



Environment and Sustainability Committee

Thursday, 16 November 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, MK Cressey, S Jenkins, N Prescott, S Ringham and D Whyte

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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).**
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	To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 13 th September (Appendix 'A').	
2.	Apologies for absence	
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	Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.	
4.	Implications of Climate Change for Runnymede Borough Council	
5.	Parking Fees and Charges	10 - 20
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	This report contains salary information along with details of consultations and negotiations	

Runnymede Borough Council

Environment and Sustainability Committee

Wednesday, 13 September 2023 at 7.30 pm

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

Members of the Committee absent: Councillor N Prescott.

In attendance: Councillor R King

16 Minutes

The minutes of the meeting of the Committee held on 8th June 2023 were confirmed and signed as a correct record

17 Apologies for absence

There were no apologies for absence.

18 Declarations of interest

Councillor S Jenkins declared an interest in item 4 as he is a PCC Governor at St Jude's Infant and Junior Schools. Councillor Jenkins left the room for the debate and did not partake in the vote on this item.

19 Review of Informal Parking Arrangements at Various Schools within the Borough

The Committee was asked to determine which option presented in the report they wished to adopt in relation to parking by parents in car parks located near to schools.

Members were advised that the current arrangement was informal and potentially involved three schools in the Borough; St. Jude's, St Cuthbert's and St. Anne's.

The Committee raised concerns regarding the possible alternative parking options detailed in the report and didn't consider them as viable for various reasons including: needing to cross a busy A road, narrow footpaths, unpleasant/unsafe walk particularly during the darker months.

There was currently a wide inconsistency across the Borough and it was agreed there needed to be fairness and transparency for all parents/schools.

It was noted that the arrangement at St. Anne's school in Chertsey started in 2014 with the support of the then Runnymede Police Inspector. Stepgates school was in close proximity to St. Anne's but no such arrangement was available for the parents with children at Stepgates. The two schools had the same start and finish time which made the parking in that area very dangerous

It was agreed that the safety of the children attending the Borough's schools was paramount and there needed to be transparency and fairness.

Resolved that:

The existing arrangement should be regularised and extended to all primary schools across the Borough where Council owned car parks were within a reasonable walking distance and for the Council to cover the total cost within existing budgets. The arrangement would be managed through an electronic parking permit system administered by Runnymede Borough Council; and

A recommendation be made to Corporate Management Committee as part of the growth bids for 2024/25. If approved any changes would not be implemented until September 2024.

20 **Bin Policy**

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

In respect of dog waste bins and litter bins the Committee agreed to a consultation exercise.

A survey was posted via Runnymede Borough Council's social media account on 9th May. The survey ran for four weeks.

There were 70 respondents, 60 (86%) agreed with the proposed policy to phase out dog waste bins and 10 (14%) disagreed.

The Committee reviewed the proposed sticker which would be placed on new litter bins. It was agreed that as some residents wouldn't have the capacity to scan a QR code a contact telephone number should also be added.

Members agreed it was a very sensible policy and were supportive.

It was noted that any replacement bins/new bins should be at a height and in a location that was wheelchair accessible.

Resolved that:

The new litter and dog waste bin policy outlined in 1.2 of the reported be adopted.

21 **Street Trading Consent Application**

The Committee was asked to consider an application for a new street trading consent at The Broadway, New Haw.

The Council had one location in the Borough designated a consent street for street traders, which was The Broadway, New Haw.

A handful of enquiries about street trading were received on an annual basis, however this was the first formal application since January 2017, which was considered by this Committee and rejected.

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

Officers had sought views from statutory consultees as detailed in 2.5 of the report. Comments received included concerns on the parking facilities at the location, with demand

often exceeding availability, impact on residents and potential customers. Concerns were also raised regarding the footway which was also likely to become congested which would impact on pedestrians' ability to pass safely.

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. Additionally, cooking smell permeating into nearby homes was a concern.

It was agreed that all concerns raised were valid and was echoed by local Councillors and residents.

Resolved that:

The application for a new street trading consent at The Broadway, New Haw be refused due to the reasons detailed in the report.

22 Flood and Sandbag Policy

The Committee was asked to consider a new sandbag policy following a review carried out against current best practice implemented by the Environment Agency and other Councils in the region.

Members were advised that the proposed policy change was that the Council would not provide sandbags during a flood situation. The Borough was not mandated to provide flood risk management. The primary duty of district and boroughs was to support residents affected by flooding by providing refuge and/or emergency accommodation.

The Environment Agency advised that sandbags were not effective against flooding. They had no effect against clearwater flooding and were only partially effective against pluvial and fluvial flooding and only if deployed in sufficient numbers and wrapped in heavy duty polythene.

Government guidance was to not enter floodwater. It was not possible to distribute sandbags without entering floodwater. Additionally, sandbag distribution centres were not practical to man or maintain. Untrained volunteers were at risk of injury as sandbags are heavy, bulky and difficult to manage.

Sandbags also required significant storage facilities. The Council didn't have enough storage space for sufficient number of sandbags which would be needed. It was noted that a minimum of 30 sandbags would be needed to protect a residents from ingress of flood water at a level of 6 inches.

The Committee was keen to offer discretionary support to smaller localised flood issues. It was noted small, localised flooding happened quite often across the Borough and in these cases sandbags would be effective.

A member of the Committee suggested some amendments to the resolution, however the Committee felt that until the proposed amendments could be investigated by Officers for impact the Committee was unable to support.

Whilst Officers appreciated Members views it was agreed that any discretionary action could be open to challenge and was at risk of being mis-interpreted. The revised policy would need to ensure it was worded correctly to ensure it was transparent on whether a particular localised flood situation triggered the policy.

Resolved that:

Officers to prepare another draft sandbag policy taking into account concerns raised by the Committee; and

Draft sandbag policy to be emailed to all members of the Committee for individual comment prior to the November Committee agenda preparation; and

A further sandbag policy and report be brought back to the November Environment and Sustainability Committee

23 **Exclusion of press and public**

By resolution of the Committee, for the reasons set out in the agenda, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information as set out in Schedule 12A to Part 1 of the Act.

24 **Tree Audit Proposal**

The Committee was advised that a budget provision had been made within the General Fund and Housing Revenue Account to undertake an audit of all trees owned by Runnymede Borough Council in the financial year 2023/24.

It was currently anticipated that the audit would take 12 months and would commence in January 2024.

It was estimated that Runnymede Borough Council owned 35,000 trees sited on communal land, in parks, open spaces, SANG sites, on amenity land and across estates etc.

The Committee were fully supportive of the audit taking place and agreed it was much needed.

The possibility of people adopting trees becoming wardens etc could be considered after the audit had taken place.

The Committee asked Officers to share the criteria for the tree audit with them. They were interested to establish whether carbon sequestration and biodiversity would be included in the audit.

Resolved that:

Officers be authorised to release the budget provision to undertake an audit of all trees owned by Runnymede Borough Council in the financial year 2023/24.

25 **Approval of ANPR in 4 Car Parks**

The Committee was asked to consider a report which detailed the delivery method and costs associated with the procurement and implementation of the Automatic Number Plate Recognition (ANPR) systems in four Council owned car parks.

In July 2021, the Environment and Sustainability Committee approved the Parking Services Review where three distinct phases were agreed. Phase 1 and 2 had been successfully implemented.

The Committee was therefore asked to consider release of funds set aside in the 2023/24 budget to implement Phase 3 in four of the Council owned car parks: Woodland St Peters, Memorial Virginia Water, Waspe Farm Egham and Chertsey Library.

The Committee was supportive of this approach, but some concerns were raised regarding the ease of use for Blue Badge Holders and the loss of a cash payment option. Members were reassured by Officers that Blue Badge holders would be supported in various ways to ensure an easy transition. It was also noted that whilst the car parks would be cashless there would be an array of payment options available.

It was resolved:

To recommended to Corporate Management Committee that it approve the release of the provision for £250,000 set aside in the Capital Programme for the procurement and implementation of Automatic Number Plate Recognition (ANPR) systems in four Council owned car parks; and

That the business case for the procurement and implementation of Automatic Number Plate Recognition (ANPR) systems in four Council owned car parks be approved; and

That, subject to the Corporate Management Committee approving the provision set aside in the Capital Programme (as detailed above);

The Committee approve the release of the provision set aside in the General Fund Revenue Budget and Business Plan for this purpose.

26 **Procurement of Replacement Pay and Display Machines**

The Committee was asked to approve the procurement of Pay and Display machines in up to 20 of the Council owned car parks. Funds had been set aside in the 2023/24 budget, however, the Committee was asked to recommend that additional finance be approved following changes to the previous plans.

Officers advised members that the current pay and display machines were over 20 years old. The machines were now expensive to repair and getting parts for them was being increasingly difficult.

A procurement process would be undertaken. The contract term would be for 10 years with a five-year extension to ensure value for money on the capital investment.

The new pay and display machines would be cashless. Some Members raised concerns regarding the removal of a cash option. The Committee was advised that there would be various options for payment including; Ringo, a payment line, via our website or paying for tickets in advance by contacting the Council's customer service team.

Members were reassured that there would be a communication strategy included in the procurement process and details of the new machines would be communicated by various means, including via social media, signage and the Council's website.

The Committee supported the proposal but advised Officers that the use of the new

machines should be made as accessible as possible and include a freephone number for parking payments.

It was resolved:

To recommend to Corporate Management Committee that: a capital estimate in the sum of £146,000 for the purchase and implementation of the new pay and display machines be approved; and

That, subject to the Corporate Management Committee approving the capital estimate detailed above, the Committee approved;

- a) the release of the revenue provision set aside in the General Fund Revenue Budget and Business Plan for the ongoing additional support and maintenance costs; and
- b) a procurement process via the ESPO 509_23 (Lot 1) Framework Agreement to provide pay and display machines in relation to Council owned car parks.

(The meeting ended at 9.55 pm.)

Chairman

Report title	Parking Fees and Charges Review
Report author	Linda Norman
Department	Parking Services
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:

To resolve

Synopsis of report:

This report reviews the current charges in the Council’s car parks, including the charges for permit and contract parking.

Recommendation(s):

- (i) Pay and display charges should be increased by 20 and 10 pence as per paragraph 4.5 for Town and Out of Town car parks to ensure car parks remain self-financing and properly maintained.**
- (ii) Permit prices should be increased as per paragraph 2.7 to offset the costs of increased maintenance and investment in the Council owned car parks**
- (iii) Sunday charging should be introduced as per paragraph 2.9 at a fixed price (£3) to bring Runnymede in line with other Surrey Authorities and offset the costs of increased maintenance and investment.**
- (iv) The free period for Homewood Park should be reduced from three hours to 90 minutes to ensure the income from the car park is able to cover the costs of maintenance**
- (v) Re-introduce parking charges at Pooley Green for the first 60 minutes bringing it back into line with other out of town car parks and to ensure the car park to remain viable**

1. Context and background of report

- 1.1 At its meeting in September 2005, the former Economic Development Committee resolved that there should be an annual review of car parking charges. Charges are reviewed in November each year for implementing any changes in April, along with the Council’s other Fees and Charges.
- 1.2 Public car parks are an amenity provided by the Council for the convenience of the public. In shopping areas, they also encourage and maintain the viability of businesses but the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.

- 1.3 This report predominantly focuses on the current fees and charges for parking services including the pay and display car parks. Borough car parks where pay and display charges are imposed are listed in Table 1. The current charges are shown in Table 2.

Table 1 – Borough Pay and Display Car Parks

Car Park	No of Spaces
Off Street Car Parks:	
Waspe Farm, Station Road, Egham	119
Hummer Road, Egham	78
Victoria Street, Englefield Green	34
St. Jude's Road (Cemetery), Englefield Green	39
Memorial Gardens, Virginia Water	90
Bemonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	174
Gogmore Farm Park, Chertsey	53
Pooley Green	35
Woodlands	102
Open Spaces Car Parks:	
Homewood Park	70
Runnymede Pleasure Grounds, Egham	352

Notes

- Figures in the above table include disabled bays and motorcycle bays.
 - The Council also manages the car park at Runnymede Pleasure Grounds. Fees and charges for this car park are set by the Community Services Committee acting in its role as Trustees on behalf of the Runnymede Pleasure Ground Trust. Responsibility for managing this car park was transferred to the Corporate Head of Customer, Digital & Collection Services in August 2022 to ensure all Council car parks were being managed efficiently.
 - Homewood car park is an Open Spaces car park and from April 2015 became chargeable with pay and display income going into the Parks and Open Spaces budget along with the costs of maintaining it. The operational management of this car park has also been transferred to Parking Services.
 - The car park at the Sainsbury Centre in Heriot Road, Chertsey, (170 spaces) is managed by Sainsbury's, which has full discretion to set the charges in that car park. Sainsbury's operates the car park under a Management Agreement.
 - The car park at Church Road in Egham is managed by Waitrose who have full discretion to set charges under their lease agreement.
 - Tesco have taken back ownership of their 45 spaces from September 2022 in Hummer Road so this has reduced the number of parking spaces provided by the Council at that site.
 - British Legion Car park has been returned to the owners of the land and the permits have been transferred to Memorial Gardens
- 1.4 There are two scales of car park charges. A lower scale of charges operates in the smaller 'Out of Town Centre' car parks. These are Victoria Street and St Jude's Road car parks in Englefield Green, Pooley Green Car Park and Gogmore Farm Car Park in Chertsey. The other car parks are subject to the higher 'Town Centre' scale of charges, but some only offer short term parking within the scale of charges.
- 1.5 As well as the scale of parking charges, car parking income also comes from parking permits, contract parking permits and penalty charge notices. Parking permits in most car parks are currently £700 per annum or £250 per quarter. Residents living in close proximity to the car parks can purchase these at £300 per annum or £100 per quarter. Englefield Green and Pooley Green permits are £125 per annum or £50 per quarter. The parking permit charges for residents and non-residents have not been increased since 2019 and are due for review.

- 1.6 Contract parking bays are reserved bays in Beomonds Row and White Hart Row, Chertsey and are currently £750 per year and were last increased in January 2016. A reduced rate of £250 for residents of these areas was agreed by this Committee at its September 2018 meeting and again should now be reviewed.
- 1.7 Penalty Charge Notices (PCNs) issued for contraventions in the car parks are set at two levels depending on the contravention. The charges are designed to reflect the severity of the contravention where, for example, someone parking in a disabled person's bay when not entitled would be subject to a higher-level penalty. Someone whose ticket has expired would receive a lower level. Higher level penalties are £70 (reduced to £35 if paid within 14 days). Lower-level penalties are set at £50 (reduced to £25 if paid within 14 days). The scale of penalty charges is set nationally by the Department for Transport.
- 1.8 The following table shows a comparison of Runnymede parking charges with other Surrey and Neighbouring Councils.

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

Parking	Town Centre (0 up to 6 hours)	Out of Town (0 up to All day)	Long Stay (0 up to All day)	Penalty Charges (reduced by 50% if paid within 14 days)	Out of hours call out charge for late stayer	Parking Permits
Runnymede	£1.30 to £5.50	£0.60 to £5.50	£1.30 to £7.00	£50.00 to £70.00		SCC
Elmbridge	£1.60 to £7.90	£1.00 to £4.50	£4.50 to £11.70	£50.00 to £70.00		£100.00 to £244.00
Epsom & Ewell	£2.00 per hour	£1.50 per hour	£7.00 to £15.00	£50.00 to £70.00		SCC
Guildford	£3.60 to £7.20	£0.00 to £1.50	£14.40	£50.00 to £70.00		SCC
MVDC	£1.10 to £6.60	£1.10 to £6.60	£11.00	£50.00 to £70.00		MV
Reigate & Banstead	£1.40 to £2.40	£0.00 to £3.00	£5.50	£50.00 to £70.00		SCC
Spelthorne	£1.30 to £7.00	£0.50 to £7.00	£12.20	£50.00 to £70.00		£100.00 to £715.00
Surrey Heath	£1.20 to £6.20	£1.00 to £3.00	£4.50 to £11.50	£50.00 to £70.00		SH
Tandridge	£1.20 to £6.50	£1.20 to £3.70	£1.20 to £6.50	£50.00 to £70.00		£290.00
Waverley	£1.60 to £4.40	£0.80 to £6.50	£1.10 to £22.00	£50.00 to £70.00	£54.50	SCC
Woking	£1.80 to £8.00	£0.00 to £12.00	£12.00 to £15.00	£50.00 to £70.00		£10.00 to £860.00
Bracknell Forest	£1.80 to £7.20	£0.00	£0.00 to £12.40			£25.00
Windsor/Maidenhead	£5.90 to £22.20	£1.30 to £8.90	£8.90 to £22.20			£50.00

- 1.9 Many have remained the same since the last report. This indicates that many councils, like Runnymede are trying to get customers back into their town centres by not increasing their parking charges. Should Runnymede decide to increase the parking fees, this could result in

customers choosing to go elsewhere which could further impact on parking income and footfall in our local high streets.

- 1.10 However, parking fees across both public car parks and parking permits have not been increased since January 2019 and whilst parking income has still not returned to pre-pandemic levels, many of the car parks require significant maintenance and updating to ensure they are fit for purpose. Substantial investment is required to replace the outdated pay and display machines as well as installing Automated Number Plate Recognition in four of the larger car parks to protect the Council's income. The Council has committed to spend approximately £400,000 on these two projects to improve the customer experience and therefore, needs to consider how parking income can finance these improvements without any recourse to the taxpayer.
- 1.11 Following the transfer of On-street Parking enforcement to Surrey CC in April 2023, there has been an increase in costs to the service by approximately £70,000 pa as the formerly shared costs of systems, vehicles etc now fall 100% to the Council. As such, the Council needs to consider whether offering discounts of over 50% for annual parking permits is sustainable in the current climate. In addition, many Surrey authorities charge for Sunday parking and research has shown that many of the town centre and commuter car parks are widely used on a Sunday and therefore the Council need to consider the benefits of introducing an increase in parking permits and Sunday charges will mitigate the reduction in income from the various impact of returning Hummer Road to Tesco's and the additional service costs incurred.
- 1.12 The Council is also considering the implications of offering free parking for parents of primary school children across the borough during term time from September 2024 to facilitate a safer 'school run' to alleviate congestion on roads and reduce air pollution around our schools. It is estimated that this could have a potential cost of approximately £70,000 pa in reduced parking income across the borough. This is subject to further analysis and a future report following the implementation of ANPR and new Pay and Display next year.

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

- 2.1 Table 3 below shows the parking income the Council's car parks for the last four years which highlights both the gradual return of income following the Covid lockdowns, and that income is still well below pre-pandemic levels.

19/20	20/21	21/22	22/23	% change
£765,094	£220 931	£390 743	£447 389	14.5%

- 2.2 The effect of the pandemic and the current financial crisis is still having an impact on car park use across the board. There is a small increase from previous years, and it is anticipated with more concentrated enforcement, these figures will continue to rise.
- 2.3 Of the £447,389 received in 22/23, £265,655 was paid through RingGo which equates to 59% of all parking transactions. This has remained static for the past two years and is still a popular choice for customers even with the transactional charges applied by the company.
- 2.4 The Council will phase out cash payments over the 24/25 year with the implementation of the new pay and display and ANPR machines but will continue to provide a wide variety of choice for customers to pay their car parking. The cost of secure cash collection is approximately £10,000 per annum which will be used to offset the processing fees for contactless payments. Cash machines cannot easily be insured and have been targeted by criminals with the Council bearing the full loss of income and repair of the machines. Data from Runnymede Pleasure Grounds shows that less than 9% of payments are made by cash with 91% paid by contactless or RingGo.
- 2.5 Car park season tickets and permits are available in most of the Council's car parks. Permit sales have reduced significantly following the pandemic despite the high level of discount being offered;

- £128,542 in 19/20.
- £79,978 for 20/21
- £53,165 for 21/22
- £44,419 for 22/23

2.6 The renewal of parking permits for 22/23 is slightly down with a 9% decrease. £10,749 (24%) is received from contract parking which has not been increased since January 2019. The small reduction on 22/23-year income suggests that the requirement for parking permits has stabilised and that there is still a requirement to provide these. The table below shows the number of permits available against the number issued. Only 30% of available permits have been renewed for 22/23 year and currently there are no waiting lists for any car parks which means the amount of additional revenue the Council can collect is limited.

Table 4

2022/23							
CAR PARK	RESIDENTS	ISSUED	TOTAL	PERMITS ALLOWED	ON WAITING LIST	PERMIT COST	Total Income received in permits
HUMMER ROAD		23		45	0	Quarterly £300.00 Annual £700.00	£11,300.00
WASPE FARM		21		56	0	Quarterly £ Annual £700.00	£14,700.00
GOGMORE		0		18	0	Quarterly £ Annual £500.00	£0.00
BEOMONDS	2	11	2	13 RES/10 NON RES	0	Quarterly £100.00 Annual £300.00 R Annual £700.00 N-R	£1,300.00
CHERTSEY LIBRARY		9			0	Quarterly £250.00 Annual £700.00	£6,300.00
POOLEY GREEN		10			0	Quarterly £50.00 Annual £125.00	£1,175.00
ST JUDES		6		10	0	Annual £125.00	£750.00
VICTORIA STREET		19		15	0	Annual £125.00	£2,300.00
WOODLANDS CAR PARK		10		35	0	Annual £700.00	£7,000.00
MEMORIAL GARDENS		2		40	0	Annual £700.00	£1,400.00
BRITISH LEGION		4		10	0	Quarterly £250.00 Annual £700.00	£1,450.00
AVIATOR PARK		6		6	0	Annual £125.00	£750.00
TOTALS		76		252	0		£48,425

2.7 The Table below shows what impact inflation(at 4%) would have had on permit prices had they been increased year on year:

Permit	19/20	20/21	21/22	22/23	23/24	24/25	Proposed 24/25
Annual (T)	£700	£728	£757	£787	£818	£850	£775
Quarterly (T)	£300	£312	£324	£337	£350	£364	£330
Annual (T)	£500	£520	£540	£562	£584	£607	£575
Quarterly (T)	£250	£260	£270	£281	£292	£303	£275

Annual (OT)	£125	£130	£135	£140	£146	£151	£130
Annual Resident	£300	£312	£324	£337	£350	£364	£330
Quarterly Resident	£100	£104	£108	£112	£117	£121	£110
Contract Annual Non-Resident	£750	£780	£811	£843	£877	£912	£850
Contract Quarterly Non-resident	£225	£234	£243	£253	£263	£272	£250
Contract Annual Resident	£250	£260	£270	£281	£292	£303	£275
Contract Quarterly Resident	£75	£78	£81	£84	£87	£90	£85

2.8 It is proposed to increase parking permit charges for the 2024/25 year to a level that is comparable to the 22/23 charges had inflation been applied over the past three years. This will minimize the impact of large increases in a cost-of-living crisis whilst going some way towards funding the gap that inflation has created. This will lead to an increase in revenue whilst taking account of the proposed new Sunday charging regime. The potential increases are set out in the table below and assumes the same take up as 2023/24 year.

			23/24	24/25	Increased income	Available permits
Season Ticket (Monday to Saturday)						93
Covering Chertsey Library and	Non-resident	(per annum)	700	775	6975	
Wasp Farm car parks	Non-resident	(per quarter)	250	275	9300	
	Resident	(per annum)	300	330	3690	
	Resident	(per quarter)	100	110	3720	
Car park permits (Monday to Saturday)						130
Beomonds, -Hummer Road,	Non-resident	(per annum)	700	775	9750	
Memorial Gardens, Woodlands	Non-resident	(per quarter)	250	275	13000	
	Resident	(per annum)	300	330	3900	
	Resident	(per quarter)	100	110	5200	
Car park permits (Monday to Saturday)						18
Gogmore Farm		(per annum)	500	575	1350	
Car park permits (Monday to Saturday)						40
Victoria Street, St Jude's Road and Pooley Green		(per annum)	125	130	200	
		(per quarter)	50	60	1600	
Contract car parking						29
Chertsey (Beomonds Row, White Hart Row)	Non-resident	(per annum)	750	850	2900	
	Non-resident	(per quarter)	225	250	0	

	Resident	(per annum)	250	275	725	
	Resident	(per quarter)	75	85	N/A	
Contract Parking Key Deposit (Refundable on return of the key)			40	50		
				Total	£62,310	

2.9 The CEOs have undertaken a review of Sunday car parking at various car parks for a period of five weeks from 27 August 23 to 24 September 23 to monitor the usage of these car parks. Based on an assumption of approximately 300 visitors to Council owned car parks for 50 weeks (excluding Christmas and Easter) by charging a nominal fee of £3 (inc VAT), this could equate to a minimum of £45,000 additional income which could be invested back into the service to offset the increased maintenance and capital investment currently planned. Coopers Hill is currently a 'free car park' with no waiting restrictions. This car park is widely used at weekends, so it is recommended that charges are introduced for both Saturday and Sunday at that location whilst continuing to be free during the week to support those who visit the adjacent sports ground.

Table 7

Car Park	Spaces	27/08/2023	03/09/2023	10/09/2023	17/09/2023	24/09/2023
VICTORIA ST, E/GREEN	34	5	6	9	11	8
ST JUDES RD, E/GREEN	41	6	8	8	13	15
MEMORIAL GARDENS	94	13	23	18	54	12
WOODLANDS, CHERTSEY	102	11	10	17	13	4
HOMWOOD PARK	70	8	6	4	3	9
MURRAY ROAD	47	9	8	9	8	44
GOGMORE FARM	53	3	8	8	3	2
LIBRARY, CHERTSEY	168	49	52	67	65	68
BEOMONDS	55	33	34	24	27	28
POOLEY GREEN	34	3	26	2	5	2
WASPE FARM, EGHAM	118	22	65	18	19	22
HUMMER ROAD, EGHAM	78	72	39	63	65	63
*COOPERS HILL	55	37	32	62	30	60
TOTALS	949	271	317	292	316	337

2.10 As part of the Road Traffic Act 2008, the Council is required to consult with the public and SCC if there is an intention to change the level of off-street parking charges. The Borough is obliged to consider any responses received prior to implementing the changes.

2.11 When considering the level of car parking charges, members normally balance the costs of operating car parks and the income for the Council with the impact on the viability and vitality of the town and neighbourhood centres in the Borough. An increase of tariff charges is likely to be based on demand, so if a car park is not in high demand, an increase in charges is likely to result in

a reduction in customers and consequently a drop in income despite charges being increased. Likewise, a car park in high demand is likely to remain in high demand so any increase in tariffs will generate additional income. The cost of updating all the carpark notices with the increases will also need to be considered as this will have to be offset against any income received. By increasing permits and introducing a nominal fee Sunday parking, will enable Runnymede to mitigate the increasing costs of the service to meet the budget expectations without recourse to the Council Taxpayer.

3. Policy framework implications

3.1 The Corporate Plan includes in its overarching strategies; Economic Development and Health & Wellbeing. Increasing car park fees by a nominal level will have a minimal impact on customers and with improved parking facilities will continue to support sustainable towns, that reduce the need for residents to travel outside of the Borough to access retail, commercial and leisure facilities. The small increase in parking permits and Sunday charges will enable the Council to continue to invest in public car parks and also offset any loss of income from the reduction in Hummer Road parking and proposed extension of school parking permits which support parents in providing a safe location to park during term times.

4 Resource implications/Value for Money (where applicable)

4.1 The Council started the financial year looking for savings, efficiencies, and net revenue reductions of £5.2m by the end of 2025/26 financial year.

4.2 Parking fees across both public car parks and parking permits have not been increased since January 2019. During that time inflation has risen by 21.7% meaning that the Council's direct costs to the Car parks have increased by £71,000 with no additional income to offset them. However, whilst the Council has been mindful of the impact of the pandemic and the cost-of-living crisis, it cannot freeze parking fees indefinitely as parking services must be self-financing with no recourse to the taxpayer.

4.3 The table below shows the current income target for each of the Council's car parks and income received up to the end of September 23. When adding back the lost income from the return of part of Hummer Road, the income is on a par with last year's outturn. A consequence of increased fees could encourage people to park on the highway effecting road safety and impact on free flow of traffic. However, with such small increases suggested, it is unlikely that this would have a dramatic impact on illegal and dangerous parking. Since the transfer of on-street enforcement to SCC, there is no qualitative data to substantiate this assumption either way.

4.4 The annual budget for 23/24 was estimated at £260k but the income is currently much nearer 22/23 levels which suggests working patterns have stabilised and these charges are acceptable to the public. The income will be closely monitored through the remainder of the year to see whether these estimates are accurate.

Carpark	22/23 Income £	Income as at end of Sept 23 £	Projected 23/24 Outturn £	24/25 budget estimate £
Gogmore farm	4,874	3,218	6,400	7,000
Chertsey library	71,422	33,934	72,000	73,500
Beomonds	9,484	4,544	9,500	9,800
Woodlands	75,948	44,660	75,000	96,800
Waspe farm	51,454	25,284	50,000	54,800
*Hummer Road	135,562	34,765	75,000	75,300
Pooley Green	820	568	1,000	1,200
Victoria Street	6,412	3,187	6,000	6,900
St Jude's Road	21,741	10,070	22,000	21,800
Memorial Gardens	68,043	30,750	70,000	66,600

**British Legion	1,621	1,178	1,000	0
Homewood Park	980	2,405	3,500	3,500
Total	448,369	194,563	391,400	417,200

* The impact with regards to part of Hummer Road car park returning to Tesco has had a significant reduction in income at that location of approximately £60k pa which cannot easily be absorbed across the service.

4.5 The Table below shows what impact inflation at (4%) would have had on pay and display prices had they been increased year on year:

Time period	19/20	20/21	21/22	22/23	23/24	24/25	Proposed 24/25
Town							
Up to 1 hour	£1.30	£1.35	£1.40	£1.46	£1.51	£1.58	£1.50
1-2 hours	£2.50	£2.60	£2.70	£2.80	£2.92	£3.04	£2.70
2- 3 hours	£3.50	£3.64	£3.78	£3.93	£4.09	£4.26	£3.70
3-4 hours	£4.00	£4.16	£4.33	£4.50	£4.68	£4.87	£4.20
4-5 hours	£4.50	£4.68	£4.87	£5.06	£5.26	£5.47	£4.70
All day	£7.00	£7.28	£7.57	£7.87	£8.19	£8.52	£7.50
Out of Town							
Up to 1 hour	£0.60	£0.62	£0.65	£0.67	£0.70	£0.73	£0.70
1-2 hours	£1.20	£1.25	£1.30	£1.35	£1.40	£1.46	£1.30
2- 3 hours	£2.00	£2.08	£2.16	£2.25	£2.34	£2.43	£2.10
3-4 hours	£3.00	£3.12	£3.24	£3.37	£3.51	£3.65	£3.10
4-5 hours	£3.50	£3.64	£3.78	£3.94	£4.09	£4.25	£3.60
All day	£5.50	£5.72	£5.95	£6.19	£6.43	£6.69	£6.00

4.6 By increasing amounts by 20 and 10 pence respectively across all time frames, this offers better value for money and may encourage visitors to stay for longer periods in our car parks, thus supporting local businesses and the economy. The nominal increases are affordable and will continue to support residents with the current cost-of-living crisis. These increases will help minimising the gap created by inflation without negatively impacting on car park usage.

4.7 By increasing parking permits, introducing Sunday charging, and removing cash collections, this could bring in much needed income of approximately £69,000 pa to offset some of the challenges facing parking services including the formalising the parking concessions currently offered to various primary schools across the borough:

- Increased permit income £14,000
- Sunday charging £45,000
- Cost of cash collections £10,000

4.8 However, whilst the additional income proposed goes some way towards mitigating the anticipated reduction in income, it does not cover the significant investment planned for 2024/25 year nor the reductions already identified:

Reduction of Income at Hummer Road	£60,000
Increase costs to service following SCC transfer	£70,000
Primary school permit scheme	£70,000

Therefore, members do need to consider the benefit of a small increase in fees will have in relation to the cost of providing public car parks.

Table 10 shows the number of tickets paid for 22/23 year against and the potential increase in income a 10p across every car park or 20 pence increase in Town (T) and 10 pence for Out of Town (OT) increase would have on income levels:

Carpark	No of tickets	No of free periods	Projected Outturn 10p increase (A)	Projected Outturn 20p increase (T) 10p increase (OT)
Gogmore farm (OT)	1,547	0	155	155
Chertsey library (T)	14,890	0	1,489	2,978
Beomonds (T)	729	0	73	146
Woodlands	14,517	0	1452	2903
Wasp farm	4,514	0	451	903
*Hummer Road	67,813	0	6781	13,562
*Pooley Green	12,573	12,371	20	20
Victoria Street	1,856	0	186	186
St Jude's Road	5,578	0	558	558
Memorial Gardens	3,763	0	376	753
*Homewood Park	16,736	16,657	20	40
Total	144,516	29 028	£11,561	£21,301

- * Homewood Park offers up to 3 hours free parking and then a flat charge of £2.50. The recommendation from open spaces is to increase this charge to £5.00. However as only 202 people paid at that location; the additional income would be £505 pa.
- * From April 2017, the parking orders for Pooley Green were amended to offer free parking for the first hour and as such almost 98% of visitors to that car park do not pay anything towards the upkeep and maintenance of that car park. If the Council introduced a £0.60 charge that could raise a further £7,400 in income and bring it in line with other out of town charges and make this a much more viable car park to maintain.
- * Hummer Road figures are based on 6 months of Tesco income so may not raise the total income estimated

- 4.9 A 20p increase in Town charges and 10 pence increase in Out-of-Town charges could result in a £21,000 of additional income. If the Council considers removing the 60-minute free charging at Pooley Green, this could raise a further £7,400. For Homewood Park, the Council could consider reducing the free period from 3 hours to 90 minutes which could also raise approximately £22,000 based on 50% of free visitors paying a charge of £2.70. However, costs of £7,500 would be required to replace all the signage across the various car parks due to the large number of amendments required.
- 4.10 The Council has frozen parking fees for 5 years to support residents and businesses through the pandemic and more recent cost-of-living crisis but now needs to consider how some relatively small increases and changes will help maintain and improve public car parks at a cost the Council can afford.
- 4.11 In summary, assuming all the proposals are adopted and as a result the Council loses 5% of its existing income through implementation of the proposed changes, the proposals are estimated to generate the following additional income:

	2024-25 £	Ongoing £
Increased permit income	14,000	14,000
Sunday charging	45,000	45,000
Cost of cash collections	10,000	10,000
10p/20p increase in fees	21,000	21,000
Pooley Green free parking removal	7,400	7,400
Homewood Park reduction in free period	22,000	22,000
Less: 5% drop in usage of all car parks	(19,400)	(19,400)
Less: Revised signage costs	(7,400)	-

TOTAL Additional income	92,600	100,000
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5. Legal implications

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

6. Equality implications

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

7. Environmental/Sustainability/Biodiversity implications

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

8. Other implications (where applicable)

- 8.1 There are none.

9. Timetable for Implementation

- 9.1 1 April 2024.

10. Conclusions

- 10.1 Parking charges in the Borough need to be maintained at a level that ensures the operational costs of running the car parks are met whilst also encouraging people to use local facilities and businesses. A five-year freeze in charges whilst welcomed by the public has led to under investment and maintenance which now need to be addressed to ensure council owned car parks are fit for purpose.
- 10.2 Car park levels should be increased by 20 pence in Town car parks and 10 pence in Out of Town car parks as identified in paragraph 4.5 for the next year to ensure the Council can continue to maintain and improve council owned car parks within the Parking Services budget.
- 10.3 Permit levels should be increased as recommended in paragraph 2.7 to offset the increased costs of maintenance and investment in Council owned car parks.
- 10.4 Sunday charging should be introduced in Council owned car parks as identified in paragraph 2.9 (Table 5) to bring Runnymede into line with other Surrey authorities who charge over 7 days.

11. Background papers

- 11.1. There are none.

12. Appendices

- 12.1 There are none.

Report title	Environment and Sustainability Proposed Fees and Charges 2024/25
Report author	Samantha Cooper / Helen Clark
Department	Financial Services / Environmental Services
Exempt	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:

To resolve

Synopsis of report:

To set out the context and rationale for changes to fees and charges for the next financial year for the services managed by this committee and to recommend that the proposed fees and charges are adopted as set out.

Recommendation(s):

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

1. Context and background of report

- 1.1 The annual review of charges is an important part of the overall budget setting process and the policy framework for service provision in general.
- 1.2 Whilst the Council's Constitution places initial fee setting with each service committee, it also provides delegated authority to Officers to alter fees, charges and prices without reference to a Committee, in order to respond to market conditions, new needs, changes in tax rates, and so on.

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

Methodology

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

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

Members have accepted that in some service areas it may not be possible to significantly increase fees, and in others it may be necessary to decrease them to stimulate demand, however an average of 5% for discretionary locally set charges should be aimed for as the financial plans of the Council assume at least an inflationary increase.

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

2.3 The fees and charges proposed by service managers for next year are set out at Appendix A. The appendix includes a Yield column showing the next year's budget for each charge/group of charges, so that Members can estimate the financial implications of any price rises.

2.4 Refuse Collection – Trade Waste and Domestic Waste (where chargeable)

Fees for the bulky waste collection service have been increased by approximately 22%. Trade waste disposal fees have been increased by approximately 15.11%, these increases reflect the increase in landfill disposal costs the administration and collection fees remain the same, the overall fee for Trade Waste has therefore increased by 4.38%, and the fees for the sale of bins have increased on average by 8.6% to reflect the increase in the cost of plastic.

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

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

2.7 Recycling

The fees for fortnightly collections have not been increased. The fees for new bins have been increased between 4-7% to reflect the increase in the cost of plastic.

Recycling – Green Waste

2.8 There are currently 11,583 subscribers for this service which is at capacity. These fees have been increased by 5%. There is a potential subscribers would not renew if the fees were increased any higher.

2.9 One off payments covering Trade, Refuse, Recycling and Green Waste

The one-off payment for each size of bin is to cover the cost of collecting contaminated bins or additional bin collections. These charges have been increased by 22%.

2.10 Street Cleansing

The graffiti removal fee has been increased by 22%. The increase in the charge reflects the charge the Council has to pay external contractors through the increase in labour charges, the increase in fuel as well as the cost of the chemicals/materials to remove graffiti.

2.11 Car Parks

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

2.12 Highways and Engineering

Fees have been increased by an average of 63% this brings the fees in line with the market.

2.13 A new discretionary charge for Ordinary Watercourse consent applications was approved at the Environment and Sustainability committee in June 2023. This new fee has not been increased.

2.14 Environmental Protection

As can be seen in the Appendix, most of these fees are set by statute and have not been changed, these fees have not been increased for over ten years. There is a separate report on this agenda on fee setting proposals regarding waste fixed penalty notices. Discretionary fees have been calculated to reflect staff time and costs.

2.15 Animal Welfare Licences

The fees were increased last year by approximately 7-8%, there are no plans to increase them for 2024/25, the fees reflect staff time and costs.

2.16 Community Events

The DSO are frequently asked to support a wide range of events across the Borough including sporting events, charity fund raisers, agricultural shows, and fetes. The support requested includes services such as additional grass cutting, ground works to provide locations for car parking, tree works, general site clearance and provision and collection of litter bins. To ensure fairness and transparency for Councillors, event organisers and local residents a cost recovery fee for these services was introduced from 2023/24. This has resulted in overtime savings across the direct services. These fees have not been increased.

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

2.18 Allotments

Under the terms of their leases, allotment holders must be informed of any increases in charges twelve months before they take effect. Therefore, charges from April 2024 were set by this Committee in October 2023. It is now proposed that the charges for 2024/25 be increased by £1 to £22.00 per 25m² (rod) per annum and for those paying by annual direct debit from £18.30 to £19.30.

2.19 Parks and Open Spaces

Parks and Open Spaces –Various levels of charge increases, and decreases have been set to reflect and stimulate demand. Details of specific charges can be found in the appendix.

A new charge was introduced on 2023/24 for team use of parks for training and fitness classes. The charge for fitness classes is £100pa., and team use for training increased by £10 from £140pa to £150pa.

2.20 Cemeteries

Cemeteries and Closed Churchyards – on average it is now proposed to increase fees by 10% details can be found in the appendix. New for 2024/25 is the cost of £700 to reopen a standard brick vault.

Whilst at some cemeteries there is a decrease in spaces available, the cost to maintain, administer and manage the cemeteries has increased due to price increases from our suppliers. The fees and charges have been benchmarked against other Councils and Runnymede remains competitive.

3. Policy framework implications

- 3.1 There will be a number of instances of specific policies within specific services which require fees and charges to be levied in respect of various activities. Some of these will be discretionary and some statutory. In considering this report and reviewing its individual fees and charges, the Council is complying with the requirements of these policies.

4 Resource implications/Value for Money (where applicable)

- 4.1 At the start of the 2023/24 financial year, the Council had an ongoing budget deficit estimated to be £5.2m by the end of 2026/27 that needed to be addressed. This included an assumption that fees and charges would increase by 2% each year. The setting of fees and charges is an important tool in helping to address this situation and maximising income from services should be a priority.
- 4.2 In setting fees and charges there is a fine balance to be struck between trying to recover the cost of running services and not alienating our customers by making the charges unaffordable. In undertaking their reviews, managers must balance these risks whilst at the same time trying to generate additional income to contribute towards the Council's ongoing budget deficit. Consideration should also be given to the cost of pay-to-use services, so that those choosing not to avail themselves of those services, are not carrying the burden, through taxation, of subsidised services for others.

4.3 Once agreed, the fees and charges will be included as part of the 2024-25 budget and the effects of any increases/reductions in the charges will be incorporated into the figures for the appropriate service areas.

5. Legal implications

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

6. Equality implications

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

7. Environmental/Sustainability/Biodiversity implications

7.1 There are no new environmental, sustainability or biodiversity implications in the annual setting of existing fees and charges. Any change to a structure or the inclusion of new charges that have any such implications will be set out in a separate report to Committee.

8. Timetable for Implementation

8.1 The proposed fees and charges will not take effect until 1 April 2024 or as soon as practical thereafter unless a different date is set out in the Appendix.

9. Background papers

9.1 None

10. Appendices

10.1 Proposed Fees & Charges for 2024-25

Fees and charges

Allotments

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Charge per 25m ² (rod) per annum:						
- Payment by annual direct debit	Discretionary	17.90	18.30	2.23%		Outside Scope
- Payment by other means	Discretionary	20.50	21.00	2.44%		Outside Scope
There is a 50% abatement where social prescribing is applicable.						
(Due to statute the fees and charges for allotments are set one year in advance)						
Charge per 25m ² (rod) per annum:						
- Payment by annual direct debit				5.46%	} 26,000	Outside Scope
- Payment by other means				4.76%		Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50%						

Fees and charges

Parks and open spaces

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Bowls (includes VAT)						
Green fees per person						
Per hour	Discretionary	8.10	8.55	5.56%	13,364	Standard
Per hour (senior citizens/juniors/registered disabled)	Discretionary	4.30	4.55	5.81%		
Per match	Discretionary	13.40	14.10	5.22%		
Per match (senior citizens/juniors/registered disabled)	Discretionary	6.70	7.04	5.07%		
Per season	Discretionary	128.00	135.00	5.47%		
Per season (senior citizens/juniors/registered disabled)	Discretionary	64.00	67.20	5.00%		
Football pitches with changing - per match (includes VAT)						
Full size pitches					28,560	
Senior clubs	Discretionary	113.00	125.00	10.62%		Standard
Junior clubs	Discretionary	56.50	63.00	11.50%		Standard
Small pitches up to 1hour 30 mins	Discretionary	55.00	61.00	10.91%		Standard
Football pitches without changing - per match (includes VAT)						
Full size pitches	Discretionary	44.00	55.00	25.00%		Standard
Small pitches up to 1hour 30 mins	Discretionary	37.00	46.00	24.32%		Standard
Croquet (includes VAT)						
Adults per Person per Hour	Discretionary	6.00	8.00	33.33%	103	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	Discretionary	3.00	4.00	33.33%		Standard
Chertsey Recreation Ground multi purpose courts (includes VAT)						
Court fees (team games) per hour per court	Discretionary	34.50	40.00	15.94%	17,850	Standard
Court fees (junior games) per hour per court	Discretionary	29.50	34.00	15.25%		Standard
Floodlighting per hour per court	Discretionary	13.00	20.00	53.85%		Standard
Cricket (includes VAT)						
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields					11,990	
Games commencing Before 5.00 p.m.	Discretionary	117.00	130.00	11.11%		Standard
Games commencing After 5.00 p.m.	Discretionary	73.00	81.00	10.96%		Standard
Junior Games	Discretionary	58.50	65.00	11.11%		Standard
Other:						
Fitness classes						Standard
Team use of park for training						Standard
		Price per annum for 1 hour class per week	100.00	100.00	0.00%	
		Price per annum	140.00	150.00	7.14%	

Fees and charges

Parks and open spaces

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Additional and miscellaneous charges (includes VAT)						
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District						
As above without pavilions	Discretionary	70.00	84.00	20.00%	} 981	Standard
Hire of rooms in pavilions - per hour (min 2 hours)	Discretionary	25.00	30.00	20.00%		
Team use of park for training - per hour	Discretionary	22.50	27.00	20.00%		
Team use of park for training - per year (40 mximum)	Discretionary	29.40	35.30	20.07%		
Team use of park for training (junior teams) - per hour	Discretionary	141.00	170.00	20.57%		
Events (includes VAT)						
Community and charity events	Discretionary	175.00	184.00	4.89%	} 5,175	Standard
Firework displays						
Less then 15 minutes	Discretionary	260.00	286.00	10.00%		
More then 15 minutes	Discretionary	POA	POA	POA		
Fairgrounds						
Operational days	Discretionary	800.00	960.00	20.00%		
Non operational days	Discretionary	500.00	600.00	20.00%		
Circuses						
Operational days	Discretionary	1,000.00	1,000.00	0.00%		
Non operational days	Discretionary	500.00	500.00	0.00%		
Special interest and club events						
Operational days	Discretionary	500.00	500.00	0.00%	Standard	
Non operational days	Discretionary	250.00	250.00	0.00%	Standard	
POA - fee will depend on scale and type of event. A refundable ground deposit ranging from £50 to £3,000 depending on the scale and type of event will be chargeable for all events						
GROUPS MAINTENANCE FEES & CHARGES FOR EVENTS						
Hay cut (if not part of scheduled maintenance, 50% quoted cost to cut			POA			
Strimming/brushcutting			POA			
Shrub pruning			POA			
Tree works			POA			
Homewood Park car park (includes VAT) introduced from December 2014						
(Monday to Saturday)						
No return within 3 hours					} 724	Standard
	Disabled Person	Discretionary	No Charge	No Charge		
	Fee up to 3 hours	Discretionary	No Charge	No Charge		
	All Day Fee	Discretionary	2.90	3.00	3.45%	Standard

Fees and charges

Cemeteries						
Charge Status	From April 2023 £	From April 2024 £	%	Yield £	VAT treatment	
Exclusive Right of Burial						
<u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u>						
Exclusive burial rights	100 years - for immediate use	Discretionary	1,760.40	1,937.00	10.03%	} 110,000
	100 years - for future use	Discretionary	2,622.24	2,885.00	10.02%	
Extended burial rights	25 years	Discretionary	275.40	303.00	10.02%	
<u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u>						
Exclusive burial rights	100 years - for immediate use	Discretionary	3,020.76	3,323.00	10.01%	} 110,000
	100 years - for future use	Discretionary	4,358.88	4,795.00	10.01%	
Extended burial rights	25 years	Discretionary	1,028.16	1,131.00	10.00%	
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>						
Exclusive burial rights	100 years - for immediate use	Discretionary	820.80	903.00	10.01%	} 110,000
	100 years - for future use	Discretionary	1,242.00	1,366.00	9.98%	
<u>Cremated remains grave space 0.79m x 0.91m (2.6' x 3')</u>						
Exclusive burial rights	100 years - for immediate use	Discretionary	605.88	666.00	9.92%	} 110,000
	100 years - for future use	Discretionary	914.76	1,006.00	9.97%	
Extended burial rights	25 years	Discretionary	232.20	255.00	9.82%	} 110,000
Vault						
The right to construct a walled grave or vault		Discretionary	2,478.60	2,726.00	9.98%	} 110,000
Reopening of a standard bricked vault		Discretionary		700.00		
Interment fees (private and public grave)						
Adult coffin		Discretionary	1,362.96	1,500.00	10.05%	} 101,000
Casket burial or oversized coffin		Discretionary	1,432.08	1,575.00	9.98%	
Cremated remains		Discretionary	297.00	327.00	10.10%	
Muslim section Englefield Green - weekdays (normal hours)		Discretionary	1,362.96	1,500.00	10.05%	} 101,000
Muslim section Englefield Green - outside normal hours and weekends		Discretionary				
Memorial fees						
* Right to place a headstone no higher than 986mm (3' 3")		Discretionary	243.00	268.00	10.29%	} 21,000
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		Discretionary	243.00	268.00	10.29%	
* Right to place a Book or tablet memorial		Discretionary	181.44	200.00	10.23%	
* Right to place memorial on Classic grave space		Discretionary	955.80	1,052.00	10.06%	
Additional inscription		Discretionary	112.00	124.00	10.71%	
* These fees will be trebled in respect of Non-Runnymede residents						
Burial, Interment and Vault fees will be trebled in respect of non-residents						
Where the deceased is a child under the age of 18, fees will be claimed under the Children's Funeral Fund for England						

Fees and charges

Cemeteries						
	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Genealogy search fees						
Search fees per interment	Discretionary	22.68	25.00	10.23%	600	Outside Scope
Exhumation						
For supervision only removal of coffin	Discretionary				Not available	Outside Scope
For supervision only removal of cremated remains	Discretionary					Outside Scope
Garden of Remembrance (Addlestone)						
Interment	Discretionary	297.00	326.00	9.76%	Not available	Outside Scope
Provision and installation of plaque by the Council	Discretionary	133.00	147.00	10.53%		Outside Scope
Administration and other fees						
Registration of transfer of exclusive right of burial (will or probate provided)	Discretionary	111.00	123.00	10.81%	2,800	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	Discretionary	121.00	133.00	9.92%		Outside Scope
Copy of exclusive right of burial	Discretionary	111.00	123.00	10.81%		Outside Scope
Postponement or cancellation of burial after notice has been given	Discretionary	410.40	452.00	10.14%		Outside Scope
Charge for chapel (Per hour - minimum charge)	Discretionary	125.00	138.00	10.40%		Outside Scope
Selection fee - for Cemeteries Registrar to attend	Discretionary	172.80	190.00	9.95%		Outside Scope
Completion of Exhumation Applications	Discretionary	112.32	123.00	9.51%		Outside Scope

Fees and charges

Refuse collection

		From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Trade refuse						
Sack collection						
- Sack purchase charge	Discretionary	31.39	31.39	0.00%		Outside Scope
- Collection charge	Discretionary	<u>74.00</u>	<u>74.00</u>	0.00%		Outside Scope
	Discretionary	105.39	105.39	0.00%		Outside Scope
- Disposal charge	Discretionary	68.11	78.40	15.11%		Outside Scope
Sack collection	Discretionary	<u>173.50</u>	<u>183.79</u>	5.93%		Outside Scope
Service cost including hire, administration, collection and disposal						
120 litre wheeled bins						
- Administration and Container hire charge	Discretionary	96.00	96.00	0.00%		Outside Scope
- Collection charge	Discretionary	<u>109.00</u>	<u>109.00</u>	0.00%		Outside Scope
	Discretionary	205.00	205.00	0.00%		Outside Scope
- Disposal charge	Discretionary	92.59	106.58	15.11%		Outside Scope
120 litre wheeled bins	Discretionary	<u>297.59</u>	<u>311.58</u>	4.70%		Outside Scope
240 litre wheeled bins						
- Administration and Container hire charge	Discretionary	158.00	158.00	0.00%		Outside Scope
- Collection charge	Discretionary	<u>110.00</u>	<u>110.00</u>	0.00%		Outside Scope
	Discretionary	268.00	268.00	0.00%		Outside Scope
- Disposal charge	Discretionary	209.18	240.79	15.11%		Outside Scope
240 litre wheeled bins	Discretionary	<u>477.18</u>	<u>508.79</u>	6.62%	525,000	Outside Scope
360 litre wheeled bins						
- Administration and Container hire charge	Discretionary	184.00	184.00	0.00%		Outside Scope
- Collection charge	Discretionary	<u>110.00</u>	<u>110.00</u>	0.00%		Outside Scope
	Discretionary	294.00	294.00	0.00%		Outside Scope
- Disposal charge	Discretionary	292.39	336.57	15.11%		Outside Scope
360 litre wheeled bins	Discretionary	<u>586.39</u>	<u>630.57</u>	7.53%		Outside Scope
660 litre wheeled bins						
- Administration and Container hire charge	Discretionary	214.00	214.00	0.00%		Outside Scope
- Collection charge	Discretionary	<u>158.00</u>	<u>158.00</u>	0.00%		Outside Scope
	Discretionary	372.00	372.00	0.00%		Outside Scope
- Disposal charge	Discretionary	377.13	434.11	15.11%		Outside Scope
660 litre wheeled bins	Discretionary	<u>749.13</u>	<u>806.11</u>	7.61%		Outside Scope
1100 litre bulk containers						
- Administration and Container hire charge	Discretionary	335.00	335.00	0.00%		Outside Scope
- Collection charge	Discretionary	<u>158.00</u>	<u>158.00</u>	0.00%		Outside Scope
	Discretionary	493.00	493.00	0.00%		Outside Scope
- Disposal charge	Discretionary	501.25	576.99	15.11%		Outside Scope
1100 litre bulk containers	Discretionary	<u>994.25</u>	<u>1,069.99</u>	7.62%		Outside Scope
1100 litre bulk containers - lockable						
- Administration and Container hire charge	Discretionary	367.00	367.00	0.00%		Outside Scope
- Collection charge	Discretionary	<u>158.00</u>	<u>158.00</u>	0.00%		Outside Scope
	Discretionary	525.00	525.00	0.00%		Outside Scope
- Disposal charge	Discretionary	501.25	576.99	15.11%		Outside Scope
1100 litre bulk containers - lockable	Discretionary	<u>1,026.25</u>	<u>1,101.99</u>	7.38%		Outside Scope

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

Fees and charges

Refuse collection

Charge Status	From April 2023 £	From April 2024 £	%	Yield £	VAT treatment			
Domestic refuse								
Purchase of wheeled containers (includes purchase, delivery and administration costs) (only one bin collected/emptied per household)								
New bins								
- 140 litre bin		Discretionary	56.20	62.54	11.28%	} 20,000	Outside Scope	
- 180 litre bin		Discretionary	68.98	73.81	7.00%		Outside Scope	
- 660 litre bin	(communal facilities)	Discretionary	260.58	278.82	7.00%		Outside Scope	
-1100 litre bin	(communal facilities)	Discretionary	403.64	431.89	7.00%		Outside Scope	
-1100 litre bin - lockable	(communal facilities)	Discretionary	421.53	467.90	11.00%		Outside Scope	
Second hand / refurbished (when available)								
- 140 litre bin		Discretionary	30.48	32.61	6.99%		Outside Scope	
- 180 litre bin		Discretionary	38.88	41.60	7.00%		Outside Scope	
Upgrade from								
- 140 litre bin to 180 litre bin		Discretionary	69.98	74.88	7.00%		Outside Scope	
- 180 litre bin to 360 litre bin	Families of 6 or more with a chil annual rental charge	Discretionary	83.25	96.10	15.44%	Outside Scope		
One off payments								
Charge for contaminated bins and additional collections								
- 240 litre bin		Discretionary	57.46	70.10	22.00%	} 4,000	Outside Scope	
- 360 litre bin		Discretionary	85.05	103.76	22.00%		Outside Scope	
- 660 litre bin		Discretionary	124.35	151.71	22.00%		Outside Scope	
-1100 litre bin		Discretionary	190.92	232.92	22.00%		Outside Scope	
Bulky waste collections								
Up to 3 items		Discretionary	28.15	34.34	21.99%	} 4,000	Outside Scope	
Per additional item	maximum of 6 items	Discretionary	6.50	7.93	22.00%		Outside Scope	

Fees and charges

Refuse collection

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
State schools, churches etc. - fortnightly refuse collection						
Service cost including hire, administration and collection						
120 litre wheeled bins						
- Administration and Container hire charge	Discretionary	56.00	57.68	3.00%	10,700	Outside Scope
- Collection charge	Discretionary	85.87	88.45	3.00%		Outside Scope
	Discretionary	141.87	146.13	3.00%		Outside Scope
240 litre wheeled bins						
- Administration and Container hire charge	Discretionary	91.00	93.73	3.00%	10,700	Outside Scope
- Collection charge	Discretionary	131.06	134.99	3.00%		Outside Scope
	Discretionary	222.06	228.72	3.00%		Outside Scope
360 litre wheeled bins						
- Administration and Container hire charge	Discretionary	113.00	116.39	3.00%	10,700	Outside Scope
- Collection charge	Discretionary	142.37	146.64	3.00%		Outside Scope
	Discretionary	255.37	263.03	3.00%		Outside Scope
660 litre wheeled bins						
- Administration and Container hire charge	Discretionary	116.00	119.48	3.00%	10,700	Outside Scope
- Collection charge	Discretionary	187.56	193.19	3.00%		Outside Scope
	Discretionary	303.56	312.67	3.00%		Outside Scope
1100 litre bulk containers						
- Administration and Container hire charge	Discretionary	138.00	142.14	3.00%	10,700	Outside Scope
- Collection charge	Discretionary	212.42	218.79	3.00%		Outside Scope
	Discretionary	350.42	360.93	3.00%		Outside Scope
1100 litre bulk containers - lockable						
- Administration and Container hire charge	Discretionary	154.00	158.62	3.00%	10,700	Outside Scope
- Collection charge	Discretionary	212.42	218.79	3.00%		Outside Scope
	Discretionary	366.42	377.41	3.00%		Outside Scope

Fees and charges

Recycling and Green Waste

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
Recycling initiatives							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
New bins							
- 120 litre bin	Discretionary	23.27	24.99	7.39%	20,000	Outside Scope	
- 240 litre bin	Discretionary	33.56	35.91	7.00%		Outside Scope	
- 360 litre bin	Discretionary	40.92	43.78	6.99%		Outside Scope	
- 660 litre bin	Discretionary	231.87	248.10	7.00%		Outside Scope	
- 1100 litre bin	Discretionary	359.17	384.31	7.00%		Outside Scope	
- 1100 litre bin - lockable	Discretionary	400.42	428.45	7.00%		Outside Scope	
Second hand / refurbished (when available)							
- 120 litre bin	Discretionary	16.50	17.16	4.00%		Outside Scope	
- 240 litre bin	Discretionary	21.50	22.36	4.00%		Outside Scope	
- 360 litre bin	Discretionary	31.00	32.24	4.00%		Outside Scope	
Upgrade from							
-120 litre bin to 240 litre bin	Discretionary	16.50	17.16	4.00%	Outside Scope		
-240 litre bin to 360 litre bin	Discretionary	21.50	22.36	4.00%	Outside Scope		
Recycling for schools and businesses - fortnightly collection							
Service cost including hire, administration and collection							
120 litre wheeled bins							
- Administration and Container hire charge	Discretionary	56.00	56.00	0.00%	14,000	Outside Scope	
- Collection charge	Discretionary	39.14	39.14	0.00%		Outside Scope	
	Discretionary	95.14	95.14	0.00%		Outside Scope	
240 litre wheeled bins							
- Administration and Container hire charge	Discretionary	91.00	91.00	0.00%		Outside Scope	
- Collection charge	Discretionary	59.74	59.74	0.00%		Outside Scope	
	Discretionary	150.74	150.74	0.00%		Outside Scope	
360 litre wheeled bins							
- Administration and Container hire charge	Discretionary	113.00	113.00	0.00%		Outside Scope	
- Collection charge	Discretionary	63.86	63.86	0.00%		Outside Scope	
	Discretionary	176.86	176.86	0.00%	Outside Scope		
660 litre wheeled bins							
- Administration and Container hire charge	Discretionary	116.00	116.00	0.00%	Outside Scope		
- Collection charge	Discretionary	86.52	86.52	0.00%	Outside Scope		
	Discretionary	202.52	202.52	0.00%	Outside Scope		
1100 litre bulk containers							
- Administration and Container hire charge	Discretionary	138.00	138.00	0.00%	Outside Scope		
- Collection charge	Discretionary	96.82	96.82	0.00%	Outside Scope		
	Discretionary	234.82	234.82	0.00%	Outside Scope		
1100 litre bulk containers - lockable							
- Administration and Container hire charge	Discretionary	154.00	154.00	0.00%	Outside Scope		
- Collection charge	Discretionary	96.82	96.82	0.00%	Outside Scope		
	Discretionary	250.82	250.82	0.00%	Outside Scope		
Food waste	Discretionary	No charge	No charge		0	Outside Scope	

Fees and charges

Recycling and Green Waste

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
<u>Green garden waste scheme</u>						
Sale of wheeled containers (includes purchase, delivery and administration costs)						
120 litre bin	Discretionary	0.00	0.00			Outside Scope
240 litre bin	Discretionary	0.00	0.00			Outside Scope
Annual subscription charge:						
120 litre / 140 litre bin	Discretionary	36.00	37.80	5.00%	615,000	Outside Scope
Each additional wheeled bin	Discretionary	36.00	37.80	5.00%		Outside Scope
240 litre bin	Discretionary	57.00	59.85	5.00%		Outside Scope
Each additional wheeled bin	Discretionary	57.00	59.85	5.00%		Outside Scope

Fees and charges

Car parking charges

	Charge Status	From Jan 2023 £	From Jan 2024 £	% Increase	Yield £	VAT treatment
Pay and display parking (including pay by phone)						
Town Centre (higher scale) car parks						
Medium Stay parking (includes VAT)						
(Monday to Saturday)						
Egham (Hummer Road); Chertsey (Beomonds)						
Disabled Person	Discretionary	No charge	No charge		410,000	Standard
Fee up to 1 hour	Discretionary	1.30	1.30	0.00%		Standard
Fee 1 to 2 hours	Discretionary	2.50	2.50	0.00%		Standard
Fee 2 to 3 hours	Discretionary	3.50	3.50	0.00%		Standard
Fee 3 to 4 hours	Discretionary	4.00	4.00	0.00%		Standard
Fee 4 to 5 hours	Discretionary	4.50	4.50	0.00%		Standard
Fee 5 to 6 hours	Discretionary	5.50	5.50	0.00%		Standard
Long stay parking (includes VAT)						
(Monday to Saturday)						
Egham (Waspe Farm); Chertsey (Library); Virginia Water (Memorial Gardens); Chertsey (Woodlands) Monday to Sunday						
Disabled Person	Discretionary	No charge	No charge		410,000	Standard
Fee up to 1 hour	Discretionary	1.30	1.30	0.00%		Standard
Fee 1 to 2 hours	Discretionary	2.50	2.50	0.00%		Standard
Fee 2 to 3 hours	Discretionary	3.50	3.50	0.00%		Standard
Fee 3 to 4 hours	Discretionary	4.00	4.00	0.00%		Standard
Fee 4 to 5 hours	Discretionary	4.50	4.50	0.00%		Standard
All Day Fee	Discretionary	7.00	7.00	0.00%		Standard

Fees and charges

Car parking charges

Charge Status	From Jan 2023 £	From Jan 2024 £	%	Yield £	VAT treatment		
Pay and display parking							
Out of Town (Lower Scale) car parks (includes VAT)							
<u>(Monday to Saturday)</u>							
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm							
Disabled Person		No charge	No charge				Standard
Fee up to 1 hour (Not Pooley	Discretionary	0.60	0.60	0.00%	} Included above		Standard
Fee 1 to 2 hours	Discretionary	1.20	1.20	0.00%		Standard	
Fee 2 to 3 hours	Discretionary	2.00	2.00	0.00%		Standard	
Fee 3 to 4 hours	Discretionary	3.00	3.00	0.00%		Standard	
Fee 4 to 5 hours	Discretionary	3.50	3.50	0.00%		Standard	
All Day Fee (Not Gogmore	Discretionary	5.50	5.50	0.00%		Standard	
Penalty charge notice							
Parking in excess of hours to which a full charge is applicable	Statutory	50.00	50.00	0.00%	} 50,000		Outside Scope
Unless payment of £25.00 is made within 14 days of issue							
Parking in a disabled persons parking place without displaying a badge	Statutory	70.00	70.00	0.00%			Outside Scope
Unless payment of £35.00 is made within 14 days of issue							
Season/permit parking (includes VAT)							
Season Ticket (Monday to Saturday)							
Covering Chertsey Library and	Non-resident (per annum)	Discretionary	700.00	775.00	10.71%	} 50,000	Standard
Waspe Farm car parks	Non-resident (per quarter)	Discretionary	250.00	275.00	10.00%		Standard
	Resident (per annum)	Discretionary	300.00	330.00	10.00%		Standard
	Resident (per quarter)	Discretionary	100.00	110.00	10.00%		Standard
Car park permits (Monday to Saturday)							
Beomonds,-Hummer Road,	Non-resident (per annum)	Discretionary	700.00	775.00	10.71%	} 50,000	Standard
Memorial Gardens, Woodlands	Non-resident (per quarter)	Discretionary	250.00	275.00	10.00%		Standard
	Resident (per annum)	Discretionary	300.00	330.00	10.00%		Standard
	Resident (per quarter)	Discretionary	100.00	110.00	10.00%		Standard
Car park permits (Monday to Saturday)							
Gogmore Farm	(per annum)	Discretionary	500.00	575.00	15.00%		Standard
Car park permits (Monday to Saturday)							
Victoria Street, St Judes Road and Pooley Green	(per annum)	Discretionary	125.00	130.00	4.00%	} 50,000	Standard
	(per quarter)	Discretionary	50.00	60.00	20.00%		Standard
Contract car parking							
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum)	Discretionary	750.00	850.00	13.33%	} 50,000	Standard
	Non-resident (per quarter)	Discretionary	225.00	250.00	11.11%		Standard
	Resident (per annum)	Discretionary	250.00	275.00	10.00%		Standard
	Resident (per quarter)	Discretionary	75.00	85.00	13.33%		Standard
Contract Parking Key Deposit (Refundable on return of the key)		Discretionary	40.00	50.00	25.00%	-	Outside Scope

Fees and charges

Other environment and sustainability charges

	Charge Status	From April 2023 £	From April 2024 £	% Increase		Yield £	VAT treatment
Food hygiene and Health and Safety Courses							
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Corporate Head of Environmental Services to cover costs.	Discretionary	POA	POA			0	Standard
Food Export Certificate	Discretionary	110.00	278.00	152.73%	}	0	Outside Scope
Food Export Certificate (per additional certificate within 12 months of initial	Discretionary		171.00			0	Outside Scope
Re-inspections requested by food businesses	Discretionary	173.00	185.00	6.94%		2,800	Outside Scope
Environmental offences							
<u>Penalty fines:</u>							
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximu Statutory	80.00	80.00	0.00%	}		Outside Scope
Noise Act commercial/licenses offence	Statutory	500.00	500.00	0.00%			Outside Scope
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)	Statutory	300.00	300.00	0.00%		0	Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)	Statutory	300.00	300.00	0.00%			Outside Scope
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximu Statutory	100.00	100.00	0.00%			Outside Scope
Smoke free enforcement							
<u>Penalty fines:</u>							
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	Statutory	50.00	50.00	0.00%	}	0	Outside Scope
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	Statutory	200.00	200.00	0.00%			Outside Scope
Abandoned vehicles							
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	Set locally to statute maximu Discretionary	200.00	200.00	0.00%		0	Outside Scope
Littering and dog fouling/control fixed penalty fines							
Littering (reduced to £80 if paid within 10 days)	Statutory	100.00	100.00	0.00%	}		Outside Scope
Dog fouling/control (reduced to £80 if paid within 14 days)	Statutory	100.00	100.00	0.00%		0	Outside Scope
Fly tipping					}		
Upper level (if paid within 14 days) (reduced to £320 if paid within 10 days)	Statutory	400.00	400.00	0.00%			Outside Scope
Lower level (if paid within 14 days) (reduced to £120 if paid within 10 days)	Statutory	150.00	150.00	0.00%		0	Outside Scope

Fees and charges

Other environment and sustainability charges

Charge	Status	From April 2023 £	From April 2024 £	%	Increase	Yield £	VAT treatment	
Water sampling charges								
Risk assessment	(each assessment)	Statutory	500.00	500.00	0.00%	}	Outside Scope	
Sampling	(each visit)	Statutory	100.00	100.00	0.00%		Outside Scope	
Investigation	(each investigation)	Statutory	100.00	100.00	0.00%		Outside Scope	
Granting and authorisation	(each authorisation)	Statutory	100.00	100.00	0.00%		0	Outside Scope
Analysing a sample:								
taken under regulation 10		Statutory	25.00	25.00	0.00%		Outside Scope	
taken during check monitoring		Statutory	100.00	100.00	0.00%		Outside Scope	
taken during audit monitoring		Statutory	500.00	500.00	0.00%	Outside Scope		
No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.								
Air Pollution fees								
The setting of fees and charges for Local Air Pollution Prevention and Control (LAPPC) and Local Air - Integrated Pollution Prevention and Control (LA-IPPC) is determined annually by DEFRA (Department for Environment Food and Rural Affairs) under the regime falling within the Pollution Prevention and Control Act 1999. The appropriate fees can be accessed from the following link:						}	2,200	Outside Scope
https://www.runnymede.gov.uk/article/14095/Environmental-Permits								
Alternatively the appropriate fees and charges can be obtained from the Corporate Head of Environmental Services within the Environmental Health & Licensing Section at Runnymede Borough Council. environmentalhealth@runnymede.gov.uk or 01932 838383								
Register of authorised processes								
Individual entry		Discretionary	145.00	85.00	-41.38%	}	Outside Scope	
Additional entries		Discretionary		65.00			Outside Scope	
Contaminated Land								
Basic contaminated land enquiry		Discretionary	105.00	107.00	1.90%	}	1,000	Outside Scope
Contaminated land enquiry for one property		Discretionary	231.00	238.00	3.03%		Outside Scope	
Contaminated land enquiry for more than one property		Discretionary	444.00	450.00	1.35%		Outside Scope	
Dog control charges								
<u>Minimum charge during normal office hours</u>								
Statutory charge for the return of a seized stray dog plus		Statutory	25.00	25.00	0.00%	}	Outside Scope	
Minimum collection and admin fee for the return of a seized dog is also		Discretionary	77.00	77.00	0.00%		Outside Scope	
			102.00	102.00	0.00%			
<u>Minimum charge for collection outside of normal office hours</u>								
Statutory charge for the return of a seized stray dog plus		Statutory	25.00	25.00	0.00%	}	3,000	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also		Discretionary	121.00	121.00	0.00%		Outside Scope	
			146.00	146.00	0.00%			
The collection fee may be increased where additional charges are incurred								

Fees and charges

Other environment and sustainability charges

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Highway and engineering charges						
Copies of plans etc. (includes VAT)						
A4 Size	Discretionary	13.75	14.40	4.73%	}	Standard
A3 Size	Discretionary	15.00	15.75	5.00%		Standard
Larger than A3 size	Discretionary	31.25	32.80	4.96%		Standard
A minimum fee for replying to technical questions	Discretionary	178.00	187.00	5.06%		Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.						
Ordinary watercourses and ditches						
Consent applications	Discretionary		150.00		750	Outside Scope
Rechargeable works (includes VAT)						
At cost of works plus 20%					0	Standard
Street naming and numbering						
<u>Existing properties</u>						
Individual property naming or renaming including notification	Discretionary	72.25	150.00	107.61%	}	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	Discretionary	17.80	20.00	12.36%		Outside Scope
Renaming a street : requested by residents including notification	Discretionary					Outside Scope
<u>New addresses</u>						
New development of first plot	Discretionary	72.25	150.00	107.61%	}	Outside Scope
New development for plots 2 -5 (per plot)	Discretionary	36.75	80.00	117.69%		Outside Scope
New development for plots 6 - 10 (per plot)	Discretionary	30.75	60.00	95.12%		Outside Scope
New development for plots 11 - 20 (per plot)	Discretionary	24.25	40.00	64.95%		Outside Scope
New development for plots 21 and greater (per plot)	Discretionary	17.75	20.00	12.68%		Outside Scope
Additional charge, where this includes naming of a street (per street)	Discretionary	121.00	150.00	23.97%		Outside Scope
Additional charge, where this includes the naming of a building (e.g. block c	Discretionary	121.00	150.00	23.97%		Outside Scope
Guidance to change or allocate a new address to your property can be accessed by following this link: http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering						

Fees and charges

Other environment and sustainability charges

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Miscellaneous fees and charges						
Graffiti removal (includes VAT)						
Removal of extensive graffiti from private property (per hour)	Discretionary	144.89	176.77	22.00%	0	Standard
Street trading consents						
Basic fee	Discretionary	1,000.00	1,100.00	10.00%	0	Outside Scope
Additional annual charge for each day of the week a trader operates	Discretionary	230.00	253.00	10.00%		0
Sale of technical documents						
Fee at the discretion of the Corporate Head of Environmental Services	Discretionary	POA	POA		0	Standard
Annual animal licence fees						
Higher Tier activities (exc. Home board and day care dogs) New application	Discretionary	370.00	370.00	0.00%	5,400	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	Discretionary	251.00	251.00	0.00%		Outside Scope
Lower Tier activities (Home board and day care dogs) New application	Discretionary	343.00	343.00	0.00%		Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	Discretionary	225.00	225.00	0.00%		Outside Scope
Additional activity charge	Discretionary	51.00	51.00	0.00%		Outside Scope
Enforcement charge	Discretionary	177.00	177.00	0.00%		Outside Scope
Re-rating fee	Discretionary	204.00	204.00	0.00%		Outside Scope
Transfer / variation	Discretionary	55.00	55.00	0.00%		Outside Scope
Copy of licence	Discretionary	33.50	33.50	0.00%		Outside Scope
Dangerous wild animals	Discretionary	543.00	543.00	0.00%	Outside Scope	
Vet fees						
If Veterinary Inspections are necessary in order to grant above licence recovery of costs incurred						Outside Scope

Fees and charges

Other environment and sustainability charges

Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Miscellaneous fees and charges cont.					
Support for a range of events across the borough					
See Parks and Open Spaces for event fees and charges					
Hire of RBC Refuse Bins per bin (price excluding VAT)					
180 litres					
- Rental cost including delivery & collection	Discretionary	59.00	59.00	0.00%	Standard
- Waste collection/disposal costs	Discretionary	29.00	29.00	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	50.00	50.00	0.00%	
360 litres					
- Rental cost including delivery & collection	Discretionary	92.00	92.00	0.00%	Standard
- Waste collection/disposal costs	Discretionary	52.50	52.50	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	90.00	90.00	0.00%	
660 litres					
- Rental cost including delivery & collection	Discretionary	235.00	235.00	0.00%	0 Standard
- Waste collection/disposal costs	Discretionary	144.00	144.00	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	248.00	248.00	0.00%	
1100 litres					
- Rental cost including delivery & collection	Discretionary	398.00	398.00	0.00%	Standard
- Waste collection/disposal costs	Discretionary	212.50	212.50	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	366.00	366.00	0.00%	
Hire of RBC Recycling Bins per bin (price excluding VAT)					
180 litres					
- Rental cost including delivery & collection	Discretionary	59.00	59.00	0.00%	Standard
- Waste collection/disposal costs	Discretionary	15.00	15.00	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	26.00	26.00	0.00%	
- Contamination Costs (due to non-recyclable waste)	Discretionary	57.50	57.50	0.00%	
360 litres					
- Rental cost including delivery & collection	Discretionary	92.00	92.00	0.00%	Standard
- Waste collection/disposal costs	Discretionary	27.00	27.00	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	47.00	47.00	0.00%	
- Contamination Costs (due to non-recyclable waste)	Discretionary	85.00	85.00	0.00%	
660 litres					
- Rental cost including delivery & collection	Discretionary	235.00	235.00	0.00%	0 Standard
- Waste collection/disposal costs	Discretionary	75.30	75.30	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	130.00	130.00	0.00%	
- Contamination Costs (due to non-recyclable waste)	Discretionary	124.00	124.00	0.00%	
1100litres					
- Rental cost including delivery & collection	Discretionary	398.00	398.00	0.00%	Standard
- Waste collection/disposal costs	Discretionary	111.00	111.00	0.00%	
- Additional collection/disposal (during event per visit)	Discretionary	191.00	191.00	0.00%	
- Contamination Costs (due to non-recyclable waste)	Discretionary	191.00	191.00	0.00%	
Provision of Labour (Pre / During and Post) for Event - minimum charge 4 Hours					
General labour (price excluding VAT)					
- hourly rate 06.00-13.00	Discretionary	28.00	28.00	0.00%	0 Standard
- hourly rate 13.00-18.00	Discretionary	42.00	42.00	0.00%	
- hourly rate 18.00-22.00	Discretionary	56.00	56.00	0.00%	
- hourly rate Saturday	Discretionary	45.50	45.50	0.00%	
- hourly rate Sunday	Discretionary	56.00	56.00	0.00%	
- hourly rate Bank Holiday	Discretionary	89.00	89.00	0.00%	
Provision of Grass Cutting Team - minimum 1 day Charge					
- Day charge (price excluding VAT)	Discretionary	505.00	505.00	0.00%	0 Standard
Provision of Tree Works Team - minimum 1 day Charge					
- Day charge (price excluding VAT)	Discretionary	928.00	928.00	0.00%	0 Standard

Report title	Fixed Penalty Notice levels for fly tipping, household waste duty of care & littering offences
Report author	Daniel Bradding
Department	Environmental Services
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

To resolve

Synopsis of report:

Approval is sought to revise the Fixed Penalty Notice (FPN) amounts for fly-tipping and waste offences following legislative changes to the Fixed Penalty Notice maxima amounts.

Recommendation(s):

1. That Members revise the FPN levels set by the council as below:
 - FPN level under section 33ZA(9)(a) of the Environmental Protection Act 1990 shall be £500 (lower level) and £1,000 (higher level) on a case-by-case basis.
 - FPN level under section 34ZA (8) of the Environmental Protection Act 1990 shall be £300 (lower level), and £600 (higher level) on a case-by-case basis.
 - FPN level under regulation 5 of the Environmental Offences (Fixed Penalties) (England) Regulations 2017 shall be £180.
 - The FPN levels above shall be discounted by 50% for early payment within existing periods specified for such payments.
2. Members endorse a lead-in period of four weeks before application of revised FPN amounts be provided from the date of decision by the Committee to allow communication of the revised amounts to members of the public.

1. Context and background of report

1.1 To inform members of recent legislation permitting increases to Fixed Penalty Notice levels:

- In respect of part II of the Environmental Protection Act 1990 (the Act) under sections 33ZA(9)(a) up to £1000 (from £400) for fly tipping offences and 34ZA (8) up to £600 (from £400) for household waste duty of care offences
- Regulation 5 of the Environmental Offences (Fixed Penalties) (England) Regulations 2017 of up to £500 (from £150) to deal with littering offences under section 87 of the Act

which came into force under The Environmental Offences (Fixed Penalties) (Amendment) (England) Regulations 2023 which came in effect on the 31st July 2023.

- 1.2 Further this report seeks authority to revise the current fixed penalty for offences related to littering, fly-tipping, and household waste duty of care to new levels outlined in Table 1; and to give a discount of 50% for early payment. This is a change from the broad approach previously applied of offering a 20% discount for early payment.

2. Report and options considered and recommended

- 2.1 This Summer legislation came into effect increasing the maximum level of FPNs for certain waste offences. The government set out in its Anti-Social Behaviour Action Plan that this is to help councils take proportionate and effective enforcement action against people who intentionally or carelessly damage their local environment, to change behaviour and deter others from offending.
- 2.2 The levels were last set between 4 to 7 years ago as and when legislation was amended. Waste offences remain a significant issue with 780 fly-tips reported in 2022/23.
- 2.3 Revenue from fines is required to be reinvested locally in clean up and enforcement. The government also started publishing league tables on fly-tipping to show which local authorities are using these powers. This has attracted press articles comparing Surrey Local Authority's record: [The Surrey councils named and shamed in fly-tipping league table - Surrey Live \(getsurrey.co.uk\)](https://www.getsurrey.co.uk/news/surrey-councils-named-and-shamed-in-fly-tipping-league-table)
- 2.4. The power to issue a FPN for fly tipping offences is discretionary, offering the alleged offender the opportunity of discharging any liability to conviction for the offence to which it relates. The Council may still decide to instigate a prosecution in cases where it is appropriate to do so rather than follow the FPN provisions.
- 2.5 In determining the appropriate levels of a fixed penalty for littering, the Council needs to take into account the deterrent effect of different levels, peoples' readiness to pay and the levels of fines for littering currently imposed in the Magistrates' Courts. Fixed penalties that are set too high for local conditions, or are likely to be higher than the Court imposed fine in the event of non-payment, will lead to substantial non-payment rates and so, are counter-productive.
- 2.6 Whilst increasing the level of FPN's will act as a deterrent and will help equip the Council with tougher penalties, we need to consider the impact that the increases (to the maximum allowable) may have. For this reason, given the quantum of increase, it is proposed to increase the discount to 50% to maximise the deterrent effect whilst having regard to existing levels and ability to pay. Neighbouring councils, for example Spelthorne, currently have set their fly tipping FPN to a single

level (£400) and may consider increasing this but do not offer any discount for early payment.

- 2.7 The increase may result in more FPN's remaining unpaid due to the offenders simply not having the resources to pay the fine. Currently, if FPN's remain unpaid, the council can and will pursue the offence through the Courts, however this process is more onerous and resource intensive.

2.8 **Fly-tipping**

- 2.9 Section 33 of the Act deals with unauthorised deposits of controlled waste on land (fly tipping) and the Council last set FPN levels in 2016.

- 2.10 The revised maxima of penalty charge that can be specified by the Council is now £1,000. As set out earlier in this report the number of incidents remains significant and a strong deterrent is seen as an important messaging on the seriousness of the offence and the impact on residents' quality of life.

- 2.11 The average costs to the Council of dealing with even small incidents of fly tipping (costs of collection and administration) are in excess of £200 and can be significantly larger in bigger cases. Officers would recommend that the Council specify charges set out in Table 1.

2.12 **Household duty of care offences**

- 2.13 Section 34 of the Environmental Protection Act 1990 imposes a 'duty of care' on householders with respect to waste. A person who contravenes any of these provisions commits an offence.

- 2.14 This type of offence is directed to households whose waste ends up fly-tipped and the householder has not made checks about who is taking their waste. Householders should check as to where the person or entity collecting their waste, are taking the said waste and whether they are registered waste carriers with a valid licence. Householders making the proper checks help stop waste going to those who fly tip and are able to provide essential evidence if the waste is fly-tipped. Since the introduction of FPNs for this offence there have been County wide campaigns on the householder duty of care, and we are working with the communications team to publicise householder requirements including through production of an RBC video animation on the waste duty of care.

2.15 **Littering**

- 2.16 Section 87 of the Act provides for an offence where a person throws down, drops or otherwise deposits any litter and leaves it. With some exemptions this applies to most places in the borough in the open air. In 2019 The Government published the *Code of practice on litter and refuse - part 1A: enforcement guidance (updated 2022)*.

- 2.17 The littering fine levels were last revised in 2018 following legislative changes. It is proposed to increase the maximum to £180, reduced to £90 for early payment within 14 days.

2.18 **Communications**

- 2.19 Members are requested to endorse the 4 week-lead in approach to allow for publicising the revised FPN amounts. In addition to the householder waste duty of

care campaign mentioned above, we have discussed an outline plan for publicising the increases with the Communications team within this period.

Table 1 – Proposed & Existing FPN levels.

Offence & Maximum FPN level that could be set	Proposed FPN Levels		Existing FPN levels		Period for discounted payment
	Maximum	Discounted	Maximum	Discounted	
<p>Fly-tipping (£1000 maxima)</p> <p><u>Upper level</u> (Small van load or less, bigger than car boot load. could be broken down and squeezed into an Astra size van. About 4 cubic metres)</p> <p><u>Lower level</u> (Approximately up to 1 cubic metre. Could be broken down and squeezed into a large boot of a car)</p>	£1000	£500	£400	£320	10 Days
<p>Household waste duty of care (£600 maxima)</p> <p><u>Upper level</u> (Approximately in excess of 1 cubic metre. More than could be broken down & squeezed into large boot of a car)</p> <p><u>Lower level</u> (Approximately up to 1 cubic metre maximum. The rubbish could be broken down and squeezed into a large boot of a car)</p>	£600	£300	£400	£300	10 days
<p>Littering (£500 maxima)</p>	£180	£90	£100	£80	14 Days

3. Policy Framework implications

- 3.1 An FPN is one enforcement tool used within the RBC, [Environmental Services Enforcement Policy](#). Effective enforcement of the policy helps make RBC a cleaner, greener and safer environment in which to live, work and play. The Enforcement Policy is used to help to ensure that resources are focused on priority areas and

problems and that an appropriate balance is struck between the use of FPNs and other existing enforcement tools.

- 3.2 The Council is committed to ensuring that the law is enforced in a proportionate, transparent, accountable and consistent manner. The Policy also endeavours to focus where possible on prevention rather than cure, to educate and assist persons to meet their legal obligations without unnecessary expense and to take firm and proportionate enforcement action against those who fail to follow advice provided or where they flaunt the law or act irresponsibly. Where the option of dealing with the matter allows for a FPN, due consideration to the use of this option will be given.
- 3.3 FPNs are not appropriate for repeat offenders or those responsible for large-scale environmental offences, the offences involving hazardous waste (such as asbestos), for those who are non-compliant or those who do not wish to accept liability and be issued an FPN. These types of offences will continue to be enforced by prosecution in line with the [Environmental Services Enforcement Policy](#). The council is also under no obligation to offer an individual or business a FPN and retains the right to prosecute for all offences regardless of the type or size.
- 3.4 In determining the appropriate level of FPN the quantities of waste cited in Table 1 will be used as a guide, though in accordance with our enforcement policy other aggravating or mitigating factors may also be taken into account. The quantities of waste derive from existing reporting requirements contained in the Waste Data Flow (a web-based system for municipal waste data reporting by UK local authorities to government) which council officers are already familiar with.

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

- 4.1 There is a risk that raising the FPN level disincentivises offenders to discharge their liability for prosecution and, consequently, more cases are referred for prosecution at a greater cost in officer time and litigation expenses. Some of these expenses may be recoverable from an offender on successful conviction.

5. **Legal implications**

- 5.1 The Environmental Protection Act 1990 (EPA90) is the primary legislation dealing with waste on land (fly-tipping and littering) and the Anti-Social Behaviour Act 2003 for dealing with anti-social behaviour, including graffiti and fly-posting, both providing prosecutions for breaches of the legislation. Fixed Penalty Notices were however introduced in specific cases as an alternative to prosecution, dealing with situations where liability was accepted from the perpetrator thus saving Local Authorities time and money prosecuting.
- 5.2 The Environmental Offences (Fixed Penalties) (Amendment)(England) Regulations 2023 (the 2023 Regulations) came in force in England on 31st July 2023, amending both Regulation 5 of the Environmental Offences (Fixed Penalties)(England) Regulations 2017 (by creating subsections (1) and (2)) and sections 33ZA(9)(a) and 34ZA(8) of the EPA90, ultimately amending the levels of some FPN as follows:
 - the range of FPN under Regulation 5(1) is increased from £65-£150 to £65-£500,
 - the range of FPN under Regulation 5(2) remains £65-£150 – not the subject of this report
 - the maximum FPN under section 33ZA(9)(a) is increased from £400 to £1,000, and
 - the maximum FPN under 34ZA (8) is increased from £400 to £600.

It is for the Local Authority to decide whether it wants the levels of its FPNs to be increased or to stay at the levels already set.

5.3 Regulation 5(1) deals with FPN under:

- section 88(6A) (a) of the EPA90 in relation to **littering**, giving the Council the opportunity to issue FPNs rather than prosecute; s88(6A) (b) fixes the amount of FPNs to £100 when Local Authorities do not set it and s88(7) allows the Council to set a lower fee for early payment.

- section 43A(1)(a) of the Anti-Social Behaviour Act 2003 (ASBA03) provides FPN for offences defined at s44 of the ASBA03, including graffiti, painting on highways structures and displaying advertisements in contravention of regulation, not considered in this report;

5.4 Regulation 5(2) deals with FPN under paragraph 7(4)(a) of Schedule 3A of the Environmental Protection Act 1990, in relation to unauthorised free distribution of printed matter on designated land. The level of FPNs here have not changed and these are not the subject of this report.

5.5 Section 33ZA(9)(a) of the EPA90 deals with FPNs in relation to contravention of s33(1)(a) of the EPA90, providing FPNs as alternative to prosecution for a specific type of **fly-tipping** on land; as mentioned earlier, the maximum amount of these FPNs can now be increased from £400 to £1,000. Section 33ZA(9)(b) sets the amount of the FPN at £200 when Local Authorities have not set it, with no option for early payment. Section 33ZA (10) provides for a reduced amount for early payment if the Local Authority wishes to adopt it, although this reduced amount cannot be below £120, hence the suggested early payment amount.

5.6 Section 34ZA (8) of the EPA90 deals with FPN as alternative to prosecution for offences under s34(6), relating to s34(2A), i.e., the **duty of care** linked to the transfer of waste from a residential property, as mentioned earlier in this report. Again, s34ZA(7)(b) sets the FPN at £200 if the Local authority has not set its amount and section 34ZA (9) provides for a reduced amount for early payment, which can however not be below £120.

5.7 The legislation does not mention whether only one category of FPNs can be adopted or if the Council could apply various amounts for different quantities or types of waste, leaving the Council free to choose its own set-up.

5.8 It is of note that non-payment of a FPN leads to a prosecution rather than recovery as a civil debt, so the issuing of FPNs may not cancel the need for a prosecution. However, if a FPN has been issued and not paid, when mentioned to the Court, the fine imposed by the Court will generally be greater than the FPN itself and court costs will be imposed.

5.9 It is good practice for the revenue of such FPN to support the enforcement action of the departments who have issued and collected them.

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) 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 increase in the level of fines would have a negative impact on people with a low income or who receive state benefits, which may affect people who receive pensions credit (protected characteristic of age) and other types of benefits, such as disability living allowance (protected characteristic of disability). The increase in discount may provide some mitigation of the impact but that will work only where that person is able to pay the fine within the 10 days or 14 days (for littering).
- 6.3 Officers will continue to monitor the impact the increased fees have on people's ability to pay and where possible, gather information on the specific impact(s) on anyone with a protected characteristic.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 There are no adverse implications identified. The delivery of a number of these regulatory services enhance, protect or seek redress for harm to the environment.

8. Timetable for Implementation

Action	Date	Owner
Finalise & action communications plan	1 week from decision	DB with Comms

9. Background papers:

[Environmental Services Enforcement Policy](#)

[Code of practice on litter and refuse - part 1A: enforcement guidance](#)

Get Surrey news article: [The Surrey councils named and shamed in fly-tipping league table -Surrey Live \(getsurrey.co.uk\)](#)

[Local authority fly-tipping enforcement league tables for England, 2021/22](#)

Report title	Runnymede Borough Council Flood & Sandbag Policy
Report author	Dr Marcel Steward: Head of External Projects, Emergency Response & Bid Grant Funding
Department	Chief Executives Office
Exempt?	No
Exemption type	Not Applicable
Reasons for exemption	Not Applicable

Purpose of report:

To resolve

Synopsis of report:

A report on changes to the Council’s Sandbag policy was brought to the September Environment and Sustainability Committee. At the meeting, Members provided feedback on the report. It was resolved that a revised version of the report, incorporating the views of Members, should be brought to the November meeting of the Environment and Sustainability Committee.

The current Runnymede Borough Council Sandbag policy was created in the aftermath of the devastating flood which occurred in the Borough in 2014. This has been reviewed and recommendations brought forward which reflect current best practice adopted by the Environment Agency and other Councils in Surrey. The review considered the Council’s mandatory responsibilities, the Council’s capacity to provide sandbags, the effectiveness of sandbags in protecting property and the health and safety of residents and Council operatives.

- Recommendation(s):**
- Agree that the current Sandbag policy is outdated and no longer fit for purpose.
 - Replace the current policy with a position statement on the Council’s website, which can be updated as required. *Please see Section 2.12*
 - That the Council, subject to Member approval, embarks on a communications campaign to ensure that all residents and communities are informed of the change and encouraged to actively plan for future flooding events.

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. The primary mandate on Districts and Boroughs is to support residents whose homes have been made uninhabitable by providing respite centres and/or alternative temporary accommodation.
- 1.4 In emergency planning terms, the district and borough councils also have a role to assist communities with recovery post-emergency event.
- 1.5 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.
- 1.6 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.
- 1.7 As the Highways Authority, Surrey County Council is also responsible for highway drainage on all non-trunk roads in the county.
- 1.8 Highways England are responsible for flooding and drainage on Trunk roads.

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

- 2.1 The Sandbag Deployment Policy has been reviewed against the following criteria:
 - Capacity to respond to a flood emergency by the provision and distribution of sandbags,
 - Council's primary responsibility to provide respite centres and temporary housing to residents whose homes are uninhabitable
 - Council's responsibility to support recovery post-emergency event
 - the effectiveness of sandbags in protecting property against fluvial and pluvial flooding
 - acceptance that sandbags do not provide protection against groundwater flooding of the type experienced in the 2014 floods in Runnymede
 - the health and safety of residents and Council staff
- 2.2 The Council's primary responsibility during a flood event is to provide respite centres and temporary accommodation to residents whose homes become uninhabitable.
- 2.3 Diverting staff to sandbag provision dilutes the Council's capacity to fulfill its primary responsibilities.
- 2.4 Statutory guidance on sandbag provision and the effectiveness of sandbags in preventing property flooding is scant or non-existent.

Having said that, the Environment Agency no longer deploys sandbags to prevent water entering properties. It continues to use sandbags to anchor objects in place such as flood barriers, manhole / drain covers, or wrapped in plastic sheeting to

divert flows. It does not issue sandbags to the public. Other Councils who have adopted a 'no sandbag' policy or a restricted sandbag policy include Spelthorne, Elmbridge, Epsom & Ewell, Guildford, and Waverley.

- 2.5 Informal guidance from the Environment Agency is that sandbag barriers must be several bags deep and wrapped in heavy duty plastic sheeting to have any potential to be effective.
- 2.6 Sandbags do not provide protection against groundwater flooding.
- 2.7 Sandbags are extremely heavy and difficult for residents to manhandle and carry an inherent risk of injury.
- 2.8 Sandbags deployed in a flood may be contaminated and may require specialist disposal after the event.
- 2.9 It is extremely dangerous to enter flood water.

Risks include:

- Contaminated water from drains and rivers presenting health risks - particularly to 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 10cms can knock an adult off their feet.
 - Drivers can easily become trapped by rising flood waters. 15cms 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.
 - Temperature – being immersed in water below 15^o can quickly overwhelm the ability to move and respond.
- 2.10 The health and safety hazards created by a flood prevent sandbag distribution in a flooded area. Residents should not be encouraged to enter flood water to go to sandbag distribution centers.
 - 2.11 The Council does not have the capacity to store and distribute adequate numbers of sandbags to the many households that are likely to be affected by a significant flood event in the Borough.

The Environment Agency does not provide policy advice on the subject.

Informal advice from the Environment Agency as an approximate 'rule of thumb' indicates a minimum of 30+ sandbags wrapped in plastic to offer any protection to an 'average' domestic property.

In the 2014 flood, it is estimated that a minimum of 2, 500 homes were affected. The Council does not have the capacity to hold sufficient supplies to provide sandbags of this scale.

- 2.12 Taking the considerations together, the proposal is to replace the current policy with the following Position Statement on the Runnymede Council Website:

“The Council cannot provide sandbags to all households affected by flooding. The Council will retain a small store of sandbags and in exceptional circumstances, on a case-by-case basis, may exercise discretion in supporting vulnerable residents affected by localised flooding. This support will be subject to the availability of sandbags and the specific nature of the localised flooding, to ensure that the deployment of sandbags would be possible, would not encourage residents to enter flood water where there is an identifiable health and safety risk in so doing, and where it is identifiable that sandbags would be effective in diverting the flow of flood water.

Once provided, save in exceptional circumstances, sandbags become the responsibility of the householder. The subsequent collection and disposal will not ordinarily be organised and paid for by the council.

All households in areas with a known flood risk are encouraged to make their own forward planning arrangements to ensure that their properties are protected by appropriate preventative measures that may be deployed in the event of a flooding incident. Further information on measures households could consider taking, is included at [Prepare for a flood – Runnymede Borough Council](#)

Residents can also sign up for flood alerts and obtain guidance on making flood plans at: [Prepare for flooding: Protect yourself from future flooding - GOV.UK \(www.gov.uk\)](#)

3. Policy framework implications

- 3.1 The current sandbag policy no longer reflects best practice and is not fit for purpose. It would be costly for the council to try and continue to deliver this policy.
- 3.2 The Council will continue to encourage residents and businesses in the Borough to consider and implement their own, flood protection measures.
- 3.3 The Council will retain a small store of sandbags and in exceptional circumstances, on a case-by-case basis, may exercise discretion in supporting vulnerable residents affected by localised flooding.
- 3.4 The Council will support residents and flood groups by directing them to support networks, providing relevant contact numbers and advice where appropriate.
- 3.5 If the recommendations are approved, the revised sandbag statement 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 in 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 In the event of flooding, the Council’s current sandbag policy would not be fit for purpose. It is costly and there is no longer any adequate budgetary provision for the policy to be implemented.

- 4.2 Moreover, as discussed in this report, informal guidance from the Environment Agency and from other local authorities indicate that sandbags are not an effective defence against flooding. If the Council provide sandbags to residents to protect property against flood knowing that they would fail, it is potentially open to criticism and potential claims if negligence could be established for raising false expectations.
- 4.3 The most significant insurance risk to the Council arises from the risk of injury to volunteers manning sandbag distribution centres sustaining long-term work injuries due to a lack of proper training in an emergency situation.

5. Legal implications

- 5.1 There are no legal implications from the proposed change in policy, as providing sandbags is not a statutory duty for the Council.

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 stated.

11. Appendices

Runnymede Borough Council's current sandbag policy

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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