



Environment and Sustainability Committee

Wednesday, 13 September 2023 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: D Coen (Chair), V Cunningham (Vice-Chair), A Berardi, R Bromley, D Clarke, M K Cressey, S Jenkins, N Prescott, S Ringham 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

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **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).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

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To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 8 th June 2023 (Appendix 'A').	
2. Apologies for absence	
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4. Review of Informal Parking Arrangements at Various Schools within the Borough	12 - 34
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10. Approval of ANPR in 4 Car Parks	81 - 92
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11. Procurement of Replacement Pay and Display Machines	93 - 103
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Runnymede Borough Council**Environment and Sustainability Committee****Thursday, 8 June 2023 at 7.30 pm**

Members of the Committee present: Councillors D Coen (Chair), V Cunningham (Vice-Chair), A Berardi, R Bromley, D Clarke, M K Cressey, S Jenkins, N Prescott, S Ringham and D Whyte.

In attendance: Councillors M Smith and T Gates.

1 Minutes

The minutes of the meeting of the Committee held on 9 March 2023 were confirmed and signed as a correct record.

2 Apologies for absence

There were no apologies for absence.

3 Declarations of interest

Councillor D Clarke declared an interest in item 4 as she is a Member Feoffees of Chertsey Market.

4 Chertsey Town Centre Street Licensing Review

The Committee was asked to authorise for the Corporate Head of Law and Governance to review the designation of licensed streets in the Borough pursuant to its powers under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. The Committee was also asked to approve that Officers would undertake a public consultation to designate Guildford Street, Chertsey as a licensed street to permit street trading.

In September 2021 a report was taken to Environment and Sustainability Committee to allow authority to develop street markets across the Borough's town centres with the first focus being Egham. In November 2022, Egham Chamber of Commerce had introduced a new artisan market for the winter period. These winter markets were a great success for Egham and the Chambers had now offered the market operator a regular slot on the 1st Saturday of each month.

Guildford Street in Chertsey allowed for community events and street parades with road closure requests. It provided the ideal location for a street market as it was a one-way road and had access to other roads to divert traffic through the town.

There was a recent trial on May Day, in Guildford Street which had been successful whilst having minimal impact on Guildford Street when closed off for the market.

Members were supportive of introducing more markets to the Borough. It was great for communities and encouraged local consumption. The Committee was advised that the focus was to get Chertsey market up and running before looking at introducing a market to Addlestone. The area outside the Civic Centre in Addlestone was owned by Runnymede Borough Council, which would inevitably make the introduction of a market to Addlestone more straightforward.

Officers were asked to engage with the Committee with regard to the traders involved in

the market to ensure products sold and their packaging were sustainable. The Committee was advised that all traders were vetted and terms and conditions included information to traders on litter disposal.

The consultation would take effect as soon as possible and if supported, it was hoped the first market would be held this autumn.

Resolved that:

- i) **The Corporate Head of Law and Governance be authorised to review the designation of licensed streets in the Borough pursuant to its powers under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982; and**
- ii) **Officers proceed with a public consultation to designate Guildford Street, Chertsey as a licensed street to permit street trading**

5 **Air Quality Status Report**

The Committee was asked to note the 2022 Air Quality Annual Status Report (ASR) and note the ongoing actions in relation to Air Quality.

Members were advised that Runnymede's ASR had now been submitted to Defra. The report covered monitoring carried out in 2020-2021.

There was a requirement for local authorities to submit their ASRs to Defra every June. Members had previously been made aware that due to the effects of Covid and lack of staffing, the 2022 ASR covered years 2020-21 (meeting the 2022 June submission requirement). The next ASR submission date was June 2023 for the period 2021-2022. However, whilst there was a requirement for local authorities to submit their ASRs to Defra in June, as in the case for a number of local authorities, Runnymede's submission occurred after that date as Officers seek to apply the 'bias correction factor' when finally published in the Autumn.

The Borough had seen a slow decline in nitrogen dioxide levels, with an improvement being seen year on year.

There were currently two AQMAs in the Borough. M25 and Egham extension and Addlestone. Officers had recently consulted with Surrey County Council regarding the Addlestone AQMA, as the roads leading up to the 4-way junction at the centre of the AQMA continued to indicate a level above the air quality objective". It appeared that because of the congested nature of traffic flow and the high sided buildings close to the road, the problem related specifically to road transport and highway issues. Surrey County Council had recently advised that they were not looking to consider any traffic improvements at this junction at this time. Runnymede Officers would therefore now need to look at other options.

The potential AQMA in Chertsey was being monitored but no further action was needed at this time.

In relation to Particulate Matter, in 2021 the World Health Organisation had published new Air Quality Guidelines (AQG), which concluded there were health effects at much lower concentrations than their 2005 AQG suggested, and there was no safe limit for fine Particulate Matter. The Environment Act 2021 required the Secretary of State to set a

long-term target to reduce people's exposure to PM2.5. The Government was legally bound to bring forward the PM2.5 target by the 31st October 2022. This had now been delayed until sometime in 2023.

The Committee was advised that the 2018 Air Quality Plan was currently being reviewed. The plan included a raft of measures such as consideration for planning applications within or near the Borough's AQMA's as part of the Supplementary Planning Document (SPD) recently produced as part of the Local Plan. It was noted that the GBI rating system had not been looked at in the report or consultations at present.

It was agreed that when consultations had been concluded and there was a thorough understanding of what needed to be done, a budget would need to be allocated. With the objectives coming out a present this was likely to become a statutory response.

6 **Review of Drainage Bylaws**

The Committee was asked to endorse and recommend to Full Council recommendations by Officers in relation to updating the Land Drainage Bylaws.

Members were advised that Section 34 of the Land Drainage Act 1976 which gave Runnymede the power to create the Land Drainage Bylaws 1984 was repealed by the Water Consolidation Act 1991 and then superseded by the Land Drainage Act 1991. Although the existing bylaws remained in force the legislation they refer to was not and therefore there would be no legal basis to enforce them.

The proposed bylaws for Runnymede Borough Council were based on the Model Land Drainage Bylaws for local authorities, which were produced by the Department for Environment, Food and Rural Affairs (DEFRA). The use of model bylaws was not compulsory but would help to ensure that bylaws were correctly worded and were within the authority's powers, thus reducing the risk of legal challenge.

Runnymede had several watercourses and ditches. The Environment Agency being responsible for rivers.

The Committee welcomed the proposal to update the bylaws and therefore hold people to account.

It was noted that many private owners were not aware of their riparian responsibilities when living close to a watercourse.

Recommend to Full Council that:

- i) the proposal to update the drainage bylaws, as set out in Appendix A to the report be endorsed: and**
- ii) the Council consult with Defra, Natural England and the local navigation authority on the Council's proposal to make the drainage bylaws; and**
- iii) subject to there being no objections by Defra, Natural England and the local navigation authority to the informal consultation, the bylaws be made; and**
- iv) the Head of Environmental Services in consultation with the Principal**

- Engineer, be authorised to consider and seek to resolve any objection to the said byelaws being made (including amending the proposed byelaws); and**
- v) the byelaws be submitted to the Secretary of State for confirmation with or without any outstanding objections (as the case may be); and**
 - vi) in the event these byelaws are adopted by the Council, authority be delegated to the Principal Engineer to:**
 - a) authorise or refuse any applications for consents submitted under the said byelaws.**
 - b) serve enforcement notices for contraventions of the said byelaws**

7 Review of the viability of British Legion Car Park at Virginia Water

The Committee was asked to consider removing the British Legion car park at Virginia Water from the Council's Off-Street Parking Places Order from September 2023, when the lease expired.

At its meeting in November 2022, the Committee authorised the Corporate Head of Customer, Digital and Collection Services along with the Corporate Head of Assets and Regeneration to engage with the British Legion and local businesses to review the current lease arrangement with a view to renegotiating the contract to ensure the car park remained financially viable to the Council following the changes to people's working patterns after the pandemic.

The effect of the pandemic and the current cost of living crisis was still impacting car park use across the Borough. The Memorial car park, whilst still remaining fairly popular, had usage well below that of previous years. At the current time, it cannot be predicted when, or if, their use will return to full capacity. Due to the British Rail car park being in close proximity to the British Legion car park the car park was no longer widely used.

Officers had written to the British Legion and local businesses in relation to these proposal and only two responses were received.

As part of the Road Traffic Act 2008, the Council was required to consult with the public and Surrey County Council if there was an intention to change the level of off-street parking charges or changes to Road Traffic Orders. Therefore, if the Committee agreed to remove the car park from the Council's Road Traffic Order, a formal consultation would be undertaken prior to the September 2023 renewal.

There were some concerns raised regarding future development at Longcross South, which may increase the need for parking in Virginia Water going forward.. However, it was agreed that due to the unsustainable financial burden to the Council at this time the Officers' recommendation should be supported. However, when Longcross was fully developed, Officers may need to reconsider parking provision in the area.

Resolved that:

The British Legion Car Park located at Virginia Water be removed from the Council's Off-Street Parking Places Order from September 2023 when the lease expired and return the car park to the British Legion to generate a saving of £20,000 pa.

8 **Review of parking arrangements with various schools within the Borough**

This item was withdrawn from the agenda for this meeting.

9 **Public Space Protection Order - Dog Control Legislation**

Members were advised that the current Dog Control Public Space Protection Order (Runnymede Borough Council) 2020 was due to expire on 13th June 2023.

Public Space Protection Orders (PSPO's) were issued under the Anti-Social Behaviour, Crime and Policing Act 2014 and remained in force for a maximum of 3 years. In June 2020 Runnymede Borough Council re-issued (with a minor variation in respect of providing details to a Police Officer or an authorised Council Officer) a PSPO covering dog control matters related to dog fouling, keeping dogs on leads and excluding dogs from specified areas.

A statutory and community consultation, together with a public consultation ran from 23rd March to 7th April 2023. In addition to consulting the Kennel Club, a number of statutory and community consultees were also consulted.

The consultation yielded 31 responses from the public and a further 16 responses from statutory and community consultees. The majority were in favour of extending the order.

The Committee supported the Officers recommendation and asked Officers to liaise with the Council's Communications Team regarding promoting information on the PSPO when renewed.

Resolved that:

The PSPO be extended, as worded in the existing order for a further 3 years

10 **Environmental Services and private sector housing enforcement policy**

The Committee was asked to approve the updated Environmental Services and Private Sector Housing Enforcement Policies.

The last update of the Environmental Services Enforcement Policy came before the Committee in April 2019. The policy document outlined the general approach to how the Council dealt with enforcement issues in the wider sense 'the policy' overarched a number of other enforcement policies and protocols covering specific areas e.g. private sector housing enforcement, drainage and domestic waste enforcement policies.

With regard to Private Sector Housing Enforcement, Members of the Committee were keen to support a graduated approach to enforcement. Officers advised the Committee that any regular issues or problems could be reported to them so evidence could be gathered. Members were reassured to note that complaints could be made by any member of the community, as the wider community should be encouraged to take action.

It was noted that the Private Sector Housing Enforcement Policy would need to be reviewed again when the Renters Reform Bill came into effect.

Resolved that:**The updated Environmental Services and Private Sector Housing Enforcement policies be approved.****11 Food Safety Plan**

The Committee was asked to approve the proposed Food Service Plan for 2023/24.

The Food Standards Agency (FSA) produced a framework agreement on local authority food law enforcement. One part of that agreement contained service planning guidance. This ensured that key areas of enforcement covered by the Food Law Enforcement Standard were included within local Food Service Plans, whilst allowing scope for flexibility and the inclusion of any locally defined objectives.

Officers had moved on well since the challenges of 2020-22, with Runnymede being one of only two Surrey Boroughs who had undertaken 100% of their 'catch up' inspections.

The Food Safety Plan detailed the anticipated activity for the forthcoming year. It was noted that food outlets had to pay for re-inspections. Officers advised the Committee that the team now offered training to food business operators to help them comply with the law.

The issue of some food outlets pouring used oil into drains was raised. Officers advised the Committee that there were agencies where such incidents could be reported. Officers would circulate details to the Committee after the meeting.

Resolved that:**The Food Service Plan for 2023/24 be approved.****12 Food standards agency achieving business compliance proposals**

The Committee was asked to note the Food Standards Agency's (FSA) plans which outlined the direction the Agency was proposing to take in delivering a new model for local authority food hygiene regulation delivery in England.

Members were advised that on 23rd March 2023 the FSA published a paper summarising the latest position on any changes to the food delivery system in England. Food inspections would still be managed by local authorities for the foreseeable future, although there were proposed changes.

The latest paper set out three parts to the FSA programme:

- Modernising the delivery of local authority regulation,
- Testing new approaches to regulation, and
- Designing the blueprint for future regulatory assurance system

The key proposed developments included:

- A revised risk-based food hygiene intervention rating scheme, amending the frequency of programmed visits. FSA modelling anticipated a slight reduction in the number of official controls compared to the current model. The average time between controls at non-compliant establishments decreasing from 1.2 to 0.5 years,
- An updated risk-based approach to the timescales (where not prescribed in law) for

- initial official controls of new food establishments, and other due official controls
- Increased flexibility as to the methods and techniques of official controls that can be used to risk rate an establishment, including the use of remote official controls
- Extending the activities that Officers, such as Regulatory Support Officers, who do not hold a 'suitable qualification' for food hygiene can, if competent, undertake

In the short term, the proposed amendments to the existing framework increased the number of interventions in businesses considered as high risk (or non-compliant) and reduced the number of interventions in lower risk premises.

13 **Update and remodel of Grounds Maintenance**

The Committee was updated on the remodelling of the Grounds Maintenance service vehicles and equipment to improve service standards, increase capacity and deliver greater resilience

The former Idverde grounds maintenance contract was terminated on 15th November 2022 by mutual agreement. The existing in-house team and part of the former Idverde team were merged to create new mobile teams in January 2023. Since February 2023 the Direct Services Manager had recruited 7 new gardeners with 3 further gardeners pending Bupa driver clearance. There was currently one vacancy and 6 seasonal positions remained unfilled.

The vehicle and equipment specification lists were drafted by the Direct Services Manager at the commencement of the mobilisation project in February 2022, guided by area measurements provided by Idverde. Following Runnymede's procedures, a tendering and procurement programme was undertaken.

The new grounds maintenance service was mobile and consisted of 6 separate teams.

The service had had various issues including an extremely wet March, delays in the delivery of equipment along with the rented tractor suffering from several mechanical issues. Using a smaller ride-on mower was not an option so consequentially the parks team fell behind on grass cutting of large green spaces.

An interim recovery plan for grass cutting was approved by the Chief Executive.

However, the issues had forced the Corporate Head of Environmental Services to reconsider the model previously approved to improve resilience and service.

The Committee expressed their frustration at the service provided to date. Several Members of the Committee said they had received many complaints from residents.

Officers were asked to produce a schedule for grass cutting and for it to be added to the Council's website. This should be updated if there were delays for any reason, so residents were aware of when to expect grass cutting to take place. Additionally, Officers were asked to communicate more closely with Members so they could convey relevant information to residents if contacted.

14 **Standing Order 42**

The following action taken after consultation with the Chairman of the Committee under Standing Order 42 was noted.

<u>Officer</u>	<u>Action</u>	<u>Central Index No</u>
Corporate Head of Customer, Digital and Collection Services	To approve the issue of 5 parking permits for use by the NHS Quality Care Commission which will allow free parking in Council owned car parks to support Community Nurses when visiting their patients.	- 1016

15 **Exclusion of press and public**

There were no Part II items on the agenda.

(The meeting ended at 9.41 pm.)

Chairman

Report title	Review of Parking Arrangements with Various Schools within the Borough
Report author	Linda Norman
Department	Corporate Head of Customer, Digital and Collection Services
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

To resolve

Synopsis of report:

To review the current parking arrangements in respect of car parks which exist in respect of several primary schools and determine the approach to be adopted by Runnymede Borough Council having due regard to cost and transparency across the Borough.

Recommendation(s):

1. The Committee is asked to determine which of the following options it wishes to adopt in relation parking by parents in car parks located near to schools:
 - a) To end the irregular arrangement which existed with any school and enforce non-payment of parking in car parks for both morning and afternoon periods with effect from 1st September 2024
 - b). To regularise an arrangement and extend it to all primary schools across the borough where Council owned car parks are within a reasonable walking distance and for the Council to cover the total cost within existing budgets. The arrangement will be managed through an electronic parking permit system administered by Runnymede Borough Council.
 - c). To offer parking permits to primary schools at a cost of £39 per term per parent (£117 per school year) from 1 September 2024 to allow for parking in both morning and afternoon time slots to facilitate safer road travel. Parents will be able to choose whether they renew the permit in the spring and summer terms or choose alternative greener travel options.

2. To note that depending on which option members approve the following cost implication could arise:
 - Option a) £53k potential increase in income
 - Option b) £100k potential loss of income
 - Option c) £34k increase in income

This increase or decrease in income is not guaranteed and is dependent on whether parents continue to use Council owned car parks following any changes in the policy.

The recommended option will come into force from September 2024 to allow for the planned upgrades of pay and display machines and the implementation Automated Number Plate Recognition (ANPR) in relevant car parks and will also allow schools a further year to encourage parents to consider alternative travel plans in the future.

Should Option B be the preferred option, this recommendation will be considered as a growth bid and will fall into step with all the other growth bids in the determination of the 2024/25 budget for consideration by Corporate Management Committee in light of any prioritisation criteria and the Council's finances at that time.

1. Context and background of report

- 1.1 Following several complaints around illegal and dangerous parking at St Jude's Road Car Park, the Corporate Head of Customer, Digital and Collection Services visited the area with the Council's Community Safety Officer at the beginning of December 2022 to observe the issues and to see whether there were any powers within the Community Safety legislation the Council could consider using to reduce the amount of illegal and dangerous parking that was taking place in that location.
- 1.2 There are two primary schools in close proximity to the car park and the officers observed many parents parking in the car park who appeared not to have paid for parking. Several cars were observed to be parked in excess of 30 minutes and others were parked across the designated bays causing obstructions to other drivers.
- 1.3 Officers concluded that the issues reported by residents were linked to the road layout and the proximity of the two primary schools and a thriving local business. Regular patrols of the area have ascertained that the congestion is particularly prevalent in the afternoons when parents congregate to pick up their children from school.
- 1.4 The Corporate Head spoke to both schools to ask them to advise parents that the Council would be enforcing both illegal and non-payment of parking in that location. During this conversation, the Corporate Head was advised that they had an arrangement with the Council where each school issued parking permits to parents which allowed parents free parking for a period of 10/15 minutes between 8.45 and 9.15am and between 2.45 and 3.15pm.
- 1.5 Unfortunately, this arrangement had been agreed with the previous Parking Manager many years ago and whilst that officer had delegated authority to grant temporary waivers of car parking charges by permit subject to the cost being contained within budget, there was no formal record of this arrangement or cost quantified for allowing this practice.
- 1.6 Any nonpayment of parking is a contravention of the parking orders that are in force at each car park and whilst a temporary waiver of car parking charges can be permitted by order, notice or permit subject to the cost being contained within the budget, no formal permits or orders have been introduced to the parking orders in the relevant car parks.

- 1.7 Whilst there is no documentation to explain why the period of 15 minutes was suggested, under the provisions of Regulation 5 Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 a penalty charge cannot be imposed if a vehicle has not exceeded 10 minutes beyond the permitted parking period. It seems reasonable to assume that the previous Parking Manager thought an extra 5 minutes would allow parents enough time to drop off/pick up their children without incurring a penalty. The Council has no legal powers to increase the 10-minute grace period to facilitate parents dropping or picking up their children from school.
- 1.8 As a compromise, whilst this arrangement is being reviewed, the Corporate Head agreed with the Chief Executive that the Council would continue to support the arrangement until the end of the school year.
- 1.9 As this was an informal arrangement and the cost has not been quantified, the Council did not know how many schools have been allowed to issue 'school parking permits' or to how many parents. When the Parking Services transferred to Customer Services in July 2021, the Corporate Head was surprised at the lack of payments being made in the Council's various carparks in the afternoon and revised the staff patrols to try to resolve this issue being unaware of the arrangement that was currently in force.
- 1.10 Following a request from a ward councillor on 16 December 2022 to extend the free parking for the parents of St Anne's pupils at Chertsey library whilst some road closures were in force, it became apparent that St Anne's had been included in this arrangement.
- 1.11 It should be noted that the three schools that benefit from the current irregular arrangement will have a proportion of pupils from outside the borough. By allowing free parking to parents who are not residents of Runnymede, who do not contribute to the cost of maintaining the car park, that anomaly could be perceived as an anomaly that disadvantages Runnymede residents.
- 1.12 The Council has now contacted most primary schools in the borough that are within reasonable walking distance of a Council owned car parks to ascertain how widespread this practice is to enable the cost to be quantified and to ensure all schools are treated fairly.

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

- 2.1 The parking income budget was reduced for 2022/23 year for Council owned car parks due to the slower recovery from the pandemic and changes to people's working patterns.
- 2.2 Prior to the pandemic in 2019/20, the income from parking was £765k. The budget for 2022/23 is estimated to be £317k which has an impact on the Council's overall financial position. The loss of income from Tesco's at Hummer Road as well as the new multi storey car park at St Peter's has further impacted on expected revenue. In addition, there will also be an additional £70k increase in costs to Parking Services following the discontinuation of the agency agreement for on-street parking enforcement from 1 April 2023. It is therefore important to quantify the cost that this practice of allowing parents free parking twice a day during term time will have on the reduction in income.

2.3 The table below identifies the schools that are potentially involved in this scheme:

School	No of pupils	Permits given	Car park	Charge £	Calculation	Total
St Jude's	291	50	St Jude's	0.60	2 x 0.60 @ 5 days @ 39 weeks	£11 700
*St Cuthbert's	203	50	St Jude's	0.60	2 x 0.60 @ 5 days @ 39 weeks	£11 700
St Anne's	454	60*	Chertsey Library	1.30	2@ 1.30 @ 5 days @39 weeks	£30 420
Maximum potential cost of scheme						£53 820

*St Cuthbert's have no idea how many permits they have issued as they do not keep formal records. An assumption of 50 have been made based on the similarity to St Jude's in size and location.

St Anne's have confirmed that they have issued over 800 permits but believe only 60 are in regular use. They do not ask parents to return them at the end of the school year.

- 2.4 The Council is aware of the many issues facing schools around road congestion including dangerous or illegal parking and prior to returning on-street enforcement to Surrey CC had increased parking patrols around schools during term time to try to alleviate the problems that are caused predominantly by the parents of pupils attending these schools. Whilst the Council is sympathetic to the problems faced by schools, there should not be an expectation from either schools or parents that the Council will provide free parking to resolve this.
- 2.5 The Council has a duty to maintain the car parks to a decent standard and people should pay for using the service. The income received from car parks is used to maintain the service without any recourse to taxpayers' funds. In addition, any additional income above the running costs of the service has been used to reduce the cost of other critical services the Council provides for our residents, so it is important that car parks are run efficiently, and income maximized.
- 2.6 Education is a function provided by Surrey County Council and from 1 April 2023, on-street parking enforcement returned to the County for them to manage the traffic congestion and illegal parking around schools.
- 2.7 Parents have a choice about where and how they send their children to school. The Council is not preventing parents from using the public car parks but merely asking parents to pay for the service if they park beyond the '10-minute legal grace period'.
- 2.8 Parents also have a responsibility to other road users and should not expect to receive preferential treatment from the Council when taking their children to and from school.
- 2.9 Officers have considered various options and need to quantify the cost of each option and to enable a decision to be made as to whether the Council should continue with

this arrangement to help mitigate the need for better facilities at schools to enable them to provide a better way for parents to drop off and pick up children from their facility.

- 2.10 The Council needs to be consistent across the whole borough and if the Council feels that the benefit of allowing this practice to continue outweighs the significant cost to the Council, it should be made available to all primary schools across the borough that are within reasonable walking distance.
- 2.11 Appendix 1 identifies 21 primary schools across the borough, of which:
- 7 have their own car parks within the school boundary
 - 2 use private car parks where no charge is incurred
 - 3 use council owned car parks using the 'school free permit'
 - 9 have no parking facilities so predominantly rely on parking on street
- 2.12 Of the 9 schools who do not have immediate parking facilities:
- 5 are within a 2-mile radius from two open space car parks where no charge is currently incurred. Crockford park car park has 20 spaces and Homewood park has 70 spaces and whilst parents could potentially use these, they are predominantly used for park users and are quite remote or may not be considered a safe walking route when considering the school locations.
 - 4 are within reasonable walking distance of other Council owned car parks (Woodlands, Gogmore and Memorial) that are not currently offering the 'school free permit.'
- 2.13 The Council could consider expanding the scheme to include these four schools where there is a reasonable proximity to a Council owned car park which may then mitigate road congestion in those locations.

School	No of pupils	Permits given	Car park	Charge £	Calculation	Total
St Jude's	291	50	St Jude's	0.60	2 x 0.60 @ 5 days @ 39 weeks	£11 700
*St Cuthberts	203	50	St Jude's	0.60	2 x 0.60 @ 5 days @ 39 weeks	£11 700
St Annes	454	60	Chertsey Library	1.30	2@ 1.30 @ 5 days @39 weeks	£30 420
Trumps Green Infants	180	40	Memorial Gardens	1.30	2@ 1.30 @ 5 days @39 weeks	£20 280
Meadowcroft Community Infants	90	20	Woodlands Chertsey	1.30	2@ 1.30 @ 5 days @39 weeks	£10 140
Chertsey Nursery School	76	20	Gogmore Farm Chertsey	0.60	2 @ 0.60 @ 5 days @ 39 weeks	£4 680

Pycroft Grange Primary	252	50	Gogmore Farm Chertsey	0.60	2 @ 0.60 @ 5 days @ 39 weeks	£11 700
Maximum potential cost of scheme		290				£100 620*

This is the maximum potential loss of income. The figures assume that all schools identified would take up this scheme and that these parents are already currently paying for their parking. It is difficult to say with any certainty that this loss of income would happen as car park income is still not back to pre-pandemic levels.

- 2.14 On-street parking enforcement has returned to Surrey CC from 1 April 2023 and as such, the Council no longer deals with complaints around illegal and dangerous parking from headteachers. Discussions with other Surrey authorities have been undertaken to see what concessions are offered elsewhere but the practice of allowing parents free parking to facilitate the 'school run' is very much limited across the county and is predominantly offered to alleviate dangerous on-street parking. Elmbridge have introduced a 'walk to school' scheme where they have issued 150 free parking permits to be used in term time only that allows free parking for 1 hour in the morning and hour in the afternoon to support this initiative.
- 2.15 The Council could consider introducing a school parking permit that would allow parents 45 minutes at both pick up and drop off times at a reduced parking fee during term time. The cost could be paid at the start of each term giving parents a choice of whether they use alternative travel methods in the Spring and Summer terms. A cost of £3 a week is proposed which offers an affordable solution to parents and would be administered by the Parking Services team rather than schools.
- 2.16 Three options have been considered:
- a) To no longer support the arrangement with any school and enforce non-payment of parking in car parks for both morning and afternoon periods
 - b) To continue with the arrangement and extend to other primary schools across the borough and for Runnymede to cover the total cost within existing budgets – a cost that the Council can ill afford:
 - c) To offer parking permits to relevant primary schools at £39 per term (£117 per school year) to allow for free parking in both morning and afternoon time slots to facilitate safer road travel. Parents will be able to choose whether they renew the permit in the spring and summer terms or choose alternative greener travel options.

Option	Schools affected	Maximum permits issued	Potential income received	Potential income forfeited	Pros	Cons
Option a	3	160	£53 820		Treats all schools and other car park users fairly across the borough Potential income received to maintain the service	May create on street traffic issues as parents decide to park on-street to avoid costs. May add to poor air quality around schools
Option b	7	290		£100 620	Mitigates traffic management issues around schools May reduce poor air quality around schools Supports healthier lifestyles as parents and children have a daily exercise from and to school	Treats all schools fairly but is at a cost the Council may not be able to afford Cost could not be contained within budget despite increased patrols in the off street car parks
Option c	7	290	£33 930		Mitigates traffic management issues around schools May reduce poor air quality around schools Supports healthier lifestyles as parents and children have a daily exercise from and to school Treats all schools fairly and generates a small income to maintain the service Ensures all service users pay something towards the service	Income may not be achieved as parents choose which terms they want to pay for

2.17 Parents do need to take some responsibility for the choices they make and cannot rely on public funds to reduce their financial liability when making decisions on their children's education.

3. Policy framework implications

3.1 Under legislation, Parking Services must be self-financing and have no recourse to public funds. This includes maintenance of the asset. Income generated through penalty charge notices (PCN) must contribute to the authority's transport objectives and the aim is to increase compliance with parking restrictions through clear, well designed, legal and enforced parking controls. Where temporary waivers of parking charges occur, whether it be by order, notice or permit, the cost must be covered within

the existing budget. Any additional income received in relation to car park charges can be used to support other services.

4 Resource implications/Value for Money

4.1 Should members chose to introduce school parking permits, the Parking Services Team will need to set up a formal process to effectively administer these permits. The team will work with local schools to ensure they are being used responsibly by parents with annual reviews to ensure the cost is quantified and contained within the overall Parking Services budget.

4.2 Given the Council's current financial position and the need to find further savings and efficiencies to try and close the existing on-going budget deficit (as last reported to full Council on 20 July 2023), Officers cannot recommend Option b as a financially viable option to move forward with given that it will increase the Council's ongoing deficit by an estimated £100,620 each year.

4.3 Given the effect on the Council's finances, should Members wish to pursue option b, this will be considered a growth bid and will fall into step with all the other growth bids in the determination of the 2024/25 and future budgets of the Council with a full Business case being presented to the Corporate Management Committee for approval as part of the 2024/25 budget setting process.

5. Legal implications

5.1 Section 32 Road Traffic Regulation Act 1984 (the 1984 Act) grants local authorities the power to provide off-street parking facilities. Section 35 of the 1984 Act then goes on to state that local authorities may make what are termed as Orders to regulate the use of any parking facilities provided by them. An Order made pursuant to the power granted by section 35 of the 1984 Act can include provisions regarding the charges to be paid in connection with the use of any parking facility provided. This was undertaken for the car parks in this report by the Borough of Runnymede (Off Street Parking Places) Order 2008 (as amended). If the driver of a vehicle fails to comply with the provisions of an Order regulating the use of an off-street parking facility then what is termed as a Penalty Charge Notice (PCN) can be issued. The PCN will specify the contravention and the amount of penalty payable in respect of any such contravention.

5.2 Under the Council's Constitution, the Corporate Head of Customer, Digital and Collection Services has delegated authority to issue parking permits at Council owned car parks subject to the costs being contained within budget.

5.3 Should members wish to introduce school parking permits, this arrangement could be formalised by making an amendment to the Off-Street Parking Places Order 2008.

6. Equality implications

6.1 The Council has a duty under the Equality Act 2010. Section 149 of the Act provides that we must have due regard to the need to;

- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
- b) to advance equality of opportunity

- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 6.2 Should the Council wish to introduce a new term time parking permits at a discounted rate of £39 per term in Council owned car parks, this should be extended to all relevant primary schools within the Borough to ensure equality of opportunity for all. It will also mean that all service users are paying an amount towards their parking irrespective of whether anyone has a relevant protected characteristic.
- 6.3 Disabled parking facilities will not be affected by these changes.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 By allowing parents free parking in council owned car parks to facilitate ‘the school run’ does not encourage parents to seek other alternative greener methods of transportation but may help mitigate congestion and illegal parking around schools.
- 7.2 The scheme may also help to improve air quality around schools although there is no data available to be able to quantify this further.
- 7.3 By introducing term time parking permits, this will give parents the opportunity to consider other travel methods in the spring and summer months.

8. Other implications

- 8.1 The Council is undertaking a programme of improvement across all Council owned car parks, replacing existing pay and display machines and installing Automated Number Plate Recognition (ANPR) in four other car parks. This work will be undertaken in the Spring of 2024 following a procurement process. Remedial work may then be required after the installation of the machines as well as moving to paperless permits and more modern methods of payment. It therefore seems sensible to delay any changes to school parking arrangements until after this work has been done.
- 8.2 An implementation date of September 24 is suggested which will allow schools a further year to encourage parents to consider alternative travel arrangements and should a permit system be introduced, this will enable officers to take responsibility for administering a more transparent and efficient scheme with proper management information as to how widely the scheme is being used and quantify the cost to the Council in real terms

9. Timetable for Implementation

- 9.1 The arrangement should be formalised from September 2023. The Parking Services Team will work with schools during September 23 to issue new parking permits for term time use to alleviate congestion around primary schools.

10. Conclusions

- 10.1 The use of Council car parks for the dropping off of and collection of children attending nearby schools is a legitimate use of such facilities. The question which the Council has to determine is whether there should be a charge imposed for such a use, or does the Council wish to provide such a facility free of charge or at a discounted rate.

- 10.2 There are clearly arguments in favour and against each of the options. In reaching their decision Members will have to undertake a balancing exercise and weigh up the advantages and disadvantages associated with each option. In summary if charges are imposed then all users and residents are being treated equally. If no charge is imposed, then certain residents and out of borough visitors are being subsidised by others. If a discounted permit scheme is selected, then it will generate income but it will still involve an element of subsidy.
- 10.3 Depending on which option members approve could result in:
- Option a) £53k potential increase in income
 - Option b) £100k potential loss of income
 - Option c) £34k potential increase in income
- 10.4 The increase in income from options a and c would be most welcome to contribute towards the Council's ongoing savings targets, however they are not guaranteed and are dependent on whether parents continue to use council owned car parks following any changes in policy. Option b would put an additional strain of £100,000 per year on an already stretched Council budget and is therefore considered a growth item. Should members choose this option it will be added to the potential growth lists to be determined by the Corporate Management Committee as part of the 2024/25 budget setting process and in light of any prioritisation criteria deemed necessary in light of the Council's finances at that time.

11. Background papers

None.

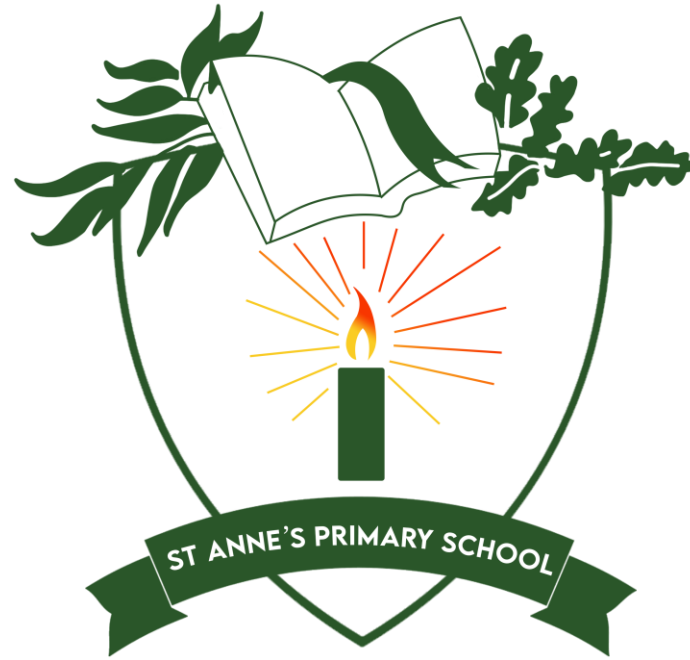
12. Appendices

Appendix 1 – Primary school information

Appendix 2 – Survey undertaken by St Anne's in support of parking permits

Name	Location
St Ann's Heath Junior School	Sandhills Lane, Virginia Water
Trumps Green Infant School	Crown Road, Virginia Water
Darley Dene Primary School	Garfield Road, Addlestone
Holy Family Catholic Primary School	Ongar Hill, Addlestone
New Haw Community School	The Avenue, New Haw
Ongar Place Primary School	Milton Road, Addlestone
Sayes Court Primary School	Sayes Court Farm Drive, Addlestone
St Paul's Church of England Primary School	School Lane, Addlestone
The Grange Community Infant School	The Avenue, New Haw
Chertsey Nursery School	Pycroft Road, Chertsey
Lyne & Longcross C of E Primary School	Lyne Lane, Lyne
Meadowcroft Community Infant School	Little Green Lane, Chertsey
Ottershaw Christ Church C of E Infant School	Fletcher Close, Ottershaw
Pycroft Grange Primary School	Pycroft Road, Chertsey
St Anne's Catholic Primary School	Free Prae Road, Chertsey
The Hythe Community School	Thorpe Road, Staines
Manorcroft Primary School	Wesley Drive, Manorcrofts Road, Egham
St Cuthbert's Catholic Primary School	Bagshot Road, Englefield Green
St Jude's Church of England Infant School	Barley Mow Road, Englefield Green
Thorpe C of E (Aided) Primary School	The Bence, Thorpe
Thorpe Lee Primary and Nursery	Huntingfield Way, Egham

Nearest Carpark	Cost	No of pupils	Potential permits
Own Car Park	£1.30	281	
On street bay		180	
Addlestone One	30 minutes free	231	
Own Car Park		214	
On street		362	
On street		210	
Own Car Park		270	
On street		384	
On street		270	
On street		76	
On street bays		210	
On street		90	
Own Car Park		209	
On street		252	
Cherstey libray	£1.30	454	60
Own Car Park		428	
Egham Orbit	Free	403	
St Judes Cemetry	£0.60	203	50
St Judes Cemetry	£0.60	291	50
Own Car Park		210	
Own Car Park		231	
		5459	160



Chertsey Library Parking Permits for St Anne's Parents

9th March 2023

Overview

- St Anne's Catholic Primary School has a wide catchment area to allow it serve Catholic families across the area as well as serving other faiths in the local community.
- We currently have 429 pupils, many of those with SEND and in an area which has high deprivation.
- We are situated on a residential road with very limited parking options.
- An agreement was made with the council to allow parents to park in the library carpark during term time between the hours of 8.45am and 9.15am and 2.45pm till 3.30pm to elevate the parking on the main road and keep the children safe.

Context

- This agreement has worked perfectly well for many years.
- On 16th December the school were advised that Free Prae Road would be closed from 19th December for Road works, the school term ended on 21st December for all Xavier schools.
- After a lot of work and panic and a decision to issue permits to all families to allow them to have an option on collecting their children on these days we received a letter from the council informing us with immediate effect we could no longer use these permits.

The letter



Head Teacher

DEPARTMENT; PARKING
DATE: 21 December 2022

Dear Head Teacher

Parking permits for school drop off and pick up times

I understand that there may have been an informal arrangement agreed many years ago whereby the Council allowed some schools to issue temporary parking permits to parents to enable them to drop off and pick up children without paying for parking in the Council's car parks. Unfortunately, I have no record of this agreement and the income generated from parking fees is used to maintain our car parks, so it is important that users of any car park pay for the service provided.

Therefore, this informal arrangement can no longer be supported by the Council for the afternoon pick-up. It appears that parents are parking for much longer periods than the 5/10 minutes that the temporary permits were intended for and as such, this temporary permit will not be accepted as a reason for non-payment in the future.

In addition, the Council is aware of traffic congestion around many schools in the Borough and whilst we do not have the resources to patrol every school, every day, the Civil Enforcement Officers will be patrolling as regularly as possible and will be issuing Penalty Charge Notices (PCN) where illegal parking is observed or to people have not paid for their parking in the nearby car parks. We will only be observing the legal grace period for illegal parking so I would be grateful if you could remind parents that PCN's will be issued as follows:

1. Parking on double yellow lines
2. Parking outside of designated parking pays including obstruction of other cars
3. Non-payment of parking fees
4. Obstructing residents' driveways

I would appreciate your co-operation in reminding parents of the need to observe the parking regulations in force in the area and that they do need to pay for parking in designated car parks otherwise they may receive a Penalty Charge Notice.

I trust this clarifies the position and hope that we can work together to improve road safety around our schools over the coming months.

Yours sincerely,

Linda Norman
Corporate Head of Customer Digital and Collection Services
✉ linda.norman@runnymede.gov.uk
☎ 07720 945503

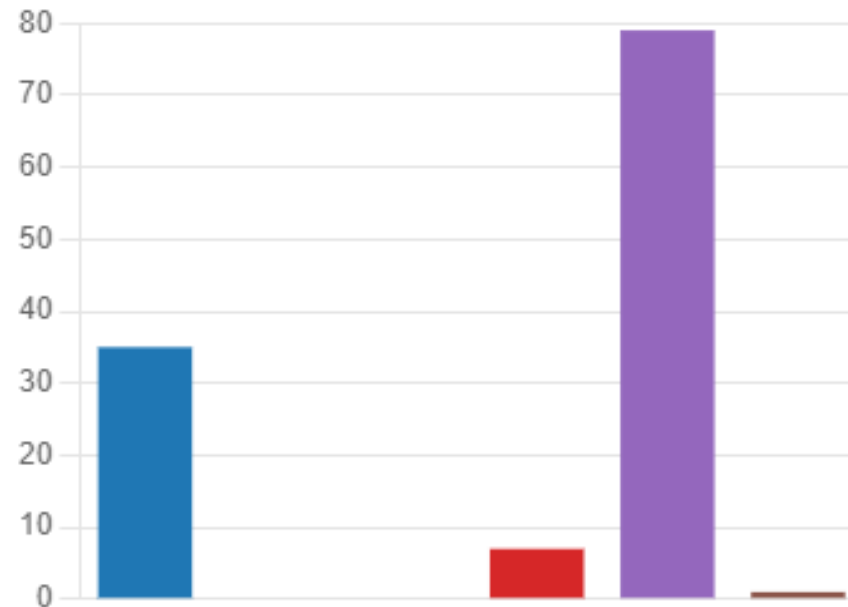
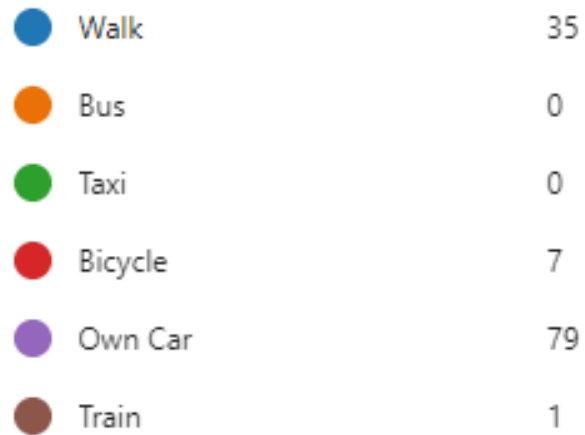
- This letter arrived immediately after discussing the road closure in the Christmas holidays.
- We were given no notice that permits would be removed and were only advised that they would continue by a parent who had contact the council and been advised of this meeting.

The impact

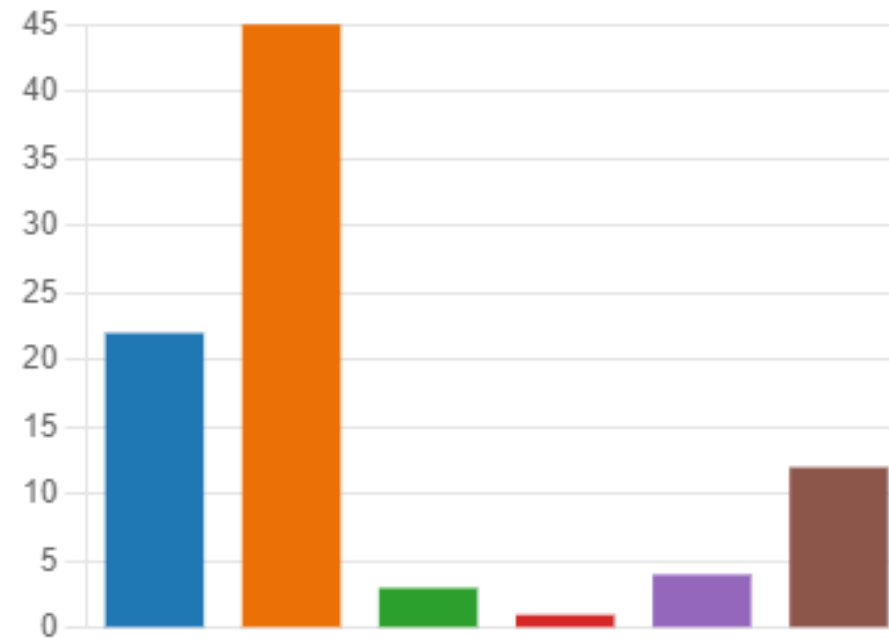
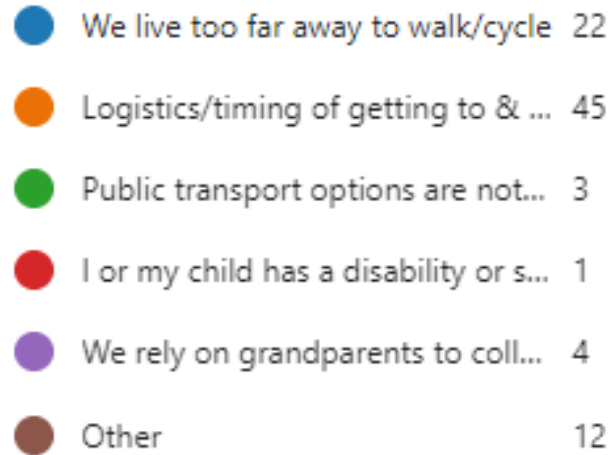
- This facility allows parents to park and walk to school safely.
- It keeps Free Prae Road clearer which helps the residents, makes it safer for the children and parents who are able to walk or cycle.
- The school handles the admin of the permits currently and advise parents they will receive a ticket if parked outside of the permit times.
- The school regularly reminds parents not to park on yellow and zig zag lines or block driveways.
- The school fully supports greener travel, and runs many projects to do so. However, there must be understanding that this is not possible for all our families.

We asked our
parents....

How do you currently travel to school to drop off and collect your child(ren) most of the time?

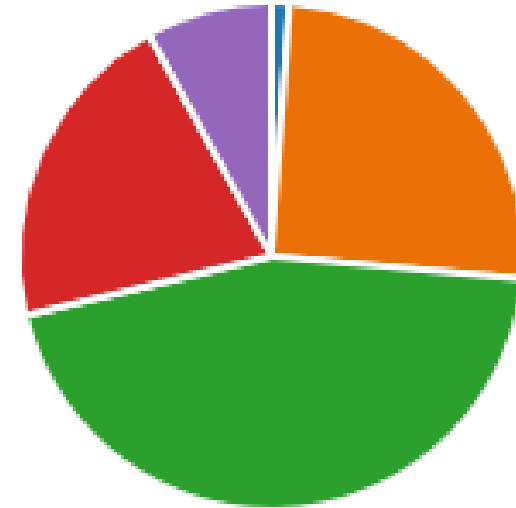


If you Travel using your own car, what is the main reason for this?



Do you currently take advantage of the parking permit?

● Yes in the morning only	1
● Yes in the afternoon only	22
● Yes morning and afternoon	39
● Occasionally use it	18
● Never use it	7



If you could no longer use the parking permit how would this impact you?

We live on the corner of Eastworth Road and Free Prae road and experience the congestion, road chaos and pollution school drop-off creates in this area. By effectively closing off the library parking option you are likely to funnel more traffic onto these two roads. In short, you are making a bad situation unbearable.

Parking on free Prae road and surrounding roads is very congested so I think you will see lots of parents double parking which then becomes dangerous

It will impact financially and it is already a very difficult time

parking around drop off and pick up is too congested already.

I would have to drive to the school and find parking around there. Paying for parking will not be an option for us

Will be late to pick up my children as is hard to find any parking space after I finish work, can't leave working place any earlier.

Conclusion

- We can see that we do have a significant number of parents who drive their children to school. Although, this is mainly due to the logistics of dropping their children to school, getting to other schools, nurseries, work or simply they live too far away to be able to walk.
- The permits are used, mainly in the afternoon by around 60 families on a daily basis, the impact of not having the permit would mean another 60 cars on the main roads surrounding the school.
- If this option is removed please can the council contact all local residents to advise of your decision and provide us with information on how you plan to control the parking on Free Prae Road & surrounding areas.

Report title	Dog Waste and Litter Bin Policy
Report author	Helen Clark
Department	Corporate Head of Environmental Services
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

To resolve

Synopsis of report:

Feedback from consultation regarding bins and recommendation to adopt a new litter and dog waste bin policy.

Recommendation(s):

To adopt a litter and dog waste bin policy as outlined in item 1.2 of this report.

1. Context and background of report

1.1 A draft bin policy covering street recycling bins, litter bins and dog waste bins was proposed at Environmental Services Committee on 9th March 2023. The introduction of recycling litter bins was approved at that meeting.

With respect to dog waste bins and litter bins the committee agreed to a consultation exercise as follows.

To approve a public consultation in accordance with Annex 4 of the Constitution for the proposed:

- a. programmed removal and/or replacement of separate dog waste bins (to include the review of any bin locations),
- b. introduction of signage on all new litter bins to explain that dog waste can be disposed of in general litter bins; and
- c. introduction of a new litter bin policy as set out in Appendix A of the March report.

1.2 Runnymede Draft Bin Policy (Draft as proposed at the Environment and Sustainability Committee in March 2023)

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. New 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

Following a consultation, 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.

Replacement of litter bins

Additional litter bins will be provided where capacity dictates.

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

- 2.1 In accordance with annex 4 of the constitution the Trainee Policy Officer working with the Corporate Head of Environmental Services and Communications Officer developed an online consultation for residents. The consultation consisted of 6 questions with full details at appendix 1.
- 2.2 The dog waste and litter bin consultation was conducted via an online survey and sought Runnymede's residents' thoughts on a number of bin related issues including the proposal to phase out dog waste bins in Runnymede's streets, open spaces and parks, replacing them with general litter bins.
- 2.3 The survey was posted via Runnymede Borough Council's social media account on 9th of May 2023. The survey was open for four weeks and closed 6th of June 2023.
- 2.4 The consultation report is attached as appendix 1
- 2.5 The consultation successfully delivered a high level of public engagement with 70 respondents completing the survey. This response is higher than generally achieved and demonstrated the importance residents place on effective management of litter and dog waste.

- 2.6 Of the 70 respondents, 60 (86%) agreed with the proposed policy to phase out dog waste bins and 10 (14%) disagreed with the proposal to phase out dog waste bins.
- 2.7 The full details of respondents' comments and responses are attached at appendix 1

3. Areas for Development

3.1 Analysis of responses identified a number of development areas for teams within Environmental Services, Communications and Digital Transformation. Actions are proposed as follows.

Development Opportunity identified	Action proposed
47% of respondents were aware they could dispose of dog waste in any bin. This was a reasonable percentage but over half of respondents were not aware of the changes introduced into the Countryside Code in 2014.	New signage has been developed that will be printed on stickers and placed on litter public bins around the borough to show residents that dog waste can be disposed of in general litter bins. The comms team will run a series of social media posts to raise awareness around dog waste being accepted in public litter bins.
27% of respondents knew about the "report it" function on the Runnymede Council Website with 63% unaware.	The comms team will promote the "report it" function via the RBC website and on social media.
4% of respondents were aware that the Runnymede interactive map showed where litter and dog waste bins are located. 96% were not aware.	The new bin signage will incorporate a QR code that links to the bin "report it" page and Runnymede maps showing all the litter and dog waste bins. Full or damaged bins can be reported using the QR code link.

3.2 New litter bin sticker with QR code



4. Policy framework implications

- 4.1 The new policy is in line with the Corporate Business plan. Health and well being is influenced by the local environment. Complaints about litter and dog waste form a significant proportion of all complaints received by the council. The new policy will enable residents to deposit dog waste in a wider number of bins. The new policy will standardise lidded bins which are more effective at containing waste hygienically

5. Resource implications/Value for Money

- 5.1 The cost of stickers and replacement bins will be met from existing resources.

6. Legal implications

- 6.1 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 no obligation to provide litter bins, but their installation, maintenance and programmed replacement supports a healthier environment for residents. There is also no obligation to separate general and dog waste.

7. Equality implications

- 7.1 There are no equalities implications.

8. Environmental/Sustainability/Biodiversity implications

- 8.1 Environmental implications are covered in 5.1. Encouraging and supporting residents and visitors to use litter bins reduces the volume of fly tipping and the cost of fly tipping collections.

9. Other implications

- 9.1 None.

10. Timetable for Implementation

- 10.1 The new policy will be implemented immediately subject to resources and capacity.

11. Conclusions

- 11.1 To recommend adoption of the litter and dog waste bin policy as outlined in item 1.2 of this report.

12. Background papers

- 12.1 Environmental and Sustainability Committee March 9th 2023. Agenda item 8

13. Appendices

- 13.1 Appendix 1 – Dog Waste and Litter Bin Consultation Results Final Report.

Runnymede Borough Council

Dog Waste and Litter Bin Consultation

June 2023

Emily Devine

Graduate Policy Officer

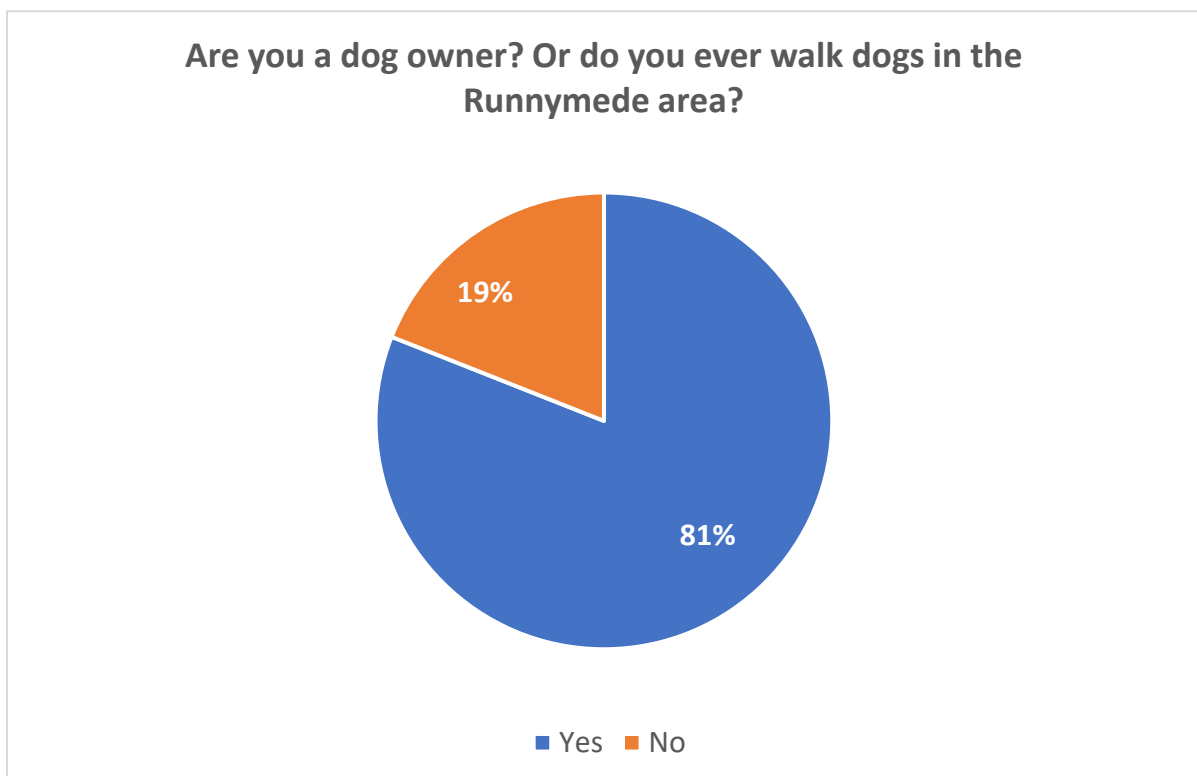
RBC Dog Waste and Litter Bin Consultation

The dog waste and litter bin consultation was distributed in the form of an online survey with the aim to hear Runnymede's residents' thoughts on the RBC's proposal to phase out dog waste bins in Runnymede's streets, open spaces and parks, and replacing them with general waste bins. The survey was posted on RBC's social media on the 9th of May 2023, the survey was open for four weeks and closed on the 6th of June 2023. Seventy anonymous Runnymede residents completed the survey by answering the six questions survey.

Results of the Consultation

1. Are you a dog owner? Or do you ever walk dogs in the Runnymede area?

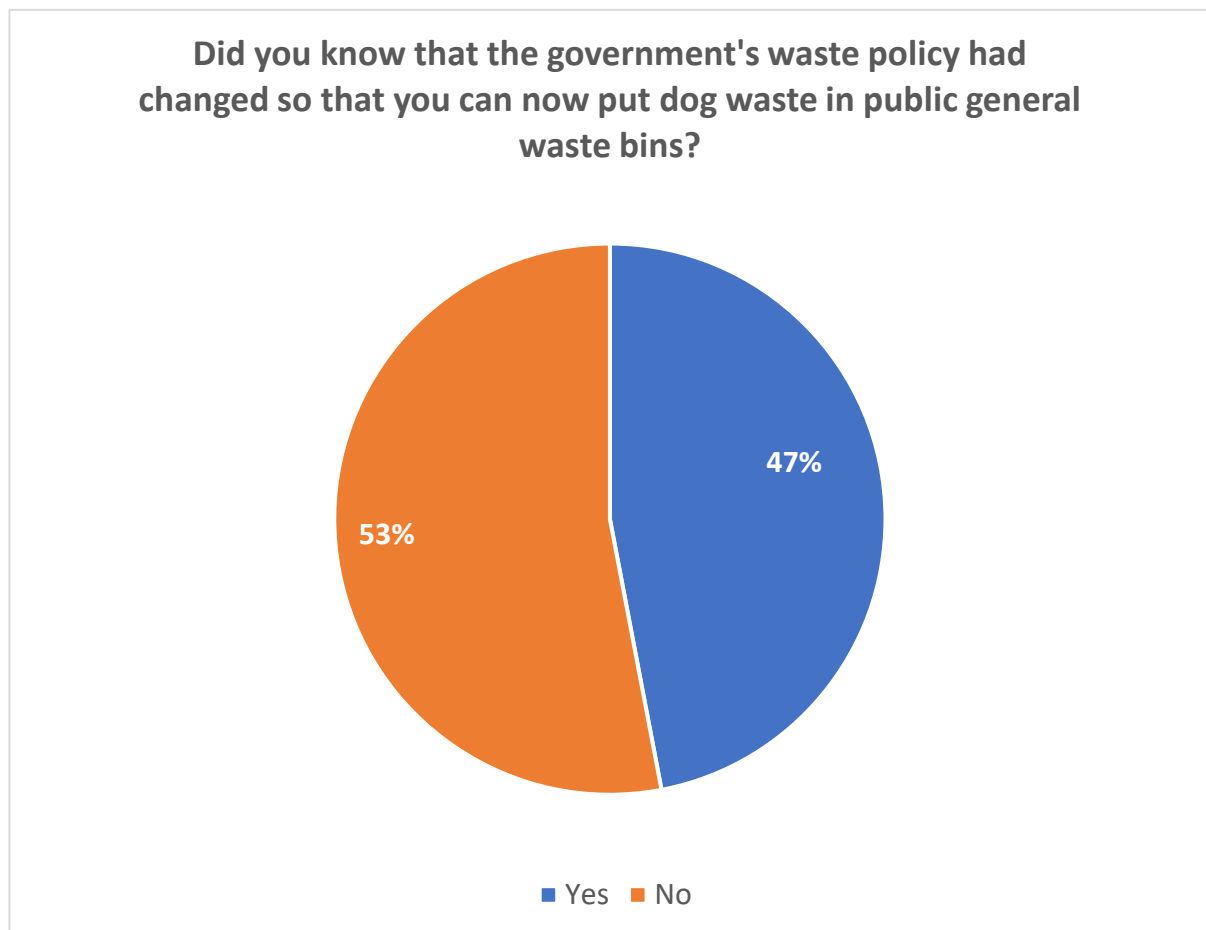
Of the 70 respondents, 57 (81%) were dog owners or residents who walked dogs in the Runnymede area. 13 respondents (19%) were not dog owners and did not walk dogs in the Runnymede area.



2. Did you know that the government's waste policy had changed so that you can now dispose of dog waste in public general waste bins?

Of the 70 respondents, 33 reported (47%) that they did know that dog waste could be disposed of in general waste bins. 37 residents reported (53%) that they did not know that the policy had changed so that dog waste could be disposed of in general waste bins.

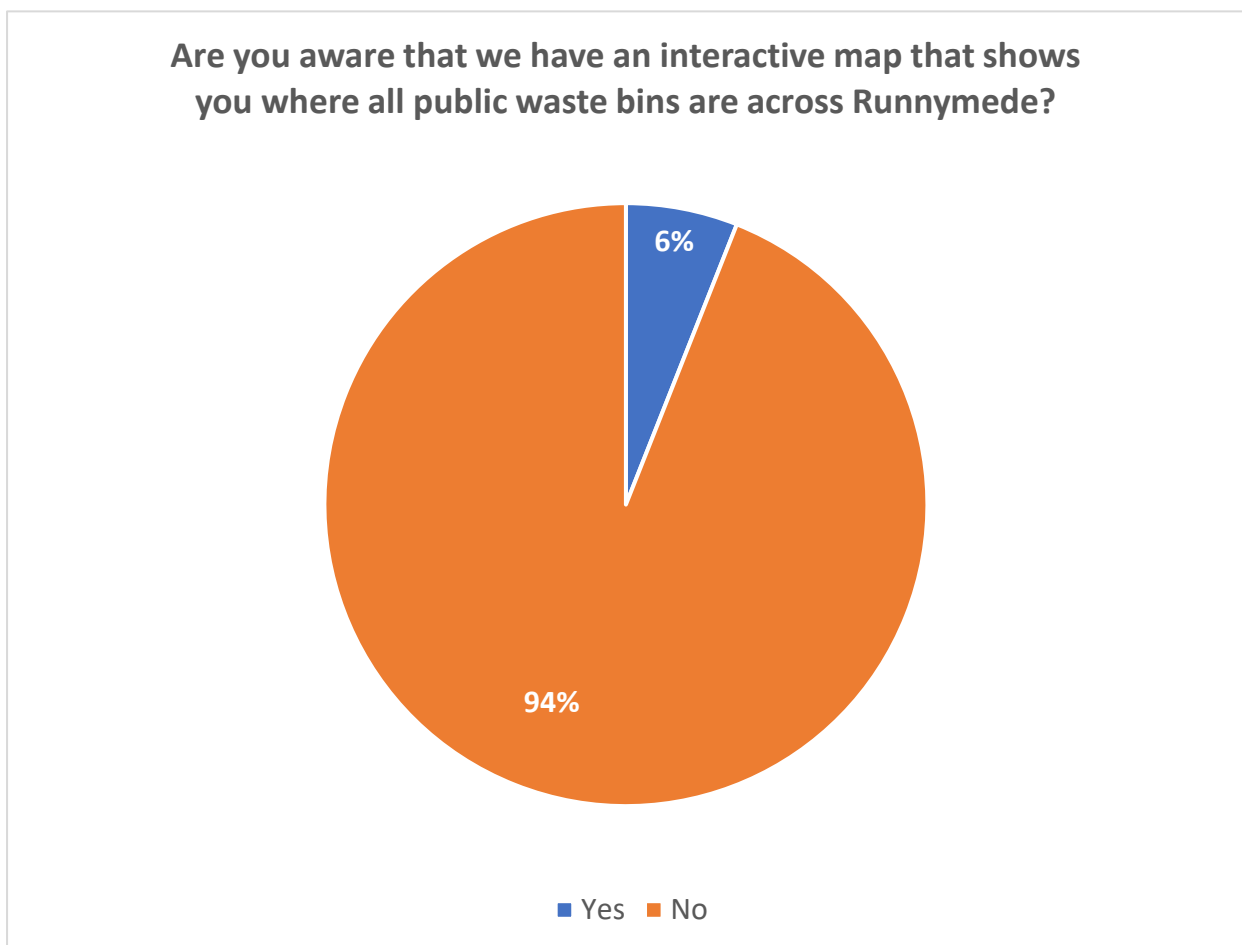
Action: We are going to put in place more comms work on social media and other channels to inform more residents that dog waste can be disposed of in general waste bins. The comms team have designed new signage that will be printed on stickers and will be placed on the public bins around the borough to show residents that dog waste can be disposed of in general litter bins.



3. Are you aware that we have an interactive map that shows you where all public waste bins are across Runnymede?

Of the 70 respondents, only 4 of them (6%) knew of the interactive map that illustrates how many public waste bins there are in Runnymede and where they are located. 66 respondents (94%) stated that they did not know of the interactive public waste bin map on RBC's website.

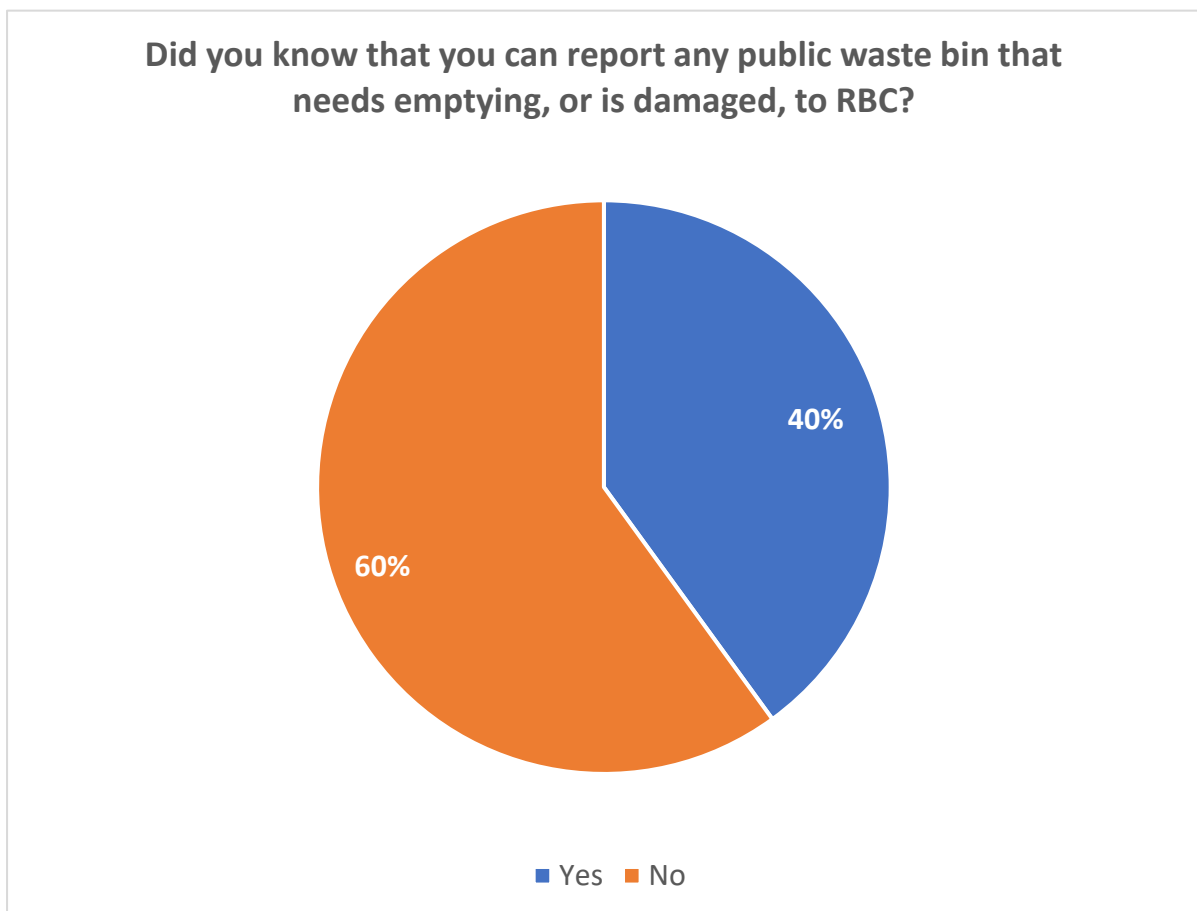
Action: The comms team are going to work on this by using social media posts to inform more residents of this tool on our website.



4. Did you know that you can report any public waste bin that needs emptying, or is damaged, to Runnymede Borough Council?

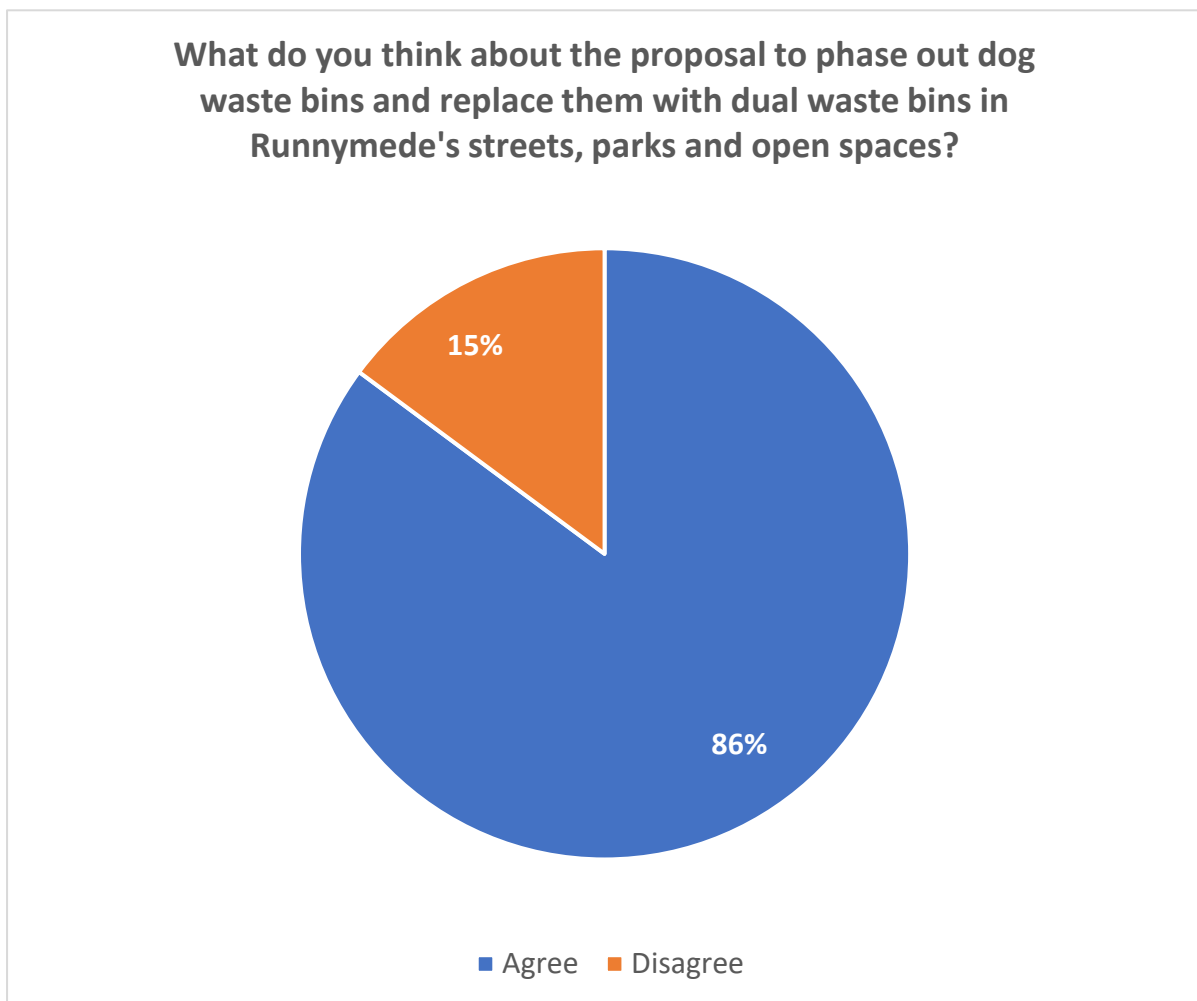
Of the 70 respondents, 28 (40%) knew of the 'report it' function for public waste bins on RBC's website, and 42 (60%) had not heard of the function.

Action: The comms team are going to put out more information over our social media channels to inform more residents of this feature on RBC's website. We are also going to print labels to stick on public bins in the borough of a QR code that will directly take residents to the 'report it' webpage. This means that if a resident sees that a bin in Runnymede's streets, open spaces or parks is damaged or needs emptying, they will be able to scan the QR code on the bin and report exactly which bin needs to be managed very quickly and efficiently.



5. What do you think about the council phasing out dog waste bins and replacing them with dual use waste bins which are badged to say that they can be used for both litter and dog waste in Runnymede's streets, open spaces and parks?

Of the 70 respondents, 60 residents (86%) agreed with the proposed policy to phase out dog waste bins. 10 of the respondents (14%) disagreed with the proposal to implement dual waste bins in Runnymede's streets, parks and open spaces.



6. Our proposed new Litter Bin policy can be found below. Please let us know if you are generally in approval of the new policy.

Runnymede Bin Policy:

- *Litter bins will be located in Runnymede towns and open spaces to support our duty under the Environmental Act 1990 to keep our land clear of litter and refuse.*
- *Bins will be replaced when broken beyond repair and where a continuing need for a bin is demonstrated.*
- *The style and size of bins will be chosen to reflect the location with all new bins to be lidded where possible.*
- *New bins will have signs to state that dog waste can be deposited.*
- *New bins will be to a standard design where possible to ensure ease of opening and emptying.*
- *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 before they overflow.*
- *Overflowing or damaged bins can be reported via the website at: <https://www.runnymede.gov.uk/street-cleaning-1/public-waste-bins>*
- *Subject to consultation, from May 2023 we will commence a program 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.*
- *The Depot can provide and collect refuse and recycling bins to support events held in our open spaces. These are subject to a fee as specified in our schedule of rates listed on the website.*

For the final question of the survey an open-ended question was put to the respondents to allow them to answer in an open text format. Of the 70 respondents, 44 of them completely approved with the new litter bin policy and supported RBC in the phasing out of dog waste bins. In addition, 6 respondents also agreed with the new policy, provided overall bin capacity does not decrease and there is a clear commitment to replace all dog waste bins with general purpose bins.

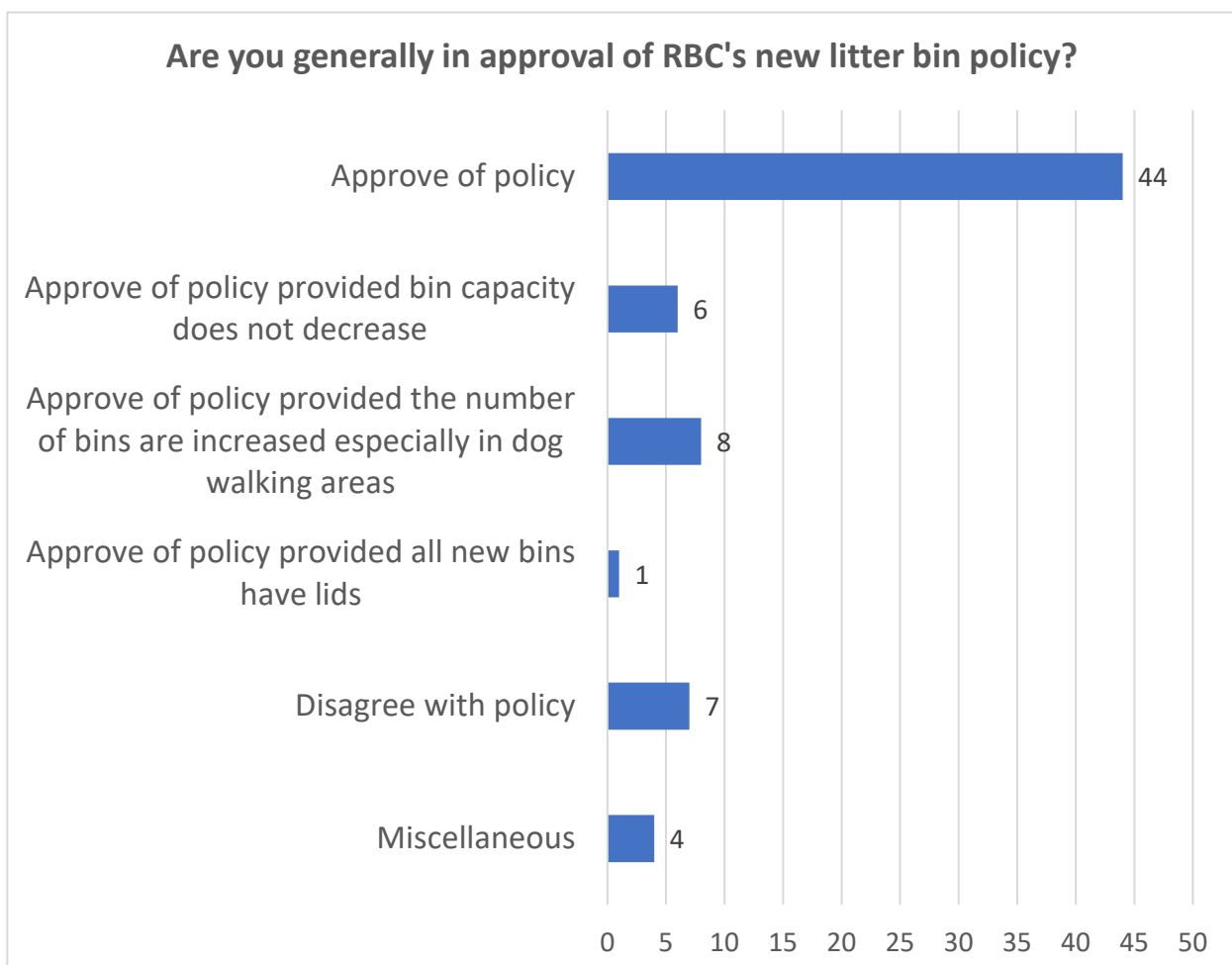
Further, 8 other respondents approved of the new policy, but these respondents stated that more bins should be implemented, especially in popular dog walking areas, because the current capacity is insufficient. One other respondent also approved of the policy, but only if all the new bins have lids due to the concern about the odour of dog waste.

For this final question of the survey only 7 respondents stated that they were not in approval of the new policy to phase out dog waste bins in Runnymede's streets, open spaces and parks. Some of these respondents cited that their reason for their disagreement was due to hygiene concerns, others believed that separate dog waste

bins provide a better visual for dog owners and reminds them to pick up their dogs' waste, and the rest did not cite a reason for their disagreement.

Finally, 4 respondents did not state whether they approved or disagreed with the proposal and used the open text box to write an answer unrelated to the question, so these have been grouped as 'miscellaneous' responses.

Action: The consultation has provided RBC with valuable feedback from residents and has shown that overall, most of the residents are in favour of replacing dog waste bins with general waste bins in Runnymede's streets, open spaces and parks. The consultation highlighted that there is a need for the comms team to work on spreading awareness of the policy change and the useful features that are available to residents on RBC's website. This consultation has shown that if RBC begins to replace dog waste bins which are at the end of their shelf life with general waste bins that have lids, are emptied regularly, with clear signage, and are in accessible locations for dog walkers, then we will likely have the full support of Runnymede residents.



For all information contained within this document contact:

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

Tel 01932 838383

Email: emily.devine@runnymede.gov.uk

www.runnymede.gov.uk

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Search: Runnymede Borough Council

Report title	Street Trading Consent Application
Report author	Andrew Finch, Democratic Services Deputy Manager
Department	Law & Governance
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:
To resolve

Synopsis of report:
To consider an application for a new street trading consent at The Broadway, New Haw.

Recommendation(s):
The application be refused for the following reason:-
The noise and nuisance which it is anticipated would result from hot food trading at the location, which would be detrimental to the peace and quiet enjoyment of residents in the vicinity, along with the impact on parking.

1. Context and background of report

- 1.1 The Council has one location in the borough designated a consent street for street traders, which is The Broadway, New Haw, at the eastern service road adjacent to the street, from the northern boundary of the Black Prince Public House for a distance of 15 metres in a northerly direction.
- 1.2 A handful of enquiries about street trading are received on an annual basis, however this is the first formal application received since January 2017, which was considered by this committee and rejected.

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

- 2.1 The application under consideration was received on 7 July 2023 from Mr Costel Enache, who wishes to set up at the designated consent street location at The Broadway selling grilled meat with Romanian specialty dishes.

- 2.2 The application is for six days per week between the trading hours of 11am – 10pm and operates under the trading name ‘The Grillzy’ and company name ‘Dracula’s Grill’.
- 2.3 The vehicles proposed to be utilised should the application be accepted are:
- 1) AL-KO Kober Trailer 375CM L x 203CM W +
 - 2) Sear Arona, 415CM L x 180CM W

Previous Street Trading Consent Applications

- 2.4 In addition to the previous application in January 2017, other applications for street trading consent were received by this committee (or the Economic Development Committee as it was previously known), in June 2007, January 2010 and September 2015. All applications related to selling street food and were refused for the following reasons:
- i) no suitable location could be found for the placement of the trading unit which did not give rise to highways difficulties; and
 - ii) the noise and nuisance which it was anticipated would result from hot food trading at this particular location would be detrimental to the peace and quiet enjoyment of residents in the vicinity.

Consultation

- 2.5 Officers have sought the views of the following when considering this application, and their views can be found at the following appendices:
- Surrey Police (Inspector James Wyatt), (Appendix B)
 - Surrey County Council (Jason Gosden, Senior Traffic Engineer), (Appendix C)
 - Runnymede Borough Council’s Parking Services Team (Appendix D)
 - Runnymede Borough Council’s Environmental Health Team (Appendix E)
 - Ward councillors. Whilst the location is in New Haw ward, The Broadway straddles both New Haw and Woodham & Rowtown wards. Therefore the six councillors across those wards have been consulted and their individual responses have been collated (Appendix F)

Conclusions

- 2.6 Of those mentioned in 2.5, all have commented on the parking facilities at the location, with demand already often exceeding availability, impacting residents, potential customers and also the applicant given that they will be unable to reserve a space to commence their street trading.
- 2.7 There was concern that the footway is also likely to become congested, impacting pedestrians’ ability to pass safely.
- 2.8 The establishment of a food stall at the location would have a knock-on effect on antisocial behaviour, particularly the prospect of noise and littering.
- 2.9 Cooking smells permeating into nearby homes has also been cited as a concern.

- 2.10 Accordingly, officers therefore consider that the application should be refused based on the information above and contained within the appendices.

3. Policy framework implications

- 3.1 Council Policy is to give due consideration to the suitability of all applications to trade in its consent street and to prohibit trading in all streets where it will be detrimental to road safety and where evidence of detriment to public amenity exists.

4 Resource implications/Value for Money

- 4.1 Street Trading consents run from 1 April to 31 March. The basic annual fee is £1,000 per year plus an additional annual charge of £230 for each day of the week the trader is licensed to operate. The maximum fee for a trader operating seven days a week for a year is therefore £2,610.

5. Legal implications

- 5.1 RBC adopted the Local Government (Miscellaneous Provisions) Act 1982 (the "Act") in September 1982 and designated streets as soon as January 1983. Schedule 4 of the Act gives Local Authorities discretion when issuing consents. Schedule 4 does not specify any particular grounds on which such decisions may, or may not, be made but while the Committee is able to refuse a consent it must do so for sound and valid reasons and has a duty to act reasonably at all times bearing in mind the consequences to the trader. While a trader has no right of appeal under Schedule 4 he is at liberty to take other legal action if the Council is seen to act unfairly or unreasonably or has reached its decision without due consideration of all material facts.
- 5.2 Under Section 17 of the Crime and Disorder Act 1998, the Council has a duty to do all that it reasonably can to prevent crime and disorder in its area. Street trading in certain areas, particularly after dark, can lead to problems of disturbance and disorder.
- 5.3 The European Convention on Human Rights secures certain fundamental human rights. The Human Rights Act 1998, which came into force on 2 October 2000, makes it unlawful for a local authority to act in a way which is incompatible with a convention right.
- 5.4 A refusal of consent to street trading at this location may constitute an interference with the right under Article 1 of the First Protocol to the peaceful enjoyment of possessions. Such interference is permissible if it is in accordance with the law and in the public interest. Such action could also interfere with the right under Article 8 of the Convention, to respect for private and family life and the home. Unjustified failure to take action could also interfere with this right. Interference is permissible provided that it is in accordance with the law and is necessary in the interests of protecting the rights and freedoms of others in the Community. The Council's response to the application and any perceived problems must be proportionate.
- 5.5 It must be remembered that local residents as well as prospective traders enjoy Convention Rights. Clearly, when considering whether or not a consent should be granted the Council should seek to balance the interests of the person seeking to trade against those of any objectors. The power to attach conditions to any consent, and to restrict hours of trading to levels which are considered to be appropriate, may enable the Council to achieve a balance between the opposing interests.

6. Equality implications

6.1 None.

7. Environmental/Sustainability/Biodiversity implications

7.1 Runnymede Borough Council's Environmental Health consider that granting the application may give rise to noise and odour nuisance and complaints from residents in close proximity to the trading location. Cooking fumes, smoke and odours are best dispersed at, or above, building eaves levels.

8. Other implications

8.1 None.

9. Timetable for Implementation

9.1 The applicant has indicated they would be ready to start trading imminently should the application be successful. They would need to be able to provide evidence of £5m public liability insurance and proof of registration with a local authority (not necessarily Runnymede) under the Food Premises (Registration) Regulations 1991.

10. Background papers

10.1 [Agenda-19-January-2017-Environment-and-Sustainability-Committee \(runnymede.gov.uk\)](http://runnymede.gov.uk) (agenda item 6)

11. Appendices

- Appendix A – Location plan
- Appendix B – Consultation response from James Wyatt, Surrey Police
- Appendix C – Consultation response from Senior Traffic Engineer, Surrey County Council
- Appendix D – Consultation response from Runnymede Borough Council Parking Services Team
- Appendix E – Consultation response from Runnymede Borough Council Environmental Health Team
- Appendix F – Collated responses from the ward councillors from New Haw and Woodham & Rowtown wards.

LOCATION PLAN

Street Trading - Consent Area:
The Broadway, New Haw

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



Key

 Trading Area

Scale: 1:1,250
0 10 20 40 m

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Appendix B



Inspector James Wyatt
Runnymede Borough
Commander
2nd August 2023

Dear Mr Finch,

I have reviewed this application for Street Trading and considered the potential impact on road safety and anti-social behaviour in the area.

In relation to road safety, I have concerns about the impact on parking availability in the area and the narrowing of an already narrow service road. Parking is limited in the area and the addition of the trailer and associated towing vehicle would compound any parking issues. The footway may also become congested with customers, impacting residents' ability to pass.

I am also concerned about the location in question and the impact on anti-social behaviour. The trailer would be set-up in very close proximity to residential properties, directly outside the window of some. This would naturally lead to an increase in gathering outside these properties and an increase in noise and littering. In my view this could be detrimental to the quality of life of residents in these properties.

Based on these concerns I am unable to support this proposal.

Yours sincerely

James Wyatt
Runnymede Borough Commander

Appendix C – Response from Surrey County Council

From the highway perspective, this site is not particularly suitable for street trading activities and we would object to the application for the following reasons:

- The proposed trading site is currently well used as a parking area. Parking is at a premium in the Broadway and demand often exceeds availability which can result in illegal parking taking place. Removing any of the existing available parking is only likely to increase occurrences of illegal/dangerous parking.
- Due to the high level of demand for parking, there are likely to be occasions where other vehicles are parked in the proposed site preventing access for the trader. There is no mechanism for reserving the site specifically for the use of the trader. (It should be noted that it would not be acceptable for the trailer to be left at the site permanently).
- In the absence of any parking restrictions on the eastern side of the service road, the existing informal parking often extends right up to the access to the pub car park. However, Surrey County Council could not condone such parking which already causes partial obstruction of visibility for vehicles exiting the car park and contravenes advice in the Highway code. Allowing a trailer to be parked at the proposed location would further restrict visibility for vehicles exiting the car park.
- The service road where the applicant is proposing to trade is relatively narrow. Having a trailer (which is wider than the average width car) parked at the side of the road will therefore potentially create difficulties for passing vehicles. See image below taken from Google Streetview to illustrate the concern.



- The previous application in January 2017 proposed the catering trailer would serve customers on the road side. As below, we therefore advised we did not consider this to be acceptable on highway safety grounds since it would create potential conflict between vehicles and queuing customers. I am assuming the latest application proposes to serve customers waiting on the footway. However, if this is not the case, then the concerns raised previously about serving customer waiting in the road still stand.

- In response to the previous applications we also cited concerns about possible obstruction of the footway by customers of the trader. However, the recycling bins that were previously present at the location (and reduced the available footway width) have now been removed. As such, there is increased space available and there is less risk of significant problems with the footway being obstructed (although there could still be issues depending on the popularity of the trader).

I hope the above response is helpful. If you wish to discuss any of my comments further then please do let me know.

Regards,

Jason Gosden
Senior Traffic Engineer
Highway Engagement & Commissioning Team
Highways Operations & Infrastructure
Surrey Highways & Transport
Tel: 0300 200 1003

Appendix D – Response from Runnymede Parking Services

Runnymede Parking Services comment that, having visited the site, there are no waiting restrictions and the area is full of parked vehicles and there would be a problem with space being available for the trading to take place. The site is close to a junction with the main road and the pub forecourt. This may encourage pedestrian traffic to cross in areas where they may be at additional risk from moving traffic.

If the trader traded on the pavement this could significantly reduce the available pavement area which already has a litter bin on it.

From a parking point of view the location does not therefore seem appropriate for the proposed activity.

Appendix E – Response from Runnymede Borough Council Environmental Health

Runnymede Environmental Health consider that granting the application may give rise to noise and odour nuisance and complaints from residents in close proximity to the trading location. The street is currently a mixed commercial/residential area and evening street trading of the nature proposed would result in members of the public gathering on the street in the vicinity of the vehicle (leading to disturbances) and eating on the street (which may create waste issues and encourage pests). Cooking fumes, smoke and odours are best dispersed at, or above, building eaves levels.

Appendix F – Response from Runnymede Borough Council Ward Members

Ward Member 1:

I would be quite worried about the implications of this application. Are they proposing to conduct their trade on the pavement or on the service road itself? Either seems likely to cause problems, either obstructing the footway or preventing parking/access for some of the vehicles visiting the local shops. I know that the pavement on the eastern side is a heavily used route for people visiting the Co-op and other shops, including those in wheelchairs / mobility scooters, or with children in buggies, etc

There is also a likelihood of issues for local residents, primarily cooking smells permeating into local homes, particularly the flats alongside that section of the service road (Ilex House) and those above the shops.

Also I'd be concerned about additional litter in the area. It's already a problem, as I know from litter picking the area with both the Co-op staff and the local volunteer group many times, it's always one of the "hot spots". Greasy food wrappings and food debris will inevitably be dropped, which are unpleasant in themselves and may attract vermin such as pigeons and rats.

Ward Member 2:

I would state the previous refusal to the application in January 2017 still applies:

The noise and nuisance which it is anticipated would result from hot food trading at this particular location, which would be detrimental to the peace and quiet enjoyment of residents in the vicinity.

I personally am not happy and in addition to the points above:

- We already have an established kebab shop. Any overlap in trade is detrimental to existing trade. The applicant may state they are applying as one sort of food, but I can see this being altered.
- Litter
- Noise
- Restricts width of pavement access for residents
- Highways, we already have issues with parking, this would complicate matters further.

Report title	Runnymede Borough Council Flood & Sandbag Policy
Report author	Dr Marcel Steward: Head of External Project & Climate Change
Department	Chief Executives Office
Exempt?	No
Exemption type	Not Applicable
Reasons for exemption	Not Applicable

Purpose of report:

To resolve

Synopsis of report:

The current RBC policy and revisions was created in the aftermath of the devastating flood which occurred in 2014. The policy now falls due for major revision to reflect current best practice.

Recommendation(s):

A review has been carried out of the Council's Sandbag Deployment Policy against current best practice implemented by the Environment Agency and other Councils in the region. The review also considers the Councils mandated role and responsibilities, the effectiveness of sandbags in protecting properties and the safety of residents and Council workers. The Report recommends a change to the Council's current policy to the effect that the Council will not provide sandbags to residents in the future.

1. Context and background of report

- 1.1 Runnymede's geography, geology, and hydrogeology, place it at high risk of major flooding, the most recent major event being in 2014.
- 1.2 Major natural flood events in the Borough result from fluvial (river), pluvial (rain) and clearwater (ground water) flooding or a combination of these.
- 1.3 District and Borough Councils are not mandated to provide sandbags during a flood. Districts and Boroughs are required support to residents affected by a flood by providing refuge and/or alternative emergency accommodation if their normal residence becomes uninhabitable.

- 1.4 The Environment Agency is the principal flood defence authority. Under the Water Resources Act 1991) the Environment Agency has permissive powers for the management of flood risk arising from designated main rivers
- 1.5 Surrey County Council is the Lead Local Flood Authority for Surrey with numerous responsibilities under the Flood Risk Regulations 2009 and the Flood and Water Management Act 2010. In essence the county council has overall strategic responsibility for flood risk management in Surrey other than the main rivers which devolve to the Environment Agency
- 1.6 As the Highways Authority, Surrey County Council are also responsible for highway drainage on all non-trunk roads in the county.
- 1.7 Trunk roads drainage and flooding managed by Highways England
- 1.8 Floods create a dangerous environment. Identified risks from flood water include:
 - Contaminated water from drains and rivers presenting health risks particularly to the vulnerable residents
 - Hidden objects and hazards, uneven and slippery surfaces make it difficult to walk with trips and entrapment being a particular concern
 - Uncovered manholes can be difficult to see and can drag people down into a whirlpool
 - Flowing water is a powerful force when the volume is increasing. As little as 4 inches (10cms) can knock an adult off their feet
 - Temperature – being immersed in water below 15^o can quickly overwhelm the ability to move and respond
 - Drivers can easily become trapped by rising flood waters. 6 inches of water can cause a driver to lose control of a small vehicle, putting themselves at risk of injury and water in the internal workings of the vehicle can cause the engine to stall.

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

- 2.1 The Council's Sandbag Deployment Policy has been reviewed against current best practices implemented by the Environment Agency (EA) and other Councils in the region. The review also considers the Councils mandated role and responsibilities, the effectiveness of sandbags in protecting properties and the safety of residents and Council workers.
- 2.2 The EA does not provide policy advice on the subject. In dialogue with the EA, we have been informed:
- 2.3 The EA primarily uses sandbags for anchoring objects e.g., flood barriers, manhole / drain covers; or wrapped in plastic sheeting to divert flows
- 2.4 The EA does not issue sandbags to members of the public.
- 2.5 Sandbag barriers must be several bags deep and wrapped in heavy duty polythene or plastic to provide any protection.
- 2.6 The EA has identified environmental concerns in disposing of contaminated waste (including sandbags)
- 2.7 Other Councils who have adopted a 'no sandbag' policy or a restricted sandbag policy include:

- Spelthorne
- Elmbridge
- Epsom & Ewell
- Guildford
- Waverley

- 2.8 Sandbags cannot protect property from clearwater flooding.
- 2.9 The health and safety hazards created by a flood prevent sandbag distribution in a flooded area. Similarly, residents should not be encouraged to enter flood water to go to sandbag distribution centres.
- 2.10 Informal advice from the environment agency indicates that it requires a minimum of 30+ sandbags wrapped in plastic / polythene to offer any protection to an 'average' domestic property. The Council does not have the capacity to hold sufficient supplies to provide sandbags at this scale.
- 2.11 The provision and distribution of sandbags via distribution centers requires significant human resources who are then not available to man respite centers and alternative accommodation.
- 2.12 Sandbags are heavy, bulky, and difficult to manage, especially for elderly residents and may create risk of injury, particularly for vulnerable residents.

3. Policy framework implications

- 3.1 The current sandbag policy no longer reflects best practice and is not 'fit for purpose' and requires amendment.
- 3.2 The Council will not provide sandbags to residents in the future.
- 3.3 The Council will continue to encourage residents and businesses in the Borough to consider and implement their own, independent flood protection measures.
- 3.4 The Council will continue to support residents and flood groups by directing them to support networks, providing advice and relevant contact numbers.
- 3.5 If the recommendations are approved, the revised sandbag policy will be updated on the Council's website and a communication campaign carried out to ensure that residents are aware of the change ahead of the winter flood season.
- 3.6 The campaign will prioritise residents who live areas of the borough which are vulnerable to flooding. Local ward councillors will be supported to ensure they are fully briefed with respect to options for residents including self-resilience in a flood situation.

4 Resource implications/Value for Money

- 4.1 Both EA guidance and that from other local authorities say that sandbags are not effective at defending against all types of flooding. This means that if the Council were to provide sandbags, a householder trying to make a claim for compensation against the Council if their house was flooded would be unlikely to succeed (although not guaranteed if negligence could be established).

- 4.2 The main insurance risk for the Council stems more from the risk to volunteers manning sandbag distribution centres. If a volunteer sustains an injury working at one of the distribution centres and the Council has not had the time to provide proper training (due to the fact that it is an emergency situation) on how to properly lift heavy loads etc, any untrained volunteer sustaining a long-term injury, could mean the Council is liable for a substantial compensation claim.

5. Legal implications

- 5.1 There are no legal implications from the proposed change in policy.

6. Equality implications

- 6.1 The Council has a duty under the Equality Act 2010 (as amended) (the Act). Section 149 of the Act provides that we must have due regard to the need to:
- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act,
 - b) to advance equality of opportunity
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 6.2 The current Sandbag Policy was assessed by way of an Equalities Screening followed by a Full Impact Assessment based on the need to consider the impact the Policy may have had on the nine characteristics protected by the Act. The Equalities Screening identified that the characteristics of age, disability, pregnancy and maternity and race may have been affected by the Policy. The Full Impact Assessment highlighted that there was a lack of information in terms of the number of vulnerable people who did not have a support network but concluded that the Policy had put in place mitigation measures mainly in terms of access to Community Resilience Groups.
- 6.3 If the decision is to amend the current Policy, it is recommended that a new Equalities Screening Assessment is undertaken to consider any impact the changes may have on the people with characteristics protected by the Act.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 There are no environmental/sustainability/biodiversity implications of the proposed amendment to the Council's Sandbag policy other than the potential reduction in the generation and disposal implications of contaminated waste/

8. Other implications (where applicable)

- 8.1 Risk management - The adoption of the change in policy will reduce the Council's risk exposure
- 8.2 Communications issues relating to report - If the recommendation of the report is adopted, the Council's current Sandbag Policy and website will be amended and a

communication campaign will be carried out to inform and ensure that residents are aware of the changes ahead of the winter flood season

9. Timetable for Implementation

9.1 If the recommendation of the report is adopted this will be implemented with immediate effect.

10. Background papers

None

11. Appendices

The current Runnymede Borough Council Sandbag Policy is available here:



Sandbag_policy.pdf

Runnymede Borough Council's Sandbag Policy

1.0 Purpose

1.1 The purpose of this policy is to inform staff, residents, businesses, partners and other stakeholders as to how Runnymede Borough Council (RBC) plans to assist the community during a flooding incident, focusing on the provision and distribution of sandbags within the Borough.

2.0 Scope

2.1 This policy will cover RBC's provision and distribution of sandbags in the borough of Runnymede during a flooding incident.

3.0 Definitions

3.1 Key terms are defined below:

Sandbag: This can either be a bag filled with sand, a bag and sand provided separately, or an alternative product e.g. the Hydrosnake product (which inflates following its submersion in water).

Community Sandbag Distribution Centres (CSDCs): A location where sandbags can be collected by local residents to assist them in the defence of their residential property. These centres will be supported by RBC, but will be primarily managed by the community volunteers. They are only considered for large scale major incidents.

Vulnerable People: People who are unable to manage their welfare during a flood event. Many vulnerable people will be known to RBC and other partners such as Adult Social Care or the NHS as current service users. However some people will become vulnerable as a result of flooding, for example by becoming housebound and having no support network or because of a loss of utilities.

Community Resilience Group: A collection of individuals who voluntarily come together to assist in supporting others during an emergency.

Borough Emergency Centre (BEC): The command and co-ordination centre for RBC, opened in response to any major emergency. It is managed by RBC Officers.

4.0 Introduction

4.1 The Borough of Runnymede has one of the highest risks of river (fluvial) flooding in England. In August 2015 there were 11,617 residential

properties in Flood Zone 2, 7,831 residential properties in Flood Zone 3a, 1,303 commercial properties in Flood Zone 2, and 604 in Flood Zone 3a. A large number of properties are also at risk of ground water flooding.

4.2 There are no duties on RBC to provide sandbags to the community. The decision as to whether an attempt is made to protect dwellings rests with the property owner.

4.3 In many cases, sandbags provide little protection from internal property flooding relating to rivers, and none from ground water flooding. However, if sufficient numbers of sandbags are placed, together with waterproof plastic sheeting to all areas of potential water ingress (including air vents), in some cases they can be effective in defending a property.

4.4 Aside from the limited effectiveness of sandbags, their distribution has previously presented significant challenges to RBC. Valuable resources that could have otherwise supported the emergency response, such as defending infrastructure, assisting with evacuation, emergency homelessness provision and other types of emergency assistance, have been diverted to filling and distributing sandbags. There are also very real risks to RBC staff around driving and walking through flood water.

4.5 This policy is based on the following assertions:

- It is not currently possible to deliver sandbags to all that need and request them.
- It is not possible to assist in the placing of sandbags at properties.
- Sandbags have a limited role in protecting properties from internal flooding.
- The previous distribution method of sandbags consumed significant RBC resource that could have been used in other more productive ways, either for supporting other elements of the emergency response or maintaining critical services.
- As a Council we want to be innovative and cost-effective in finding solutions.

5.0 Policy

5.1 Major Incidents

5.1.1 When a major flooding incident is anticipated, RBC's strategic objectives are to focus its resource on preserving life by:

1. Distributing sandbags to areas/locations considered key strategic points which either have a positive net effect on reducing flood risk to multiple properties or protecting key infrastructure.
2. Supporting the distribution of sandbags to residential properties via Community Resilience Groups at Community Sandbag Distribution Centres (CSDCs) by:
 - a. supplying sand and empty bags/Hydrosnakes and equipment;
 - b. assisting in communications; and
 - c. assisting with other logistics and intelligence.
3. Where no Community Resilience Group exists, RBC will endeavour to provide sand and empty bags/Hydrosnakes at specific locations initially managed by RBC staff, but with a view to finding volunteers to later lead.
4. Ensuring there is promotion of contact numbers for Vulnerable People without a support network to be able to contact a Community Resilience Group representative for assistance.
5. Providing guidance regarding when Vulnerable People may wish to consider evacuating their properties.
6. Supporting the community through providing timely communications.
7. Maximising goodwill and collective responsibility.

5.1.2 Community Sandbag Distribution Centres (CSDCs)

5.1.2.1 RBC, in consultation with community groups where possible, will make a decision as to whether activation of one or more Community Sandbag Distribution Centres (CSDCs) is/are necessary. This will be based on information provided by the Environment Agency, the Met Office and from observations on the ground locally by RBC staff and Community Resilience Group representatives.

5.1.2.2 Should it be determined that one or more CSDCs is/are required, RBC will make contact with relevant Community Resilience Group contacts and deploy staff and equipment as per the operational plans.

5.1.2.3 The aim of a CSDC will be to provide a location where residents

can collect a provision of sandbags to help defend their residential properties. RBC will endeavor to provide continued support to the CSDCs through providing equipment, supplies of sand and empty bags, and advice.

5.1.2.4 The final location(s) of the CSDC(s) will be determined by RBC, in consultation with relevant community based groups, at the time of a potential flooding event. To assist with this process, a number of the most suitable locations have been pre-identified, each with a corresponding operational plan should it be required. Where possible, these operational plans have been developed in conjunction with specific community resilience groups.

5.1.2.5 RBC will ensure that there is regular communication between the CSDCs and the Borough Emergency Centre (BEC) in order to ensure activities are closely monitored and co-ordinated with the multi-agency response. Where possible, this link will be via a Community Resilience Group lead. Where none is identified it will be through an RBC Officer.

5.1.3 Provision and distribution of sandbags at CSDCs

5.1.3.1 Responsibility for obtaining sandbags will always remain with the property owner and there is no automatic right to sandbags. Many products are available from the market to assist in the protection from flooding and where householders are at risk they are strongly advised to make their own arrangements to deal with a flood. However, RBC will endeavor to assist residents who are at risk of flooding through providing sandbags at Community Sandbag Distribution Centre (CSDC) for residents to collect a provision (subject to supplies).

5.1.3.2 As a guide, RBC believes around 10 sandbags should be offered per household. However, the lead representative of each CSDC reserves the right to limit the quantity of sandbags which can be taken at any given time in order to help manage demand and supply.

5.1.3.3 A CSDC may also co-ordinate with local Community Resilience Group representatives to assist with the distribution of sandbags to the local community directly.

5.1.3.4 The localised logistics will be for the CSDC and Community Resilience Group representatives to determine, however close co-ordination with the BEC will be necessary to ensure clear communication to the public is provided, as well as relevant logistical support.

5.1.4 Vulnerable People

5.1.4.1 All responding agencies should prioritise their resources on protecting those most vulnerable. RBC will be working closely with multi-agency partners to ensure that Vulnerable People are contacted and provided the care required during and after a flood event. This may include the provision of medication, services such as meals on wheels, support where there is a loss of utilities such as running water, or in some cases evacuation and shelter in suitable, supported accommodation.

5.1.4.2 It is accepted that many Vulnerable People will find it difficult to access sandbags through visiting the CSDCs. Where this is the case, Vulnerable People are strongly encouraged to reach out to an available support network, such as family, friends or neighbours should they require assistance with sandbags. If no support network is available to an individual, RBC will ensure there is promotion of contact numbers for Vulnerable People without a support network to contact a Community Resilience Group representative.

5.2 Minor Incidents

5.2.1 When a minor flooding incident is anticipated, RBC's strategic objectives are to focus resource on preserving life by:

1. Distributing sandbags to areas/locations considered key strategic points which either have a positive net effect on reducing flood risk to multiple properties or protecting key infrastructure.
2. Supporting the distribution of sandbags in the area at risk, possibly with the support of Community Resilience Groups by:
 - a. supplying sandbags in the nearby vicinity;
 - b. assisting in communications; and
 - c. assisting with other logistics and intelligence.
3. Providing guidance regarding when Vulnerable People may wish to consider evacuating their properties.
4. Ensuring there is promotion of contact numbers for Vulnerable People without a support network for assistance.
5. Support the community through providing timely communications.
6. To maximise goodwill and collective responsibility.

5.3 Health and Safety

5.3.1 The health and safety of Runnymede staff, community volunteers and the general public is a key priority. As such, a number of guidelines have been decided upon by the RBC Health and Safety Advisor, in conjunction with the Emergency Planning Team and the Direct Services Manager.

5.3.2 Guidelines for general public:

- Sandbags are limited to ten per vehicle.
- Children under the age of 16 who present at the CSDCs are required to stay in the vehicle at all times, and under no circumstances will they be permitted to assist in any activity relating to filling or moving sandbags.

5.3.3 Guidelines for volunteers:

- Each volunteer will be given a health and safety briefing upon presenting at the CSDC and prior to engaging in any work. Formal training prior to an event is not necessary.
- Volunteers are to be rotated among different tasks throughout their shift, in order to avoid fatigue and/or injury.
- Adequate break-times and refreshments must be provided for.

5.3.4 First Aid

5.3.4.1 It is crucial that there is one person who is trained in First Aid on site at each CSDC at all times, and that a first aid kit is provided.

5.4 Insurance

5.4.1 Volunteers are covered under RBC's Public Liability Policy and therefore if they are responsible for causing damage or injury, any claim that arises will be dealt with under RBC's Public Liability Policy.

5.4.2 RBC also has a Personal Accident Policy for volunteers. This means that if a volunteer suffers an injury during their work which leaves a permanent disability, however minor, they will be entitled to compensation.

5.4.3 If a volunteer suffers an injury which they feel is due to the negligence of RBC or its staff, they can pursue a claim under the Public Liability Policy.

5.5 Communications

5.5.1 Public awareness prior to a flooding event

5.5.1.1 The public will be made aware of the new Sandbag Policy through:

- i) press releases;
- ii) having an article on the newsreel of the Council's homepage;

iii) producing a number of tweets on Twitter linking to the article on our website;

iv) through our regular engagement with the Community Resilience Group members;

v) having articles and reminders in our e-newsletter;

vi) asking resident association secretaries to make their members aware of the articles; and

vii) producing a hard copy leaflet to deliver to our vulnerable clients who may not have access to the above digital information and delivering it through our Meals on Wheels and Community Transport services. This leaflet would also include more general advice for vulnerable people during an incident.

5.5.2 Public awareness during a flooding event

5.5.2.1 RBC will provide information regarding any CSDCs established during a flooding event, particularly regarding their location and to encourage volunteer support. The most suitable method of information dissemination will be determined at the time, following a consideration of the nature and scale of the particular event, and of any arrangements being put in place, with consideration of all the communication channels listed in 5.5.1. The contact details of willing Community Resilience Group representatives will also be promoted, to enable residents without their own support network to establish contact with volunteer groups and organise access to sandbags. There will also be the usual check-ups about general welfare with anybody on the Vulnerable People list performed in partnership with other organisations including Surrey County Council.

5.5.3 Public awareness after a flooding event

5.5.3.1 As with information prior to and during a flooding event, RBC will disseminate information regarding the disposal of used sandbags. As before, the most suitable method of communication for this will be identified at the time, based on consideration of the nature and scale of the operation.

5.5.4 Communication between CSDCs and RBC

5.5.4.1 To coordinate the provision of resources during a major incident, a nominated volunteer at each CSDC will be provided with a contact for the BEC. The localised logistics will be for the lead Community Resilience Group representatives to determine, however close coordination with the

BEC will be necessary to ensure clear communication to the public is provided, as well as relevant logistical support.

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