



# Environment and Sustainability Committee

Thursday, 9 March 2023 at 7.30 pm

Council Chamber - Civic Centre

## 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

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

## AGENDA

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Democratic Services, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425622). (Email: [democratic.services@runnymede.gov.uk](mailto:democratic.services@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact [Democratic.Services@runnymede.gov.uk](mailto:Democratic.Services@runnymede.gov.uk) or 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

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

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

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3. <b>Declarations of interest</b>	
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4. <b>Climate Change Update</b>	6 - 29
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**Part II**

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

## Runnymede Borough Council

### Environment and Sustainability Committee

Thursday, 12 January 2023 at 7.30 pm

Members of the Committee present: Councillors N King (Chairman), D Coen (Vice-Chair), R Bromley, M Heath, S Jenkins, S Lewis, N Prescott and D Whyte.

Members of the Committee absent: Councillors R King and J Olorenshaw.

In attendance: Councillors L Gillham and I Mullens

#### 439 **Minutes**

The minutes of the meeting of the Committee held on 17 November 2022 were confirmed and signed as a correct record.

#### 440 **Apologies for absence**

Apologies were received from Councillors R King and J Olorenshaw

#### 441 **Declarations of interest**

None received.

#### 442 **Climate Change Update**

The Committee was presented with a summary of all climate change and related actions undertaken by Runnymede Borough Council in fulfilment of the Climate Change Strategy.

Officers advised the Committee that this was an evolving summary report and Members comments were welcomed.

The Committee felt the summary needed to be in a more accessible format for forthcoming meetings. It was noted that due to the nature of the content it contained jargon and acronyms that were sometimes difficult to understand. It was suggested that Members attend carbon literacy training. The training was provided at no cost and would be open to all Members, however, it would be particularly beneficial for Members of this Committee and those on the Environmental Place Shaping Member Working Party.

Some concerns were raised regarding Runnymede's carbon baseline still not being in place. The Committee was advised that there was a briefing from LUC Consultants for all Members on 8<sup>th</sup> February, invitations had already been sent. LUC would at that briefing be able to provide Members with more information on carbon baseline setting for Runnymede.

The Committee noted that a lot of good work had been done in relation to Climate Change, but more communication to the public on what had been done was needed. Officers were therefore asked to include a communications strategy to future reports along with more detail on biodiversity.

The Committee discussed the use of split bins across the Borough. However, some concerns regarding general waste being put in the recycling side therefore causing contamination was raised. Officers would be preparing a report and policy relating to bins which would be presented to a future meeting of this Committee

Members were pleased to note the summary report and looked forward to receiving updates at future Committees with suggestions for improvement incorporated into future summaries.

#### 443 **Exclusion of press and public**

By resolution of the Committee, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matter under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

#### 444 **Grounds Maintenance Update**

The Committee was updated on delivery options relating to the Grounds Maintenance insourcing project and concurrent restructure of Open Spaces staff and functions.

The transfer was completed on 15 November 2022. Officers were currently looking at devising schedules and rotas in preparation for the Spring.

The purchase of plant and vehicles was progressing well with no delays expected.

Officers had in November 2022 met with representatives of sports clubs who currently used the Runnymede parks and open spaces. This meeting was the first consultative meeting with this group of service users for several years.

A public consultation was due to be undertaken regarding opening and locking of gates on manned parks and other open spaces. A further report following this consultation would be brought back to the Committee when the consultation period had ended.

There were several vacancies currently being advertised for various positions in the Green Space team. This would ensure the Council had a full complement of gardening and green spaces staff ready for next Summer.

Members thanked Officers for the comprehensive report and update which gave clarification on the proposed course of action and associated public consultations.

Officers were asked to publish on the Council's website, a grounds maintenance schedule which would give both members of the public and Councillors an indication of what work was been undertaken where and when, along with any known delays.

Officers would keep the Committee updated on a regular basis with reports presented to this Committee during the next 12 month transition period.

(The meeting ended at 9.00 pm.)

Chairman

## Climate Change Update Report-Georgina Pacey, Local Plans Manager

### Synopsis of report:

This report seeks to respond to the comments made by the Environment and Sustainability Committee at their 12<sup>th</sup> January meeting in providing a full text report which seeks to update the Committee on the various activities which have been undertaken, are ongoing or are planned to help the Council and the Borough of Runnymede meet its net zero targets, by 2030 and 2050 respectively.

### Recommendation:

The Committee is asked to note the contents of this report for consideration at Corporate Management Committee.

## 1. Context and background of report

1.1 At the Environment and Sustainability Committee meeting of 12<sup>th</sup> January, officers produced a climate change update report which sought to bring the Committee up to date in terms of the various activities being carried out across the Council to help the organisation respond to the challenges of climate change and meet local and national net zero targets.

1.2 On consideration of the report produced, Officers were asked to reproduce the report for future Environment and Sustainability Committees in a more accessible format (with the next version of the update report being requested to be reported at the 9<sup>th</sup> March Committee). Comments which officers were also asked to address are set out as follows:

- Officers to provide links in future summary reports (where applicable) to relevant Committee papers;
- The Heathrow 2.0 strategy should be referenced in future summary reports;
- Officers consider providing a key to future summary reports to make the report more accessible;
- A communication strategy be incorporated into future summary reports;
- More detail on biodiversity be incorporated into future summary reports.

1.3 Officers have sought to address these comments during the production of this report.

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

2.1 In producing this report, all service areas within the Council have been approached to input. The remainder of section 2 of this report is split by Service Area across the Council, and for each service area the following is reported:

-Relevant activities completed since 2019. 2019 is the date taken as this will tie in with the base date for calculating the Council's carbon emissions in the Runnymede Carbon Baseline report which is currently being produced.

-Current/ongoing activities

-Planned activity: This relates to activities due to be commenced in the 2023/24 financial year only. These projects and defined smaller pieces of work/initiatives seek

to flow from the Council's Corporate Business Plan and its supporting future strategies. Larger projects have been taken from the 2023/24 Service Area Plans being produced across the Council. At the time of producing this report, some of these Service Area Plans have been approved, whilst others are to be agreed by the end of the municipal year, and may therefore be subject to change.

- 2.2 Other sources of information which have been reviewed in producing this report are:
- Published information on the Council's website;
  - Information obtained from the Council's Project Management Office;
  - The Forward Plan produced by Committee Services.
- 2.3 In reviewing this report, Members are asked to remember that not all of the activities reported have/are being undertaken specifically in response to climate change. For example, the driver for undertaking a number of the projects/activities has been to make efficiencies in the Council's processes (for example, the introduction of Hybrid Mail), or to respond to statutory requirements (for example the production of the Borough Local Plan). Some of these activities do however have additional benefits of helping the Council deliver more environmentally friendly services/policies which will contribute to the Council's response to climate change. For completeness, these activities have been reported.
- 2.4 The report also sets out the activities which are being specifically undertaken to help the Council respond to climate change, for example, the production of the Council's Climate Change Carbon Baseline Study which will establish the baseline carbon emissions in the Borough as at 2019, and the production of the Council's Climate Change Action Plan which, subject to Member approval, will commence later this year. Through the Action Plan, it is envisaged that a more streamlined monitoring and reporting process will be developed which will not only prioritise actions, but also provide further detail on the expected carbon savings (or other key monitoring criteria) associated with each.
- 2.5 In the meantime, however, officers are committed to working with Members to continue to improve and evolve reporting around climate change to aid transparency around the Council's activities. The primary purpose of this report is to provide an initial overview of all relevant projects/activities with a description of each and other relevant information included where possible.
- 2.6 For the purposes of future reporting, prior to the approval of the Climate Change Action Plan, officers are intending to present progress reports in a simple tabular format by Service Area which can be more easily updated than a full text report. Data gaps will continue to be filled wherever possible.
- 2.7 Members must remember when reviewing this report that a number of the planned future activities/initiatives described will require growth bids/supplementary revenue estimates if they are to be delivered. Where it is agreed that business cases and growth bids cannot be supported, certain activities will not be able to proceed. It is also the case that new initiatives not currently listed in this report may be identified in the future, and which may help the Council respond to the challenges of climate change.

## **Overarching/Chief Executive's Office**

### **Key achievements to date**

- 2.8 Agreement of net zero target for Runnymede Borough Council: In January 2022, the Council committed to tackling climate change and adopted a target to achieve operational 'Net Zero Carbon' emissions from its services and operations by 2030.
- 2.9 Production and adoption of Corporate Business Plan and supporting corporate strategies (2022-2026): Approved by [Full Council on 20<sup>th</sup> October 2022](#) and published late October 2022. This includes the Council's overarching Climate Change Strategy.

**Current/ongoing actions**

- 2.10 Development of Procurement Strategy, Sustainable Procurement Policy and Social Value Policy: The Council's Procurement Strategy will address all elements of procurement activity carried out at the Council at both a strategic and operational level to support the delivery of the Corporate Business Plan and Service Area Plans. At a strategic level, this will include consideration of ethical and environmental impacts as part of contractual requirements and seek the achievement of sustainable outcomes that support the climate change agenda. The Sustainable Procurement Strategy will set out how environmental considerations will be built into the procurement processes of the Council. The Social Value Policy will set out how procurement activities in the Borough can achieve wider financial and non-financial outcomes, including improving wellbeing of individuals, communities and the environment by making social value a decision-making criterion when awarding contracts. Due to be reported to Corporate Management Committee in Spring 2023.
- 2.11 Community Cool Hubs: This initiative will provide cool environments to give relief to people during periods of excessive heat as part of our emergency planning function. However given that hot weather events are likely to continue due to the effects of climate change, a longer term solution needs to be developed. Potential locations are currently under discussion with RHUL. This initiative will be subject to a future growth request and therefore will be dependent on the financial position of the Council at that time.
- 2.12 ESSO Pipeline Investment Fund External Funding: Through this fund, £50,000 has been secured for tree maintenance and planting on Chertsey Meads. To be delivered by 2025 by the Environmental Services Team.
- 2.13 Represent the Council in discussions regarding the future of Heathrow Airport and its plans for expansion and carbon emission reductions and the impact of this on the surrounding communities: This engagement will continue through the Heathrow Strategic Planning Group (HSPG). In addition, Heathrow 2.0 has been published but is a dynamic document which will be subject to future revisions. The Head of External Projects will continue to represent the Borough including by responding to relevant consultations and will update Members through the relevant committees as appropriate.
- 2.14 Net Zero Places: Phase 1 Innovate UK + City Science: RBC, as part of the wider Heathrow community has recently secured stage 1 funding of circa £100,000 to evaluate non-technical barriers (such as financing, governance, regulation, and engagement) to achieving carbon net zero from Innovate UK (part of UK Research and Innovation) in partnership with City Science. The ultimate aim is to help places and businesses accelerate the delivery of the transition to Net Zero. In this first phase of the programme, 31 projects from across the UK, have been awarded a share of £2m through a competitive process, to carry out feasibility studies to understand what approaches to test in their local area. If phase 1 is successful, it will be possible to

apply for phase 2 implementation funding up to £7 million with HSPG partners. The stage 1 monies will be spent between by April-June 2023.

- 2.15 River Thames Scheme (RTS): The River Thames Scheme is the first flood and climate mitigation project which is described as nationally significant, reflecting the scope and ambition of the scheme. RBC is a statutory consultee, along with the other two directly impacted Boroughs (Elmbridge and Spelthorne) and Surrey County Council.
- 2.16 The RTS is being designed to:
- respond to the challenges of flooding
  - provide access to green open spaces and sustainable travel routes
  - encourage inclusive economic growth
  - increase biodiversity
  - provide economic, health and environmental benefits between Egham and Teddington.
- 2.17 Each part of the River Thames Scheme will deliver benefits for communities.
- 2.18 Two new river channels (the longest section will run through Runnymede) will:
- reduce the risk of flooding to homes, businesses, and infrastructure
  - provide a habitat for wildlife and a new feature in the landscape
  - create new areas of public green open space next to the river
- 2.19 New footpaths and cycleways will run along the channel and through the new public spaces. These will connect communities to different parts of the scheme and surrounding areas. New and improved habitat areas for wildlife will connect with existing nature sites and wildlife corridors to support biodiversity.
- 2.20 The latest round of public consultation on the RTS ran between 8<sup>th</sup> November and 20<sup>th</sup> December 2022. The current expectation is for the works to start in 2026, with commissioning of the River Channels currently expected to be 2030. More information about the RTS can be found on its website at: [www.riverthamesscheme.org.uk](http://www.riverthamesscheme.org.uk) .
- 2.21 Continued proactive working to identify opportunities for grant funding to support the Council in responding to climate change: The Council's Climate Change Officer is working closely with the Bid Writer and Grants Officer to investigate potential funding and shape appropriate applications to deliver climate change initiatives to meet the aims of the Corporate Plan and supporting corporate strategies.

#### **Planned activity**

- 2.22 Heathrow Surface Access: RBC to work with other Boroughs and Districts to develop a consensus position and lobby the Government in progressing this scheme to enhance public transport options to Heathrow from Surrey/achieve a modal shift to public transport to reduce harmful air quality impacts/carbon emissions associated with private car use. This is led by the External Projects unit. There are no fixed timescales for this activity at the time of writing.
- 2.23 Project Management template update: The Project Management Office (PMO) will be reviewing and updating the business case and project charter templates to include a mandatory section on climate change benefits. Each proposed new activity or project will therefore need to identify and detail any direct or indirect benefits of the proposal on climate change, carbon reduction or environmental benefits.

2.24 PMO will look to develop project and activity reporting to provide overviews of progress of activity with climate change benefits as part of the overall performance of the Council.

**Central Climate Change Function (Lead Officers: Georgina Pacey and Sarah Hides)**

**Key achievements to date (taken from 2019)**

2.25 Development of the Council’s Climate Change Strategy: (see entry above in Overarching/Chief Executive’s Office section).

2.26 Green Homes Grants and the Local Authority Delivery (LAD) Scheme (see Environment and Sustainability Committee agenda from 17th November 2022 for more information): 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. 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).

- In 2021, RBC secured £4.335m LAD1B funding from BEIS. In addition to this Surrey contributed RBC £68,000 and RBC contributed £0.39m to this project making a total amount of £4.4m. The Climate Change team administered the scheme with delivery partners Happy Energy Solutions Ltd. Please see Table 1 below for details.
- Between March and September 2022 RBC along with the other D and Bs were part of the Surrey County Council consortium for LAD2 funding. The delivery partner was Action Surrey. Please see Table 1 for details.

**Table 1: Green Homes Grant Schemes secured and delivered in Runnymede**

<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>
LAD1B – running between 01/22 – 09/22	390 properties in total	143 Park home insulation (external or underfloor)	Owner occupied not to exceed £10,000 per property	£4,335,000 – total grant value
RBC awarded funding from BEIS	192 RBC owned properties	241 Solar PV panels	Rented (private or social) subsidy not to exceed £5000 per property.	£3.98m – value of works completed
Delivery partner is Happy Energy Solutions Ltd		37 Loft insulation	Minimum of 1/3 to be paid by the landlord.	£68K additional grant secured from Surrey County Council in addition to above spend
		6 Cavity Wall Insulation		
		(RBC properties 188 solar, 2		

		cavity wall and 22 loft insulation included n above figures)		£1.4m on RBC owned properties (RBC have contributed £0.39m)  Total funding invested into borough £4.44m
LAD2 – running between 03/22 – 09/22  SCC awarded funding from BEIS  RBC part of D and B, SCC consortium  Delivery partner is Action Surrey	6 Properties	2 Loft insulation  1 Solar Thermal installation  4 solar PV installations	£6,556.17	£36,302

### Current/ongoing actions

- 2.27 Sustainable Warmth -incorporating (LAD3 and HUG1): RBC are part of the SCC consortium along with the other D and Bs for this fund. The delivery partner is Action Surrey. SCC were awarded funding from BEIS and began delivery of the scheme on 3/10/22. HUG1 – relates to off-gas properties.
- 2.28 Home Upgrade Grant for off gas properties (HUG 2): Delivery arrangements as for Sustainable Warmth.
- 2.29 Energy Company Obligation (ECO) 4: Delivery arrangement as part of SCC consortium to be confirmed. NOTE: At present the Surrey Consortium have asked that this offering be temporarily put on hold. The reason is that the target clients for this fund are largely the same as those covered by the other funds. The advice from the consortium delivery partner is to concentrate for the present on the existing funds which are actively being implemented.

**Table 2: Green Homes Grant Schemes secured and being rolled out in Runnymede**

Grant Type and details	Number of properties with measures installed	Measure mix	Average cost per household	Total value of works
Sustainable Warmth - incorporating (LAD3 and HUG1)–	To be determined	Can include:  Cavity Wall insulation	£10,000 available per household	£11.19 million awarded to SCC

<p>running between 01/22 – 03/23</p> <p>SCC awarded funding from BEIS – began delivery 3/10/22</p> <p>RBC part of D and B, SCC consortium</p> <p>Delivery partner is Action Surrey</p> <p>HUG1 – relates to off-gas properties</p>		<p>External wall insulation</p> <p>Park home insulation</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>	<p>Up to £25,000 for off-gas properties</p>	
<p>HUG2 (off-gas properties) – running between 2023 and 2025</p> <p>SCC awarded funding from BEIS – began delivery 3/10/22</p> <p>RBC part of D and B, SCC consortium</p> <p>Delivery partner is Action Surrey</p>	<p>To be determined</p>	<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>	<p>HUG2 – various cost caps per measure per property archetype</p>	<p>To be determined</p>
<p>ECO 4</p> <p>Running from 2022-2026</p>	<p>To be determined</p>	<p>Gas Central Heating</p> <p>Non-Condensing Boiler</p>		<p>To be determined</p> <p>Please see comment above for rationale</p>

<p>Delivery options currently under evaluation.</p> <p>Funded directly via Energy Companies</p>		<p>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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2.30 Climate Change Study (part 1): At the [14<sup>th</sup> July 2022 Corporate Management Committee meeting](#), a £60,000 supplementary revenue budget was approved to fund the Climate Change Study. The main purpose of this project is to inform the Council's actions to meet its target to achieve operational net zero carbon emissions from its services and operations by 2030, as well as to enable its actions within its areas of influence, to reduce emissions across the wider Borough by 2050, in line with national targets. The work of the study is split into two main stages:

-Part 1 is being led by the Council's Climate Change Officer and will establish the Council's emissions baseline and improve and streamline the Council's carbon monitoring, measuring and reporting methodologies. The Stage 1 work will also estimate carbon emissions trajectories for various mitigation pathways out to 2030 and 2050. The emissions baseline year has been chosen to be 2019 to be in line with Surrey County Council reporting. Officers are proposing to bring a report to 23<sup>rd</sup> March Corporate Management Committee to agree the approach to setting the Scopes for the purpose of the assessment. It is anticipated that the final Stage 1 report will be brought to the 25<sup>th</sup> May 2023 Corporate Management Committee for endorsement.

-The Part 2 work will establish the evidence base needed to underpin the development of future planning policies to mitigate and adapt to climate change in the revised local plan. Building on the Council's Climate Change Strategy and using the baseline work on emissions in Stage 1, the Stage 2 work will recommend decarbonisation pathways which will help identify priority areas for action and show where policy gaps remain. Part 2 will be led by the Planning Policy Team and is detailed further at paragraph 2.71.

**Planned activities**

2.31 Great Big Green Week: A report is being taken to the [23rd February Corporate Management Committee](#) to consider how the Council could get involved in this year's Great Big Green Week which will take place between 10th and 18th June 2023. Four options are presented for Members to consider.

- 2.32 Carbon Literacy Training: The Council's Climate Change Officer has recently written to all Councillors to offer the opportunity to attend carbon literacy training. At the end of the training, participants will understand:
- The climate change impacts we're already experiencing
  - What's causing climate change
  - What future impacts we will experience on our current trajectory
  - What's required from a big picture perspective to tackle climate change
  - What we're doing at the global and national level
  - The steps councils need to take for local authorities to play their full part in tackling emissions
  - What emissions are produced by your administrative area and council as an organisation
  - What is being done to tackle these emissions
  - The carbon footprint of UK households and what can be done to reduce it
  - Which nations and income groups are most responsible for climate change
  - The co-benefits of tackling climate change
  - How to engage the public in climate action
- 2.33 This course is accredited by The Carbon Literacy Project [Home - The Carbon Literacy Project](#). Participants will receive roughly eight hours of learning. The Climate Change Officer is currently collating expressions of interest from Councillors and a report will be taken to [23<sup>rd</sup> March Corporate Management Committee](#) to request funding as a growth item to allow this training to be organised following the local elections in May. In the initial roll out of this training, it is also proposed that senior officers in the Council attend the training.
- 2.34 Production of the Runnymede Climate Change Action Plan: Following the completion of part 1 of the Council's Climate Change Study (which will set the carbon baseline for Runnymede and provide the Council with the mechanism to identify areas where we can effectively achieve carbon savings), officers will seek Member approval to commence work on the Runnymede Climate Change Action Plan. The Action Plan will clearly set out the actions that will need to be implemented in order to achieve the relevant net zero targets, in particular the Council's 2030 target for its own operations. It will estimate carbon savings, and provide information where possible on likely costs, timescales and risks associated with the different actions. It is anticipated the work on the Action Plan can, subject to Member approval at 25<sup>th</sup> May Corporate Management Committee, commence in June 2023 to coincide with the 2023 Great Big Green Week. A public consultation will be proposed at the outset of the process so that the views of the Borough's residents (including our young people) and businesses can feed into the development of the Action Plan. Alongside the Action Plan, a high-level Communications Strategy is proposed to be developed by the Council's Communications Team. This will be supported by annual Communications Action Plans to support the initiatives being pursued in each financial year.

### **Community Services (Corporate Head: Darren Williams)**

#### **Current/ongoing actions**

- 2.35 Community transport review: This review is ongoing, and discussions are being held with Surrey County Council regarding the potential to partner on the electrifying of a future Community Transport fleet and service model (no agreement has been made at the time of writing, but this matter is being explored). These discussions are in

early stages and with no guarantees, however, this forms a core part of the service review. The review will also consider new demand responsive service models which if viable in the borough, will provide an opportunity to promote active/alternative travel options to residents, reducing their requirements for personal car use etc. Within service KPI's for 2023/2024, officers will be measuring service delivery against numbers of kilometres driven and diesel fuel drawn, to monitor operational and environmental efficiency in our planning and scheduling. When Hydrotreated Vegetable Oil (HVO) is made available at the depot, it is intended that all community services vehicles that are able use HVO, do so until they reach the end of their life, at which point, their replacement with greener alternatives will be considered. The inability to accept HVO by some vehicles, will form part of the considerations when refreshing the vehicle replacement programme.

- 2.36 Meals at Home service review: A review of service delivery options has been completed for Meals at Home, within which consideration was given to the fleet to be used, in conjunction with operational processes and risk. The number of required vehicles was also reviewed.
- 2.37 A report was presented to the Community Services Partnership Board (a joint group between RBC and Surrey Heath Borough Council) to discuss and agree a way forward that would be presented to committees at each Council within formal structures.
- 2.38 It is unfortunate that a lack of confidence in, and logistical concerns re other models has resulted in it being viewed that retention of the current delivery model is appropriate. This is because currently, Apetito are not leasing any new electric vehicles due to supply chain issues and compatibility of technology. As a result, vehicles for this model would have to remain diesel. However, contact has been made with Apetito to negotiate break clauses etc. within leases to be able to switch to electric vehicles when available, at which time, officers were informed of the potential to take on 7 electric vehicles from another contract, on a shorter lease. Officers are now exploring this. In principle, a shorter lease should allow for technology and availability to advance so that the service is able to continue with EV or other vehicles.
- 2.39 It is intended that a report on this will be taken to Community Services Committee in March, although if the electric vehicle option is viable, the Council may need to move more quickly to secure what seems to be a one-off offer.

### **Housing Services (Corporate Head: Andy Vincent)**

#### **Key achievements to date (taken from 2019)**

- 2.40 Adoption of the Housing Asset Management Plan (2021-2026): [This document](#) highlights Runnymede Borough Council's aspirations for the management of its housing assets over the next four years.
- 2.41 The plan sets out three commitments on environmental sustainability:
- Energy Performance (minimum energy performance of our stock at a C energy efficiency rating by 2030);
  - Commencement of work to deliver 125 additional units by 2026, these homes will be built to a high energy efficiency rating (A) and include alternative heating sources to gas where appropriate.;
  - Runnymede Borough Council's Housing Service will invest in its 'refuse areas' at flat blocks to promote recycling. This supports the corporate objective of Enhancing

our Environment by reducing the amount of waste going to landfill and will limit costs to the HRA of excess general waste.

### Current/ongoing actions

- 2.42 Energy performance of stock: A new Asset Management Software System went live on 11 July 2022 to enhance the quality of information Housing Services are able to provide in relation to the condition of their assets. An Energy Assessor Module was implemented in August 2022 to model scenarios around the energy performance of their assets.
- 2.43 Housing Services will continue to undertake an annual rolling programme of 10% stock condition appraisal of their stock. This is to validate existing data and to ensure any alterations to properties are captured. 15% were completed in 2021/22.
- 2.44 Runnymede Borough Council have 757 properties with an energy efficiency rating below a C. All of these properties are general needs accommodation. 426 of these properties will achieve a C rating by the installation of new doors, windows, boilers etc. via RBC's 'Decent Homes' programme. The remainder 331 will require additional work on top of what is planned under the Council's capital programme to achieve a C rating.
- 2.45 At the beginning of 2022 it was estimated that £8.78m of investment will be required in the Council's housing stock to deliver the target of 'ensuring all RBC owned social housing units have an energy efficiency rating of C or above by 2030'
- 2.46 Funding to enable this investment is coming from the following sources:
1. Green Homes Grant – Local Authority Delivery 1. Supported by 30% match funding from Runnymede Borough Council's Housing Service – total of grant and RBC contribution £1.8m in 2022;
  2. Improvement work to achieve the Runnymede Investment Standard- £3.7m by 2026 A request for wave 2.1 Social Housing Decarbonisation Funding (SHDF) of £3.29m (bid submitted in September 2022 – outcome expected in March 2023([Public Pack](#))[Agenda Document for Housing Committee, 21/09/2022 19:30](#) ([runnymede.gov.uk](http://runnymede.gov.uk)) (see item 10).
- 2.47 A successful Wave 2.1 bid will mean that total investment towards the Housing Service's key carbon reduction target will be:

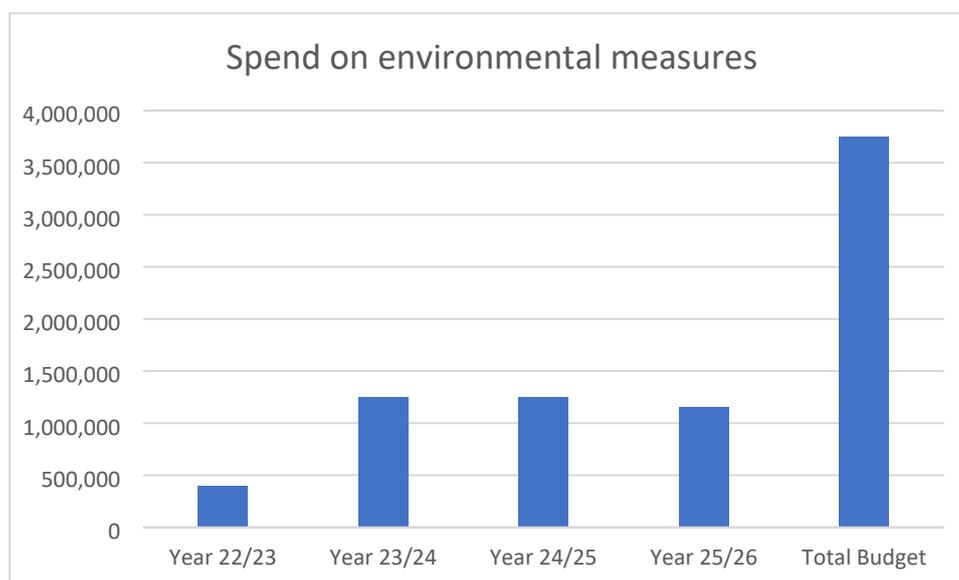
	<b>Grant</b> £	<b>HRA Reserves</b> £	<b>Total</b> £
Green Homes Grant	1,390,000	400,000	1,790,000
Improvement Work	-	3,700,000	3,700,000
Wave 2.1	3,290,149	-	3,290,149
<b>Total</b>	<b>4,680,149</b>	<b>4,100,000</b>	<b>8,780,149</b>

- 2.48 The funding from the SHDF is intended to fund the following work:

<b>Additional Works</b>	<b>£</b>	<b>Comment</b>
External Wall Insulation	2,650,000	
Planning Application Fees	1,180	Planning applications all traditional dwellings non-painted

Ground Source Heat Pumps X2	638,969	RBC have budgeted £200,000 for this work - £638,969 is the non-budgeted amount
<b>Total</b>	<b>3,290,149</b>	

2.49 The £3.7m of work identified to improve the energy performance of the Council's housing stock using resources from within the Housing Revenue Account Business Plan is phased over 4 years from 2022 – 2026 at the following rate:



### Planned activity

2.50 If the Council is successful with its bid to SHDF:

- The work funded by the SHDF will need to be completed by September 2025 (this is the current requirement set by the Government but could be subject to change if there is any slippage in the Government timescales awarding this fund).
- A procurement exercise will need to be completed in order to source a contractor (usually referenced as a 'Delivery Partner'). A fabric first approach (of insulation and heat loss prevention measures) must be followed where works are required.
- Installation of improvement work done under the SHDF will utilise the Council's existing Tenant Improvement Procedure which ensures engagement with tenants throughout the installation of any improvements to their home. This procedure reflects the requirements of the PAS 2035 (the PAS 2035 process ensures quality installations and effective customer engagement throughout energy efficiency retrofit work) and has been accredited under ISO 9001.

2.51 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. A successful bid to the Social Housing Decarbonisation Fund wave 2.1 will enable the Housing Service to ensure that all its homes have a C energy performance rating by March 2026 (there are likely to be some refusals of the work by tenants). Additional plans for enhancing energy performance can then be compiled to enable further energy performance improvements prior to 2030.

- 2.52 By delivering a C energy efficiency rating for all Council owned homes we will reduce the carbon emissions from Council homes by 1078 tonnes per year.
- 2.53 Additionally, installation of ground source heat pumps at two Independent Retirement Living schemes, to replace boilers that have reached end of life is currently being evaluated. A business case report is due to go to the [Housing Committee on 8<sup>th</sup> March 2023](#). It should be noted that this is not part of the SHDF bid – as work under the SHDF can only be undertaken to properties below a C rating. All of the Council's Independent Retirement Living properties are C rated.

### **Customer, Digital and Collection Services (Corporate Head: Linda Norman)**

#### **Achievements to date (taken from 2019)**

- 2.54 Modern Gov paperless committee paper document administration: A joint Digital Services/Democratic Services project which has procured and installed Modern.Gov; a paperless meeting app that supports good governance and transparency, and delivers streamlined co-ordination of meetings and documents. This new system came into force in January 2022 and it is hoped that it will help significantly reduce the amount of paper produced to support the Council's committee processes.
- 2.55 Website upgrade and introduction of the OneAccount: The Council upgraded its website in August 2021. This included the introduction of the Council's One Account which, as part of its operation, contains an e billing facility. Through the OneAccount, customers can currently access the following online services: Council Tax, Housing Benefit and Council Tax Support, Business Rates, Recycling & Waste. Amongst other things, the OneAccount offers customers options to sign up to pay by Direct Debit and switch to paperless billing and notifications. The OneAccount not only helps reduce the number of paper bills issued by the Council (the Council currently has 38,680 live council tax accounts of which 1,801 customers have registered for e-billing) but also has the potential to reduce the number of trips that customers need to make to the Council offices. The website upgrade has also included the following:

-Landlord portal: This portal allows landlords (both social and private) who receive payments of housing benefit to: check payments, review individual cases, and report a change in a tenant's circumstance. 50 landlords who between them manage 570 properties receiving Housing Benefit have signed up.

-Citizens Access Benefits: Has approximately 132 users. Allows users to view notification letters online. 155 Online Benefit claims have been received which not only reduces paper but integrates with the Benefits system to reduce the number of days it takes to process a Benefits application and get a payment to a claimant.

#### **Current projects and actions**

- 2.56 Hybrid mail-Not only has this initiative facilitated agile working, it has also allowed the Council to streamline the letters that it sends to its customers, for example, Council Tax, Revenues and Benefits notices are now matched for people who do not have access to e-billing; reducing the number of hard copy letters which need to be sent out which reduces paper usage. Further efficiencies are to be explored to further reduce the need to print and post multiple notifications for residents.
- 2.57 Review all car parks to establish potential to install EV charging point facilities: Current review in progress. Officers are working to facilitate public charging points across the borough on Council owned land, subject to demand and available funding. Officers are working closely with Energy Saving Trust as part of this project. The initial focus is on Council owned car parks but there is future potential to look at

other locations in the longer term. The timescales for this work will be set out in the Council's Electric Vehicle Strategy which is currently being developed and which is discussed in more detail under the Planning Policy and Economic Development section of this report.

- 2.58 Hardware refresh for Council staff: Amongst other things, as part of the wider IT hardware refresh roll out at the end of 2022, staff across the organisation are moving from two screens to single screens. One of the benefits from this is to cut monitor energy consumption by 50% for those desks which have/have previously had two monitors. In addition, in 2022, a new contract was put in place for the disposal of IT hardware and peripherals across the Council. Stone Group who are ISO:14001 accredited were appointed. Their collection service includes the data erasure, disposal, and refurbishment of IT hardware, cabling and peripherals. Stone Ltd have been accredited by Valpak for its Zero landfill policy. The asset disposal solution will ensure that no hardware is sent to landfill. Stone Ltd are part of the Microsoft initiative [www.getonline@home.org](http://www.getonline@home.org). A percentage of IT equipment will be offered to the largest independent grant giving charity in the UK providing valuable help to low-income families caring for severely disabled or seriously ill children aged 17 and under. The Council will be rewarded for recycling its IT assets responsibility with Stone Ltd by planting trees in The Nation Forest as part of Stone's ongoing commitment to a sustainable future. In addition, unlike the Council's previous arrangement where the Council was having to pay a contractor to dispose of its redundant IT equipment, this initiative with the Stone Group now generates a modest income stream for the Council, generating approximately £1800 to date. This initiative was described in a Part 2 report taken to [Corporate Management Committee in 24<sup>th</sup> February 2022](#).

#### **Planned activity**

- 2.59 Pay and display parking machine upgrade: A business case has been approved to upgrade the Pay and Display machines in the Council's car parks. This upgrade will be linked with ANPR technology and aims to provide a contactless system and allow paperless permits. A contactless system will mean that operatives will no longer be required to collect money from the machines, which will result in a cost saving to the Council and also reduce carbon emissions from vehicle trips. As part of the upgrade to the machines in the car park, the use of renewable technologies will be explored to power the machines, for example, the use of solar technology.
- 2.60 One Account enhancements: Further enhancements to the Council's OneAccount to include an online Parking portal to digitalise the parking service and increase the Council's online offer is planned, and this is set out in the 2023/24 Service Area Plan for this department. The OneAccount is also to shortly be enhanced to make various services available to Council tenants including the ability to access their rent accounts and the repairs service.
- 2.61 Waste and Recycling Software Improvements: Also included in the 2023/24 Service Area Plan for Customer, Digital and Collection Services is an initiative to carry out improvements to the Council's waste and recycling software. This will improve efficiency of waste collections and allow real time access for customers to report missed bins. From a climate change perspective, this will also enable optimisation of waste collection rounds.

#### **HR and Organisational Development (Corporate Head: Fiona Skene)**

##### **Key achievements to date (taken from 2019)**

- 2.62 Agile working policy rollout: This Grade B corporate project which commenced in September 2021. A new formal policy came into effect in February 2023 on agile working for the organisation. This roll out, which allows staff to work from home for part of the week, is likely to contribute to reducing carbon emissions from reduced travel to work, reduce traffic congestion and contribute to improvements in air quality.

**Current/ongoing actions**

- 2.63 Electric car incentives be looked at for staff: A new policy is being investigated to see, given the Council's financial constraints, how to reimburse employees with vehicles run on electricity rather than petrol or diesel.

**Planned activity**

- 2.64 Active Travel Strategy: The 2023/24 Service Area Plan for the Human Resources and Organisational Development Service Area proposes to review existing, and investigate and develop new policies to encourage colleagues to adopt Active Travel to commute to work through:  
-Green Travel Policy for employees;  
-Season Ticket Loan Scheme for commute to work. This action is due to be completed in March 2024.
- 2.65 To develop this strategy, it is proposed to develop a Green HR officer working party which will contain representatives from a number of service areas across the Council.

**Planning Policy and Economic Development (Corporate Head: Rachel Raynaud)**

**Key achievements to date (taken from 2019)**

- 2.66 Adoption of Runnymede 2030 Local Plan (Adoption July 2020): One of the Council's most significant policy documents in relation to the environment and climate is the adopted Runnymede 2020 Local Plan. This Local Plan which was adopted in July 2020 includes number of policies which contribute to the mitigation of, and adaptation to, climate change. As part of its spatial vision the Plan states that by 2030:

*Runnymede will be resilient to and mitigate climate change impacts especially by reducing and minimising the risks from flooding, reducing greenhouse gas emissions and improving water quality and efficiency*

- 2.67 Objective 6 in the Plan reiterates this vision and includes commitment to the use of renewable and low carbon energy. Additional objectives also contribute to climate change mitigation and adaptation, for example, by seeking to improve accessibility to range of active travel choices (thus reducing the need to travel by car) and to enhance the Borough' landscapes, green spaces and biodiversity.

- 2.68 Three policies which play fundamental role in supporting climate change action include:

Policy SD7: Sustainable Design: This embeds sustainable design principles to ensure development proposals mitigate and adapt to climate change impacts;

Policy SD8: Renewable and Low Carbon Energy: This sets out the Council's in-principle support for proposals for stand-alone and community led renewable, low carbon and decentralised sources of energy.

Policy EE13: Managing Flood Risk: This policy steers vulnerable development away from areas affecting by flooding, and where there is no alternative to development being located in an area at risk of flooding, the policy sets out specific requirements to minimise the risk. It also requires development in flood risk area to be supported

by Flood Risk Assessment which sets out how the development will manage flood risk over its lifetime, considering the impacts of climate change. The policy also confirms the Council's support for proposals for strategic flood relief measures, including the emerging flood relief measures and channel through Runnymede as part of the wider River Thames Scheme.

- 2.69 The Local Plan also contains a suite of policies on the natural environment which amongst other things, seek net gains in biodiversity from new development through creation/expansion, restoration, enhancement and management of habitats and features to improve the status of priority habitats and species.
- 2.70 A series of [Supplementary Planning Documents](#) (SPDs) provide further guidance to supplement the policies of the 2030 Local Plan, including: Design SPD, describing how to achieve sustainable design standards; Green and Blue Infrastructure SPD setting out measures which will help build resilience to climate change; and Parking Guidance SPD setting out appropriate levels of car, cycle parking and electric vehicle charging points for different types of development. It also encourages less car parking in town centre locations, where alternative modes of transport are more readily available.

### **Current/ongoing actions**

- 2.71 Climate Change Study part 2 (Local Plan evidence on climate change): As set out earlier in this report, the Council's new Climate Change Strategy 2022-2030 includes a commitment to achieve operational 'net zero carbon' emissions from its own services and operations by 2030, and for the wider Borough to reach net zero emissions by 2050 in line with national targets and legislation. A series of actions will be developed to help deliver the targets in the Strategy, which will include revising the 2030 Local Plan to strengthen its climate change mitigation and adaptation policies. Evidence is required to improve the Council's understanding about the degree to which existing 2030 Local Plan policy requirements are contributing towards the Council's climate change objectives, and how new or revised policies can be introduced to a revised Local Plan to drive forward these objectives further. Consultants have been commissioned to produce a Climate Change Study in two parts. Having identified the extent of the gap to achieving 2030 and 2050 net zero targets in the first part of the Study, the second part will consider various ways that the revised Local Plan can be strengthened to reduce this gap. Stronger climate change planning policies will impact on development viability and delivery, and will need to be robustly defended at a future Examination in Public – the Climate Change Study will therefore form a critical evidence base to help justify the inclusion of these policies in a future Local Plan. Draft outputs from the part 2 work are expected in Spring 2023.
- 2.72 Sustainability Award introduced as part of Runnymede Business Awards 2023: 2023 is the inaugural year for the Runnymede Business Awards. A Sustainability Award has been included which seeks to showcase the efforts of Runnymede businesses that have shown significant initiative in moving towards a greener and more sustainable future. The awards ceremony is being held in May.
- 2.73 Promoting LoCASE through Business Runnymede: The Low Carbon Across the South and East (LoCASE) programme is supported by the European Regional Development Fund to provide a free business support programme to SMEs in the South and East. The aim is to help businesses to become more competitive and profitable while protecting the environment and encouraging low carbon solutions. To do this, LoCASE provides grants for businesses of up to £10,000 (although match funding is required) as well as training workshops and fully funded events. Targeted

business support is on offer for companies who offer “green” or low carbon goods and services. LoCASE came to a Runnymede Business Partnership event in September 2022 to talk to local businesses about the initiative and to discuss energy saving benefits associated with the fund and how it could reduce a business’s costs. There have been 69 enquiries from businesses in Runnymede to date (data from January 2023). The fund closes in June 2023.

- 2.74 Local Plan Review: The Local Plan Review offers a significant opportunity to revisit the policies in the 2030 Local Plan to see if their contribution to climate change mitigation and adaptation can be strengthened and determine whether any new policies should be introduced. There is scope for policies to play a greater role in, for example, improving the sustainable design and construction of new development; promoting the provision of active travel, low carbon and renewable energy infrastructure; and protecting and enhancing green and blue infrastructure to adjust to the adverse impacts of climate change. The Local Plan also has a significant role to play in setting the spatial distribution of new development in the Borough to ensure sustainable patterns of development. A revised timetable for Local Plan preparation will be taken to Planning Committee followed by Full Council this Spring once the final Government reforms to the NPPF are published (national reforms are subject to public consultation at the time of writing this report). Whilst the first round of public consultation on the Local Plan Review has been paused pending a decision being made at a national level on a number of key planning reforms, officers have continued to develop key parts of the evidence base that will underpin the revised policies – including the Climate Change Study.
- 2.75 Electric Vehicle Strategy: The main purpose of the EV Strategy is to develop a borough wide approach in the period up to 2030 to encourage the transition from petrol and diesel vehicles to electric vehicles (EVs) as part of a sustainable transport system. The Strategy also encourages the use of e-bikes. To deliver the EV Strategy, an action plan is being formulated based on 9 action points. The actions, set out under each of the 9 overall headings, will be broken down into two time periods – short term (2023-2026) and longer term (2026-2030). The action plan will be reviewed periodically to ensure adaptability to changes in technology, trends in mobility and financial considerations are kept up-to-date. It is intended that a draft of the Strategy be taken to Corporate Management Committee in July 2023. Production of a strategy for Ultra Low Emission Vehicles is also currently under consideration.
- 2.76 Corporate Green and Blue Infrastructure (GBI) Strategy: The purpose of the GBI Strategy is to set the framework for the Council’s approach to GBI; identifying the assets and features we have, whether there are any deficits or weaknesses and where/how these could be strengthened with opportunities/projects for improving/enhancing GBI and partners required to aid delivery. This will give an overarching but comprehensive strategy on where resources such as developer contributions, CIL and other funding should be focussed and prioritised. The GBI Strategy will set out background information on why GBI is important and its purpose, include an audit of GBI in Runnymede set out a vision and objectives of what the Strategy is trying to achieve and will be centred around a number of themes to be agreed upon. Within each theme will be a consideration of GBI in the Borough, identification of deficits and/or where GBI and GBI connectivity could be strengthened. Initial stages of preparation have involved an audit of GBI assets and features in the Borough and this work is currently on-going. A ‘For Information report’ on the GBI Strategy is being reported to [Community Services Committee on 16<sup>th</sup> March 2023](#).

- 2.77 Local Cycling and Walking Infrastructure Plan (LCWIP): This project is led by Surrey County Council with RBC part funding the consultants. Project started in March 2021 and phase 1 is now complete. The Council is currently awaiting a commencement date for Phase 2 of the LCWIP study, which is being undertaken by SCC in partnership with RBC, and is expected to take approximately 9 months to complete. The detailed designs and costings provided by phase 2 of the plan will enable appropriate funding bids to be submitted to fund delivery of elements of this ten-year plan. Funding for delivery of the plan will also be sought from Community Infrastructure Levy (CIL) and planning obligations where appropriate.
- 2.78 E Bikes pilot: As part of the wider Electric Vehicle Strategy that is being developed, a specific action is being investigated in relation to E Bikes. Initial research has been carried out on different types of e-bike schemes and the success or otherwise of other projects. Discussions have taken place with SCC officers and RHUL, and a further discussion with RHUL is planned. It is likely that to take this project forward a feasibility study will be required to assess demand and look in detail at costings (similar to that undertaken in Guildford). This is likely to cost in the region of £20,000 and would need to be secured via a growth bid to a future committee.

#### **Planned activity**

- 2.79 To assist with the development of the Climate Change Action Plan (see more information about this project under the Central Climate Change function).
- 2.80 Shortlisting of active and sustainable transport projects for prioritisation: Officers will be working to consider in greater detail where schemes should be prioritised (beyond the LCWIP proposals) for sustainable and active travel interventions in the Borough. Priorities will need to be discussed with Members, and further discussions held with Surrey County Council in their capacity as the Highway Authority to try and drive improvements forward.

#### **Development Management and Building Control (Corporate Head: Ashley Smith)**

##### **Achievements to date (taken from 2019):**

- 2.81 Building Control becoming a 'paperless service area': The Building Control Service went paperless in 2020. For background information, the Development Management function went paperless around 2013.

##### **Current/ongoing actions**

- 2.82 The Development Management Team is responsible for assessing planning applications against the Council's adopted policies in the Runnymede 2030 Local Plan. This includes the application of policies which are concerned with securing environmental improvements through new development and other features which are required to respond to climate change.
- 2.83 The Building Control team of surveyors and engineers make sure that all building work in the Runnymede borough meets the national regulations. Building Control are responsible for ensuring that development complies with the latest Building Regulations. In this regard, from a climate change perspective, it is relevant that interim Building Regulations took effect from June 2022 requiring a 31% reduction in carbon emissions for new homes and a 27% reduction for non-residential buildings compared to the 2013 standard (the current baseline). There have also been uplifts to ventilation standards, as well as the introduction of new measures to mitigate the risk of overheating in new homes. The Government has demonstrated that these standards are now viable for new development at a national scale.

- 2.84 A stepped tightening of the Building Regulations has been designed to help the market prepare for *full* Future Homes and Buildings Standards implementation in 2025 (such as developing necessary skills and supply chains). The full Future Homes Standard is intended to deliver homes that are 'zero-carbon ready', with 75-80% less carbon emissions than those built to current (2013 Building Regulations) standards. This is likely to mean:
- no new homes will have fossil fuel heating (moving away from gas boilers towards heat pumps and heat networks);
  - homes will be 'future-proofed', with low-carbon heating and high levels of energy efficiency;
  - there will be no need to retrofit these homes to enable them to become zero carbon by 2050 as the grid decarbonises (i.e. as the grid is powered by renewables rather than the burning of fossil fuels);
  - in an effort to address existing buildings, existing homes and certain home improvements will be subject to new Building Regulations standards, for example where homeowners build an extension.

### **Environmental Services (Corporate Head: Helen Clark)**

#### **Achievements to date (taken from 2019)**

- 2.85 Recycling initiatives: Contamination project (Autumn 2022) –The Surrey Environment Partnership (SEP) worked with RBC to analyse the borough's contamination rates in individual bins. This looked at contamination rates in specific geographical areas of the borough.

#### **Current/ongoing actions**

- 2.86 Local Authority Treescape Fund (LATF): The Council's Parks and Arboriculture Manager is working with Surrey County Council regarding the next bid for the Local Authority Treescape Fund (LATF). The LATF is open all year and invites bids from £50,000 to £300,000, through competitive bidding. Capital funding is offered to successful applicants. Applications received after 30 June 2023 will be considered for projects which plan to begin planting during the planting season in the 2024-2025 financial year.
- 2.87 The LATF is the key Government offer for local authorities (LAs) to restore tree cover in non-woodland areas which may have been impacted by issues such as disease, habitat degradation or ageing tree stock. The fund is focused on planting and natural colonisation of trees in areas outside of woodlands, including parklands, riparian zones, urban areas, beside roads and footpaths as well as trees in hedgerows and field boundaries (not hedgerows themselves). LATF-funded trees can be small or large, and in urban or rural settings.
- 2.88 The Fund aims to improve landscape connectivity outside woodland, increase natural colonisation where appropriate and provide benefits to ecosystems and society, such as carbon absorption, flood protection and support for biodiversity. The fund is part of the Government's Nature for Climate Fund and will directly contribute to achieving our ambitious tree planting targets to restore habitats in England.
- 2.89 The Council has historically worked with Surrey County Council to access this fund. The RBC application via SCC in 2019-2020 secured £700, £3050 was secured in 2020-2021 and £85,000 in 2021-2022.

- 2.90 Depot refurbishment: This Grade A corporate project commenced in September 2022. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. Relevant to the Council's response to climate change, the specification for the Depot Refurbishment contains the following key elements:
- EV Vehicle charging points: The viability of installing EV charging points will be reviewed and a minimum of two spaces allowed for within the scheme subject to feasibility (i.e. that there is adequate power on the grid to achieve this).
  - Mechanical Plant: A condition survey of the existing mechanical plant and equipment throughout the site is to be undertaken. Where plant and equipment is at its end of life, there will be an allowance for a specification to upgrade to meet current regulations and improve efficiency throughout the site. This is to include heating and ventilation of all occupied areas and consideration will be given to renewable/low carbon technologies to help the Council meet its 2030 Net Zero Carbon target for its operations.
  - Fuel Tank Replacement: The provision of a dual tank with HVO and diesel is to be considered as a replacement for the existing diesel tank.
- 2.91 The depot refurbishment works are in the approved Capital Programme (£300k in total).
- 2.92 Sustainable Planting Policy (see report taken to [Environment and Sustainability Committee on 17<sup>th</sup> November 2022](#) for more information): The Green Spaces Team is introducing a new planting policy which incorporates planting principles that will help guide the Council in meeting challenges posed by our changing weather systems, offer support to native species, and encourage biodiversity. Community engagement and participation from residents' groups and local businesses will be encouraged and supported within the approved principles.
- 2.93 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.

- 2.94 The Council will regularly review its planting policy. 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.
- 2.95 Grounds maintenance: As part of this wider project, lithium-ion powered equipment has been procured to support the new in house grounds maintenance team.
- 2.96 Recycling initiatives: The following initiatives are being rolled out at the time of writing this report:
- Dedicated communal collection project (ongoing) –creating a round specifically that collects bulk bins from flats in order to get a more consistent overview to see why flats struggle to dispose of their waste;
  - Flats above shops (ongoing) – where possible exchanging the bulk bins to individual lockable bins so that it can prevent fly-tipping and the public from using their bin, and overall reducing the amount of overflowing bins across the borough;
  - Food waste project (ongoing) – Improving our own housing stock by introducing more food waste bins, and delivering toolbox talks;
  - Recycling improvements project (ongoing) – Working with JW (Joint waste) to improve the boroughs recycling through leaflets, recycling bin modifications;
  - Pilot introduction of recycling bins within parks and on the High Street. The project to start at the Runnymede Pleasure Grounds.
- 2.97 Monitoring Air Quality: Dynamic monitoring of air quality is being undertaken to determine if any areas meet the criteria to establish an Air Quality Management Area. The Council works with SCC where existing road infrastructure is contributing to poorer air quality.

#### **Planned activity**

- 2.98 Development of a Sustainable Fleet Strategy: This will include a move to HVO fuel. The switch is dependent upon a new fuel tank and fuel management system being purchased for the depot. The cost of the switch to HVO fuel (£100k revenue growth for additional cost of HVO fuel) was approved as part of the budget in February.
- 2.99 SEP 2025: A recommendation is being brought to E and S Committee in March 2023 to adopt the Surrey Environmental Partnership approach to waste prevention and recycling in Surrey for the next three years known as SEP 2025; and approve Runnymede Borough Council's Service Delivery Plan relating to SEP 25.

#### **Assets and Regeneration (Corporate Head: Alex Williams)**

##### **Achievements to date (taken from 2019)**

- 2.100 Installation of photovoltaic panels on Council owned assets: Panels have been installed on the roofs at the Hythe Centre, the Woodham and New Haw Day Centre, Egham Orbit leisure centre and Unit 1 Chertsey Business Park to produce electricity.
- 2.101 Moving to greener energy suppliers: The Council has rationalised part of its electricity contract to Ecotricity who is renewable energy provider.

- 2.102 Development of Council assets: The completed Council owned Magna Square development which has achieved EPC A rating also includes a number of measures within its structure to support the environment and climate including solar controlled glazing, low energy internal lighting, waste water heat recovery system, highly efficient thermal insulation, high thermal mass soffit boards, low water use fixtures. One of the buildings has a living roof and a low water irrigation strategy has been developed to minimise water usage.
- 2.103 The Council owned Chertsey Business Park development aims to ensure a minimum six per cent decrease in CO2 emissions over 2013 Buildings Regulations. All units have been assessed as achieving the highest possible EPC Grade A rating, and other initiatives include:
- low air permeability design
  - electric vehicle charging points
  - transparent warehouse roof panels which increase natural lighting, the cutting the amount of electrically powered light needed
  - high performance insulated cladding and roof materials
  - secure cycle parking to encourage workers to ride to work rather than drive
- 2.104 The Council has installed a combined heat and power unit as part of the Egham Obit Leisure Centre.

#### **Current actions**

- 2.105 The Assets and Regeneration Service Area continue to work to ensure that its new Build Developments achieve EPC A rating to achieve Carbon emission reduction.
- 2.106 The Assets and Regeneration Service Area continues to work to transition the Council's power supply to Renewable Energy Contracts when existing contracts come to an end, where possible.

#### **Planned activity**

- 2.107 The Service Area Plan for the Assets and Regeneration Service Area for the 2023/24 financial year contains the following initiatives which are relevant to the Council's response to climate change:
- Strategic Review and condition surveys of all council-owned car parks to ensure required upgrades are considered/delivered as part of any upgrades for ANPR or ECV charging installation e.g. switch to LED lighting, upgrade electrics, renew car-park surfacing etc.
  - Mechanical and electrical condition surveys of all operational and where appropriate investments assets that can have a Community Heat Network (CHN). This is proposed to be undertaken as part of a rolling 5 year programme which started in October 2022.
  - Replacement of Roof at Civic Centre, Building Management System (BMS), heating ventilation, air conditioning (HVAC), Windows mechanism, Lifts. As part of this, it will be explored whether there are any opportunities for installation of renewable or low carbon technologies, subject to cost and pay back. This project is down to take place between August 2023 and March 2024
  - Climate change initiatives across portfolio to help achieve carbon net zero targets. Following the completion of part 1 of the Council's Climate Change Study which will establish the baseline carbon emissions for the Borough and look at scenarios for future decarbonisation, further discussions will need to be held with the Council's Climate Change Officer and Members to decide which climate change initiatives across the portfolio should be prioritised and consideration of cost and pay back will need to be investigated.

- 2.108 It is also proposed to carry out EPC rating surveys for all commercial assets and upgrade over a rolling programme to achieve a minimum EPC C rating to achieve carbon emission reduction (both investment and operational estate).

### **Financial Services (Corporate Head: Paul French)**

#### **Achievements to date (taken from 2019)**

- 2.109 Hybrid mail: The use of hybrid mail for sundry debtors has been in use since 2021. This has replaced the printing of invoices in the majority of cases, reducing paper use.
- 2.110 Changing existing practices: In addition to the use of hybrid mail, following a big push by the team, over 70% of invoices to our customers are now being sent by email as well as a majority of recovery runs. The team are also making better use of technology and have reduced paper outputs significantly by digitising many former manual paper based processes where to do so does not contravene audit requirements.

#### **Current actions**

- 2.111 Joint HR/Payroll system initiative: This Grade A corporate project commenced in November 2021 and is due to be completed in April 2024. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. This new system will assist in making work flow efficiencies. An additional benefit is anticipated to be the reduction in the need for paper documentation.

#### **Planned activity**

- 2.112 New financial management system (FMS): Given the need to focus resources on the joint HR/Payroll system, there are no additional projects in the next financial year. However, subject to committee approval, the tendering for the implementation of a new financial management system is proposed to begin in late 2023 which is anticipated to transform workflow practices and significantly reduce the need for paper documentation across the Council. Delivery of this initiative is anticipated to take 2 years.

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

- 3.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have been assessed for their wider policy implications. Future planned activity through the Service Area Plans across the Authority have been designed to ensure that the objectives of the Council's Corporate Business Plan and supporting corporate strategies can be delivered over their lifetime.

### **4. Resource/financial implications**

- 4.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their resource and financial implications assessed. Future planned activity through the Service Area Plans across the Authority have been designed to show where additional resource is required to support particular initiatives, or where a growth item will need to be agreed.

### **5. Legal implications**

- 5.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their legal implications assessed. Future planned activities will need to have their legal implications considered at the relevant stages, as appropriate.
6. **Equality implications**
- 6.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their equality implications assessed. Future planned activities will need to have their equality implications considered at the relevant stages, as appropriate.
7. **Environmental/Sustainability/Biodiversity implications**
- 7.1 All of the projects/activities which have already been completed by the Council since 2019, or which are underway, would have had their environmental/ sustainability/ biodiversity implications assessed. Future planned activities will need to have their implications in terms of environment, sustainability and biodiversity considered at the relevant stages, as appropriate.
8. **Other implications (where applicable)**
- 8.1 Future activities listed in the report will be assessed for other implications as appropriate.
9. **Timetable for Implementation**
- 9.1 The various projects listed in this update report all have their own timetables. Further climate change update reports will seek to provide further information on the timescales for delivery for different projects where possible through discussion with the Council's Project Management Office and Service Heads.
10. **Conclusions**
- 10.1 This report has been produced to address the comments made by the Environment and Sustainability Committee on 12<sup>th</sup> January 2023. A full text report has been provided as requested. The Committee is asked to note the contents of this report. Officers will continue to refine its processes for reporting around the Council's activities which have the potential to help in our response to climate change.

**(For information)**

**Background papers**

None stated

## Damp & Mould consultation response update, (Private Sector Housing, Kuda Zireva)

### Synopsis of report:

To provide members with an update on the response submitted to the Department for Levelling Up, Housing and Communities (DLUHC) following a letter from the Secretary of State for Levelling Up, Housing and Communities, the Rt Hon Michael Gove MP, in the wake of the tragic and avoidable death of Awaab Ishak.

### Recommendation(s):

None: This report is for information.

## 1. Context and background of report

In November 2022, the Secretary of State for Levelling Up, Housing and Communities, wrote to all Local Authority Chief Executive and council leaders, following the tragedy of Awaab Ishak, who died at two years old as a direct result of mould in his family home.

In his letter, the Secretary of State directed all local housing authorities to carry out three actions in line with their duty under section 3(3) of the Housing Act 2004. These actions were to:

1. have particular regard to high scoring (bands D and E) category 2 damp and mould hazards, as outlined in the guidance 'Housing health and safety rating system (HHSRS) enforcement guidance: housing conditions;
2. supply the department with an assessment of damp and mould issues affecting privately rented properties in their area, including the prevalence of category 1 and 2 damp and mould hazards; and
3. supply the department with an assessment of action they have identified that may need to be taken in relation to damp and mould issues affecting privately rented properties in their area.

The Secretary of State also requested information on the specific activity taken over the last three years to address damp and mould hazards in the private rented sector (PRS), with specific questions covering the amount and nature of remediation and enforcement activity, Civil Penalty Notices and prosecutions. He also asked for details of plans in place to prioritise the enforcement of housing standards more generally, with a particular focus on how the authority will ensure adequate enforcement capacity to drive up standards in the Private Rented Sector (PRS).

## 2. Report

- 2.1 The Runnymede Borough Council initial response to DLUHC highlighted the following:
- 2.2 With regards to proposals on addressing damp and mould issues in the private rented sector, our private sector housing enforcement policy aligns with the Housing

Act 2004 - The Council has a duty to take action in respect of category one hazards and discretion to take action in respect of category two hazards. Runnymede plan to continue to make use of the appropriate enforcement measures available to address any assessed hazard identified, whether it is a category 1 or 2 hazard, namely;

- Hazard awareness notices
- Improvement notices
- Prohibition orders
- Emergency prohibition orders

2.3 The Private Sector Housing (PSH) team additionally plan to review the current measures available to the private rented sector which are as follows:

- In the first instance, landlords are responsible for addressing defects in their properties, enforcement is undertaken in line with our enforcement policy. The PSH team will review our policy to ensure we are adequately addressing category 2 hazards and in particular damp and mould hazards.
- Minor non-means tests grants (up to £5,000) are 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 is available – the PSH team will review the associated processes and ensure that these grants are available for any tenants with repairing responsibility.
- Runnymede BC operate a loan Scheme through Parity Trust for those who may struggle to access high street lenders – the PSH team will review whether this scheme can be extended to private sector landlords.
- Green Homes Grants and the Local Authority Delivery (LAD) Scheme Rented (private or social) subsidy - not to exceed £5000 per property. Minimum of 1/3 to be paid by the landlord.

2.4 We also additionally propose to take the following action specifically in relation to 'Damp & Mould'

- Provide advice on damp and mould in our boroughwide magazine to residents, including signposting to the measures available to assist.
- Provide a training session on damp & mould at the next Landlords forum
- Where there are underlying health issues with asthma, signpost residents to a new project by the Surrey Heartlands Asthma Network [Asthma Toolkit - Healthy Surrey](#) who provide support and also direct concerned residents to charities

2.5 Within the DLUHC return the PSH team also highlighted concerns with regards to fuel poverty and its effect on damp and mould:

"We are also concerned where the root cause of condensation resulting in mould in properties is due to fuel poverty. Most of our damp & mould complaints turn out to be condensation and we provide advice (as per above) on how to deal alleviate issues in a property. Sadly, the majority of these cases the issues arise due to due to fuel poverty as occupants are not able to adequately heat their properties due to the costs involved particularly in instances where they are on pre-payment meters. We anticipate that we will encounter more damp and mould concerns this winter due to the current economic climate and rise in energy costs. We make use of the limited tools available to us to assist in these cases such as to direct them to the

current cost of living benefits and to charities. We would appreciate some clarity from the department on these matters”

A link was provided by DLUHC in which to submit our response and a copy is attached as an appendix to this report.

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

- 3.1 Access to safe and affordable housing is a key determinant of health and identified as a priority in the RBC Corporate Business Plan.

### 4. **Resource implications/Value for Money (where applicable)**

- 4.1 None identified

### 5. **Legal implications**

- 5.1 All legal implications including enforcement powers are covered in the body of this report.

### 6. **Equality implications none**

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

Encouraging and supporting landlords to insulate rented homes will reduce the amount of fuel required for heating.

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

- 8.1 RBC’s Housing Service was also required to report back to DLUHC on its position in relation to damp and mould in December 2022. The response uploaded via an electronic form is included in appendix

There are various ways in which a council tenant could request action from Runnymede Borough Council to damp and mould issues within their home.

1. Via a repair request
2. Two via the Council’s complaints process – and ultimately via the Housing Ombudsman
3. Via a Disrepair Claim.

### 9.0 **Complaints from Housing Association tenants**

- 9.1 Complaints received by the private sector housing team which relate to accommodation provided by Housing Associations are processed in the same way as complaints received relating to privately rented accommodation. The same enforcement options are available. Additionally, the PSH team contact Housing Associations directly by telephone when complaints have been received regarding their accommodation. This direct telephone contact is usually very effective in delivering a satisfactory outcome. Where resolution is not achieved, the team will arrange to visit as per the standard procedure.

10. **Conclusions**

This report is for information only

**Background papers**

Private Sector Housing Enforcement Policy

## Response ID ANON-PEGT-J25C-4

Submitted to Local authority returns form: damp and mould in private rented properties  
Submitted on 2023-01-31 11:33:20

### Introduction

#### Details:

1 Please provide the full name of your local authority:

Answer:  
Runnymede Borough Council

2 Please provide an email address of a named person we can contact with any further queries:

Answer:  
kuda.zireva@runnymede.gov.uk

3 Approximately how many private rented sector properties are in your area currently?

Answer. Please provide a number. If you cannot answer, please write 'NA':  
7295

4 What data sources do you normally use to inform your knowledge of the quality and condition of the privately rented stock in your area?

a) Stock condition survey, b) Stock modelling, c) Estimate based on contact with landlords/tenants, d) Estimate based on general knowledge of local housing stock, f) Other: e.g. licensing schemes(s), council tax, please provide details (below)

Answer (option - f):  
Mandatory HMO licensing data

5 Approximately what number of full-time equivalent (FTE) do you have in your housing enforcement team? In answering, please provide the number of all staff working on private rented sector standards, enforcement and licensing, including how many FTE Environmental Health Officers are carrying out enforcement, plus those that work in administrative and managerial roles, but not including legal resource. Also please do not include staff who only work on MEES. Where a staff member works on MEES alongside other housing enforcement, please include them in your FTE numbers.

Optional:  
2.59

6 Do you run any Selective and/or Additional Licensing schemes in your area?

Neither

7 If you do run any licensing schemes, approximately how many properties are covered by your scheme(s)? Please break down by each individual Selective/Additional licensing scheme

Optional:  
415 - mandatory HMO licensing

### Prevalence of damp and mould

8 Based on your assessment of damp and mould issues affecting private rented sector properties in your area, approximately what proportion do you currently estimate to have category 1 damp and mould hazards?

%:  
0.46%

9 What data sources do you normally use to come to the assessment provided in question 8?

a) Stock condition survey, b) Stock modelling

Other please specify:

10 Based on your assessment of damp and mould issues affecting private rented sector properties in your area, approximately what proportion do you currently estimate to have category 2 damp and mould hazards?

2.33%

11 What data sources do you normally use to come to the assessment provided in question 9?

b) Stock modelling

Other please specify:

12 If you have not collected the information requested or are not able to provide information in this way, please can you tell us why? Please put n/a if you have provided the above data.

Answer:  
n/a

#### Enforcement Questions: complaints

13 Please tell us what steps you take when you receive a complaint about damp and mould from a private rented sector tenant. Where relevant, please refer to or provide links to any enforcement policies you have in place (e.g. on enforcing category 2 hazards) and any guidance you might provide for tenants experiencing damp and mould issues.

Optional:

When clients contact us with damp & mould concerns, we discuss their concerns to get a picture of what the issues are and check if they have notified their landlord of their concerns. If they have and the landlord has not addressed the issues, we will inspect under HHSRS to determine if there is a leak or other sources of penetrating damp. We explain to the client the purpose of our inspection which is to identify any deficiencies that may be affecting conditions in the property and the enforcement action we can take. Issues can be resolved through informal or formal action, in line with our enforcement policy. A large proportion of our damp & mould complaints turn out to be condensation and we provide advice on how to alleviate issues in a property. Sadly a number of cases are due to fuel poverty resulting in not adequately heating properties due to the costs involved and again in most cases they are on pre-payment meters. Where there are deficiencies relating to excess cold resulting in condensation and mould problems, we carry out an HHSRS assessment for damp and mould to address improvements via this hazard in line with our enforcement policy.

14 Overall, how many complaints relating to housing standards have you received in the last three financial years that reference or relate to damp and mould issues in the private rented sector?

Answer - 2019/2020:  
35

Answer - 2020/2021:  
15

Answer - 2021/2022:  
29

15 Of the complaints you received that reference damp and mould in the last three financial years, approximately how many resulted in inspections?

Answer - 2019/2020:  
16

Answer - 2020/2021:  
3

Answer - 2020/2021:  
22

16 If you have not collected the information requested or are not able to provide information in this way, please can you tell us why? Please put n/a if you have provided the above data.

answer:  
n/a

#### Enforcement Questions: category 1 damp and mould hazards

17 Approximately how many inspections have you undertaken overall in the last three financial years?

Answer - 2019/2020:  
54

Answer - 2020/2021:

4

Answer - 2021/2022:

47

18 Thinking now ONLY about all of the inspections that you undertook as a result of complaints, approximately how many have identified a category 1 damp and mould hazard?

Answer - 2019/2020:

1

Answer - 2020/2021:

1

Answer - 2021/2022:

0

19 Thinking now ONLY about all the inspections that you undertook as a result of licensing, approximately how many have identified a category 1 damp and mould hazard?

Answer - 2019/2020:

0

Answer - 2020/2021:

0

Answer - 2021/2022:

0

20 Thinking now ONLY about all the inspections that you undertook as a result of stock modelling, approximately how many have identified a category 1 damp and mould hazard?

Answer - 2019/2020:

n/a

Answer - 2020/2021:

n/a

Answer - 2021/2022:

n/a

21 Thinking now ONLY about all the inspections that you undertook for reasons other than complaints, licensing or stock modelling, approximately how many have identified a category 1 damp and mould hazard?

Answer - 2019/2020:

n/a

Answer - 2020/2021:

n/a

Answer - 2021/2022:

n/a

22 If you have not collected the information requested above or are not able to provide information in this way, please can you tell us why? Please put n/a if you have provided the above data.

answer:

All inspections are due to complaints received or mandatory licensing inspections.

Enforcement Questions: category 2 damp and mould hazards

23 Thinking now ONLY about all the inspections that you undertook as a result of complaints, approximately how many have identified a category 2 damp and mould hazard?

Answer - 2019/2020:

6

Answer - 2020/2021:

1

Answer - 2021/2022:

6

24 Thinking now ONLY about all the inspections that you undertook as a result of licensing, approximately how many have identified a category 2 damp and mould hazard?

Answer - 2019/2020:

0

Answer - 2020/2021:

0

Answer - 2021/2022:

0

25 Thinking now ONLY about all the inspections that you undertook as a result of stock modelling, approximately how many have identified a category 2 damp and mould hazard?

Answer - 2019/2020:

n/a

Answer - 2020/2021:

n/a

Answer - 2021/2022:

n/a

26 Thinking now ONLY about all the inspections that you undertook for reasons other than complaints, licensing or stock modelling, approximately how many have identified a category 2 damp and mould hazard?

Answer - 2019/2020:

n/a

Answer - 2020/2021:

n/a

Answer - 2021/2022:

n/a

27 If you have not collected the information requested above or are not able to provide information in this way, please can you tell us why? Please put n/a if you have provided the above data.

answer:

All our inspections are in response to complaints or for mandatory HMO licensing

### Enforcement action

28 Please provide the figures for all formal and informal enforcement action taken on damp and mould hazards:

Answer - 2019/2020:

8

Answer - 2020/2021:

3

Answer - 2021/2022:

5

29 Please provide the figures for improvement notices issued in relation to damp and mould hazards:

Answer - 2019/2020:

4

Answer - 2020/2021:

1

Answer - 2021/2022:

4

30 Please provide the figures for civil penalty notices issued in relation to damp and mould hazards:

Answer - 2019/2020:

0

Answer - 2020/2021:

0

Answer - 2021/2022:

0

31 Please provide the figures for prosecutions pursued in relation to damp and mould hazards:

Answer - 2019/2020:

0

Answer - 2020/2021:

0

Answer - 2021/2022:

0

32 Please provide the figures for successful prosecutions in relation to damp and mould hazards:

Answer - 2019/2020:

0

Answer - 2020/2021:

0

Answer - 2021/2022:

0

### Wider context

33 Please rank in priority order (1 - the highest impact / 6 - the least impact) how the following have had an impact on enforcement action relating to damp and mould in your area

Optional - a) Capacity of your local authority. i.e. resource and funding hindering capacity to take enforcement action relating to damp and mould.:

3

Optional - b) Experience and expertise in the local authority. i.e. a lack of officers with experience, for example, experience pursuing prosecutions or expertise within the team including, for example, legal expertise.:

4

Optional - c) Strategic prioritisation of private rented sector enforcement. i.e. competing priorities leading to relatively lower prioritisation of enforcement action or proactively enforce.:

5

Optional - d) The regulatory/ legal framework for enforcement activity. i.e. too much complexity in legislation.:

1

Optional - e) Issues with gathering or providing evidence. i.e. tenants reluctant to provide statements or difficulties gathering the requisite evidence for issuing a fine or prosecuting.:

2

Optional - f) Limited data on the private rented stock. i.e. difficulties identifying private rented properties or insufficient resource to map out private rented stock.:

6

34 Please say why you have ranked the items on question 31 in this order

Optional:

35 Does the Housing Health and Safety Rating System (HHSRS) allow for an effective assessment of how serious and dangerous damp and mould is in people's homes?

Yes

36 If not, what changes should be made to the HHSRS, to the system for categorising hazards or to enforcement powers under the Housing Act 2004?

Optional:

37 What other measures would help you to better prioritise addressing housing enforcement issues such as damp and mould?

Optional:

Addressing fuel poverty

Addressing Excess cold hazards – our stock condition shows there are 975 excess cold cat 1 hazards compared to 34 damp & mould

Further guidance on enforcement of hard to heat homes

Concerns regarding inconsistent EPC reports

Retaliatory eviction laws, currently tenants are only protected for 6 months, but landlords can still serve s8 eviction notice.

Prescriptive standards would be helpful for landlords to know from the onset what the minimum requirements are for heating, insulation etc

- Firstly, your approach to assessing the extent of damp and mould issues affecting your properties, including how you assess the prevalence of category 1 and 2 damp and mould hazards

Runnymede Borough Council completed a comprehensive stock condition survey in January 2019. Since then, we have undertaken a survey of a 10%+ sample of our stock annually.

Our condition surveys have not categorised hazards under the Housing Health and Safety Rating System traditionally. Although hazards have been identified by our Building Inspectors while undertaking surveys.

More recently all stock condition surveyors within our Housing Technical Services Team have received training on the Housing Health and Safety Rating System (HHSRS). We have also built assessments under the HHSRS into the latest round of stock condition surveys.

We assess the prevalence of damp and mould hazards within our properties to be currently zero. We are dealing with several damp and mould reports (3) within our properties and are aware of some property archetypes which are prone to mould in certain circumstances and locations – for example –

1. Property Construction with Concrete ring beams
2. Finlock Gutters
3. Properties that lack adequate daylight and solar warmth

We also utilise intelligence such as disrepair claims and repair requests involving mould to proactively target properties which have been prone to mould in the past.

All our properties are visited annually either as part of gas, electrical servicing, tenancy audits, repair visits etc. Our staff and contractors have been trained to raise 'concerns' on various issues if any are identified.

Our stock condition information and repair appointments are captured on an integrated IT system (NEC Housing) enabling us to query the system on multiple parameters simultaneously i.e. properties in a specified location, of a specific archetype, where reports of damp and mould have been received over the last 5 years.

We have engaged with our tenants in developing the 'Runnymede Investment Standard' which is a standard which delivers Decent Homes plus to the tenants of Runnymede Borough Council and are working with our tenants to mobilise our new Repairs, Maintenance and Voids contract.

- Secondly, and in the context of that approach, your most recent assessment of the extent of damp and mould hazards in your homes, including the prevalence of category 1 and 2 damp and mould hazards

We consider our properties to have zero Housing Health and Safety Rating System damp and mould hazards.

- Thirdly, given those findings, the action you are taking to remedy any issues and hazards, and ensure that your homes meet the Decent Homes Standard

We are working to ensure all our homes reach the Decent Homes Standard.

We are currently reporting 74.8% of our stock as 'decent.' We expect all our properties to be decent by 2025/26 or sooner as discussed with the Regulator of Social Housing.

We are also committed to addressing fuel poverty and enhancing energy performance ratings to enable homes to be heated effectively. For example; we expect all our properties to have reached a C energy performance rating by March 2026.

- Lastly, tell us how you ensure that individual damp and mould cases are identified and dealt with promptly and effectively when raised by tenants and residents.

We have a comprehensive Damp and Mould procedure which is part of our ISO 9001 accredited suite of procedure documents. The procedure details the following actions: –

1. Upon receipt of a call from a tenant our Customer Service Centre raises an inspection request for a Housing Maintenance Inspector to undertake a property survey to address any issues found.
2. If no property defects can be identified our Tenancy Management are asked to work with the tenant to support them to eradicate mould in their home, this can involve installing smart moisture monitoring devices and purchasing moisture absorbing plants. This work can last as long as required.
3. Tenants can raise repairs via an online platform
4. Tenants can access specific targeted information to self-help in addressing low level damp and mould within their home

## Planning Policy and Economic Development Service Plan, Rachel Raynaud

### Synopsis of report:

This report provides a summary of this year's Service Area Plan for Planning Policy and Economic Development for approval. The full proposed Service Area Plans can be found in the appendix

### Recommendation(s):

- i) Members approve the 2023/24 Service Area Plan for Planning Policy and Economic Development; and
- ii) Members note any General Fund business cases requiring growth are subject to approval by Corporate Management Committee (or full Council depending on sums).

## 1 Context and background of report

- 1.1 The annual business planning cycle for 2023/24 commenced with each Corporate Head of Service submitting any planned activity for the next Financial Year which requires growth.
- 1.2 In addition, in conjunction with the relevant Service Chair and Chair of Member Working Party, priority areas arising from Corporate Strategies have been agreed for the 2023/24 MWP work programme. These form the majority of the Service area's planned activity for 2023/24.
- 1.3 Business cases for growth items have then been prepared either as outline documents (further refinement and more detailed exploratory work is required during 23/24 before a full business case can be developed), or final business cases. Final business cases will need to be approved by Corporate Management Committee prior to release of any funds, therefore reports will be submitted for approval during 23/24 where at this stage, only outline business cases can be provided.
- 1.4 Subsequent to review of growth bids, Service Area Plans have been further developed to include planned activity that does not require growth, a Mission Statement to document a narrative of the service area's current position and its direction of travel over the lifecycle of the Corporate Business Plan, and a summary of each of the teams that form the service area and their business as usual activity and key statistics.
- 1.5 To ensure a 'golden thread' between Service Area Plans and team and individual plans, Corporate Heads of Service will use the planned activity to set team and individual objectives for 23/24.

- 1.6 Any projects identified as part of planned activity will be added to the project portfolio for 2023/24 and progress monitored and reported on a Quarterly basis to Corporate Management Committee as per the project management methodology.
- 1.7 The final non-corporate Service Area Plans go to their relevant service committee for approval first. A final approval is then sought from Corporate Management Committee approving the Corporate Action Plan (which is an amalgamation of all the plans for the year). In addition, Corporate Management Committee is also asked to approve any business cases requiring General Fund growth because growth cannot be approved by a service committee with the exception of HRA expenditure up to £100,000 which can be approved by the Housing Committee. Any growth exceeding £250,000 will require the approval of full Council.

## **2 Report**

- 2.1 The full Planning Policy and Economic Development Service Area Plan can be found in the Appendix. A summary is provided below.
- 2.2 Service Area Mission Statement
- 2.3 Over the last year, the business unit has successfully adopted outstanding Supplementary Planning Documents, progressed work on the Local Plan review (although this was stalled to allow for consideration of emerging Government policy), assisted with delivery of other Corporate priorities (including the Council's response to climate change and assisting with the Magna Square launch event), commenced delivery of the Economic Development Strategy (including sourcing funding for the Runnymede Youth Hub and capacity building in the Borough's three town centres), signed an MOU with Government over delivery of the Shared Prosperity Fund Investment Plan, and worked with partners on strategic projects including the CPO Inquiry for the A320.
- 2.4 The planning policy team has recently been expanded to incorporate the Council's Corporate Climate Change function, with direct reporting by the Local Plans Manager to the Chief Executive. This expansion will enable the business unit to deliver on its mission to provide a key strategy and policy making unit to drive the Council's Corporate agenda.
- 2.5 A number of new appointments have been made to the Planning Policy and Economic Development Business unit over the last year. These appointments have strengthened the resilience and experience of the team, which is now well placed to react to changes and support delivery of the following service area priorities:
  1. To fulfil the Council's statutory duties with respect to the development of planning policy to guide decision making within the Borough, in particular:
    - Publication of a Local Development Scheme (Local Plan timetable)
    - Delivery of the Runnymede 2030 Local Plan review and CIL review (or new

proposed Infrastructure Levy)

·Publication of the Annual Monitoring Report and other required reporting which is necessary to support the Planning Policy and Climate Change functions

·Provision of support to Neighbourhood Fora on delivery of Neighbourhood Plans

2. To participate on behalf of Runnymede's residents and businesses in existing and future National Strategic Infrastructure Projects, including the River Thames Scheme.

3. To participate in the Heathrow Strategic Planning Group, and other strategic planning initiatives where appropriate.

4. To work with other business units and external partners in preparing and implementing strategy for protection of the Borough's key environmental assets as well as the Council's transition to Net Zero.

5. To work with partners to support delivery of improvements to transport infrastructure in the Borough, in particular delivery of the A320 works and improvements to support active travel.

6. To deliver on the six priority areas identified in the Economic Development Strategy, including the outcomes in the Shared Prosperity Fund Investment Plan.

7. To complete a review of the Runnymede Economic Assessment

8. To participate in the EZ3 Programme Steering Group with the EM3 LEP, Surrey County Council and other partners to support the successful delivery of the Enterprise Zone at Longcross.

## 2.6 Key challenges/opportunities and drivers for change including:

1. To adapt and respond to a changing legislative and national policy agenda, ensuring local planning policy and guidance accords with new legislation and future changes to national planning policy and changes resulting from the Levelling Up and Regeneration Bill.

2. To adopt and respond to increasing requirements to digitalise the Planning System, including future digitalisation and communication of Local Plans.

3. To overcome increasing budget constraints, in particular capital funds to deliver infrastructure and urban realm improvements by successfully sourcing the most effective grant funding opportunities to aid project delivery.

4. Ensuring projects are evidence base driven by the effective use and interrogation of data and utilisation of new technology where appropriate to monitor change.

5. Achieving local community buy-in to enable effective project delivery.

6. The need for increasing and effective joint working with other business units and external shareholders, including further cooperation between the five boroughs in NW Surrey on economic development initiatives.

### **3 Policy framework implications**

3.4 This Plan supports the delivery of the Corporate Business Plan.

3.5 Specifically, those actions arising from Corporate Strategies that will be addressed in delivering the Service Plan can be seen in the Planned Activity list in the Appendix, described as CBP Strategy Action in the Type of Initiative column.

### **4 Resource implications (where applicable)**

4.1 To support key new areas of work within the service area plan in 2023/24, the following proposed initiatives require growth to be able to be delivered:

- £43,000 to support delivery of the Local Plan review. Underspend in 2022/23 will be used to provide for this budget.
- £20,000 to support delivery of two Neighbourhood Plans required to cover the costs of two Examinations in 2023/24, (£10,000 is budgeted in the following year to cover costs for a third Neighbourhood Plan Examination). The Council will receive a retrospective grant to cover these costs after the Examinations are completed)
- Up to £70,000/annum to enable recruitment of a transport planner to assist with the LCWIP and other transport schemes.
- £56,000 to support delivery of the Business Growth and Innovation Hub. This will be funded via SPF.
- £30,000 to support delivery of town centre events and markets.
- £20,000 to support delivery of feasibility designs for Chertsey Town Centre urban realm improvements
- £10,000 to support other economic development activity

4.2 The budget growth request to support the delivery of the Local Plan review is based on continuing the current paused workplan to produce evidence for the Local Plan review. If proposed changes to the NPPF and guidance are implemented, a revised Local Development Scheme (LDS) for the Local Plan review will be considered at Planning Committee. This revised LDS is likely to reduce the growth required for the planning policy budget, however any surplus is likely to be required to fund climate change initiatives during 2023/24.

- 4.3 Provisional budgets for these schemes have been incorporated into the Medium-Term Financial Strategy (MTFS) and budgets will be released upon committee approval for the schemes to progress. A business case for the business support scheme has been drafted and will be considered by Corporate Management Committee.

## **5 Legal implications**

- 5.1 Preparation/review of contracts for various projects will be required. Legal implications associated with the actions contained in the service plan for 2023/24 will be regularly assessed as the proposals are developed.

## **6 Equality implications**

- 6.1 The Council has a Public Sector Duty under the Equalities Act 2010 (as amended) to have due regard to the need to:

- a) Eliminate unlawful discrimination, harassment or victimisation;
- b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
- c) Foster good relations between those who share a relevant characteristic and persons who do not share those characteristics;

- 6.2 The activities to be delivered within the service plan, will have a positive impact overall on persons who share protected characteristics, for instance through employment support for young people, provision of inclusive events which bring together the Borough's communities and development of policy to assist different groups, such as the delivery of affordable housing and provision for gypsies and travellers.

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

- 7.1 The Service Area plan includes work to address issues related to climate change and sustainability, including proposals to improve active and sustainable travel (including progression of phase 2 of the Local Cycling and Walking Infrastructure Plan), work on air quality modelling, production of a Green and Blue Infrastructure Corporate Strategy and further work on an environmental Supplementary Planning Document.

## **8. Conclusions**

- 8.1 This report summarises the service area plan for planning policy and economic development and sets out required growth to enable delivery. It is recommended that:
- i) Members approve the 2023/24 Service Area Plan for Planning Policy and Economic Development.
  - ii) Members note any General Fund business cases requiring growth are subject to approval by Corporate Management Committee (or full Council depending on sums).

**(To resolve)**

**Background papers**

Planning Policy and Economic Development Service Area Plan



### Service Area Plan for Financial Year 2023/24

Business Unit: Planning Policy  
 Corporate Head of Service: Rachel Raynaud  
 Version: 1.2

#### **Approvals**

Approved by CLT: 20/02/23  
 Approved by Service Cttee: Date

### Service Area Narrative and Mission Statement

Over the last year, the business unit has successfully adopted outstanding Supplementary Planning Documents, progressed work on the Local Plan review (although this was stalled to allow for consideration of emerging Government policy), assisted with delivery of other Corporate priorities (including climate change response and assisting with the Magna Square launch event), commenced delivery of the Economic Development Strategy (including sourcing funding for the Runnymede Youth Hub and capacity building in the Borough's three town centres), signed an MOU with Government over delivery of the Shared Prosperity Fund Investment Plan, and worked with partners on strategic projects including the CPO Inquiry for the A320.

The planning policy team has recently been expanded to incorporate the Council's Corporate Climate Change function, with direct reporting by the Local Plans Manager to the Chief Executive. This expansion will enable the business unit to deliver on its mission to provide a key strategy and policy making unit to drive the Council's Corporate agenda.

A number of new appointments have been made to the Planning Policy and Economic Development Business unit over the last year. These appointments have strengthened the resilience and experience of the team, which is now well placed to react to changes and support delivery of the following service area priorities:

1. To fulfil the Council's statutory duties with respect to the development of planning policy to guide decision making within the Borough, in particular:
  - Publication of a Local Development Scheme (Local Plan timetable)
  - Delivery of the Runnymede 2030 Local Plan review and CIL review (or new proposed Infrastructure Levy)
  - Publication of the Annual Monitoring Report and other required reporting which is necessary to support the Planning Policy and Climate Change functions
  - Provision of support to Neighbourhood Fora on delivery of Neighbourhood Plans
2. To participate on behalf of Runnymede's residents and businesses in existing and future National Strategic Infrastructure Projects, including the River Thames Scheme.
3. To participate in the Heathrow Strategic Planning Group, and other strategic planning initiatives where appropriate.
4. To work with other business units and external partners in preparing and implementing strategy for protection of the Borough's key environmental assets as well as the Council's transition to Net Zero.
5. To work with partners to support delivery of improvements to transport infrastructure in the Borough, in particular delivery of the A320 works and improvements to support active travel.
6. To deliver on the six priority areas identified in the Economic Development Strategy, including the outcomes in the Shared Prosperity Fund Investment Plan.
7. To complete a review of the Runnymede Economic Assessment
8. To participate in the EZ3 Programme Steering Group with the EM3 LEP, Surrey County Council and other partners to support the successful delivery of the Enterprise Zone at Longcross.

To support delivery of the service area plan, the following growth has been identified:

£75,000 to support delivery of the Local Plan and CIL review (or proposed replacement Infrastructure Levy) underspend in 2022/23 will

be used to provide for this budget.

- £30,000 to support delivery of Neighbourhood plans in Englefield Green, Virginia Water and Ottershaw.
- Up to £70,000/annum to enable recruitment of a transport planner to assist with the LCWIP and other transport schemes.
- £190,000 to support delivery of the Business Growth and Innovation Hub. This will be funded via SPF
- £90,000 to support delivery of town centre events and markets (£30,000 funded by SPF)
- £20,000 to support delivery of feasibility designs for Chertsey Town Centre urban realm improvements

Key challenges/opportunities and drivers for change including:

1. To adapt and respond to a changing legislative and national policy agenda, ensuring local planning policy and guidance accords with new legislation and future changes to national planning policy and changes resulting from the Levelling Up and Regeneration Bill.
2. To adopt and respond to increasing requirements to digitalise the Planning System,, including future digitalisation and communication of Local Plans.
3. To overcome increasing budget constraints, in particular capital funds to deliver infrastructure and urban realm improvements by successfully sourcing the most effective grant funding opportunities to aid project delivery.
4. Ensuring projects are evidence base driven by the effective use and interrogation of data and utilisation of new technology where appropriate to monitor change.
5. Achieving local community buy-in to enable effective project delivery.
6. The need for increasing and effective joint working with other business units and external shareholders, including further cooperation between the five boroughs in NW Surrey on economic development initiatives.

**Business Unit:****Planning Policy**

CHoS

Rachel Raynaud

Service Area 1:

Planning Policy and Economic Development

Service Area 2:

Local Plan

Service Area 3:

Economic Development



Service Organisational Structure

Insert hyperlink

Budget Book Information

[Budget information 2022-23](#)

Description of Service (1)

Planning Policy and Economic Development

Main Purpose: Key functions of the Planning Policy and Economic Development Business Unit are:

- To produce a Local Plan and other planning policy guidance to guide decision taking on new developments within the Borough;
- To support the Borough's communities during their preparation of Neighbourhood Plans;
- To participate on behalf of Runnymede residents and businesses in existing and future National Strategic Infrastructure Project DCO processes through consultation, representation and negotiation;
- To work with other business units and external partners in preparing and implementing strategy to protect the Borough's key environmental assets (i.e. SNCIs, SANGs delivery etc.) and deliver Net Zero targets;
- To support delivery of improvements to the transport network (including delivery of the A320 mitigation works and active travel improvements) through partnership working;
- To participate in the EZ3 programme Steering Group with partners to support delivery of the Enterprise Zone;
- To deliver the projects in the Economic Development Strategy and produce a review of the Economic Assessment;
- To support the economic development and management of Addlestone, Chertsey and Egham Town Centres;
- To deliver the outcomes in the SPF Investment Plan;
- To administer Business Runnymede and strengthen engagement with and between the business community.

Description of Service (2)

Local Plan

Main Purpose: The key functions within the Planning Policy Team are:

- Gathering evidence to inform plan making;
- Preparation of planning policy including the Local Plan, Supplementary Planning Documents and other guidance documents;
- Supporting communities as they prepare Neighbourhood Plans for their areas;
- Review of CIL or proposed new replacement Infrastructure Levy;
- Monitoring the implementation of policy to ensure contingencies can be enacted and future policy is evidence based;
- To support partners in preparing and implementing strategy for protection of the Borough's key environmental assets (i.e. SNCIs, SANGs delivery etc.) and to help meet Net Zero targets;
- Assisting with responses to NSIPs/major infrastructure projects;
- To support Surrey County Council in the future preparation of the local transport policy, funding bids and delivery of the A320 mitigation works;
- To input into the formation of sub-regional/regional/national policy where applicable through public consultations and other forms of engagement such as HSPG

The review of the Runnymede 2030 Local Plan is monitored as a Corporate Project. The plan making and plan adoption objectives are monitored through compliance with the Council's Local Development Scheme (an adopted timetable for the formal adoption of policy documents). This will be updated following publication of changes to the NPPF in the Spring. Policy monitoring activities are undertaken on an annual basis, through the Annual Monitoring Report (AMR).

In 2021/22 the following key tasks were completed by the team:

- Review of Local Plan commenced including procurement of HEDNA and retail study and commencement of work on SA/SEA scoping report and sustainable places report
- Adoption of several Supplementary Planning Documents and commencement of others
- Review of the Statement of Community Involvement and production of a consultation strategy for the local plan review

Ongoing business as usual activities include:

- Support for development of Neighbourhood Plans (Plans are currently being produced for Virginia Water, Englefield Green and Ottershaw)
- Completion of the Council's 2021 Brownfield Register and maintenance of the Council's self-build and custom build register
- Publication of the Annual Monitoring Report (AMR) to monitor the effectiveness of Local Plan policy in accordance with the monitoring framework set out in the Local Plan.
- Policy observations – provide observations to planning applications for Development Management as required.
- Duty to Cooperate work – in preparing future planning policy documents, and responding to the policy documents of neighbouring authorities and other Duty to Co-operate bodies (i.e. the Environment Agency etc.)
- Reviewing the housing trajectory and completion of the Strategic Land Availability Assessment (SLAA)
- Organising and convening the Community Planning Panel
- Participating in the Surrey Developers Forum, HSPG, SPOA and PWG.

## Description of Service (3)

## Economic Development

Main Purpose: The key functions within the Economic Development Team are:

- Gathering evidence to inform the economic assessment update
- Formation of Policy and publication and implementation of the Economic Development Strategy
- Maintaining the Business Runnymede website and supporting the activities of Business Runnymede
- Supporting the economic development and management of Addlestone, Chertsey and Egham Town Centres to enhance the urban environment and increase viability and vitality
- To participate in existing and future National Strategic Infrastructure Project DCO processes
- To support delivery of improvements to the transport network through partnership working with Surrey County Council Highways Authority, Network Rail, South West Trains, Transport for the South East and other relevant partners
- To work in partnership with the EM3 LEP and Surrey County Council to promote delivery of the Enterprise Zone and consider funding proposals for investment in the zone
- To work in partnership with other Council business units to identify, prepare and support funding bids to deliver economic development objectives and priorities

In 2021/22 the following key tasks were completed by the Economic Development Team:

- Completion of the Economic Development Assessment and Strategy for 2022-26
- Phase 1 Local Cycling and Walking Infrastructure Plan commenced
- Successful delivery of Welcome Back Funding to support high streets and the tourism and hospitality sector, including completion of Chertsey masterplan review and Tourism Report.
- To work with partners to continue delivery of the Runnymede Youth Hub and other skills/employment schemes.

Ongoing business as usual activities include:

- Support the activities of Business Runnymede, organising events, producing the monthly newsletter and maintaining the website
- Ongoing engagement with the business community, LEP and other relevant stakeholders
- Engagement with town centre stakeholders to support markets/events and other relevant projects

**Service Area Plan for Year 2023/24**

Business Unit: Planning Policy

Colour Key:

	Corporate Business Plan/ Strategy Action
	Type of initiative = Legislation/ Regulatory requirement
	Type of initiative = Service/ efficiency improvement
	Type of initiative = income generation
	Type of initiative = Staff/ Resources requirement



ID	Type of initiative	Service Area	Description of initiative	Outcomes/ Deliverables	Priority	Service Area Lead Team/ Individual(s)	Additional resources required from outside department	Additional growth required? Y/N plus indicative costs ££	Anticipated start date	Anticipated completion date
CC043	CBP Strategy Action	Planning Policy and Economic Development	Facilitate & encourage active transport in the Borough: reduce traffic congestion, Improve air quality, Health & Wellbeing, Reduce vehicle emissions	To be delivered alongside ED014 LCWIP phase 2 feasibility report. Addlestone Town Centre feasibility report	Must - the initiative has to be done	RR	Joint working with SCC		Autumn 2022	Autumn 23
ED014	CBP Strategy Action	Planning Policy and Economic Development	Investing in sustainable infrastructure		Must - the initiative has to be done	RR	SCC, Highways	None. Funds to deliver any scheme will be required after Phase 2 and Completion of Addlestone Feasibility Study. Grant funding will be sought were applicable and potential use of CIL/S106.	Autumn 2022	Autumn 23
ED015	CBP Strategy Action	Planning Policy and Economic Development	Encourage businesses to be more sustainable and develop the low carbon circular economy		Should - the initiative should be done	PH		None	ongoing	
CC053	CBP Strategy Action	Planning Policy and Economic Development	Managing Flood Risk Policy: • Developments guided to area of least flood risk • Development in flood risk areas subject to Flood Risk Assessment & Management including the effects of Climate Change policy • Confirmed support for proposals for strategic flood relief measures including the River Thames Scheme (DCO process)	Support for RTS DCO	Must - the initiative has to be done	GP/SB	Supporting Corporate Office	None	Jan-23	
EC009	CBP Strategy Action	Planning Policy and Economic Development	Ensure that communities understand the potential benefits of neighbourhood planning and neighbourhood forums are in place.		Could - the initiative could be done if time/resources allow	GP/MC/SB		Sufficient budget at present but will need to ringfence any remaining grant received for potential future N Plans	ongoing	
EC010	CBP Strategy Action	Planning Policy and Economic Development	To support communities who want to develop their own neighbourhood plan with financial and professional support.	progression of Englefield Green, Virginia Water and Ottershaw neighbourhood plans.	Must - the initiative has to be done	GP/MC/SB	Legal	Estimated cost for x2 Examinations £20,000 (we will receive retrospective grant after Examination to cover)	ongoing	2024
PPED001	Legislative/ Regulatory Change	Planning Policy and Economic Development	Progress review of the Local Plan	Production of evidence base and preparation for and execution of public consultation. HEDNA (additional work required may need to retender)/Viability work (new tender) SA (ongoing)	Must - the initiative has to be done	RR/GP/policy team	Legal/ procurement/ GIS	42,250 for 2023/24	2021	2025/26
ED003	CBP Strategy Action	Planning Policy and Economic Development	Ensuring an adequate stock of employment land	An employment land review will be undertaken as part of the HEDNA	Must - the initiative has to be done	RR/JO	Consultancy support	None. budget requirement included in Local Plan review costs	January 2023 (depends on Government policy agenda)	2023
ED011	CBP Strategy Action	Planning Policy and Economic Development	Ensure education and training provision is preparing young people for future employment	Youth Hub (funding secured for Sept 22/Sept23. Joint careers Fair with SBC and EBC.	Should - the initiative should be done	RR/PH		None. Funding secured for youth hub until autumn 2023. Will apply for further funding if another funding round is available.	Sep-22	Sep-23
ED001	CBP Strategy Action	Planning Policy and Economic Development	Promoting the economic importance of the 'Upper EM3 area'		Should - the initiative should be done	RR/PH	Joint work with neighbouring authorities	None	ongoing	
ED002	CBP Strategy Action	Planning Policy and Economic Development	Promoting the Borough as a business location	Annual joint event with neighbouring boroughs to host key employers.	Should - the initiative should be done	RR/PH	Joint work with neighbouring authorities	1,500 per annum estimate from existing	Spring 2023	annual event
ED004 and ED005 combined	CBP Strategy Action	Planning Policy and Economic Development	Develop Business Runnymede/Business Support 2 CBP activities combined	Regular newsletter/Business events/Establish Business Growth and Innovation Hub (to be delivered jointly with SBC)	Should - the initiative should be done	RR/PH	Seek sponsorship opportunities from businesses/organisations	£55,876 (covered by SPF). There will be budget requirements for 2024/25 of £134,124 also covered by SPF. If service continued in 2025/26 then an additional growth item of £107,937 will be required	ngoing	

**Service Area Plan for Year 2023/24**  
Business Unit: Planning Policy

Colour Key:

	Corporate Business Plan/ Strategy Action
	Type of Initiative = Legislation/ Regulatory requirement
	Type of Initiative = Service/ efficiency improvement
	Type of Initiative = income generation
	Type of Initiative = Staff/ Resources requirement



ID	Type of initiative	Service Area	Description of initiative	Outcomes/ Deliverables	Priority	Service Area Lead Team/ Individual(s)	Additional resources required from outside department	Additional growth required? Y/N plus indicative costs ££	Anticipated start date	Anticipated completion date
ED006	CBP Strategy Action	Planning Policy and Economic Development	Runnymede Business Awards	Annual business award ceremony	Should - the initiative should be done	RR/PH	Potential for legal support if requirement for contract. Seek sponsorship opportunities from businesses/organisations	None. Additional maybe required in future years if larger event held.	2023 onwards	
ED007	CBP Strategy Action	Planning Policy and Economic Development	Development of clusters in tech	Development of strategy and delivery of action plan to accelerate growth in tech clusters	Should - the initiative should be done	RR/PH	Consultancy support	2000. Further funding will need to be considered in future years if the scheme is successful	2023 onwards	
ED009	CBP Strategy Action	Planning Policy and Economic Development	Development of the town centres	Establish visitor economy strategic working group and action plan/develop presence on relevant visitor websites/feasibility design work for Chertsey TC to coordinate with LCWIP phase 2)/maintenance improvements to urban realm/6 town centre events x2 in each town centre.	Should - the initiative should be done	RR/AM	Consultancy support/joint work with SCC	£72,638 (includes: £17,938 for urban realm maintenance (SPF)/£30,000 for town centre events, £20,000 estimate for additional feasibility work Chertsey TC and remainder for tourism work)	2023 onwards	
ED010	CBP Strategy Action	Planning Policy and Economic Development	Increase employer investment in skills and employment	Creative/tech skills academies/bootcamps. 10 Young people into employment pa.	Should - the initiative should be done	RR/PH	Consultancy support	None. £10,000 already included for 23/24 in MTFS.	2023	if successful consider continuing in future years
EC019	CBP Strategy Action	Planning Policy and Economic Development	Undertake an analysis of deprivation in the Borough	Update of economic assessment with focus on IMD	Could - the initiative could be done if	RR/WM		None	2023/24	
PPED002	Staff / Resources	Planning Policy and Economic Development	Appointment of a Transport Planner (1 FTE, permanent) to assist with Local Plan preparation and progression of various projects related to promotion of sustainable and active transport.	1 FTE post added to establishment (assume MMB)	Should - the initiative should be done	RR/GP	Climate change team	Y £70K incl on costs at 28.5%	Mar-23	ongoing
CC003	CBP Strategy Action	Climate Change (previously in CEX SAP)	Engage with the wider community such as local schools, places of education, and community groups to support Climate Change learning.	1) Reduction in Borough Carbon Emissions	Should - the initiative should be done	Sarah Hides / Georgina Pacey	Potentially: Comms	N	Nov-22	Ongoing
CC006	CBP Strategy Action	Climate Change (previously in CEX SAP)	All Council Projects from all Service Areas are currently assessed for their environmental consequences. The environmental assessment will be supported by the Climate Change Team in line with Climate Change Strategy Objectives	1) Carbon Emission Reduction Sustainable outcome 2)	Must - the initiative has to be done	Sarah Hides / Georgina Pacey	All other departments	N	Jan-23	2030 / 2050
CC007	CBP Strategy Action	Climate Change (previously in CEX SAP)	Engage with Government, Trade Sectors, and other bodies to input to Regulatory Change which will be required to meet the National and Local Climate Change target	1) Positively influence Climate Change Regulation	Should - the initiative should be done	Sarah Hides / Georgina Pacey	All other departments as required	N	Q2-23	2030 / 2050

## Surrey Environmental Partnership (Corporate Head of Environmental Services – Helen Clark )

### Synopsis of report:

Surrey Environment Partnership, SEP provide waste disposal services for all 11 Surrey County Council districts and boroughs including Runnymede Borough Council.

Since the Resources and Waste Strategy (RaWS) for England was published in December 2018, the Government has consulted on several of the strategy's ambitions across a range of subjects, the anticipated results of which will provide policy direction.

Surrey's growing population, increasing number of households, and changes in the types of waste produced by residents means change is a certainty. However, the exact direction of the change and the impact it will have on SEP's collection and disposal services remain unclear.

The Surrey Joint Municipal Waste Management Strategy (JMWMS) was last updated in 2015. Although due for revision SEP have decided to wait for clarity with respect to the Resource and Waste Strategy before reviewing the JMWMS.

In the interim Surrey Environmental Partnership have developed SEP 25 to bridge the gap between the existing 2015 JMWMS and a revised future strategy to allow accommodation of further guidance from central government.

SEP 25 reflects the vision of SEP and provides a clear strategic direction for the partnership for the next three years to 2025 and a longer-term vision that will allow SEP to continue to follow the waste hierarchy and work towards zero waste.

SEP 2025 is a partnership approach to waste prevention and recycling and has been developed on behalf of all Surrey local authorities through the SEP.

### Recommendation(s):

- i) Adoption of the Surrey Environmental Partnership approach to waste prevention and recycling in Surrey for the next three years known as SEP 2025; and
- ii) Approve Runnymede Borough Council's Service Delivery plan relating to SEP 25 ( Annex 4)

## 1. Context and background of report

- 1.1 Surrey Environmental Partnership (SEP) is made up of Surrey County Council (SCC) and the 11 district and borough councils (D&Bs) in the county. It was formed originally in 2009 to overcome the challenges of two-tier service delivery and aims to manage Surrey's recycling and waste in the most efficient, effective, economical, and sustainable way possible.
- 1.2 SEP's plan the Joint Municipal Waste Management Strategy (JMWMS) outlined the approach to achieving this. The JMWMS was meant to run until 2024-25. However, it was last updated in 2015 and is therefore considered to be 'out of date'. The key policy to support the Government's 2018 resource and waste strategy (RaWS) is still emerging and therefore, the review has been postponed until the national policy direction is clearer.

## 2. Report

### Resource and Waste Strategy for England 2018 (RaWS)

- 2.1 RaWS was published by the Department for Environment Food and Rural Affairs (DEFRA) in December 2018. The strategy will fundamentally change how recycling and waste services will be funded and delivered in the future, and to that end has set out several proposed policy reforms including the following key measures:
  - Invoke the 'polluter pays' principle through **extended producer responsibility (EPR)** for packaging to ensure producers of products bear financial responsibility for the management of the waste stage of a product's life cycle (except ground litter). The Government has committed to introducing this from April 2024.
  - Introduce a **deposit return scheme (DRS)** for drinks containers to reward residents for bringing back bottles and encourage them not to litter; thereby increasing the quality and quantity of recycling. The scheme is to include cans and plastic bottles (not glass) and is still under consideration for implementation from late 2024.
  - Improve recycling rates by ensuring **consistency in household and business recycling** collections. Key proposals include the collection of the same dry recyclable materials (glass, metal, plastic and paper and card) as separately as possible, collection of additional dry recycling such as cartons and plastic films and flexibles, collection of food waste separately at least once a week, and collection of garden waste for free or for a maximum cost. These measures are still under consideration for implementation from 2023-24, but likely to be delayed to coincide with EPR.
- 2.2 The measures in RaWS alongside other plans have set out the following key strategic ambitions to be achieved nationally over the next 30 years:
  - Increase the municipal recycling rate to 55% by 2025 and 65% by 2035.
  - Business fleet owners and operators work towards 100% of vehicle fleets being zero emission by 2030, or earlier where markets allow (COP26 ambition).

- 50% reduction in per capita residual waste (excluding major mineral wastes) by 2042 from 2019 levels (proposed).

### **Current performance within Surrey**

- 2.3 Significant achievements have been made possible by working together as a partnership; the most notable being our improved recycling rate, which in 2010-11 was 46.4% (13<sup>th</sup> highest nationally) and by 2020-21 was 55.1% (3<sup>rd</sup> highest nationally).

### **Key challenges**

- **Emerging national policy** - We need to align our policies with the policies coming from Central Government via RaWS. Whilst the plans aren't exactly clear yet, they will fundamentally change the way recycling and waste services are funded and delivered.
- **Reducing carbon at pace** - All Surrey's authorities have set a target for reaching net-zero as an organisation and recognise the carbon that recycling and waste collection and disposal operations omit, and the role that preventing them will play in tackling climate change.
- **Increasing population and number of households** - Surrey's population could rise to over 1.3m by 2041<sup>1</sup>, which could translate into tens of thousands of new houses being constructed resulting in more recycling and waste and therefore more pressure on collection and disposal services.
- **Budget pressures** - Surrey's authorities are facing unprecedented financial challenges most recently from the COVID-19 pandemic and the rising cost of living. Essentially having to do more with less.
- **Infrastructure limitations** - There are a lack of processing facilities in the county, which means a lot of recycling and waste is dealt with outside of Surrey driving up cost and emissions.
- **Stalling performance** - Recycling rates levelled off back in 2016/17 with Surrey now remaining around the 55% mark. A big, coordinated effort will be required to meet the national 65% recycling rate target by 2035.

### **Proposals**

- 2.4 The response to this situation is to develop a partnership approach to waste prevention and recycling in Surrey for the next three years. This will look to, as a minimum, align with the Government's ambitions such as a 55% recycling rate by 2025 and 65% by 2035. There might be a requirement as a high performing county in England to go beyond this. In any event, SEP will strive to go beyond the national targets where possible and begin to respond to decarbonisation by planning changes to our vehicle fleets and infrastructure to reduce emissions in the

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<sup>1</sup> Office for National Statistics

shorter term and move towards net zero emissions in the longer term. The approach will be:

- Bridge the gap ahead of further clarity from central Government.
- Consider the anticipated changes that may result from the key emerging national policy to support RaWS.
- Provide clear strategic direction for the next three years and a longer-term vision for the partnership that will continue to follow the waste hierarchy and work towards zero waste<sup>2</sup> reducing emissions in the process. This will aid the future development of a new JMWMS for Surrey post-2025.
- Enable us to drive down waste (particularly food and single-use plastic (SUP) waste) and increase the quality and quantity of our recycling (including participation in food waste recycling).
- Address other key priorities to promote and maximise reuse, decarbonise our waste collection and street cleansing vehicle fleet, support the development of infrastructure and optimised collections, and reduce fly-tipping and littering.

## Targets

2.5 SEP appointed Eunomia Research and Consulting to develop a long-term waste flow model for Surrey. The model was created to help the partnership understand how far pending national changes and the work the partnership does, will go towards achieving the national targets. Working with Eunomia, a range of different scenarios were reviewed to set realistic targets for the next three years (the monitoring period of SEP 2025) that keep on track in the short term to meet longer term national targets. The partnership targets are set out in **Table 1** below, and factor in measures that we think will happen as a result of RaWS. Further information can be found in the **SEP 2025 Report – Annex 5**

**Table 1: SEP 2025 targets**

Measure	2021-22 (unaudited <sup>3</sup> )	SEP 2025 (monitoring period)		
		2023-24	2024-25	2025-26
Residual waste per household (KG)	470.95	461	449	446
Recycling rate (inc DRS)	54.43%	56%	57%	58%
Food waste capture rate	43% (last comp analysis)		48% <sup>4</sup>	
DMR contamination rate	8.9%	<8%	<8%	<8%
Waste to landfill	15.1%	<6%	<3% <sup>5</sup>	<3%

<sup>2</sup> means that at least 90% of operational waste has been reduced, reused, repurposed or recycled compared to the original baseline.

<sup>3</sup> Data for a financial year is confirmed and made available to the public once information has been validated by the WasteDataFlow team and the Environment Agency. This usually happens on the following December.

<sup>4</sup> To be measured when the next composition analysis is carried out in 2024/25

<sup>5</sup> Aligns with SCC's target set out in their waste disposal contract re-procurement

## Strategic objectives

2.6 To address the key priorities and meet the partnership targets, we must deliver against the following strategic objectives and actions:

- **Deliver joint work programmes that focus on partnership priorities** - reduce waste, increase food waste recycling, reduce contamination to improve the quality and quantity of DMR and decarbonise our vehicle fleet.
- **Set local targets and actions** - agree annual performance indicators and individualised delivery plans for each Surrey council that will contribute towards the overall partnership targets.
- **Exploit further opportunities to work jointly** - Build on past work and look at opportunities to carry out joint processes where viable to procure required products (vehicles and bins/containers) to introduce consistent collections as determined by emerging Government policy.
- **Respond to policy** - respond to consultations held by Government on proposed policy to ensure our collective views are heard and that SEP 2025 remains aligned. Engage positively with industry groups to raise concerns and share thoughts and ideas on future policy and its implementation.
- **Adopt best practice** - research top performing authorities in England and feed this learning into the development of the above annual work programmes and individualised delivery plans.

## Other options considered

2.7 The other options below have been considered and been discounted for the following reasons:

- **Do nothing** - To maintain the status quo is unlikely to give us the level of performance uplift we seek to keep on course with long term national targets.
- **Update the existing JMWMS** - While the current situation with emerging national policy is still unclear and so uncertain, the partnership feel it is not the right time to go through a lengthy and costly exercise to update the existing JMWMS, which would include a public consultation.

## Engagement and consultation

2.8 A dedicated Steering Group was established to provide strategic direction, oversight and accountability for the development of SEP 2025. This group contained a mixture of waste Officers and elected Members (responsible for waste) from Epsom & Ewell Borough Council, Joint Waste Solutions (JWS), Mole Valley District Council, Spelthorne Borough Council, Surrey County Council and Waverley Borough Council. It met six times between February and October 2022.

- 2.9 Two rounds of meetings were held with lead officers for recycling and waste at Surrey's authorities between January and July 2022 to explain the scope of SEP 2025, obtain feedback on priorities and design and discuss progress. Alongside this, updates were given at the quarterly SEP Officer Group<sup>6</sup> meetings in February, May and September. SEP officers were also given the opportunity to review and provide input on the draft approach document and appendices throughout October and at their quarterly meeting in November.
- 2.10 Portfolio holders (or equivalent) for environment including waste at Surrey's authorities have been kept informed through their quarterly SEP Member Group<sup>7</sup> meetings in February, June and September, and via their lead SEP officer. On 23 November 2022, these portfolio holders and lead officers came together at the SEP Members Group to give partnership approval to the SEP 2025 approach document.

## **Key implications**

### Risk management

- 2.11 If not all partners adopt SEP 2025 it would impact on the ability of the partnership to work closely to improve performance and manage recycling and waste in a way that offers best value to the Surrey taxpayer. However, this risk has been mitigated by the engagement carried out, which has involved all lead officers of SEP including relevant portfolio holders as well as the dedicated Steering Group setup for SEP 2025.

### Resource

- 2.12 The partnership work programmes are delivered by a single officer team known as Joint Waste Solutions (JWS) in collaboration with Surrey's councils. As part of this Surrey's councils have some responsibility to help support the delivery of the work programme.
- 2.13 Surrey's councils will be required to deploy some officer resource to help deliver the key actions from SEP 2025 including the individual authority delivery plans. The Service Delivery Plan developed for Runnymede is attached at Appendix 2.

## **Communications**

- 2.14 Partnership communications are managed by SEP and delivered by JWS. Various campaigns and activities have been and continue to be delivered to educate and encourage residents and their children to take action to reduce, reuse and recycle quality material. The JWS team share toolkits for SEP activities via the Surrey Comms Group for partner communications teams to use.
- 2.15 It is likely that national communications campaigns will be developed for the changes resulting from RaWS via the charity known as the Waste and Resources Action Programme (WRAP). However, local campaigns will need to be delivered to communicate these changes especially given that it's very unlikely that there will be complete consistency in collection amongst local authorities. In the first instance it is

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<sup>6</sup> SEP is supported by a Surrey Officers Group comprising of one lead officer responsible for waste from SCC and the D&Bs.

<sup>7</sup> SCC and the D&Bs have each appointed one elected member to SEP. This is normally the Portfolio Holder (or equivalent) for the environment including waste issues.

recommended that these discussions start off within SEP to see if and where this could be joined up and coordinated.

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

3.1 SEP 25 is aligned with the Runnymede Borough Council Climate Change Strategy approved by Full Council in October 2022. Reduction in the volume of food waste being collected will directly reduce scope one carbon emissions.

3.2 SEP 25 is also aligned with the Household Recycling and Waste Kerbside Collection Policy approved by Environment and sustainability Committee on the 8<sup>th</sup> July 2020.

- To reduce the amount of household waste sent for disposal and improve the amount of household recycling
- To reduce our carbon footprint by engaging with all stakeholders to reduce the amount of household waste transported for disposal.
- To reduce and where possible eliminate the use of contamination at the kerbside of household waste and recyclables

### 4. **Resource implications/Value for Money (where applicable)**

4.1 Adopting SEP 2025 will enable Surrey's councils to work more closely to improve performance and manage recycling and waste in a way that offers best value to the Surrey taxpayer.

4.2 The delivery of SEP 2025 will be supported by the partnership budget, which is set and agreed annually by lead officers and relevant portfolio holders for recycling and waste at Surrey' authorities.

### 5. **Legal implications**

5.1 The Waste and Emissions Trading Act 2003 requires all local authorities in a two-tier system to have in place a joint strategy for the management of waste from households, to review it and keep the strategy up to date.

5.2 As explained above, there is a Surrey JMWMS, but SEP 2025 is an extension to this for the next 3 years until the national direction on emerging policy via RaWS is clear. At the start of 2025 (the final year for SEP 2025) the partnership will begin work on developing a new Surrey JMWMS. At this point we should have further clarity from the Government on the way forward following the implementation of the RaWS measures which are set to start from 2024-25. Once the Surrey JMWMS is drafted, consulted on, approved and adopted, this will be the new plan for partnership working from 2026.

5.3 This isn't a direct relation to SEP 2025, but the Government introduced the **Environment Act 2021** in November 2021 that makes provision for most of the described targets and gives them the legislative power to introduce the measures from RaWS above. The act will also make some changes to existing legislations to enable consistency in collections.

### 6. **Equality implications**

6.1 There are no direct equalities implications resulting from the high-level content of this report and the SEP 2025 approach document. However, individual equality impact assessments will be carried out on projects that form part of SEP 2025 where applicable.

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

7.1 SEP 2025 is likely to have beneficial climate change and carbon emissions implications, for example; reducing waste arisings and recycling material rather than disposing of it reduces the carbon impact of producing materials and associated emissions from transportation and disposal.

7.2 One of the key projects within SEP 2025 will be to develop an infrastructure and transport plan that enables us to comply with the RaWS and key emerging policy; and decarbonise waste collection and street cleansing vehicle fleets ideally by 2030 but in line with existing local authority policies.

## 8. **Timetable for Implementation**

8.1 SEP 2025 is to be taken through individual councils' democratic processes from December 2022 to March 2023, which will hopefully result in formal adoption across SEP by April 2023.

8.2 At the same time, JWS are leading the process to design and develop individualised delivery plans with Surrey's authorities that support the delivery of SEP 2025. It's expected that these plans including the plan for Runnymede Borough Council will be signed off and ready to deliver against from April 2023.

8.3 Progress against the targets, and key actions including the annual SEP work programme and local delivery plans will be monitored quarterly and discussed the SEP Officer and Member Group meetings.

8.4 Targets and the work programme/individual delivery plans will be reviewed annually with adjustments to targets made where necessary including adding new projects to the annual SEP work programme and individual delivery plans, where required to support target achievement. This will be developed and agreed with the SEP Officers and Members Groups.

### **To Resolve**

#### **Background papers**

**Annex 1** SEP work programmes 2022-2023

**Annex 2** Duties and responsibilities in accordance with relevant key legislation

**Annex 3** Current performance and waste composition

**Annex 4** Service Delivery Plan developed in consultation with SEP for Runnymede

**Annex 5 SEP 2025 Report**



# **Surrey Environment Partnership Work Programme**

2022 - 2023



**Surrey  
Environment  
Partnership**

## Objectives

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The focus for 2022-23 will be supporting the SEP priorities which are waste reduction, food waste recycling and reducing contamination of dry mixed recycling. Activity will include making service improvements that ensure Surrey residents are enabled to make the changes we are asking of them, as well as communicating and engaging with residents to influence their behaviour and help them understand how their current behaviours impact the environment.

Work will also include providing the required data and insights to inform decision making and improve resident understanding of what happens to their waste, as well as managing the partnership and defining the future waste strategy for Surrey.

The objectives are to:

1. Develop and deliver initiatives to support the priority area of waste reduction, with a particular emphasis on food waste.
2. Develop and deliver initiatives to support the priority area of food waste recycling.
3. Develop and deliver initiatives to support the priority area of reducing contamination and improving the quality and quantity of dry mixed recycling.
4. Educate and encourage residents and their children to take action to reduce, reuse and recycle quality material.
5. Develop and implement a new recycling and waste strategy for Surrey and associated delivery plans.
6. Further improve our use of data and insight in order to better inform decision-making and communication with partners and residents.
7. Ensure partners are kept informed and the reputation of SEP continues to be protected and developed.
8. Manage the partnership effectively to ensure activities are delivered with appropriate governance and oversight.
9. Develop and maintain links with other groups and initiatives to ensure that our work remains relevant in the wider context.
10. Ensure that we have the capacity to be able to respond to new issues and opportunities as they arise.

# Programme of activity

For each objective we have detailed below the activities for 2022-23. These will be reviewed regularly and updated as appropriate. Also included is how success will be measured for each objective and the input required from partners to ensure successful delivery.

<b>Objective 1: Develop and deliver initiatives to support the priority area of waste reduction, with a particular emphasis on food waste reduction</b>			
<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>
Waste reduction incentive scheme	Continued management of the Rethink Waste scheme currently being trialled in Elmbridge. The trial will run until March 2023, but it will be evaluated from November 2022 to establish whether it should be rolled out more widely within the county in 2023-24.	Reduction in residual waste tonnage in Elmbridge, and resident sign up and engagement with the scheme.	Elmbridge Borough Council: Promotion of scheme.
Compost bin and hot composter 'sales'	Run and promote a series of time-limited 'sales' which offer residents the opportunity to buy a discounted compost bin or hot composter to manage their garden and food waste at home.	Sales of compost bins and hot composters and return on investment from tonnage diverted.	All partners: Use communications toolkits to share messages and promote sales.
Food waste reduction partnerships	Carry out a review of any organisations that operate within Surrey which we could partner with to promote food waste reduction and reuse, promoting a local circular economy for any food waste which cannot be prevented.	Identification of organisations who are willing to partner with us to reduce food waste.	All partners: Provide details of any known organisations that could be approached.
Food waste reduction online toolkit	Create a new section of the SEP website featuring links to existing food waste reduction tools and national initiatives.  Communications to signpost residents to the resources – paid promotion to be covered by campaign budget included under objective 4.	Web page views plus communications reach and engagement.	All partners: <ul style="list-style-type: none"> <li>– Add link to new section to own websites.</li> <li>– Use communications toolkit to share messages and promote the new online resource.</li> </ul>

<b>Objective 2: Develop and deliver initiatives to support the priority area of food waste recycling</b>			
<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>
Food recycling at flats	Introduce food recycling at flats where there is currently no collection, including providing bins, liners and communication materials to engage residents in the new service.	Number of properties a new food waste service is provided to. Monitoring of fill levels to assess participation in new services.	All partners: <ul style="list-style-type: none"> <li>– Provide site details.</li> <li>– Review and approval of communication materials.</li> <li>– Carry out delivery of food bins and caddies.</li> <li>– Carry out crew training (where bins are different from current) including testing on vehicles.</li> <li>– Work with contractor / DSO supervisors to plan new collection routes.</li> <li>– Resolve any collection problems.</li> <li>– Briefing of local customer service team and members.</li> </ul> Provide safe storage of bins / associated items.
	Re-launch existing food recycling services at flats with improved bins, signage, liners and communication materials to engage residents in the re-launch and increase use of the service.	Number of properties covered. Comparison of pre-monitoring and post-monitoring fill levels and caddy orders to assess increases in participation.	All partners: <ul style="list-style-type: none"> <li>– Provide site details.</li> <li>– Review and approval of communication materials.</li> <li>– Carry out delivery of food bins and caddies.</li> <li>– Carry out crew training (where bins are different from current) including testing on vehicles.</li> </ul>

			<ul style="list-style-type: none"> <li>– Resolve any collection problems.</li> <li>– Briefing of local customer service team and members.</li> </ul> Provide safe storage of bins / associated items.
Food waste recycling targeted interventions	Roll out of interventions which were successful in previous trials, i.e., use of no food waste stickers on residual bins combined with communications delivered through letterbox. Will be targeted at low performing households, identified via in-cab exceptions data if available, or round tonnage/ local operational knowledge.	Increase in resident participation in the service and/or tonnages depending on data availability.	All participating D&Bs: <ul style="list-style-type: none"> <li>– Discussion and agreement of data to be used/ areas to targeted.</li> <li>– Review and approval of intervention materials.</li> <li>– Briefing of local customer service team and members.</li> </ul> Provision of any caddies or food bins requested.
Explore adding 'no food waste' to new residual bins	Explore options for all D&Bs to include a 'no food waste' message on all new residual waste bins, to direct residents to use the food waste recycling service.	Identifying a practical approach that can be implemented to include a 'no food waste' message on new residual waste bins.	Provide input to discussions of options.
Review replacement food bin policies	Carry out a review of current policies for providing replacement food bins and caddies and assess options to make them easily available to residents.	Reaching agreement on an approach that could align policies to make food bins and caddies easily available to residents.	Provide input to discussions of options.
Investigate regular flats bin cleaning	Investigate and trial options for introducing regular cleaning of communal food waste bins, to resolve hygiene issues and make the bins more appealing for residents to use.	Carrying out trials and producing an options appraisal with a cost benefit analysis for introducing regular bin cleaning.	Provide input to discussions of options. Partners participating in trials: <ul style="list-style-type: none"> <li>– Provide suitable site details.</li> <li>– Assist in co-ordinating with timing of collections.</li> </ul> Briefing of local customer service team and members.

<b>Objective 3: Develop and deliver initiatives to support the priority area of reducing contamination and improving the quality and quantity of dry mixed recycling.</b>			
<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>
Contamination reduction at flats	Continuing the rollout of measures to reduce the contamination of communal recycling bins at blocks of flats with significant issues. This will include reviewing bin capacity, introducing reduced aperture lids and locks or providing one-off replacements of broken locks, updating signage and providing communication materials to encourage residents to recycle the right items.	Number of properties covered. Comparison of pre-monitoring and post-monitoring observations of contamination levels to assess improvements in material quality.	All partners: <ul style="list-style-type: none"> <li>– Provide site details and attend site visits where required.</li> <li>– Review and approval of communication materials.</li> <li>– Carry out delivery of DMR bins.</li> <li>– Carry out crew training (where bins are different from current), including testing on vehicles.</li> <li>– Resolve any collection problems.</li> <li>– Briefing of local customer service team and members.</li> </ul> Provide safe storage of bins / associated items.
Contamination interventions	Continuing the trial of targeted letters to residents who repeatedly contaminate. Taking learnings from trials started in the joint contract areas and carrying out further trials in other authorities.	Reduction in the number of repeated contaminators.	All participating D&Bs: <ul style="list-style-type: none"> <li>– Provide in-cab lock out data as required and agree address lists to target.</li> <li>– Review and approval of communication materials.</li> </ul> Briefing of local customer service team and members.
	Scope options to procure a third party to carry out monitoring or interventions. This could potentially involve monitoring whether collection crews are correctly identifying and not emptying contaminated bins or tagging bins that are contaminated.	Summary of actions taken by individual authorities to improve crew performance in response to monitoring results. This may include the results of locally managed spot checks/monitoring	All participating D&Bs: <ul style="list-style-type: none"> <li>– Provide training/guidance to contractor on the expected practise for locking out bins.</li> <li>– Provide round data on streets to target.</li> </ul>

		<p>showing any improvements to performance.</p> <p>Reduction in rejected loads and reduced contamination levels.</p>	<ul style="list-style-type: none"> <li>- Briefing of local customer service team and members.</li> <li>- To act on the results of monitoring, to deliver any required local improvements e.g., crew training.</li> </ul> <p>To conduct spot checks following the delivery of any improvements and share the results within three months.</p>
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**Objective 4: Educate and encourage residents and their children to take action to reduce, reuse and recycle quality material**

<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>
Own Your Impact campaign	<p>Year-long communications campaign badged under a new theme 'Own Your Impact'.</p> <p>To include the following specific campaign phases to support SEP's priority areas:</p> <ul style="list-style-type: none"> <li>- 1 x food waste reduction.</li> <li>- 2 x food waste recycling.</li> <li>- 1 x contamination reduction/ recycling education.</li> <li>- 1 x festive season contamination reduction.</li> </ul> <p>Ongoing communications activity to encourage and motivate residents to reduce waste, including single-use plastics and to reuse or repair where possible. This will link to national awareness days/weeks and events where relevant.</p> <p>Support and promotion of national WRAP initiatives:</p> <ul style="list-style-type: none"> <li>- Recycle Week (2022 theme TBC).</li> <li>- Food Waste Action Week (reduction focus).</li> </ul>	<p>Independent research to evaluate the impact of the campaign and service guides with residents. This will look at a range of measures such as awareness, message penetration, relevance, persuasiveness, engagement and claimed behaviour change.</p> <p>Digital channel metrics including website visits and social media reach and engagements (e.g., shares, retweets, video views and comments).</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Use campaign toolkits to share messages with residents and staff through own channels.</li> <li>- Share posts/tweets from SEP social media channels.</li> </ul>
Surrey Recycles search tool, app and waste sorting game	<p>Ongoing management, updates and improvements to the search tool, app and waste sorting game which aim to educate residents and specifically reduce contamination of mixed recycling bins.</p> <p>Communications to encourage and increase usage of the tool, app and game undertaken as part of the Own Your Impact campaign.</p>	<p>Increase in the number of searches and downloads of the Surrey Recycles search tool and app and plays of the waste sorting game.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Promotion of the search tool, app and waste sorting game.</li> </ul> <p>Providing updates when services or acceptance criteria changes.</p>
Service guides and calendars	<p>Creation and distribution of printed annual recycling guides tailored for each area but based on a consistent template. Optional calendars also included where requested.</p> <p>Communication activity on social media to highlight the recycling guides to residents and encourage them to read and retain them.</p>	<p>Independent research to evaluate the impact of the campaign and service guides with residents. This will look at a range of measures such as awareness, retention and message penetration.</p> <p>Social media reach and engagement.</p>	<p>All participating D&amp;Bs:</p> <ul style="list-style-type: none"> <li>- Providing content for guides.</li> <li>- Reviewing and signing off content.</li> <li>- Providing residential postal addresses where relevant.</li> </ul> <p>Use of communications</p>
SEP digital channels	<p>Ongoing management, development and promotion of the SEP website and social media channels on Facebook, Twitter, Instagram and YouTube. Budget also covers subscriptions to a photo library for design use, film editing and animation tools, social media management system and e-newsletter software.</p>	<p>Digital metrics including website page views, social media reach and engagements (likes/shares/comments/retweets etc) and video views.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Adding relevant SEP website links to own websites.</li> </ul> <p>Sharing content from SEP channels on own channels.</p>
Primary schools'	<p>Promotion of SEP website educational resources to primary school teachers.</p>	<p>Website visits and downloads of resources.</p>	<p>All partners</p> <p>Promotion of the resources.</p>

education programme	Development of additional new resources for the 2022/23 academic year to add to the SEP website.		
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<b>Objective 5: Develop and implement a new recycling and waste strategy for Surrey and associated delivery plans</b>			
<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>
Key waste policy consultation responses	Produce and submit partnership responses to possible further consultations on the Government's Resources and Waste Strategy including a new written assessment process for separate recycling collection, minimum service standards, recycling credits, proposals from the Waste Prevention Programme for England, and any other waste related consultations that may arise throughout the year.	Agree and submit responses ahead of deadlines.	All partners: <ul style="list-style-type: none"> <li>Review and input into SEP responses where necessary.</li> </ul> Produce individual response where required using the SEP responses as a template.
SEP 2025: A partnership approach to waste prevention and recycling	Development of 'SEP 2025: A partnership approach to waste prevention and recycling', which will look as a minimum to align with the Government's ambitions such as a 55% recycling rate by 2025 and 65% by 2035 and strive to go beyond this, and begin to respond to decarbonisation by planning changes to our vehicle fleets and infrastructure to reduce emissions in the shorter term and move towards net-zero emissions in the longer term. SEP 2025 will: <ul style="list-style-type: none"> <li>bridge the gap ahead of further clarity from central government;</li> <li>take into account the anticipated changes resulting from the key emerging national policy to support the Resources and Waste Strategy;</li> <li>provide clear strategic direction for the next 3 years and a longer term vision for the partnership that will continue to follow the waste hierarchy and work towards a net-zero waste trajectory. This will aid the future development of a new Joint Municipal Waste Management Strategy for Surrey post 2025; and</li> <li>enable us to drive down waste (particularly food and single use plastic waste) and increase the quality and quantity of our recycling.</li> </ul>	All partners endorsing and adopting SEP 2025 by March 2023.  Delivery of the associated targets.	All partners: <ul style="list-style-type: none"> <li>Input into the design of SEP 2025.</li> </ul> Endorse and adopt SEP 2025.
Infrastructure & Transport Delivery Plan	To review and document the existing infrastructure, it's capacity and usage.  To consider future infrastructure requirements for managing waste in accordance with the national Resources and Waste Strategy and develop a delivery plan.  To develop a plan to decarbonise the collection and disposal transport fleet and establish the supporting infrastructure requirements.	All partners endorsing and adopting the delivery plan by September 2023.  Delivery of the associated targets set out in the final delivery plan.	All partners: <ul style="list-style-type: none"> <li>Input into the review and documentation of existing infrastructure, it's capacity ad usage and in the development of future requirements.</li> <li>Input into the plan to decarbonise the collection and disposal fleet and to understand supporting infrastructure needs.</li> <li>Endorse and adopt the agreed final delivery plan.</li> </ul>
Future governance arrangements	Agree a pathway towards formalising Surrey Environment Partnership governance and approvals processes.	Greater transparency of decision-making.  SEP has delegated authority to make decisions on matters such as budget	All partners: <ul style="list-style-type: none"> <li>Input into development of proposals.</li> </ul> Provide information on individual authority governance arrangements and approvals processes.

		agreement and approvals for strategy consultations.	
Funding mechanisms	Carry out a review of options to introduce a short-term financial incentive to increase food waste recycling and/or reduce contamination, prior to any new burdens funding from government, as part of the SEP funding mechanism. This would recognise the additional cost to D&Bs of expanding services.  Agree SEP and WCA funding arrangements for 2023-24 onwards in light of changes that will arise from the national Resources and Waste Strategy.	Reaching agreement on a financial incentive to introduce.	All partners: - Provide input to discussions of options. SCC: Agree and communicate funding arrangements for 2023-24 in time for individual authority budget setting cycles, with the aim of establishing a financial mechanism that will remain year-on-year until further funding arrangements develop through government policy.
Support the development of disposal contract requirements	Support SCC in developing the requirements for new waste disposal arrangements for 2024 onwards to ensure a strategic fit with the future direction of travel.  Ensure sufficient provision and management mechanisms within the new disposal contract(s) to ensure quality data is issued and updated in a timely manner and consistent format.	SCC are supported to ensure that future waste disposal arrangements are aligned with the strategic direction of the SEP.  The contractor(s) provide quality and reliable data within timescales required	SCC: - Consultation with partners as appropriate Districts and Boroughs: - Provide feedback on proposals.

<b>Objective 6: Further improve our use of data and insight in order to better inform decision-making and communication with partners and residents.</b>			
<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>
Performance reporting	Use up to date data to provide analysis and insights to current trends and performance against targets, including recycling performance, emissions and contract performance.  Produce quarterly performance reports for SEP members and officers.	Members and officers are well informed regarding strategic and operational performance.  Strategic decision-making processes are based on a robust and transparent evidence base.	All partners: - Review performance reports and provide feedback on format. Help identify opportunities for performance improvement.
Data management	Management of the SEP waste data system, including contract management and managing the supply of weighbridge data.  Management of third-party contractor data so that performance reporting incorporates up to date data regarding materials collected by third parties.	Data gathering from all parties becomes fully automated, without need of further development.	All partners: Support the introduction of new processes and reporting data issues.
What happened to Surrey's waste	Creation of report and infographic highlighting what happens to the waste collected in Surrey.  Communications activity to share the report findings with residents.	Resident engagement with 'What happened to Surrey's waste' report (e.g. website visits, social media engagements).	All partners: - Promotion of the report/ sharing of communications. Surrey County Council: Help with responding to media requests relating to waste disposal.

Future data management system	Develop options for when Open Sky contract ends in February 2023 <ul style="list-style-type: none"> <li>• Undertake analysis of the OpenSky contract and data system performance, and future development requirements.</li> <li>• Complete an appraisal of the options to manage data following the end of the current contract, with support of D&amp;Bs and SCC.</li> <li>• Undertake procurement/implementation of the chosen option to ensure that there is no degradation of data availability / analysis.</li> </ul>	Report identifying the outcome of the review of the OpenSky contract and the potential options for the end of the contract.  Successful procurement & implementation of new system.	All partners: <ul style="list-style-type: none"> <li>– Engagement of officers in the review of OpenSky and the future options.</li> </ul>
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**Objective 7: Ensure partners are kept informed and the reputation of SEP continues to be protected and developed**

Activity	Description	How will success be measured?	Partner responsibilities
Protecting and building the reputation of SEP	Respond to media enquiries from local and trade media, drafting responses and liaising with partners if appropriate.  Generate coverage in key trade media (local Surrey media engagement will be undertaken as part of the Own Your Impact campaign).  Identify, draft and submit entries for key award schemes to highlight the work being done in Surrey.	Positive media coverage. Nominations for awards. Involvement in industry/Government panels.	None.
Keeping partners informed	Monthly email updates detailing progress, outcomes and upcoming activities in the SEP programme.  An end of year report prepared for the June meeting cycle and an Annual Review of activity and outcomes created and published on the SEP website following release of Defra waste statistics.  Creation of quarterly Environment Matters email newsletter and distribution to all members and senior officers in partner authorities.	Partner feedback.	All partners: Share information with internal stakeholders.
Member seminars	Develop and deliver a programme of seminars on recycling and waste for all members across Surrey.	Partner feedback.	Help design and deliver seminars where required.

**Objective 8: Manage the partnership effectively to ensure activities are delivered with appropriate governance and oversight**

Activity	Description	How will success be measured?	Partner responsibilities
SEP governance	Agenda planning in consultation with SEP Member and Officer Chairmen.  Administration of all the SEP member and officer meetings, including booking meeting venues, dispatch of papers and minute taking.	Smooth running of partnership governance processes.	Attendance at relevant meetings.

Financial management	<p>Monthly budget monitoring processes and production of quarterly reports for partners.</p> <p>Administration of Surrey waste financial mechanisms payments and administration of recycling credits payments for organisations in the Surrey (furniture) re-use network.</p> <p>Identification of potential savings opportunities, service efficiencies and budget reductions.</p>	<p>Timely and accurate reports available for partners to review.</p> <p>Payments are made in a timely manner.</p> <p>Development and approval of a savings plan for 2023-24 and delivery of actions set out in the plan.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- To invoice for services within appropriate timescales to enable effective and efficient budget management.</li> <li>- To support the delivery of the actions set out in the savings plan.</li> </ul>
Programme management	<p>Develop work programme proposals.</p> <p>Manage the SEP work programme for 22-23 by administering a process to plan and design projects and other work that the partnership has agreed to.</p> <p>Monitor and report against progress with delivery to SEP partners on a quarterly basis.</p>	<p>Ensuring projects and other work have an agreed plan to work from.</p> <p>Providing accurate and informative updates on a quarterly basis.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Input into planning and help delivery of projects and other work where required.</li> <li>- Review reports and ask for additional information where necessary.</li> </ul>

<b>Objective 9: Develop and maintain links with other groups and initiatives to ensure that our work remains relevant in the wider context</b>			
<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>
Fly-tipping/ Enforcement Group	Provide administration support to the Enforcement Group, which is made up of officers from each Surrey authority.	Partners are kept up to date with what is happening across Surrey and issues can be dealt with as they arise.	All partners - relevant officers to attend meetings.
Waste industry groups	Attend meetings and monitor updates from groups such as ADEPT, South East Waste Partnership Managers, NAWDO and LARAC.	Good relationships built with industry and authority colleagues. Insights and intelligence gained from industry experts.	None.
Surrey Comms Group	<p>Attend meetings to share details of SEP work programme and keep informed about other countywide communications work being undertaken.</p> <p>Share toolkits for upcoming SEP activities via Surrey Comms Group for partner communications teams to use.</p>	Use of toolkits/ sharing of messages by partner communications teams.	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Encourage communications teams to support and share SEP messages.</li> </ul>
Planning Officers	Liaise with planning officers to ensure that guidance on bin storage and access is provided to developers.	Best practice shared and consistent guidance used by authorities.	<p>Districts and Boroughs:</p> <ul style="list-style-type: none"> <li>- Provide case studies and best practice examples.</li> <li>- Liaise with planning officers in their authorities</li> <li>- Publish guidance on websites where appropriate.</li> </ul>

<b>Objective 10: Ensure that we have the capacity to be able to respond to new issues and opportunities as they arise.</b>				
<b>Activity</b>	<b>Description</b>	<b>How will success be measured?</b>	<b>Partner responsibilities</b>	<b>Budget</b>
Crisis and issues management	Rapid response to any crises or issues that arise during the year.	To be determined by the nature of the crisis or issue and the response required.	To be determined by the nature of the crisis or issue and the response required.	Covered by underspends or reserves as appropriate.
Maximising opportunities	Allocate resource to research, develop or deliver new opportunities that emerge during the year.	To be determined by the nature of the opportunity.	To be determined by the nature of the opportunity.	Covered by underspends or reserves as appropriate.



## Annex 2 - Duties and responsibilities in accordance with relevant key legislation

- **Environmental Protection Act 1990.** This is the main legislation that has covered waste management for the last 30 years. Key responsibilities include (but are not limited to):
  - A duty to provide a domestic waste collection service to households. Local authorities can also offer collection services to businesses for which they can charge. This is exempt from VAT.
  - A duty to provide domestic waste disposal and provide the necessary facilities for homeowners to dispose of their own refuse.
  - And a duty of care to handle waste responsibly.
- **EU Landfill Directive 1999.** This set minimum standards and targets to reduce reliance on landfill as a disposal option.
- **Waste and Emissions Trading Act 2003.** The JMWMS requirement sits under this. It sets out that in a two-tier area, local authorities have a legal requirement to have a joint strategy for the management of recycling and waste from households. This legislation also states that the strategy must be kept under review, and any significant future revisions will require public consultation.
- **Waste Framework Directive 2008.** This includes basic concepts and definitions related to waste management, such as definitions of recycling and waste, and a legally binding five-step waste hierarchy.
- **Waste (England and Wales) Regulations 2011, 2012.** This legislation chiefly transposes the requirements of the 2008 EU revised Waste Framework Directive into UK law. A key part of the regulation is to prioritise recycling over disposal. Local authorities are required to have regard to the waste hierarchy (above) in the preparation of waste development frameworks including local development plans.
- **Controlled Waste Regulations 2012** - Classifies waste according to household, industrial and commercial for the provisions of the Environmental Protection Act. Sets out where charges for the collection or disposal of certain types of non-domestic household waste can be made.
- **MRF Regulations and Code of Practice 2014** - The main aim of the regulation (implemented via the Environmental Permitting (England and Wales) (Amendment) Regulations 2014) is to improve transparency on material quality in the supply chain, through provision of accurate information on contamination levels.

## Annex 3 - Current performance and waste composition

### Current performance

Recycling and waste performance in Surrey is currently monitored by measuring the amount of household waste generated within the county and how much of it is either recycled, recovered or sent to landfill. The most recent revision of the Surrey JMWMS gave performance data up to and including 2013-14, which showed that:

- The quantity of household waste generated in Surrey decreased by 9% from 583,518 tonnes in 2006-07 to 532,773 tonnes in 2013-14.
- The proportion of household waste that was recycled increased from 31% in 2006-7 to 52% in 2013-14.
- The amount of rubbish sent to landfill declined dramatically from 67% in 2006-07 to 11% in 2013-14.
- The amount of rubbish sent for energy recovery went from 2% in 2006-7 to 36% in 2013-14.

Since 2013-14, the total amount of household waste generated in Surrey has continued to fall, reaching a low of 507,428 tonnes in 2018-19 (a 5% reduction from 2013-14). In 2020-21 it increased significantly to 539,777 tonnes as shown in 1 below. However, this large spike correlated with the coronavirus pandemic and more people being at home. Provisional data for 2021-22, currently being audited by Defra ahead of publication in December 2022, shows that household waste decreased to approximately 520,000 tonnes.

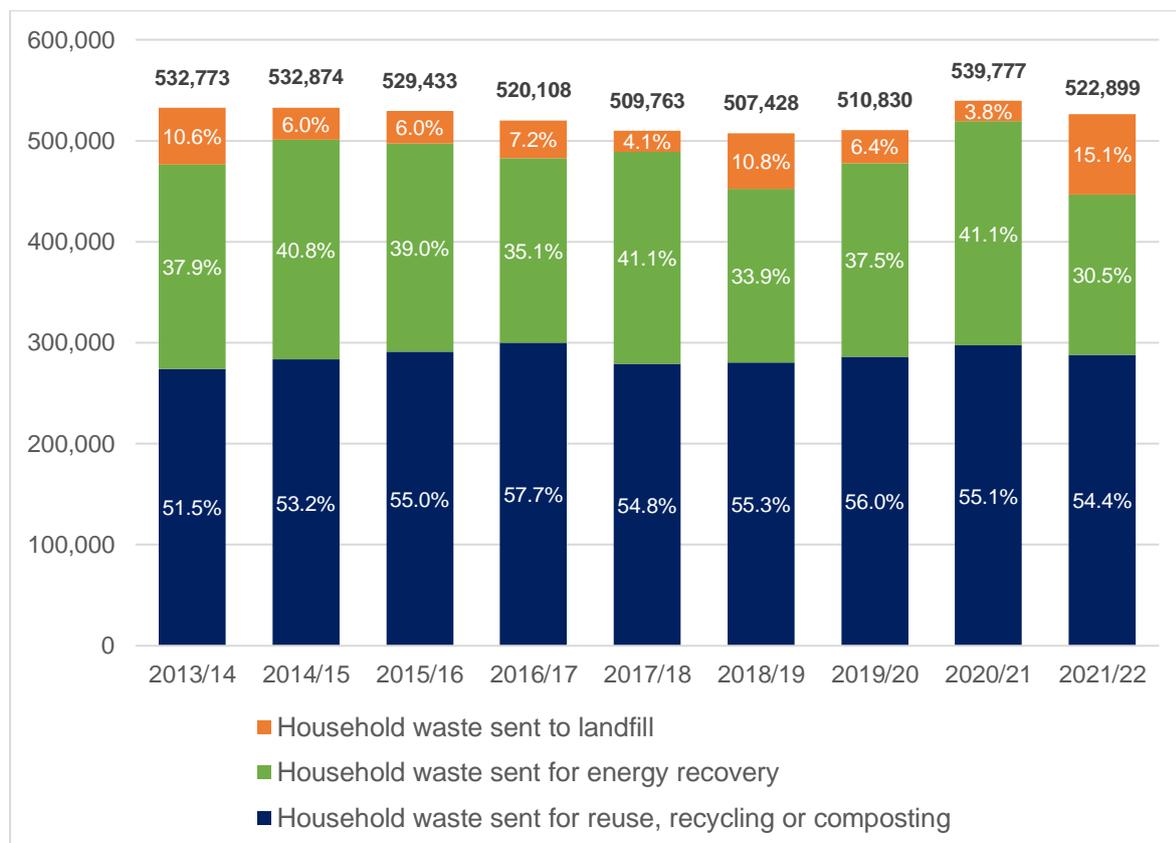
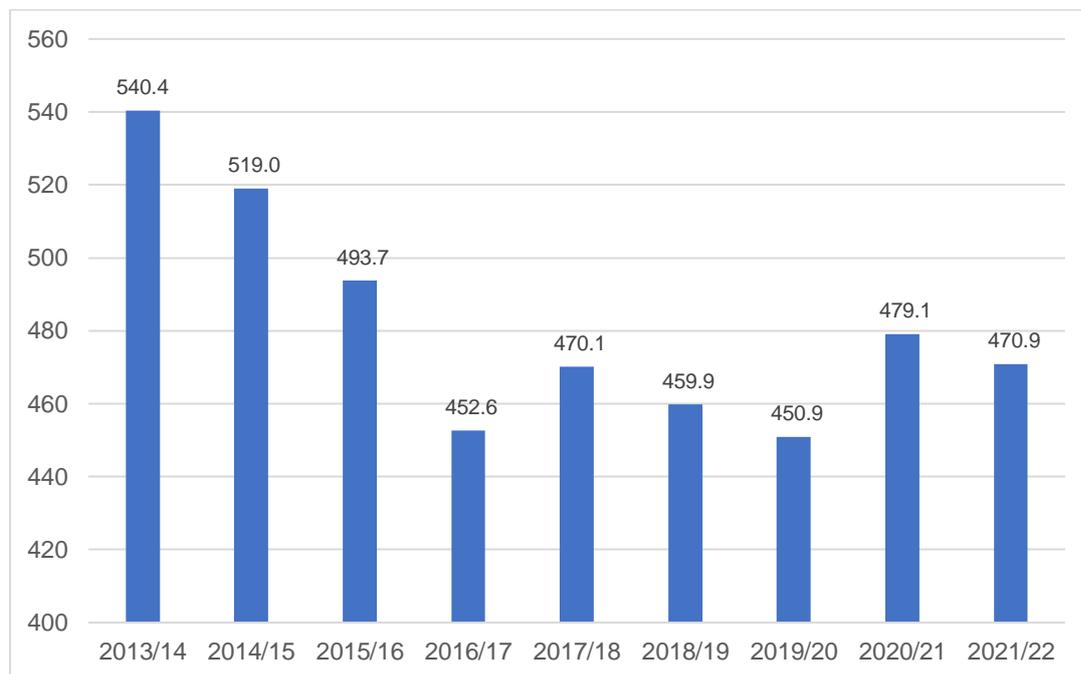


Figure 1: Household waste treated in Surrey from 2013-14 to 2021-22

Between 2013-14 and 2016-17 there was a steady increase in the proportion of household waste that was recycled each year, reaching a peak at 57.7% in 2016-17. From this point forward, SCC lost markets for recycling carpets and rigid plastics, and the ability to compost autumn leaf litter from street cleansing. Also, standards applied by the Environment Agency around what could be recycled began to tighten at this time with re-processors focussing more on quality, and not quantity, and demanding material with less contamination, which led to more recycling being rejected by materials recovery facilities (MRFs). Furthermore, Surrey had already realised most of the benefits associated with changes to recycling services such as the rollout of separate food waste collections from households, which has been provided by every Surrey authority since around 2012-13. With the above in mind, Surrey's recycling rate has fluctuated, but has remained around 55% for the last four years (Figure 1). Provisional data for 2021-22 indicates an unaudited recycling rate of 54.4%.

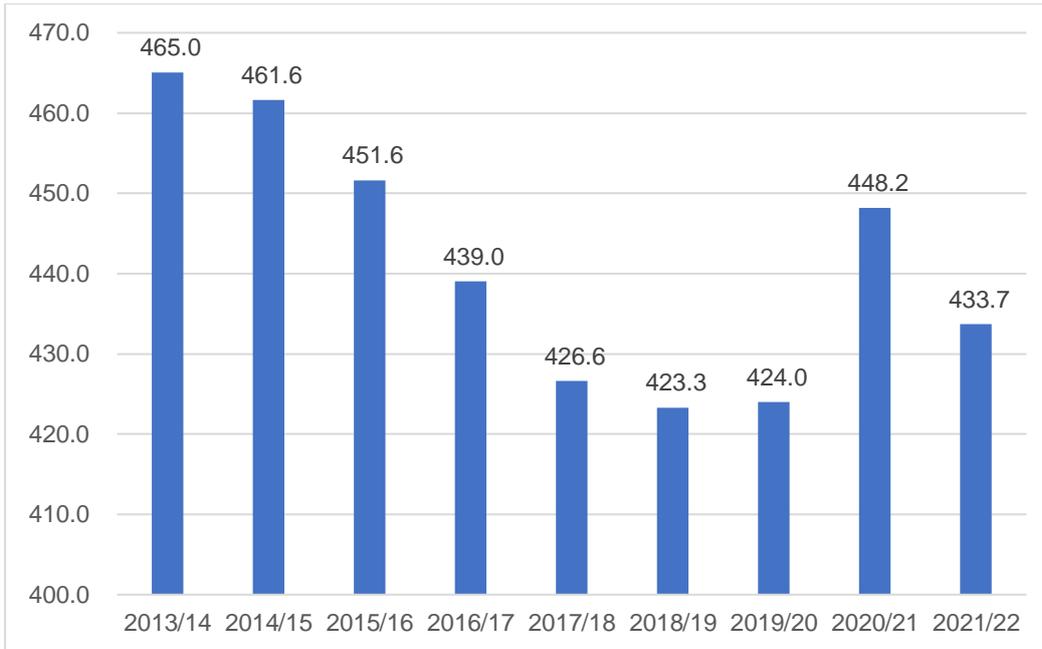
We have continued to reduce the amount of rubbish sent to landfill (Figure 1), hitting lows of around 4% in 2017-18 and 2020-21, although it has fluctuated around an average of 6 - 7%. However, provisional data for 2021-22 indicates that it has gone up to an estimated 15.1%. This was due to operational shutdowns at facilities used to treat Surrey's rubbish and a reduction in the amount of waste that was sent to facilities in Europe.

The amount of residual household waste collected **per household** in Surrey has been falling since 2013-14 hitting a low of 450.9kg per household in 2019-20 (Figure 2). However, there was a large spike in 2020-21, taking it up to 479.1kg per household, but again this correlates with the coronavirus pandemic and more people being at home. The unaudited data for 2021-22 now puts this at 470.9kg per household.



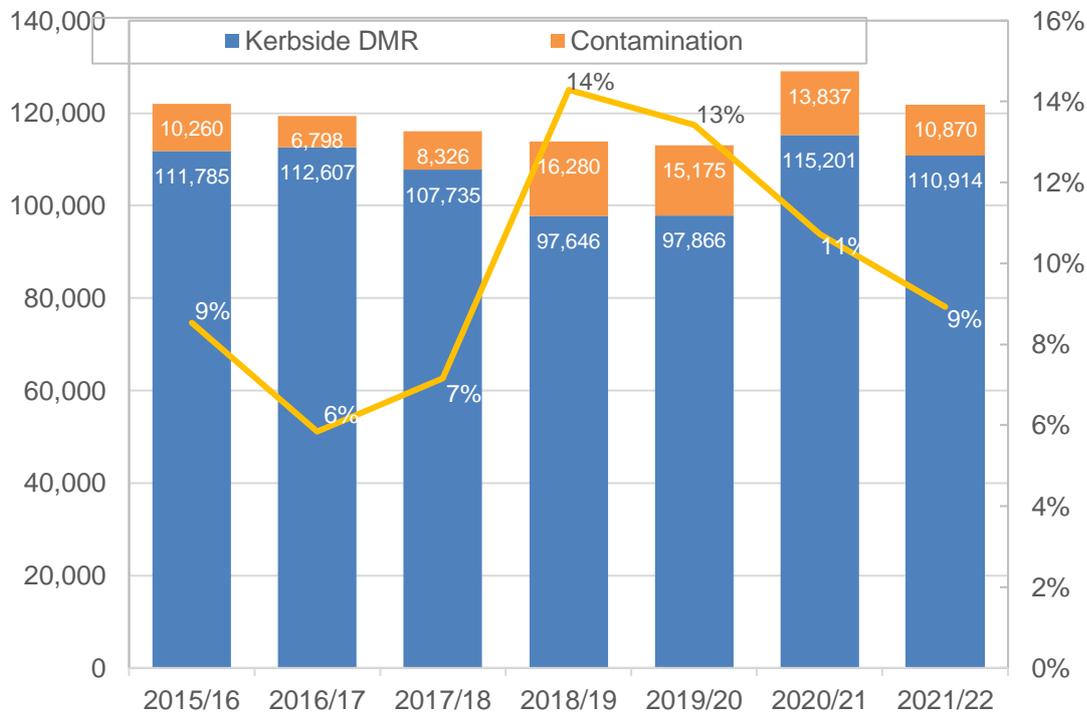
**Figure 2: Residual household waste per household (kg) in Surrey from 2013-14 to 2021-22**

The amount of household waste collected **per person** in Surrey has also been falling since 2013-14 (Figure 3) hitting a low of 423.3kg per person in 2018-19. Again, there was a large spike shown here in 2020-21, taking it up to 448.2kg per person, but again this correlates with the coronavirus pandemic and more people being at home. The unaudited data for 2021-22 indicates that this has dropped to 433.7kg per person.



**Figure 3: Collected household waste per person in Surrey from 2013-14 to 2021-22**

In 2015-16, data began to be collected on contamination of dry mixed recycling (DMR) following the introduction of legislation that required Material Recovery Facilities to sample material being delivered. Figure 4 shows a large spike in 2018-19, which was when data was consistently reported for all D&Bs, as it was limited before this. Since then, SEP has worked to drive down contamination, the effects of which can be seen in 2019-20 and 2020-21.



**Figure 4: Contamination of DMR in Surrey from 2015-16 to 2021-22**

## How we compare with others

Defra publishes performance data on an annual basis for each local authority in England. Table 1 below shows Surrey's position in a league table with all other local authorities in England in relation to performance data on recycling rates, residual waste per household, and collected household waste per person for 2020-21.

**Table 1: Position in the Defra league table for 2020-21**

Authority	% recycled, reused or composted	Rank in the league table	Residual household waste per household (kg)	Rank in the league table	Total household waste per person (kg)	Rank in the league table
<b>Disposal Authorities Only (out of 30)</b>						
Surrey County Council	55.1%	3rd	479.1	6th	448.2	17th
<b>Waste Collection Authorities Only (out of 308)</b>						
Elmbridge Borough Council	54.5%	37th	469.1	101st	440.5	264th
Epsom and Ewell Borough Council	53.7%	43rd	447	77th	388.3	129th
Guildford Borough Council	58.9%	15th	389.2	32nd	373.7	102nd
Mole Valley District Council	56.6%	25th	426.5	59th	437	259th
Reigate and Banstead Borough Council	53.2%	51st	413.2	49th	368.3	92nd
Runnymede Borough Council	49.0%	76th	411.9	47th	334.8	31st
Spelthorne Borough Council	46.4%	102nd	457	85th	369.8	95th
Surrey Heath Borough Council	61.3%	5th	364.9	22nd	397.1	155th
Tandridge District Council	59.9%	10th	379.6	29th	397.8	157th
Waverley Borough Council	57.0%	22nd	388.9	31st	391.2	140th
Woking Borough Council	54.3%	40th	434.5	66th	408.2	190th

Surrey has one of the best rates of recycling, reuse and composting at 55.1% (3<sup>rd</sup>) and residual waste per household at 479.1kg (6<sup>th</sup>) of all disposal authorities in England. However, it ranks around mid-table for landfill usage (14<sup>th</sup>) and collected household waste per person (17<sup>th</sup>).

Landfill rates are also provided, but this can only be compared by disposal authority. In 2020-21, Surrey ranked 14<sup>th</sup> out of 30 disposal authorities with a landfill rate of 3.8%.

Most waste collection authorities in Surrey (9 out of 11) rank in the top 50 for recycling, reuse and composting performance with Surrey Heath Borough Council placed at fifth.

However, performance on residual waste is less encouraging with just over half (6 out of 11) place in the top 50 for residual household waste per household with the rest between 59<sup>th</sup> and 101<sup>st</sup>. Only one authority of 11 is in the top 50 for collected household waste per person with the rest between 92<sup>nd</sup> and 264<sup>th</sup>.

In summary, while recycling performance is mostly encouraging, residual waste volumes are high compared to other authorities in England. To that end, there is more that can be done to improve performance in Surrey. We have looked at the top authorities in England that are comparable to Surrey's authorities in terms of rurality and deprivation to see what we can learn from them, and this thinking has been incorporated into the key actions referred to in the section on **the partnership approach to achieving our vision, objectives and targets** in the main SEP 2025 approach document.

### Where our recycling and waste goes

Surrey's residents have a keen interest in what happens to their recycling and waste with previous research suggesting that increased transparency around what happens to recycling and waste once collected can positively affect recycling behaviours. A report, *What Happened to Surrey's Waste, 2020/21*, is available on [SEP's website](#). In summary, Figure below shows that of the 539,777 tonnes of household recycling and waste generated in Surrey in 2020-21, 76.9% of it remained in the UK, 15.7% was treated in Europe (largely Germany and the Netherlands) and 7.4% was treated outside of Europe (largely India).

Of the 297,409 tonnes of recycling collected in 2020-21, 83.4% was processed in the UK, 3.1% in Europe and 13.3% outside of Europe.

Of the 242,368 tonnes of rubbish collected in 2020-21, 69.2% was treated in the UK with the remaining 30.8% treated in Europe.

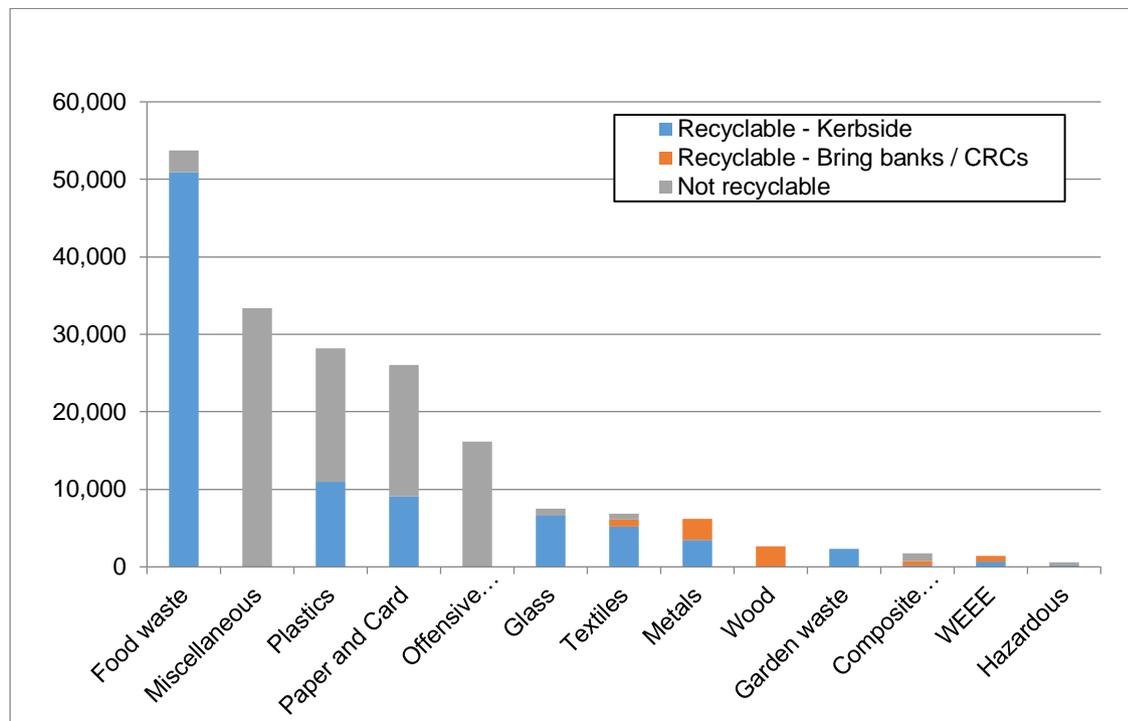


**Figure 5: Where our recycling and waste went in 2020-21**

### Waste composition

Understanding the composition of waste in Surrey provides a valuable insight on where to target future resource to reduce waste and increase recycling. To that end we undertook detailed sampling and analysis of recycling and residual bins at houses and flats in the

summer of 2021. Based on the materials that each of the authorities are currently able to accept for recycling, **Error! Reference source not found.** shows the proportion of each material that was presented in the rubbish bin but that the analysis shows could have been recycled.



**Figure 6: Recycling potential of residual waste 2021**

In summary this shows that:

- Nearly 90,000 tonnes of material in kerbside rubbish bins could be recycled. Likewise, nearly 90,000 tonnes are not currently recyclable. A further 7,600 tonnes could be recycled at bring banks or Community Recycling Centres.
- The largest proportion of material which could be recycled is food waste at nearly 51,000 tonnes, over half the recyclable material. Only a small proportion of food waste is not recyclable – 2,700 tonnes of liquids and oils.
- There are significant quantities of plastics and paper and card in residual waste. However, only 40% and 30% of these respectively are recyclable, at 11,000 and 9,000 tonnes. Some plastics such as films and flexibles aren't accepted at the sorting facilities we use. This is because they can become entangled in equipment causing blockages increasing machinery downtime and, crucially, the current onward market for these materials isn't substantial. Paper and card can become contaminated when mixed with food waste, so is rejected for recycling when presented in this state. Some paper and card (shredded paper, glittery Christmas cards and wrapping paper etc.) aren't accepted for recycling as it can cause problems at the sorting facilities we use and the paper fibres are often of low grade or can't be separated.

# SEP 2025

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A partnership approach to waste prevention and recycling



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## Executive Summary



SEP (Surrey Environment Partnership) continuously strives to improve collection and disposal services in Surrey and aspires to be among the best nationally on all key performance indicators.

Since the Resources and Waste Strategy (RaWS) for England was published in December 2018, the Government has consulted on a number of the strategy's ambitions across a range of subjects, the results of which will provide policy direction, which we eagerly await. The policy situation combined with Surrey's growing population, increasing numbers of households, and changes in the types of waste produced by our residents means change is a certainty. However, the exact direction of the change and the impact it will have on our collection and disposal services remains unclear.

Whilst things are so uncertain, now is not the right time to update the Joint Municipal Waste Management Strategy (JMWMS) and consult with residents, so we need a short-term approach to help manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

SEP 2025 has been developed to bridge the gap between our existing out-of-date JMWMS and further clarity from central government. It will reflect the vision of SEP and provide clear strategic direction for the partnership for the next three years to 2025 and a longer-term vision that will allow SEP to continue to follow the waste hierarchy and work towards zero waste.

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*SEP continuously strives to improve collection and disposal services in Surrey.*

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SEP 2025 is therefore a partnership approach to waste prevention and recycling, and has been developed on behalf of all Surrey local authorities through the SEP.

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# Background, policy, context and vision

## Background

SEP is made up of Surrey County Council (SCC) and the 11 district and borough councils in the county (as shown in Figure 1 below). It was formed originally as the Surrey Waste Partnership (SWP) in 2009 to overcome the challenges of two-tier service delivery and aims to manage Surrey’s recycling and waste in the most efficient, effective, economical, and sustainable way possible. SEP’s plan (the JMWMS) outlined our approach to achieving this.

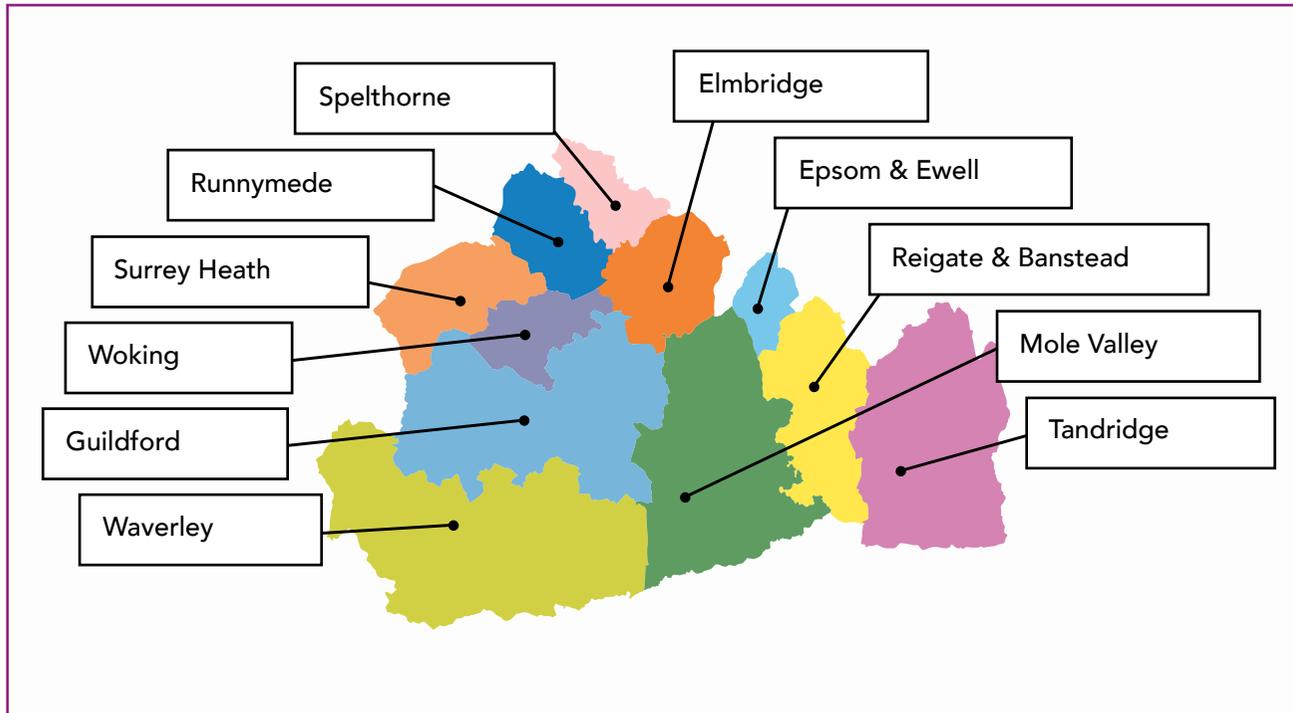


Figure 1: A map of Surrey showing the district and borough council areas

SEP’s current JMWMS is meant to run until 2024–25. However, it was last updated in 2015 and is therefore considered to be ‘out-of-date’. This was delayed due to the publication of the RaWS, which proposes some fundamental changes on how recycling and waste services will be funded and delivered in the future (further explained below). The key policy to support the RaWS is still emerging and therefore, the review has been postponed until national direction is clearer.

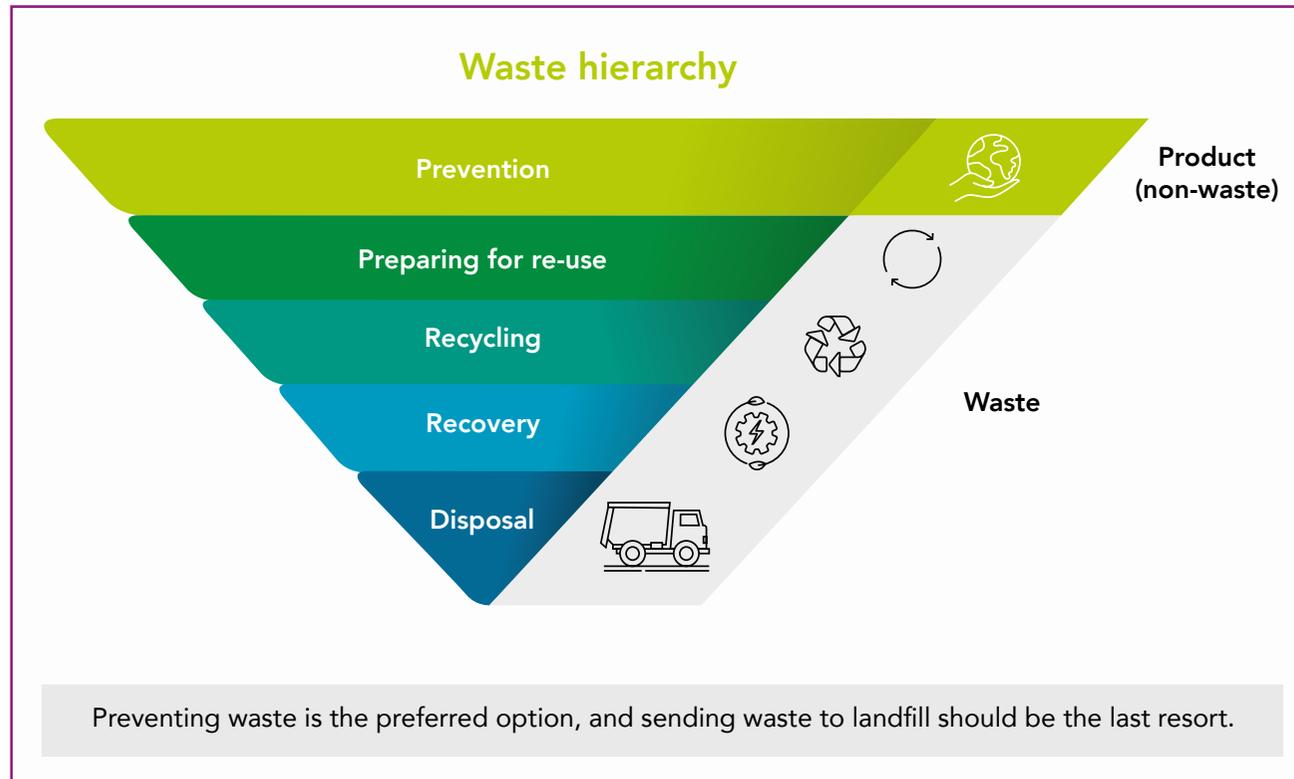
It was also decided to stop the annual monitoring of the JMWMS’s action plan at the end of 2017–18 and in its place annual work programmes were developed instead. They have been in place each year through to the latest programme for 2022–23. These have effectively been the plan for working together in partnership since 2018–19. The current SEP work programme for 2022–23 can be found in Annex 1.

The partnership name was changed from SWP to SEP in April 2019 to reflect a growing remit and desire to tackle wider environmental issues in Surrey.

## Existing policy

As a group of councils providing recycling and waste management services, we have several duties and responsibilities in accordance with relevant key legislation. These are set out in Annex 2, which has been the legislative framework that we have operated under during the last 30 years.

A key concept set out here is the 'waste hierarchy', which ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for reuse, then recycling, then recovery (this is where most of our residual waste goes in Surrey), and last of all disposal, e.g., landfill, as shown in Figure 2 below.

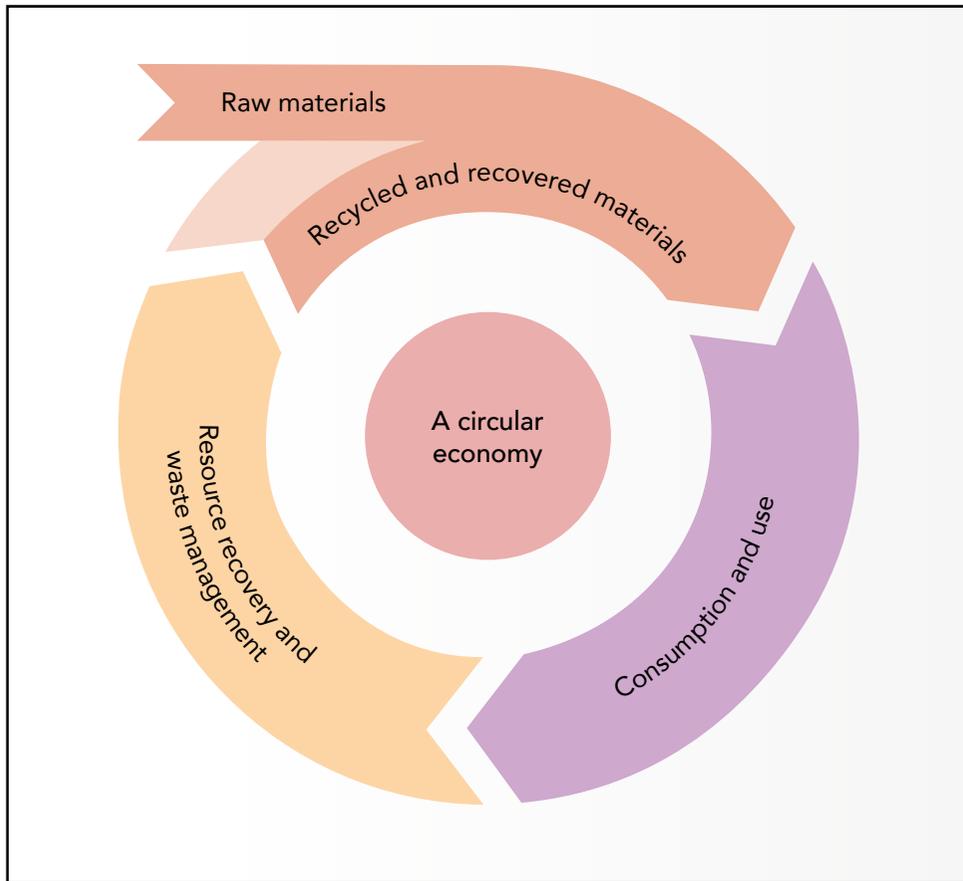


*The waste hierarchy gives top priority to preventing waste in the first place.*

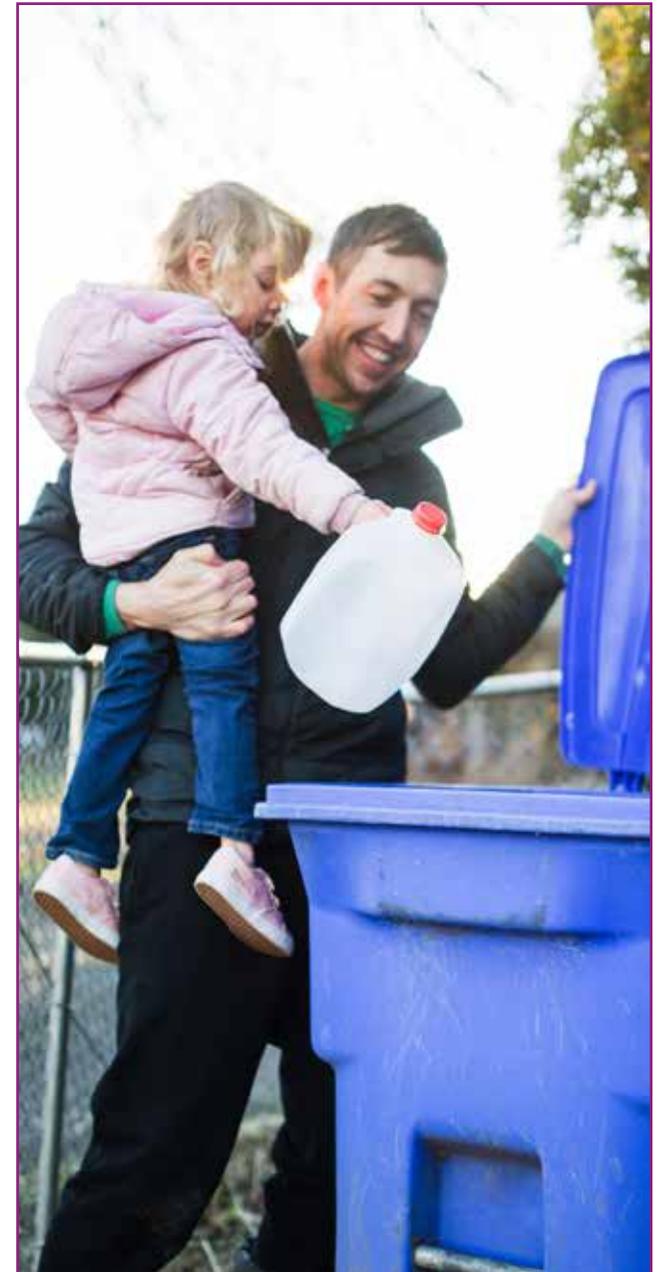
Figure 2: Waste Framework Directive – five step waste hierarchy

## New and emerging policy

Several policies are currently being developed following the publication of the RaWS. Launched in December 2018, RaWS is the Government's plan to preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. This will see products kept in use for as long as possible, making it easier to reuse, repair, refurbish or recycle them (as illustrated in Figure 3 below).



98 Figure 3: A circular economy



RaWS combines actions the Government will take now with firm commitments for the coming years and gives a clear longer term policy direction in line with its 25 Year Environment Plan. RaWS has set out several proposed policy reforms including to:

- Invoke the 'polluter pays' principle through extended producer responsibility (EPR) for packaging to ensure producers of products bear financial responsibility for the management of the waste stage of a product's life cycle (except ground litter). The Government has committed to introducing this from April 2024. The key change for local authorities is that they will be compensated for the necessary costs of managing packaging waste from households, community recycling centres and street bins. Defra is still working on the details of this with more clarity expected in 2023.
- Introduce a deposit return scheme (DRS) for drinks containers to reward residents for bringing back bottles and encourage them not to litter them; thereby increasing the quality and quantity of recycling. This is to include cans and plastic bottles of between 50ml and 3l and will include containers sold both individually and as part of a multipack. Glass bottles will not be included. The scheme is still under consideration for implementation from late 2024.
- Improve recycling rates by ensuring consistency in household and business recycling collections. This is still under consideration for implementation from 2023–24, but are likely to be delayed slightly to coincide with EPR.

### Key proposals to create consistency include:

- > Collection of the same dry recyclable materials (glass, metal, plastic and paper and card) as separately as possible (with consideration given to circumstances where separate collection of recyclable waste streams may not be technically or economically practicable or may not provide a significant environmental benefit).
- > Collection of additional dry recycling (metal jar lids, aerosols, cartons, aluminium foil and trays, aluminium tubes, and plastic films and pouches). The Government has so far stated that plastic films and flexibles must be collected by local authorities for recycling by 31 March 2027.
- > Collection of food waste separately at least once a week.
- > Collection of garden waste for free or for a maximum cost.
- > Service standards for collection arrangements and frequency.

- The above proposals on recycling consistency together with EPR and DRS are now collectively known as the collection and packaging reforms (CPR).



- Stimulate demand for recycled plastic by introducing a tax on plastic packaging manufactured in or imported into the UK that contains less than 30% recycled plastics. This came into effect on 1 April 2022.
- Reducing the use of unnecessary single-use plastic (SUP) products including bans on items such as plastic straws, cotton buds, and drink stirrers. These were banned from 1 October 2020 and supply stopped from 3 July 2021. Proposals to ban plastic plates and cups, balloon sticks, polystyrene cups, expanded polystyrene food boxes, trays and pots. If agreed these proposed bans would come into effect in April 2023.
- The introduction of a mandatory takeback scheme for the collection and recycling of fibre-based composite cups (disposable coffee cups). This is set to come in from 2024.



The measures in RaWS alongside other key plans have set out strategic ambitions to be achieved nationally over the next 30 years such as:

- Increase the municipal recycling rate to 55% by 2025 and 65% by 2035.
- Near elimination of biodegradable municipal waste to landfill from 2028.
- Work towards eliminating food waste to landfill by 2030.
- 76% recycling rate for packaging by 2030.
- Business fleet owners and operators work towards 100% of vehicle fleets being zero emission by 2030, or earlier where markets allow (COP26 ambition).
- No more than 10% of municipal waste to landfill by 2035.
- 50% reduction in per capita residual waste (excluding major mineral wastes) by 2042 from 2019 levels (proposed).
- Work towards eliminating avoidable waste by 2050.
- Net zero domestic greenhouse gas emissions by 2050.

To that end, the Government introduced the Environment Act 2021 in November 2021 that makes provision for most of these targets and gives them the legislative power to introduce the measures above. The act will also make some changes to existing legislations to enable consistency in collections.

## Context

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In Surrey about £105 million<sup>1</sup> is spent each year collecting, managing and processing recycling and waste. By increasing the amount of waste prevented and the proportion recycled in the county it enables the cost of this service to reduce. It also benefits the environment; less raw materials are required, saving energy, emissions and protecting natural resources.

Significant achievements have been made possible by working together as a partnership; the most notable being our improved recycling rate, which in 2010–11 was 46.4% (13th highest nationally) and by 2020–21 was 55.1% (3rd highest nationally). More information on current performance can be found in Appendix 1 at the end of the document.

Despite this, it's now the right time to revisit how we work together, considering some of the challenges we face including the emerging policy to support RaWS. The direction of travel is not clear on this yet but should become apparent over the next couple of years. So, while now is not the right time to update the Surrey JMWMS and consult with residents whilst things are so uncertain, we do need a short-term approach to help us ensure we continue to manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

Therefore, our response to this emerging situation is to develop a partnership approach to waste prevention and recycling in Surrey for the next three years. This will look to, as a minimum, align with the Government's ambitions such as a 55% recycling rate by 2025 and 65% by 2035. There might be a requirement as a high performing county in England to go beyond this. In any event, we will strive to go beyond the national targets where possible and begin to respond to decarbonisation by planning changes to our vehicle fleets and infrastructure to reduce emissions in the shorter term and move towards net zero emissions in the longer term.

The approach will:

- Bridge the gap ahead of further clarity from central Government.
- Consider the anticipated changes that may result from the key emerging national policy to support RaWS.
- Provide clear strategic direction for the next three years and a longer-term vision for the partnership that will continue to follow the waste hierarchy and work towards zero waste reducing emissions in the process. This will aid the future development of a new JMWMS for Surrey post 2025.
- Enable us to drive down waste (particularly food and SUP waste) and increase the quality and quantity of our recycling.

1. From the Local Authority Revenue Expenditure and Financing: 2020–21 Final Outturn, England

## Our vision

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With the above in mind, we have developed the following vision statement for SEP 2025:

Our vision is to eliminate avoidable waste and reuse, repair, recycle and recover any waste which cannot be eradicated in the most economical way.

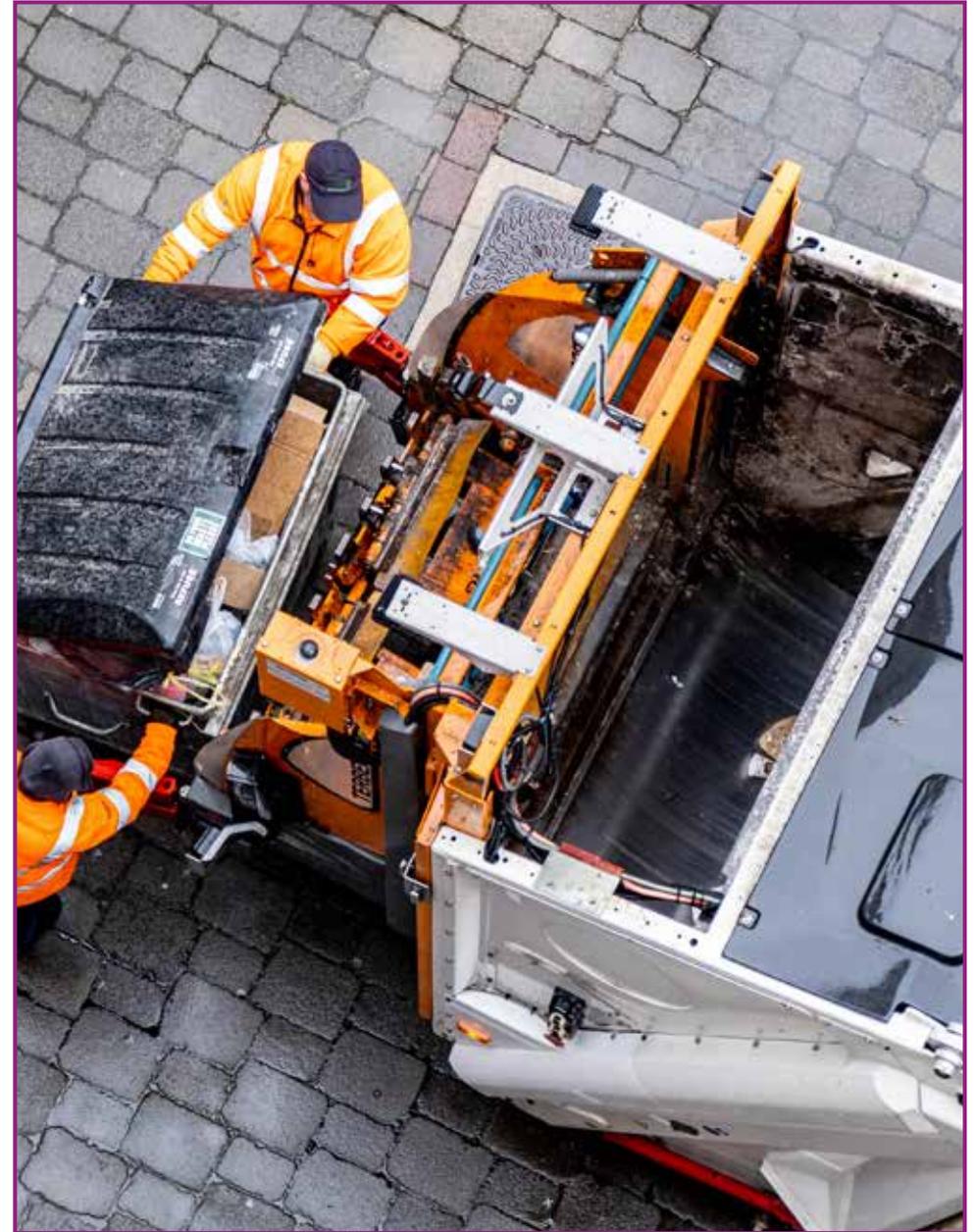
Surrey's councils will continue to work in partnership to ensure our residents receive the highest quality of collection and disposal services possible and encourage our residents to reduce their household waste and own their impact on the natural environment.

Our ambition is to decarbonise our fleet and ensure that any new infrastructure is built and operated to minimise carbon emissions.

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*Our vision is to eliminate avoidable waste and reuse, repair, recycle and recover.*

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# Key drivers and priorities

## Drivers for change

We are at a crucial point now where we must reconsider how we can prevent more waste from arising, increase the quality and quantity of recycling and manage waste in the long term to minimise the impact on the environment and move towards a circular economy, which is being driven by several pressures including:

### Emerging national policy

We will need to align with emerging national policies (as outlined above) that will be enshrined in legislation. While the policies aren't clear yet, they will fundamentally change the way recycling and waste services are funded and delivered. Therefore, we'll need to be mindful for future service provision and well prepared to deliver any required changes resulting from new national policy in the best way possible.



### Reducing carbon at pace

Most authorities in Surrey have declared a climate emergency and all have set a target for reaching net zero emissions as individual organisations. Of the 12 authorities in Surrey, nine have agreed to be carbon neutral organisations by 2030, one authority by 2035, and two by 2050. The climate change strategies and action plans that have been produced by Surrey authorities recognise the carbon that recycling, and waste collection and disposal operations emit. They also recognise the role that preventing and reducing waste, increasing reuse and recycling and planned changes to vehicle fleets and infrastructure will play in tackling climate change.

### Increasing population and number of households

The population of Surrey could rise to an estimated 1,309,500 by 2041, which could translate into 34,000 new houses being constructed<sup>2</sup>. This will result in more recycling and waste and therefore more pressure on our waste collection and disposal services.

## Budget pressures

Surrey's authorities are facing unprecedented challenges because of reduced financial support from the Government combined with an increasing population and greater demand for our services. In addition, we are now experiencing the cost-of-living crisis in which prices for many commodities have risen sharply meaning services and infrastructure projects will cost more. This situation is being caused in part by a rise in inflation in the UK, in addition to the economic impact of global issues including the 2022 Russian invasion of Ukraine and COVID-19 pandemic (which had already reduced economic activity across the county whilst further increasing the support our communities need from us).

## Infrastructure limitations

There is only one energy from waste type facility (an Eco Park which includes a gasifier and an anaerobic digestion plant), a lack of recycling processing infrastructure and there are limitations with transfer stations in the county such as the distance to/from them for some waste collection and street cleansing rounds. This situation drives up cost and emissions, which come from transporting waste over longer distances. Also, where we use third party sites to sort recycling, we are limited by what the operator chooses to accept, which drives up inconsistency and causes confusion for household waste collection regimes. Over the next two to three years, SEP will need to consider infrastructure options for future service delivery that reflects the plans and strategies across authorities and enables successful attainment of the performance objectives and targets set out in this document.

## Stalling performance

The amount of residual waste per household in Surrey has been falling since 2013-14, hitting a low of 450.9kg per household in 2019-20. However, the COVID-19 pandemic saw this figure increase with more people being at home. While this is starting to decrease again as we move away from the pandemic, much more will need to be done to reach the proposed national target of a 50% reduction on 2019 levels by 2042.

Also, recycling rates levelled off back in 2016-17, and Surrey's performance has stayed around the 55% mark. While this meets the national target for 2025, significant investment and/or changes to approach will likely be required to meet the 65% recycling rate target by 2035.

A recent composition analysis (set out in Appendix 1) highlighted there is still an estimated 90,000 tonnes of material in residual bins which can be recycled. So, the scope for significant improvement on both residual waste reduction and recycling does exist.

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There is an estimated  
**90,000 tonnes**  
in residual bins which can be recycled.

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## Key priorities

The challenges set out above mean that the current situation is unsustainable. We need to reduce costs where possible whilst increasing performance and still providing a high-quality service to Surrey residents. To that end, we believe our key priorities should be to:

**Table 1: SEP 2025 priorities**

### **1. Reduce all residual waste with a particular focus on food waste**

To ensure focus is applied at the top of the waste hierarchy and to align with national targets, we will focus on reducing residual waste by preventing it in the first place. Compared to high performing authorities in England, Surrey has a much higher level of residual waste. We will use the learning gained from these authorities in our future work programmes, and we will continue to engage with Surrey residents to reduce their waste, especially food waste.

### **2. Promote and maximise reuse**

To support the principle of a circular economy, we will seek to maximise opportunities to keep products in use for as long as possible through sharing, reuse, repair and refurbishment. This is an area we'll provide focus and priority to by developing a reuse strategy for Surrey.

### **3. Increase participation in food waste recycling**

Of course, it's best to reduce food waste where possible, but any food that is left over should be composted or recycled, not only for the environmental benefits, but because of the money that can be saved, as it costs less than a third to recycle food waste than it does to dispose of it as rubbish. Our capture rate for food waste recycling in Surrey in 2021 was 43%, and as the composition analysis highlighted, there is still an estimated 50,954 tonnes of food waste in residual bins that could be recycled. Therefore, as well as trying to reduce food waste from arising at all, increasing participation in food waste recycling will continue to be a priority for us.

### **4. Increase the quality and quantity of dry mixed recycling (DMR)**

The recent composition analysis highlighted that there are still over 20,000 tonnes of plastic, paper and card, glass and metals that could be collected<sup>3</sup> for recycling. Increasing the quantity collected and reducing contamination of DMR further (13,837 tonnes of recycling was rejected in 2020–21) will boost performance towards the 65% recycling rate target and will improve the quality of material and the prices we receive for selling it to re-processors. Therefore, we will work to improve the quantity and quality of the DMR recycling that we collect, which aligns with emerging policy.

3. This should be done in a completely enclosed process such as a food waste digester as to not attract vermin

## 5. Decarbonise our waste collection and street cleansing vehicle fleet

To align with our ambition to reach net zero emissions, we must look to reduce emissions from our collection vehicle fleet and switch to alternative fuels<sup>4</sup>. Therefore, SEP will develop a plan over the next couple of years to look at how we can achieve this objective to decarbonise our waste collection and street cleansing vehicle fleet that recognises the challenges that exist including affordability.

## 6. Support the development of infrastructure

We will consider what appropriate infrastructure is required to power our vehicles and how we create it, addressing limitations with the lack of recycling and waste infrastructure in the county and work together to develop solutions that address our collective needs.

## 7. Support optimised collections

We will help review collections, especially with the upcoming national changes in mind, so services run in the most optimal way from a financial and emissions viewpoint.

4. This could include renewable diesel, biodiesel, electric or hydrogen. Options appraisal to be determined.

## 8. Reduce fly-tipping

We will work with enforcement teams to help bring those who fly-tip to justice, with the longer-term impact of reducing fly-tipping.



## 9. Reduce litter

We will develop a strategy which sets out our approach to tackling litter, and how we will work with different groups to take advantage of any funding opportunities that arise to reduce litter.

# The partnership approach to delivering our vision and priorities

## Targets

We appointed Eunomia Research and Consulting to develop a long-term waste flow model for Surrey. The model was created to help us understand how far upcoming national changes and the work we do will get us towards achieving national and existing local targets. Working with Eunomia, we reviewed a range of different scenarios to enable us to set realistic targets for the next three years (the monitoring period of SEP 2025) that keep us on track in the short term to meet longer term national targets. Our partnership targets are set out in Table 2 below.

**Table 2: SEP 2025 targets**

Measure	SEP 2025 (monitoring period)			
	2021–22 (unaudited) <sup>5</sup>	2023–24	2024–25	2025–26
Residual waste per household (KG)	471.0	461.0	449.0	446.0
Recycling rate (inc DRS)	54.4%	56.0%	57.0%	58.0%
Food waste capture rate	43.0% <sup>6</sup>		48.0% <sup>7</sup>	
DMR contamination rate	8.9%	<8.0%	<8.0%	<8.0%
Waste to landfill	15.1%	<6.0%	<3.0% <sup>8</sup>	<3.0%

5. Data for a financial year is confirmed and made available to the public once information has been validated by the WasteDataFlow team and the Environment Agency. This usually happens on the following December.

6. Figure from 2021 composition analysis

7. To be measured when the next composition analysis is carried out in 2024/25

8. Aligns with SCC's target set out in their waste disposal contract re-procurement

The targets set out above have factored in the following measures that we think will happen nationally and locally over this three-year period:

### National measures

- The SUP bans on plastic plates and cups, balloon sticks, polystyrene cups, expanded polystyrene food boxes, trays and pots come in from April 2023.
- The implementation of EPR from 2024, through a combination of mandatory labelling, consistency in collections and national communications campaigns, is expected to increase capture rates of recyclable packaging material.
- It is expected that there will be a change in waste composition due to EPR fee modulation and recyclability requirements when this comes in from 2025. There is likely to be a shift from non-recyclable pots, tubs and trays and composite packaging to recyclable alternatives, and some change from flexible composites to mono-material flexible polyethylene. There could be further changes in the recyclability of 'other plastics'; more challenging formats (composite flexible packaging and tubes) could also become recyclable.
- The UK Government introduce an additional set of core materials that must be collected at the kerbside for recycling. This will result in kerbside collections of at least cartons, aluminium foil and trays (from 2024), and film and plastic bags (from 2027).
- The UK Government introduce a DRS for plastic bottles and cans from late 2024, whereby materials will be returned via a separate network, but the recycling rate is apportioned to local authorities.

### Local measures

- Food waste collections will be rolled out to all flats in Surrey where space and operations permit.
- The food waste recycling and DMR contamination reduction intervention work will continue to be developed and delivered by SEP in collaboration with Surrey's councils.
- SEP will continue to encourage Surrey residents through multiple platforms to participate in food waste recycling.



## Strategic objectives and actions

To address our priorities above and meet our targets, we must deliver the work which is described in the strategic objectives and key actions in Table 3 below.

**Table 3: List of strategic objectives and key actions**

Strategic objective	Key actions
Deliver joint work programmes that focus on partnership priorities	<ul style="list-style-type: none"> <li>• Continued creation of annual work programmes that address the key priorities of the partnership to reduce waste, increase food waste recycling, reduce contamination to improve the quality and quantity of DMR and decarbonise our vehicle fleet. This will move to a new level of focus which will tie in with the individual authority delivery plans mentioned below.</li> <li>• Develop an infrastructure and transport plan that enables us to comply with the RaWS and key emerging policy; and decarbonise the fleet ideally by 2030 but in line with existing local authority policies.</li> <li>• Develop key countywide strategies for reuse and litter.</li> </ul>
Set local targets and actions	<ul style="list-style-type: none"> <li>• Develop and agree annual performance indicators for each Surrey council that will contribute towards the overall partnership targets, along with individualised delivery plans that will enable the realisation of local and countywide targets.</li> </ul>
Exploit further opportunities to work jointly	<ul style="list-style-type: none"> <li>• Build on past work and look at opportunities to carry out joint processes where viable to procure required products (vehicles and bins/containers) to introduce consistent collections as determined by emerging Government policy.</li> </ul>

Strategic objective	Key actions
Respond to policy	<ul style="list-style-type: none"> <li>• Continue to respond to consultations held by Government on proposed policy to ensure our collective views are heard and that SEP 2025 remains aligned.</li> <li>• Engage positively with industry groups such as the Association of Directors of Environment, Economy, Planning &amp; Transport (ADEPT), The Local Authority Recycling Advisory Committee (LARAC) and The National Association of Waste Disposal Officers (NAWDO) to raise concerns and share thoughts and ideas on future policy and its implementation.</li> </ul>
Adopt best practice	<ul style="list-style-type: none"> <li>• Continue to research top performing authorities in England that are comparable to Surrey's authorities using rurality and deprivation as a starting point, and overlaying delivery factors, and then feed this learning into the development of the above annual work programmes and individual delivery plans.</li> <li>• Work with the fly-tipping enforcement teams to continue to share and develop intelligence, knowledge and best practice.</li> </ul>

### Monitoring

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Progress against the targets, key actions including the annual SEP work programme and local delivery plans will be monitored quarterly. A standard template will be developed for this, and it will be reported back to the SEP Officers and Members Group at their quarterly meetings.

### Review

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Targets and the work programme/individual delivery plans will be reviewed annually with adjustments to targets made where necessary including adding new projects to the annual SEP work programme and individual delivery plans, where required to support target achievement. This will be developed and agreed with the SEP Officers and Members Groups.

### Revision process

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SEP 2025 is set to run to 2025. At the start of 2025 (the final year for SEP 2025) we'll begin work on developing a new Surrey JMWMS. At this point we should have further clarity from Government on the way forward following the implementation of the RaWS measures which are set to start from 2024–25. Once the Surrey JMWMS is drafted, consulted on, approved and adopted, this will be our new plan for partnership working from 2026.

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## Glossary

Term	Definition
Anaerobic digestion	A process which uses micro-organisms (living things too small to be seen without a microscope) to break down biodegradable material.
Biodegradable	Able to decay naturally and in a way that is not harmful.
Capture rate	A measure of how much of material we are collecting for recycling.
Carbon neutral	If an organisation or activity is carbon neutral it does not add to the total amount of carbon dioxide in the atmosphere, for example by doing things such as planting trees in order to remove as much carbon dioxide as it creates.
Circular economy	A concept where products are kept in use for as long as possible, making it easier to reuse, repair, refurbish or recycle them.
Climate emergency declaration	An action taken to acknowledge climate change exists and the impact its causing is dangerous and requires immediate attention to address the situation.
Community Recycling Centre	A place where Surrey residents can take household waste to be recycled or disposed of.
Composite packaging	When two or more substances are combined to create one that can be used for packaging products.
Consistency in household and business recycling	A measure that encourages all local authorities and businesses to collect the same suite of materials for recycling.
Contamination	Occurs when materials that cannot be recycled are put in recycling bins.
Decarbonise	A process to reduce the emission of carbon dioxide through the use of low carbon power sources.

Term	Definition
Deposit return scheme	Where customers pay an upfront deposit on a product (such as a drinks bottle) which can be redeemed on return of the product.
Disposal	The last resort for managing waste where it is either landfilled or incinerated without energy recovery.
Dry mixed recycling	A combination of dry recyclables (paper, card, metal, plastic and glass) that are collected together.
Extended producer responsibility	Where producers are given significant responsibility (financial or physical) for the recycling or disposal of products at the end of their life.
Fly-tipping	The illegal deposit of any waste onto land that does not have a licence to accept it.
Gasifier	A facility that converts waste into energy.
Household waste	Waste generated by householders, of which the cost of disposal or reprocessing is included within council tax payments.
Joint Municipal Waste Management Strategy	A legal requirement in a two-tier system of local government (county council and district, borough and city councils in an area) to have in place a joint strategy for the management of waste from households.
Mandatory labelling	Producers are required to label all packaging types with 'recycle' or 'do not recycle'.
Mono-material flexible polyethylene	A single type of flexible plastic.
Net-zero	Means achieving a balance between the carbon dioxide emitted into the atmosphere, and the carbon dioxide removed from it.

Term	Definition
Recovery	For waste that can't be recycled, it may be possible to recover energy in the form of 'waste to energy'. Waste to energy is the process of incinerating non-recyclable waste to produce electricity.
Recycling	Turns waste into a new item or product, reducing the number of raw materials required.
Repair	Mending items such as clothes or electricals so that they can continue to be used.
Reuse	Using an item straight away without any processing – for example refilling a water bottle, using a bag for life, or passing on items when you have finished with them.
Rubbish	Anything that cannot be reused or recycled.
Single-use	Any disposable item which is designed to be used only once.
Transfer station	Where waste from various sources is consolidated before being further transported to an end point of disposal, usually landfill or waste to energy facilities, but can also include recycling.
Waste	Refers to everything that is thrown away, recyclables and rubbish.
Zero waste	Means that at least 90% of operational waste has been reduced, reused, repurposed or recycled compared to the original baseline (starting point for making comparisons).

## Appendix 1 – Current performance and waste composition

### Current performance

Recycling and waste performance in Surrey is currently monitored by measuring the amount of household waste generated within the county and how much of it is either recycled, recovered or sent to landfill. The most recent revision of the Surrey JMWMS gave performance data up to and including 2013–14, which showed that:

- The quantity of household waste generated in Surrey decreased by 9% from 583,518 tonnes in 2006–07 to 532,773 tonnes in 2013–14.
- The proportion of household waste that was recycled increased from 31% in 2006–07 to 52% in 2013–14.
- The amount of rubbish sent to landfill declined dramatically from 67% in 2006–07 to 11% in 2013–14.
- The amount of rubbish sent for energy recovery went from 2% in 2006–07 to 36% in 2013–14.

Since 2013–14, the total amount of household waste generated in Surrey has continued to fall, reaching a low of 507,428 tonnes in 2018–19 (a 5% reduction from 2013–14). In 2020–21 it increased significantly to 539,777 tonnes as shown in Figure 1 on page 24. However, this large spike correlated with the coronavirus pandemic and more people being at home. Provisional data for 2021–22, currently being audited by Defra ahead of publication in February/March 2023, shows that household waste decreased to approximately 520,000 tonnes.

Between 2013–14 and 2016–17 there was a steady increase in the proportion of household waste that was recycled each year, reaching a peak at 57.7% in 2016–17. From this point forward, SCC lost markets for recycling carpets and rigid plastics, and the ability to compost autumn leaf litter from street cleansing. Also, standards applied by the Environment Agency around what could be recycled began to tighten at this time with re-processors focussing more on quality, and not quantity, and demanding material with less contamination, which led to more recycling being rejected by materials recovery facilities (MRFs). Furthermore, Surrey had already realised most of the benefits associated with changes to recycling services such as the rollout of separate food waste collections from households, which has been provided by every Surrey authority since around 2012–13. With the above in mind, Surrey's recycling rate has fluctuated, but has remained around 55% for the last four years (Figure 1). Provisional data for 2021–22 indicates an unaudited recycling rate of 54.4%.

We have continued to reduce the amount of rubbish sent to landfill (Figure 1), hitting lows of around 4% in 2017–18 and 2020–21, although it has fluctuated around an average of 6–7%. However, provisional data for 2021–22 indicates that it has gone up to an estimated 15.1%. This was due to operational shutdowns at facilities used to treat Surrey's rubbish and a reduction in the amount of waste that was sent to facilities in Europe.

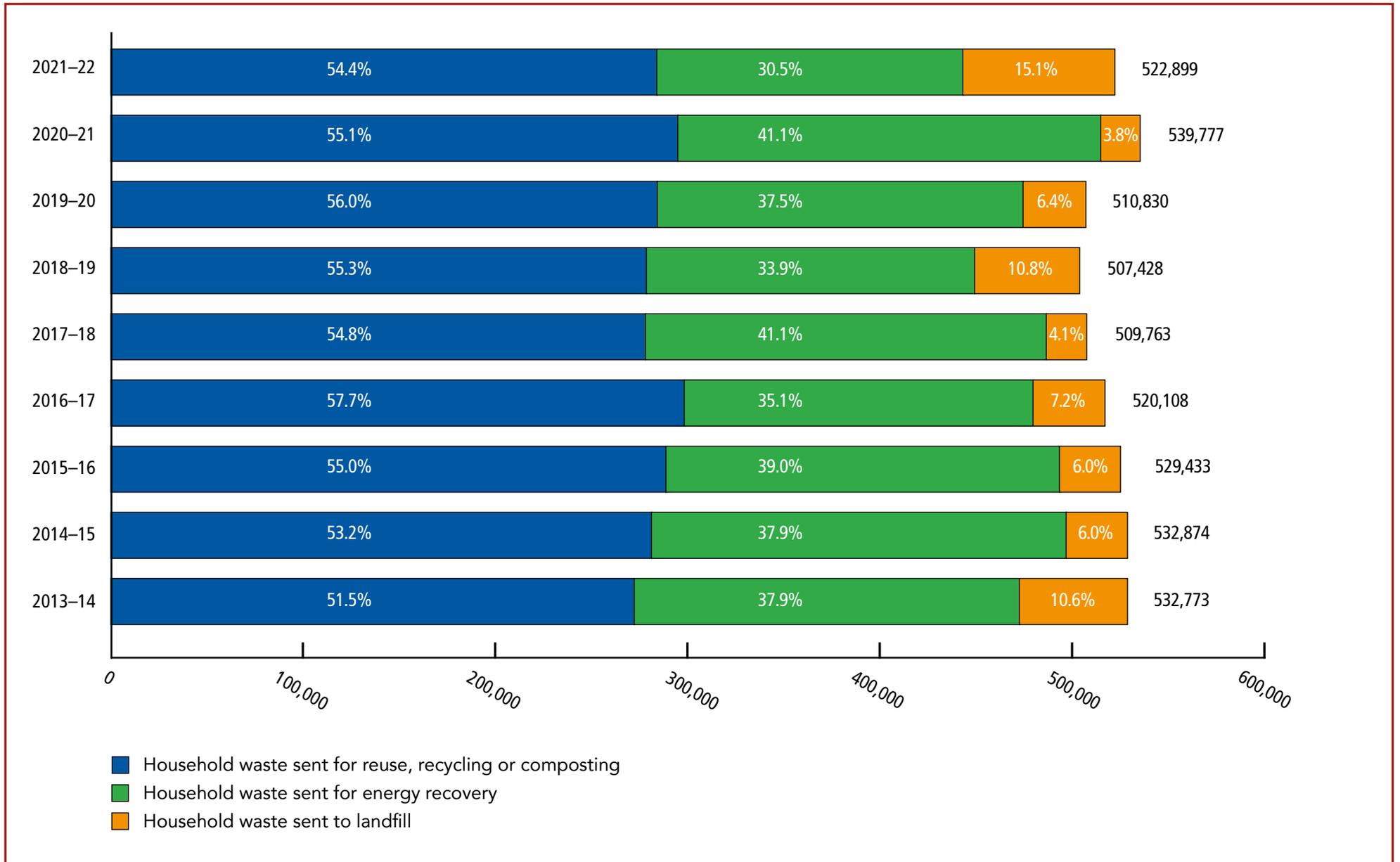


Figure 1: Household waste treated in Surrey from 2013-14 to 2021-22

The amount of residual household waste collected per household in Surrey has been falling since 2013–14 hitting a low of 450.9kg per household in 2019–20 (Figure 2). However, there was a large spike in 2020–21, taking it up to 479.1kg per household, but again this correlates with the coronavirus pandemic and more people being at home. The unaudited data for 2021–22 now puts this at 470.9kg per household.

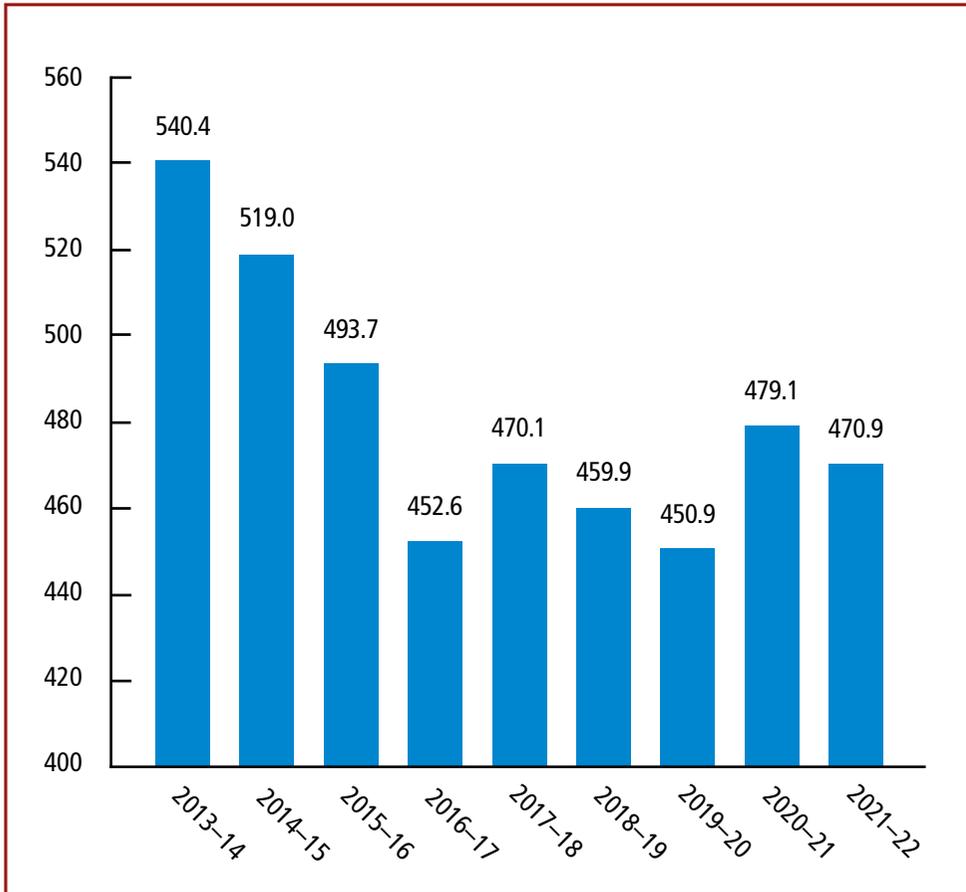


Figure 2: Residual household waste per household (kg) in Surrey from 2013–14 to 2021–22

The amount of household waste collected per person in Surrey has also been falling since 2013–14 (Figure 3) hitting a low of 423.3kg per person in 2018–19. Again, there was a large spike shown here in 2020–21, taking it up to 448.2kg per person, but again this correlates with the coronavirus pandemic and more people being at home. The unaudited data for 2021–22 indicates that this has dropped to 433.7kg per person.

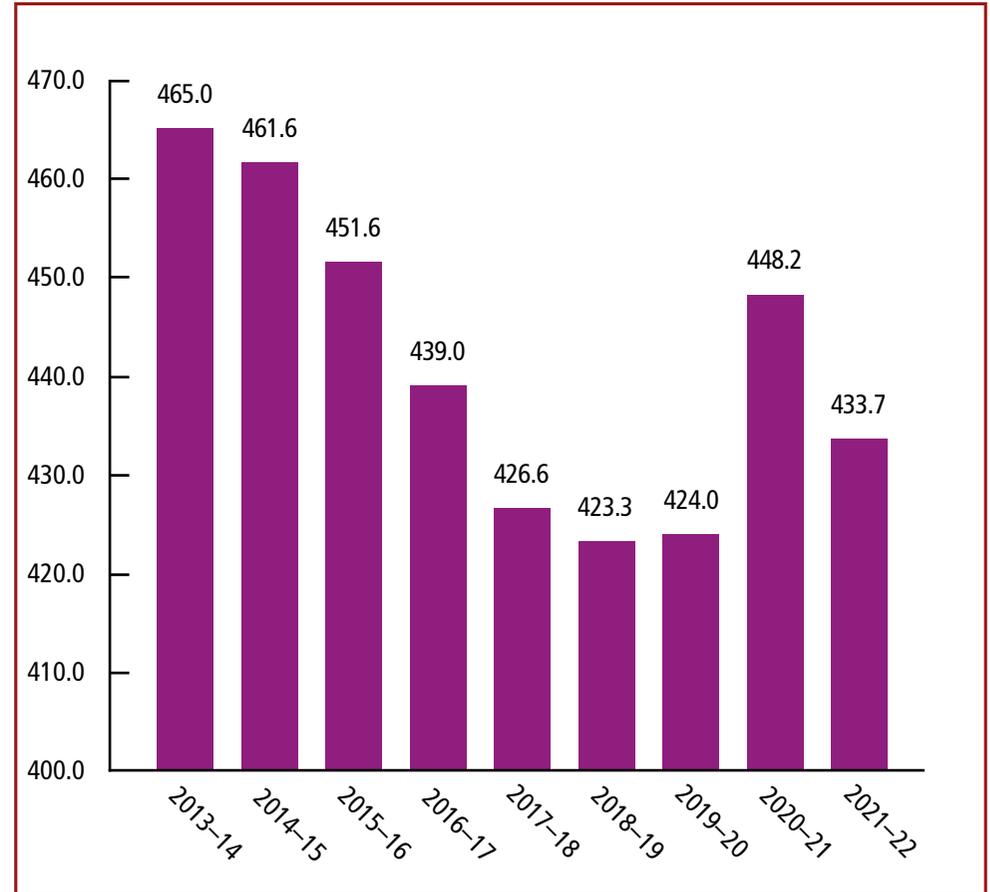


Figure 3: Collected household waste per person in Surrey from 2013–14 to 2021–22

In 2015–16, data began to be collected on contamination of dry mixed recycling (DMR) following the introduction of legislation that required Material Recovery Facilities to sample material being delivered. Figure 4 shows a large spike in 2018–19, which was when data was consistently reported for all D&Bs, as it was limited before this. Since then, SEP has worked to drive down contamination, the effects of which can be seen in 2019–20 and 2020–21.

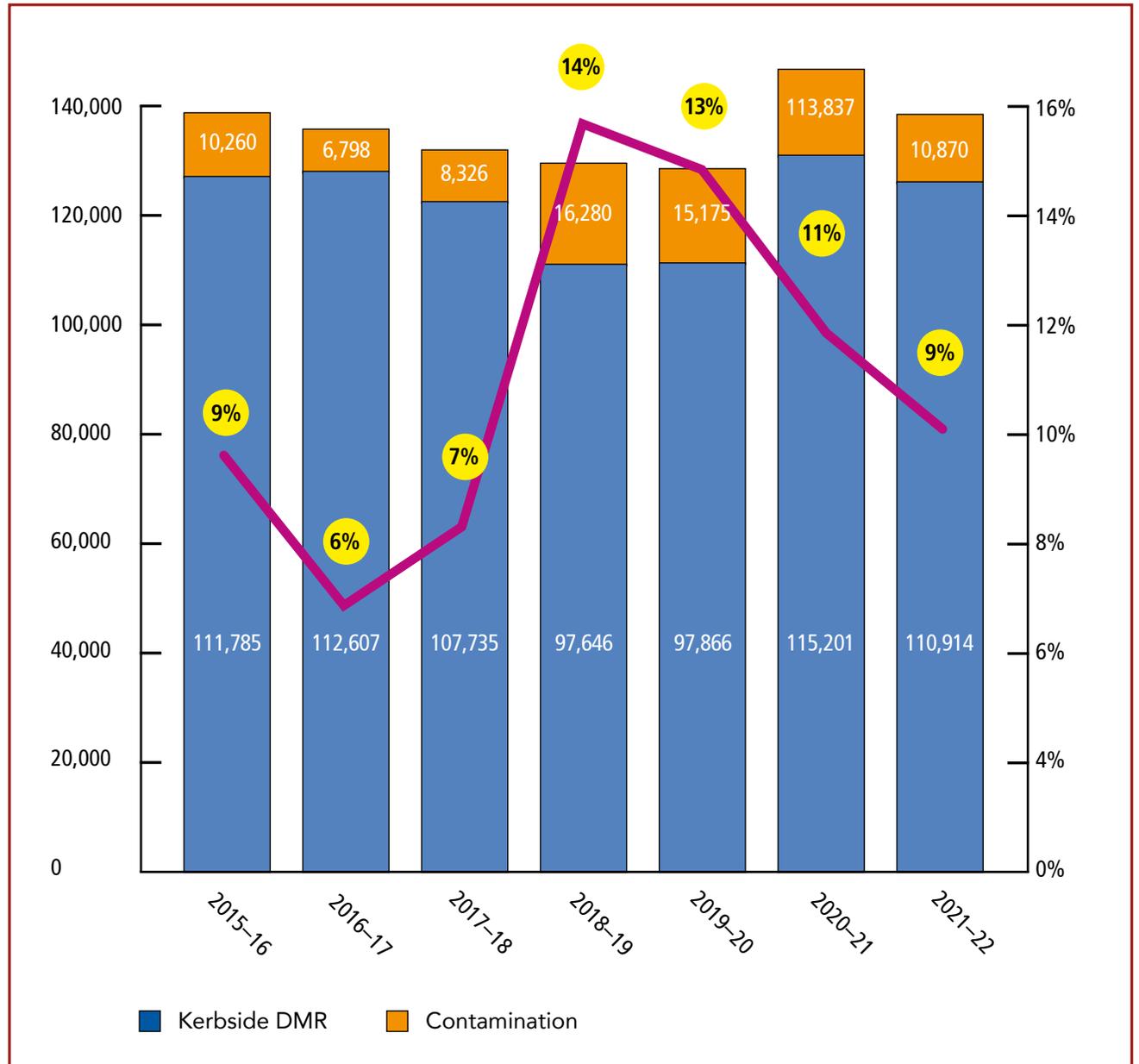


Figure 4: Contamination of DMR in Surrey from 2015–16 to 2021–22

## How we compare with others

Defra publishes performance data on an annual basis for each local authority in England. Table 1 below shows Surrey's position in a league table with all other local authorities in England in relation to performance data on recycling rates, residual waste per household, and collected household waste per person for 2020–21.

**Figure 3: Collected household waste per person in Surrey from 2013–14 to 2021–22**

Authority	% recycled, reused or composted	Rank in the league table	Residual household waste per household (kg)	Rank in the league table	Total household waste per person (kg)	Rank in the league table
Disposal Authorities Only (out of 30)						
Surrey County Council	55.1	3	479.1	6	448.2	17
Waste Collection Authorities Only (out of 308)						
Elmbridge	54.5	37	469.1	101	440.5	264
Epsom & Ewell	53.7	43	447.0	77	388.3	129
Guildford	58.9	15	389.2	32	373.7	102
Mole Valley	56.6	25	426.5	59	437.0	259
Reigate & Banstead	53.2	51	413.2	49	368.3	92
Runnymede	49.0	76	411.9	47	334.8	31
Spelthorne	46.4	102	457.0	85	369.8	95
Surrey Heath	61.3	5	364.9	22	397.1	155
Tandridge	59.9	10	379.6	29	397.8	157
Waverley	57.0	22	388.9	31	391.2	140
Woking	54.3	40	434.5	66	408.2	190

Surrey has one of the best rates of recycling, reuse and composting at 55.1% (3rd) and residual waste per household at 479.1kg (6th) of all disposal authorities in England. However, it ranks around mid-table for landfill usage (14th) and collected household waste per person (17th).

Landfill rates are also provided, but this can only be compared by disposal authority. In 2020–21, Surrey ranked 14th out of 30 disposal authorities with a landfill rate of 3.8%.

Most waste collection authorities in Surrey (9 out of 11) rank in the top 50 for recycling, reuse and composting performance with Surrey Heath Borough Council placed at fifth.

However, performance on residual waste is less encouraging with just over half (6 out of 11) place in the top 50 for residual household waste per household with the rest between 59th and 101st. Only one authority of 11 is in the top 50 for collected household waste per person with the rest between 92nd and 264th.

In summary, while recycling performance is mostly encouraging, residual waste volumes are high compared to other authorities in England. To that end, there is more that can be done to improve performance in Surrey. We have looked at the top authorities in England that are comparable to Surrey's authorities in terms of rurality and deprivation to see what we can learn from them, and this thinking has been incorporated into the key actions referred to in the section on the partnership approach to achieving our vision, objectives and targets in the main SEP 2025 approach document.



## Where our recycling and waste goes

Surrey's residents have a keen interest in what happens to their recycling and waste with previous research suggesting that increased transparency around what happens to recycling and waste once collected can positively affect recycling behaviours.

A report, What Happened to Surrey's Waste, 2020/21, is available on SEP's website. In summary, Figure 5 below shows that of the 539,777 tonnes of household recycling and waste generated in Surrey in 2020–21, 76.9% of it remained in the UK, 15.7% was treated in Europe (largely Germany and the Netherlands) and 7.4% was treated outside of Europe (largely India).

Of the 297,409 tonnes of recycling collected in 2020–21, 83.4% was processed in the UK, 3.1% in Europe and 13.3% outside of Europe.

Of the 242,368 tonnes of rubbish collected in 2020–21, 69.2% was treated in the UK with the remaining 30.8% treated in Europe.

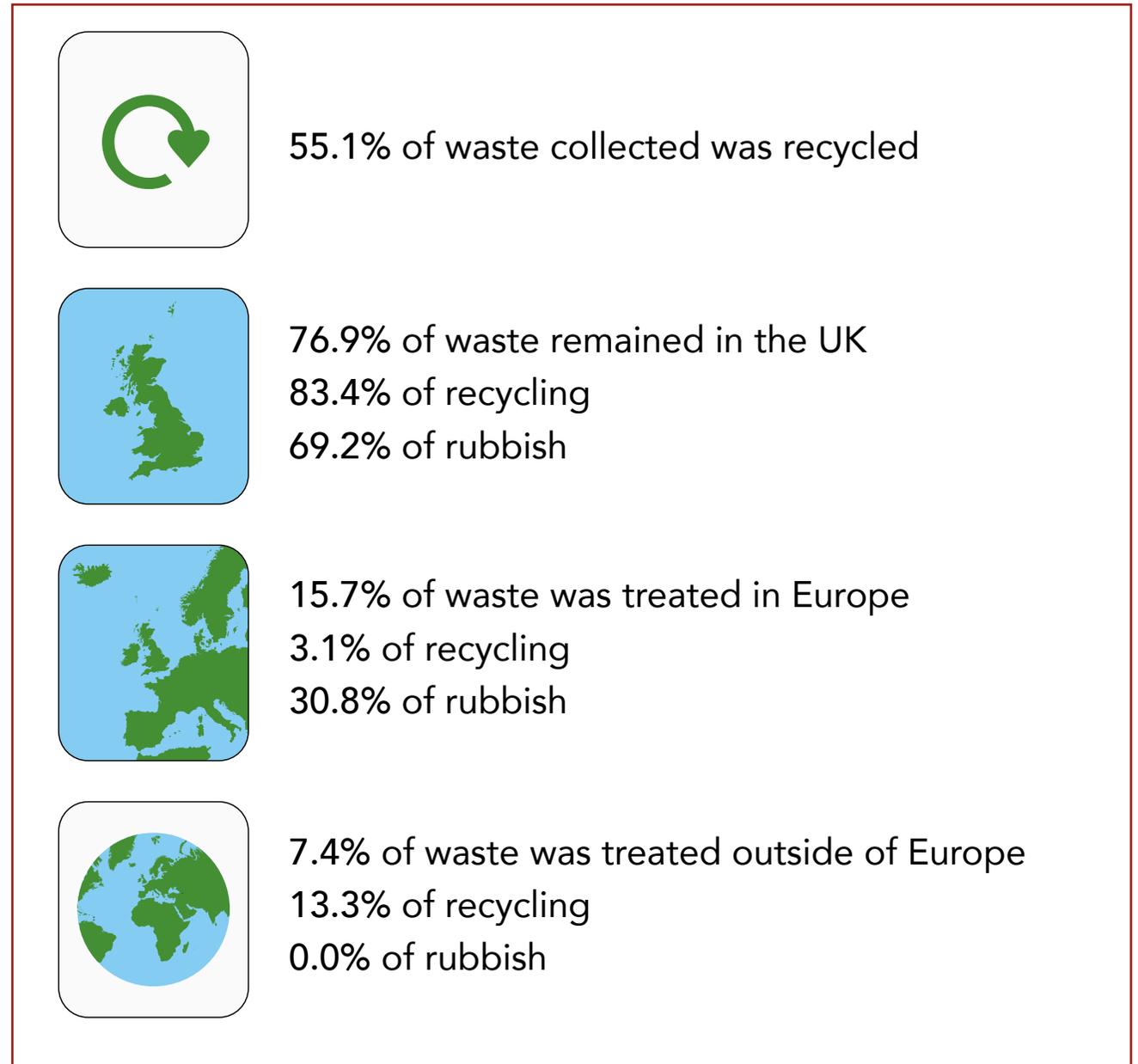


Figure 5: Where our recycling and waste went in 2020-21

## Waste composition

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Understanding the composition of waste in Surrey provides a valuable insight on where to target future resource to reduce waste and increase recycling. To that end we undertook detailed sampling and analysis of recycling and residual bins at houses and flats in the summer of 2021. Based on the materials that each of the authorities are currently able to accept for recycling, Figure 6 on page 31, shows the proportion of each material that was presented in the rubbish bin but that the analysis shows could have been recycled.

In summary this shows that:

- Nearly 90,000 tonnes of material in kerbside rubbish bins could be recycled. Likewise, nearly 90,000 tonnes are not currently recyclable. A further 7,600 tonnes could be recycled at bring banks or Community Recycling Centres.
- The largest proportion of material which could be recycled is food waste at nearly 51,000 tonnes, over half the recyclable material. Only a small proportion of food waste is not recyclable – 2,700 tonnes of liquids and oils.
- There are significant quantities of plastics and paper and card in residual waste. However, only 40% and 30% of these respectively are recyclable, at 11,000 and 9,000 tonnes. Some plastics such as films and flexibles aren't accepted at the sorting facilities we use. This is because they can become entangled in equipment causing blockages increasing machinery downtime and, crucially, the current onward market for these materials isn't substantial. Paper and card can become contaminated when mixed with food waste, so is rejected for recycling when presented in this state. Some paper and card (shredded paper, glittery Christmas cards and wrapping paper etc.) aren't accepted for recycling as it can cause problems at the sorting facilities we use and the paper fibres are often of low grade or can't be separated.

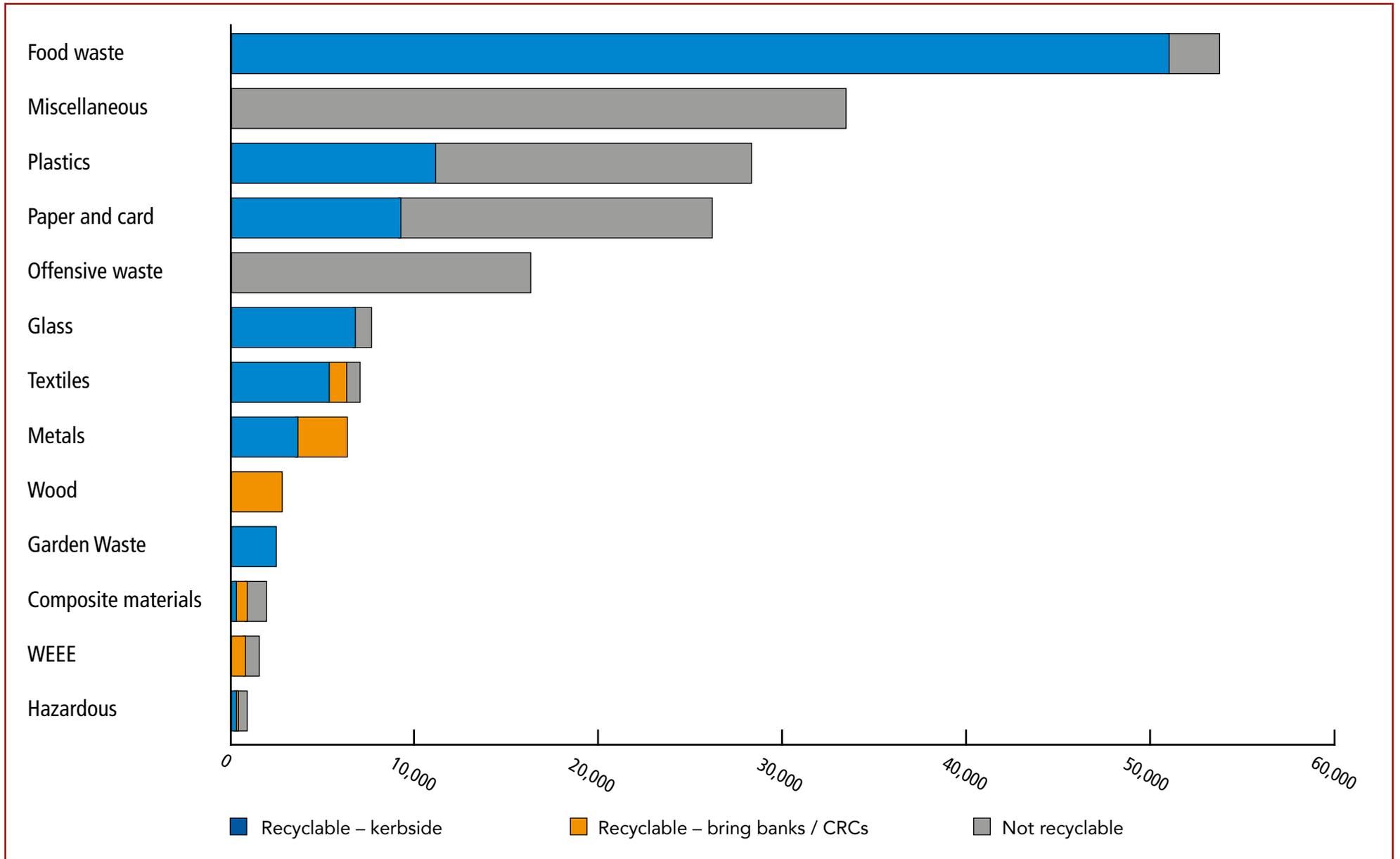


Figure 6: Recycling potential of residual waste 2021



**Surrey Environment Partnership**  
YOUR COUNCILS WORKING TOGETHER

# SEP 2025

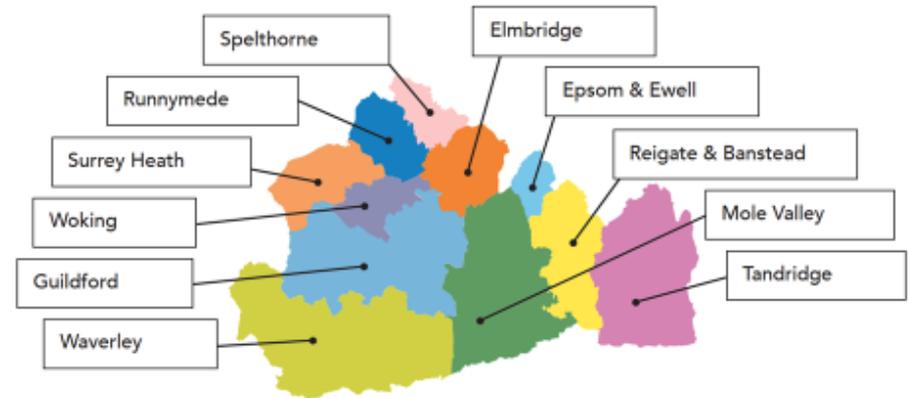
A partnership approach to  
waste prevention and  
recycling in Surrey



# Background



**Surrey  
Environment  
Partnership**



- Formed in 2009.
- 11 D&Bs and the county council.
- Manage Surrey's recycling and waste in the most efficient, effective, economical, and sustainable way possible.
- In 2010-11 Surrey's recycling rate was 46.4% (13th highest nationally) and by 2020-21 was 55.1% (3rd highest nationally).

# Strategy



Surrey  
Waste  
Partnership

## Joint Municipal Waste Management Strategy Revision 2 (2015)

### Contents

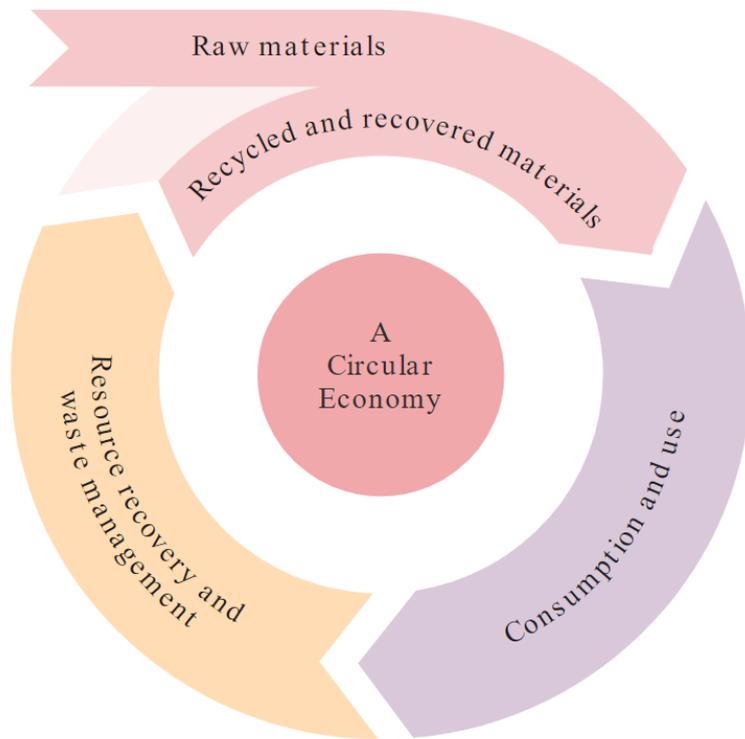
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### 1 Introduction

This is the Surrey Waste Partnership's plan for managing Surrey's waste for the next ten years, up until 2024/25. It is the second revision of a strategy which was first published in 2006 then revised in 2010. It has been updated to ensure we continue to manage Surrey's waste in the best way and work towards higher performing, better value waste services for the future. As part of this revision, we have consulted with a wide range of residents and other interested groups, to take their views into account.

- All two-tier authorities are required to have a Joint Municipal Waste Management Strategy (JMWMS).
- Surrey has one, but it was last revised in 2015.
- This has been postponed due to emerging national policy that came out in Dec 2018. This national direction is still unclear.

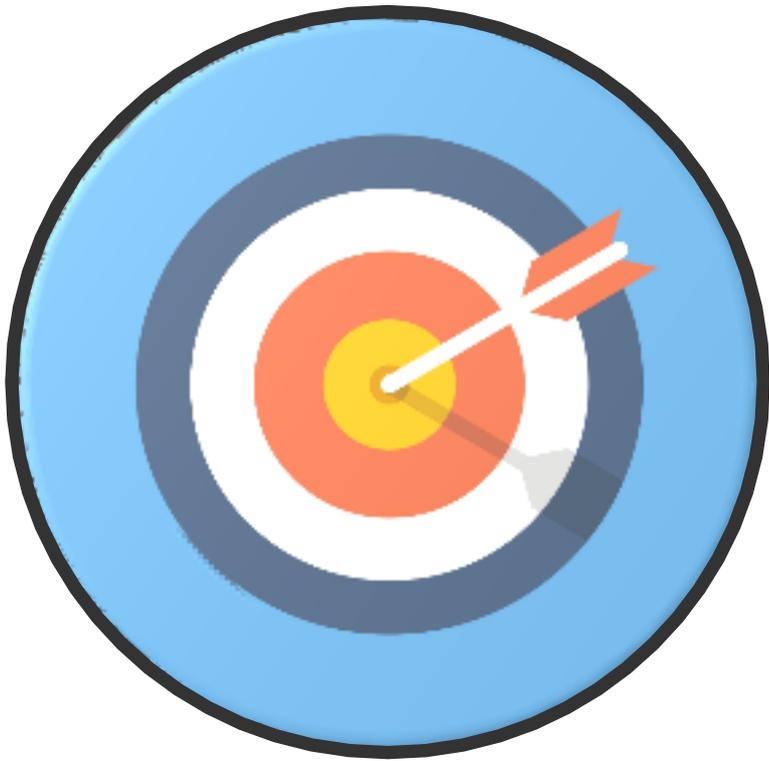
# Resources and Waste Strategy



## Three key measures:

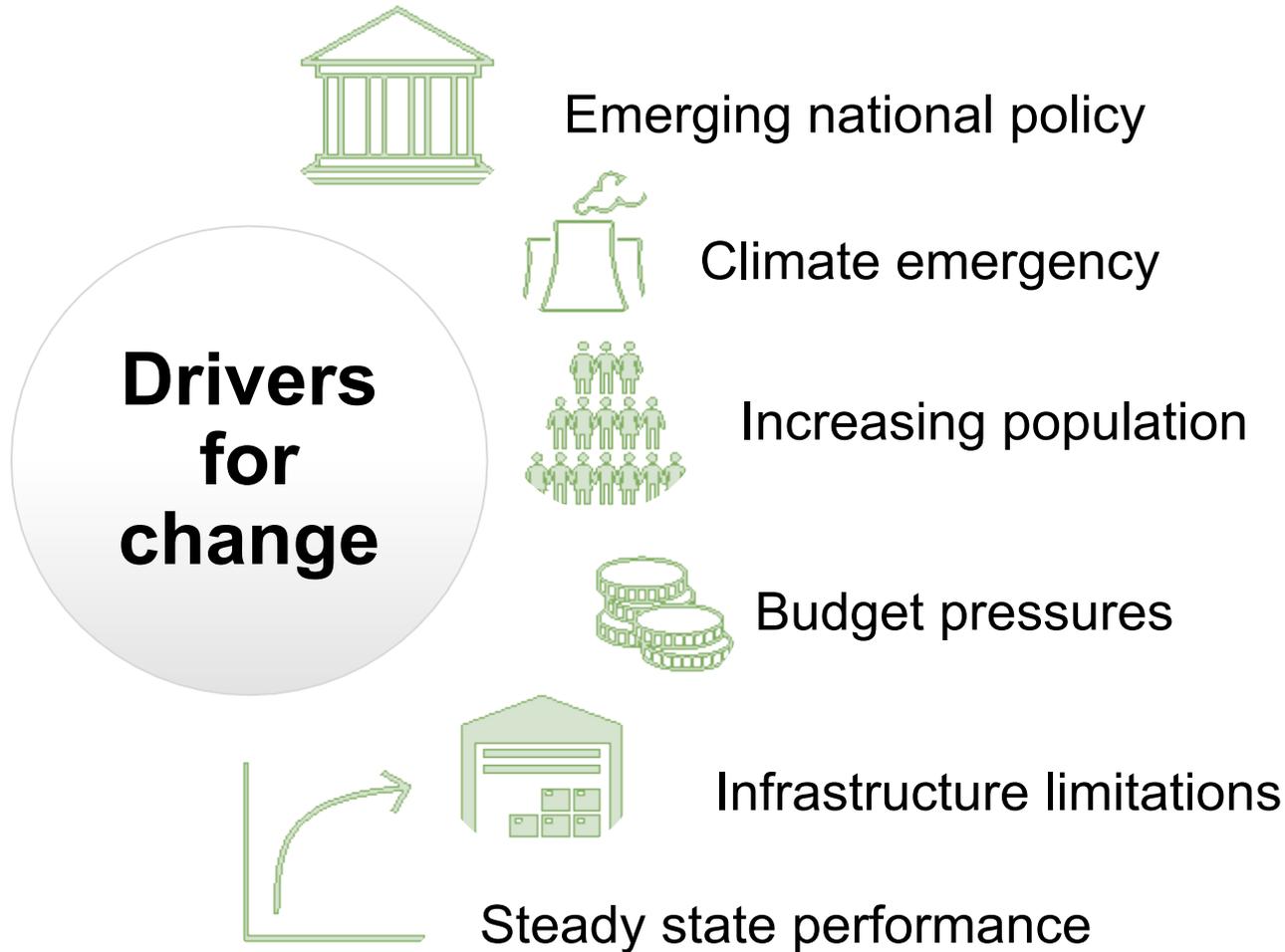
1. Invoke the 'polluter pays' principle and **extend producer responsibility (EPR)** for packaging. Coming in from April 2024.
2. Introduce a **deposit return scheme (DRS)** for drinks containers, to reward people for bringing back bottles and encourage them not to litter. Proposed for late 2024.
3. Improve recycling rates by ensuring **consistency in household and business recycling** collections. Proposed to tie in with launch of EPR.

# Key national targets



- 55% recycling rate by 2025 and 65% by 2035.
- Fleet owners and operators work towards 100% of vehicle fleets being zero emission by 2030, or earlier where markets allow (COP26 ambition).
- 50% reduction in residual waste by 2042 from 2019 levels (proposed in the environment targets consultation - March 2022).

# Challenges



# Proposal – SEP 2025

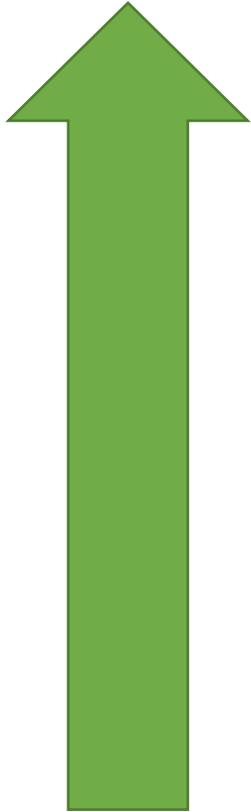


## **SEP 2025**

A partnership approach to waste prevention and recycling

- Align with key Govt ambitions.
- Bridge the gap ahead of further clarity from Govt.
- Clear strategic direction to 2025 and a longer-term vision for SEP.
- Follow waste hierarchy and work towards zero waste.
- Will aid the update of JMWMS from 2025 which is when we expect to have absolute clarity from Govt on national policy.

# SEP 2025 - Key priorities



- Reduce all residual waste with a particular focus on food waste.
- Promote and maximise reuse.
- Increase participation in food waste recycling.
- Increase the quality and quantity of dry mixed recycling.
- Decarbonise our waste collection and street cleansing vehicle fleet.
- Support the development of infrastructure and optimised collections.
- Reduce fly-tipping and littering.



# SEP 2025 - Targets

		SEP 2025 (monitoring period)		
Measure	2021-22 (unaudited)	2023-24	2024-25	2025-26
Residual waste per household (KG)	470.95	461	449	446
Recycling rate (inc DRS)	54.43%	56%	57%	58%
Food waste capture rate	43%		48%	
DMR contamination rate	8.9%	<8%	<8%	<8%
Waste to landfill	15.1%	<6%	<3%	<3%

# SEP 2025 - Key objectives

**Deliver joint work programmes that focus on partnership priorities**

**Set local targets and actions**

**Exploit further opportunities to work jointly**

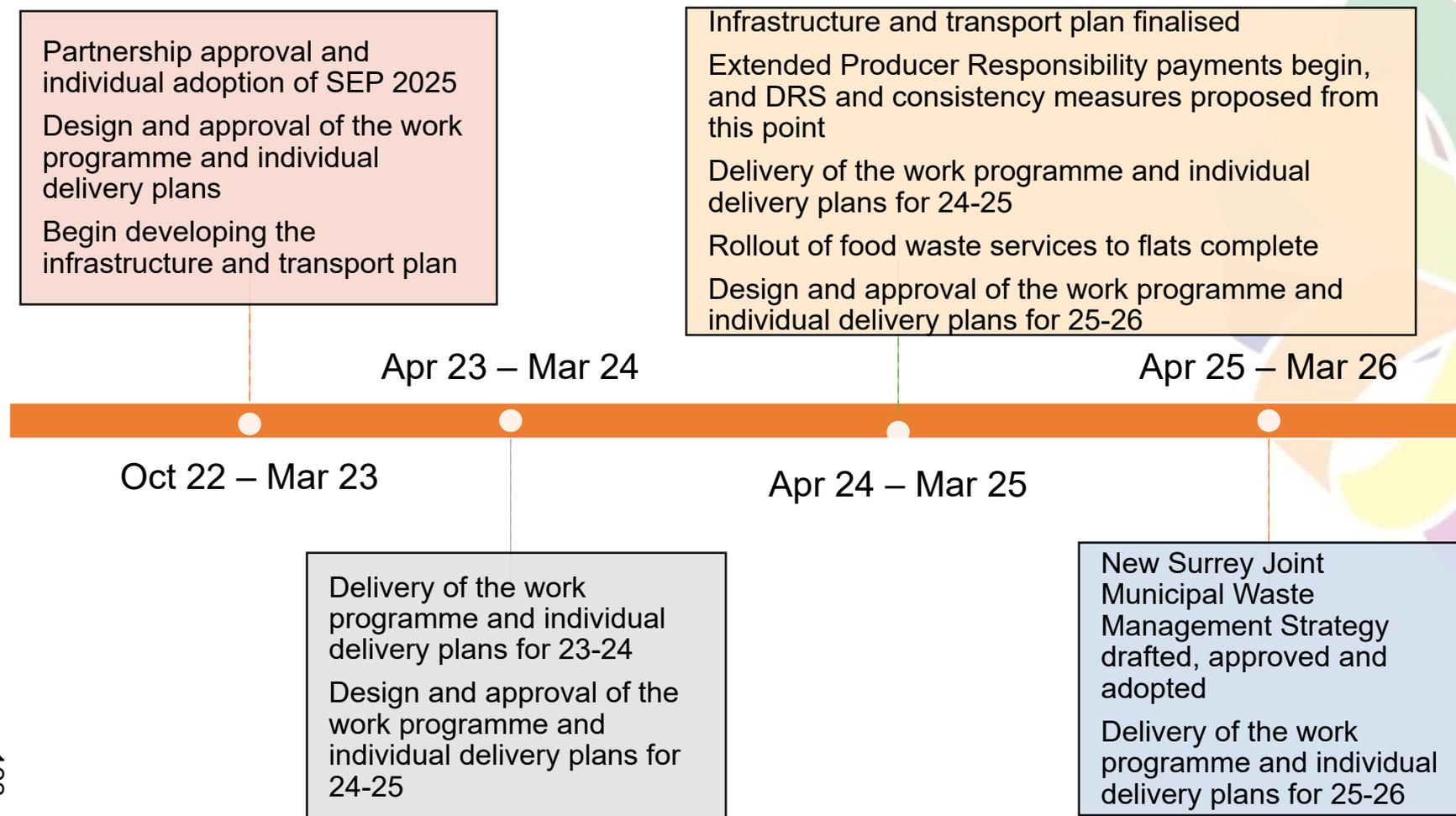
**Respond to policy**

**Adopt best practice**



# Timeline 2022 - 2026

**Key milestones** (subject to change pending further direction on the Resources and Waste Strategy – expected by the end of 2022)





Any questions?

## **Runnymede Borough Council, Litter Bin Policy (Corporate Head of Environmental Services – Helen Clark**

### **Recommendations:**

**To approve a programmed removal of separate dog waste bins and introduction of signage on all new litter bins to explain that dog waste can be disposed of in general litter bins; and**

**To approve a pilot scheme introducing recycled waste bins at Runnymede Pleasure grounds; and**

**To approve the new litter bin policy at Appendix A**

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

- 1.1 The Environmental Protection Act 1990 places a duty on landowners and occupiers including Local Authorities to keep land clear of refuse and litter. There is, however, no obligation to provide litter bins.
- 1.2 The Environment Act 2021 added additional environmental mandates including the concept of extended producer responsibility (EPR) for packaging. Details regarding implementation of this requirement are still awaited with implementation anticipated in 2024.
- 1.3 From 2025 the Government is introducing a deposit return scheme for plastic bottles and cans with the aim to reduce discarded drinks containers by 85% by 2028. It is likely that retailers will be asked to collect returned items, details of this scheme are awaited as of January 2023.
- 1.4 New targets with respect to recycling are expected under the 2021 Act and a move to an overall reduction in the amount of new materials produced. A new target to halve the amount of waste per person (from 2019 figures) sent to residual treatment by 2042 was set out by the Government in December 2022.
- 1.5 Runnymede is working with residents to improve recycling rates and to reduce the overall amount of food waste produced. This work is covered in a separate policy SEP 25 (Surrey Environmental Partnership 2025)
- 1.6 The proposed policy for litter bins is aligned with the overall objectives within SEP 25 namely to keep streets and green spaces clear of rubbish including dog waste and to encourage residents to recycle waste where possible or to use waste bins where this is not possible.

### **2. Report**

- 2.1 The transfer of the operational green scene services from Community Services into the Environmental Services has offered an opportunity to review the way litter and dog waste bins are resourced and managed across the whole council.
- 2.2 Runnymede Borough Council has over 631 waste litter bins with replacement value approximately £315,500 and over 292 dog waste bins with minimum replacement value of approximately £87,600. Runnymede have a number of differing bin styles located within towns, parks, and open spaces. These are replaced as required depending upon condition and use.

### **Recycling pilot scheme**

- 2.3 At present we have no litter recycling bins with all recycling generated via the free bins issued to residents for household waste. All waste collected from street and open space litter bins is collected by the Street Scene team and transported by tipper truck to a Surrey CC collection point.
- 2.4 From May 2023 we plan to pilot installation of dual waste and recycling bins with clear recycling messaging at the Runnymede Pleasure Grounds and Chertsey Recreation Grounds. Recycled litter is frequently contaminated by food waste and the project will be reviewed after one year to see whether that problem is addressed using the new dual waste/recycling bins and clear messaging. If so, a programme switching to similar dual bins will be rolled out at other suitable locations in the borough. Separate waste and recycling bins were considered but given the additional cost of this option the pilot will trial dual bins that can be located on existing plinths and mounting posts.

### **Dog waste bins**

- 2.5 Across the Borough we have at minimum 292 dog waste bins and 631 litter bins. Dog waste can now safely be disposed of using standard waste bins and for this reason we plan to gradually replace/remove all dog waste bins from April 2023. Suitable signage will be used to advise the public that dog waste can be placed in standard litter bins. Dog bins will be replaced with litter bins where there is a demonstrated need for additional bins. Given the cost of new bins is around £500 for a standard litter bin, £600 for a wooden litter bin and £900 for a dual waste/recycling bin the removal and replacement programme will be phased over 10 years with priority given to high street locations, manned parks, Sites of Alternative Natural Green Space (SANGs) and the Runnymede Pleasure Grounds. In the case of the latter two sites, this will be subject approval at Community Services Committee.

### **Frequency of bin emptying**

- 2.6 Where possible, bins are emptied at a frequency that will prevent them overflowing. This is based on their locations and related to the intensity of use. The frequency will vary according to weather, time of year or when there are special events, for example at the Runnymede Pleasure Grounds or on Chertsey Meads.
- 2.7 Although not an exact science, to maximize efficiency, collection frequencies are planned with the intention that collections are made from full but not overflowing bins. Regular monitoring and a feedback procedure is in place, crews feeding back to the Street scene supervisor to report overflowing, damaged or vandalised bins.

### **Bin design and routine replacement**

- 2.8 The existing portfolio of litter bins includes differing designs and styles depending upon the location and time of purchase. Bins will in future be selected where possible to suit local conditions. For example, wooden bins are more aesthetically pleasing but more likely to be set on fire and vandalised. Occasionally a site determines a smaller bin size. All bins are maintained to a standard that is fit for purpose. When a bin is damaged or stolen it will be replaced if it meets the criteria for a new bin. Any bins that have a history of constant vandalism may not be replaced.

### **New Bins**

- 2.9 Runnymede Borough Council is well resourced with respect to bins. Given the proposed pilot scheme to instal waste and recycling bins, new litter only bins will only be installed following significant transformation works such as a new playground or new shopping area located on RBC land. The provision of dual waste/recycling bins will always be given due consideration where practical.
- 2.10 Residents can report full or damaged litter or dog waste bins by flowing the link on the Website and by emailing the recycling team. [Street cleaning – Runnymede Borough Council](#)

## **3 Policy framework implications**

- 3.1 The policy is aligned to the Corporate Business Plan and will deliver increased recycling capacity and enhanced and cleaner green spaces.

## **4 Resource implications/Value for Money (where applicable)**

- 4.1 All dog waste bin removal works, and all bin replacements plus new signage across high street and open space locations will be achieved from annual revenue budgets within the existing ongoing programme.
- 4.2 It is anticipated that the new waste bins, recycling bins and recycling signage plus removal costs for dog waste bins located at the Runnymede Pleasure Grounds (RPG) will be funded from RPG reserves and agreement for the release of these funds will be sought from Community Services Committee.

## **5. Legal implications**

- 5.1 Legal implications are covered in the body of the report.

## **6. Equality implications**

- 6.1 The impact of replacing existing open topped bins with new side deposit style bins has been considered. No material impact is anticipated for residents using the new bins. There are a number of side deposit style bins presently located across the borough and to date they have not generated any complaints with respect to access or utility.

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

- 7.1 The plan to pilot recycling bins at the Runnymede Pleasure Grounds will improve recycling rates and reduce the amount of waste heading for landfill. The new bin policy and pilot project are in line with the Council's climate change strategy as approved in October 2022.

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

- 8.1 For the proposal to pilot the introduction of recycling bins at the RPG will increase the percentage of litter we recycle which accords with the RBC climate change strategy and corporate business plan.

**9. Timetable for Implementation**

- 9.1 From April 2023 to commence a programme to remove all dog waste bins with signposting to explain that dog waste can be deposited into any litter bin. Additional litter bins will be provided where capacity dictates.
- 9.2 From Summer 2023, subject to budgetary approval by the Community Services Committee, to introduce dual waste/recycling bins at Runnymede Pleasure Ground. Collections will be piloted for one year to see if the collected waste can be recycled or if it is contaminated to the extent that it must be treated as general waste.

**10. Conclusions**

- 10.1 To approve a programmed removal of separate dog waste bins and introduction of signage on new litter bins to explain that dog waste can be disposed of in general litter bins.

To approve the new litter bin policy at Appendix A

**To Resolve**

**Background papers**

None

## **Runnymede Bin Policy**

### **Location of Bins**

Litter bins will be located in Runnymede towns and open spaces to support the duty under the Environmental Protection Act 1990 to keep land clear of litter and refuse.

### **Repair/replacement**

Bins will be replaced when broken beyond repair and where a continuing need for a bin at that location is demonstrated.

### **Style of Bins**

The style and size of bins will be chosen to reflect the location with all new bins to be lidded rather than open topped where possible. Replacement bins will have signs to state that dog waste can be deposited. New bins will be to a standard approved design where possible to ensure consistency and ease of opening and emptying.

### **Frequency of emptying bins**

High street bins will be emptied daily. In other locations bins will be emptied according to season, weather, and local demand with the overarching aim to empty all bins when full but before they overflow.

Overflowing or damaged bins can be reported via the website at [Street cleaning – Runnymede Borough Council](#)

### **Replacement of dog waste bins**

From April 2023 we will commence a programme to remove all dog waste bins with signposting to explain that dog waste can be deposited into any litter bin. Additional litter bins will be provided where capacity dictates.

### **Introduction of recycling bins**

From Summer 2023 we will introduce dual waste/recycling bins at Runnymede Pleasure Ground. The scheme will be piloted for one year to see if the collected waste can be recycled or if it is contaminated to the extent that it must be treated as general waste.

A programme to introduce recycling bins across high streets and open spaces will be introduced following the pilot scheme at RPG aligned to the successes and limitations identified by the pilot project.

Consideration will also be given to the Governments forthcoming deposit return scheme for plastic bottles and cans.

### **Events**

The Depot can provide and collect refuse and recycling bins to support events held in on open spaces. This service is subject to a fee as specified in the schedule of rates listed on the website.

## Event Coordination Policy (Community Services, Darren Williams)

### Synopsis of report:

- 1) To provide Members with an overview of the work undertaken in reviewing processes relating to the booking and management of events within the Community, including the linkage to the Council's Safety Advisory Group
- 2) To share the proposed Event Coordination Policy

### Recommendation(s) that:

This is for information only

## 1. Context and background of report

- 1.1 Within the review of the Grounds Maintenance arrangements in 2021-2023, it was recognised that there was inconsistency in the way events bookings were received and coordinated by the Council.
- 1.2 This was evidenced most recently in the duplication of the booking of the Thorpe Half Marathon and Egham Royal Show for the same day in August 2022, which if held would have had a significant impact on one another given the size of the events, the need for road closures, additional traffic in the area etc.
- 1.3 In addition, the Council has a statutory responsibility for holding a multi agency Safety Advisory Group meeting, to consider events of significant size, have identified potential risks or which are likely to have an impact on other agencies in their need to support the event.
- 1.4 As a result, working with the Corporate Project Management Office, a new policy for the coordination and management of events in the borough has been written, which subject to approval, will be implemented in 2023-2024, led by Environmental Services.

## 2. Report and recommendations

- 2.1 The policy in Appendix 'A' covers two key areas of the event management process. These are:
  - Process for notification/requests to hold events
  - Terms of reference and process for the Council's Safety Advisory Group

- 2.2 Relating to the process for notification and requests to hold events, it is intended that to avoid any potential duplication and to ensure that all events can be considered in relation to the potential need for consideration by the Safety Advisory Group, all events, regardless of the status of the organizer, will be required to follow the same process. This will include events organized by the Council and its associated companies.
- 2.3 Based on the experience of the event booking clash summarized in 1.2 of this report, the policy confirms that larger, long standing, annual events in the borough will be prioritised in order to preserve their status and to ensure that their dates are included within event calendars for the forthcoming year, before considering any other requests/notification.
- 2.4 Members will note that Thorpe Half Marathon is included within the annual events list, given the impact of an event of such size and with associated road closures can have on the local area.
- 2.5 Prioritising these annual events does not mean they are exempt from the process and will be required to submit the same notification/request form as all other events each year. This will allow for consideration of any significant changes to the event that may warrant the review of the Safety Advisory Group.
- 2.6 The Policy intends to ensure the link between event notifications and the function of the Safety Advisory Group is clear, to ensure that for each event the question is asked as to whether there is a requirement for the involvement of the Safety Advisory Group.
- 2.7 The policy states that the Safety Advisory Group will "Promote the health, safety and welfare of all those involved with events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, and to any arrangements ancillary to that event."
- 2.8 The coordination of events upon receipt of notification/requests being submitted will be coordinated and responsibility for the management of the Safety Advisory Group process, by the operational Open Space service area within Environmental Services.

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

- 3.1 Promoting opportunities for events to be held in communities across the borough supports both the corporate Empowering Communities strategy and its Health and Wellbeing strategy. Specifically, within the Health and Wellbeing strategy events support the priority of Healthy Communities.

### **4. Financial Implications**

- 4.1 There are no financial implications related to this report. However, there are identified financial implications linked to support that may be requested from the Council by events organisers, such as additional cuts of grass areas, provision of litter bins and litter removal. Consideration of a small grants process that may be able to support some events, primarily the annual events listed within the policy, is included within the ongoing review of the Council's external grants process.

5. **Legal implications**

5.1 None

6. **Equality implications**

6.1 There are no direct equalities implications relating to this policy.

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

7.1 There are no environmental implications associated directly with this policy. However, environmental issues including matters such as waste management and noise management may be considered within the Safety Advisory Group.

8. **Timetable for Implementation**

8.1 Work to ensure that appropriate web pages, forms etc. are set up needs to be undertaken. Therefore, it is intended that the new policy and processes will be implemented from 1 April 2023.

9. **Conclusions**

9.1 The need to have a consistent approach to being notified of events to be held, for considering requests to hold events on Council owned land and in the determination of whether events need to be considered by the Safety Advisory Group, has become clear through the review of the Open Spaces service area and through the example cited in 1.2 of this report.

9.2 A single responsible area of the Council for the notification/request of all events, linked to the Safety Advisory Group function is intended to address the issues identified, going forward.

**(For information)**

**Background papers**

None stated.

**Runnymede Borough Council**

**Event Coordination and Safety Advisory  
Group Policy**

**March 2023**

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# Runnymede Borough Council Safety Advisory Group (SAG)

## **About the Safety Advisory Group (SAG)**

The Runnymede SAG provides a forum for discussing and advising on public safety at an event. Its aim is to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. The SAG is not a statutory body and therefore does not have legal powers to prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

The Runnymede SAG is co-ordinated by the Council and is made up of representatives from the borough council, county council, emergency services and other relevant bodies.

The process for booking events in Runnymede, raises awareness of the SAG process to event organisers. Within the structured approach to approving events, organisers may be asked to submit their event proposal for discussion and advice by the SAG. Event organisers are invited to attend when their event is the subject of consideration by the SAG, and whilst attendance is not mandatory, there are benefits to be gained from engagement in the process from the outset.

Discussions may extend beyond an organiser's duty to comply with workplace health and safety law and even the boundaries of an event site, to include considering the impact on the local transport network and civil contingencies in the event of an emergency.

The SAG will advise the event organiser about public safety matters that they think need further consideration, explaining their reasons. It is the event organiser's responsibility to take any appropriate action. On the rare occasion where there is disagreement between a SAG and the event organiser, and there remains a genuine risk to the public, individual organisations on the SAG such as the police, may decide to act to resolve the issue. Decisions on the use of these powers are matters for individual representatives to consider and should be discharged separately.

Where there is an event for which the borough council has full or partial responsibility (e.g. as an organiser / co-organiser or landowner), the SAG will make the relevant Council department aware of any concerns so that they can act accordingly.

## **When an Event is Required to be presented to SAG**

The guiding principle is that events presenting a significant public safety risk, for one or more reasons including the numbers and profile of people attending, the nature of the event activity and/or the challenge of the environment. Larger events, events of an unusual nature

or events that are new to the area will benefit from meeting with the SAG. However, lower risk events like community village fetes and funfairs are unlikely to require a SAG.

The Council will hold four planned SAG meetings per year. Should additional SAG meetings be required to consider short notice events or to discuss individual events further, these will be arranged as required.

### **The role of the Health and Safety Executive (HSE) within the SAG process**

HSE does not routinely sit on or attend SAG meetings. HSE inspectors may, however, be asked by a SAG and/or event organiser to provide advice and guidance on occupational health and safety matters, particularly where HSE is the enforcing authority for the activity concerned (e.g., fairgrounds, broadcasting, and construction activities).

HSE inspectors are not able to authorise or approve an event organiser's safety plan, so their contribution should not be inferred as sanctioning their methods of controlling risk.

Source: [HSE Safety Advisory Group](#)

# Process for Booking and Reviewing Arranged Events in Runnymede

## Annual Events Within the Borough

A corporate events calendar will be held for all events planned within Runnymede for which an application to proceed is requested, whether required to be reviewed by SAG or not. The Council will prioritise within its events calendar annually, larger, long-standing events held within the borough, to preserve their status. These are:

- AddlestoneOne Christmas Lights
- Black Cherry Fair
- Chertsey Agricultural Show
- Egham Royal Show
- Thorpe Half Marathon
- Wentworth PGA Championship (separate SAG process)

Whilst the above events are ringfenced within the events calendar annually, completion of a notification form in full will still be required annually, and consideration of event plans at SAG may be required.

## Step 1: Notification/Request to hold events.

Organisers of events, regardless of the lead organiser status (e.g. council, community, commercial entity), are required to submit a form to notify or to request holding an event to the council. The types of events for which notification or a request to hold is required, includes (but not limited to):

- Fetes, fairs etc.
- Open air concerts and music festivals
- Trade shows
- Sporting events
- Horse shows, agricultural shows, dog shows, car and/or caravan shows and other similar
- Open air entertainment including theatre, opera, and historic re-enactments
- Firework displays
- Large scale company parties
- Processions, marches, and carnivals
- Street parties
- Religious events

The notification/application form (see Appendix A) can be submitted via the council's website ([enter hyperlink here](#))

## **Step 2: Initial consideration of event notification/requests**

Submitted forms will be delivered to a central events mailbox, managed by Environmental Services. All submitted forms will be considered by the Green Spaces Manager, liaising with other internal departments, as required. Where the event is new, large scale or presents a potential significant risk, the Green Spaces Manager may convene a meeting of the corporate events group to discuss collectively. In all instances the Green Spaces Manager will determine:

- a) Whether a request to hold an event for which the council is wholly/partly responsible is approved
- b) Whether a notification/request to hold an event requires escalation for consideration by the SAG

Where there is a requirement for a Corporate Events Group to be convened, representatives from the following business areas may be requested to attend:

- Environmental Health
- Parks and Open Spaces
- Direct Service Organisation (DSO)
- Assets and Regeneration
- Health & Safety (Human Resources and Organisational Development)
- Community Development
- Licensing
- Parking Services

In all instances, following consideration, correspondence will be sent to the event organiser detailing the outcome of the above considerations.

Where the event is approved or subject to review by SAG, the date of the event will be entered into the corporate event calendar to ensure there is no duplication of bookings etc. All applications and subsequent correspondence will be retained (subject to Data Protection regulations).

## **Event notifications/requests requiring consideration by SAG**

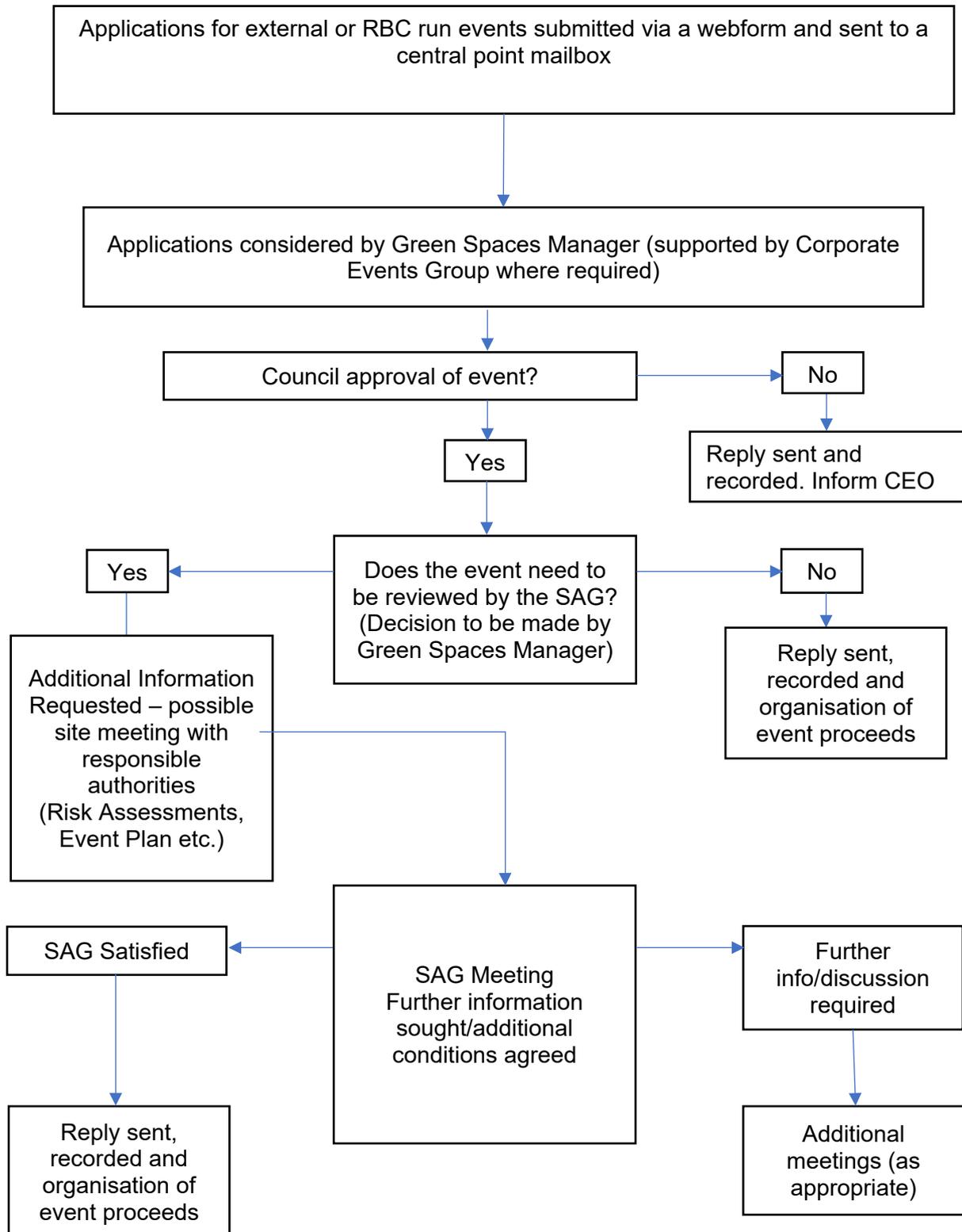
Where it is determined that an event requires consideration by SAG, this will be taken forward to the next planned meeting. Where there is a short timeframe relating to the event, or where more timely consideration is deemed required, an additional meeting of SAG will be arranged.

Event organisers will be invited to attend the SAG meeting at which their submission will be required and may be requested to provide further information in advance of the meeting. Such requests will be made in writing by the Council. Examples of additional information that may be requested include event management and risk management plans. Event organisers will be given timescales required for submission of proposals (graduated dependant on risk/complexity)

Following the meeting of the SAG, confirmation will be sent in writing to the event organiser of the recommendations of the SAG, that the organiser is responsible for considering and implementing as appropriate.

In the event of an individual member organisation of SAG determining within their own powers that an event should not proceed; this will be communicated via their organisational communication channels directly to the event organiser. In addition, a general response from the SAG will be provided to the event organiser.

# Proposed Runnymede Borough Council Safety Advisory Group Process for RBC and External Events



# Runnymede Borough Council Safety Advisory Group (SAG) Terms of Reference

## **Main objective of the SAG**

The Safety Advisory Group (SAG) will:

*"Promote the health, safety and welfare of all those involved with events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, and to any arrangements ancillary to that event."*

It is recognised that public events positively promote community development, social cohesion, civic and cultural identity and enhance community life. However, given the numbers of people attending such events there is also a requirement to deal with both potential risks to public safety and any adverse environmental impact.

In recognition of this, a SAG has been established to co-ordinate the efforts of relevant Local Authority directorates and all other agencies involved with the running of events.

The purpose of the SAG is to consider events in the context of their being essential to the communities of Runnymede. The SAG should examine the safety aspects of events, so they can proceed in as safe a way as is reasonably practicable, ideally without compromising the public's enjoyment of them.

The group exists to offer advice and guidance to organisers and to ensure they are aware of their responsibilities. The SAG does not make any decision on behalf of the local authority or other agencies as its role is advisory and, as such, it has no authority to either instruct or ban events.

The group will not undertake the role and responsibilities associated with event organisers. It is stressed that the functions of the SAG should be distinct from those of the planning group for each event and it should not be confused with the arrangements for the management of the event(s).

The range of events across Runnymede is wide and varied ranging from small charitable events to large major events. The SAG will consider the following criteria (plus any other matters specific to the event) in assessing the risk to security and crowd management, linked with public safety, presented by the event:

- Whether the event is a public event
- The experience of the event organiser
- The type of event

- If the event has been held previously
- Any special or unusual activities
- The location of the event
- The level of risk posed by the event
- The number and demographic of people attending

## **Member Organisations of the SAG**

The Runnymede SAG will be formed of the following core member organisations as relevant:

- Runnymede Borough Council (one or more of the following attending where appropriate)
  - Licensing
  - Parking Services
  - Environmental Health
  - Health and Safety
  - Direct Services (refuse & recycling)
  - Community Safety
  - Emergency Planning
- Surrey County Council
  - Highways
  - Traffic Management
  - Trading Standards
- Public Health
- Southeast Coast Ambulance Service
- Surrey Fire & Rescue Service
- Surrey Police

## **Duties of SAG**

2.1 The SAG will ensure that event organisers consider risks to public health and safety are minimised for public events as far as possible.

2.2 The SAG will provide a forum in which all the partner agencies concerned can develop a consistent and proportionate, approach to public events and their safety.

2.3 The SAG will provide advice and guidance to ensure event organisers are aware of their responsibilities (including with regard to COVID-19 mitigation).

2.4 An accurate record and minutes will be kept, ensuring the action points of all meetings are forwarded to members of the group and those organisers present at such meetings.

2.5 Lead officers for the SAG will be responsible for the ongoing review and improvement of the SAG process to appropriately support event organisers (together with wider event notification processes).

2.6 The SAG will advise on contingency plans for dealing with emergencies within each event only.

2.7 The SAG will promote best practice and multi-agency partnership working with event organisers.

2.8 The SAG may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management.

2.9 The SAG will ensure event organisers consider any detrimental effect of such events on the wider environment and on the environment of Runnymede are minimised and to encourage the application of the principles of sustainability whenever possible.

2.10 Where applicable, recommendations of the SAG are consistent with other Council policies.

2.11 The SAG will promote the principles of sensible risk management, saving lives not stopping them, reducing admin burdens whilst addressing poor management at the point of creation of risk.

2.12 In order to ensure SAGs are not avoided by organisers, SAG members must be realistic and fair in their expectations.

2.13 To ensure consistency of the SAG's reviews of events, each event being considered will be assessed on the following items:

- Date and time of the event in comparison to other events taking place
- Audience profile/expected attendance
- Security/stewarding and crowd management
- Duration of event/hours of entertainment
- Nature of risk level for any activities
- Event "build" and "breakdown" arrangements
- Site layout including access/egress and blue light routes
- Spread of COVID-19 mitigation measures
- Infrastructure including staging/PA/lighting, toilets
- Accessibility
- Safeguarding – working with children/vulnerable adults and lost/found children/vulnerable adults
- Catering and hygiene
- Medical and/or first aid provision
- Transport/traffic management and impact on local transport network
- Parking arrangements and taxi pick-up/drop-off arrangements
- Health and safety arrangement of site/persons/activities/equipment etc. throughout event
- Risk of fire and mitigation measures in place
- Emergency action plans/Evacuation Procedures
- Hostile Vehicle Mitigation
- PREVENT E-Learning
- Environmental issues including waste management, noise management, weather conditions, underground pipes, and sustainability
- Licensing including Temporary Event Notice (TEN) or Premises Licence
- Any local, regional, or national issues that may affect an event (including pandemic)

## **Meetings of SAG**

The SAG shall meet a minimum of four times per calendar year. Any member of the group may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.

Meetings will be chaired by the Green Spaces Manager (with Environmental Health Officers deputising when required), employed by Runnymede Borough Council. The chair will ensure that the group discharges its responsibilities fairly, effectively, efficiently, and proportionately. Where matters arise which require consideration by the SAG, such a meeting may be convened at short notice.

All relevant agencies should be represented at a meeting of the SAG, with a named lead and deputy provided where possible, from each partner organisation.

Any additional agencies outside of those mentioned above can be invited to attend if deemed necessary to offer specialist advice.

Runnymede Borough Council will administer SAG meetings and associated processes, including circulation of agendas, minutes of meetings (complete with detail of agreed actions and recommendations) and correspondence on behalf of SAG to event organisers where appropriate.

The core members may invite representatives to SAG meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

Members of SAG must declare any material conflict of interest in relation to any matters put before the group before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing from specific sections of the meeting.

## **Specific Roles of Core Members**

### Runnymede Borough Council

- Administration of SAG including receipt of submissions from event organisers, arranging meetings, circulating agendas and associated documents, and liaising with event organisers.
- Advise on licensing requirements.
- Advise on all matters relating to water provision, sanitation and noise control.
- Controls on tents or caravans for overnight stays.
- Controls on animals, animal health and safety.
- Advise on food safety, health & safety at work, public safety, and pollution issues.
- Where appropriate, participate in emergency responses to events.

### Surrey County Council

- Advise on trading standards related matters.
- Advise on the impact of the event on the borough transport infrastructure and the provision of services to the event.
- To advise on traffic management on the highway.

### Surrey Police

- To advise and liaise on the preservation of order through keeping the peace.

- To advise and liaise on the protection of life and property.
- To advise and liaise on the prevention and detection of crime.
- To provide feedback on crime and disorder at events.
- Attaining the aims of the Local Policing Plan.
- Providing support and advice to organisers to help them fulfil their responsibilities for crowd management, prevention of disorder and Public.

#### South East Coast Ambulance Service

- Identify the demands that could be placed upon the Ambulance service by events and manage those demands accordingly.
- Liaise and advise the Medical Provider for the event on their First Aid/Medical Plan.
- Act as the liaison between the event and NHS.

#### Surrey Fire & Rescue Service

- To provide advice on fire related matters regarding operations, fire, and community safety.
- Liaise and advise in relation to the Fire and Rescue Services Act 2004 sec 6.

# Appendix A: Event Notification Webform

Below is a list of the fields that will be requested as part of the Council notification/application form. This will be available (when finalised) to be completed via the Council's public website and when submitted will be delivered to a central events mailbox, managed by Environmental Services to be processed.

## Personal Details

- Title
- First Name
- Last Name
- Email
- Telephone
- Address (Postcode)

## Event details

- Date of Event
- Timings of Event (start and finish times)
- Location of Event
- Type of Event
- Applicant Name (Event Organiser)
- Organisation
- Has this event been held before?
- How many visitors are expected to attend?
- Do you intend to sell alcohol on site?
- Does the event require any road/footway closure or have a highway impact?
- Will there be food served on site?
- What form of entertainment will be at this event?
- Will there be music at this event either live or via a sound system?
- Will there be any temporary structures at this event?
- Is any other Council service required?' (e.g. parking bay suspension, yellow line dispensation, road closure)

## Uploads

- Event Management Plan (draft)
- Public Liability Insurance
- Site plan/route map (detailing the infrastructure on site)

**For all information contained within this document contact:**

Runnymede Borough Council  
The Civic Centre  
Station Road  
Addlestone  
Surrey KT15 2AH

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