change in people's working patterns, it is difficult to estimate the potential future income of parking at this current time.



- 2.12 Furthermore, Surrey CC have given notice not to renew the agency agreement for On-street Parking Enforcement when it comes to an end on 31 March 2023. This will have a further impact on parking income as currently 60-70% of the Parking Team's costs are attributed to SCC. A separate report will be issued to all councillors detailing the implications of this decision.

### 3. Policy framework implications

- 3.1 The Corporate Plan includes in its overarching strategies; Economic Development and Health & Wellbeing. Maintaining car park fees at the current level will help to stimulate the creation of sustainable towns, that reduce the need for residents to travel outside of the Borough to access retail, commercial and leisure facilities. It will also not increase the financial burden to residents wishing to use Council carparks for everyday life.

### 4. Resource implications/Value for Money

- 4.1 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 22. The income is significantly below what was budgeted for and reflects the change in people's working habits. To increase car park fees at a time when car parks are not being fully utilised could cause further loss of income particularly as neighbouring authorities are not proposing to increase their charges. A consequence of increased fees could encourage people to park on the highway effecting road safety and impact on free flow of traffic. This income will be closely monitored through the next year to see whether these estimates are accurate.

Car Parks	Current Budget	Income as at September 2022	Potential 2023/24 income
Gogmore farm	14700	2001	4100
Chertsey library	53200	23004	47800
Beomonds	12600	2643	5500
Woodlands	102900	25351	52700
Wasp Farm	56000	16602	38000
Hummer Road	121800	66436	58100
Pooley Green	1400	270	600
Victoria Street	2800	2073	4300
St Judes Road	12000	7693	16000
Memorial Gardens	63700	23286	48400
British Legion	7700	811	900
TOTAL	448800	170170	276400

### 5. Legal implications

- 5.1 Section 35 of the Road Traffic Regulation Act 1984 allows Local Authorities to impose charges for parking, with Penalty Charge Notices to enforce, by designating car parks under the Act. This was undertaken for the car parks in this report by the Borough of Runnymede (Off Street Parking Places) Order 2008 (as amended)
- 5.2 Increases or variations in charges introduced by Order can be made by issuing a Notice. The notice of any new charges must be given in a local newspaper and in the affected car parks, at least 21 days before they are implemented.

### 6. Equality implications

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

### 7. Environmental/Sustainability/Biodiversity implications

7.1 The proposed hardware refresh of pay and display machines in the Council's car parks supports the green agenda

8. **Other implications (where applicable)**

8.1 None

9. **Timetable for Implementation**

9.1 1 April 2023

10. **Conclusions**

10.1 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.

10.2 Car park and permit charge levels should remain unchanged for the next year to support residents and businesses with the cost-of-living crisis.

10.3 The Committee authorises the Corporate Head of Customer, Digital and Collection Services along with the Corporate Head of Assets and Regeneration to engage with the British Legion and local businesses to review the current lease arrangement with a view to renegotiating the contract. If agreement cannot be reached a recommendation to remove the car park from the council's "off street" car parking order for September 2023 will be brought back to Committee for further discussion in February 2023.

**(To resolve)**

**Background papers**

None stated.



# Egham Chamber of Commerce

*Supporting Business in Englefield Green, Virginia Water, Thorpe and Egham*

**Runnymede Borough Council ,  
Environment and Sustainability Committee**

**6 October 2022**

Dear Sirs,

## **Car Parking - Review of Charges**

Egham Chamber understands that we are approaching the annual review of car park charges across Runnymede Borough. That being the case we wish to put forward a number of proposals/suggestions for car parking in Egham for consideration.

As we have mentioned in previous correspondence Councillors will be aware that businesses suffer when shoppers are deterred by high charges and must balance the deterioration in health and viability of town centres against any increase in Council income.

We would now put forward proposals for consideration as follows:

- A 60 minutes free parking rate be introduced in all council operated car parks. This would encourage more short term visitors to the town and provide potential visitors to Egham the same opportunity that is currently in place for visitors that use the multi-storey car park in Addlestone.
- A review is undertaken of existing car park signage to ensure that visitors entering the town from all access routes can be directed easily to available car parking, this may also include a notice of parking spaces available.
- RBC to look into the potential for utilizing car parks in the town centre that belong to commercial properties that may not be in use at the weekends and in the evening.
- RBC to co-ordinate a review of car parking spaces at commercial properties to identify spaces/locations that could be utilized by employees of retail outlets in the High Street area. It is important to provide facilities for those people working in the town centre in addition to visitors.

In addition to proposals for car parking Egham Chamber would also invite and encourage RBC to investigate the potential for secure and publicly visible bicycle storage for visitors to the town and those using the train station. This should encourage more people to use this mode of transport for short journeys if they have the reassurance that the property will be where they left it when they return. The existing facilities are simply not good enough.

On a similar note we would encourage RBC to undertake a feasibility study for the introduction of a bike hire scheme, particularly to and from the town centre and the Royal Holloway University campus.

Egham Chamber of Commerce believes that the proposals above will encourage more visitors to the town and stimulate economic activity. It is essential that Egham can identify what it can provide to potential visitors and how it can encourage them to come here. Egham does not have the range of shops that can be found in other larger local centres so needs to concentrate on what it can provide.

If you require any additional details please let us know.

Yours Sincerely



Meher Oliaji  
Vice-Chairman

*“Sealing Local Business”*

E-mail: [eghamchamber@hotmail.com](mailto:eghamchamber@hotmail.com)

Phone: 07756 199286



egham chamber



@eghamchamber

### **Urgent Action under Standing Order 42 – (Corporate Head of Customer Digital and Collection Services – Linda Norman)**

A copy of proforma 1009 detailing action taken after consultation with the Chairman and the Vice-Chairman of this Committee is attached at Appendix 'A'

**(For information)**

**Background Papers**

**None**

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

**TO: Councillors Nigel King & David Coen**  
**Chairman and Vice- Chairman of the Environment & Sustainability Committee**

**FROM: Linda Norman**

**OFFICER REFERENCE: Tesco's Hummer Road**      **DATE: 12.09.22**  
 Car park

**1. Synopsis of report:**

Tesco have given notice that they no longer require the Council to manage their part of the Hummer Road car park from 1 September 2022 and that the land should revert to a private car park managed by Tesco for the benefit of their customers.

The Council's Off-Street Parking Places Order 2008 does not distinguish between the private car park and public car park at that location and as such, an amendment to that order needs to be made. Under the provisions of the Road Traffic Regulation Act 1984 the Council will have to advertise its intention to make the proposed change and allow 21-28 days for objection.

It is unlikely that there will be any objections as it is Tesco's intention to offer free parking for its customers. Should any objections be received, this will be considered by a further SO42 for a decision taken on whether to proceed with the Amendment Order. However, as Tesco have already taken back possession of the car park, the process of making the Order is to legally regularise the position.

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

**(Please state if agreement of Chairman and Vice-Chairman required within 24 hours, and why)**

There is no official contract between Tesco and the Council. In 2003, when Tesco bought the supermarket from Somerfield, they asked that the previous 'gentlemen's agreement' for the management of the car park to be formalised into a contract. However, this was never completed and therefore, Tesco are not legally obliged to give formal notice on this arrangement.

They have informed the Council that they have taken back possession on 1 September 2022 and have asked that we suspend enforcement on their land from that date. The Council is working with Tesco to transition the public car park to a private car park and as such, the removal of this location from the Council's Off-Street Parking Places Order 2008 is critical to that transfer. The next meeting of the E&S committee is not until 17 November 2022 and as this is purely a legal process to return the car park to private ownership, this should be dealt with as quickly as possible.

**3. Recommendation(s)**

To make an amendment order to the Council's Off-Street Parking Places Order 2008 to remove the element of Tesco car park from the Hummer Road location.

The loss of up to £40,000 in lost car parking income be noted

#### 4. Context of report

In July 2003, Tesco bought the supermarket and car park behind 60/63 High Street Egham. Tesco were aware of the 'gentlemen's agreement' between Somerfield and the Council whereby the Council managed the car park and was entitled to any monies generated by tickets and fines relating to the Tesco part of the car park. The Council was responsible for the running costs of the car park, but Tesco asked to be consulted on price changes. They asked for the agreement to be formalised into a contract, renewable on a year-by-year basis. Unfortunately, this agreement was never converted into a legally binding contract with a formal notice period should either party wish to end the contract. The agreement has been in place since 1989 with Somerfield and then from 2003 onwards with Tesco.

In July 2022, Tesco asked to see the contract for the car park and as one could not be found, they advised that they would be taking back possession of their land with immediate effect as per the land registry deeds. Upon further investigation and discussions, the origins of the agreement for managing the car park were uncovered and whilst Tesco are not obliged to give formal notice to end this arrangement, the Council has agreed to suspend parking enforcement on their land from 1 September 2022 whilst we work together to transfer the car park back into their possession. As part of this transfer, the Council's Off-Street Parking Places Order 2008 needs to be amended. As private land, this should not have been included in the order and this now needs to be rectified from a legal perspective.

In addition to the amendment to the order, other practical issues need to be resolved and these are progressing in partnership with Tesco to ensure the smooth transfer of the land.

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

The land belongs to Tesco and there is no formal contract in place to enable the Council to keep possession and management of the car park. The only option is to work with Tesco to ensure the smooth transfer of the land back into their possession and use. Should the Council have refused to give up possession, Tesco could have involved expensive litigation and removal of the Council's assets immediately. By working with Tesco, this will ensure a smooth transition which will not inconvenience or confuse the public as to who is responsible for which part of the car park.

The Council will no longer receive the income generated from that car park from September 2022.

#### 6. Policy framework implications

- Underpins the Council's Corporate theme of 'Supporting Local People'

The car park is widely used and by returning it to Tesco, customers will enjoy free parking when visiting that store.

There has always been some confusion for customers who have parked in the Council car park thinking they are parked in the Tesco car park which have resulted in Penalty Charge Notices being issued. By separating the two car parks, improving the signage, and having a clear demarcation between the two, this will improve the parking experience for customers visiting that part of Egham. There will be more spaces available to those customers wishing to visit the High Street as the Tesco customers will use that car park as a preference.

#### 7. Financial and Resource implications (where practicable)

Hummer Road car park generates a high volume of income through the pay and display machines. With the loss of 45 spaces returning to Tesco, it is anticipated that the Council may lose approximately £40k income at this location this year. Unfortunately, there was no legal contract in place to enable the Council to have a right to a longer notice period and the Council has only ever been the managing agent of this car park. The Council has benefited from the gentlemen's agreement that was in place since 1989 but this has now ended and unfortunately, there is little the Council can do to mitigate this loss of income.

8. **Legal implications**

An amendment to the Off-Street Parking Order is required to remove the Tesco part of Hummer Road car park and return it to private ownership.

Under the provisions of the Road Traffic Regulation Act 1984 the Council must advertise its intention to make this proposed change. Any objections subsequently received, must be considered by E&S Committee who will then decide whether to proceed with the Amendment Order.

9. **Equality implications**

By returning this car park to private ownership will not negatively impact on any residents with protected characteristics and disabled bays will be available as normal in the Council owned car park at the other end of Hummer Road.

10. **Other implications (Environmental/biodiversity/ sustainability must be addressed)**

There are none

11. **Background papers**

There are none

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

Signature of authorised officer ..... [Redacted Signature] .....

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 Nigel King

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date 29/01/22

I have the following further comments:

Further information may be obtained from

on Ext. .

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

Business Runnymede, and relationships with other organisations relevant to the economic well-being of the Borough, (Planning Policy and Economic Development - Rachel Raynaud)

## **Synopsis of report:**

This report provides information on Business Runnymede, and Council relationships with Chambers of Commerce and other organisations relevant to the economic well-being of the Borough. As requested under Standing Order 27.5. It covers:

- Information about the most recent activities of the Business Runnymede and how Councillors can support this area of work.
- Information about the working relationship between Runnymede Borough Council and each Chamber of Commerce.
- Information about financial, practical or any other form of support which Runnymede Borough Council provides to each Chamber of Commerce.

## **Recommendation:**

For information only

## **1. Context and background of report**

- 1.1 Established in 1998, Business Runnymede (formerly Runnymede Business Partnership) brings together the local business community, Chambers of Commerce, Surrey Police, schools, colleges, and the Borough Council to tackle issues affecting business across Runnymede. Business Runnymede signposts businesses to support available via its monthly newsletter, organises networking events and operates a business directory. The administration of Business Runnymede is carried out by the council's Economic Development Team under guidance from the Business Runnymede Steering Group which includes business representatives and other relevant stakeholders.
- 1.2 There has been no recent Council or Committee consideration specifically regarding Business Runnymede and relationships with the Chambers of Commerce and other business organisations. However, Priority 2 of the Council's Economic Development Strategy (EDS) 2022-2026, approved at Full Council on 20 October 2022, seeks to 'Maintain competitive advantage through business engagement, strengthening business networking'. This priority, one of six within the EDS was identified as a result of the findings of the Economic Assessment of the Borough, the business survey undertaken in 2021, and a workshop with businesses held at Royal Holloway, University of London in September 2021. One of the deliverables of Priority 2 is to develop Business Runnymede by promoting the organisation, growing its membership and programme of networking, seminars, business support and information signposting.

## **2. Report**

## Business Runnymede

- 2.1 Business Runnymede does not have a formal membership, but business representatives and other interested persons can sign up to receive a monthly e-newsletter via the [Business Runnymede](#) website. There are currently 341 businesses signed up, and the Economic Development team is actively visiting businesses to raise awareness of Business Runnymede and inform businesses of the benefits of signing up to the newsletter. The newsletter provides businesses with up-to-date information on grants and business support. For example, information on grants to help businesses reduce their carbon omissions was circulated to businesses and promoted at a Business Runnymede Event in September. As a result, two businesses have received grants totaling £13,633.88, generating an investment of £37,345.71 and saving 11.34tCO<sub>2</sub>e.
- 2.2 The Business Runnymede website provides businesses with information on: business support opportunities and funding; local networks and organizations'; a calendar of events, including networking events and seminars organised by Business Runnymede itself; access to the Business Directory (which includes details of 235 businesses); as well as commercial property information and testimonials highlighting why Runnymede is an excellent location from which to operate a business and place to invest. In 2022 members of Business Runnymede were able to benefit from free membership to the Federation of Small Business (FSB). Membership to the FSB provides access to free legal and HR advice, business networking and support.
- 2.3 In future it is proposed that the Business Runnymede Steering Group meet three times per year to discuss Business Runnymede activities and events. The group comprise representatives from local businesses and other stakeholders such as the police and Royal Holloway University of London (RHUL). The current Chair is Mark Adams. The administration of Business Runnymede is undertaken by the Council's Economic Development team, and the Planning Policy and Economic Development Business Unit budget includes a small revenue budget to help cover catering and marketing costs incurred with organising Business Runnymede networking events. Sponsorship for events however is sought wherever possible.
- 2.4 In 2022, three events have been organised by Business Runnymede. The latest event was held on 16 November and focused on the opportunities for businesses to utilize new creative technologies to increase productively and develop new markets. The event was delivered in partnership with Royal Holloway University of London who showcased their work to support immersive technologies through the [StoryFutures](#) project. Details on all events are provided on the Business Runnymede events calendar and promoted via the monthly newsletter.
- 2.5 Members support in promoting Business Runnymede is welcome, and the Economic Development team would encourage all Members to sign up to the Business Runnymede newsletter to keep abreast of its activities. Although the audience for networking events is predominately aimed at business representatives, the Leader and Deputy Leader will be invited to all future events, and if Members are particularly interested in attending a specific event, they are welcome to sign up via eventbrite.
- 2.6 In accordance with the EDS, Business Runnymede in conjunction with Runnymede Borough Council is planning to host the first Runnymede Business Awards next May to celebrate our local businesses, raise the profile of the Borough as a business location, and provide a further networking opportunity. Discussions have already commenced with businesses regarding sponsorship, and a sponsorship brochure is

being prepared. The awards will be launched in January. The sponsorship brochure and information on entering the awards will be sent out to all Members so that they can help promote the event.

### **Chambers of Commerce**

- 2.7 Runnymede is home to three Chambers of Commerce in Addlestone, Chertsey and Egham. However, only Egham Chamber of Commerce is currently active. The Chambers are independent membership organisations and are not financially supported by the Council. A Member and Deputy Member from Runnymede Council however are nominated to each Chamber of Commerce. The Chambers of Commerce are categorised for nomination purposes as 'C organisations' - 'independent outside bodies and the appointees are placed there to act as Trustees, members of the Management Committee, or some similar role. They are not there to act as Council representatives but to use their judgement in the best interests of the Charity. In many cases, while acting on the outside body, they will be under a positive legal duty to act in its best interests rather than those of the Council.'
- 2.8 Officers from the Economic Development Team attend occasional Egham Chamber of Commerce meetings, to hear from Egham businesses about their needs and to promote the Business Runnymede newsletter and events. Egham Chamber also promotes Business Runnymede events to its members where appropriate.
- 2.9 Some businesses in the Borough are also members of Surrey Chambers of Commerce. The Economic Development team works with Surrey Chambers where applicable to assist local businesses, and the Chamber also promotes Business Runnymede events to their members where appropriate.
- 2.10 Town Teams have been set up in each Town in the Borough to bring together businesses, residents representatives and other stakeholders to support town centre businesses and promote activities to increase footfall and dwell time. In Egham some members of the Town Team are also members of the Chamber of Commerce.

### **3. Policy framework implications**

- 3.1 Priority 2 of the Council's Economic Development Strategy (EDS) 2022-2026, seeks to 'Maintain competitive advantage through business engagement, strengthening business networking'. One of the deliverables of Priority 2 is to develop Business Runnymede by promoting the organisation, growing its membership and programme of networking, seminars, business support and information signposting.

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

- 4.1 The Council supports Business Runnymede through staff resources from the Economic Development Team and provision of a small annual revenue budget to support organisation and promotion of Business Runnymede networking events and seminars, including the business awards.

### **5. Legal implications**

- 5.1 Council insurance does not cover Members nominated to the Chambers of Commerce, but Members of the Council are currently covered by an indemnity when appointed by the Council, which the Council has agreed to provide.

5.2 There are no other legal implications

6. **Equality implications**

6.1 None. The EDS was subject to an Equalities Impact Assessment.

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

7.1 None.

**(For information)**

**Background papers**

None stated

Green Homes Grants and Environmental Measures for Housing in the Borough – (Climate Change Officer – Sarah Hides)

**Synopsis of report:**

This report collates the environmental measures in place or being considered for housing in the Borough capturing the Green Homes Grants. The areas of support covered by Runnymede Borough Council and Surrey County Council to help residents install additional energy efficiency measures to their homes are included. This includes the Council's participation within the Local Authority Delivery (LAD) scheme.

**Recommendation:**

For information

**1. Context and background of report**

- 1.1 Cllr N King has requested a report of the environmental measures in place or being considered for housing in the borough, including private rented properties, that capture the Green Homes Grants. It was requested the report covers the areas of support given by Runnymede Borough Council (RBC) and Surrey County Council (SCC) to help residents with installing additional insulation, solar panels and increasing the energy efficiency of their homes. A report was already on the agenda for this meeting to cover LAD funding, which was requested at the E and S committee meeting in September 2021. This report will cover both requests.

**2. Green Homes Grants and the Local Authority Delivery (LAD) Scheme**

- 2.1 In July 2020 the Chancellor announced a £2 billion Green Homes Grant scheme to upgrade homes across England. Under this, £500 million funding was allocated to local authorities through the Local Authority Delivery (LAD) scheme.
- 2.2 The LAD scheme aims to improve the energy efficiency of homes of low-income households (typically those having a combined gross income of less than £30,000) with low energy performance homes (those with energy performance certificate (EPC) ratings of E, F or G, including off-gas grid homes. Some Band D properties can be included).
- 2.3 The different phases of LAD funding RBC are participating in are summarised in the table below:

<b>Green Homes Grant Type and details</b>	<b>Number of properties with measures installed</b>	<b>Measure mix</b>	<b>Average cost per household</b>	<b>Total value of works</b>
<p>LAD1B – running between 01/22 – 09/22</p> <p>RBC awarded funding from BEIS</p> <p>Delivery partner is Happy Energy Solutions Ltd</p>	<p>390 properties in total</p> <p>192 RBC owned properties</p>	<p>143 Park home insulation (external or underfloor)</p> <p>241 Solar PV panels</p> <p>37 Loft insulation</p> <p>6 Cavity Wall Insulation</p> <p>(RBC properties 188 solar, 2 cavity wall and 22 loft insulation included in above figures)</p>	<p>Owner occupied not to exceed £10,000 per property</p> <p>Rented (private or social) subsidy not to exceed £5000 per property. Minimum of 1/3 to be paid by the landlord.</p>	<p>£4,335,000 – total grant value</p> <p>£3.98m – value of works completed</p> <p>£68K additional grant secured from Surrey County Council in addition to above spend</p> <p>£1.4m on RBC owned properties (RBC have contributed £0.39m)</p> <p>Total funding invested into borough £4.44m</p>
<p>LAD2 – running between 03/22 – 09/22</p> <p>SCC awarded funding from BEIS</p> <p>Delivery partner is Action Surrey</p>	<p>6 Properties</p>	<p>2 Loft insulation</p> <p>1 Solar Thermal installation</p> <p>4 solar PV installations</p>	<p>£6,556.17</p>	<p>£36,302</p>
<p>Sustainable Warmth - incorporating (LAD3 and HUG1)– running between 01/22 – 03/23</p> <p>SCC awarded funding from BEIS – began delivery 3/10/22</p>	<p>To be determined</p>	<p>Can include:</p> <p>Cavity Wall insulation</p> <p>External wall insulation</p> <p>Park home insulation</p>	<p>£10,000 available per household</p> <p>Up to £25,000 for off-gas properties</p>	<p>£11.19 million awarded to SCC</p>

<p>Delivery partner is Action Surrey</p> <p>HUG1 – relates to off-gas properties</p>		<p>Loft insulation including top-ups</p> <p>Underfloor insulation</p> <p>Solar PV*</p> <p>Solar hot water system*</p> <p>Air source heat pump*</p> <p>(*Grant conditions require insulation measures to be installed prior to any renewable/low carbon systems)</p>		
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### Future Funding Options

<b>Grant Type and details</b>	<b>Number of properties with measures installed</b>	<b>Measure mix</b>	<b>Average cost per household</b>	<b>Total value of works</b>
<p>HUG2 (off-gas properties) – running between 2023 and 2025</p> <p>Delivery options currently under evaluation.</p>	To be determined	<p>Eligible measures are any energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) that will help improve the energy performance of homes</p>	HUG2 – various cost caps per measure per property archetype	To be determined
<p>ECO 4</p> <p>Running from 2022-2026</p>	To be determined	Gas Central Heating		To be determined



<p>Delivery options currently under evaluation.</p> <p>Funded directly via Energy Companies</p>		<p>Non-Condensing Boiler Replacement</p> <p>Air-Source Heat Pump</p> <p>Solar PV Replacement</p> <p>Storage Heaters</p> <p>Loft Insulation</p> <p>Room in Roof Insulation</p> <p>Cavity Wall Insulation</p> <p>Internal Wall Insulation</p>		
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#### 2.4 Housing Service Energy Saving Support Measures

(more detailed information is available in the background papers linked at the end of this report)

RBC also have the following measures in place to help those in social housing:

- Decent Homes programme for RBC social housing residents to ensure that all Council owned properties are maintained to a good standard.

Between March 2022 and March 2026, we plan to spend in excess of £30m to bring our Council owned homes up to a 'decent standard'. Much of this expenditure will improve the energy efficiency of our stock – this includes £10.9m on roof replacements and insulation work, £4.6m on new boilers, and £3.6m on new doors and windows. £3.7m of the work listed qualifies as contributing measures for the Social Housing Decarbonisation Fund bid. This work is funded by the Council's Housing Revenue Account.

- RBC plan to apply to the Social Housing Decarbonisation Fund for £3.3m to ensure all RBC owned social homes have an energy performance rating of C by March 2026.

#### 2.5 Other Council Energy Saving Support Measures – Private sector accommodation

- Minor non-means tests grants (up to £5,000) available to address property repairs impacting on fuel poverty. Funded by the Council's Disabled Facilities

Grant utilising the same qualification criteria as within the existing DFG process.  
£100,000 of funding available.

## 2.6 **Surrey County Council Digital Tool launch - Winter 22/23**

- Residents will be supported to use this new digital tool when visiting the upcoming Surrey Pilot Network of Warm Hubs. It will provide energy saving and grant advice based on the information residents enter. From November the tool will also be available for all residents to use on a self-service basis and promoted on partner websites from November

## 3. **Policy framework implications**

- 3.1 Support to residents with the installation of sustainable measures to reduce fuel consumption and consequently fuel bills reflects priorities set out within a number of corporate strategies:

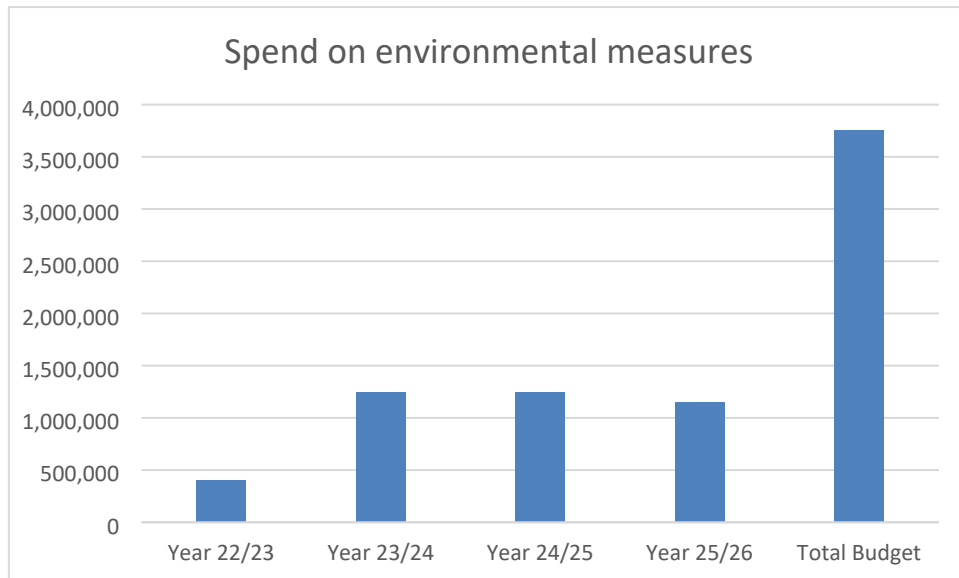
Climate Change Strategy - highlights grant funding secured to address fuel poverty and installation of renewable energy/sustainable heating. The Climate Change Strategy action plan includes the action from the Housing Asset Management Plan 2021-2026 to upgrade all housing stock to EPC C rating by 2030.

Health and Wellbeing Strategy - Objective 1 commits the Council to supporting residents with Healthy Homes. Which ensure that residents of all ages can live in safe, secure, good quality homes, and are supported when necessary to be able to continue to live independently at home.

Housing Asset Management Plan - identifies a number of climate change objectives for the Housing Service, including 'Achieve a C energy efficiency rating as a minimum for all Runnymede Borough Council's social homes by 2030' as mentioned above.

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

- 4.1 Resources have been identified within the Housing Revenue Account Business Plan to deliver the £3.7m of work identified to improve the energy performance of the Council's housing stock.
- 4.2 This work is phased over 4 years from 2022 – 2026 at the following rate: -



- 4.3 In January 2022 the Housing Committee agreed to commit £300,000 of the Council's money to unlock £1.09m of green homes grant (LAD1B). Subsequent to this, members agreed in April via an SO42 to spend a further £100,000 to unlock an additional £200,000 in grant making £1.790m of investment.
- 4.4 A successful Wave 2.1 bid will mean that total investment towards the Housing Service's key carbon reduction target will be:

	<b>Grant</b> £	<b>HRA Reserves</b> £	<b>Total</b> £
Green Homes Grant	1,390,000	400,000	1,790,000
Improvement Work	-	3,700,000	3,700,000
Wave 2.1	3,290,149	-	3,290,149
<b>Total</b>	<b>4,680,149</b>	<b>4,100,000</b>	<b>8,780,149</b>

- 4.5 Decent Homes programme for RBC social housing residents. £1.5m paid from the Housing Revenue Account.
- 4.6 Minor non-means tests grants (up to £5,000) to address property repairs impacting on fuel poverty. £100,000 funded by the Council's Disabled Facilities Grant

## 5. Legal implications

- 5.1 Runnymede Borough Council is obligated as a Registered Provider of Social Housing to comply with the Regulator of Social Housing's Home Standard. This standard predominantly focuses on ensuring social landlords meet their repairing obligations and comply with the Decent Homes Standard.
- 5.2 Currently the standard does not refer to energy performance. This is anticipated to change when the standard is next reviewed.

## 6. **Equality implications**

- 6.1 An Equalities Screening of the impact of work to upgrade the energy performance of the Council's housing stock has been undertaken.
- 6.2 This demonstrates the positive impact of this work – but emphasises the importance of gaining access to properties to undertake improvement work and monitoring closely any refusals we have from tenants.

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

- 7.1 Measures to improve the energy efficiency of homes in the Borough will help us to meet the UK target of Net Zero Carbon emissions by 2050.
- 7.2 The work to improve the energy performance of Runnymede Borough Council's housing stock forms a central strand of the work of the Housing Service to cut its environmental impact.
- 7.3 By delivering a C energy efficiency rating for all Council owned homes – this will reduce the carbon emissions from Council homes by 1078 tonnes per year. Helping us to achieve the Council's target of operational 'Net Zero Carbon' emissions from its own services and operations by 2030.

## 8. **Other implications**

- 8.1 Advertising to residents via officer work and Members will be necessary to achieve good take up of grant opportunities and schemes to support residents, for example, Sustainable Warmth. (Flyer linked under background papers).
- 8.2 Consideration of and adherence to GDPR rules is necessary when resident Information is handled by council officers and external delivery partners during the delivery of funding.
- 8.3 A procurement exercise will be needed for the SHDF if we are successful with the bid in order to source a contractor to install measures.

## 9. **Timetable for Implementation**

- 9.1 Ongoing

## 10. **Conclusions**

- 10.1 Runnymede Borough Council have been/will be able to provide support for residents with the installation of sustainable measures to their homes through the initiatives listed in this report.
- 10.2. These initiatives are aligned to the strategic objectives of the authority as set out in the Corporate Plan and within the supporting suite of linked strategies.

**(For information)**

## **Background information**

Request to Submit a bid to the social housing decarbonisation fund

Originator Andy Vincent

Housing committee – 21<sup>st</sup> September 2022

RBC response to support residents with the rising cost of living

Originator Andy Vincent

Corporate Management Committee 22 September 2022

Urgent supplementary Agenda

[Link to Sustainable Warmth leaflet](#)

Climate Change – Stage 1 Update (Chief Executive’s Office – Marcel Steward)

**Synopsis of report:**

The report responds to a request by Cllr D Whyte and Cllr J Olorenshaw under Standing Order 27 addressing Scope 1 target, achievement and investment value indicators relating to Runnymede Borough Councils action on climate change

**Recommendation:**

For information

**1. Context and background of report**

- 1.1 Members requested that this report be prepared to consider ways of reporting annual emissions (Scope 1) of each service, the target level of reduction over the next year, the annual programs & investments which the service is doing, the expected reduction in emission (Scope 1) because of those investment, the average cost per ton of reduced scope 1 of any investment (a metric to measure priority schemes and value for money) and the previous 6 months expected emissions and whether reduction targets were met.

**Timetable for implementation**

- 1.2 Please refer to Section 9 below - Timetable for implementation
- 1.3 Report to Corporate Management Committee request for budget approval to tender the contract to establish the Carbon Baseline for Runnymede Borough Council Scope 1, 2 and 3 emissions as described in the Greenhouse Gas Protocol (GHGP)

**Corporate Business Plan (CBP) Incorporating Climate Change Strategy**

- 1.4 The CBP was ratified by Full Council in October 2022. This includes the move to a Project based action management plan for 2022 / 23:
- all projects will include climate change action/s within their business plan
  - finalisation of the projects which will be taken forward in 2022/23 will be discussed at the SLT/Members Away Day held on 4 November 2022

**2. Report**

- 2.1 The Carbon Baseline establishes the reference datum against which the Council will measure and track progress towards the 2030 net zero target for its own emissions and the 2050 national target.

The Councils progress towards its 2030 net zero target will be established

with respect to its Scope 1 and Scope 2 emissions as described in the Greenhouse Gas Protocol 2001(GHGP)

- 2.2 The RBC Carbon Baseline will establish the Councils Greenhouse Gas emissions (normalised to Carbon emission equivalents) for the year 2019. By usage this is accepted as the common carbon baseline datum by many local authorities, including the Surrey County Council strategy which RBC supports, and other Surrey Districts and Boroughs
- 2.3 The Stage 1 RBC Carbon Baseline consultation will:
  - collate the baseline data across all business units against all current actions
  - model estimated carbon emission trajectories for various mitigation pathways (including 'business as usual') out to 2030 and 2050
  - determine a monitoring / measuring and reporting methodology, including key indicators, to track current and future activities over time to reduce carbon emissions related to the Carbon Baseline emission trajectories modelled by the consultation
- 2.4 The Stage 2 RBC Carbon Baseline consultation will:
  - establish 'High Level' baseline emission scenarios for incorporation within the Local Plan
  - establish Energy Standards and Sustainable Development Principles for new developments (over and above the national standards – if feasible / viable)
  - assess the potential for renewable and low-carbon energy generation capacity, including the potential for district heating
  - explore Climate Change Adaptation Measures – primarily those which can be delivered through the revised Local Plan for new development and redevelopment
- 2.5 The RBC Carbon Baseline consultation will incorporate data from all business units with the main contributors to carbon emission reduction expected to be:
  - Assets and Regeneration: energy and water consumption
  - Environmental Services: Fleet vehicles, fuel and refuse services
  - Community Services: Fleet vehicles and fuel
  - Financial Services: expenditure on purchased goods and services, capital goods, business mileage
  - Housing Services: energy consumption and water use
  - Customer, Digital and Collection Services: car parks (energy, EV charging)
  - Human Resources and Organisational Development: homeworking and commuting
- 2.6 The RBC Carbon Baseline consultation and the monitoring/measuring methodology will enable the measurement of carbon emissions across all Business Units and will be used to guide targeted investment to achieve best effect to meet the Council's climate change objective
- 2.7 Finalised projects to be carried forward in 2022/23 will be set project specific key performance indicators. These will provide a measure of progress and achievement of the individual project objectives

- 2.8 The Carbon Baseline and monitoring/measuring methodology will be utilised to measure the carbon emission impact and progress against the modelled carbon emission trajectories to track the Council's overall progress towards the Council's 2030 and 2050 objectives
- 2.9 It is anticipated that project KPI's will be reported to their relevant committees on a regular basis. It is expected that these will be project specific to accommodate individual project timelines
- 2.10 The outcome of the carbon emission baseline consultation methodology is designed facilitate progress of the summation of carbon emissions of all projects and Council operations against the Council's 2030 and 2050 objectives. This will be reported Council wide at a periodicity to be determined, advised by the findings of the carbon emission baseline consultation

### 3. **Policy framework implications**

- 3.1 Not Applicable: this has been addressed in the CMC July 2022

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

- 4.1 Not Applicable: this has been addressed in the CMC July 2022

### 5. **Legal implications**

- 5.1 The Climate Change Act 2008 established a legally binding target to reduce the UK's greenhouse gas emissions by at least 80% in 2050 from 1990 levels
- 5.2 In June 2019, Parliament passed The Climate Change Act 2008 (2050 Target Amendment) Order 2019 requiring Government to reduce the UK's net emissions of greenhouse gases by 100% relative to 1990 levels by 2050
- 5.3 Most regulations around climate change are enshrined within planning law with specific reference to the Local Plan. RBC's Local Plan 2030 is compliant with these regulations
- 5.4 The Council is mandated to report all current greenhouse gas emissions to the Department for Business, Energy, and Industrial Strategy (BEIS)
- 5.5 There are no other regulatory requirements on local authorities specific to climate change

### 6. **Equality implications**

- 6.1 This report addresses the Scope 1 target, achievement and investment value indicators relating Runnymede Borough Councils action on climate change and specifically how the Council will measure its progress against the 2030 and 2050 net zero targets by its actions relevant to the business-as-usual model
- 6.2 There are no equality implications of stemming from this report. Equality implications of individual actions which the Council takes will be assessed and reported for individual actions / interventions taken pursuant to the Climate Change Strategy



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

- 7.1 The Carbon Baseline consultation relates to tracking the Councils progress towards its 2030 and 2050 targets. It does not address specific actions which the Council will undertake. There are no environmental / sustainability / biodiversity implications stemming from the actions described in this report.

## 8. **Other implications**

- 8.1 Corporate Business Plan: the Climate Change Strategy, including the subject of this report, is one of the five strategies enshrined within the Corporate Business Plan
- 8.2 Actions identified from the Carbon Baseline reference datum and the models generated to predict progress against the Councils 2030 and 2050 net zero targets will have implications for all Council Business Unit

## 9. **Timetable for Implementation**

- 9.1 CLIMATE CHANGE STRATEGY Including Establishing RBC's Carbon Baseline

July '22: Report to CMC: request for budget approval to tender the contract to establish the Carbon Baseline for Runnymede Borough Council Scope 1, 2 and 3 emissions as described in the GHGP

July – Sept. '22 Tender issued:

78 expressions of interest

5 Shortlisted:

- Land Use Consultants Ltd (LUC)
- Hydrogen East
- Love Design Studio Ltd
- Perform Green
- Over Arup & Partners

October '22 Award of Contract to LUC

31 October 2022: LUC Inception Meeting

March - April '23 Stage 1: Report to Working Groups / Committees

- RBC Baseline Emissions (2019)
- High level baseline for Local Plan
- Mitigation Scenarios
- Measuring, monitoring and reporting methodology

May – June '23 Stage 2 Report to Working Groups / Committees

- Feed in to 'Regulation 18' Local Plan requirement

(For Information)

### **Background papers**

None stated

Sustainable Planting Policy - (Corporate Head of Environmental Services – Helen Clarke)

**Synopsis of report:**

**This report asks Members to approve a sustainable planting policy which will align with the Climate Changes Strategy approved by Full Council on 20 October 2022**

**Recommendation:**

**Approve a sustainable planting policy which will improve the green scene and street scene environments for residents and visitors in Runnymede Borough Council.**

**1. Context of report**

1.2 In February 2022 Runnymede Borough Council's Corporate Management Committee approved an in-house grounds maintenance model from April 2023. Idverde later agreed to end their contract on 15 November 2022. A restructure of the open spaces team including manned parks commenced in July 2022. This restructure is ongoing and will conclude by the end of November 2022. One proposal likely to be adopted is the move from operating manned parks to running mobile ground maintenance teams from the Depot in Chertsey.

1.3 In November 2021 the former Head of Open Spaces left the service. In May 2022 the former Assistant Head of Open Spaces also left the service and from that point onwards new interim Managers with previous open spaces experience in several London and Surrey local authorities have managed the open spaces and manned parks services.

1.4 The change in management has offered the opportunity to review the whole service concurrently with the restructuring programme.

**2 Report**

2.1 One area under review is formal planting. At present Runnymede does not have an overarching planting policy.

2.2 Within the manned parks as a rule the individual allocated to a park manages all maintenance work including preparation of sports pitches. Our contractor Idverde was responsible for grass cutting across unmanned parks and open spaces together with street scene planting.

2.3 The Idverde contract ended early by agreement on the 15 November 2021 giving the new Green Spaces team a window over winter to build a new team of gardeners.

- 2.4 The policy and principles will be applicable across all green spaces including existing manned parks, all unmanned green spaces, and all street scene planters. The principles will guide resources whilst facilitating change and adaptation. For example, the policy will not preclude any formal bedding as this too has a place. Rather we would seek to zone green spaces. For example, we could incorporate zones suitable for small formal displays, perennial planting, naturalized planting, grassed areas or wildflower meadows.
- 2.5 The policy incorporates the following principles which align with the Council's Climate Change Strategy.
- Planting to be planned to encourage biodiversity and support for native wildlife by providing shelter and a food source.
  - Maximise use of native species with near native species being used to lengthen the flowering season
  - Where appropriate move from formal annual bedding to planting perennials.
  - Perennial species will be selected to offer a long season of floral display maximising food availability for wildlife.
  - Minimise use of plastic and recycle where plastic cannot be avoided
  - Minimise use of peat in compost and mulch.
  - Review and trial alternative weed control to replace traditional herbicides where practicable
  - Removal of invasive species with the minimisation of traditional chemical control and use of alternative weed control where practicable.
  - Increase drought-resistant planting.
  - Where appropriate revert large or remote areas of diminished formal bedding back to grass.
  - Consider naturalised areas of planting where appropriate
  - Consider wildflower meadows where appropriate
  - Where possible plant hedging to protect play areas and parks from road pollution.
  - Encourage and support local community engagement including residents' groups and local businesses who wish to participate within their local communities. All community planting will by agreement follow the approved sustainable planting policy guidelines.
- 2.6 The new policy incorporates planting principles that will help guide the Council to meet challenges posed by our changing weather systems, offer support to native species, and encourage biodiversity.
- 2.7 Bringing the service in-house offers greater flexibility including the opportunity to pilot new ways of working, review and amend arrangements in response to results.
- 2.8 Community engagement and participation from residents' groups and local businesses will be encouraged and supported within the approved principles.

#### Existing Position

- 2.9 The manned parks have been audited to see what bedding and displays are in situ, what condition they are in, whether any floral displays are best located to provide a positive experience to residents and visitors visiting the park and whether the planting has been designed to consider our climate change strategy or encourage biodiversity.

- 2.10 A similar sample audit of street scene planters within a selection of high streets was also undertaken and the results show a similar pattern across the piece.
- 2.11 High street planters have not been well maintained Many are overrun with weeds and not visually attractive.
- 2.12 Within manned parks large areas of garden are allocated to formal bedding with many areas now having diminished and unkempt appearance due to lack of maintenance resource. Traditional summer bedding displays are used in areas of parks that have been maintained.

#### Reasons for change

- 2.13 The current model presently requires the annual purchase of summer and winter bedding plants in plastic pots which may include peat compost. A programme of watering follows throughout the season and finally digging up of these plants to be composted. Large areas of former bedding displays are no longer managed due to resource restrictions.
- 2.14 Although there is scope for formal bedding schemes offering the right choice of perennials as an alternative facilitates year-round interest and reduces the need for watering and annual replacement.
- 2.15 Traditional formal bedding is very labour intensive to maintain. Neither the existing manned parks/Contractor model nor the proposed in-house grounds maintenance model offer the resources required to deliver the large, planted areas of formal bedding as laid out across the borough.
- 2.16 Production of formal annual bedding plants requires significantly higher energy use than production of perennials. Greenhouses are heated, plants are grown in single use pots and chemical fertilisers and fungicides used to maximize growth. Many annual bedding plants are sterile and offer little food value or shelter for insects, butterflies or bees. The energy hungry process is repeated annually and does not align with our climate change strategy.
- 2.17 In some parks the floral displays are focused on locations close to the sports clubs. In one park the only summer bedding on display was only visible to users of the sports facilities. We will review where we focus planting to try and provide interest and colour to residents who both frequent our parks and who visit our high streets.
- 2.18 Runnymede will continually review its planting policy and implement initial trialling where appropriate with the aim of replacing annual bedding with perennial flowering displays/wildflower meadows. The new sustainable planting will be made up of purely native or a mix of native and non-native beneficial species, depending on the site's location. These species are more drought-tolerant and require no or very little watering during establishment.

#### Training and recruitment

- 2.19 A small number of gardeners and supervisors have recently been TUPE transferred into the new Green Spaces team to join the staff formerly based in the manned parks. Once the restructure of Open Spaces and manned parks has concluded the service will commence a recruitment drive to recruit to fill vacant positions within the service.

This will include the new Green Spaces Manager and Assistant Green Spaces Manager.

- 2.20 The service will be looking to fill gardener vacancies over the winter and compiling a matrix of training needs across the wider team covering topics such as ground clearance and preparation, planting methods, composting, pruning etc.
- 2.21 Depending upon the success of the recruitment rounds apprenticeships will be available for people who do not have the relevant training and experience.

#### Recycling

- 2.22 All green waste, generated by the new service including pruning and dead heading will be recycled via Direct Services garden waste collection service.

### **3 Policy framework implications**

- 3.1 The sustainable planting policy is aligned to the Council's Climate Change Strategy as approved at Full Council on the 20<sup>th</sup> October 2022.
  - Reduce Carbon emissions from Council operations to Net Zero by 2030.
  - Positively influence our environment by embedding climate change avoidance and mitigation, sustainability and promotion of biodiversity and conservation in all Council decisions and actions.
  - Positively engage with residents, businesses, community groups, national and local government, and universities to share information and encourage positive behavioural change to adapt to or mitigate climate change

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

- 4.1 The new planting policy will be funded from existing budgets. Perennial plants are more expensive at the outset but given their longer life, cost neutral in the longer term. Replanting of existing beds and planters will be scheduled over a period of years. Maintenance costs will be incorporated into existing budgets.
- 4.2 The cost of training new staff and apprenticeships will be incorporated into existing budgets.

### **5. Legal implications**

- 5.1 None.

### **6. Equality implications**

- 6.1 None.

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

- 7.1 Climate change and the move to net zero is incorporated into the new strategy.

### **8. Timetable for Implementation**

8.1. The new sustainable planting policy and principles to be adopted as soon as they are approved.

9. **Conclusions**

9.1 To recommend approval of the new sustainable planting policy which encompasses a set of planting principles aligned to the Council's climate change strategy.

**(To resolve)**

**Background papers**

Climate Change Strategy approved Full Council 20<sup>th</sup> October 2022

**Synopsis of report:**

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

**Recommendation:**

**The proposed fees and charges as set out in Appendix 'A' are 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 2022.

**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

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 in order to counteract the high levels of inflation Officers were asked to aim for an average of 8% for discretionary locally set charges where to do so would not be detrimental to the service.

- 2.3 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.
- 2.4 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 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 the bulky waste collection service have been increased by approximately 8%. Trade waste disposal fees have been increased by approximately 8.25%, the administration and collection charges have not been increased, the overall fee for trade waste has therefore been increased by approximately 2 - 4%.

Fees for the sale of new bins have been increased by 8.25%, and the fees for upgrading the size of bins have increased by approximately 9%. All other fees have been increased by approximately 2 – 3%.

### 3.3 Halls associated with places of worship which are let out for commercial activity such as exercise classes or parties will be charged for waste collection at a 50% reduced rate.

### 3.4 A place of worship including any hereditament is exempt from local non-domestic rating by virtue of Paragraph 11 of Schedule 5 of the Local Government Finance Act 1988 if the premises are not being used for commercial or charitable activity. If any place of worship wishes to claim exemption they will be offered the standard domestic refuse collection arrangements. One 140L waste bin, one food caddy and one 240L recycling bin. Places of worship who wish to use larger bins will be offered a 50% reduction on the standard trade rate aligned to the size of the bin required. The DSO can be contacted directly for further information.

### 3.5 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 not been increased. The fees for new bins have been increased by approximately 8%.

### 3.6 Recycling – Green Waste

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

### 3.7 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 8.25%.

### 3.8 Street Cleansing - Graffiti Removal

This fee has been increased by 30.23%. The increase in the charge for the graffiti removal reflects the charge the Council has to pay external contractors through the increase in labour charges, the increase in fuel as well as the cost of chemicals/materials to remove graffiti.

### 3.9 Car Parks

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

### 3.10 Highways and Engineering

A charge for street naming and numbering was introduced in July 2012. Fees have been increased by approximately 7 – 8%.

### 3.11 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 7 - 8%.

### 3.12 Animal Welfare Licences

Fees and charges were approved at the Environment and Sustainability Committee meeting on 27 September 2018, they were introduced from 1 October 2018. The fees for next year have been increased by 7 – 8%.

### 3.13 Community Events

The DSO are frequently asked to support a wide range of events across the Borough including sporting events, charity fund raisers, agricultural shows, and fetes. The support requested includes services such as additional grass cutting, ground works to provide locations for car parking, tree works, general site clearance and provision and collection of litter bins. To ensure fairness and transparency for Councillors, event organisers and local residents a cost recovery fee for these services for the financial year 2023/2024 has been calculated, with a view to adoption from 1st April 2023.

- 3.14 The continued success of all community events is a priority for Runnymede Borough Council and where the introduction of fees would impact on an event's viability the organisers can apply for grant aid which will normally be agreed where the objectives of the event are in accord with the Corporate Business Plan. Application forms for community events grants will be available from the Corporate Head of Community Services in advance of the introduction of these new fees.

## 4 Legal implications

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

## 5 Equality implications

- 5.1 The Equalities Group recommended a screening assessment in relation to the new schedule of rates be undertaken and this is attached at 'Appendix B'. This also outlines existing charges that are relevant to equalities where mitigation is in place to ensure the Council is complying with the Public Sector Equality Duty.

## 6. Environmental/Sustainability/Biodiversity implications

- 6.1 There are no direct implications from the setting of fees and charges. Environmental, Sustainability and Biodiversity implications are reviewed as part of overall service area planning and decision making,

## 7. Timetable for Implementation

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

## 8. Conclusions

- 8.1 High inflation is a cost to the Council as well as to our customers. Setting fees and charges is a fine balance between generating income for the Council to help support and maintain services and ensuring that the service will not be adversely affected by a drop in usage through over-pricing.

**(To resolve)**

### **Background papers**

None stated

## Refuse collection

	Charge Status	From April 2021 £	From April 2022 £	From April 2023 £	% Increase	Yield £	VAT treatment
<b>Trade refuse</b>							
Sack collection							
- Sack purchase charge	Discretionary	29.00	29.00	31.39	8.24%		Outside Scope
- Collection charge	Discretionary	74.00	74.00	74.00	0.00%		Outside Scope
	Discretionary	103.00	103.00	105.39	2.32%		Outside Scope
- Disposal charge	Discretionary	58.80	62.92	68.11	8.25%		Outside Scope
Sack collection	Discretionary	161.80	165.92	173.50	4.57%		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	79.80	85.53	92.59	8.25%		Outside Scope
120 litre wheeled bins	Discretionary	284.80	290.53	297.59	2.43%		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	180.60	193.24	209.18	8.25%		Outside Scope
240 litre wheeled bins	Discretionary	448.60	461.24	477.18	3.46%	530,000	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	257.25	270.11	292.39	8.25%		Outside Scope
360 litre wheeled bins	Discretionary	551.25	564.11	586.39	3.95%		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	331.80	348.39	377.13	8.25%		Outside Scope
660 litre wheeled bins	Discretionary	703.80	720.39	749.13	3.99%		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	441.00	463.05	501.25	8.25%		Outside Scope
1100 litre bulk containers	Discretionary	934.00	956.05	994.25	4.00%		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	441.00	463.05	501.25	8.25%		Outside Scope
1100 litre bulk containers - lockable	Discretionary	966.00	988.05	1,026.25	3.87%		Outside Scope
Waste collection outside the borough is subject to VAT at the standard rate.							

## Fees and charges

### Refuse collection

Charge Status		From April 2021 £	From April 2022 £	From April 2023 £	% 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	56.20	8.24%	20,000	Outside Scope	
- 180 litre bin	Discretionary	54.00	63.72	68.98	8.25%		Outside Scope	
- 660 litre bin	(communal facilities) Discretionary	204.00	240.72	260.58	8.25%		Outside Scope	
- 1100 litre bin	(communal facilities) Discretionary	316.00	372.88	403.64	8.25%		Outside Scope	
- 1100 litre bin - lockable	(communal facilities) Discretionary	330.00	389.40	421.53	8.25%		Outside Scope	
Second hand / refurbished (when available)								
- 140 litre bin	Discretionary	29.00	30.48	30.48	0.00%		Outside Scope	
- 180 litre bin	Discretionary	37.00	38.88	38.88	0.00%		Outside Scope	
Upgrade from								
- 140 litre bin to 180 litre bin	Discretionary	54.00	63.72	69.98	9.82%		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	83.25	9.54%	Outside Scope		
<b>One off payments</b>								
Charge for contaminated bins and additional collections								
- 240 litre bin	Discretionary	46.77	53.08	57.46	8.25%	4,000	Outside Scope	
- 360 litre bin	Discretionary	69.23	78.57	85.05	8.25%		Outside Scope	
- 660 litre bin	Discretionary	101.22	114.87	124.35	8.25%		Outside Scope	
- 1100 litre bin	Discretionary	155.41	176.37	190.92	8.25%		Outside Scope	
<b>Bulky waste collections</b>								
Up to 3 items	Discretionary	26.00	26.00	28.15	8.27%	4,000	Outside Scope	
Per additional item	maximum of 6 items Discretionary	6.00	6.00	6.50	8.33%		Outside Scope	

## Fees and charges

### Refuse collection

Charge Status	From April 2021 £	From April 2022 £	From April 2023 £	% Increase	Yield £	VAT treatment
<b>State schools, churches etc. - fortnightly refuse 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%	Outside Scope
- Collection charge	Discretionary	79.80	82.59	85.87	3.97%	Outside Scope
	Discretionary	<u>135.80</u>	<u>138.59</u>	<u>141.87</u>	2.37%	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	121.80	126.06	131.06	3.97%	Outside Scope
	Discretionary	<u>212.80</u>	<u>217.06</u>	<u>222.06</u>	2.30%	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	132.30	136.93	142.37	3.97%	Outside Scope
	Discretionary	<u>245.30</u>	<u>249.93</u>	<u>255.37</u>	2.18%	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	174.30	180.40	187.56	3.97%	Outside Scope
	Discretionary	<u>290.30</u>	<u>296.40</u>	<u>303.56</u>	2.42%	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	197.40	204.31	212.42	3.97%	Outside Scope
	Discretionary	<u>335.40</u>	<u>342.31</u>	<u>350.42</u>	2.37%	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	197.40	204.31	212.42	3.97%	Outside Scope
	Discretionary	<u>351.40</u>	<u>358.31</u>	<u>366.42</u>	2.26%	Outside Scope
					10,400	

## Fees and charges

### Recycling and Green Waste

Charge Status	From April 2021 £	From April 2022 £	From April 2023 £	% 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	23.27	8.23%	Outside Scope
- 240 litre bin	Discretionary	31.00	31.00	33.56	8.26%	Outside Scope
- 360 litre bin (Families of 6 or more only)	Discretionary	36.00	37.80	40.92	8.25%	Outside Scope
- 660 litre bin	Discretionary	204.00	214.20	231.87	8.25%	Outside Scope
- 1100 litre bin (communal facilities)	Discretionary	316.00	331.80	359.17	8.25%	Outside Scope
- 1100 litre bin - lockable (communal facilities)	Discretionary	330.00	369.60	400.42	8.34%	Outside Scope
Second hand / refurbished (when available)						
- 120 litre bin	Discretionary	16.50	16.50	16.50	0.00%	20,000 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%	Outside Scope
- Collection charge	Discretionary	38.00	39.14	39.14	0.00%	Outside Scope
	Discretionary	<u>94.00</u>	<u>95.14</u>	<u>95.14</u>	0.00%	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	59.74	59.74	0.00%	Outside Scope
	Discretionary	<u>149.00</u>	<u>150.74</u>	<u>150.74</u>	0.00%	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	62.00	63.86	63.86	0.00%	Outside Scope
	Discretionary	<u>175.00</u>	<u>176.86</u>	<u>176.86</u>	0.00%	Outside Scope
660 litre wheeled bins						
- Administration and Container hire charge	Discretionary	116.00	116.00	116.00	0.00%	10,000 Outside Scope
- Collection charge	Discretionary	84.00	86.52	86.52	0.00%	Outside Scope
	Discretionary	<u>200.00</u>	<u>202.52</u>	<u>202.52</u>	0.00%	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	96.82	96.82	0.00%	Outside Scope
	Discretionary	<u>232.00</u>	<u>234.82</u>	<u>234.82</u>	0.00%	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	96.82	96.82	0.00%	Outside Scope
	Discretionary	<u>248.00</u>	<u>250.82</u>	<u>250.82</u>	0.00%	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 2021 £	From April 2022 £	From April 2023 £	% 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	0.00			Outside Scope
240 litre bin	Discretionary	30.00	30.00	0.00			Outside Scope
Annual subscription charge:							
120 litre bin	Discretionary	36.00	36.00	36.00	0.00%	550,000	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 2021 £	From Jan 2022 £	From Jan 2023 £	% Increase	Yield £	VAT treatment	
<b>On street parking - agency agreement to end 31 March 2023</b>							
First residents permit	Discretionary	50.00	50.00	N/A	N/A	Outside Scope	
Additional permits	Discretionary	75.00	75.00	N/A		Outside Scope	
Daily visitor permits (max 120 per property per year)	Discretionary	2.00	2.00	N/A		Outside Scope	
Amendment to permit	Discretionary	15.00	15.00	N/A		Outside Scope	
<b>Waivers / bay suspensions</b>							
Waiver certificate (per vehicle) up to 3 days each additional day	Discretionary	25.00	25.00	N/A	N/A	Outside Scope	
	Discretionary	6.00	6.00	N/A		Outside Scope	
Bay suspension (each marked bay) up to 3 days each additional day	Discretionary	75.00	75.00	N/A		Outside Scope	
	Discretionary	12.00	12.00	N/A		Outside Scope	
<b>Pay and display parking (including pay by phone)</b>							
<b>Town Centre (higher scale) car parks</b>							
<b>Medium Stay parking (includes VAT)</b>							
<u>(Monday to Saturday)</u>							
Egham (Hummer Road); Chertsey (Beomonds)							
Disabled Person	Discretionary	No charge	No charge	No charge	370,000	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>Long stay parking (includes VAT)</b>							
<u>(Monday to Saturday)</u>							
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	370,000	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 2021	From Jan 2022	From Jan 2023	% Increase	Yield £	VAT treatment			
<b>Pay and display parking</b>									
<b>Out of Town (Lower Scale) car parks (includes VAT)</b>									
<i>(Monday to Saturday)</i>									
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm									
Disabled Person	No charge	No charge	No charge		Included above	Standard			
Fee up to 1 hour (Not Pooley Green)	0.60	0.60	0.60	0.00%		Standard			
Fee 1 to 2 hours	1.20	1.20	1.20	0.00%		Standard			
Fee 2 to 3 hours	2.00	2.00	2.00	0.00%		Standard			
Fee 3 to 4 hours	3.00	3.00	3.00	0.00%		Standard			
Fee 4 to 5 hours	3.50	3.50	3.50	0.00%		Standard			
All Day Fee (Not Gogmore Farm)	5.50	5.50	5.50	0.00%		Standard			
<b>Penalty charge notice</b>									
Parking in excess of hours to which a full charge is applicable	50.00	50.00	50.00	0.00%	55,000	Outside Scope			
Unless payment of £25.00 is made within 14 days of issue						Outside Scope			
Parking in a disabled persons parking place without displaying a badge	70.00	70.00	70.00	0.00%		Outside Scope			
Unless payment of £35.00 is made within 14 days of issue									
<b>Season/permit parking (includes VAT)</b>									
<b>Season Ticket (Monday to Saturday)</b>									
Covering Chertsey Library and	Non-resident	(per annum)	Discretionary	700.00	700.00	700.00	0.00%	40,000	Standard
Waspe Farm car parks	Non-resident	(per quarter)	Discretionary	250.00	250.00	250.00	0.00%		Standard
	Resident	(per annum)	Discretionary	300.00	300.00	300.00	0.00%		Standard
	Resident	(per quarter)	Discretionary	100.00	100.00	100.00	0.00%		Standard
<b>Car park permits (Monday to Saturday)</b>									
Beomonds, British Legion, Hummer Road,	Non-resident	(per annum)	Discretionary	700.00	700.00	700.00	0.00%		Standard
Memorial Gardens, Woodlands	Non-resident	(per quarter)	Discretionary	250.00	250.00	250.00	0.00%		Standard
	Resident	(per annum)	Discretionary	300.00	300.00	300.00	0.00%		Standard
	Resident	(per quarter)	Discretionary	100.00	100.00	100.00	0.00%	Standard	
<b>Car park permits (Monday to Saturday)</b>									
Gogmore Farm		(per annum)	Discretionary	500.00	500.00	500.00	0.00%	40,000	Standard
<b>Car park permits (Monday to Saturday)</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%		Standard
<b>Contract car parking</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%		Standard
	Resident	(per annum)	Discretionary	250.00	250.00	250.00	0.00%		Standard
	Resident	(per quarter)	Discretionary	75.00	75.00	75.00	0.00%		Standard
Contract Parking Key Deposit (Refundable on return of the key)			Discretionary	40.00	40.00	40.00	0.00%		Outside Scope

## Fees and charges

### Other environment and sustainability charges

		From April 2021 £	From April 2022 £	From April 2023 £	% 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.							0	Standard
Food Export Certificate	Discretionary	100.00	102.00	110.00	7.84%		0	Outside Scope
Re-inspections requested by food businesses	Discretionary	160.00	160.00	173.00	8.13%		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%	}	0	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	400.00	0.00%	}	0	Outside Scope
Lower level (if paid within 14 days) (reduced to £120 if paid within 10 days)			150.00	150.00	0.00%			Outside Scope

## Fees and charges

### Other environment and sustainability charges

Charge Status		From April 2021 £	From April 2022 £	From April 2023 £	% Increase	Yield £	VAT treatment	
<b>Water sampling charges</b>								
Risk assessment	(each assessment)	500.00	500.00	500.00	0.00%	}	Outside Scope	
Sampling	(each visit)	100.00	100.00	100.00	0.00%		Outside Scope	
Investigation	(each investigation)	100.00	100.00	100.00	0.00%		Outside Scope	
Granting and authorisation	(each authorisation)	100.00	100.00	100.00	0.00%		0	Outside Scope
Analysing a sample:								
taken under regulation 10		25.00	25.00	25.00	0.00%			Outside Scope
taken during check monitoring		100.00	100.00	100.00	0.00%			Outside Scope
taken during audit monitoring		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:						}	2,380	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. <a href="mailto:environmentalhealth@runnymede.gov.uk">environmentalhealth@runnymede.gov.uk</a> or 01932 838383								
<b>Register of authorised processes</b>								
Complete register		887.00	905.00	977.00	7.96%	}	0	Outside Scope
Individual entry		131.00	134.00	145.00	8.21%			
<b>Contaminated Land</b>								
Basic contaminated land enquiry at an hourly rate		95.00	97.00	105.00	8.25%	}	1,000	Outside Scope
Contaminated land enquiry for one property		210.00	214.00	231.00	7.94%			
Contaminated land enquiry for more than one property		403.00	411.00	444.00	8.03%			
<b>Dog control charges</b>								
<u>Minimum charge during normal office hours</u>								
Statutory charge for the return of a seized stray dog plus		25.00	25.00	25.00	0.00%	}	1,800	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable		70.00	71.00	77.00	8.45%			
		<u>95.00</u>	<u>96.00</u>	<u>102.00</u>	6.25%			
<u>Minimum charge for collection outside of normal office hours</u>								
Statutory charge for the return of a seized stray dog plus		25.00	25.00	25.00	0.00%	}	1,800	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable		110.00	112.00	121.00	8.04%			
		<u>135.00</u>	<u>137.00</u>	<u>146.00</u>	6.57%			
The collection fee may be increased where additional charges are incurred								

## Fees and charges

### Other environment and sustainability charges

	Charge Status	From April 2021 £	From April 2022 £	From April 2023 £	% Increase	Yield £	VAT treatment
<b>Highway and engineering charges</b>							
<b>Copies of plans etc. (includes VAT)</b>							
A4 Size	Discretionary	12.50	12.75	13.75	7.84%	}	Standard
A3 Size	Discretionary	13.75	14.00	15.00	7.14%		Standard
Larger than A3 size	Discretionary	28.50	29.00	31.25	7.76%		Standard
A minimum fee for replying to technical questions	Discretionary	162.00	165.00	178.00	7.88%	0	Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.							
<b>Rechargeable works (includes VAT)</b>							
At cost of works plus 20%						0	Standard
<b>Street naming and numbering</b>							
<u>Existing properties</u>							
Individual property naming or renaming including notification	Discretionary	65.75	67.00	72.25	7.84%	}	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	Discretionary	16.25	16.50	17.80	7.88%		Outside Scope
Renaming a street : requested by residents including notification	Discretionary						Outside Scope
<u>New addresses</u>							
New development of first plot	Discretionary	65.75	67.00	72.25	7.84%	}	Outside Scope
New development for plots 2 -5 (per plot)	Discretionary	33.50	34.00	36.75	8.09%		16,500
New development for plots 6 - 10 (per plot)	Discretionary	28.00	28.50	30.75	7.89%		Outside Scope
New development for plots 11 - 20 (per plot)	Discretionary	22.25	22.50	24.25	7.78%		Outside Scope
New development for plots 21 and greater (per plot)	Discretionary	16.25	16.50	17.75	7.58%		Outside Scope
Additional charge, where this includes naming of a street (per street)	Discretionary	110.00	112.00	121.00	8.04%		Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	Discretionary	110.00	112.00	121.00	8.04%	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 2021 £	From April 2022 £	From April 2023 £	% Increase	Yield £	VAT treatment
<b>Miscellaneous fees and charges</b>							
<b>Graffiti removal (includes VAT)</b>							
Removal of extensive graffiti from private property (per hour)	Discretionary	98.11	111.26	144.89	30.23%	0	Standard
<b>Street trading consents</b>							
Basic fee	Discretionary	910.00	930.00	1,000.00	7.53%	0	Outside Scope
Additional annual charge for each day of the week a trader operates	Discretionary	210.00	215.00	230.00	6.98%		Outside Scope
<b>Sale of technical documents</b>							
Fee at the discretion of the Corporate Head of Environmental Services	Discretionary	POA	POA	POA		0	Standard
<b>Annual animal licence fees</b>							
Higher Tier activities (exc. Home board and day care dogs) New application	Discretionary	343.00	343.00	370.00	7.87%	9,000	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	Discretionary	232.00	232.00	251.00	8.19%		Outside Scope
Lower Tier activities (Home board and day care dogs) New application	Discretionary	318.00	318.00	343.00	7.86%		Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	Discretionary	208.00	208.00	225.00	8.17%		Outside Scope
Additional activity charge	Discretionary	47.00	47.00	51.00	8.51%		Outside Scope
Enforcement charge	Discretionary	164.00	164.00	177.00	7.93%		Outside Scope
Re-rating fee	Discretionary	189.00	189.00	204.00	7.94%		Outside Scope
Transfer / variation	Discretionary	51.00	51.00	55.00	7.84%		Outside Scope
Copy of licence	Discretionary	31.00	31.00	33.50	8.06%		Outside Scope
Dangerous wild animals	Discretionary	503.00	503.00	543.00	7.95%		Outside Scope
<b>Vet fees</b>							
If Veterinary Inspections are necessary in order to grant above licences	Recovery of costs incurred						Outside Scope

## Fees and charges

### Other environment and sustainability charges

Charge Status	From April 2021 £	From April 2022 £	From April 2023 £	% Increase	Yield £	VAT treatment
<b>Miscellaneous fees and charges cont.</b>						
<b><u>Support for a range of events across the borough</u></b>						
See Parks and Open Spaces for event fees and charges						
<b><u>Hire of RBC Refuse Bins per bin (excluding VAT)</u></b>						
180 litres						
- Rental cost including delivery & collection			59.00		}	Standard
- Waste collection/disposal costs			29.00			Standard
- Additional collection/disposal (during event per visit)			50.00			Standard
360 litres						
- Rental cost including delivery & collection			92.00		}	Standard
- Waste collection/disposal costs			52.50			Standard
- Additional collection/disposal (during event per visit)			90.00			Standard
660 litres						
- Rental cost including delivery & collection			235.00		}	Standard
- Waste collection/disposal costs			144.00			Standard
- Additional collection/disposal (during event per visit)			248.00			Standard
1100 litres						
- Rental cost including delivery & collection			398.00		}	Standard
- Waste collection/disposal costs			212.50			Standard
- Additional collection/disposal (during event per visit)			366.00			Standard
<b><u>Hire of RBC Recycling Bins per bin (excluding VAT)</u></b>						
180 litres						
- Rental cost including delivery & collection			59.00		}	Standard
- Waste collection/disposal costs			15.00			Standard
- Additional collection/disposal (during event per visit)			26.00			Standard
- Contamination Costs (due to non-recyclable waste)			57.50			Standard
360 litres						
- Rental cost including delivery & collection			92.00		}	Standard
- Waste collection/disposal costs			27.00			Standard
- Additional collection/disposal (during event per visit)			47.00			Standard
- Contamination Costs (due to non-recyclable waste)			85.00			Standard
660 litres						
- Rental cost including delivery & collection			235.00		}	Standard
- Waste collection/disposal costs			75.30			Standard
- Additional collection/disposal (during event per visit)			130.00			Standard
- Contamination Costs (due to non-recyclable waste)			124.00			Standard
1100litres						
- Rental cost including delivery & collection			398.00		}	Standard
- Waste collection/disposal costs			111.00			Standard
- Additional collection/disposal (during event per visit)			191.00			Standard
- Contamination Costs (due to non-recyclable waste)			191.00			Standard
<b><u>Provision of Labour (Pre / During and Post ) for Event - minimum charge 4 Hours</u></b>						
General labour (excluding VAT)						
- hourly rate 06.00-13.00			28.00		}	Standard
- hourly rate 13.00-18.00			42.00			Standard
- hourly rate 18.00-22.00			56.00			Standard
- hourly rate Saturday			45.50			Standard
- hourly rate Sunday			56.00			Standard
- hourly rate Bank Holiday			89.00			Standard
<b><u>Provision of Grass Cutting Team - minimum 1 day Charge</u></b>						
- Day charge (excluding VAT)			505.00			Standard
<b><u>Provision of Tree Works Team - minimum 1 day Charge</u></b>						
- Day charge (excluding VAT)			928.00			Standard

# EQUALITY SCREENING

## Appendix B

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Introduction of new schedule of rates for services provided by the DSO. The fees will apply where additional services are requested to support any events held within Runnymede Borough Council including community events.	<b>Helen Clark</b>

**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?

To create a schedule of rates that deliver cost recovery for the DSO. The schedule to be used to calculate the cost of services commissioned by event organisers including community events.

The schedule of rates will reflect the true cost and allow the DSO to recover expenses relating to provision of bins, additional grass cuts, tree works etc.

A schedule of rates will ensure there is transparency and fairness within this area of service.

The continued success of all community events is a priority for Runnymede Borough Council and where the introduction of fees would impact on an event’s viability the organisers can apply for grant aid which will normally be agreed where the objectives of the event are in accord with the Corporate Business Plan.

**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.

The policy of charging a schedule of rates and potential grant aid plus the existing discounts available regarding halls and recycling are relevant to the protected characteristics of age, race and religion although other protected characteristics might be engaged.

- Halls associated with places of worship and places of worship
- Recycling Service for schools
- Events

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.

Community events are run by 3<sup>rd</sup> parties based in the community. They are not organised by the Council. Runnymede Borough Council cannot influence the attendees, admission policy or event pricing.

There will be grants available for all community events where the objectives are in accordance with the Corporate Business Plan. The Corporate Business Plan is itself relevant to equalities especially the strategies to empower our communities and promote health and wellbeing.

This will have a positive impact on events involving those with protected characteristics, which may be any or all depending on the event.

The schedule of rates will not commit any event organiser to a fee. Fees will be cost recovery only and only chargeable if requested by event organisers.

In mitigation for the potential impact on the protected characteristics of age, the existing school recycling service fees have not been increased.

The existing discounted rate for places of worship and halls associated with places of worship for those wishing to use larger bins mitigates the impact on them underpinned by the exemption in the Local Government Finance Act 1988.

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

Date completed: 2<sup>nd</sup> November 2022

Sign-off by senior manager: Helen Clark



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

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