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Environment and Sustainability Committee

Thursday, 7 March 2024 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 Prescot, S Ringham and D Whyte

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

AGENDA

Notes:

1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.

2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Democratic Services, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425622). (Email: democratic.services@runnymede.gov.uk).**

3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

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

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

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

List of matters for consideration Page
Part I

Matters in respect of which reports have been made available for public inspection

Part II

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

Runnymede Borough Council

Environment and Sustainability Committee

Thursday, 11 January 2024 at 7.30 pm

Members of the Council present:	Councillors D Coen (Chair), V Cunningham (Vice-Chair), A Berardi, D Clarke, MK Cressey, S Jenkins, S Ringham and D Whyte.
Members of the Council absent:	Councillors R Bromley and N Prescot.
In attendance:	Councillors T Gates.

38 **Changes to Committee Membership**

There were no changes to committee membership.

39 **Minutes**

The minutes of the meeting of the Committee held on 16 November 2023 were confirmed and signed as a correct record.

40 **Apologies for absence**

Apologies for absence were received from councillor Bromley.

41 **Declarations of interest**

No declarations of interest were made.

42 **Chertsey Town Centre Street Licensing**

Following Full Council approval in June 2023 to commence the process of designating Guildford Street, Chertsey as a Licence Street to enable opportunities for markets and events, a consultation exercise had been undertaken, which had yielded no response from the police or public, and no issues identified from Surrey County Council as highways authority.

The Committee were therefore asked to recommend to the next Full Council meeting that Guildford Street, at the junction of Riverdell close and Heriot Road, and the junction that meets Windsor Street and London Road, be designated as a Licence Street.

The committee were supportive of the proposal and positive about the impact on the local economy of regular markets and the vibrancy this would create.

Responding to questions about the possibility of setting up similar arrangements in Addlestone town centre, it was advised that the design of Addlestone was more complex and would likely require a road closure order for Station Road, impacting bus routes and businesses. Smaller-scale markets had been possible on previous occasions as they took place outside the Civic Centre on land owned by the Council. It was therefore the intention to focus on Chertsey and consider other locations options at a later date when the full impact could be better understood.

The terms and conditions for market operators would be updated and presented to a future committee, but it was confirmed that the vast majority of professional market operators were extremely ethical in their processes and this would be a major consideration in the

vetting process.

It was **resolved** that the following be recommended to the Council:

That the Council resolves that:

1. All previous resolutions of the Council made pursuant to paragraph 2 of Schedule 4 to the Local Government Miscellaneous Provisions Act 1982 (the Act) be hereby rescinded

2. Pursuant to Paragraph 2 of Schedule 4 to the Act, that as from the date when this resolution takes effect, all areas of land within the Borough of Runnymede which are "streets" within the definition of that term contained in Paragraph 1 of Schedule 4 to the Act shall be designated as prohibited streets with the exception of any streets referred to in resolution 3 below.

3. The streets and parts of streets set out below be designated as Consent Streets and Licence Streets, as defined in Schedule 4 to the Act:

Consent Streets

- Broadway, New Haw - at the eastern service road adjacent to the street from the northern boundary of the Black Prince Public House for a distance of fifteen (15) metres in a northerly direction

Licence Streets

- High Street, Egham
- Station Road North, Egham
- Guildford Street, at the junction of Riverdell close and Heriot Road, and the junction that meets Windsor Street and London Road

43 **No Mow May**

The Corporate Head of Environmental Services acknowledged the No Mow May initiative, which had been a grassroots campaign encouraging garden owners and green space managers not to mow their lawns during the month of May.

It was the Council's intention to continue with the current mowing schedules rather than implement No Mow May, and focus would be on the management of the existing wildflower meadows to more effectively increase biodiversity in the borough.

The Committee applauded the sentiment of the initiative but several members advised that it would have a detrimental impact due to enticing species out of their natural ecosystems to lay their eggs into these flourishing areas only for them to then be extinguished when mowing resumed at the end of the campaign.

There was therefore widespread support for the recommendations, however the Committee were keen to ensure that communication to residents was clear that the campaign was not being supported for good reason, and for the Council's own initiatives and examples of promoting biodiversity to be made clear.

The Committee were keen to progress identifying areas within the borough that had the potential for wildflower meadows, as well as engage with residents and councillors to get their input on potential locations. It was added that most locations were likely to be microsites that were part of a larger open space.

Whilst it was acknowledged that site-specific management plans were in place for each location, it was felt that an overarching policy with methodology was required for how the Council managed its wildflower meadows.

Officers were encouraged to engage with Surrey County Council and the Blue Heart campaign that aimed to protect wildflower meadows from being inadvertently cut by contractors. Some of the verges identified within this campaign would be entirely compatible with a Runnymede approach to improve and increase biodiversity.

A Member emphasised the two different strands in supporting biodiversity in that some locations in the borough, such as Chertsey Meads, were meadows, whilst the other strand was specifically planting wildflowers in non meadows.

Resolved that –

1) Officers to continue with current mowing schedules rather than implement No Mow May

2) Officers to focus on the management of the existing wildflower meadows to more effectively increase biodiversity in the borough.

3) Officers to develop a meadow management policy to include site specific management plans, methodology and map

4) Officers to identify and map further areas within the borough that offer the potential for naturalisation.

44 **Grave Digging Contract**

The Corporate Head of Environmental Services briefed the committee on the recent procurement exercise for a grave digging contract, which due to the estimated contract value had been taken to and approved by Corporate Management Committee.

Due to the specialist nature of the role and intermittent workflow it had been decided to retender the service rather than bring it back inhouse under the grounds maintenance team. It was added that the removal of excess spoil would be included as part of the contract.

(The meeting ended at 8.21 pm.) Chair

Report title	**Air Quality Action Plan**
Report author	Lucy Hawkings
Department	Environmental Services
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:

- **For information**

Synopsis of report:

To inform Members of the submission of Runnymede Borough Council's (RBC's) 2024 Air Quality Action Plan (AQAP) which was submitted to the Department for Environment, Food & Rural Affairs (Defra) in draft for comment and subsequent consultation on Monday 29th January 2024.

1. Context and background of report

The report provides Members with updated Air Quality information in the form of RBC's Draft 2024 Air Quality Action Plan (AQAP) which was submitted to Defra in January 2024

1.1 RBC as a Local Authority has a Statutory responsibility to review and assess the current and likely future air quality in their area within a specified time frame.

1.2 Air quality is assessed against objectives for various pollutants. Where a Local Authority identifies that an air quality objective for a particular pollutant is unlikely to be met in a particular area and where there is relevant public exposure, they must designate this area as an Air Quality Management Area (AQMA). The major source of air pollution affecting the RBC area is due to road traffic. An AQMA covering the route of the M25 through the borough was declared in 2001. An AQMA covering the junction of the High Street, Station Road, Brighton Road and Church Road, Addlestone was declared in 2008; both were declared for the pollutant, Nitrogen Dioxide (NO_2).

1.3 Data since 2019 indicates that air quality is improving and that both AQMAs could be revoked. However, due to the impact of the Covid-19 pandemic and associated travel restrictions the monitoring data for 2021 and 2020 may not be representative of long-term trends. To ensure that the AQMAs are not revoked prematurely the Council intends to continue to monitor and review air quality in these areas for at least

another two years, as well as continuing to review air quality in potential pollution hotspots in Chertsey and near the Ottershaw Roundabout (further information on these areas can be found in the RBC 2023 Annual Status Report (ASR) at Appendix B

1.4 Air quality objectives were achieved across the Borough in 2022 including in the two AQMAs. The general trend is an improvement in air quality and the Council is working towards revoking the AQMAs in the coming years.

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

2.1 Members are made aware that RBC's Draft 2024 AQAP was submitted to Defra for their consideration in January 2023. The report fulfils RBC's obligations with respect to managing the AQMAs within Runnymede.

2.2 There are two Air Quality Management Areas (AQMAs) in Runnymede Borough Council relating to NO_2.

2.3 Consideration of how to improve air quality has been included in the Council's 2024 draft AQAP and this includes a raft of measures such as consideration for planning applications within or near the Borough's AQMAs as per the Supplementary Planning Document (SPD) in production as part of the Local Plan. The SPD contains guidance on when an air quality impact assessment is required to be submitted with a planning application, as well as the information which should be covered within the assessments.

2.4 Whilst there was a requirement for RBC to submit their AQAP to Defra in June 2023, Defra has been and Members are hereby made aware that, due to a number of issues the RBC submission occurred after this date.

This 2024 AQAP has been prepared continue to deliver the following;

- Quantify the different source contributions.
- Evidence that all available options have been considered.
- Plan of how RBC proposes to use its powers and work in conjunction with other organisations to implement the AQAP.
- Develop timescales for AQAP implementation and an impact assessment of the proposed measures.

2.5 Please refer to Table 5.1 within the Draft 2024 AQAP in Appendix A for the table of proposed measures.

2.6 The Runnymede AQAP is intended to be an evolving plan that will further develop in time and a result will be the subject of on-going consultation with stakeholders. The Environment Act 1995 requires the Council to undertake extensive consultation at each stage of the process, thus creating an iterative method of action.

2.7 The current draft 2024 AQAP is now with Defra awaiting return of comments. After review by Defra, the AQAP will be sent to Surrey County Council, the Highways Agency, neighbouring Local Authorities and other Statutory and non-Statutory consultees. All consultee comments received on the draft AQAP will be considered

and incorporated where appropriate into the final AQAP. The final AQAP will be the subject of Full Council approval.

2.8 In addition to the high-level national programmes policies and initiatives that are seeking to reduce levels of emissions there is a joint working approach through the efforts of the Surrey Air Alliance. RBC have also joined the Air Alert scheme which provides a valuable service to vulnerable people about poor air quality days.

3. Policy framework implications

3.1 The AQAP conforms and supports rate the Corporate Business Plan, specifically regarding two of theive strategies, those being; responding to climate change and supporting the health and wellbeing of local people.

4 Resource implications/Value for Money

4.1 Additional funding via the Contain Outbreak Management Fund (COMF) has been used to develop the service and update the AQAP, complete the detailed assessment of potential Chertsey AQMA and to explore our potential additional responsibilities for particulate monitoring pending publication of the government's guidance. Further information is in the Annual Status Report (ASR) at Appendix B

4.2 The main constraint that can be anticipated is the lack of funding. Due to financial constraints, Surrey County Council's Local Transport Plan LTP3, similar to LTP2, prioritised Surrey's transport hubs (Guildford, Woking, Reigate and Banstead) for the delivery of its strategies and transport measures. However, it is hoped that in the future Runnymede AQAP can be integrated with the Local Transport Plan.

4.3 Sources of air quality funding available to District/Borough Councils mainly include revenue funding, Environmental Health (EH) revenue budget and developer contributions. Currently, the EH budget for RBC is sufficient to cover the cost of the NO_2 diffusion tube network. Specific projects may be successful in receiving funding through the Department for Environment, Food and Rural Affairs (DEFRA) annual Air Quality Grants programme. Previous grants have been awarded to RBC, for example approximately £57k in 2010/11.

4.4 The current air quality functions are undertaken by the Council's Scientific Officer. However, to successfully deliver the revocation of the two Runnymede AQMAs in the future consultant expertise will be needed to provide a detailed assessment and modelling. Funding will be considered at the point when data collected has proven revocation is applicable.

5. Legal implications

5.1 As mentioned elsewhere in this report, if, following a review of the air quality within the borough, it appears that standards or objectives are not and will not be met, the local authority has a duty under section 83(1) of the Environment Act 1995 (the Act) to designate, by order, an Air Quality Management Area (AQMA). The order can be varied or revoked under s83(2) of the Act following successful further air quality reviews.

5.1 Section 83A(2) requires local authorities with an AQMA to prepare an Action Plan to achieve air quality in the AQMA. This Action Plan can be varied when required, which is the subject of this report.

5.4 This Action Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within Runnymede Borough Council's air quality annual status report (ASR)

5.5 As mentioned above, this Action Plan has been sent to Defra for approval and once Defra approval or comments have been received from Defra, a final document will be produced for consultation

6. Equality implications

6.1 Officers will submit the final document to the Equalities Group for review once the Action Plan has been returned by DEFRA. Officers will also update the equalities group in terms of the how the consultation will be carried out.

7. Environmental/Sustainability/Biodiversity implications

7.1 It is hoped that if the proposed measures within the AQAP are implemented with the assistance of other agencies, including Surrey County Council and that modest improvements will take place with pollution levels from road traffic falling especially in the Addlestone AQMA.

8. Risk Implications

8.1 It has been widely reported that the European Union may issue significant fines to Member states, including the UK. It is also reported that the UK Government will pass these fines to Local Authorities, especially those who are not doing enough to tackle and reduce poor air quality.

9. Other implications

9.1 The Air Quality Action Plan supports the objectives of the Runnymede Health and Wellbeing Strategy within the Corporate Business Plan

10. Timetable for Implementation

10.1 AQAP actions will commence with immediate effect and continue with yearly review, though the production of the Annual Status report each June. A revision of the AQAP will be required by 2029. It is anticipated that evidence will suggest the revocation of both AQMAs before 2029.

11. Conclusions

11.1 The 2024 draft AQAP will be finalised after Defra comments have been received. It will then be put out for consultation after which any relevant changes made before a final version is produced, submitted to Defra, and published. We expect this process to be completed by May 2024.

12. Background papers

12.1 The most recent 2022 ASR report is at Appendix B and available in the Member's Room and online at https://www.runnymede.gov.uk/airquality

13. Appendices

13.1 Draft AQAP
RBC 2023 ASR

Runnymede Brough Council

Air Quality Action Plan

In fulfilment of Part IV of the Environment Act 1995

Local Air Quality Management

Information	Runneymede Borough Council Details
Local Authority Officer	Lucy Hawkings
Department	Environmental Health
Address	Civic Centre, Station Road, Addlestone, KT15 2AH
Telephone	01932 838383
E-mail	lucy.hawkings@runnymede.gov.uk
Report Reference Number	APS_L1009_C_AQAP_2024_Draft
Date	29th January 2024

Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the actions we will take to improve air quality in Runnymede between 2024 and 2029.

This action plan replaces the previous action plan which ran from 2014 to 2023. Projects delivered through the past action plan include:

- Subscription to AirAlert and associated publicity for Runnymead's residents
- Active involvement in Surrey Air Alliance including the modelling of air quality cross Surrey and other joint initiatives
- Working with Surrey County Council on improvements to active travel infrastructure in the Borough
- Ensuring all permitted processes operate within control limits.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas (Wheeler & Ben-Shomo, 2005) (Netcen, AEA Technology, 2006).

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion (Defra, 2013). Runnymede Borough Council is committed to reducing the exposure of people in Runnymede to poor air quality in order to improve health.

We have developed actions that can be considered under seven broad topics:

- Alternatives to private vehicle use
- Environmental permits
- Policy guidance and development control
- Promoting low emission transport
- Promoting travel alternatives

- Public information
- Transport planning and infrastructure

Our priorities for both our Air Quality Management Areas (AQMAs) are to continue measuring air quality to ensure continued compliance with the objective. Our focus moving forward will be on further reducing exposure to air pollution, both NO_2 and $PM_{2.5}$, to protect public health.

We outline how we plan to effectively manage air quality within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Runnymede's direct influence.

Responsibilities and Commitment

This AQAP was prepared by Air Pollution Services on behalf of the Environmental Health Department of Runnymede Borough Council. It has been approved by:

Helen Clarke, Corporate Head of Environmental Health Services.

On behalf of the Surrey County Council Director of Public Health, the Public Health team work closely with Surrey Air Alliance including District and Borough Council partners responsible for submitting Air Quality Action Plans (AQAPs) on air quality within their area; to develop initiatives and implement actions to improve air quality across the county of Surrey.

This AQAP will be subject to an annual review, appraisal of progress and reporting to the relevant Council Committee. Progress each year will be reported in the Annual Status Reports (ASRs) produced by Runnymede Borough Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Lucy Hawkings at:

Write to: Runnymede Borough Council, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH

Telephone: 01932 838383

Email: lucy.hawkings@runnymede.gov.uk

This AQAP has been produced by Air Pollution Services, part of the KALACO Group of companies

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1. Introduction

This action plan outlines the actions that Runnymede Borough Council will deliver between 2024 and 2029 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the Runnymede.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and Section 11 of the Environment Act 2021, along with relevant regulations made under these Acts to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within Runnymede Borough Council's air quality annual status report (ASR).

2. Summary of Current Air Quality in Runnymede

There are two Air Quality Management Areas (AQMAs) in Runneymede, declared for exceedances of the annual mean nitrogen dioxide (NO_2) objective. Details of the AQMAs in Runnymede can be found on Defra's website at https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=26.

Please refer to the latest Annual Status Report (ASR) from Runnymede Borough Council for further information on air quality in the borough (Air pollution service - Runnymede Borough Council).

The main source of poor air quality in the borough is road traffic. This AQAP identifies measures to address air pollution in both the Runneymede AQMAs. It includes measures to reduce public exposure to air pollution more widely in recognition that air pollution can have an adverse effect on health at levels below the statutory AQOs.

3. Runnymede Borough Council's Air Quality Priorities

1. Introduction

Runnymede Borough Council's priorities are set out in its Corporate Business Plan 2022-2026 (Runnymede Borough Council, 2022). Climate Change and Health and Wellbeing are two of the Council's five priorities, both of which are related to air quality.

The Council's Climate Change Strategy (Runnymede Borough Council, 2022) sets out its plans to reduce carbon emissions from its operations and the wider Runnymede community within the context of its target to be zero carbon by 2030. There is synergy between measures to reduce carbon (and other greenhouse) emissions and measures that reduce emissions of the main air pollutants, such as nitrogen oxides (NO_x) and particulate matter (PM).

The Council's Health and Wellbeing Strategy (Runnymede Borough Council, 2022) has two focuses. These are to work in partnership with others to tackle health inequalities within the borough, and to address the wider determinants of health locally, with the aim of making a positive impact on the health and wellbeing of individuals. Air pollution is recognised as one of the wider determinants of health. There is evidence that poor communities tend to be exposed to higher levels of pollution and also suffer disproportionately from poor health, and therefore are more likely to be vulnerable to the effects of air pollution (Walker & Pearce, 2017). The strategy has three over-arching objectives:

- Healthy homes - Ensure residents of all ages can live in safe, secure, good quality homes and are supported when necessary to be able to continue to live independently.
- Healthy communities - For all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally.
- Working partnership to tackle health inequality.

The Surrey Transport Plan, the fourth Local Transport Plan (LTP4) for the county, was published in July 2022 (Surrey County Council, 2022). Its sets out the county's ambitions for the transport system in Surrey to 2032 and beyond. It replaces Surrey's Air Quality strategy.

LTP4 has four main objectives:

- Enabling a greener future;
- Growing a sustainable economy, so that everyone can benefit;
- Empowering communities; and
- Tackling health inequalities

The aim is to reduce carbon emissions to ensure Surrey is on track to be net zero emissions by 2050, whilst creating thriving communities with clean air, excellent health, wellbeing and quality of life. The key policies include prioritising walking and cycling to improve the health, working with operators to improve journeys on public and shared transport, promoting zero emission vehicles and planning local neighbourhoods to reduce the number and length of car trips. These policies will contribute to lower emissions and therefore improved air quality.

Public Health Context

Long-term exposure to air pollution can cause chronic conditions such as cardiovascular and respiratory diseases as well as lung cancer, leading to reduced life expectancy (Public Health England, 2018).

Air pollution can be harmful to anyone, but some people are more affected as a result of where they live, the level of air pollution they are exposed to, or their inherent susceptibility to health problems caused by air pollution. Those who are more susceptible include older people, children, those with pre-existing cardiovascular or respiratory disease, pregnant women, communities in areas of deprivation, higher pollution and low-income communities.

The Department of Health and Social Care's advisory Committee on the Medical Effects of Air Pollutants (COMEAP) have estimated that long-term exposure to anthropogenic air pollution in the UK has an annual impact on shortening lifespans equivalent to 28,000 to 36,000 deaths (COMEAP, 2018).

In general, higher pollutant concentrations are found in more socially disadvantaged areas, consequently air pollution tends to cause most harm to people in socially deprived groups (Walker, Mitchell, & Pearce, 2017). For those on low incomes problems are compounded as they are more likely to have existing medical conditions, they are more likely to live in areas with poorer outdoor and indoor environments and have less access to jobs, healthy food, decent housing and green spaces, which all contribute to poorer health (Public Health England, 2018).

These disparities can affect people throughout their lives, from the prenatal stage through to old age, particularly as deprived communities often have limited opportunities to improve their environment. As with social conditions, environmental factors, such as air quality have a significant influence on health and well-being and affect human health both positively and negatively. In the case of air pollution this impact can be short term and long term. Short-term exposures can increase hospital admission rates. Long term exposure can reduce life expectancy.

In the unborn child and infants air pollution can lead to pregnancy loss, low birth weight, suppressed lung growth and function, and sudden infant death.

In children, exposure to air pollution can lead to suppressed lung growth and function and increased risk of respiratory disease such as asthma.

For adults there is an increased risk of cardiovascular disease (heart failure, heart attacks, arrhythmias), respiratory disease, cancer, stroke, dementia, mental health issues and metabolic disorders such as diabetes.

Where poor air quality leads to lost days working and greater medical and social care costs, this can negatively affect the economy too.

Runneymede Borough Council's Health and Wellbeing Strategy (Runnymede Borough Council, 2022) has identified that hospital admissions relating to coronary heart disease, chronic obstructive pulmonary disease and myocardial Infraction are significantly higher in Runnymede than the rest of Surrey. It is also the local authority within Surrey with the highest percentage of residents who often or always feel lonely. The 2011 census identified approximately half of householders were considered deprived, slightly higher than the Surrey average and that 14% of Runnymede residents lived with limiting long term illnesses.

The 2019 index of multiple deprivation identifies that some lower layer super output areas (LSOAs) in Runneymede, i.e. areas with a population of approximately 1,500, is in the top 10 percent of the least deprived areas in England, while also identifying some were in the 30% most deprived areas in England, illustrating the diversity across the borough.

People are exposed to air pollution both outdoors and indoors. Poor air quality within homes, where people generally spend the majority of their time, can be caused by poor outdoor air quality. There are many sources of air pollutants inside buildings including construction and decorating materials, consumer household products (toiletries, cleaning products, candles, air fresheners etc.) fires and wood burners, and cooking.

As outdoor air has become cleaner there is increasing focus on exposure within the indoor environment and its impact on public health.

Planning and Policy Context

The Runnymede 2030 Local Plan (Runnymede Borough Council, 2020), adopted in July 2020, forms part of the Development Plan for the borough. This is our most significant policy document in relation to the environment and climate. It contains policy EE2: Environmental Protection, which requires air quality assessments for development proposals where there may be an adverse air quality impacts of the development or to the development. Where there are adverse impacts mitigation measures are required to reduce the impacts to acceptable levels. These assessments are expected to be written in line with best practice guidance or advice.

The Council officers consider the impact of planning applications near to or within designated AQMAs to ensure suitable measures are adopted in relation to air quality.

An air quality supplementary planning document is under development.

Source Apportionment

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within Runnymede's area which is road traffic.

A source apportionment exercise was carried out by Runnymede Borough Council in 2023. This identified that within both AQMAs the dominant traffic source of emissions is light duty vehicles – cars and vans. The background concentration is a significant contributor to the measured NO_2 concentrations, particularly for the M25 AQMA.

The contributions from different emission sources in the M25 AQMA are shown in Error! Reference source not found.. It shows the contributions at the worst case receptors alongside the motorway and separately in the M25 AQMA north section near the Vicarage Road level crossing.

Figure 1: M25 AQMA Source Apportionment (along the motorway left) and near the Vicarage Road Level Crossing (right)

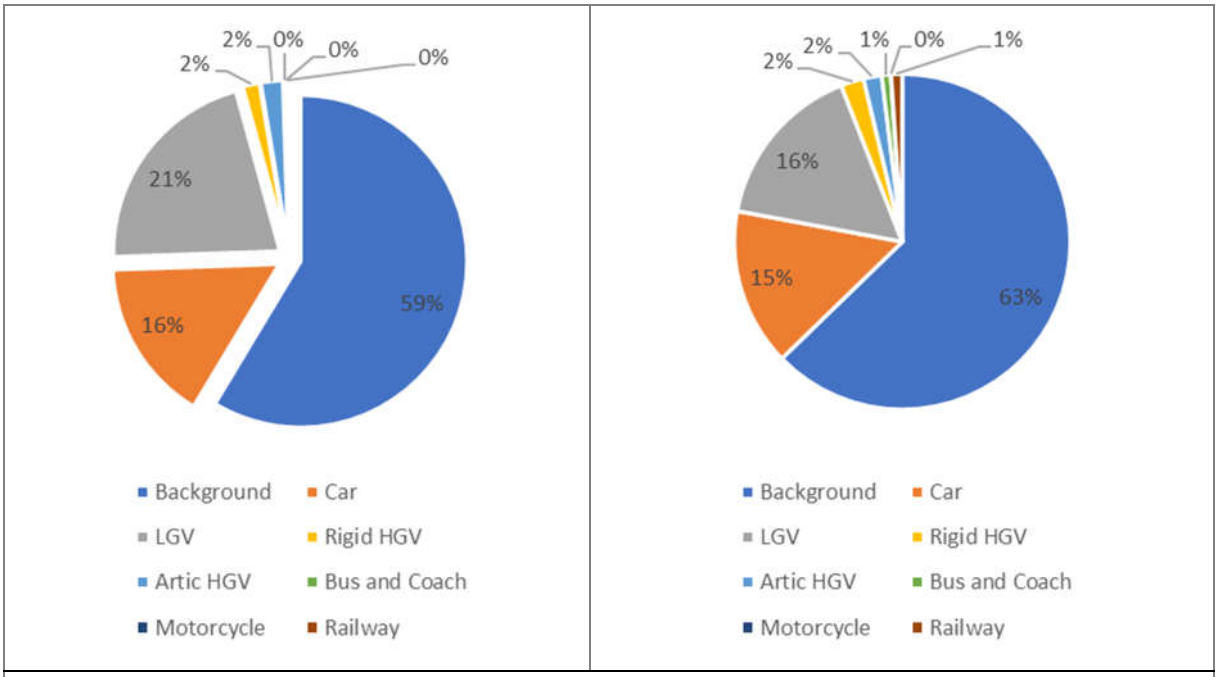

Figure notes: -

It shows that the largest contribution is from the background concentrations (the concentrations due to emissions over the wider area). Vans (light goods vehicles; LGVs) and cars are responsible for around one third of the NO_2, with small contributions from heavy duty vehicles, motorcycles and the trains on the railway line.

Error! Reference source not found. shows the source apportionment for the Addlestone AQMA. The background contribution is lower than for the M25 AQMA; 41% at the receptor with the highest concentration in the AQMA. Cars and vans are responsible for approximately half the NO_2.

Figure 2: Addlestone AQMA Source Apportionment

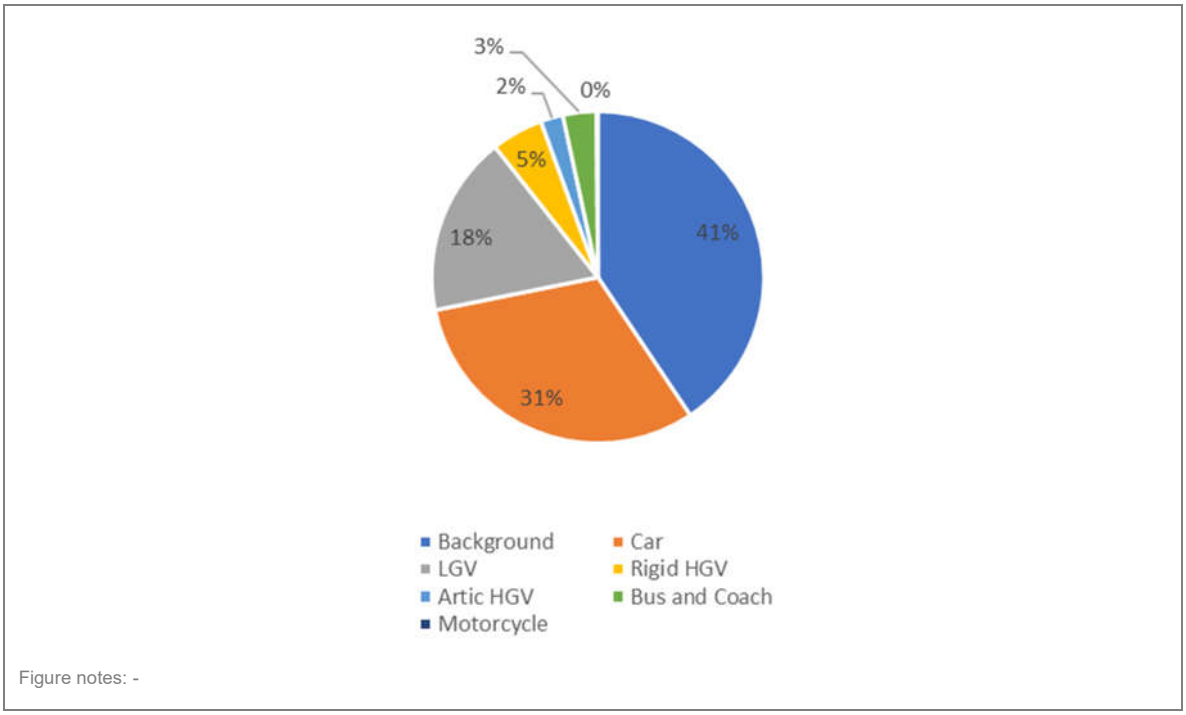

Figure notes: -

As well as the AQMA, an area around the junction of Bridge Street and Weir Road in Chertsey where high NO_2 concentrations have been measured was assessed. The source apportionment for the receptor with the highest concentration in this area is shown in **Figure 3**. The background in this location is responsible for 50% of the NO_2 with cars contributing 41% of the total measured concentration.

It is clear that measures to improve air quality in Runnymede need to focus on a general reduction in background levels and light duty vehicles, especially cars.

Figure 3: Bridge Street/Weir Road Junction, Chertsey, Source Apportionment

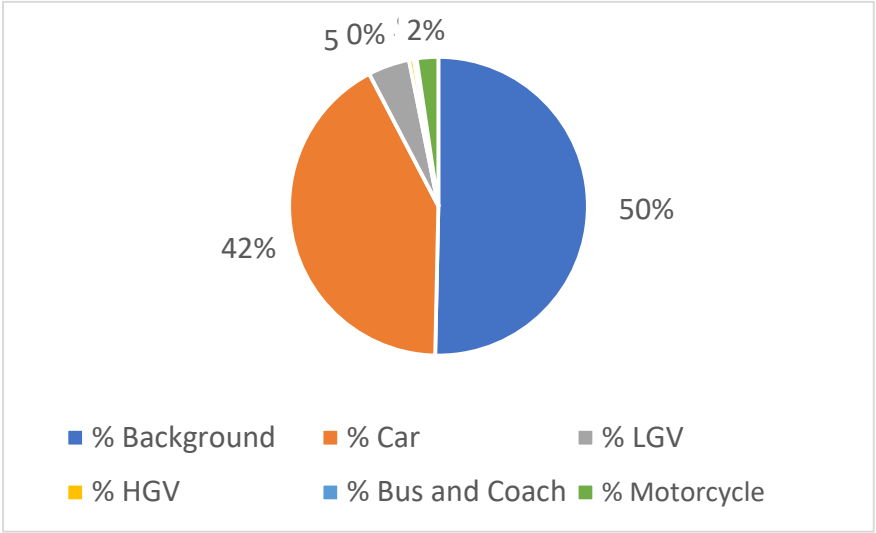

Figure notes: -

Required Reduction in Emissions

There were no exceedances of the annual mean NO_2 objective in 2022 in the borough and therefore, assuming that the objective continues to be achieved, no reduction in emissions is required in order to meet the objective.

In the M25 AQMA the objective has been achieved every year since 2019, while the Addlestone AQMA met the objective for the first time in 2022. The highest NO_2 concentration measured in Runnymede in 2022 was measured in the Addlestone AQMA. It was 35.5 µg/m^3, i.e. just under 90% of the objective. In the M25 AQMA the highest concentration measured in 2022 was 32.9 µg/m^3.

Measurements in 2021 and, to a lesser extent, 2022 were affected by the reduced traffic resulting from the restrictions and changing travel patterns during and after the COVID-19 pandemic. Therefore, when assessing trends in NO_2 concentrations, and the possible revocation of an AQMA, these years are generally excluded.

Defra's national projection of roadside NO_2 concentrations (Defra, n.d.) suggest that it is likely that the historic downward trend in roadside NO_2 concentrations will continue into the future. The national projection for outside London has been used in in **Figure 4** to illustrate the possible reduction in concentrations in the future, based on the highest measured NO_2 concentration in each AQMA in 2022.

These forecasts takes account of the improving vehicle fleet and growth in traffic. This suggests that if the national forecast applies in the two Runnymede AQMAs in terms of traffic growth and fleet turnover the annual mean NO_2 concentrations will be below 30 µg/m^3, i.e. less than three quarters of the objective by 2024 and 2026 in the M25 and Addlestone AQMAs respectively.

There are year to year variations in air quality largely due to the weather, but other factors such as road closures/diverted traffic can also impact on measured concentrations. Therefore Defra requires three years of monitoring data below the objective to revoke an AQMA. If the 2023 monitoring data for the M25 AQMA continues to be well below the objective the Council will consider revoking this AQMA in 2024. Similarly, if the NO_2 concentrations in the Addlestone AQMA remain below the objective in 2023 and 2024, the Council will consider revoking this AQMA in 2025.

The maximum concentrations in the M25 and Addlestone AQMAs were under 90% of the objective in 2022. Given the reducing national projection of roadside NO_2 concentrations it is considered unlikely that the objectives will be exceeded in future years.

Figure 4: Projections of Future NO_2 Concentrations

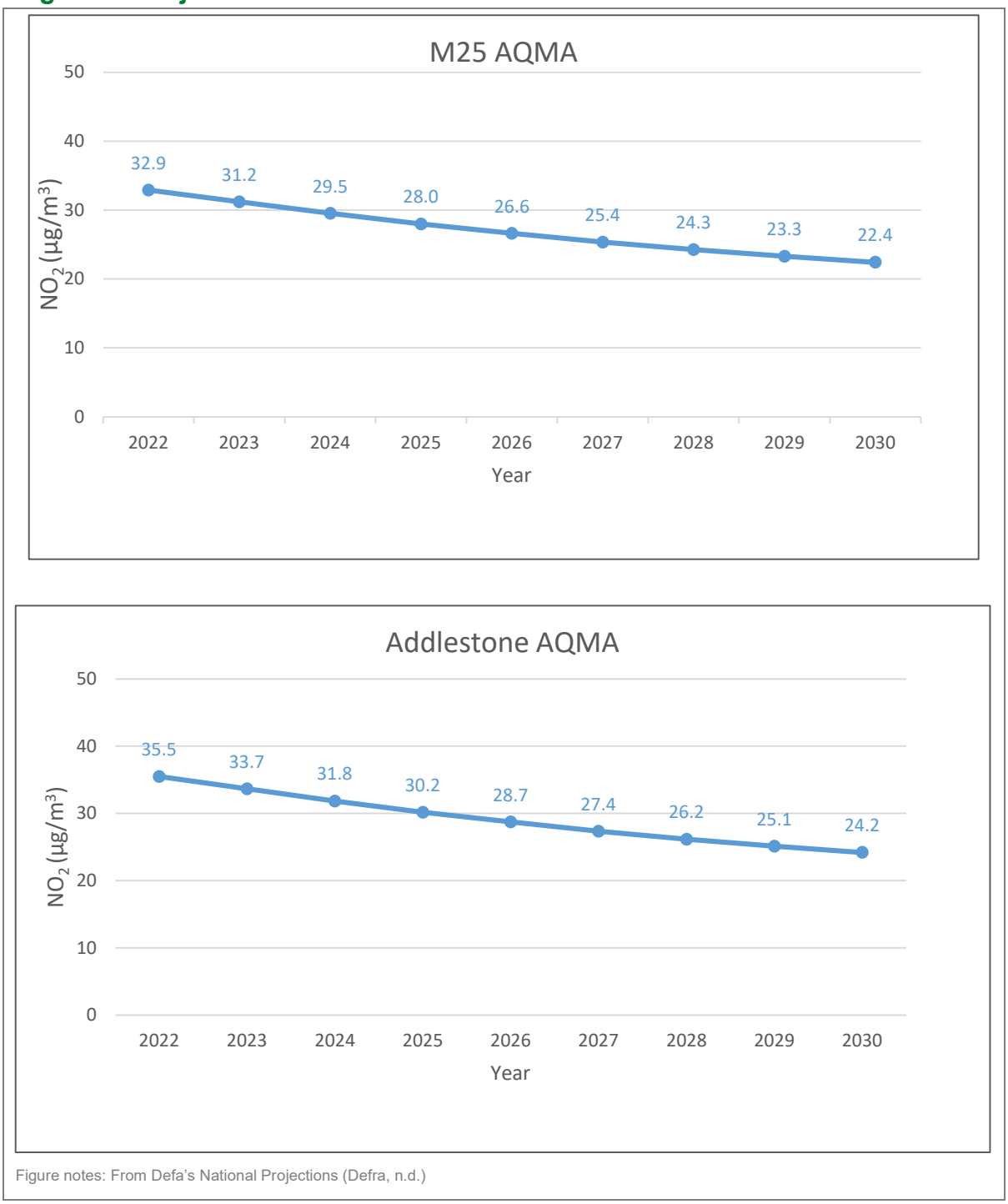

Figure notes: From Defa's National Projections (Defra, n.d.)

It is, therefore, considered very likely that the AQMAs will be revoked during the lifetime of this AQAP. Defra requires local authorities which do not have any AQMAs to produce an Air Quality Strategy. This is a transient period for Runneymede with

respect to its AQMAs, and as part of the AQAP Runneymede will produce an Air Quality Strategy.

Key Priorities

The key priorities for Runnymede are continued improvements in air quality to protect human health and a greater public understanding of the health impacts of outdoor and indoor air quality. Increased knowledge should assist the transition towards more active and low emission transport. The areas prioritised for action are:

- Priority 1 - Public information
- Priority 2 - Policy guidance
- Priority 3 - Improved infrastructure for active travel
- Priority 4 - Low emission transport
- Priority 5 – Preparing an Air Quality Strategy for Runneymede

4. Development and Implementation of Runnymede AQAP

Consultation and Stakeholder Engagement

In developing this AQAP, we have worked with Surrey Air Alliance and Surrey County Council to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table 4.1.

In addition, we have undertaken the following stakeholder engagement: emails, newsletter articles, social media and presentations.

The response to our consultation stakeholder engagement is given in

Appendix A: Response to Consultation.

Table 4.1 – Consultation Undertaken

Consultee	Consultation Undertaken
The Secretary of State	Yes
The Environment Agency	Yes
The highways authority	Yes
All neighbouring local authorities	Yes
Other public authorities as appropriate, such as Public Health officials	Yes
Bodies representing local business interests and other organisations as appropriate	Yes

Steering Group

An AQAP Steering Groups was established comprising of the following members:

- Runnymede Borough Council Assistant Chief Executive
- Runnymede Borough Council Corporate Head of Environmental Services
- Runnymede Borough Council Principle Environmental Health Officer
- Runnymede Borrough Council Senior Planning Policy Officer
- Runnymede Borough Council Air Quality and Contaminated Land Officer
- Surrey County Council Health Protection Team Manager
- Surrey County Council Transport Strategy Manager, Environment Transport and Infrastructure
- Director, Air Pollution Services, consultants to Runneymede Borough Council

Meetings were held on 31 October 2023 and 6 December 2023. The aim of the first meeting was to provide the Steering Group Members will a summary of air quality in the borough including the source apportionment and introduce the type of measures that could be considered. A number of measures were discussed and those present were asked to provide further information on measures within their areas of responsibility for the development of an initial plan for discussion at the next meeting.

At the second meeting the details of the measures for inclusion in the plan were identified. Useful dialogues were had in relation to current and future practice, and ideas for further measures.

5. AQAP Measures

Table 5.1 shows the Runnymede AQAP measures. It contains: a list of the actions that form part of the plan

- the responsible individual and departments/organisations who will deliver this action
- estimated cost of implementing each action (overall cost and cost to the local authority)
- the timescale for implementation
- how progress will be monitored

As the objectives are currently achieved in Runneymede and are expected to continue do so in the future the measures in the AQAP are mainly 'soft measures' related to increasing public awareness, policy guidance and to facilitate the transition to more active travel modes. The impact of these behavioural change measures are more difficult to quantify than those that directly impact on air quality through, for example, changing the speed limit on dual carriageway road.

Together the soft measures are likely to have an impact, albeit a small one which is difficult to quantify. The impact of the individual measures in the AQAP on air quality have therefore been assessed qualitatively using a linear scale of 0 to 5, where zero has a neutral impact, one would be difficult to identify the benefit through air quality monitoring and five has a significant beneficial impact (e.g. would reduce annual mean NO_2 levels by more than 4 $\mu g/m^3$, i.e. more than 10% of the objective). This semi-quantitative approach is considered appropriate for a local authority where the objectives are already achieved, and where measures to reduce emissions are not statutorily required.

The benefits and importance of improving air quality beyond ensuring compliance with the objectives, including reducing $PM_{2.5}$ concentrations and CO_2 emissions is recognised by the borough. Active travel measures which reduce the number of cars (and other vehicles) on the roads, is likely to provide a net benefit for public health,

both in terms of reduced exposure particularly when travelling on dedicated cycling and walking spaces and the benefits of increased fitness. Providing the infrastructure for active travel in only part of the answer. It also requires improved public understanding of the benefits of active travel, including the health and CO_2 emissions benefits, to motivate behavioural change.

It should be noted that road traffic is not a major source of $PM_{2.5}$ nationally. Domestic combustion produces more $PM_{2.5}$ than road transport (Defra, 2023), and therefore the Plan includes a public information campaign on wood burning within homes.

NB: Please see future ASRs for regular annual updates on implementation of these measures.

The priorities for Runneymede are:

1. Public information:
    - Improving public information on the health effects of air pollution, including indoor air quality
    - Clean Fuel Campaign to reduce woodburning in the Borough
    - Encouraging more people with poor respiratory health to sign up for AirAlert.
2. Guidance and Policy:
    - Using the planning system to improve air quality through publishing a supplementary planning document on air quality and noise and adopting
    - Adopting and implementing Surrey County Council's Health Impact Assessment Guidance Statement (available at https://www.surreycc.gov.uk/land-planning-and-development/development/health-impact-assessments/guidance-statement).
    - Implementing the borough's Blue and Green infrastructure supplementary planning document (SPD). The aim is to strengthen the borough's networks of multi-functional green and blue infrastructure through the planning system to reduce biodiversity loss, promote nature recovery, build

resilience to climate change and promoting healthy, resilient and safe communities.

- Preparing an Air Quality Strategy for Runneymede. The focus of this document will be to continue the improvement of air quality in Runnymede to protect public health.

3. Active Travel:

- Increase the number of people walking and cycling by improving the strategic walking and cycling network in the borough. The Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP) identifies where to prioritise investment and sets out some initial options and ideas for improving walking and cycling across the borough.

- Linked to the LCWIP are local street improvements (formerly liveable neighbourhoods). The aim is to improve 10 to 20 neighbourhoods in Runnymede over the AQAP period. The aim of these street improvements is to increase the comfort, safety and accessibility of walking and cycling on residential roads by recognising the importance of these streets as places for people, and not just their importance for the movement of vehicles. They will create attractive local environments that connect residents to the strategic cycling and walking network and make walking and cycling easier, safer, more enjoyable, convenient, and fun for everyone.

4. Low emission transport:

- The Council adopted an Electric Vehicle Strategy in December 2023. Over the period 2023 – 2026 the Council is establishing where charge points of different types are required and understanding the barriers to delivering them such as grid capacity. It will work with the private sector to deliver the charging network.
- Transforming the Council's vehicle fleet to a low emission vehicle fleet. This will include the replacement of diesel with hydrotreated vegetable oil

(HVO) to reduce CO_2 emissions. This is considered likely to have a neutral impact on NOx and PM emissions.

- New Council vans procured will be compliant with the Greater London Authority's ULEZ emission requirements.

5. Air quality strategy:

   - An air quality strategy will be produced. It will aim to continue the improvement in air quality in the borough and will be produced when both the AQMAs are revoked.

Table 5.1 – Air Quality Action Plan Measures

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure*	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
R1	Inform public of health effects of air pollution indoors and outdoors	Public information	Via internet, council resident newsletter and other mechanisms	2024	Ongoing	RBC Environmental Health and Communications	RBC	No	Funded internally	<£10k	Planning	Small Ranked 1	Visits to Runnymede's website air quality pages	Agreement with RBC Communications	Council resources
R2	Clean fuel Campaign	Public Information	Via internet, council resident newsletter and other mechanisms	2024	Ongoing	RBC Environmental Health and Communications	RBC and possible Defra grant application in future	No	Funded internally	£10-£50k	Planning	Small Ranked 1	Visits to Runnymede's website Clean Air Month pages	Agreement with RBC Communications	Council resources
R3	Air Alert Publicly	Public information	Via internet, council resident	2024/5	Ongoing	RBC Environmental Health	RBC	No	Funded internally	<£10k	Planning	Small Ranked 1	Number of people who	Agreement with RBC	Council resources

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure*	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
			newsletter and other mechanisms			and Communications							signup to Air Alert.	Communications	
R4	Adopt and implement air quality and noise planning guidance	Revocation of the AQMAs	Air quality planning and policy guidance	2024	Ongoing	RBC Planning	Internal	No	Funded	£10k-£50k	Implementation	Small Ranked 1	Quality of the Air Quality Assessments submitted	Draft prepared by consultants; penultimate draft currently being finalised	Developers fail to understand or ignore the SPD
R5	Adopt and implement Surrey County Council's HIA guidance	Policy guidance and development control	Other	2024/5	Ongoing	RBC/ SCC	Internal	No	Funded	<£10k	Planning	Small Ranked 1	Formal adoption by RBC	HIA guidance issued by Surrey Council Country public health in July 2023.	Adoption into Council's planning policies
R6	Implement the green and blue	Policy guidance and develo	Other	2023	Ongoing	RBC Planning	Internal	No	Funded	<£10k	Implementation	Small Ranked 1	New green/blue infrastructur	SPD adopted and implemen	Council resources

Measure No.	Measure	Category	Classification	Estimated Year Measured to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure*	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	infrastructure SPD	pment control											e in Runnymede	tation commenced	
R7	Air Quality Strategy	Policy guidance and development control	Other	2026/7	2027/8	RBC Environmental Health	internal	No	Not funded	<£10k	Planning	Small Ranked 1	Formal adoption	No started	Council resources
R8	LCWIP	Promoting travel alternatives	Promoting cycling and walking	2025/2026	2034	SCC/RBC	SCC	No	Not funded	>.£10m	Feasibility	To be quantified in business case	Revocation of the AQMAs	Feasibility stage for 1st project completed	Funding
R9	Local street improve-ment scheme	Promoting traffic alternatives	Reduction of speed limits, 20mph zones	2025	2035	SCC/RBC	SCC	No	Not funded	>£10m	Planning	Neutral Ranked 1	Revocation of the AQMAs	Feasibility stage	Funding
R10	Replace Diesel with HVO for RBC vehicles	Promoting low emission transport	Other	2024	ongoing	RBC	RBC	No	Funded	Ca £100k/yr	Implementation	Neutral Ranked 0	100% of vehicles using HVO	Planning	Perceived poorer vehicle performance

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure*	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
R11	Electric vehicle strategy	Promoting low emission transport	Other	2023	2026	RBC/SCC	RBC/SSC	No	Funded	£10-50k	Feasibility	Small Ranked 1	Revocation of the AQMAs	Strategy adopted	RBC resources
R12	Procure new vehicles meeting London ULEZ emission requirements	Promoting low emission transport	Other	2024	2029	RBC	RBC	No	Funded	£50k-£100k	Agreed	Neutral Ranked 0	Percent of compliant vehicles	Planning	RBC resources

Table notes:

* It is not possible to quantify the impacts of the measures in the AQAP with any meaningful accuracy. Therefore the impact of measures have been ranked on a linear scale between 0 and 5 where 0 = neutral impact (i.e. no change in emissions), 1 = small impact i.e. it would be difficult to identify the benefit through air quality monitoring/modelling and 5 = a significant beneficial impact that would reduce NO_2 concentrations by more than 4 $\mu g/m^3$ (i.e. 10% of the objective).

Appendix A: Response to Consultation

Table A.1 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

Consultee	Category	Response
<Insert consultee e.g. Chamber of Commerce>	<Insert category e.g. Business>	<Insert text e.g. Disagree with plan to remove parking on High Street in favour of buses and cycles; consider it will harm business of members>

Consultation to take place after the draft AQAP has been reviewed by Defra, and this table will be completed then.

6. Appendix B: Reasons for Not Pursuing Action Plan Measures

Table B.1 – Action Plan Measures Not Pursued and the Reasons for that Decision

Action category	Action description	Reason action is not being pursued (including Stakeholder views)
Environmental Permits	Any action	There are no major industrial sources of NO_2 in Runnymede.
Freight and Delivery Management Select from the categories in the blue instruction box above>	Any action	The air quality objectives are achieved in the AQMAs. Heavy duty vehicles and vans are not the main source in the Addlestone AQMA where the highest NO_2 concentration in Runnymede is measured.
Traffic management	Any action	SCC do not consider there are any viable measures within the highway boundary to improve the junction in the Addlestone AQMA and none of the other actions in this category were considered appropriate.

To be completed after consultation

7. <Appendix C: Add Additional Appendices as Required>

INSTRUCTIONS

The Council should add additional supporting appendices as required.

For example, where the selection of AQAP measures has been supported by further studies, e.g. quantitative appraisal of action plan measures through dispersion modelling, or other feasibility studies, this work should be included here.

Delete this box when the document is finished

8. Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air Quality Annual Status Report
CO_2	Carbon dioxide
COMEAP	Committee on the Medical Effects of Air Pollutants
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
HVO	Hydrotreated Vegetable Oil
LAQM	Local Air Quality Management
LSOA	Lower Super Output Area
LCWIP	Local Cycling and Walking Infrastructure Plan
LTP4	Fourth Local Transport Plan
NO_2	Nitrogen Dioxide

NO_x	Nitrogen Oxides
PM	Airborne particulate matter
PM_{10}	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
$PM_{2.5}$	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
RBC	Runnymede Brough Council
SPD	Supplementary Planning Document
ULEZ	Ultra low emission zone

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AIR POLLUTION SERVICES
KALACO GROUP LTD

2023 Air Quality Annual Status Report

Runneymede Borough Council ‘s 2023 Air Quality Annual Status (ASR) Report including 2022 monitoring date.

August 2023

Quality Assurance

Client: Runneymede Borough Council **Reference:** APS_L1009D_A1-1 **Date Published:** 11 September 2023

Rev.	Date	Description	Prepared	Reviewed	Authorised
02	11/09/2023	Final	TW	CH	CH

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AIR POLLUTION SERVICES

Experts in Air Quality, Odour and Climate Change

2023 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995 Local Air Quality Management, as amended by the Environment Act 2021

Date: August, 2023

Information	Runnymede Borough Council Details
Local Authority Officer	Lucy Hawkings
Department	Environmental Health & Licensing
Address	Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH
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Report Reference Number	RBC/ASR/2023
Date	22/08/2023

Executive Summary: Air Quality in Our Area

Air Quality in Runnymede

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often the less affluent areas (Benedict W Wheeler, 2005) (Defra, 2006).

The mortality burden of air pollution within the UK is equivalent to 29,000 to 43,000 deaths at typical ages (Defra, 2023), with a total estimated healthcare cost to the NHS and social care of £157 million in 2017 (Public Health England, 2018). The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion (Defra, 2013).

Air Quality Management Areas (AQMAs) have been declared at two locations in Runnymede for exceedances of the annual mean nitrogen dioxide objective, namely land adjacent to the M25, including an extended area where the M25 crosses over Vicarage Road and High Street Egham near junction 13, and at a traffic light-controlled junction in Addlestone town centre.

The Council is in the early stages of developing a new Air Quality Action Plan that will cover the two existing AQMAs, and possibly two other areas where high NO_2 concentrations have been measured. Although there are currently no exceedances of the objective in the Borough, there is insufficient reliable trend data to revoke them. This is due to the impacts of the Covid-19 restrictions in 2020 and 2021. The AQMAs will be kept under review in future reports.

Details of the current AQMAs can be found on the Defra UK Air website (www.uk-air.defra.gov.uk) or via the following link:

https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=26

The highways authorities for Runnymede are Highways England for the major strategic network roads (M25, M3) and Surrey County Council (SCC) for the other roads within the Borough. The SCC Local Transport Plan (LTP4) (2022) includes a number of policies, including those in support of the Government's Net Zero Plan, that are aimed at improving air quality particularly in the AQMAs, to support the future revocation of these AQMAs as soon as possible.

M25 AQMA

The M25 AQMA was originally declared in 2001. In 2015 it was extended to include the Pooley Green railway level-crossing in Egham due to measured exceedances of the objective. The last year an exceedance was measured in the AQMA was in 2019. In the years 2018 to 2021 concentrations were lower but still close to the objective (within 10%). In 2022 concentrations were significantly below the objective. Due to the impacts of the travel restrictions during the Covid-19 pandemic the 2020 and 2021 data is unlikely to be representative of long term trends. Should the current levels be maintained throughout 2023 and 2024 then there would be sufficient evidence for revoking the AQMA.

Addlestone AQMA

The roads leading up to the four-way traffic light-controlled junction in Addlestone town centre has been declared an AQMA. There has been a general decrease in nitrogen dioxide concentrations, to below the objective in this AQMA over recent years. No exceedance of the objective was measured in 2022. In 2021 an exceedance was measured at one location where there is relevant exposure. Given the year to year variability in air quality due to changes in the weather, monitoring will continue for at least another two years to be certain that the objective is complied with even in years when pollution levels are higher than normal.

Pollution hotspot in Chertsey

At the Bridge Road/Weir Road junction in Chertsey the nitrogen dioxide objective was exceeded in 2022 using the March 2023 national bias adjustment factor. Dispersion modelling and source apportionment was undertaken with a view to possibly declaring this area an AQMA and in preparation for the development of the new Air Quality Action Plan. The assessment recommended continued monitoring before declaring a new AQMA. The bias

adjustment factor was significantly reduced in June 2023 and using the revised factor there was no exceedances of the objective in Chertsey in 2022. Air quality in this area will be kept under review.

Pollution hotspot at the Ottershaw Roundabout

Nitrogen dioxide concentrations at the Ottershaw Roundabout (A320/A319 junction), in the southwest of the Borough, were close to 90% of the objective using the June 2023 national bias adjustment factor. This will be reviewed when the September 2023 national factor is available, to ensure it remains below 36 µg/m^3. Air quality in this area will be kept under review.

Sources of Air Pollution

Modelling undertaken for the development of the local development plan has clearly identified that road transport is the main source of high nitrogen dioxide levels in the Borough, as illustrated in Figure 1. Although this modelling was for 2015, the general pattern of levels across the Borough is likely to be similar today.

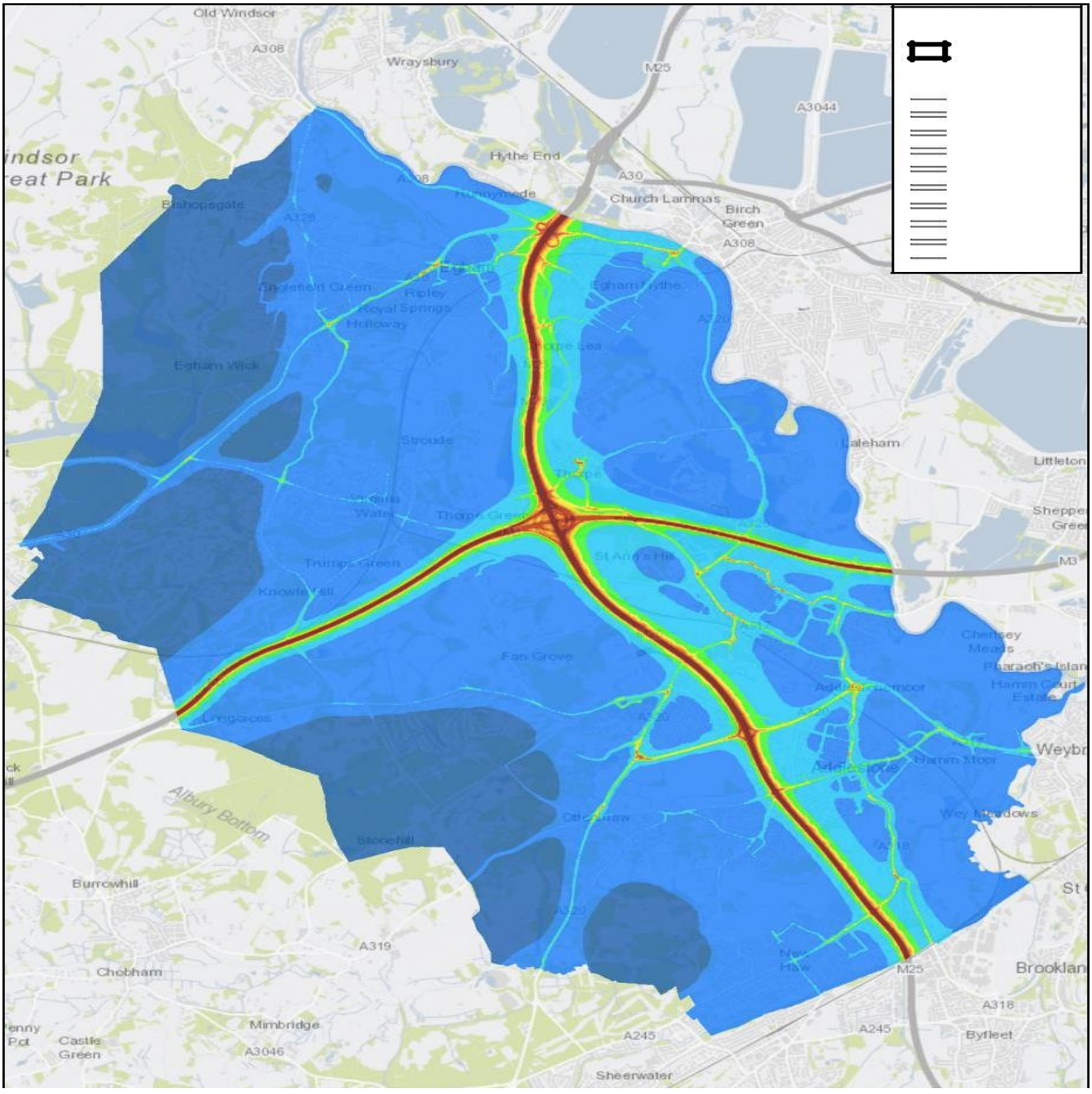
Surrey Air Alliance

Runnymede continues to support Surrey Air Alliance (SAA), a working group of air quality officers from across the Surrey Districts and Boroughs, which is also attended by officers from Surrey County Council and Surrey Public Health.

Major New Sources

There are no new major sources of air pollution in Runnymede.

Figure 1 – Predicted NO_2 Concentrations across the Borough



Notes: Figure shows 2015 modelled annual mean NO_2 concentrations (µg/m^3)

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, there are some areas where local action is needed to protect people and the environment from the effects of air pollution.

The Environmental Improvement Plan (Defra, 2023) sets out actions that will drive continued improvements to air quality and to meet the new national interim and long-term $PM_{2.5}$ targets. The National Air Quality Strategy (Defra, 2023), published in 2023, provides more information on local authorities' responsibilities to work towards these new targets and reduce $PM_{2.5}$ in their areas. The Road to Zero (DfT, 2018) details the approach to reduce exhaust emissions from road transport through a number of mechanisms; this is extremely important given that the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

The key actions to improve air quality in Runnymede in 2022 included:

- Ongoing review of the potential impacts of new development on air quality in the Borough.
- Working with the Surrey Air Alliance and the Surrey Heartlands Health and Care Partnership's Children and Young People's Asthma Team to develop materials for asthma care in the county including the Asthma Toolkit. This included prioritising schools for support based on local air quality and providing input on ambient and indoor air quality.
- Working with Surrey Country Council to produce an Air Quality Pack for healthcare professionals, with the aim of ensuring air quality information is easily accessible and available, what messaging about poor air quality means for patients, and what actions they can take.
- Surrey County Council's new Eco Schools Engagement Officer post to encourage and promote the Eco Schools agenda in Surrey and to increase the number of Green Flag schools within the county.
- Working with Surrey Country County who offer resources to all schools across Surrey to promote sustainable transport modes. This includes Modeshift STARS Travel Plans, Bikeability cycle training, Golden Boot/ Green boot Challenge, Global Action Plan resources, and Anti-Idling Equipment to loan to schools.

- Domestic wood burning is a priority for the Council, and work is ongoing with Surrey County Council and Global Action Plan to seek funding to support the 'Clean Air Night' project and public information campaign.

Conclusions and Priorities

The air quality objectives were achieved across the Borough in 2022 including in the two AQMAs. The general trend is an improvement in air quality and the Council is working towards revoking the AQMAs in the coming years.

Due to the impact of the Covid-19 pandemic and associated travel restrictions the monitoring data for 2021 and 2020 may not be representative of long term trends. To ensure that the AQMAs are not revoked prematurely the Council intends to continue to monitor and review air quality in these areas for at least another two years.

It will also continue to review air quality in the pollution hotspots in Chertsey and near the Ottershaw Roundabout.

Although there were no exceedances in 2022 in the Borough the development of an updated air quality action plan is a priority for the Council as it is important to further improve air quality to protect public health. This is at the early stages of development.

The Council will continue to support countywide initiatives that support the shift to sustainable transport modes and engage with the public, schools and health professionals on air quality.

Local Engagement and How to get Involved

There is continual interest in air quality locally from Councillors, residents' groups, consultants and individual residents. Information is displayed on the Council's web site to promote special events such as Clean Air Day held annually in June and Air Alert, which provides warnings for those with pre-existing respiratory and cardiovascular disease to help them manage their symptoms.

As the main source of air pollution in the district is road traffic, there are some easy changes which we can all do to reduce emissions:

1. Do you need to take the car? – consider alternatives to using your car; public transport, walking or cycling will help reduce emissions. For timetables, guides and maps visit the Travel Smart in Surrey website: www.travelsmartsurrey.info/ . There is also information there on car sharing and car clubs.
2. Small changes to your driving style can save fuel, significantly reduce wear and tear, and improve the life of your vehicle.
3. Thinking about changing your car or van? – consider an ultra-low emission vehicle such as an electric or hybrid vehicle. More options are becoming available each year, technology is improving the range of vehicles, running and servicing costs are much lower, and grants are available to help towards their purchase.
4. Air Alert - Air Alert is a free service provided by the Council to help those with respiratory conditions manage their health when air quality is poor. While air pollution levels in Runnymede are generally “Low”, on about 20 days per year pollution levels are reached that are capable of causing short term health symptoms for people with pre-existing respiratory conditions. Further information is available from https://airalert.info/Surrey/Default.aspx, by email to airAlert@reigate-banstead.gov.uk and by telephone on 01737 276 403.

Further information on air quality in the UK, including the latest news, air quality monitoring results and forecasts, can be obtained by visiting the Defra website at:

https://uk-air.defra.gov.uk/

Local Responsibilities and Commitment

This ASR was prepared by the Environmental Health & Licencing Department of Runnymede Borough Council with the support and agreement of the following officers and departments:

Lucy Hawkings, Environmental Services.

This Annual Status Report (ASR) has been approved by:

Lisa Harvey-Vince, Health Protection Team Manager of Public Health, Surrey County Council

This ASR has been signed off on behalf of the Surrey County Council Director of Public Health. The Public Health team work closely with Surrey Air Alliance including District and Borough Council partners responsible for submitting Annual Status Reports (ASR) on air quality within their area; to develop initiatives and implement actions to improve air quality across the county of Surrey.

If you have any comments on this ASR please send them to Lucy Hawkings at:

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Telephone: 01932 838383

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1 Local Air Quality Management

This report provides an overview of air quality in Runnymede during 2022. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in order to achieve and maintain the objectives and the dates by which each measure will be carried out. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Runnymede Borough Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1 in Appendix E.

2 Actions to Improve Air Quality

Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 18 months. The AQAP should specify how air quality targets will be achieved and maintained, and provide dates by which measures will be carried out.

A summary of AQMAs declared by RBC can be found in Table 2.1. The table presents a description of the two AQMAs that are currently designated within RBC. Appendix D provides maps of the AQMAs and also the air quality monitoring locations in relation to the AQMAs. The air quality objectives pertinent to the current AQMA designations are as follows:

- NO_2 annual mean.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP

AQMA M25	Declared 03/12/2001. Amended 20/10/2015	NO_2 Annual Mean	Entire length of M25 within the Borough and an extended area in December 2016 to include area in Egham near to railway crossing	YES	<40	32.9	3	AQAP, April 2014	https://www.runnymede.gov.uk/downloads/file/1322/management-area-action-plan
AQMA Addlestone town	Declared 04/07/2008	NO_2 Annual Mean	Addlestone	YES	<40	35.5	1	AQAP, April 2014	https://www.runnymede.gov.uk/downloads/file/1322/management-area-action-plan

Note: The NO_2 concentrations shown in the table above are from the monitoring sites, within the AQMAs, where the highest concentration was reported in the year of declaration and the current year. The maximum concentration will not necessarily be at the same monitoring site for both years.

Accessibility Note: The table shows the two AQMAs within the borough, when they were declared or amended, the exceedance of which pollutants they were exceeded for (annual mean NO_2), their description, the highest measured concentration within them in 2022 (both below the air quality objective) and the link to the most recent Air Quality Action Plan (which outlines how the air quality in the AQMAs are being improved).

☒ **RBC confirm the information on UK-Air regarding their AQMA(s) is up to date.**

☒ **RBC confirm that all current AQAPs have been submitted to Defra.**

Progress and Impact of Measures to address Air Quality in Runnymede Borough Council

Defra acknowledged the receipt of last year's ASR however there was no appraisal or further comment made in relation to the content of the report.

Runnymede Brough Council has taken forward a number of direct measures during the current reporting year of 2022 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. 10 measures are included within Table 2.2, with the type of measure and the progress Runnymede Borough Council have made during the reporting year of 2022 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

More details on these measures can be found in the Action Plan and the Surrey Local Transport Plan 4.

Details of Runnymede Borough Council's Air Quality Action Plan 2014 can be found at in the Council's website

https://www.runnymede.gov.uk/downloads/file/1322/management-area-action-plan

The key completed measures are:

- Consider planning applications near to or within the designated AQMAs to ensure that suitable measures are adopted in relation to air quality (on-going).
- Supporting Surrey County Council with plans and funding bids to assist with improving air quality within the Borough (on-going).
- Working with neighbouring local authorities through maintaining a strong presence within Surrey Air Alliance group (on-going).
- Modelling air quality in the Borough (completed).
- Joining the AirAlert scheme (completed).

Runneymede Borough Council expect the following measures to be completed over the course of the next reporting year:

- Significant progress with the preparation of a new Air Quality Action Plan to replace the 2014 Action Plan.

Runnymede Borough Council's priorities for the coming year are:

- Production of the new Air Quality Action Plan
- The continued monitoring of nitrogen dioxide in the Borough and reviewing concentrations in the AQMAs and the two identified hotspots.
- Modelling the two AQMAs and undertaking source apportionment to inform the preparation of the new Air Quality Action Plan. This may include the two pollution hotspots.
- Understanding the extent of wood burning in Runnymede, particularly from narrow boats moored on the canal.
- Continuing to work in partnership with neighbouring authorities through the Surrey Air Alliance, and the County Council to promote actions to improve air quality and to support those vulnerable to the health effects of poor air quality through the promotion of appropriate public information (e.g. AirAlert).
- To work closely with the Council's public health team.

The new Action Plan will identify new measures to be introduced to improve air quality and to promote understanding of its impacts on public health in the Borough.

Runnymede Borough Council will continue to work in partnership with Surrey Air Alliance, Surrey Heartlands Health and Care Partnership Team, and/or Surrey Country Council.

The following projects were undertaken in 2022:

- Working with the children and young People Asthma team to support asthma patients through the development of the Asthma Toolkit https://www.healthysurrey.org.uk/children-and-families/asthma-toolkit/parent-and-carer
- Supporting the production of an Air Quality Pack for healthcare professionals, with the aim of ensuring air quality information is easily accessible and available, what messaging about poor air quality means for patients, and what actions they can take.
- Briefing on air quality to the Surrey Asthma Network, including a discussion on ozone levels across the county and how this can also impact on health.
- Supporting the Surrey Asthma Learning Event, with a stand demonstrating the Surrey AirAlert service.
- A number of initiatives to promote sustainable transport modes in schools across Surrey including 'Feet First' walking Training, cycle training. school travel plans, school crossing patrols, and the Eco Schoos Programme with 232 Surrey Schools engaged. Domestic Burning of Wood is a priority for Runneymede and work is ongoing to seek funding to support the 'Clean Air Night' project and public information campaign.
- Runnymede Borough Council, in partnership with Surrey County Council, participated in a consortium bid for Defra funding for a public information campaign on domestic wood burning 'Clean Air Night'). The bid was unsuccessful; however, this topic remains a priority, and work is ongoing with Surrey County Council and Global Action Plan to seek funding to support the 'Clean Air Night' project.

Progress on the following measures has been slower than expected:

- Encouraging a greater uptake of electric vehicles as taxis in Surrey. Grant funding from Defra lapsed due to the covid pandemic.
- Liaison with Surrey County Council to improve the road layout and flow of traffic within the Addlestone AQMA. The County Council has not been able to identify any viable options.
- Liaison with both Surrey County Council and Highways England to ensure that any temporary road works adjacent to or within the AQMAs have strict conditions applied to any permit to minimise additional congestion within the AQMA.
- A single emissions policy for taxi licencing within all of Surrey to ensure consistency of approach.

Runneymede Borough Council anticipates that the measures stated above and outlined in Table 2.2, particularly the updated air quality action plan will achieve continued compliance with the air quality objectives in both the AQMAs in the Borough. Runnymede Borough Council anticipates that further additional measures not yet prescribed may be required in subsequent years to enable the revocation of the Addlestone and M25 AQMAs.

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
1	AirAlert	Public Information	via other mechanisms	2018	Ongoing	Local Authorities in Surrey	Runnymede Borough Council	No	-	-	Implemented Ongoing	Protection of public health by providing air quality information to vulnerable residents	Uptake by residents, Reduced hospital admissions	Publicised on Council's website and via Council's publication.	Hard to reach residents
2	Working In Partnership with neighbouring authorities -	Policy, Guidance and Development Control	Regional Groups programmes to develop area wide strategies to reduce emissions and improve air quality	2015	Ongoing	Local Authorities in Surrey	Runnymede Borough Council	No	-	-	Implemented Ongoing	Protection of public health. Successful project implementation	Informed decision making	Officers actively participate in Surrey AQ Officers working group (Surrey Air Alliance).	-
3	Surrey-wide Air Quality Modelling	Policy, Guidance and Development Control	Other policy	2017	2020	Local Authorities in Surrey	Runnymede Borough Council	No	-	-	Completed	Scientific information to inform policy	Receipt of Surrey-wide air quality	Publication 2020	-
4	Runnymede Cycleways - upgrading existing routes	Transport Planning and Infrastructure	Cycle network LCWIP	2018	2021	Surrey County Council	partnership	No	-	-	Implemented	Improvements to active travel infrastructure facilitating more non car journeys	Increased uptake in cycle journeys made.	-	-
5	Land Use Planning	Policy, Guidance and Development Control	Air Quality Planning and Policy Guidance	2020	Ongoing	Runnymede Borough Council	Runnymede Borough Council	No	-	-	Planning Ongoing	Reduced vehicle emissions, heat and energy plant emissions and construction dust emissions.	Measured concentration of NO_2 at diffusion tube monitoring locations.	Policy EE2 requires consideration of air quality. Assessments include construction phase impacts. Mitigation measures enforced by condition or requirement for Construction Environmental Management or Dust Management Plans.	-
6	Alternatives to private vehicle at Thorpe Park	Alternatives to private vehicle use	Rail based Park & Ride	2005	Ongoing	Surrey County Council and Merlin	Thorpe Park	No	-	-	Implemented	Improved connectivity to Thorpe Park from the rail network.	Reduced congestion on Borough roads, reduced emissions.	Rail & Ride service provided during theme park season.	-
7	Encourage adoption minimum emissions standards into taxi licensing procedures	Promoting Low Emission Transport	Taxi Licensing conditions/incentives	2016	2020/21	Runnymede Borough Council	-	-	-	-	-	-	-	Air Quality officers representing the borough/district councils have suggested taxi licencing authorities for County wide policy on emissions	Lack of agreement with neighbouring authorities.
8	Encourage uptake of electric vehicles as taxis	Promoting Low Emission Transport	Taxi emission incentives	2020	Ongoing	Runnymede Borough Council	Defra Air Quality Grant	YES	-	-	-	Reduced vehicle emissions	Increased uptake of zero emission taxis	2020/2021 Defra grant funding lapse due to the pandemic .	Funding has expired. Alternative funding will need to be secured to continue the project.
9	Permitted premises	Environmental Permits	Other measure through permit systems & economic instruments	-	-	Runnymede Borough Council	-	-	-	-	Ongoing	-	Ensuring that all permitted process operate within control limits	-	-
10	Air Quality Action Plan produced and approved by committee	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	-	2014	Runnymede Borough Council	-	-	-	AQAP Published	Completed	2014	-		County with 2 tier authority

Accessibility Note: The table shows the measures being worked on in the Borough to improve air quality, the types of measures, the expected timescales, where they are likely to have most impact, how their impact is assessed and the funding pathways and any barriers to their success.

$PM_{2.5}$ – Local Authority Approach to Reducing Emissions and/or Concentrations

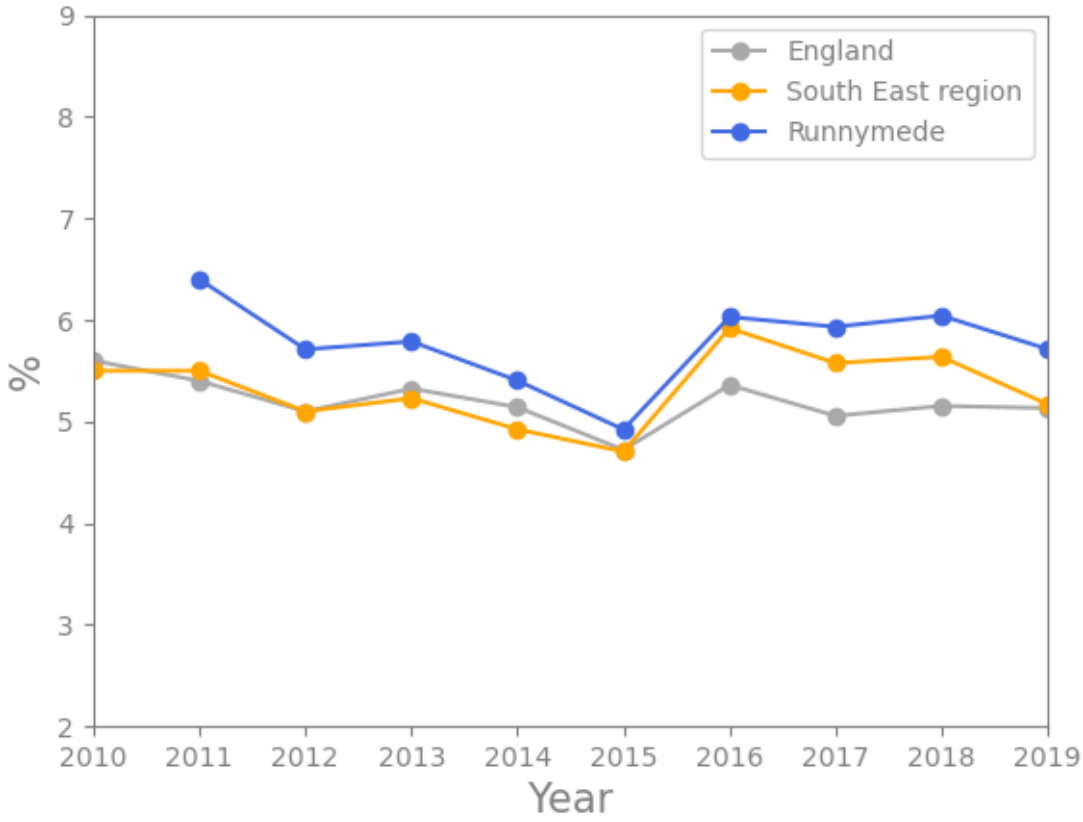
As detailed in Policy Guidance LAQM.PG22 (Chapter 8), local authorities are expected to work towards reducing emissions and/or concentrations of $PM_{2.5}$ (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that $PM_{2.5}$ has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

The air quality modelling undertaken for the development of the local plan indicates that levels of $PM_{2.5}$ are likely to be higher closer to the motorways and the strategic road network. The highest background $PM_{2.5}$ concentration in the Borough in 2022 was 11.6 µg/m^3. This is below the $PM_{2.5}$ target of 12.5 µg/m^3 to be achieved by 2028.

It is well established that $PM_{2.5}$ exposure can have a significant impact on human health including premature mortality and the Public Health Outcomes Framework uses this parameter is an indicator of the fraction of mortality attributable to particulate air pollution. Although levels of particulate matter (PM_{10} and $PM_{2.5}$) within the Borough are within air quality objectives, it is recognised that action to reduce particulate emissions will benefit public health.

The Public Health Outcomes Framework data tool (Public Health England, 2019) compiled by the UK Health Security Agency (UKSHA) (formerly Public Heath England) quantifies the mortality burden of $PM_{2.5}$ within England on a county and local authority scale. The latest available data shows that the 2019 fraction of mortality attributable to $PM_{2.5}$ pollution in Runnymede is 5.7%, which is above the South East's average of 5.2% and the national average of 5.1%.

Figure 2 – Public Health Framework D01 Fraction of all-cause adult mortality attributable to anthropogenic particulate air pollution



Runnymede Borough Council is taking the following measures to address $PM_{2.5}$:

- The Council requires developments that trigger an Air Quality Assessment to assess the impact of construction dust emissions and applies planning conditions to the developments requiring the developer to follow best practice guidance to mitigate dust impacts.
- The Council investigates and takes enforcement action where open burning of commercial waste as a source of $PM_{2.5}$ is sufficiently evidenced.
- The Council investigates and takes enforcement action where dust emissions can be sufficiently evidenced as to constitute a statutory nuisance.
- Promoting low emission transport and provision of charging points and hydrogen refilling stations.
- The Council is seeking funding via Surrey County Council for a public information campaign on domestic wood burning ('Clean Air Night')

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

Summary of Monitoring Undertaken

This section sets out the monitoring undertaken in 2022 by Runnymede Borough Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2018 and 2022 to allow monitoring trends to be identified and discussed.

3.1.1 Automatic Monitoring Sites

Runnymede Borough Council does not undertake automatic (continuous) monitoring within the Borough.

3.1.2 Non-Automatic Monitoring Sites

Runnymede Borough Council undertook non-automatic (i.e. passive) monitoring of NO_2 at 41 sites during 2022. Table A.1 in Appendix A presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

All monitoring site locations have been checked and adjusted accordingly using Google Streetview. Where monitors were not visible on Google Streetview the Council's coordinates and distances have been used.

Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater

than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

3.1.3 Nitrogen Dioxide (NO_2)

Table A.2 in Appendix A compares the adjusted monitored NO_2 annual mean concentrations for the past five years with the air quality objective of 40 µg/m^3. Note that the concentration data presented in Table A.2 represent the concentrations at the locations of the monitoring sites, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For the NO_2 diffusion tubes, the full 2022 dataset of monthly mean values is provided in Table B1 in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Monitoring of NO_2 in 2022 has shown that:

- the annual mean NO_2 objective of 40 µg/m^3 was not exceeded at any monitoring locations in 2022;
- the highest measured NO_2 concentration was at RY58 in Chertsey (37.7 µg/m^3) close to the junction of Bridge Road and Weir Road. This is an improvement since 2021 when it was 39.7 µg/m^3. Three other tubes near the junction in 2021 and 2022 all had concentrations belwo but within 10% of the objective..
- the highest concentration measured in the M25 AQMA was 32.9 µg/m^3 at RY26 in the extended M25 AQMA. This is located in a location where queueing can occur due to a railway level crossing. It has reduced significantly since 2019 when it was 45.7 µg/m^3.
- previous research carried out on behalf of Defra and the devolved administrations (2022) identified that exceedences of the 1-hour mean NO_2 objective are unlikely to occur where annual mean concentrations are below 60 µg/m^3. Since the highest measured annual mean concentration was 37.7 µg/m^3, it is considered highly unlikely that the 1-hour mean NO_2 objective was exceeded within the borough in 2022;

- the number of locations exceeding the annual mean NO_2 objective in the AQMAs declined over the period 2019 – 2022 with seven exceedances in 2019, three in 2020, one in 2021 and none in 2022.
- the trend analysis for the last five years indicates an overall downward trend in annual mean NO_2 concentrations throughout the Borough. This is most likely due to vehicle emission improvements. A graph showing NO_2 concentrations over the last five years is presented in Figure A.1 in Appendix A; and
- monitoring of NO_2 will continue at all sites throughout 2023. The next air quality monitoring update will be provided in Runnymede Borough Council's next ASR, due June 2024.

3.1.4 Particulate Matter (PM_{10})

PM_{10} is not currently monitored in Runnymede. However, air quality modelling has shown that the levels of PM_{10} in the Borough do not exceed air quality objectives.

3.1.5 Particulate Matter ($PM_{2.5}$)

$PM_{2.5}$ is not monitored within the Runnymede,

3.1.6 Sulphur Dioxide (SO_2)

Sulphur dioxide is not currently monitored within the Runnymede as it has previously been established that levels of sulphur dioxide do not exceed air quality objectives.

Appendix A: Monitoring Results

Table A.1 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1) (3)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
RY1	Civic Centre, Station Road, Addlestone	Roadside	505098	164624	NO_2	Y	1.2	2.1	No	2.5
RY4	Riverside, Pitson Close, Addlestone	Urban Background	505727	164624	NO_2	N	-1.5	4.3	No	2.0
RY8	Ongar Place First School, Milton Road, Addlestone	Suburban	504316	163955	NO_2	Y	6.1	21.1	No	1.9
RY14	1 High Street, Addlestone	Roadside	504993	164606	NO_2	Y	0.1	1.1	No	2.5
RY19	78 Woodham Lane, New Haw	Roadside	505227	162699	NO_2	Y	9.6	1.0	No	2.0
RY21	London Street/Heriot Rd Chertsey	Roadside	504263	166945	NO_2	N	1.9	0.7	No	1.5
RY23	37 Bridge Rd, Chertsey	Roadside	504878	166790	NO_2	N	14.2	1.1	No	2.0
RY25	1 Pooley Green Rd, Egham	Roadside	501748	171349	NO_2	N	9.6	13.7	No	2.4
RY26	19, Vicarage Road, Egham	Roadside	501717	171382	NO_2	N	10.6	1.5	No	2.5
RY39	Chobham Lane, Longcross,	Roadside	498902	166242	NO_2	N	n/a	2.3	No	2.1
RY40	Homewood Park, Stonehill Road	Urban Background	502072	165098	NO_2	N	n/a	98.7	No	2.5
RY43	New Court Chertsey Road Addlestone	Roadside	504999	165305	NO_2	N	16	2.1	No	2.3

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1) (3)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
RY45	27/29 Weir Rd Chertsey	Roadside	504879	166762	NO_2	N	4.2	1.1	No	2.3
RY53	1-22 Wyvern Place, High St, Addlestone	Roadside	504963	164784	NO_2	Y	3.7	3.1	No	2.0
RY54	23 Brighton Rd, Addlestone	Roadside	505072	164478	NO_2	Y	2.9	1.4	No	2.3
RY55	158 Station Rd, Addlestone	Roadside	505529	164784	NO_2	N	2.3	0.4	No	1.8
RY56	34/36 Bridge Rd Chertsey	Roadside	504947	166753	NO_2	N	7.2	0.6	No	2.3
RY57	29 Bridge Rd, Cherstey	Roadside	504823	166823	NO_2	N	1.9	0.9	No	2.5
RY58	39 Weir Road, Chertsey	Roadside	504895	166774	NO_2	N	12.6	0.5	No	2.3
RY59	Bus shelter Chertsey Rd Addlestone	Roadside	504950	165139	NO_2	N	7.1	5.2	No	2.3
RY60	Renaissance flats, High Street Addlestone	Roadside	504965	164807	NO_2	Y	0.7	3.0	No	2.0
RY61	Pine Court, Addlestone	Roadside	504910	164558	NO_2	N	4.7	1.0	No	2.3
RY62	26/28 Brighton Road Addlestone	Roadside	505080	164439	NO_2	N	4.3	1.3	No	2.3
RY63	Garfield Road, (sign) Addlestone	Roadside	505250	164520	NO_2	N	19.9	0.6	No	2.0
RY64	Garfield Road, Hampshire Court, Addlestone	Roadside	505258	164394	NO_2	N	8.0	2.8	No	2.3
RY65	268 Station Road Addlestone	Roadside	505706	164952	NO_2	N	11.0	1.7	No	2.0
RY67	A320 roundabout Ottershaw	Roadside	502241	163885	NO_2	N	18.4	2.1	No	2.3
RY68	Addlestone moor roundabout	Roadside	504967	165747	NO_2	N	2.9	2.3	No	2.5
RY69	New Haw Road	Roadside	505363	163912	NO_2	N	4.4	1.5	No	1.6
RY70	Chertsey Lane Thorpe	Roadside	503411	171077	NO_2	N	9.1	2.4	No	2.2

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1) (3)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
RY71	185 Church Road adjacent to M25	Other	504212	164259	NO_2	Y	2.2	20.3	No	2.0
RY72	Albany Place Egham adj to M25	Other	501585	171489	NO_2	N	-24.7	52.7	No	2.0
RY73	Byfleet and New Haw Station	Roadside	505800	162303	NO_2	N	9.2	3.0	No	2.0
RY75	4 Crockford Park Road lamp post	Roadside	505208	164243	NO_2	N	9.9	1.1	No	2.0
RY76	Opposite the Chatterings, Green Road Thorpe	Roadside	501658	168253	NO_2	N	23.3	2.1	No	2.0
RY77	Under the M25 Flyover Egham roundabout on lamp post	Roadside	501865	171773	NO_2	Y	22.8	5.7	No	2.0
RY78	Clock house lane west at end of footpath	Roadside	501603	170111	NO_2	Y	4	11.2	No	2.0
RY79	On SCC lamppost outside of 13 Midway Ave, TW20 8QA	Roadside	501903	168756	NO_2	N	3.9	1.7	No	2.0
RY80	Weybourne, Addlestone Road	Kerbside	506452	164754	NO_2	N	4.4	1.9	No	2.0
RY81	1 Addlestone Road	Kerbside	506414	164756	NO_2	N	7	0.4	No	2.0
RY82	Navigation House	Kerbside	506225	164706	NO_2	N	8	1.4	No	2.0

Accessibility Note: The table shows all passive monitors (diffusion tubes) within the borough, their locations, their site type, their relevant distances (distance between kerb and exposure and distance between monitor and road), their heights and whether they are located in an AQMA or collocated with an automatic monitor.

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

(3) Relative distance between relevant exposure and the nearest kerb, and the monitor and the kerb.

Table A.2 – Annual Mean NO_2 Monitoring Results: Non-Automatic Monitoring (µg/m^3)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2022 (%) (2)	2018	2019	2020	2021	2022
RY1	505098	164624	Roadside	91.7	92.3	29.1	30.8	24.3	27.4	24.5
RY4	505727	164624	Urban Background	91.7	90.4	20.2	19.4	14.8	15.0	13.4
RY8	504316	163955	Suburban	66.7	67.3	22.5	20.5	17.4	18.2	16.2
RY14	504993	164606	Roadside	100	100.0	45.5	48.3	49.2	41.0	35.5
RY19	505227	162699	Roadside	91.7	92.3	32.3	32.1	28.4	26.2	25.3
RY21	504263	166945	Roadside	100	100.0	33.4	34.3	24.7	26.9	24.0
RY23	504878	166790	Roadside	91.7	92.3	47.5	56.4	41.6	37.7	34.6
RY25	501748	171349	Roadside	100	100.0	33.5	31.6	25.4	22.4	22.5
RY26	501717	171382	Roadside	100	100.0	36.5	45.7	38.2	36.0	32.9
RY39	498902	166242	Roadside			28.4	26.0	22.5	20.8	-
RY40	502072	165098	Urban Background	100	100.0	18.1	14.9	12.7	12.0	12.9
RY43	504999	165305	Roadside	100	100.0	36.9	38.4	29.4	28.1	26.7
RY45	504879	166762	Roadside	91.7	92.3	36.0	37.7	39.4	37.9	32.2
RY53	504963	164784	Roadside	91.7	92.3	35.8	40.8	34.0	31.5	28.8
RY54	505072	164478	Roadside			29.6	32.4	26.9	26.2	-
RY55	505529	164784	Roadside	91.7	92.3	32.7	34.4	26.3	25.1	22.4
RY56	504947	166753	Roadside	83.4	84.6	40.9	46.0	33.4	39.6	26.1
RY57	504823	166823	Roadside	91.7	92.3	30.5	35.3	24.3	22.7	23.5
RY58	504895	166774	Roadside	91.7	92.3	52.0	43.6	36.7	39.7	37.7
RY59	504950	165139	Roadside	100	100.0	34.7	33.8	36.3	26.5	26.2
RY60	504965	164807	Roadside	91.7	92.3	33.3	32.9	28.3	25.9	25.0
RY61	504910	164558	Roadside	75	75.0	30.1	29.1	23.0	24.1	18.5
RY62	505080	164439	Roadside	100	100.0	32.8	32.1	27.7	29.9	23.8
RY63	505250	164520	Roadside	100	100.0	21.6	25.5	20.7	20.5	20.5
RY64	505258	164394	Roadside			24.1	26.5	16.5	16.7	-
RY65	505706	164952	Roadside	100	100.0	26.7	32.2	21.5	28.5	20.9
RY67	502241	163885	Roadside	75	75.0	-	44.2	45.4	35.9	35.6
RY68	504967	165747	Roadside			-	38.0	27.8	26.3	-
RY69	505363	163912	Roadside			-	32.0	26.4	23.1	-
RY70	503411	171077	Roadside		7.7	-	25.1	19.3	20.4	-
RY71	504212	164259	Other	75	73.1	-	-	25.6	24.2	25.3
RY72	501585	171489	Other	100	100.0	-	-	18.2	20.0	20.1
RY73	505800	162303	Roadside	91.7	92.3	-	-	-	29.4	24.2

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2022 (%) (2)	2018	2019	2020	2021	2022
RY75	505208	164243	Roadside		100.0	-	-	-	-	22.3
RY76	501658	168253	Roadside	100	100.0	-	-	-	-	27.3
RY77	501865	171773	Roadside	100	100.0	-	-	-	-	25.7
RY78	501603	170111	Roadside	100	92.3	-	-	-	-	16.2
RY79	501903	168756	Roadside	91.7	84.6	-	-	-	-	19.3
RY80	506452	164754	Kerbside	91	42.3	-	-	-	-	13.4
RY81	506414	164756	Kerbside	100	42.3	-	-	-	-	16.8
RY82	506225	164706	Kerbside	100	17.3	-	-	-	-	-

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.**

☒ **Diffusion tube data has been bias adjusted.**

☒ **Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.**

Accessibility Note: The table shows all passive monitors (diffusion tubes) within the borough, their locations, their annual mean concentrations from 2018 to 2022 and the data capture % for 2022 (for both the monitoring period and the year).

Notes:

The 2022 monitoring results have been annualised and bias adjusted with Defra's Diffusion Tube Data Processing Tool v3 released in February 2023. The 2022 monitoring results have also been processed with a similar tool created by Air Pollution Services that has been thoroughly QA checked. This tool produced slightly different results. It is thought that the discrepancy is the result of differences in rounding. It should be noted though that neither tool produced results exceeding the air quality objective (or results within 10% of the air quality objective) and neither tool resulted in a difference in the number of monitors requiring distance correcting.

The annual mean concentrations are presented as µg/m^3.

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60µg/m^3, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been "annualised" as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.1 – Trends in Annual Mean NO_2 Concentrations in Runnymede

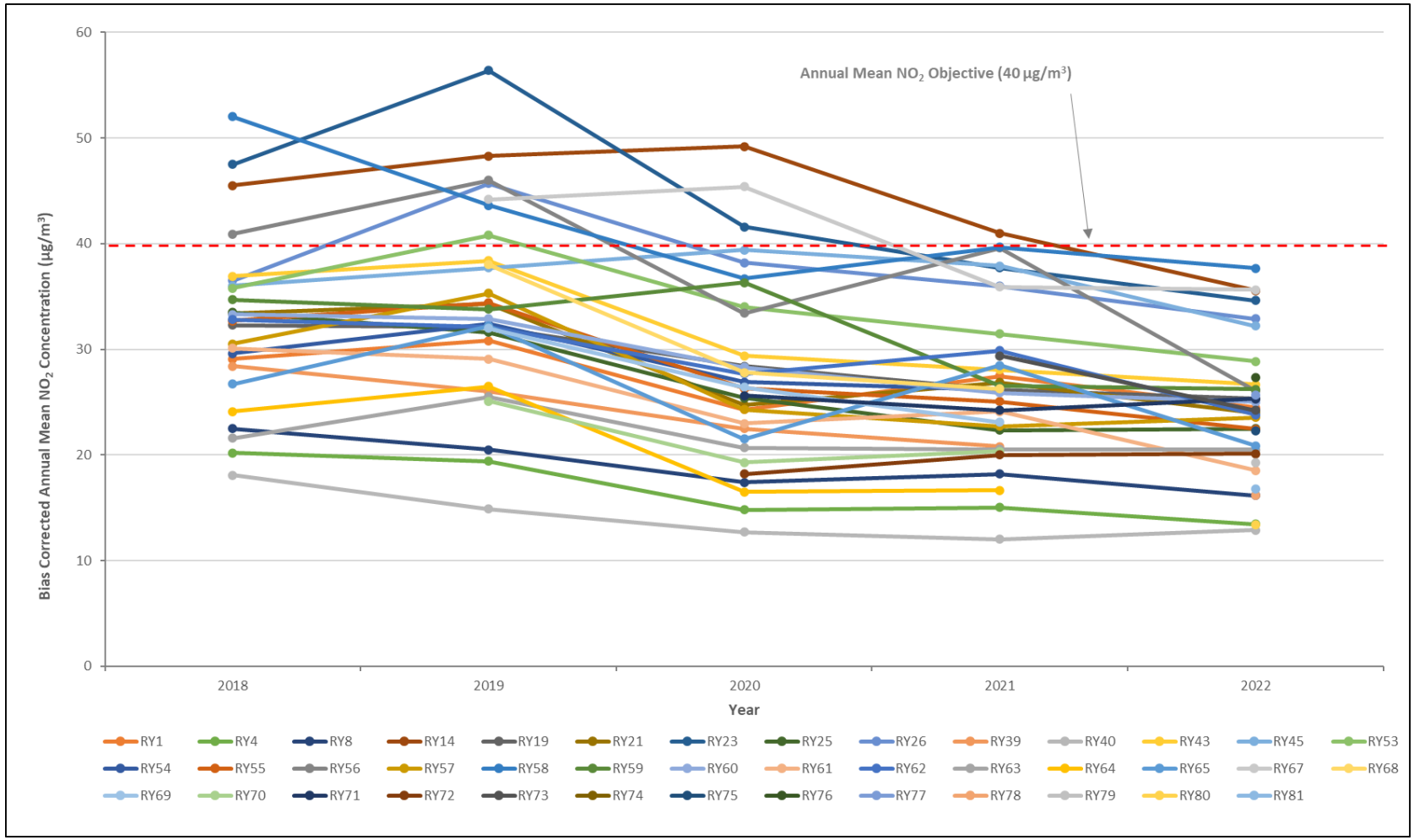


Figure A.2 – Trends in Annual Mean NO_2 Concentrations for M25 AQMA

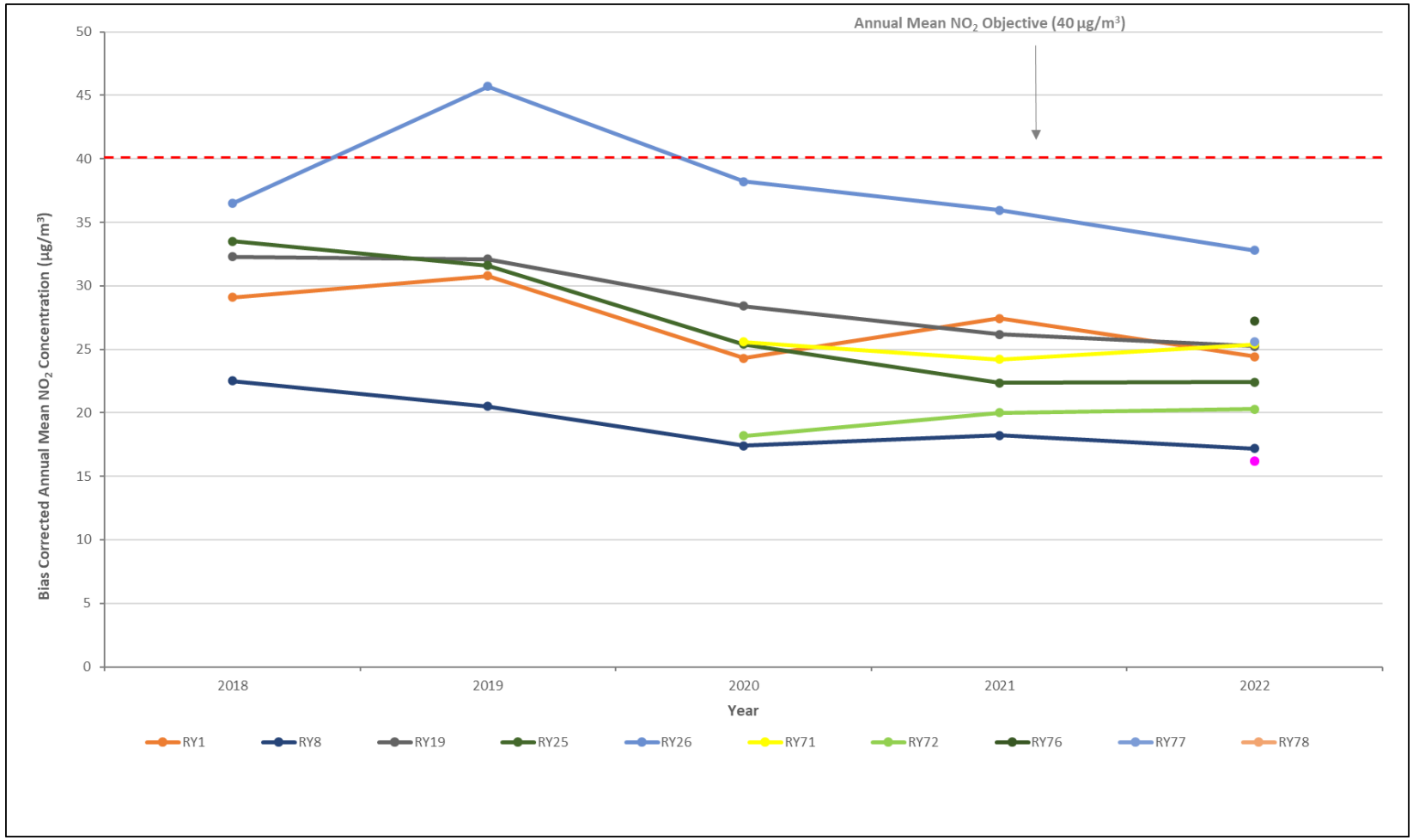
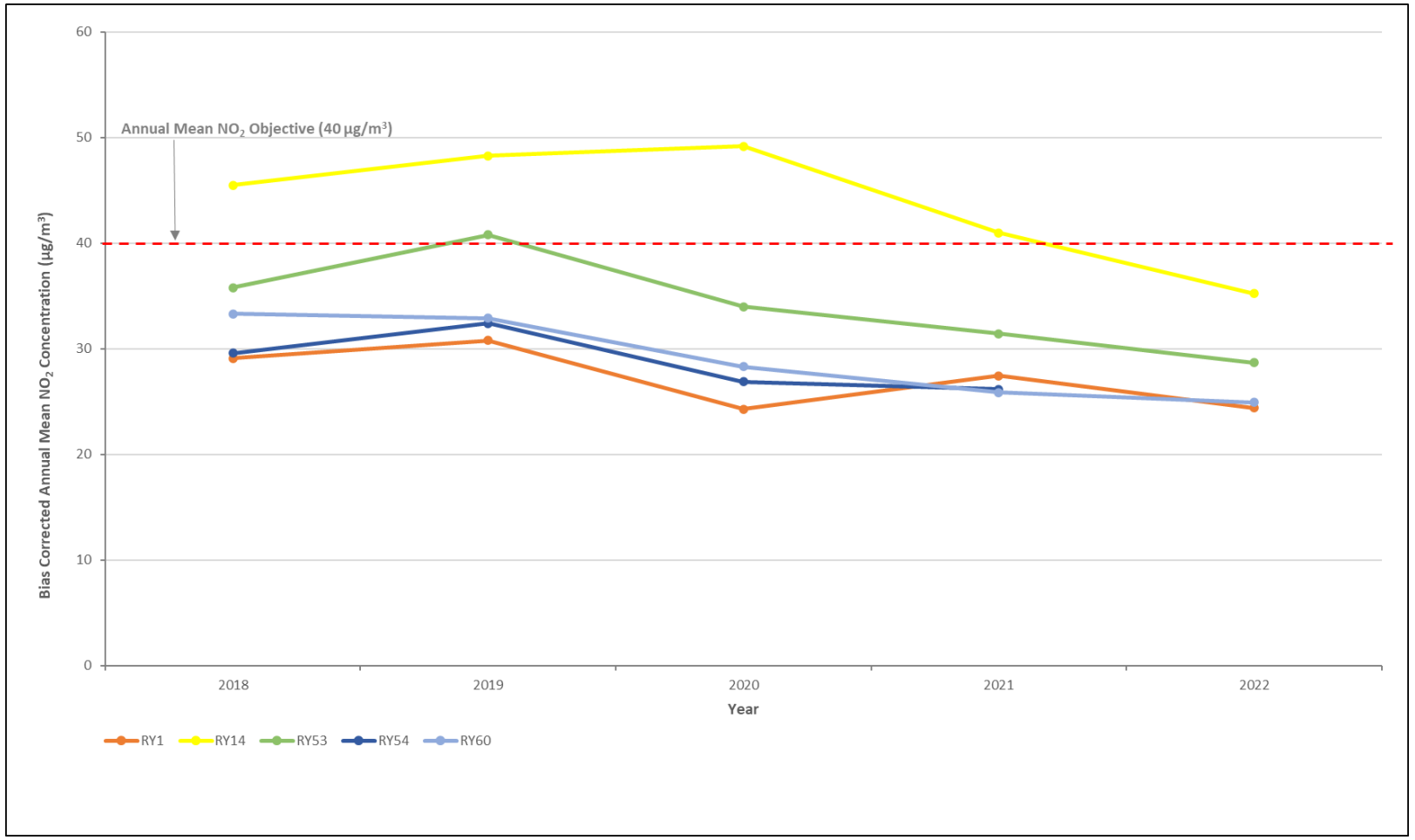


Figure A.3 – Trends in Annual Mean NO_2 Concentrations for Addlestone AQMA



Appendix B: Full Monthly Diffusion Tube Results for 2022

Table B.1 – NO_2 2022 Diffusion Tube Results (µg/m^3)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.86)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
RY1	505098	164624	26.0	31.0	33.0	22.0	23.0	25.0		30.0	28.0	32.0	29.0	34.0	28.5	24.5	-	
RY4	505727	164624	22.0	23.0	18.0	11.0	14.0	10.0	12.0	16.0	15.0	16.0	15.0		15.6	13.4	-	
RY8	504316	163955	21.0	3.0	26.0	17.0	17.0			27.0	20.0	20.0			18.9	16.2	-	
RY14	504993	164606	46.0	40.0	37.0	27.0	33.0	41.0	52.0	45.0	48.0	41.0	40.0	46.0	41.3	35.5	-	
RY19	505227	162699	30.0	31.0	30.0	24.0	27.0	29.0	35.0	27.0	29.0	31.0		31.0	29.5	25.3	-	
RY21	504263	166945	29.0	29.0	31.0	22.0	23.0	20.0	28.0	31.0	31.0	32.0	27.0	32.0	27.9	24.0	-	
RY23	504878	166790	48.0	27.0		22.0	39.0	38.0	45.0	44.0	45.0	47.0	44.0	44.0	40.3	34.6	-	
RY25	501748	171349	28.0	28.0	26.0	24.0	20.0	25.0	24.0	27.0	26.0	25.0	31.0	30.0	26.2	22.5	-	
RY26	501717	171382	42.0	31.0	39.0	30.0	46.0	38.0	43.0	43.0	40.0	34.0	37.0	36.0	38.3	32.9	-	
RY39	498902	166242													-	-	-	
RY40	502072	165098	17.0	22.0	21.0	19.0	9.0	10.0	11.0	16.0	13.0	12.0	14.0	16.0	15.0	12.9	-	
RY43	504999	165305	40.0	30.0	33.0	24.0	27.0	28.0	37.0	29.0	33.0	31.0	31.0	29.0	31.0	26.7	-	
RY45	504879	166762	47.0	38.0		30.0	29.0	26.0	45.0	43.0	39.0	37.0	40.0	38.0	37.5	32.2	-	
RY53	504963	164784	43.0	33.0	32.0	22.0	25.0	29.0		36.0	37.0	37.0	34.0	41.0	33.5	28.8	-	
RY54	505072	164478													-	-	-	
RY55	505529	164784	26.0	27.0	28.0	14.0	22.0	25.0	34.0	33.0		23.0	33.0	22.0	26.1	22.4	-	
RY56	504947	166753	41.0	28.0		21.0	3.0	30.0	40.0		36.0	33.0	37.0	34.0	30.3	26.1	-	
RY57	504823	166823	39.0	28.0		19.0	17.0	25.0	26.0	27.0	30.0	27.0	30.0	33.0	27.4	23.5	-	
RY58	504895	166774	41.0	43.0	51.0	23.0	36.0	34.0	46.0	48.0		84.0	35.0	41.0	43.8	37.7	-	
RY59	504950	165139	34.0	30.0	31.0	17.0	25.0	24.0	32.0	30.0	32.0	33.0	35.0	43.0	30.5	26.2	-	
RY60	504965	164807	30.0	30.0	31.0	22.0	20.0	24.0	28.0	32.0		36.0	34.0	33.0	29.1	25.0	-	
RY61	504910	164558	23.0	3.0	3.0	17.0				32.0	29.0	26.0	27.0	34.0	21.6	18.5	-	
RY62	505080	164439	30.0	28.0	29.0	28.0	24.0	22.0	28.0	20.0	29.0	27.0	30.0	37.0	27.7	23.8	-	
RY63	505250	164520	25.0	29.0	27.0	25.0	18.0	17.0	21.0	25.0	21.0	21.0	25.0	32.0	23.8	20.5	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.86)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
RY64	505258	164394													-	-	-	
RY65	505706	164952	30.0	27.0	28.0	25.0	22.0	9.0	23.0	41.0	22.0	23.0	14.0	27.0	24.3	20.9	-	
RY67	502241	163885	34.0				23.0	35.0	47.0	44.0	44.0	46.0	51.0	49.0	41.4	35.6	-	
RY68	504967	165747													-	-	-	
RY69	505363	163912													-	-	-	
RY70	503411	171077	24.0												-	-	-	
RY71	504212	164259	32.0	30.0				25.0	31.0	30.0	29.0	33.0	26.0	29.0	29.4	25.3	-	
RY72	501585	171489	20.0	28.0	27.0	34.0	20.0	15.0	16.0	27.0	21.0	25.0	24.0	24.0	23.4	20.1	-	
RY73	505800	162303	31.0	27.0	28.0	20.0	22.0	24.0		33.0	32.0	28.0	30.0	35.0	28.2	24.2	-	
RY75	505208	164243	26.0	31.0	28.0	20.0	21.0	27.0	30.0	25.0	28.0	22.0	30.0	23.0	25.9	22.3	-	
RY76	501658	168253	32.0	33.0	35.0	26.0	22.0	24.0	33.0	37.0	30.0	46.0	33.0	30.0	31.8	27.3	-	
RY77	501865	171773	36.0	30.0	26.0	22.0	32.0	24.0	36.0	25.0	32.0	32.0	32.0	31.0	29.8	25.7	-	
RY78	501603	170111	17.0	19.0		14.0	19.0	15.0	18.0	29.0	16.0	21.0	19.0	20.0	18.8	16.2	-	
RY79	501903	168756		25.0	26.0	21.0	19.0	16.0	20.0	25.0	23.0	24.0		25.0	22.4	19.3	-	
RY80	506452	164754								8.0	14.0	17.0	19.0	21.0	15.8	13.4	-	
RY81	506414	164756								8.0	18.0	16.0	20.0	37.0	19.8	16.8	-	
RY82	506225	164706											18.0	23.0	-	-	-	

☒ **All erroneous data has been removed from the NO_2 diffusion tube dataset presented in Table B.1**.

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.**

☐ **No Local bias adjustment factor used.**

☒ **National bias adjustment factor used.**

☒ **Where applicable, data has been distance corrected for relevant exposure in the final column.**

☐ **RBC confirm that all 2022 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.**

Accessibility Note: The table shows all passive monitors (diffusion tubes) within the borough, their monthly NO_2 concentrations for 2022, the raw annual mean concentration, the annualised and bias adjusted annual concentration and where relevant the distance corrected annual concentration.

Notes:

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60µg/m^3, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

New or Changed Sources Identified Within Runnymede During 2022

Runnymede Borough Council has not identified any new sources relating to air quality within the reporting year of 2022.

Additional Air Quality Works Undertaken by RBC During 2022

Runnymede Borough Council installed eight new diffusion tubes (RY75 to RY82) at the start of 2022.

QA/QC of Diffusion Tube Monitoring

The diffusion tubes used by Runnymede Borough Council during 2022 were supplied and analysed by Lambeth Scientific Services Ltd. The analysis procedures are compliant with the Diffusion Tubes for Ambient NO_2 Monitoring: Practical Guidance for users and laboratories (Defra, 2008).

The laboratory is UKAS accredited and participates in the AIR-PT Scheme, a continuation of the Workplace Analysis Scheme for Proficiency (WASP) for NO_2 tube analysis and the Annual Field Inter-Comparison Exercise. These provide strict performance criteria for participating laboratories to meet, thereby ensuring NO_2 concentrations are reported to a high level of accuracy. The lab follows the procedures set out in the Harmonisation Practical Guidance. The report analysing the performance of the laboratory hasn't been published for 2022. The most recently published report shows that for January 2021 to February 2021, May to June 2021, July to August 2021 and September to October 2021 the percentage of results submitted by Lambeth Scientific Services Ltd to the AIR PT scheme that were deemed to be satisfactory was 100% for rounds AR042 and AR043, and 75% for rounds

AR045 and AR046, respectively. Further information is available from Defra's LAQM webpage:

https://laqm.defra.gov.uk/wp-content/uploads/2022/07/LAQM-NO2-Performance-data_Up-to-June-2022_V2.1.pdf

Monitoring has been completed in close adherence with the 2022 Diffusion Tube Monitoring Calendar.

Diffusion Tube Annualisation

LAQM.TG22 states that for those nitrogen dioxide diffusion tube sites with fewer than nine months' worth of data (but more than three months in total), it is necessary to perform annualisation, to adjust short-term measurements to represent annual mean concentrations.

Data capture for 2021 was between 25-75% at three sites. Data for these sites have been annualised following the methodology set out in LAQM.TG22.

For the periods where diffusion tube data is available, period mean concentrations have been calculated from four AURN background automatic monitoring stations; Spelthorne Sunbury Cross, Hounslow Feltham, Horley and Southwark – Elephant and Castle. Ratios have been derived by comparing these period mean concentrations with annual mean concentrations from the automatic monitoring stations. The short-term concentrations have then been multiplied by the ratio to obtain annualised annual mean concentrations. The calculations are presented in Table C.1.

Table C.1 – Annualisation Summary (concentrations presented in µg/m^3)

Site ID	Annualisation Factor Spelthorne Sunbury Cross	Annualisation Factor Hounslow Feltham	Annualisation Factor Horley	Annualisation Factor Southwark – Elephant and Castle	Average Annualisation Factor	Raw Data Annual Mean	Annualised Annual Mean
RY8	0.9845	1.0145	1.0237	0.9584	0.9953	18.9	18.8
RY80	0.9838	1.0289	0.9557	0.9713	0.9849	15.8	15.6
RY81	0.9838	1.0289	0.9557	0.9713	0.9849	19.8	19.5

Accessibility Note: The table shows the automatic monitors used to annualise the diffusion tubes within the borough with data capture between 25% and 75% of the year. It also shows their raw and annualised NO_2 concentrations.

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2023 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO_2 continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

Local Diffusion Tube Bias Adjustment

A local bias adjustment factor could not be calculated as no reference equivalent automatic (continuous) monitoring was undertaken by Runnymede Borough Council.

National Diffusion Tube Bias Adjustment

A database of national bias adjustment factors determined from Local Authority co-location studies throughout the UK has been collated by the Local Air Quality Management Helpdesk. Using orthogonal regression, combined bias adjustment factors have been calculated for each laboratory, year and preparation method combination for which data are available. For Lambeth Scientific Services Ltd, using a preparation method of 50% triethanolamine (TEA) solution, the national bias adjustment factor (June 2023) is 0.86, which has been based on 10 colocation studies as shown in Figure C.1.

Figure C.1 – National Bias Adjustment Factor

National Diffusion Tube Bias Adjustment Factor Spreadsheet — Spreadsheet Version Number: 06/23

Follow the steps below **in the correct order** to show the results of **relevant** co-location studies

Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods

Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet

This spreadhseet will be updated every few months: the factors may therefore be subject to change. This should not discourage their immediate use.

This spreadsheet will be updated at the end of September 2023

LAQM Helpdesk Website

The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.

Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.

Step 1:	Step 2:	Step 3:	Step 4:
Select the Laboratory that Analyses Your Tubes from the Drop-Down List	Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor[3] shown in blue at the foot of the final column.
If a laboratory is not shown, we have no data for this laboratory.	If a preparation method is not shown, we have no data for this method at this laboratory.	If a year is not shown, we have no data[5]	If you have your own co-location study then see footnote[4]. If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@bureauveritas.com or 0800 0327953

Analysed By[1]	Method (To undo your selection, choose (All) from the pop-up list)	Year[5] (To undo your selection, choose (All))	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m³)	Automatic Monitor Mean Conc. (Cm) (µg/m³)	Bias (B)	Tube Precision[6]	Bias Adjustment Factor (A) (Cm/Dm)
Lambeth Scientific Services	50% TEA in acetone	2022	KS	Marylebone Road Intercomparison	12	53	42	25.4%	G	**0.80**
Lambeth Scientific Services	50% TEA in acetone	2022	UB	Spelthorne Borough Council	12	23	20	16.3%	G	**0.86**
Lambeth Scientific Services	50% TEA in acetone	2022	UB	Spelthorne Borough Council	10	26	24	8.7%	P	**0.92**
Lambeth Scientific Services	50% TEA in Acetone	2022	R	Elmbridge Borough Council	12	30	28	4.8%	G	**0.95**
Lambeth Scientific Services	50% TEA in Acetone	2022	R	Elmbridge Borough Council	11	28	25	14.1%	P	**0.88**
Lambeth Scientific Services	50% TEA in Acetone	2022	R	Guildford Borough Council	11	24	20	21.6%	G	**0.82**
Lambeth Scientific Services	50% TEA in Acetone	2022	SU	Reigate And Banstead	11	20	17	16.4%	G	**0.86**
Lambeth Scientific Services	50% TEA in Acetone	2022	B	Reigate And Banstead	12	16	12	36.1%	P	**0.73**
Lambeth Scientific Services	50% TEA in Acetone	2022	R	Reigate And Banstead	12	37	35	4.6%	G	**0.96**
Lambeth Scientific Services	50% TEA in Acetone	2022	SU	Reigate And Banstead	12	20	17	16.5%	P	**0.86**
Lambeth Scientific Services	50% TEA in acetone	2022		**Overall Factor[3] (10 studies)**				**Use**		**0.86**

RBC have applied the national bias adjustment factor of 0.86 to the 2022 monitoring data. A summary of bias adjustment factors used by RBC over the past five years is presented in Table C.2.

Table C.2 – Bias Adjustment Factor

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2022	National	06/23	0.86
2021	National	Unknown	0.95
2020	National	Unknown	0.95
2019	National	Unknown	0.92
2018	National	Unknown	1.04

Accessibility Note: The figure identifies each bias adjustment factor used to annualise the monitoring data in the last 5 years as well as whether a national or local factor was used (national in all years) and the version of the National Bias Adjustment Spreadsheet used for each year.

NO_2 Fall-off with Distance from the Road

Where monitoring sites are not representative of public exposure it is important to consider concentrations at locations of relevant exposure, e.g. if monitoring is located at roadside or kerbside, the concentrations at the façade of nearest properties set back further from the road should be considered.

Table C3 provide information on the one monitoring location where distance correction is required.

Table C.3 – NO_2 Fall off With Distance Calculations (concentrations presented in µg/m^3)

Site ID	Distance (m): Monitoring Site to Kerb	Distance (m): Receptor to Kerb	Monitored Concentration (Annualised and Bias Adjusted	Background Concentration	Concentration Predicted at Receptor	Comments
RY58	0.5	13.4	37.7	15.9	24.9	

Accessibility Note: The figure identifies the relevant monitor where fall off with distance calculations were carried out including the monitor distances, background concentrations and uncorrected and corrected annual mean NO_2 concentrations.

Appendix D: Map(s) of Monitoring Locations and AQMAs

Figure D.1 – Map of Monitoring Locations within RBC

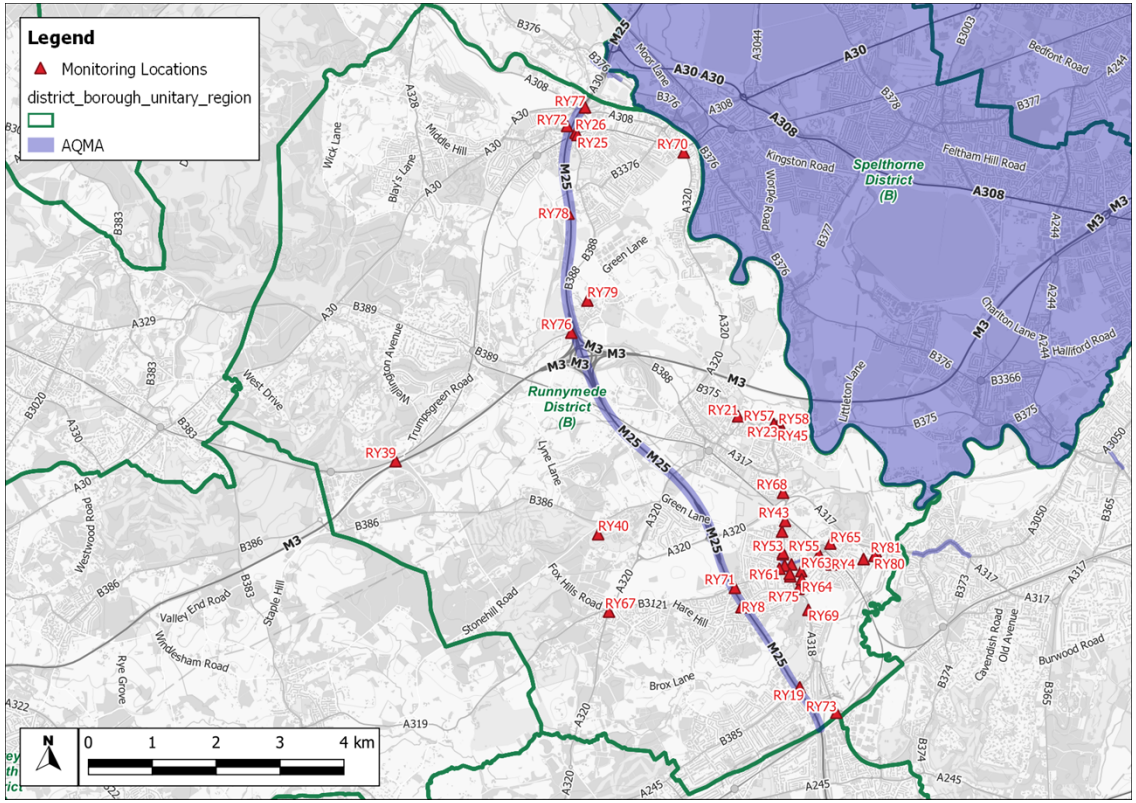


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Figure D.2 – Map of Addlestone AQMA Boundary and surrounding area monitoring locations

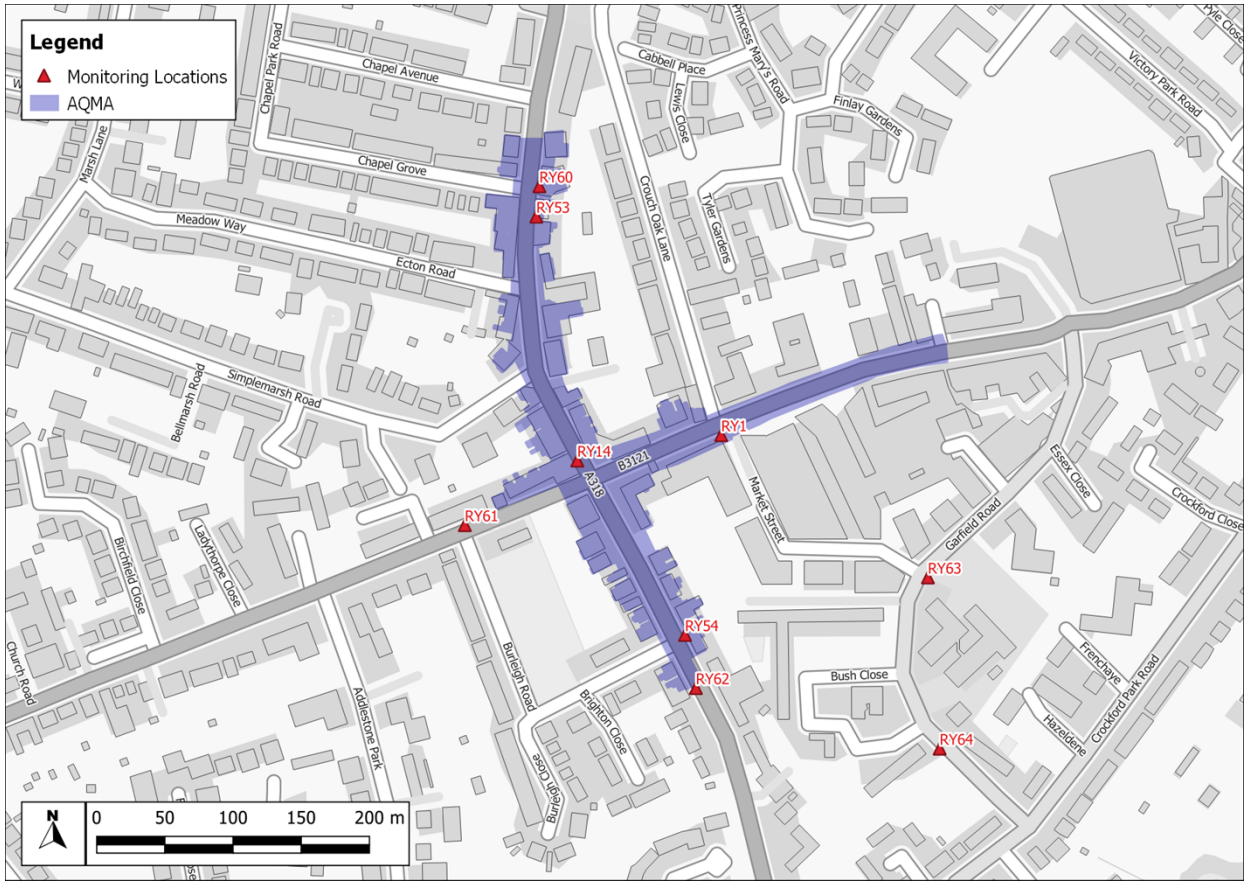

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Figure D.3 – Map of Monitoring Locations within Chertsey and the Surrounding area

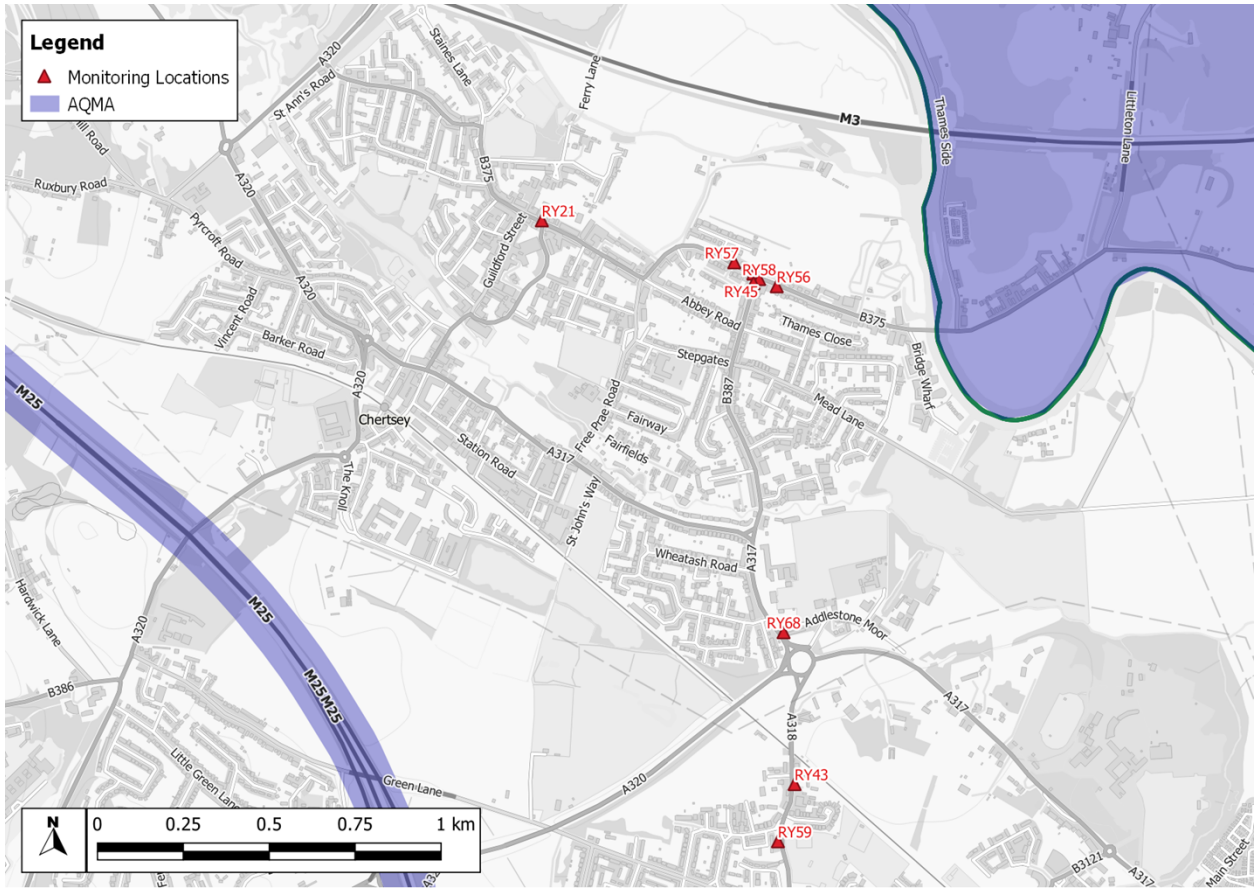

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Figure D.4 – Map of Monitoring Locations within southern extent of the M25 AQMA and surrounding area monitoring locations

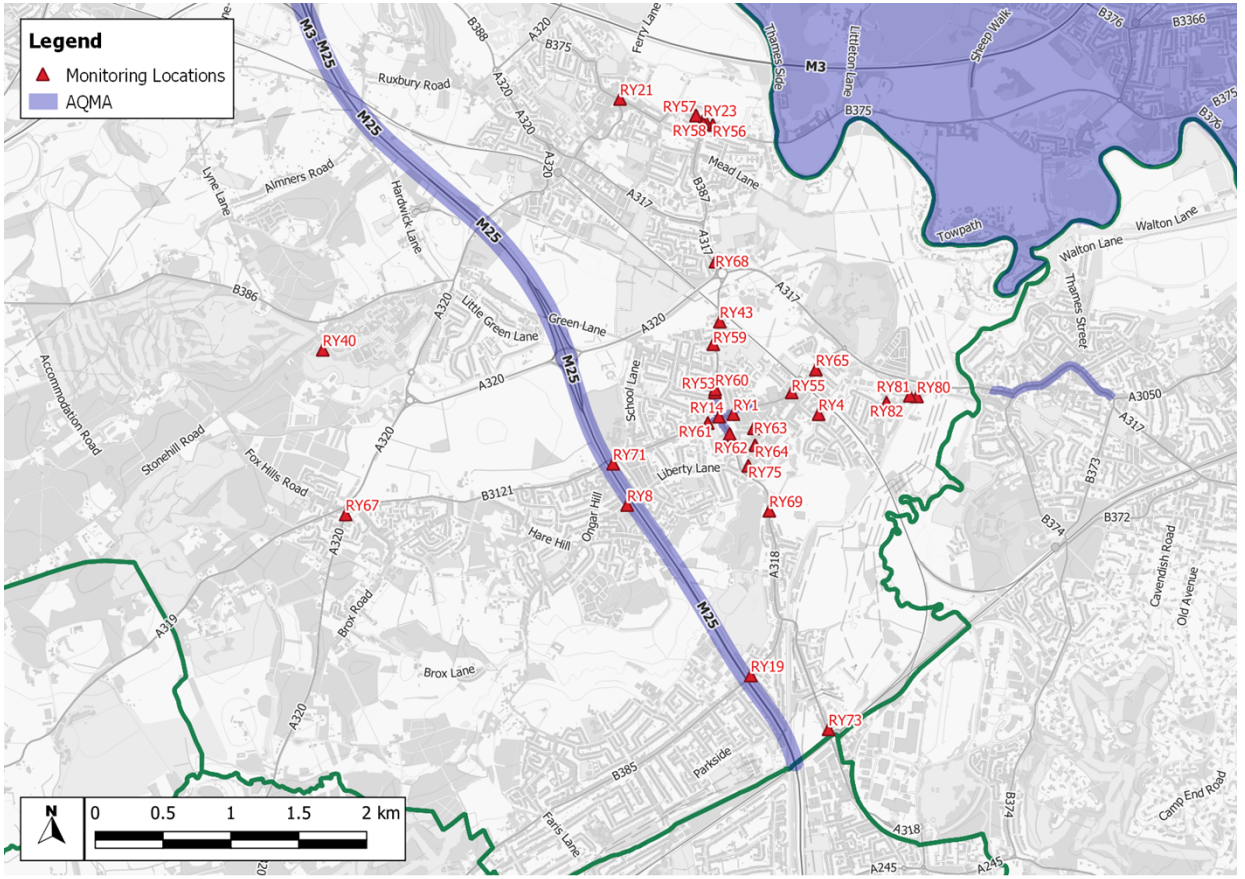

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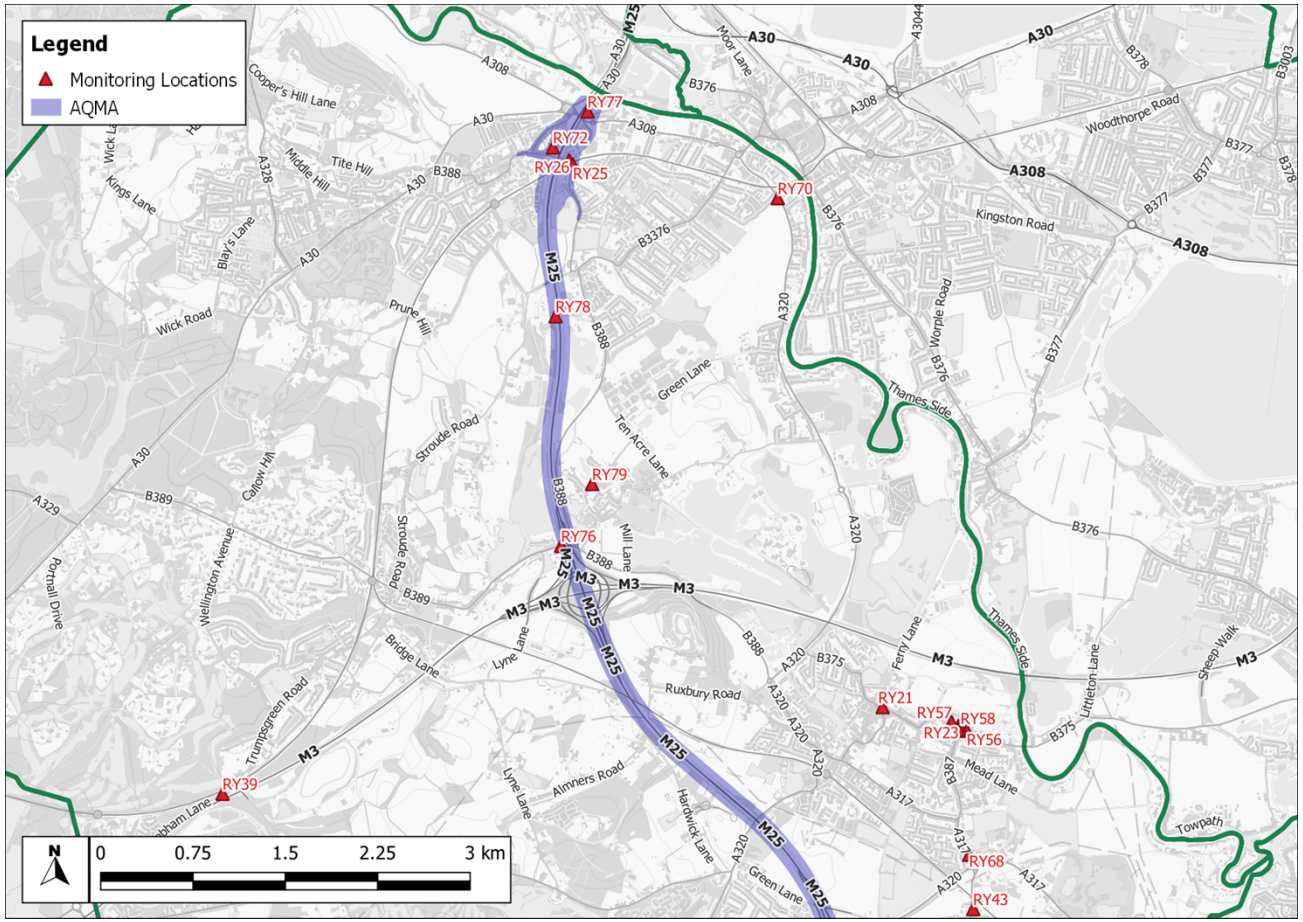
Figure D.5 – Map of Monitoring Locations within the Northern M25 AQMA extent and surrounding area



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Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England[1]

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO_2)	200µg/m^3 not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO_2)	40µg/m^3	Annual mean
Particulate Matter (PM_{10})	50µg/m^3, not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM_{10})	40µg/m^3	Annual mean
Sulphur Dioxide (SO_2)	350µg/m^3, not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO_2)	125µg/m^3, not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO_2)	266µg/m^3, not to be exceeded more than 35 times a year	15-minute mean

[1] The units are in microgrammes of pollutant per cubic metre of air (µg/m^3).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by National Highways
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
µg/m3	Microgrammes of pollutant per cubic metre
NO_2	Nitrogen Dioxide
NO_x	Nitrogen Oxides
PM_{10}	Airborne particulate matter with an aerodynamic diameter of 10µm or less
$PM_{2.5}$	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO_2	Sulphur Dioxide

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Report title	**Sustainable Fleet Management Strategy**
Report author	Georgina Pacey, Planning Policy and Climate Change Manager
Department	Climate Change
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:

To recommend to full Council

Synopsis of report:

The Sustainable Fleet Management Strategy (SFMS) seeks to streamline and coordinate the Council's activities associated with the management of its fleet. The outcome is intended to be the deployment of compliant assets in the right places at the right times to deliver safe, efficient services for the benefit of our communities, which offer excellent value for money. The strategy also sets out a road map to transition the Council's fleet to net zero carbon emissions in line with climate change commitments set out in its Climate Change Strategy (adopted October 2022).

In summary, at the heart of the strategy are the aims to:

-Reduce the number of assets in the fleet;
-Reduce the number of miles driven through delivering services more efficiently;
-Reduce harmful emissions;
-Reduce risks associated with compliance.

This report seeks Member endorsement of the SFMS for Runnymede Borough Council together with a recommendation that the Strategy be endorsed by Corporate Management Committee at the meeting of 21st March 2024.

Recommendation(s):

1. **The Sustainable Fleet Management Strategy for Runnymede Borough Council, as attached at Appendix A, be endorsed by the Environment and Sustainability Committee;**

2. **The Committee recommends that the Strategy be endorsed by Corporate Management Committee at the meeting of 21st March 2024.**

1. Context and background of report

1.1 The Council's fleet is made up of 79 vehicles including Heavy Goods Vehicles (HGV), mini-buses, vans and specialist equipment, as well as approximately 34 pieces of hand-held machinery and equipment, 11 of which are battery operated. With the exception of the leased Meals at Home vehicles, the Council owns all of its fleet assets.

1.2 These assets are critical for delivering a range of Council services including:

- Collection of waste and cleansing services including commercial & green waste.
- Passenger transport provision.
- Maintenance of green spaces.
- Maintenance of Council's estate housing stock.
- Meals at Home service.
- Parking enforcement functions

1.3 In the 2023 calendar year, the Council spent £698,349.87 operating its fleet (including fuel, maintenance, parts, leasing and insurance costs).

1.4 The Sustainable Fleet Management Strategy (SFMS) at Appendix 1 sets out how the Council will manage and deliver its fleet over a 10-year period from 2024-34.

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

2.1 The SFMS sets out that the Council's vision guiding the Strategy is to 'provide an environmentally sustainable operational fleet which delivers safe, reliable services to our communities, and which is affordable to the Council'.

2.2 To deliver this vision the three guiding objectives of the Strategy are set out as follows:

I. **Safe and compliant** - All assets which make up our fleet will be maintained in a safe and legal condition prior to use to minimise health and safety risks to our staff and members of the public, and to ensure that they are suitable for their intended use(s) to enable effective service delivery.
II. **Fit for purpose and offers value for money** - Assets will be treated as a corporate resource, and fleet requirements within service delivery will be regularly reviewed. The performance of assets will be monitored and reported with the aim of eliminating unnecessary expenditure.
III. **Environmentally friendly –** Over the period of the strategy, the Council will work towards moving its fleet assets to net zero, taking into account their life cycle and component parts (including fuel). Replacement assets or related initiatives will also be expected to contribute to improving local air quality by reducing other harmful emissions where possible.

2.3 The SFMS contains an Action Plan at chapter 9. This sets out a series of proposed short term actions (to be implemented between 2024 and 2026) to deliver these objectives. More information on the actions can be found at paragraph 2.6. In simple terms, in delivering the strategy objectives (through the implementation of the Action Plan), it is anticipated that the following will be achieved:
-Reduction of the number of assets in the fleet;

-Reduction of the number of miles driven through delivering services more efficiently;
-Reduction in harmful emissions.
-Reduction in risks associated with compliance with the relevant legislation and regulations.

2.4 Central to delivering on the Strategy vision and objectives is the proposal for the Council to move to a 'one fleet approach'. This means that the organisation and coordination of the Council's fleet will be centralised. This will be different from the current approach where operational and strategic responsibilities are split between the various service areas, mainly the Community Services, Customer, Digital and Collection Services, Housing and Environmental Services teams. Moving forward, the central Fleet Management team will sit within Environmental Services and the key responsibilities of this team will be as follows:

- Hold and maintain a centralised digitised database of fleet assets;
- Be the lead team responsible for all accident investigation and reporting;
- Lead on updates to the Capital Programme for replacement and new fleet assets;
- Lead on all procurement activity including the procurement of a new contract(s) for future vehicle acquisition and maintenance;
- Ensure compliance of all fleet assets.

2.5 Within the document, detailed information is provided on the following:

- Chapter 2: The relevant national and local policies underpinning the Strategy are set out (more information on this is provided in section 3 of this report (policy implications));
- Chapter 3 Sets out the vision and objectives of the strategy;
- Chapter 4: The current fleet profile and operating costs are set out;
- Chapter 5: The proposed fleet management arrangements under a One Fleet approach are described. This includes detailed information on the responsibilities of the Fleet Management Team, as well as setting out the role of Service Areas, Drivers/operators, Procurement and Finance teams;
- Chapter 6: Contains information on how the Council can work to make its fleet more environmentally friendly (transitional and longer term proposals). This relates to reducing carbon emissions as well as other harmful pollutants;
- Chapter 7: Contains a high level outline of what the strategic approach will be to future service delivery. Includes information on possible delivery models, the proposed review of the Capital Programme for asset replacements and future acquisitions, and the completion of the necessary procurement activity;
- Chapter 8: Provides information on the implementation, monitoring and review arrangements for the SFMS. Confirms that a steering group will be set up on adoption of the Strategy. Group members will work collaboratively to ensure a smooth transition to a One Fleet approach, coordinate the delivery of the SFMS Action Plan and ensure the efficient running of the Council's fleet. The chapter also proposes annual reviews of the SFMS with the Climate Change Working Party, and the establishment of KPIs.
- Chapter 9: Contains the short term Action Plan (2024-2026) which will be implemented to deliver the Strategy. Following a couple of overarching actions, the actions are split by objective.
- Chapter 10: Risk Assessment-summarises the key risks which could impact on the successful delivery of the SFMS.

2.6 When considering the actions in Chapter 9 in more detail, those related to ensuring that the fleet is safe and compliant largely include proposals to create and implement

a centralised fleet management system which will be linked to the DVLA database. The database will generate alerts when vehicles are due an MOT or need to be taxed. The database can also be set up to provide alerts when services are due and linked to staff in the repair workshop. Many of the remaining actions seek to use digital technology to store fleet records electronically and help drive efficiencies and improved monitoring.

2.7 The actions under the 'Fit for purpose and offers value for money' objective are largely related to robustly reassessing current and future fleet needs, using this process to deliver efficiencies and savings where possible. This information will be used to underpin a future procurement activity/activities, where it is envisaged that offering potential supplier's economies of scale will help ensure value for money.

2.8 The actions under the 'Environmentally friendly' objective are concerned primarily with transitioning the fleet vehicles to a preferred fuel choice of HVO fuel within existing budget and working to deliver the necessary EV charging infrastructure to support the transition of the fleet from internal combustion Engine (ICE) to EV assets.

2.9 Whilst the Strategy has been produced centrally by the Climate Change team, Heads of Service and other key officers who will be involved in the delivery of the Action Plan have been consulted throughout the production of the document.

3. Policy framework implications

3.1 A comprehensive Policy Overview chapter is provided at chapter 2 of the SFMS. This summaries the policy drivers at a national and local level which have underpinned the development of the strategy. This overview sets out how the strategy is seeking to ensure that the Council's activities are in line with national policy relating to the phase out of petrol and diesel vehicles (including HGVs) to meet national net zero targets.

3.2 The chapter also sets out how the production of the strategy seeks to deliver key objectives in the Council's Corporate Business Plan and its supporting strategies in the following key areas:

Climate Change Strategy (2022-2030)

3.3 Commits to reducing carbon emissions from Council operations to Net Zero by 2030. This would include the emissions from the Council's fleet.

Health and Wellbeing Strategy (2022-2026)

3.4 As one of its four strategic objectives, this strategy states that the Council aims to develop as an organisation, and develop its workforce to further support the wider health and wellbeing needs of residents in the Borough. Improving local air quality by reducing harmful emissions would support this objective.

Organisational Development Strategy (2022-2026)

3.5 Refers to the need to deliver efficiencies and improvements through collaborative working, use of modern technology and by supporting new and better ways of working. Also recognises that maximising the use of Digital Services can have a key role to play in achieving streamlined processes, delivering efficiencies and increasing cost effectiveness.

3.6 The strategy recognises that managers who co-ordinate the journeys of Council vehicles can minimise mileage and fuel emissions through logistical planning of routes and co-ordination of journeys.

3.7 The SFMS would also take forward Action 2 from the Council's adopted electric Vehicle Strategy (December 2023) which seeks to explore opportunities to implement electric vehicle technology within RBC for the fleet and employees.

3.8 Beyond the above, the Council's operations related to its fleet are highly regulated and must adhere to the 'O' Licence (Vehicle Operator Licence) terms and conditions, or best practice where vehicles are not operated under the 'O' licence, covering:

- Laws relating to driving and vehicle operation, relative to services, are observed.
- Vehicle maintenance arrangements:
- Drivers' hours and records management.
- Vehicle overloading.
- Maintaining our operating centres.
- Provision of sufficient financial resource.
- Professional competence.
- Good repute

3.9 The Council must also ensure that it complies with health and safety legislation, Driver & Vehicle Standards Agency (DVSA) and Driver & Vehicle Licencing Agency (DVLA) rules and regulations as well as its own policies and guidelines covering vehicle and driver usage. Through the delivery of the actions contained in the Action Plan at chapter 9 of the SFMS, the Strategy seeks to reduce risks associated with compliance with these legislative requirements.

4 Resource and Finance implications

4.1 In terms of resource implications, the Fleet Management Team will be made up of existing staff, and supported by existing staff in other relevant teams, for example, Climate Change, Finance and Procurement. The creation of a One Fleet team has the potential to impact on the short-term increased workload of a number of staff, particularly in Environmental Services whilst new processes are implemented. Furthermore, whilst the implementation of the SFMS is listed in the Service Area Plan (SAP) for 2024/25 for Environmental Services, personnel from other Service Areas within the Council will need to contribute to a number of the actions contained within the Action Plan to ensure their successful delivery. This involvement from other Service Areas is not necessarily accounted for in all relevant SAPs. It is possible therefore that re-prioritisation of SAP activities may be required in some cases with the agreement of Corporate Heads of Service given that resources are finite and there are already a significant number of commitments in the 2024/25 SAPs across the Council.

4.2 In terms of finance implications, moving from procuring new fleet assets on an ad hoc basis to a more centralised procurement approach is considered to have the potential to result in savings for the Council due to benefits associated with offering a supplier(s) economies of scale over a longer time frame.

4.3 As set out in section 2 of this report, one of the outputs arising from the delivery of the SFMS and its Action Plan is expected to be reducing the number of assets in the Council's fleet. This has the potential to result in savings.

4.4 There are expected however to be additional costs associated with replacing existing diesel/petrol assets with zero emission alternatives. Chapter 6 of the SFMS which is concerned with 'Making our Fleet more environmentally friendly' sets out that at the current time, the up-front costs of purchasing Electric vehicles currently outweighs the cost of purchasing ICE vehicles. However, advancements in technology are expected to reduce the cost of electric vehicles over time. There will also be costs associated with installing charging infrastructure to support a move to electric vehicles.

5. Legal implications

5.1 The UK's Climate Change Act 2008 sets a legally binding UK-wide carbon budget and commits the UK to 'net zero emissions' by 2050. The UK has also signed and ratified the United Nations Paris Agreement – a legally binding international treaty - which commits signatories to keep the increase in global average temperature to well below 2 degrees centigrade above pre-industrial levels, and to pursue efforts to limit the temperature increase to 1.5 degrees centigrade.

5.2 The Council has adopted its own local target to reduce its operational activities to carbon net zero by 2030, although this target is not legally binding.

5.3 Failure to comply with O licence terms and conditions, health and safety legislation, Driver & Vehicle Standards Agency (DVSA) and Driver & Vehicle Licencing Agency (DVLA) rules and regulations also has legal implications. For example, the Council's O licence could be taken away, suspended or restricted by the traffic commissioner if the Council was found to have broken any of the terms or conditions of its licence, to not be meeting health and safety conditions, or if the Council was convicted of certain offences. The traffic commissioner could call the Council to a public inquiry to consider if any action was necessary which could include prosecution.

5.4 All potential purchase of vehicles will need to follow the Council's procurement rules.

6. Equality implications

6.1 The Council has a Public Sector Duty under the Equality Act 2010 (as amended) to have due regard to the need to:
a) Eliminate unlawful discrimination, harassment or victimisation;
b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
c) Foster good relations between those who share a relevant protected characteristic and persons who do not share those characteristics;

in relation to the 9 'Protected Characteristics' stated within the Act.

6.2 An EQIA screening has been carried out in support of this Strategy and this concluded that generally, by reducing emissions and delivering services more efficiently (both of which are high level aims of the strategy), by implementing the strategy, there should be a positive impact on service users and the wider community. Improving air quality through implementing the SFMS is identified as being particularly beneficial to the protected characteristics of age, pregnancy and maternity, and disability.

6.3 In terms of potential negative impacts, for some employees driving who may be driving electric vehicles in the fleet, there is potential for a negative impact arising

from difficulties, especially for older people, around plugging in cables due to reduced dexterity and strength. In addition, electric vehicles tend to be quieter than diesel and petrol vehicles and this can be problematic for those with disabilities who use sound for safety.

6.4 Overall, given the limited impacts identified through the screening, and the potential for mitigation to be put in place, it has been concluded that a full EqIA is not required.

6.5 The EQIA screening can be viewed at Appendix B

7. Environmental/Sustainability/Biodiversity implications

7.1 There are a number of positive environmental/ sustainability/ biodiversity implications expected to arise from the implementation of this Strategy. In particular, reducing the number of assets in the fleet and milage driven would reduce harmful emissions. If the transitional arrangements described in chapter 6 of the strategy, including making Hydrotreated Vegetable Oil the Council's fuel of choice for the Council's fleet within budgetary constraints are approved, this is expected to achieve significant reductions in the Council's carbon emissions in the short term. The move to HVO fuel is also expected to reduce other local pollutants, which would also help improve local air quality (see section 3 of agenda item 11 and its supporting Appendix A attached to the HVO report for more detailed information).

7.2 In considering the Council's objective to replace its fleet assets with zero emission alternatives, most likely electric vehicles in the short/medium term, there are expected to be the following benefits:

- EVs release zero tailpipe emissions at street level improving air quality in urban areas;
- Emissions from electricity generation are usually displaced away from street level where they have highest human health impacts;
- EVs can be powered by electricity produced from sustainable energy sources;
- The lifetime carbon footprint of manufacturing, running and disposing of an electric vehicle is currently lower than for a conventional fossil fuel vehicle.
- Electric vehicles are very quiet compared to petrol and diesel vehicles. This has benefits for residents living alongside busy roads and benefits for the natural environment with reduced vehicle borne noise pollution.

8. Risk Implications

8.1 The SFMS contains a comprehensive risk assessment at chapter 10 of the document. The risk assessment outlines the current control measures incorporated in the policy and potential additional operational control measures that may further reduce risk of non-compliance with the strategy.

9. Other implications

9.1 As noted elsewhere in this report, the creation of a One Fleet team has the potential to impact on the short-term increased workload of a number of staff, particularly in Environmental Services whilst new processes are implemented. Officers are satisfied that there are sufficient resources in the Council to support the implementation of the strategy without the need for growth. This could include

through secondment opportunities, or through minor changes to the responsibilities attached to existing posts.

9.2 Action 1 of the Action Plan which is set out at chapter 9 of the Sustainable Fleet Management Strategy confirms that a key short term action will be, 'Clarifying the roles and responsibilities of the relevant existing staff who will, following the adoption of the Sustainable Fleet Management Strategy, form part of the Fleet Management Team, and also staff in the wider organisation who will be expected to support the delivery of this strategy'. Human Resources will assist with this process.

10. Timetable for Implementation

10.1 If the SFMS is endorsed by this Committee, it will then be considered for adoption by Full Council at the meeting on the 25th April 2024 and implemented on 1st May 2024.

11. Conclusions

11.1 The SFMS at Appendix A is considered to set out a comprehensive strategy for the management and delivery of the Council's fleet over the next 10 years. It will have an important role to play in terms of coordinating the Council's activities relating to its fleet, exploring efficiencies and opportunities to achieve value for money, and making the Council's fleet more environmentally friendly. It is therefore recommended that the strategy is endorsed by the Committee.

12. Background papers

12.1 The Committee is asked to refer to agenda item 11 on this committee agenda for more detailed information about HVO fuel, and the role it could play as a transitional measure to reduce emissions from the Council's fleet.

13. Appendices

13.1 Appendix A -Sustainable Fleet Management Strategy

13.2 Appendix B - EQIA

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Runnymede Borough Council

Sustainable Fleet Management Strategy: 2024-2034

May 2024

Runnymede BOROUGH COUNCIL

Contents

Chapter 1: Introduction

1.1 Runnymede Borough Council's (RBC) Sustainable Fleet Management Strategy seeks to streamline and coordinate the Council's activities associated with the management of its fleet by moving to a 'one fleet' approach. This means that the organisation and coordination of the Council's fleet will be centralised with the aim of improving efficiency, reducing costs, and providing compliance with government regulations. The outcome is intended to be the deployment of compliant assets in the right places at the right times to deliver safe, efficient services for the benefit of our communities, which offer excellent value for money. Through the delivery of this strategy it is anticipated that the Council will be able to reduce the number of assets in the fleet, reduce the number of miles driven through delivering services more efficiently, reduce harmful emissions and reduce risks associated with compliance.

1.2 The strategy covers the period between 2024 and 2034 as this corresponds with the standard 10 year serviceable lifespan of a new vehicle.

1.3 For the purpose of this strategy, when references are made to the Council's fleet, this relates to all vehicles, mechanical equipment and machinery operated and required by the Council to deliver its services. This includes vehicles managed and operated by RBC on behalf of others through partnership arrangements, but excludes the vehicles of third party contractors employed by the Council where responsibilities relating to compliance and maintenance do not sit with the RBC. The use and maintenance of such vehicles is managed under other Council policies and processes. The strategy also does not include the Council's grey fleet (vehicles that are owned and driven by employees for business purposes). Separate polices and processes are to be developed in the future to address the grey fleet and sustainable travel.

1.4 The Council's fleet assets are vital in the delivery of services to our customers, which includes those who live in, work in and visit Runnymede. The high-profile brand of the RBC fleet amongst our communities has implications for the Council's reputation. A well maintained and efficient fleet together with high standards of driving and service delivery, contributes to public confidence in the Council and the services it delivers.

1.5 The Council's fleet must be fit for purpose and needs to be managed effectively to support efficient service delivery, and to ensure the health and safety of staff, customers, and the wider community.

1.6 This strategy also seeks to support the council's commitment to reduce carbon emissions from Council operations to Net Zero by 2030, and sets out the strategic framework that will guide the procurement, management and maintenance of all assets within the fleet over the lifetime of the strategy.

1.7 Elements of this strategy will be dependent on the availability of funding and associated supporting infrastructure as well as having sufficient flexibility to respond to advances in new technology and changing circumstances during the strategy's lifetime.

Chapter 2-Policy Overview

2.1 This chapter briefly summaries the policy drivers at a national and local level which have underpinned the development of this strategy.

National

2.2 Aligned to national net zero targets, policies related to the decarbonisation of UK transport have been introduced by the UK Government.

2.3 In this regard, in November 2020, The UK Government published its Ten Point Plan for a Green Industrial Revolution. Point 4: Accelerating the shift to Zero Emission Vehicles committed to banning sales of new petrol and diesel cars and vans by 2030, and confirmed that the sale of hybrid cars and vans that could drive a significant distance with no carbon coming out of the tailpipe would be allowed until 2035. The Government reemphasised these commitments in its Net Zero Strategy: Build Back Greener in 2021.

2.4 These targets were amended in 2023 with the Government pushing back the end date for the sale of new petrol and diesel cars and vans to 2035. The Zero Emission Vehicle mandate sets the regulatory framework for these amended targets and utilises a phased approach whereby 80% of new cars and 70% of new vans sold in the UK are to be zero emissions by 2030.[1]

2.5 Beyond cars and vans, the Net Zero Strategy: Build Back Greener (2021) also committed to take forward the pledge to end the sale of all new, non-zero emission road vehicles by 2040, from motorcycles to buses and Heavy Goods Vehicles (HGVs), subject to consultation.

2.6 The UK Government subsequently ran a consultation on the phasing out of new diesel HGVs from July to September 2021. The Government set out in its formal response to this consultation in May 2022 that HGV phase out dates will be applied according to vehicle weight. A 2035 phase out date will apply to rigid vehicles with a gross weight less than or equal to 26 tonnes, and any articulated HGVs with a gross combination weight less than or equal to 26 tonnes. A 2040 phase out date will apply to articulated HGVs with a gross combination weight greater than 26 tonnes.[2]

Local

2.7 The Runnymede Borough Council Corporate Business Plan (2022-2026) sets the vision for the Council “to be a community leader, providing high quality

[1] Department for Transport (2023) Government sets out path to zero emission vehicles by 2035. Government sets out path to zero emission vehicles by 2035 - GOV.UK (www.gov.uk)
[2] Department for Transport (2021) UK confirms pledge for zero-emission HGVs by 2040 and unveils new chargepoint design. UK confirms pledge for zero-emission HGVs by 2040 and unveils new chargepoint design - GOV.UK (www.gov.uk)

services, enhancing the environment, and advocating for our community's interest". It also sets out that in relation to climate change and environmental matters, the Council will play a key role in creating a greener environment and effective response to climate change.

2.8 Five corporate strategies support the Corporate Business Plan. Three of these are considered relevant to the development of the Sustainable Fleet Management Strategy. These strategies are set out below, along with the relevant key objectives from each.

Climate Change Strategy (2022-2030)

2.9 As one of its strategic objectives, this strategy commits to reducing carbon emissions from Council operations to Net Zero by 2030. This would include the emissions from the Council's fleet.

Health and Wellbeing Strategy (2022-2026)

2.10 As one of its four strategic objectives, this strategy states that the Council aims to develop as an organisation, and develop its workforce to further support the wider health and wellbeing needs of residents in the Borough. Improving local air quality by reducing harmful emissions would support this objective.

Organisational Development Strategy (2022-2026)

2.11 The strategy sets out that supporting new and better ways of working can deliver efficiencies and improvements. The Service Review process is noted as being central to driving positive changes which are not only beneficial to the Council but which help deliver better outcomes for our customers. Maximising the use of Digital Services is also recognised to have a role to play in terms of achieving streamlined processes, delivering efficiencies and increasing cost effectiveness.

2.12 In relation to the green agenda specifically, at a strategic level, this strategy considers the culture that the Council wishes to develop in the future, and as part of this notes that commitment to the green agenda is key. At an operational level, the strategy also recognises that managers who co-ordinate the journeys of Council vehicles can minimise mileage and fuel emissions through logistical planning of routes and co-ordination of journeys.

Other relevant local strategies

2.13 There are other strategies adopted by the Council which are potentially relevant to the development of this Sustainable Fleet Management Strategy. In particular, the Council's Electric Vehicle Strategy 2023-2030 states that its main purpose is "to start to develop a borough wide approach in the period up to

2030 to encourage the transition from petrol and diesel vehicles to electric vehicles as part of a sustainable transport system".

2.14 To achieve this, the EV Strategy has the following aims which are considered relevant:

- "To help reduce carbon emissions and improve air quality in Runnymede".
- "To lead by example by ensuring our own Council fleet uses cleaner EV technology at the earliest opportunity, where it is practical and offers the taxpayer good value for money".

2.15 The EV Strategy contains a 7-point action plan which covers the period up to 2026. Action 2 is considered relevant to the Sustainable Fleet Management Strategy and the relevant parts of this action are set out below:

- Action Two: To explore opportunities to implement electric vehicle technology within RBC for the fleet and employees:
    - A review to determine the future service delivery model for the different elements of the Council's fleet is being undertaken, which will identify the future fleet requirements.
    - RBC will review the procurement route for new vehicle acquisitions, from the implementation date of this strategy, and this will include a business case and financial appraisal on a whole-life cost basis and the ability to transition from fossil fuels to electric vehicles and other emerging technologies.
    - Work with suppliers to ensure that the issue of using EV vehicles in place of internal combustion engines (ICE) vehicles has been considered for supplier contracts carrying out RBC work or services.

Chapter 3: Vision and Objectives

3.1 Effective management of fleet related assets is critical to the delivery and performance of Council services.

3.2 The Council's vision is to **provide an environmentally sustainable operational fleet which delivers safe, reliable services to our communities, and which is affordable to the Council.**

3.3 To deliver this vision, the objectives of the Sustainable Fleet Management Strategy are to ensure that the fleet is:

I. **Safe and compliant** - All assets which make up our fleet will be maintained in a safe and legal condition prior to use to minimise health and safety risks to our staff and members of the public, and to ensure that they are suitable for their intended use(s) to enable effective service delivery.

II. **Fit for purpose and offers value for money** - Assets will be treated as a corporate resource, and fleet requirements within service delivery will be regularly reviewed. The performance of assets will be monitored and reported with the aim of eliminating unnecessary expenditure.

III. **Environmentally friendly** – Over the period of the strategy, the Council will work towards moving its fleet assets to net zero, taking into account their life cycle and component parts (including fuel). Replacement assets or related initiatives will also be expected to contribute to improving local air quality by reducing other harmful emissions where possible.

Chapter 4- Fleet Profile & Operating Budget

4.1 As at January 2024, the Council's current fleet comprises of 79 vehicles. The fleet profile can be broken down as follows:

- 6 light goods vehicles
- 30 vans
- 13 Heavy Goods Vehicles
- 17 Minibuses
- 3 Mechanical sweepers
- 5 Specialist Vehicles
- 5 Mechanical Ride on equipment

4.2 Currently four vehicles are leased with annual maintenance and 75 vehicles are owned; the majority of which have been procured with maintenance undertaken via a third party contractor procured, and based on site at the council Depot.

4.3 The Council also owns and maintains 34 items of hand held equipment and machinery of which 11 are battery operated.

4.4 These assets are critical for delivering statutory and non statutory frontline services which include:

- Collection of waste and cleansing services including commercial & green waste.
- Passenger transport provision.
- Maintenance of green spaces.
- Maintenance of Council's estate housing stock.
- Meals at Home service.
- Parking enforcement functions

Fleet Operating Budget

4.5 At the time of producing this strategy, the gross book value of the assets which make up the Council's owned fleet stood at £4.6m with a net book value of £1.7m, indicating that most of the fleet are being run on past their estimated useful lives. The Council's overall annual fleet operating budget varies significantly from year to year. For the 2023 calendar year, it stood at £698,349.87 which can be broken down as follows:

Item	Spend/Amount (January-December 2023	Notes
Diesel use	261,652 litres £291,133.36	Existing vehicle fleet-based on 79 vehicles
Cost of leasing vehicles	£18,257.79	For Meals at Home fleet from midway through year

SFS Service and maintenance labour	£81,446.39	Also includes centre operating costs
SFS parts and materials	£139,183.33	Includes external works
Road Fund License	£13,979	
Fleet insurance	£154,350	
TOTAL	£698,349.87	

Chapter 5-Fleet Management Arrangements

Corporate Management Arrangements

5.1 From the adoption of this strategy, overarching responsibility for compliance with all requirements associated with the Council's Vehicle Operators Licence and for the maintenance and management of the fleet will sit with a centralised Fleet Management Team which is part of the wider Environmental Services Service Area.

5.2 The Fleet Management Team provides advice and guidance for all departments throughout the Council on all aspects related to fleet assets and operational related matters including fleet procurement.

5.3 The different functions of Fleet Management Team in relation to the management of the fleet are described below:

Act as the holder of Operator's Licence ('O' Licence) on behalf of the Council by maintaining safe and compliant assets.

5.4 Running a modern fleet is a safety critical operation that must ensure employee and public safety. This is achieved through delivering best practice in vehicle inspection, maintenance, operation, and procurement and ensuring compliance with all relevant policies and regulations.

5.5 In regard to the latter point, the Council's operations related to its fleet are highly regulated and must adhere to the 'O' Licence terms and conditions, or best practice where vehicles are not operated under the 'O' licence, covering:

- Laws relating to driving and vehicle operation, relative to services, are observed.
- Vehicle maintenance arrangements:
- Drivers' hours and records management.
- Vehicle overloading.
- Maintaining our operating centres.
- Provision of sufficient financial resource.
- Professional competence.
- Good repute

5.6 In addition to the above, the Council must ensure that it complies with health and safety legislation, Driver & Vehicle Standards Agency (DVSA) and Driver & Vehicle Licencing Agency (DVLA) rules and regulations as well as its own policies and guidelines covering vehicle and driver usage.

Maintenance

5.7 Currently, in-house fleet assets are maintained via the Council's workshop by external providers to support the effective delivery of front-line services. This arrangement will be regularly reviewed to ensure best value for money and to

ensure that this model remains the most effective to deliver the objectives of this strategy, including those relating to climate change. Future procurement of such services will also require the flexibility to enable the Council to dynamically adjust activity volumes where alternative maintenance and repair arrangements are procured alongside fleet.

5.8 From the adoption of this strategy, accident investigations will be undertaken by the Fleet Management Team as well as arrangement of accident damage repairs in liaison with the Council's insurers and the DSO Health and Safety Manager, working with the designated service manager. This includes post-accident actions as may be appropriate.

5.9 External vehicle body shop repair facilities will continue to be used for accident damage repair. After each accident, where appropriate, the Fleet Management Team will also arrange driver refresher training and assess driver competency.

5.10 Warranty repairs are undertaken both internally and externally; whichever is deemed to be most effective in the circumstances to minimise asset downtime.

5.11 The frequency of servicing can vary depending on the type of vehicle. This is governed by the terms of the Council's Operators Licence, manufacturers recommendation and safety related compliance. In general terms the frequencies are:

- Annual service for all fleet asset types;
- Annual MOT for all Large Goods Vehicles (LGV) and small vehicles + three years;
- Six weekly inspections for O licence assets (i.e. LGV) and 12 weekly inspections for Public Service Vehicles (PSV) (i.e. mini buses);
- Six monthly inspections for light commercial vehicles;
- Yearly services for small plant.

Provision of professional advice to Service Areas on vehicle specification and operation

5.12 A short term action identified to deliver this strategy is to update the current capital programme which considers the timing and anticipated costs associated with replacement assets and new acquisitions over a rolling 10 year period. This update will identify, as far as possible, what the profile of the fleet will look like over the period of the strategy, including likely timings for asset replacement, as well as the acquisition of new fleet assets to meet anticipated future service needs. It will also incorporate the findings from a review of the current fleet requirements across all service areas. Once the updated capital programme has been agreed, when asset replacement is under consideration, the following factors will be key in determining whether to proceed in line with the agreed programme:

- Condition of vehicle
- Mileage of vehicle
- Age of vehicle
- Service unit's requirement needs
- Whole life costs incurred to date
- Projected future maintenance costs if retention a consideration
- Existing fuel type and carbon impact
- Alternative marketplace fuelling options available and viable.
- Carbon footprint of repair versus new

5.13 Based on the above, if it is determined a replacement asset is required, the Fleet Management Team will work in partnership with Service Areas to identify the core fleet requirements of any replacement vehicles, linked to service delivery, from which suitable replacements/new asset types that meet service requirements can be identified. Support will also be provided on the development of specifications, which will be signed off by both the Fleet Management Team and the Service Area, prior to the commencement of any procurement. This collaborative approach combines the expert knowledge and experience of Service Areas with that of the technical staff in the Fleet Management Team to ensure that specifications are designed to ensure that new and replacement fleet assets will meet current and anticipated future service needs.

5.14 Moving forward, the Fleet Management Team working with the Procurement Team will arrange and manage suitable vehicle and technology demonstrations as appropriate to enable Service Areas to sample the current market and advances in technology.

5.15 As part of the One Fleet approach, the Fleet Management Team will ensure that all fleet assets are supplied to operators with training, certification, support packages and warranties to ensure that they are used safely, and Service Areas are equipped with the knowledge to maximise any potential efficiencies and savings using auxiliary systems – such as equipment telemetry and CCTV. Where CCTV or other similar equipment is used, support from other areas of the Council (e.g. Data Protection, Human Resources) may be required.

Vehicle procurement

5.16 From the adoption of this strategy, procurement of approved new and replacement fleet assets in the capital programme is expected to follow a more centralised and streamlined approach, where all agreed fleet assets will be procured in a manner that enables the Council to ensure that maximum cost savings from economies of scale are achieved.

5.17 Given the lifespan of this strategy, it will be ensured that there is sufficient flexibility built into any contracts entered into to ensure that the Council is able to respond quickly to events which may occur in future years after the adoption

of the updated capital programme, for example to allow the Council to respond to new regulatory requirements which impact on service delivery.

Branding for fleet assets

5.18 It is important that the Council's fleet assets comply with our brand guidelines and present a professional and consistent face to our surrounding communities. In this regard, moving forwards, the Fleet Management Team will liaise with the Council's Communications Team to ensure that the branding for new fleet assets complies with corporate guidelines.

Storage and supply of fuel

5.19 Currently, the great majority of our fleet assets run on diesel. Fuel is supplied from one bunkered site (Ford Road Depot, Chertsey, KT16 8HG). The procurement and distribution of this fuel is managed by Environmental Services. Where assets are operated away from the Chertsey area, the most efficient arrangements for fuelling will be determined within service planning, including the potential procurement of fuel cards or services.

5.20 Fuel management is key to monitoring the use of fleet assets and detailed reporting is required to report on and manage CO_2 emissions. Work is underway to replace the fuel management system. The replacement system is expected to provide detailed reporting on fuel use by type, class and service area as well as carbon emissions. From the adoption of this strategy, the procurement and distribution of the fuel will be managed by the Fleet Management Team. Fuel consumption reports will be provided on a monthly basis to all service leads.

Disposal

5.21 When a vehicle is replaced or past its economic life, the Fleet Management Team will arrange for the removal of all livery and subsequent disposal of the asset.

5.22 Once de-commissioned, any asset owned by the Council will be sold in accordance with the processes set out in the Council's Financial Procedures.

Fleet Management responsibilities beyond the Fleet Management Team

5.23 The roles of other Service Area/teams in fleet management are set out as follows:

Service Areas

5.24 Should additional fleet assets be required over the lifetime of this strategy which are not contained in the updated capital programme, individual Service

Areas will be responsible for securing committee approval before the asset can be procured by the Fleet Management Team. As part of this process, Service Areas will be required to produce a robust business case clearly demonstrating the need, alternative options explored, anticipated costs of the new asset as well as setting out how the asset is to be funded.

5.25 Once a Service Area has secured the funding to acquire any new asset not included in the updated capital programme, the Fleet Management Team will then arrange for the sourcing of the asset, in consultation with the Service Area, via its contracted supplier, and maintenance thereafter.

Drivers/Operators

5.26 Drivers/operators of fleet assets are responsible for complying with all elements of RBC's driver policies, transport, and road traffic laws. They are also expected to use the assets in accordance with operating instructions and return them in good condition. Drivers/operators are expected to provide feedback to the Fleet Management Team on the suitability of fleet assets which they use to deliver services, and any demo vehicles they are asked to trial.

Procurement Department

5.27 The role of the Procurement Department is to provide specialist advice and support to the Fleet Management Team during the procurement process. They help ensure compliance with the Council's own procurement policies as well as public procurement regulations, and that the Council secures services and goods which offer good value for money.

Finance Department

5.28 The role of the Finance Department is to work with the Fleet Management Team and Service Areas to help produce, maintain and monitor a new sustainable, prudent and affordable capital programme to support this strategy and underpin future procurement activities. This will include identifying appropriate funding streams for future assets (both replacement and new) and providing robust challenges to assumptions to ensure maximum efficiency and financial sustainability in light of available resources.

5.29 Beyond this, the Finance Department will support Service Areas as the develop business cases for assets not within the updated capital programme over the strategy period, and should be consulted when the Fleet Management Team or Service Areas are faced with exceptional requirements i.e., rising fuel prices to seek potential budget virements or alternative sources of finance.

Chapter 6 – Making our fleet more environmentally friendly

6.1 At the heart of this strategy is a bold aim to significantly reduce our current carbon emissions in the short term, and then transition our fleet to zero emission assets in line with our 2030 operational net zero target. This is however contingent on feasible alternatives being available in the marketplace which are proven to be effective, and which offer the taxpayer good value for money.

6.2 Runnymede Borough Council Estate and Area Green House Gas emissions baseline report (formally endorsed October 2023) sets out that the Council's operational emissions stood at 1,283 tCO2e in 2021/22. Of this, emissions from the Council's fleet accounted for 591 tCO2e (46%).

6.3 During the 2023 calendar year, 261,652 litres of diesel were used in the Council's fleet. This equated to 657 tonnes CO2e.

6.4 Beyond reducing carbon emissions, this strategy also seeks to reduce the environmental and health impacts associated with our fleet, without compromising on the quality and efficiency of the services we deliver daily to our customers.

Marketplace overview: potential replacement technologies

6.5 The main types of technologies which could play a role in reducing emissions and other pollutants from the Council's fleet in the future on a pathway to net zero are:

6.6 Battery electric assets (Electric Vehicles): EVs are among the most readily available replacement technologies for existing internal combustion engine (ICE) fleet vehicles in the marketplace. The infrastructure to support EV continues to grow rapidly due to increased demand and policy supporting its rollout[3].

6.7 Although the upfront purchase cost of small EVs typically remain higher than ICE vehicles,[4] research suggests that production and purchase costs for EVs will reach parity with ICE vehicles by around 2025/26.[5,6] Specific to refuse collection vehicles, currently, the purchase cost of an electric is several times that of a diesel. When considering the whole life costs, research suggests that

[3] Department for Transport (2022) UK Electric Vehicle Infrastructure Strategy
[4] Uswitch (2022) What is the lifetime cost of an electric vehicle? https://www.uswitch.com/electric-car/ev-charging/what-is-the-lifetime-cost-of-an-electric-vehicle/
[5] Reuters (2022) Envision sees cost of electric cars at parity by 2025-2026. https://www.reuters.com/business/autos-transportation/reuters-impact-envision-sees-cost-electric-cars-parity-by-202526-2022-10-04/
[6] Fleet News (2021) Price parity for electric cars and vans 'within five years'. https://www.fleetnews.co.uk/news/latest-fleet-news/electric-fleet-news/2021/05/10/price-parity-for-electric-cars-and-vans-within-five-years

in relation to the operation of a small EV compared to a similar ICE vehicle, that EVs can be cheaper due to lower fuel, tax, and maintenance costs,[7,8] therefore offering a potentially cost effective alternative for local authorities looking to decarbonise their fleets.

6.8 Development and improvements to EVs throughout the motor industry continues, with new markets and market entrants increasing. This includes the introduction of battery electric HGVs.

6.9 Hydrogen based fuel cell electric vehicles (FCEV): Such vehicles are powered by electricity that is internally produced through chemical reactions between hydrogen and oxygen. The only tailpipe emission from this process is water. However, there remain several challenges associated with FCEVs. At present, the purchase cost of FCEVs is notably higher than petrol or diesel alternatives, as are the running costs. The comparable lack of hydrogen infrastructure and immaturity of the market across the UK stand as further restrictions.[9] Some in the industry believe FCEVs to be around 10 to 15 years behind the development of battery electric vehicles.[10] Specific to HGVs, fuel cell electric trucks (FCETs) are not yet being mass produced globally.

6.10 Biofuels: Produced from some forms of biomass material, including wastes, residues, and crops and can either be blended with fossil fuels or used in their place. According to the Department for Environment, Food & Rural Affairs, the most widely used source for biofuel production in the UK to fuel UK road transport is used cooking oil, followed by tallow and food waste.[11]

6.11 The principal benefit of biofuels is the CO_2 emission savings delivered compared to fossil-fuel sources over their lifecycle. This is because the biomass feedstock used to produce biofuel has captured carbon dioxide through photosynthesis during the cultivation process, therefore although the tailpipe emissions are not zero, the produced CO_2 emissions from the tailpipe are considered equal to that sequestered during production. Although many variables determine the lifecycle emission savings, a report by the International Energy Agency suggests typical reductions are between 32% and 98% for biofuels compared to fossil fuel sources.[12]

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[7] Uswitch (2022) What is the lifetime cost of an electric vehicle? https://www.uswitch.com/electric-car/ev-charging/what-is-the-lifetime-cost-of-an-electric-vehicle/
[8] Electrek (2020) EVs are now cheaper to run than ICE cars per year in the UK. https://electrek.co/2020/07/22/evs-cheaper-per-year-ice-cars-uk/
[9] RAC (2020) Hydrogen cars: are they the future? https://www.rac.co.uk/drive/advice/buying-and-selling-guides/hydrogen-cars/
[10] Autocar (2023) A decade behind EVs and twice the price – but hydrogen isn't dead. https://www.autocar.co.uk/car-news/business-hydrogen/decade-behind-evs-and-twice-price-hydrogen-isnt-dead-yet
[11] Department for Environment, Food & Rural Affairs (2021) Area of crops grown for bioenergy in England and the UK: 2008-2020 (Section 1: Biofuels)
[12] IEA Bioenergy (2020) The Role of Renewable Fuels in Decarbonising Road Transport

6.12 However, limitations to these fuels exist, hence why they are often considered a transitional technology to support net-zero ambitions, rather than a long-term solution. Among these are the often-higher costs of production compared to fossil fuels (although this can be reduced by using waste materials),[13] limited biofuel feedstocks (particularly from waste sources which offer the dual-benefit of emission reductions and supporting circular economy principles), associated emissions from direct or indirect land-use change, and competition for biofuels within hard-to-decarbonise sectors, such as aviation and shipping.

6.13 For road transport, ethanol, biodiesel (FAME), and hydrotreated vegetable oil (HVO) are the most common biofuels used. However, biodiesel (FAME) must be blended with fossil fuels due to its poor cold flow properties and modern exhaust gas after-treatment systems, and ethanol also needs to be blended with fossil fuels, which limits emissions reduction potential from these sources.

6.14 HVO therefore is likely to be the most suitable form of biofuel to reduce emissions from the Council's fleet in the short to medium term. It can be used in neat form as a 'drop-in' (direct substitute) for fossil diesel, therefore providing full emission reduction potential and without the need for any additional maintenance or changes to existing operational procedures. As a solution for fleet vehicles which are harder to decarbonise using zero-emission technology, such as HGVs, HVO provides an alternative transitional solution.

6.15 Multiple studies have also noted the benefits of HVO fuel in relation to reductions in other pollutants such as carbon monoxide, particulate matter and nitrous oxides which impact local air quality.[14,15]

6.16 One specific consideration when considering transitioning to HVO fuel is the biomass feedstock used to produce it. According to a report by the International Energy Council for Clean Transportation in 2021, lifecycle emissions from HVO production can be higher than from fossil fuel sources dependent on the feedstock. This is because indirect land-use change which may be associated with specific feedstocks, such as palm oil and soybean oil, pushes emissions above those from fossil fuels.

6.17 Consequently, procurement of HVO as an alternative fuel for the Council's diesel fleet must ensure that the HVO fuel supplier chosen can deliver emissions benefits based on the feedstock.

6.18 In addition to the three technologies identified above, hydrogen ICE and hybrid solutions such as ICE-electric trucks are also available or in development. However, whilst these solutions provide a reduction in emissions, they do not

[13] IEA Bioenergy (2020) Advanced Biofuels – Potential for Cost Reduction
[14] Roque, L. F. A. et al. (2023) Experimental analysis and life cycle assessment of green diesel (HVO) in dual-fuel operation with bioethanol. *Journal of Cleaner Production*, 389, article number 135989.
[15] Technology Collaboration Programme on Advanced Motor Fuels (n.d.) Emissions. [Online]. Available at: https://www.iea-amf.org/content/fuel_information/paraffins/emissions [accessed 14/11/2023].

provide technological solutions that are capable of decarbonising to the extent and scale required to achieve the Council's 2030 operational net zero target.

Pathway to achieve a Zero Tail Pipe Emissions Fleet-transitional arrangements proposed

6.19 Based on the above literature review, it is considered that there are likely to be a number of steps that the Council needs to follow as part of its transition to a zero emissions fleet:

- Where possible, in the first instance the fleet will continue to be rationalised as transformation programmes develop, ensuring that vehicle utilisation is maximised whilst balancing the needs of a growing population and the operational needs that result;
- In the short term, and from the adoption of this strategy, as a minimum, it will be ensured that each replacement vehicle will be Clean Air Zone compliant. To be Clean Air Compliant[16], this the following standard must be met for each type of replacement vehicle:

Vehicle type	Clean air zone minimum standard	First registration dates
Buses, coaches, heavy goods vehicles	Euro VI	1st January 2014
Vans, minibuses, taxis, private hire vehicles, cars	Euro 6 (diesel) and Euro 4 (petrol)	Registered after January 2006 for petrol registered after September 2015 for diesel
Motorcycles	Euro 3	1st July 2007

- Where feasible and viable, diesel vehicles will be fuelled using HVO fuel;
- Once vehicles are clean air zone compliant and/or where manufacturer supported, fuelled via HVO fuel, where possible the lifecycle of assets will be extended whilst balancing the day-to-day maintenance costs until new technologies become common place in the marketplace and suitability is understood;
- Exploring possible future investment in ultra-low emission vehicles (ULEVs) and zero emission assets and infrastructure where accessible and proven in the marketplace.

Supporting infrastructure

6.20 Whilst ambitious, this strategy takes a measured approach in investing the Council's limited funds in the rapidly evolving area of zero emission or other

[16] Clean air zones - GOV.UK (www.gov.uk)

ultra-low emissions vehicle (ULEV) technology and recognises that the Council is not best placed to stay on the cutting edge of technology development.

6.21 The Council, however, like any organisation looking to invest in a large number of zero emission vehicles, faces one significant challenge: charging infrastructure and capacity. As such, a short term action captured in the Action Plan at chapter 9 is to assess the suitability of shortlisted Council owned sites to deliver EV chargers for different types of vehicles. For example, exploring the suitability/availability of connection points, grid capacity and space constraints/ turning areas.

6.22 To realise the objectives of this strategy and work towards the achievement of a net zero fleet by 2030, investment in enabling infrastructure is a pre requisite and will necessitate funding. In the majority of cases, in the short to medium term, this is likely to include investment in EV charging infrastructure. Both fixed charging points and mobile chargers will be explored.

6.23 In relation to supporting a transition to biofuels, the Council benefits from an existing fuel tank at the depot which is proposed to be used for the storage of HVO fuel.

Keeping pace with changes in technology

6.24 The future remains uncertain in that technology is continuously developing and different technology markets are at different stages of maturity. To achieve decarbonisation of the fleet in the longer term, it is likely that new technologies will become available which may mean that alternatives to the use of Electric Vehicles may become feasible and viable. As such, it is vital that this strategy and the Council's approach to its fleet is adaptable and able to respond to changes in technology over its lifetime. For example, as technology relating to hydrogen based fuel cell electric trucks (FCET) develops.

6.25 The Fleet Management Team will keep technology markets and available vehicles under regular review to identify feasible solutions to reduce emissions, whilst also providing operational efficiency and value for money.

Chapter 7-Strategic Approach to Future Service Delivery

7.1 Over the period of this strategy, and as part of the One Fleet approach to be adopted by the Council, the Fleet Management Team will act as the central coordination point for the acquisition and replacement of all fleet assets.

Financial Strategy and Budget for Fleet Replacement

7.2 The Capital and Investment Strategy forms a key part of the Council's Corporate Planning framework. The strategy sets out the rationale for investment in capital assets and projects, including prioritisation, planning, outcomes, funding, and project management and monitoring. It is updated annually to react to changing Council priorities, social and demographic changes and crucially the financial climate. The Capital Strategy focuses on the core principle that underpins the Council's detailed Capital Programme.

7.3 The current vehicle replacement provisions are set out in the Capital Programme and are based on replacing existing assets at the end of their useful economic lives. The Capital Programme assumes that future vehicles will be purchased outright and will be financed by a mix of earmarked reserves (for replacement vehicles), grants and, where available, capital receipts.

7.4 The Council has not traditionally leased its vehicles as the high leasing costs have generally made the leasing option more expensive when a whole life costing exercise has been undertaken when comparing purchase v leasing options. Other factors have been that all the leasing costs fall on the revenue account and there is an inability to run the vehicles on beyond their lease date. High penalty charges for returning vehicles, particularly heavy use vehicles like refuse trucks, has also been seen as a limiting factor.

7.5 The Council does not undertake borrowing to fund assets with a short useful economic life (e.g. vehicles) as this would not meet the criteria set out in the Prudential Code for Capital Finance.

7.6 The ongoing funding required to maintain and operate the existing fleet is managed through existing revenue budgets, held centrally by Environmental Services and/or Service Area managers where appropriate.

Current financial situation of the Council

7.7 The Council needs to ensure a long term sustainable financial future. At the time of writing this strategy, the Council needs to reduce its net spend significantly over the period of its Medium Term Financial Strategy (MTFS) which spans the period up to 2028/29.

7.8 With pressure on both revenue and capital resources, the need for a up to date and robust capital programme is essential to prioritise asset replacements and

acquisitions based on necessity in a planned manner which can be factored into the next update of the MTFS.

7.9 The financial investment required to support such a large and diverse asset acquisition and replacement programme must not be underestimated and poses a very real challenge.

Assessment of future fleet needs

7.10 Given the financial backdrop described above, the Council is in the process of producing a centralised fleet management system which will hold detailed information on each fleet asset owned or operated by the Council. This database includes information on the make and model of each asset, the age of asset, annual milage, MOT due date etc. This data is being used by the Council to better understand how assets are currently used to help plan for efficient, cost-effective service delivery in the future. For example, the data may help determine that there are opportunities to reduce asset numbers in some instances or use existing assets for the delivery of new income generating services in the future if they are currently underutilised. Such information will feed into the update to the capital programme.

7.11 The fleet database also identifies when fleet assets are coming to the end of their operating life and/or when an asset is coming to the end of its funding arrangement. In advance of these dates, the Fleet Management Team will engage with the relevant Service Areas to determine if there is an ongoing future need for the asset, and if so, explore replacement options including Zero or Ultra Low Emission Vehicles, based on service requirements.

7.12 In addition to the above, to help achieve short term efficiencies as well as feed into decisions about future fleet needs, the Council also intends to consider the potential for route optimisation as part of its service delivery as well as the potential to deliver shared services with partner organisations.

7.13 Likely future service needs which may result in additional or different assets also need to be factored in when making decisions about future fleet requirements. For example, it may be that the Council's green spaces need managing differently in the future in response to climate change and to help deliver improvements for biodiversity. Fleet requirements may also be affected by the Waste Collection Reforms.

Potential Delivery models moving forwards

7.14 In the short term, the Fleet Management Team, alongside the Council's Finance and Procurement Departments are exploring the different options for the replacement of fleet assets moving forwards. These options are:

- Capital purchase with/without maintenance,
- Contract lease with/without maintenance, or

- Contract hire with/without maintenance.

Capital purchase with maintenance versus lease/hire alternatives

7.15 The majority of current fleet assets have been acquired via capital purchase, with only 4 vehicles currently being leased. The reason for the Council now considering lease/hire alternatives is largely to put the Council in a better position to transition to a net zero fleet in a timely manner, although it is recognised that the Council's aspirations to meet net zero by 2030, and achieving good value for money need to be carefully balanced. As set out in chapter 6, due to the early stage of market development, there is a lack of publicly available data on the costs of zero emission replacements for some types of fleet vehicle, although all zero emission LGVs and HGVs are currently more expensive to purchase than equivalent internal combustion engine (ICE) vehicles which makes capital acquisitions for this type of asset unlikely given the Council's current financial situation unless grant funding can be secured.

7.16 There is also currently a high level of uncertainty around the future whole life cost of ownership (WLC) of both zero-emission and ICE vehicles, making comparison difficult. When assets are being replaced or acquired in the future following the refresh of the capital programme and subsequent procurement process(es), officers will seek to ensure that WLC calculations make reasonable assumptions on fuel prices and supply, availability of infrastructure and the take up of different technologies. WLC will also depend on how the vehicles within the Council's fleet are used which adds additional complexity.

7.17 In addition to the likely expense associated with transitioning in the short term to a zero emissions fleet, many of the assets within the fleet have not yet reached the end of their useful life, and trading them in with replacement vehicles before this point is unlikely to represent good value for money. Future capital acquisitions will also be difficult to replace with new technologies midway through their useful life for this same reason. As such, in exploring what is the most cost effective approach to fleet replacement for the Council, and which also contains an element of flexibility to allow the Council to respond to advancements in technology, options for leasing and hiring fleet assets will continue to be explored. These mechanisms have the potential to allow the Council to 'swap out' assets from within the fleet during the course of their useful life, although the detail associated with such arrangements would need to be carefully explored, especially the costs involved before the Council can make a decision in terms of what the best fit would be for Runnymede, as it is recognised that additional flexibility is likely to be accompanied by additional cost implications.

7.18 It may well be the case that one option is best for one group of assets and another option for a different group of assets.

Chapter 8: Implementation, Monitoring and Review

Monitoring and Review

8.1 The Corporate Head of Environmental Services will be responsible for implementing this strategy post adoption, however day to day oversight of the Fleet Management Team will sit with the DSO Manager. On adoption of this strategy, a steering group will be created which will meet monthly with key officers across service areas and support services. This group will be chaired by the Corporate Head of Environmental Services (unless the Corporate Head chooses to delegate this responsibility to the DSO Manager) and will work collaboratively to:
-Ensure a smooth transition to a One Fleet approach;
-Coordinate the delivery of the Action Plan set out at Chapter 9; and,
-Ensure the efficient running of the Council's fleet.

8.2 The core membership of the Steering Group is envisaged to include the following officers:

-Senior Managers of relevant Service Areas;
-Operational manager responsible for use of community transport vehicles;
-O licence holder (DSO Manager/representative from the Fleet Management Team);
-Depot Health and Safety Officer

8.3 Officers may also be requested to attend from the following teams:
-Climate Change
-Digital Services
-Finance
-Human Resources
-Procurement
-Project Management Office

8.4 Key Performance Indicators (KPIs) will be developed by the Fleet Steering Group to help monitor the performance of the fleet against the objectives contained in this strategy, with progress being reported back through the Environment and Sustainability Committee at agreed intervals.

8.5 It is important that this strategy can adapt to changes in technology, changes in operational requirements, changes to Government policy and financial considerations. This Strategy will therefore be reviewed on an annual basis with the support of the Council's Climate Change Working Party.

Chapter 9: Action Plan 2024 to 2026

9.1 This Action Plan sets out the activities that will be undertaken in the short term (2024-2026) to deliver on each of the strategy objectives.

9.2 The Environmental Services Service Area Plan (SAP) for 2024/25 contains the implementation of the Fleet Strategy as a new project which will start in the next financial year (Corporate Business Plan reference: ES023). Some of the actions listed below are considered to fall under this existing reference. Furthermore, some actions in the table below are also referenced in Service Area Plans in their own right. Where this is the case, this detail has been added. Where neither of these scenarios applies, actions will be added to the most relevant SAP via the Business Planning Tool as an ‘in-year’ activity, so that progress in delivering them can be tracked. This is likely to apply when a Service Area beyond Environmental Services has a key role to play in delivering an action.

9.3 The timeframes for completion of each action should be considered as indicative at this stage and subject to change following detailed discussions in the Fleet Steering Group meetings. This is because, whilst the implementation of the Fleet Strategy is listed in the SAP for 2024/25 for Environmental Services, personnel from other Service Areas across the Council will need to contribute to a number of actions in order to deliver them, but their involvement in this project is not necessarily included in the other relevant SAPs. It is possible therefore that re-prioritisation of SAP activities may be required in some cases with the agreement of Corporate Heads of Service given that resources are finite and there are already a significant number of commitments in the 2024/25 SAPs.

Overarching Actions

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Lead Departments/Teams
Action 1. Clarifying the roles and responsibilities of the relevant existing staff who will, following the adoption of the Sustainable Fleet Management Strategy, form part of the Fleet Management Team, and also staff in the wider organisation who will be expected to support the delivery of this strategy.	Not specifically listed in a SAP. This action will need to be added to the Human Resources/ Environmental Services SAP via the Business Planning Tool as an 'in-year' activity	-To ensure that consultation with all affected parties occurs and feedback considered. -To ensure that all affected staff are clear of any changes to their roles and responsibilities as part of the new One Fleet approach. -To support a smooth transition to the One Fleet approach.	May-August 2024	Human Resources/Environmental Services
Action 2. Setting out a process map for all departments to be able to engage the Fleet Management Team and to establish roles and responsibilities	Part of ES023 in Environmental Services Service Area Plan for 2024/25.	-To ensure that all affected staff are clear of any changes to their roles and responsibilities as part of the new One Fleet approach. -To support a smooth transition to the One Fleet approach.	May-August 2024	Environmental Services

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Lead Departments/Teams
		-To ensure that all new processes are clear to all parties.		
Action 3. Establishing the Fleet Steering Group, standing items for agendas and agreeing KPIs to monitor fleet operation.	Part of ES023 in Environmental Services Service Area Plan for 2024/25.	-To ensure that the SFMS is implemented as intended. -To ensure that the operation of the fleet can be robustly monitored in the longer term.	May/June 2024	Environmental Services

I. **Objective: Safe and compliant:** - All assets which make up our fleet will be maintained in a safe and legal condition prior to use to minimise health and safety risks to our staff and members of the public, and to ensure that they are suitable for their intended use(s) to enable effective service delivery

What have we already done?

-The Council, in August 2023, adopted an updated Health and Safety Policy. This sets out work activities which are required to be risk assessed including driving at work, use of electrical equipment and use of machinery and plant.
-The Council, in September 2023, adopted an updated Alcohol, Drug and Substance misuse at Work Policy. This includes information relevant to employees who drive a Council vehicle and/or operate machinery, as part of their job.

Short term action (2024-2026)

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Lead Departments/Teams
Action 4. Implement a centralised fleet management system using Microsoft SharePoint, Forms, and Power Automate.	Not specifically listed in a SAP. This action will need to be added to the Customer, Digital and Collection Services SAP via the Business Planning Tool as an 'in-year' activity	Improve data accuracy and accessibility through a single system. Streamline workflows for document management, record keeping, and compliance. Reduce administrative burden and paper usage. Enhance collaboration between service areas and external stakeholders.	January – May 2024	Digital Services / Fleet Management Team
Action 5. Digitise current and legacy fleet documents.	Not specifically listed in a SAP. This action will need to be added to the Customer, Digital and Collection Services SAP via the Business Planning	Easy retrieval and access to historical data. Improve document retention and disposal processes. Reduce physical storage space requirements. Increase data security, compliance and resilience.	January – May 2024	Digital Services / Fleet Management Team

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Lead Departments/Teams
	Tool as an 'in-year' activity			
Action 6. Develop digital driver daily check sheets on tablets using Microsoft Forms.	Not specifically listed in a SAP. This action will need to be added to the Customer, Digital and Collection Services SAP via the Business Planning Tool as an 'in-year' activity	Improve data collection accuracy and completeness. Real time visibility into vehicle health and potential issues. Reduce paperwork and manual data entry. Faster identification and reporting of maintenance needs. Opportunity to introduce approval workflows to raise repair requests with external providers.	March -May 2024	Digital Services / Fleet Management Team
Action 7. Create Power BI dashboards for fleet compliance data.	Not specifically listed in a SAP. This action will need to be added to the Customer, Digital and Collection Services SAP via the Business Planning	Proactive identification of compliance risks and violations. Improve decision making based on data driven insights. Enhance transparency and accountability for fleet management in Environmental Services.	April – May 2024	Digital Services / Fleet Management Team

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Lead Departments/Teams
	Tool as an 'in-year' activity	Opportunity to streamline reporting and regulatory compliance processes.		
Action 8. Review our current use of telemetric software and evaluate the options and business case to implement this corporately across all fleet.	Not specifically listed in a SAP. This action will need to be added to the Customer, Digital and Collection Services/ Environmental Services SAP via the Business Planning Tool as an 'in-year' activity	Improved driver safety and behaviour through real time monitoring. Reduce fuel costs and environmental impact through optimised driving practices. Improve vehicle maintenance planning and scheduling. Theft prevention and vehicle recovery capabilities. Ability to automate alerts on maintenance and issues with fleet.	Review and business case September – November 2024	Digital Services / Fleet Management Team
Action 9. Develop Driver User Policy in conjunction with Human Resources.	Part of OD056 in Human Resources Services Area Plan for 2023/24 (review of HR corporate policies).	Drivers have a clear understanding of their roles, behaviour expectations, and Council policy related to driving tasks, vehicle use, and safety.	By end of July 2024	Human Resources and Fleet Management Team

II. **Fit for purpose and offers value for money –** Assets will be treated as a corporate resource, and fleet requirements within service delivery will be regularly reviewed. The performance of assets will be monitored and reported with the aim of eliminating unnecessary expenditure.

What have we already done?

-A review has already been completed for the Meals at Home service, and a review of the Community Transport service is ongoing at the time of writing.

Short term actions (2024-2026)

Actions	**Relevant Service Area Plan/Corporate Business Plan Action**	**Desired outcomes**	**Timeframe**	**Relevant Departments/Teams**
Action 10. Implement route optimisation for waste, recycling, trade waste and garden waste rounds (for HGV vehicles only).	Part of CC025 (review current waste collection routes in the Borough-Route optimisation) being led by Digital Services	Reduce fuel consumption and emissions. Increase operational efficiency and productivity. Optimise vehicle utilisation and potential reduction in fleet size.	January – August 2024	Digital Services / Environmental Services /Fleet Management Team
Action 11. Review the current and future business needs of each relevant department	Not specifically listed in a SAP. Given that this action will span multiple Service	-Production of an accurate and up to date Capital Programme which can underpin a future	May-August 2024	Digital Services / Community Services / Parking / Environmental Services /Fleet Management Team/Finance Department.

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Relevant Departments/Teams
in relation to all fleet requirements to feed into an update of the Capital Programme. This work should include identification of opportunities for income generation utilising existing and potential future fleet assets.	Areas and cannot solely be delivered by Environmental Services under ES023, this action will need to be added to the most relevant SAP via the Business Planning Tool as an 'in-year' activity	procurement exercise(s) to secure suppliers to deliver fleet assets over a 10 year period. -To identify opportunities for income generation; -To provide more accurate financial information around future spend on fleet assets over the next 10 years; -To ensure that current fleet assets are genuinely required to deliver service needs; -In identifying and incorporating future service needs and fleet requirements into the updated Capital Programme the Council will be more agile in responding to anticipated future		

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Relevant Departments/Teams
		challenges to service delivery; -Process to identify cross-departmental opportunities to most efficiently utilise the fleet.		
Action 12: To underpin future procurement exercise(s), and following discussions with relevant partners, identify the Council's preferred routes to market for different groups of fleet assets.	Part of ES023 in Environmental Services Service Area Plan for 2024/25.	-Development of a sound understanding of the pros and cons of different delivery models based on the experiences of other Local Authorities.	By August 2024	Fleet Management Team with support from Procurement team and Finance Department
Action 13. Complete the necessary procurement exercise(s) to secure a supplier(s) to help the Council deliver the assets in its agreed 10 year	Part of ES023 in Environmental Services Service Area Plan for 2024/25.	-To achieve cost savings through economies of scale for future fleet acquisition, replacement and maintenance. -To streamline fleet acquisition and	2024/25 financial year	Fleet Management Team / Procurement Team

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Relevant Departments/Teams
Capital Programme, incorporating the necessary sustainability, ethical & environment considerations in line with the Council's Sustainable Procurement Policy -To potentially consider maintenance as well as the supply of assets. -To ensure that as standard, all new vehicle acquisitions are fitted with telemetry and forward and rear facing cameras. -To ensure that any contracts contain the		replacement process through a 'one fleet' approach. -Where feasible and offering good value for money, to achieve greater flexibility to replace vehicles before the end of their useful life to respond to changes in technology.		

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Relevant Departments/Teams
necessary flexibility to allow for ad hoc requirements over contract lifetime				

III. **Environmentally friendly:** Over the period of the strategy, the Council will work towards moving its fleet assets to net zero taking into account their environmental life cycle and component parts (including fuel). Replacement assets or related initiatives will also be expected to contribute to improving local air quality by reducing other harmful emissions where possible.

What have we already done?

-The Council adopted an Electric Vehicle Strategy in December 2023. This strategy includes a 7 point action plan which identifies short term actions to deliver on the Strategy's objectives up to 2026. Action 2 (and its sub actions) from the EV Strategy set out the short term actions to move towards implementing Electric Vehicle technology within the Council's fleet. These actions are set out in full in chapter 2 of this strategy and built on within this action plan.

-Carried out background investigations into the feasibility of using the diesel fuel tank at the Chertsey Depot for HVO fuel during the course of 2023. This has included employing the services of a specialist contractor to inspect the tank. Following this inspection, the consultant has stated that subject to the tank being painted, pressure checked, emptied and cleaned, and then properly maintained thereafter it is likely to last another 20 years, and be suitable to hold HVO fuel.

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Relevant Departments/Teams
Action 14. Progress moving Euro VI diesel fleet assets to HVO within the confines of existing budgetary constraints. This will involve the following sub actions: -subject to committee approval, replacing the fuel management system which is obsolete; -Subject to committee approval, arranging for the existing fuel tank to be painted, pressure checked, emptied and cleaned, and for identified repairs to be undertaken.	Part of CC030 (HVO Fuel Review) which is in the Environmental Services SAP for 2024/25	-To introduce HVO fuel into fleet operations during the 2024/25 financial year. - HVO fuel sourced from a Renewable Fuel Assurance Scheme RFAS) accredited supplier.	May 2024	Fleet Management Team/Environmental Services
Action 15. To support the Council's transition to zero emission vehicles, the following short term actions will be completed: -produce a shortlist of potential sites for fleet vehicles to be stored for charging; -assess the suitability of shortlisted sites to deliver EV	Linked to CC0059 (EV Charging point implementation). This existing activity may either need to be expanded to go beyond existing Council carparks, or a new entry	-To support the delivery of the right infrastructure in the right places to support a transition to EV vehicles where appropriate.	Commenced in December 2023. Work ongoing	Climate Change Team/ Assets and Regeneration / Fleet Management Team

Actions	Relevant Service Area Plan/Corporate Business Plan Action	Desired outcomes	Timeframe	Relevant Departments/Teams
chargers for different types of vehicles. For example, suitable connection points, grid capacity, space constraints/ turning areas; -Identify the types of chargers needed for different fleet assets; Based on the above, and the timings for replacement/new assets in the capital programme and to be in a position to respond to other opportunities, the delivery of EV charging points will then be prioritised accordingly.	created in the Business Planning Tool to cover EV implementation at other Council assets.			

Chapter 10: Risk Assessment

Service Area:	**Sustainable Fleet Management Strategy – Policy adoption risk assessment**
Name of Assessor	**Darren Williams and Georgina Pacey**
Date risk assessment undertaken:	**February 2024**

Scope of risk assessment:

This risk assessment evaluates the requirements of the Sustainable Fleet Management Strategy, and identifies the existing measures in place to ensure a successful implementation, as well as other additional measures that may support this.

Risk assessment method – evaluation of risk

	Negligible/ insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood (L) x Severity of impact to Council (S) = Risk Rating Number (RRN)					
Highly likely 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Highly unlikely 1	1	2	3	4	5

High risk:	**High-risk tasks are not acceptable. If they have already commenced, they must cease immediately. If the task is to start or continue, further control measures to reduce the likelihood and/or severity must be introduced.**
Medium risk:	**Medium risk can be tolerated, however, further control measures to reduce the likelihood and/or severity should be introduced where practicable.**
Low risk:	**Low risks are largely acceptable. Maintain existing control measures.**

Ref	Area of Concern Re Policy Delivery	Potential Impact	Intended Actions to Reduce Risk	Existing risk rating (L) Likelihood (S) Severity LxS = Risk Score			Additional Actions to Reduce Risk	New risk rating (residual) (L) Likelihood (S) Severity LxS = Risk Score		
				(L)	(S)	Risk Score		(L)	(S)	Risk Score
1	The cost of delivering an environmentally sustainable fleet is high	Inability to deliver on operational net zero target	• Policy sets out transitional arrangements to enable significant reduction of emissions. • Separate work strand underway relating to EV charging infrastructure. • Pump prime funding for climate change related activity may support transition. • Policy sets out intention to model future financing of fleet. • Procurement of sole fleet supplier intended to reduce cost of future net zero vehicles	**3**	**3**	**9**	• Service areas to review with fleet management team their actual fleet requirements, with a view to reducing number of assets. • Operational oversight through monitoring of fuel usage and associated emissions, to identify trends, areas of increase etc., to be reviewed accordingly.	**3**	**3**	**9**

2	Procurement of single supplier not possible or represent best value due to breadth of fleet requirements	Potential requirement to manage multiple contracts or undertake multiple procurement exercises. Potential delay to establishing procurement element of fleet strategy due to need to repeat procurement exercise	• Database of all fleet assets will provide definite requirements when undertaking procurement. • Experience understood from elsewhere suggests that a single supplier may be possible	**3**	**2**	**6**	• Consideration of splitting procurement into grouped/individual lots as well as all lots to provide best opportunity for appointment in single procurement exercise	2	2	4
3	Adequate systems are not in place to	A consistent approach to ensuring	• The Fleet Steering Group will provide regular oversight in terms of progress with creating systems for recording	**3**	**3**	**9**	• Consideration of using fleet management module within existing Community Transport service software	3	3	9

	record all fleet informatio n	a safe and compliant fleet is more challenging to achieve	information, including the creation of a centralised database for fleet assets in the short term. This Group will agree actions to be completed.							
4	Adequate staff resources are not in place to manage the Council's fleet to ensure it is safe and compliant	Incomplete data set within adopted system Risk of non-compliance due to lack of reporting or oversight	• Key personnel have been engaged in the creation of the Strategy. Action 1 of the action plan further confirms that a short term action is to clarify the roles and responsibilities of the relevant existing staff who will form part of the Fleet Management Team, and also staff in the wider organisation who will be expected to support the delivery of the strategy. • Training to be provided to identified staff on new system for fleet management.	**2**	**5**	**10**	• Process mapping to be completed to ensure that all service areas/individuals are aware of their roles and responsibilities. • Fleet team to meet with individual services areas to ensure a full understanding of permit legislation, operating models, existing lease arrangements etc. • Explore secondment opportunities for existing staff in the DSO to support short term increase in work during transition.	1	5	5
5	Individual service areas do not continually review	Council operates greater amount of fleet than	• Policy sets out the responsibilities of services areas in relation to operation and management of fleet. • Monitoring arrangements relating to fleet operation	**3**	**3**	**9**	• Process mapping to be completed to ensure that all service areas/individuals are aware of their roles and responsibilities. • Corporate service review	2	3	6

	their operations	required. Avoidable costs relating to the fleet are incurred. Emissions levels higher than necessary during transitional period Greater expenditure on staff resources etc. than required	will be agreed by the Fleet Steering Group with progress being reported back through the Environment and Sustainability Committee at agreed intervals.				programme may consider reviews of services where fleet is operated.			
6	Fleet management team structure/ meetings is not	Fleet management policy fails due to lack of appropriate	• The Strategy sets out clearly the key officers responsible for implementing the strategy and organising the monthly steering group meetings.	**1**	**3**	**3**	• Process mapping to be completed to ensure that all service areas/individuals are aware of their roles and responsibilities. • Terms of reference and	1	3	3

	implemented or does not function to enable proactive review of fleet to determine fit for purpose or value for money.	oversight. Possible disconnect between fleet team and operational services					• standing agenda items for fleet team meeting to be agreed. • Regular and ongoing meetings to be added to calendars. • Action log to be retained and accessible from within MS Teams • Consider whether amendments to Job Descriptions are required to ensure that any new duties as a result of the implementation of the SFMS are reflected.			
7	Specifications for future vehicle procurement do not meet the requirements of operational service	Vehicles procured that are not fit for purpose creating operational issues and potentially requiring additional financing to replace/retr	• Section titled “Provision of professional advice to Service Areas on vehicle specification and operation”, setting out approach to specification design and procurement included in policy.	**2**	**4**	**8**	• Process mapping to be completed to ensure that all service areas/individuals are aware of their roles and responsibilities.	1	4	4

		o fit								
8	Current and future maintenance contractor withdraws because of reduction in work requirements or due to model required to engage in relating to maintenance of lease vehicles	Possible loss of local maintenance arrangements resulting in increased cost and resource requirement to access maintenance at alternative sites	• Agreed transitional period to net zero fleet and structured replacement of existing fleet will limit the impact	**2**	**3**	**6**	• Understanding of whether third party contractor can become maintenance supplier in the event of leasing vehicles (to be agreed between vehicle supplier and contractor) • Procurement of fleet maintenance delivered on site by third party, as far as possible, in the event of leasing vehicles. • Review of specification of on-site maintenance contractor in advance of future procurement (if required) • In the event of a single fleet/maintenance supplier, consider opportunity for maintenance base on site at Depot (replacing existing contractor)	1	3	3
9	Accident reporting processes (vehicles)	Inconsistency in record keeping. Vehicles	• Roles and responsibilities of key personnel included within policy • Success of implementation of this	**2**	**3**	**6**	• Process mapping to be completed to ensure that all service areas/individuals are aware of their roles and	1	3	3

	not in place resulting in accidents not being reported	carrying undocumented damage, impacting fleet quality	part of the strategy to be reviewed regularly at the Steering Group meetings.				responsibilities. • Accident reporting a standard item on fleet management meetings. • Training in accident reporting to be provided to operational managers and drivers. • Review of vehicle accident reporting forms to be completed.			
10	Key staff are not provided with the necessary training to allow them to undertake their new responsibilities.	Cost incurred through repairs because of misuse of fleet equipment. Accidents occur because of operatives being untrained in the use of fleet	• Fleet team to have a good understanding of all legislative requirements in relation to operating fleet, across all areas. • Production of Driver User Policy is a short term action of the strategy.	**2**	**5**	**10**	• Work with individual operational service areas to identify training requirements for staff operating fleet. • Identification of other corporate core training requirements. • Compliance with training requirements to be reviewed by fleet management team, in accordance with HR and associated service areas at agreed intervals	1	5	5

		equipment (potentially involving staff and public) Reputational harm and potential litigation because of accidents/incidents								
11	Contract for vehicle livery is not in place, resulting in delays to completion of branding fleet assets	Inconsistent branding across the fleet. Delays between the purchase/delivery of new fleet. Where bodywork repairs are	• Currently there is no contract in place for vehicle livery, and this is sourced each time it is required (potentially from same supplier)	**4**	**1**	**4**	• Vehicle livery to be included in specification for fleet supplier procurement. **Or** • Fleet management team to lead procurement of vehicle livery contractor	2	1	2

		undertaken, livery is not replaced resulting in incomplete branding on vehicles.								

Authorised by: Phil Turner - Assistant Chief Executive for Place

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EQUALITY SCREENING

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Sustainable Fleet Management Strategy	**Georgina Pacey**

A. What is the aim of this policy, function or activity? Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?
The Sustainable Fleet Management Strategy (SFMS) seeks to streamline and coordinate the Council's activities associated with the management of its fleet. The outcome is intended to be the deployment of compliant assets in the right places at the right times to deliver safe, efficient services for the benefit of our communities, which offer excellent value for money. The strategy also sets out a road map to transition the Council's fleet to net zero carbon emissions in line with climate change commitments set out in its Climate Change Strategy (adopted October 2022). In summary, at the heart of the strategy are the aims to: -Reduce the number of assets in the fleet; -Reduce the number of miles driven through delivering services more efficiently; -Reduce harmful emissions; -Reduce risks associated with compliance. The SFMS will impact on employees who are involved in driving/operating fleet assets, or have a role to play in managing or supporting the activities of the Fleet Management Team. In terms of the the wider community and service users, the Council's fleet delivers a range of Council services including: • Collection of waste and cleansing services including commercial & green waste. • Passenger transport provision. • Maintenance of green spaces. • Maintenance of Council's estate housing stock. • Meals at Home service. • Parking enforcement functions By reducing emissions and delivering services more efficiently (both of which are high level aims of the strategy), by implementing the strategy, there should be a positive impact on service users and the wider community.

B. Is this policy, function or activity relevant to equality? Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential on the basis of adverse impacts or unlawful discrimination.
The Protected Characteristics are: Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

It is anticipated that there will be a number of positive impacts for all parts of the community as well as employees as a result of the implementation of the EV Strategy. This is because, by reducing the number of fleet assets, the miles driven by the fleet, and by transitioning the fleet to net zero, the fleet will produce a significantly lower amount of harmful emissions. In particular, the proposed short term move to Hydrotreated Vegetable Oil as the Council's preferred fuel for the fleet (this is subject to committee approval), has the potential to reduce CO2e emissions from the fleet vehicles by 98.6%. In addition, for local pollutants, studies which bridge multiple regions and vehicle types generally agree that HVO reduces the quantity of pollutants including carbon monoxide (CO), particulate matter (PM), and total unburned hydrocarbons (THC). Although nitrogen oxides (NOx) exhibit a more mixed picture, studies reviewed often also point to a reduction in these pollutants.

In the longer term, transitioning the Council's fleet to zero emission vehicles, would continue to ensure that harmful emissions remained at a very low level (0 CO2e emissions and a much reduced level of local pollutants).

This reduction in emissions would help improve local air quality, positively impacting on health for the population, and also potentially help the air quality pollution levels in areas designated as Air Quality Management Areas, which currently exceed the national NO_2 levels, to reduce. The Government states that although air pollution can be harmful to everyone, some people are more affected because they live in a polluted area, are exposed to higher levels of air pollution in their day-to-day lives, or are more susceptible to health problems caused by air pollution. The most vulnerable face all of these disadvantages.
Groups that are more affected by air pollution include:

- older people
- children
- individuals with existing CVD or respiratory disease
- pregnant women
- communities in areas of higher pollution, such as close to busy roads
- low-income communities[1]

As such, improving air quality through implementing the SFMS could be particularly beneficial to the protected characteristics of age, pregnancy and maternity, and disability.

In terms of potential negative impacts, for some employees driving any electric vehicles in the fleet, there is potential for negative impact arising from difficulties, especially for older people, around plugging in cables regarding dexterity and strength.

In addition, electric vehicles tend to be quieter than diesel and petrol vehicles and this can be problematic for those with disabilities who use sound for safety.

[1] Health matters: air pollution - GOV.UK (www.gov.uk)

Continued monitoring of the SFMS will take place after it is adopted which may reveal additional positive or negative impacts that exist and will assist officers in providing measures that seek to mitigate any negative impacts on any of the protected characteristics.

If the policy, function or activity is considered to be relevant to equality then a full Equality Impact Assessment may need to be carried out. If the policy function or activity does not engage any protected characteristics then you should complete Part C below. Where Protected Characteristics are engaged, but Full Impact Assessment is not required because measures are in place or are proposed to be implemented that would mitigate the impact on those affected or would provide an opportunity to promote equalities please complete Part C.

C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion? Alternatively, if there it is considered that there is an impact on any Protected Characteristics but that measures are in place or are proposed to be implemented please state those measures and how it/they are expected to have the desired result. What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.
This screening has highlighted the likely positive impacts associated with the implementation of the SFMS from an equalities point of view. Whilst a couple of potential negative impacts have been identified, it is considered that through the process mapping which will be undertaken to support the implementation of the strategy, processes can be developed to assist employees who may have issues with dexterity with the charging of fleet vehicles, or unplugging the vehicles after charging. Whilst EV vehicles are quieter that internal combustion engine vehicles, the Driver User Policy which is proposed to be developed (see action 7 of the action plan at chapter 9 of the document) may have the potential to highlight this to drivers, as well as the potential impacts for more vulnerable groups, and make suggestions for possible mitigation measures. Overall, given the limited impacts identified through this screening, and the potential for mitigation to be put in place, it is considered that a full EqIA is not required.

Date completed: 21/02/2023
Sign-off by senior manager: Ashley Smith, Corporate Head of Planning, Economy & Built Environment

Addendum to item 6

Additional recommendation

iii) Subject to the endorsement of the strategy by this Committee and the Corporate Management Committee on 21st March 2024, the strategy be recommended to Full Council for adoption.

Report title	**Proposal to Revoke the 2020 Household Recycling and Waste Kerbside Collection Policy and introduce the new Recycling and Waste Policy 2024**
Report author	Helen Clark
Department	Environmental Services
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:

To resolve

Synopsis of report:

The Direct Services Manager proposes to revoke the 2020 Household Recycling and Waste Kerbside collection policy and introduce a new 2024 Waste and Recycling Policy which expands the remit of the former policy to include Housing in Multiple Occupation (HMOs) and blocks of flats.

Recommendation(s):

To revoke the 2020 Household Recycling and Waste Kerbside collection policy and introduce a new Waste and Recycling Policy which expands the remit of the former policy to include Housing in Multiple Occupation (HMOs) and blocks of flats.

1. Context and background of report

Roles and responsibilities

1.1 Surrey currently operates a 2-tier structure. The districts and boroughs are responsible for waste *collection* and Surrey County Council (SCC) is responsible for its *treatment and disposal*, including the provision of Community Recycling Centres (CRCs) for residents to recycle and dispose of their municipal waste.

1.2 The end destinations of the recycling and waste are controlled by SCC and are therefore out of the direct control of the districts and boroughs.

Performance

1.3 Since the introduction of recycling in 2008, Runnymede Borough Council's (RBC) recycling performance has increased from 20% (2008/09) to 49% (2021/22), placing RBC 79th out of 333 Authorities.

1.4 Further waste minimisation and recycling performance improvements are needed to meet national recycling targets and assist Surrey County Council (SCC) in reducing the disposal cost of household waste.

1.5 During 2021/22 RBC had the largest % increase of recycling performance across all English Local Authorities of 5.1%.

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

Proposed Changes

2.1 The Environmental and Sustainability Committee approved a Household Recycling and Waste Kerbside Collection policy on the 8th July 2020. This policy has served the Council well and offered a framework for provision and collection of refuse and recycling bins for households.

2.2 The 2020 policy did not however, specify bin provision for either Houses in Multiple Occupation (HMOs) or for flats and these have been included in the proposed 2024 policy.

2.3 Notifications regarding contaminated waste and side waste are frequently received by Environmental Services teams. The notifications are spread across a number of teams, so it is difficult to calculate accurately what percentages relate to single households, flats or Houses in Multiple Occupation. However anecdotally officer believe that the number of notifications relating to flats and HMOs has increased since the 2020 policy was introduced.

2.4 The policy has been amended to specify the exact refuse and recycling bin allocation for differing sized HMOs. Clear allocations are now also included for blocks of flats by dwelling number.

2.5 From August 2020 the Town and Country Planning (General Permitted Development) (England) (Amendment) (No2) Order 2020 granted new planning rights subject to a fast-track process called prior approval. A number of developments of flats have since been completed which have not required full planning approval. There have been shortfalls relating to bin store provision in some developments which this policy will partially address.

2.6 The proposed 2024 policy includes a range of measures to encourage waste reduction, improve recycling at household level and actively encourage behaviour change. This includes limiting the amount of refuse collected per household and offering recycling bins/food caddies FOC to enable and encourage increased levels of recycling.

3. Policy framework implications

3.1 The new policy is aligned to the Climate Change Strategy and Health and Wellbeing Strategy within the Corporate Business plan 2022- 2026

4 Resource implications/Value for Money

4.1 Ensuring that waste is correctly presented for collection prevents potential collection and tipping cost to the authority necessitated by additional collections which are required when bins are contaminated or inaccessible due to side waste or fly tipping. The cost of purchasing and delivery of bins will be met from existing budgets.

5. Legal implications

5.1 The Council is required (under Section 45(1) of the Environmental Protection Act (EPA)) to collect controlled waste from households without charge, with relevant exceptions and is able to collect commercial waste with a charge (s45(2) EPA).The Council is also required to provide separate collection for a minimum of 2 recyclable materials (s45A EPA).

5.3 The Local Authority is however entitled to choose the type of receptacle and the location these receptacles should be placed for collection (s46 EPA) and this document clarifies what the policy is in relation to waste collection in the Borough, specifically for HMOs.

5.4 Enforcement of the policy is discretionary and takes the form of a civil fine, following service of a specified notice. This would however be exceptional and when negotiations and discussions have been unsuccessful. The Act only provides for prosecutions in England in relation to fly-tipping and littering, rather than breach of notice, which are notoriously difficult to evidence and prove when it comes to the misuse of waste receptacles.

6. Equality implications

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

a) Eliminate unlawful discrimination, harassment or victimisation;
b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
c) Foster good relations between those who share a relevant protected characteristic and persons who do not share those characteristics; in relation to the 9 ‘Protected Characteristics’ stated within the Act.

6.2 The new policy includes provisions for assisted collections for those with the protected characteristics of Disability and Age which will continue to have a positive impact. It is recommended that the Policy is assessed by way of an equalities screening assessment as soon as possible.

7. Environmental/Sustainability/Biodiversity implications

7.1 The new policy will encourage recycling which aligns with the Runnymede Climate Change Strategy.

8. Risk Implications

8.1 The revised 2024 policy clarifies the bin allocation arrangements for houses in multiple occupation, HMOs and for flats. At present there is some ambiguity around bin allocation for these premises and this can only be resolved through the implementation of a new policy. The ambiguity is also leading to queries from residents and landlords and these queries will continue if the new policy is not implemented.

9. Other implications

9.1 Not applicable

10. Timetable for Implementation

10.1 The policy will be introduced immediately after approval.

11. Conclusions

11.1 The new Recycling and Waste Policy will encourage recycling and correct presentation of waste. New sections with clear specifications of Houses in Multiple Occupation and blocks of Flats will support education and enforcement in these sectors.

12. Background papers

12.1 None

13. Appendices

13.1 Appendix A - Draft Recycling and Waste Policy 2024

Household recycling & waste services policy (2024)

1.0 INTRODUCTION

1.1 Background and Scope

Since the introduction of recycling in 2008, Runnymede Borough Council's (RBC) recycling performance has increased from 20% (2008/09) to 49% (2021/22), placing RBC 79th out of 333 Authorities in 2022.

However, further waste minimisation and recycling performance improvements are needed to meet national recycling targets and assist Surrey County Council (SCC) in reducing the disposal cost of household waste.

This policy includes a range of measures to encourage waste reduction, improve recycling at household level and actively encourage behaviour change. This includes limiting the amount of refuse collected per household and offering recycling bins/food caddies FOC to enable and encourage increased levels of recycling.

1.2 Roles and responsibilities

Surrey currently operates a 2-tier structure. The districts and boroughs are responsible for waste *collection* and Surrey County Council (SCC) is responsible for its *treatment and disposal*, including the provision of Community Recycling Centres (CRCs) for residents to recycle and dispose of their municipal waste.

The end destinations of the recycling and waste are controlled by SCC and is out of scope for this policy.

1.3 Performance

Since the adoption of the Household Recycling and Waste policy in July 2020, over the last three years the recycling rate has increased towards 50% from 42% and contamination has been reduced from 17.7% to under 5%.

During 2021/22 RBC had the largest % increase of recycling performance across all English Local Authorities of 5.1%.

This has been achieved through several aspects including improved performance standards by the collection crews, as well as a closer working arrangement with managing agents and housing associations.

1.4 Duty to collect & method of containment.

Under Section 45 of the Environmental Protection Act 1990, the Council has a qualified legal duty to arrange the collection of household waste in its area and commercial waste from premises in its area, if requested. The only exceptions are: -

the property is situated at a place which in the opinion of the authority is so isolated or inaccessible that the cost of collecting is unreasonably high.

the authority is satisfied that adequate arrangements for its disposal have been or can reasonably be expected to be made by the person who controls the waste.

Under Section 46 of the Environmental Protection Act 1990, the Council is permitted to specify method of containment/presentation and required content to facilitate household waste collections. Below outlines the method of containment/container type by property type.

Method of containment & container type – household waste

	Method of containment & container type – household waste		
Property type	**Food waste**	**Recycling (DMR)**	**Refuse (non-recyclable)**
Houses & Street level properties	7L indoor caddy & 23L outdoor caddy	240L wheelie bin (blue lid/black body)	180L wheelie bin (black lid/black body)
House in multiple occupation (HMO) & Supported Living – per house	7L indoor caddy & 23L outdoor caddy	240L wheelie bin* (blue lid/black body)	180L wheelie bin* (black lid/black body)
Self-contained flat above commercial premises – per flat	7L indoor caddy & 23L outdoor caddy	240L wheelie bin or sack (blue lid/black body or clear sack)	180L wheelie bin or sack (black lid/black body or RBC branded sack)
Properties with Communal collection points	7L indoor caddy & 140L communal container	Shared container/s** (blue lid/blue body)	Shared container/s* (black lid/black body)
*Quantity and capacity defined by number of occupants (see section 2.2 for further detail) ** refer to capacity allocation tables (see section 2.4)			

2.0 Collection Arrangements

2.1 Introduction

Runnymede Borough Council operates an alternate week collection of recycling/refuse with a weekly food waste collection. Optional small electricals/textiles collections, subscription-based garden waste (detailed in Appendix 1) and clinical/sharps collections (Appendix 2) are also available to residents. Permitted contents, collection frequencies and methods of containment are listed in the tables below.

Permitted content & collection frequency – core service.

Permitted content & collection frequency – core service		
Food waste - weekly	**Recycling (Dry Mixed Recycling DMR) - fortnightly**	**Refuse (non-recyclable) - fortnightly**
Cooked and uncooked food waste including • tea bags/coffee grounds • fruit/vegetable peelings • eggshells • meat - raw and uncooked • fish bones and skin • mouldy bread • food that has passed its use by date. Content can be bagged. plastic/paper/compostable liner. No black bags.	Clean, dry, loose items including • paper & card • Glass bottles & jars • aluminium & steel food cans • plastic bottles & pots/tubs/trays What to do with an item (surreyep.org.uk) Content must NOT be bagged.	Non-recyclable *household* waste only. This includes wet/dirty/non-recyclable such as • nappies • absorbent hygiene products • tissues & wipes • crisp packets • plastic wrapping Bagging content to keep it contained is recommended.
✕ No thank you The following must not be put in the food waste container • liquids • packaging • black bags	**✕ No thank you** • wet/soiled items • tissues and wipes • plastic wrapping • expanded polystyrene Recycle food waste, household batteries, small electrical items and textiles separately.	**✕ No thank you** Hazardous, construction or commercial waste must be disposed of responsibly via other methods such as Community Recycling Centre (CRC) https://www.surreycc.gov.uk/waste-and-recycling/community-recycling-centres or via a licenced waste operator
Containment: 23L caddy or communal bin. No loose excess/side waste will be collected.	**Containment:** 240L bin or communal bin/s. Excess/side waste must be contained in cardboard box.	**Containment:** 180L bin (new standard size) or communal bin/s. Excess/side waste will not be collected.

Method of containment: permitted content & collection frequency – other recycling services.

Method of containment, permitted content & collection frequency – other recycling services			
Small electrical items - weekly	**Household batteries - weekly**	**Textiles - weekly**	**Garden waste (subscription) - fortnightly**
For small electrical items that have a plug or are powered by batteries. Items should be small enough to fit in standard carrier bag.	For household batteries such as AAA or AA cells.	For clean, dry items suitable for reuse including. • paired shoes • clothing • bed linen	Compostable garden waste including • Grass cuttings • Weeds • Leaves • Pruning/hedge trimmings • Twigs and small branches • Cut flowers. • plants • Fallen fruit
✕ No thank you This service does not include the collection of • light bulbs • printer cartridges • water softener cartridges	**✕ No thank you** This service does not include the collection of • car batteries • other wet cell batteries.	**✕ No thank you** This does not include • pillows/duvets • wet or dirty items	**✕ No thank you** • flower pots • soil/earth • stone/aggregates • pet waste • animal bedding
Method of containment: standard carrier bag (provided by resident)	**Method of containment:** bag (provided by resident)	**Method of containment:** standard carrier bag (provided by resident)	**Method of containment:** 140L or 240L bin. Terms and Conditions are set out in Appendix 1.
Items such as light bulbs, printer cartridges, car batteries, pillows/duvets that cannot be collected, should be taken to a Community Recycling Centre https://www.surreycc.gov.uk/waste-and-recycling/community-recycling-centres			

2.2 New Developments

Developers must ensure sufficient space for the allocated capacity for the given property type. 'Household Recycling & Waste Guide for Developers sets out the bin allocation by property type and highlights the key design features required for provision of space and appropriate accessibility and layout for recycling and waste collection services. Design Standard 25: Remembering 'forgotten' elements. This states that Bins should be stored in a position that meets the Council's Highways standards. (Adopted Runnymede Design SPD July 2021) sets out material considerations for developers.

Developers must allow a minimum notice period of 4 weeks before requesting bins and delivery to ensure that access to site and capacity can be confirmed.

Payment is required for all bins, prior to delivery and must be purchased from RBC, to ensure compatibility with current fleet/collection methods.

Where communal containers are required, it is the responsibility of the developer to ensure that the designated bin store area is empty and free from any debris ahead of bins being delivered.

2.3 Houses & Street-level Properties

The following section relates to residential dwellings such as detached/semi-detached/terraced and other properties with ground level storage.

2.3.1 Collection requirements

Residents are required to present the appropriate bin and food caddy by 6am at the inside edge of the property boundary, nearest the Highway or vehicle access point. Exceptions are.

Agreed presentation point - where the standard collection point needs to be adjusted for safety or operational reasons.

Assisted Collection – where there is no able-bodied resident(s) at the property and nobody to assist (Appendix 3)

In these cases, the collection point must be approved by the DSO team and the resident will be advised of its decision. In all cases, bins must be located where they can be accessed safely by the collection crew.

The collection calendar is posted to residents every year as part of the service guide and is also published online (www.runnymede.gov.uk/collections). RBC recommends that residents add their house number and/or name to the food waste caddy, recycling bin and refuse bin so that they can be correctly identified.

Bin/caddy lids must be completely closed for collection to prevent littering/spillage and reduce the risk of bin damage. No side waste or additional waste will be collected and is the responsibility of the householder to dispose of.

Residents must store bins in their own property between collections. Any bins left out on the public highway will be removed, without notice and a charge will apply as per Appendix 4 – Fees and Charges for a replacement bin.

Bins should not be left blocking access to neighbouring properties or the public footpath between collections. This may be referred to Environmental Health for enforcement action if necessary.

For areas where there is a long driveway to a single or multiple properties, residents are required to present bins/caddies at the boundary of the Highway or vehicle access point, unless it is unsafe to do so, or the resident qualifies for an Assisted Collection.

Assessments would be made on a case-by-case basis and may result in an agreed collection point. The property owner will also need to sign for a damage liability wavier to enter the property.

2.3.2 Missed Collection Reporting

For all waste / recycling collections, should a collection be missed; it must be reported within one working day of the scheduled collection day via the online form on the website www.runnymede.gov.uk or Customer Services. For example, if your collection was due on a Thursday and your bin was missed, you must report it to us by Friday of the same week.

If you are on holiday or working away from home, arrangements should be made with a neighbour / someone else to present the waste/ recycling for collection and take the bin back after emptying.

Collection crews will return within 48hrs to empty the bin, assuming the correct bin has been presented by 6am and does not contain unacceptable content.

If the bin is not presented at the correct location point for collection, the collection crew will not return. Excess or side waste will not be collected, and the bin lid must be firmly shut. Failure to present correctly the bin will not be emptied until the next scheduled collection.

If there are delays due to severe weather or operational reasons, collections will be rescheduled. We will publish updates on our web page and social media pages.

We will not return to empty bins that are frozen solid or have frozen shut lids – you should make sure the bin lid can open and the contents are loose on the morning of collection.

If the collection crew have reported an issue with your bin or you have forgotten to present it, please accept our apologies but we will not be able to return, and your bin will not be emptied until the next scheduled collection day. All collection vehicles are fitted with route optimisation collection software and safety cameras.

2.3.4 Method of containment & capacity allowance

Every street level property should have its own individual set of containers (set out in Table 4), unless a bin-based collection is not appropriate.

7L indoor kitchen waste caddy	23L outdoor food waste collection caddy	240L recycling bin	180L refuse bin
			

2.3.5 Container for individual/street-level properties

Food waste
Indoor food caddies must not be presented for collection.

Recycling
Contents must be clean, dry and loose within the recycling bin.

Refuse
Each household may only present one refuse bin on collection day (maximum 240L), unless additional capacity has been approved.

Refuse bins may be used for the disposal of offensive waste such as animal waste/absorbent hygiene products.

However, this content must be bagged to protect collection crews from any spillages that may occur and still allow bins to be safely manoeuvred to the collection vehicle. If the bin cannot be safely moved, it is residents' responsibility to reduce the weight of the content in time for the next scheduled collection.

2.3.6 Sack-based collections

Properties unsuitable for wheeled bins will be provided with a sack-based collection. Residents will be required to present sacks at designated presentation point by 6am on collection day. Sacks must be tied to limit spillages. Sacks will be supplied and delivered by RBC. Collection crews will only collect official/RBC branded refuse sacks.

For refuse, a maximum of 3 sacks per fortnight will be collected. As with bin-based collections, if the sack contains unsuitable/unacceptable content, the sack will not be collected, and the sorting/disposal of the contents will the responsibility of the resident.

If a household receiving a sack-based collection applies and qualifies for additional refuse capacity, payment will be required. In line with bin-based collections, there will be an annual fee and the household will receive an additional supply of refuse sacks of the same capacity.

A maximum limit of 6 sack per fortnight would then apply.

For recycling there is no limit to the number of sacks that can be left out for collection on recycling week. Additional recycling sacks are available on request; however, RBC reserves the right to deny a request if the household has a history of persistent contamination.

2.3.7 Replacement (missing/damaged)

Food waste & recycling
Kitchen caddies, food waste collection caddies and recycling bin may be replaced free of charge.

Refuse
Payment is required for any missing refuse bins. Any refuse bins damaged by the collection vehicle during the collection process may be replaced free of charge.

In both cases, the replacement would be a 180L bin. Please note 240L and 360L are no longer available as standard.

Where a household has a 120L refuse bin, this may be replaced with a 180L bin, there will be a charge for a replacement.

2.3.8 Unacceptable content

Every year, residents are provided with a service guide which sets out the acceptable and unacceptable items for collection.

Further guidance is available online www.runnymede.gov.uk/recycling or by contacting Customer Services on 01932 838383.

If a container cannot be emptied due to incorrect content, the resident is responsible for removing the unacceptable items. The bin/caddy will then be emptied on the next scheduled collection**.**

Contaminated bins will be emptied upon payment of the charge as set out in RBC fees and charges.

(Permitted content & collection frequency – core service)

Food waste
Liquids must not be put in the food waste caddy. Content should be bagged to help limit spillage and reduce odour.

Recycling
Residents are responsible for ensuring only acceptable items are put in the recycling bin. Recycling bins must only contain acceptable items which must be clean, dry and loose within the bin.

If the entire content of a recycling bin is soiled or contains a large proportion of unacceptable items, a resident may request that the bin be emptied as refuse.

A charge would be applied in this case.

2.3.8 Refuse bin contents

Refuse bins must not contain the following types of waste; hazardous, clinical/sharps, construction, commercial, automotive or any type of liquid.

Examples of unacceptable content include but are not limited to: paint, gas bottles, timber, plasterboard, car parts/automotive waste and household chemicals such ah bleach. If a bin contains any of these waste types, it will not be emptied, and the resident will be responsible for appropriate disposal of the waste via a CRC or licenced waste operator.

Residents should be aware of the Householders' Duty of Care. (Section 34(2a) EPA 1990).

2.3.9 Additional capacity

Food waste
Additional food waste caddies may be provided free of charge, on request.

Recycling
To enable and encourage improved recycling, residents may request an additional bin/s which would be provided free of charge. The DSO team may investigate if there has been a previous contamination event and will refuse a request if a household has more than two contamination events in the previous 6 months.

Refuse
Only one refuse bin will be emptied per property (240L or 180L), any additional unapproved bins left out for collection will not be emptied and the householder will be responsible for the responsible disposal of the waste.

Residents may apply for additional refuse capacity. Households that meet either of the following criteria may be allowed one additional 180L bin for one year for which payment will be required on an annual basis.

- Household of 6 or more adults
- Household containing 2 or more children in nappies.

Residents must re-apply, confirming no change of household circumstance, and make payment each year for the collection to continue.

2.3.10 Medical need

Households that require additional capacity due to medical need can be provided with one 140L refuse bin. This is for healthcare waste that is not hazardous or infectious. This includes.

- dressings and bandages
- incontinence pads and sanitary products
- stoma bags
- catheter waste (after contents has been disposed of in a toilet)
- 'peg' or stomach feeding equipment.
- home dialysis waste (empty saline or glucose IV bags and tubing)

Residents may wish to double bag these items to help contain and spillages. Payment is not required for the bin and a yearly charge does not apply.

2.4 Houses in Multiple Occupation (HMO) and Supported Living

The following section relates to residential dwellings that are HMOs. These are properties where at least three adult and unrelated tenants cohabit and share facilities such as a toilet, bathroom, or kitchen.
HMOs which house over 5 tenants much be licensed by Runnymede Borough Council.

This section also includes properties where the residents with complex needs are given assistance to live independently (Supported Living) and are not regulated by the Care Quality Commission (CQC).

2.4.1 Collection requirements

In line with houses and other street-level properties, residents of the above property types are required to present containers (bins/caddies) by 6am at the inside edge of the property boundary, nearest the Highway or vehicle access point.

Bin/caddy lids must be completely closed for collection to prevent littering/spillage and reduce the risk of bin damage. No side waste or additional waste will be collected and is the responsibility of the householder to dispose of.

Bins must be stored within the property boundary between collections. Any bins left out on the public highway will be removed, without notice and a charge will apply as per Appendix 4 – Fees and Charges for a replacement bin.

2.4.2 Method of containment & capacity allowance

For HMOs with over 5 occupants the property should have a capacity appropriate to the number of permitted occupants on the licence. The allowable refuse capacity and recycling requirements are set out in the table below. If the property receives a sack-based collection, an equivalent quantity of sacks to the capacities set out below would be provided.

Occupants	Maximum refuse allowance (Litres)	Minimum recycling capacity (Litres)
1 to 4	1 x 180	1 x 240
5 to 8	2 x 180 (360)	2 x 240L (480)
9 to 13	3 x 180 (540)	3 x 240 (720)
14 to 18	4 x 180 (720)	4 x 240 (960)
19 to 20	5 x 180 (900)	5 x 250 (1200)

2.4.3 HMO refuse & recycling capacity allowance.

Landlords or residents of an HMO may apply for additional bins within their allowance but must provide the HMO licence number within their application. A one-off payment is required for the initial provision of a refuse bin/s which can be paid by the Landlord or an occupant of the property. There is no yearly charge but there is a requirement to recycle to maintain the recycling/refuse balance. Any recycling bins needed at the property would be provided free of charge.

If the HMO licence expires and is not renewed, refuse bins will be removed to leave one standard set of bins at the property, as per section 2.3. (Houses & street level properties).

The landlord may apply for additional refuse capacity, if needed, as per the Additional Capacity section in 2.3.9. (Houses & street level properties).

For Supported Living, additional refuse capacity may be provided on request to allow for residents' complex needs. The expected recycling capacity would be 2 x 360 (720L).

2.4.4 Sack-based collections

Properties unsuitable for wheeled bins will be provided with a sack-based collection, as per section 2.3.6.

2.4.5 Replacement of bins

As per section 2.3.7 (Replacement), payment is required for replacement refuse bins, unless lost/damaged during collection. Replacement of food caddies and recycling bins is free of charge.

2.4.6 Unacceptable content

Unacceptable content for food waste, recycling and refuse collection is as per Section 2.3.8. (Unacceptable content).

2.4.7 Additional capacity

Food waste and recycling

In line with houses and other street-level properties, additional recycling capacity for HMOs can be provided free of charge. Landlords of licenced HMOs should be aware of the minimum recycling capacity set out in the HMO refuse & recycling capacity allowance.

Refuse

For HMOs with 3-4 residents, no additional refuse capacity would be provided, unless justified by medical need. A maximum of 1 x 140L bin per property would be provided.

The property manager is responsible for the appropriate disposal of excess waste. Extra capacity or scheduled collection may be provided but a charge would apply.

2.5 Self-contained flats above commercial premises

The following section relates to residential dwellings such as flats above commercial premises. This may include properties with or without an outside area at ground level.

2.5.1 Collection requirements

In line with houses and other street-level properties, residents of the above property types are required to present containers (bins/caddies) by 6am at the inside edge of the property boundary, nearest the Highway or vehicle access point, unless either of the exceptions set out in section 2.1 (Houses and street-level properties) apply. For these types of property this may be an agreed collection point or a designated storage and collection point. In all cases, bins must be located where they can be safely accessed by the collection crew.

2.5.2 Method of containment & capacity allowance

The range of materials and collection frequencies are the same as for street level properties. However, due to variations in architecture and ownership of ground level storage, there are a number of options for the method of containment.

Containers	Individual/communal	Suitable for
23L food caddy recycling sack refuse sack	individual	Flats with very limited/no ground level storage
23L food caddy 240L recycling bin 180L refuse bin	individual	Flats with ground level storage and distinct storage points
23L food caddy Lockable* 240L recycling bin Lockable* 180L refuse bin	Individual	Flats with ground level storage and issues with fly-tipping
140L food bin (communal) Lockable* shared bins for recycling and refuse	communal	Flats with ground level storage, limited space and issues with fly-tipping

2.5.3 Method of containment options for flats above commercial premises

*Lockable bins may be provided free of charge if a genuine need can be demonstrated, and bins should remain locked between collections. Lockable bins and keys will be supplied by RBC. The replacement of lost keys is the responsibility of the resident, and the replacement of damaged locks is the responsibility of RBC.

2.5.4 Sack-based collections

Properties unsuitable for wheeled bins will be provided with a sack-based collection, as per section 2.3.6

2.5.5 Replacement

As per section 2.3.7. (Replacement), payment is required for replacement refuse bins, unless lost/damaged during collection. Replacement of food caddies and recycling bins is free of charge.

2.5.6 Unacceptable content

Unacceptable content for food waste, recycling and refuse collection is as per Section 2.3.8. (Unacceptable content).

2.5.7 Additional capacity

Food waste and recycling

In line with houses and other street-level properties, additional recycling and/or food waste capacity can be provided free of charge, as per Section 2.1. (Additional capacity). If lockable recycling bins are required, these can be provided free of charge if a genuine need can be demonstrated.

Refuse

Only one refuse bin will be emptied per property (240L or 180L), unless the household applies, qualifies and makes payment for additional capacity. This would be in line with Section 2.1 (Additional capacity) that sets out household need, additional allowable capacity and payment requirements.

2.6 Properties with communal collection points

This section relates to self-contained flats/apartments that have a designated collection point.

These are usually blocks with purpose-built bin store area, with a designated Property Manager.

This section also includes designated, communal collection points for groups of properties that are inaccessible due to their location, which may be self-managing.

Due to the communal nature of these facilities, RBC would always seek agreement from Property Managers to ensure all residents are made aware any changes.

2.6.1 Collection requirements

Collection crews will collect bins from an agreed, designated collection point which is usually a dedicated bin store area. Where specified by a planning condition, bins must be presented for collection as specified by the planning condition.

Bins must be located on an area of hard standing and there must be a suitable surface between the location where bins are collected from and the vehicle access point. Areas must be accessible and maintained to ensure a clean and safe environment for all users.

This includes, but is not limited to, surfaces, lighting and access routes.

All waste types must be contained within the appropriate bin(s) to prevent littering/spillage (level load) and allow bins to be safely manoeuvred to the collection vehicle (bin weight). The key collection requirements are.

- Access to bin store free of obstructions
- Bins not blocked by waste or loose debris on floor.
- Bin lid shut (level load)
- Correct content in bin

If the area is secured by a key lock or combination lock, it is the responsibility of the property manager to advise the DSO team and provide any keys, fobs or combinations needed (minimum 4 sets).

If any changes are not communicated, the property manager will be responsible for all collection of any excess waste or contaminated waste that accumulates.

2.6.2 Property Managers (Agents/Residents' Associations)

RBC seeks to work in partnership with property managers and residents to encourage waste minimisation and support improvements in recycling quality and quantity.

The table below sets out the key roles and responsibilities.

RBC	Residents/property managers
Collect household recycling/waste as scheduled	Property managers to arrange for the removal and appropriate disposal of any excess waste and/or bulky items
Provide information and guidance re: bin content	Property manager to communicate any changes with residents
Support recycling improvements where possible	Residents to put only acceptable content in the appropriate container and avoid leaving excess waste in bin store

2.6.3 Method of containment & capacity allowance

For RBC, standard communal containers for recycling/refuse are 660L and 1100L. The required capacity for each material is calculated based on the number of dwellings and is rounded up to the nearest standard bin size.

Where there is no Property Manager, individual bins may be provided unless it is not practical to do so due to space or operational reasons.

Methods of containment for all materials and container dimensions are set out in the table below. Please note dimensions are approximate.

Bin Size	Material stream	Height (lid closed)	Width	Depth
120L	Food waste	980mm	480mm	550mm
240L	Small electricals/textiles	1100mm	580mm	720mm
660L	Recycling/Refuse	1300mm	1400mm	800mm
1100L	Recycling/Refuse	1300mm	1400mm	1100mm

Dwellings	Food waste capacity	Recycling capacity	Refuse Capacity
5	1 x 120	1 x 1100	1 x 660
6-9	1 x 120	2 x 1100	1 x 1100
10-14	1 x 120	3 x 1100	1 x 1100 + 1 x 660
15-18	1 x 120	3 x 1100	2 x 1100
19-24	1 x 120	3 x 1100	2 x 1100 + 1 x 660
25-28	1 x 120	4 x 1100	3 x 1100
29-33	1 x 120	5 x 1100	2 x 1100 + 1 x 660
34-37	1 x 120	5 x 1100	4 x 1100
38-42	1 x 120	5 x 1100	4 x 1100 + 1 x 660
43-46	1 x 120	6 x 1100	5 x 1100
47-50	1 x 120	6 x 1100	5 x 1100 + 1 x 660

If a resident/s allocated to communal facilities is unable to access the recycling/waste facilities, other alternatives may be investigated.

These will be considered on a case-by-case basis, in partnership with the Property Manager.

Number of flats	Total Refuse Capacity*	Refuse Capacity (to nearest standard bin size)
5	900	1 x 1100
6-9	1620	1 x 1100 + 1 x 660
10-14	2520	2 x 1100 + 1 x 660
15-18	3240	3 x 1100
19-24	4320	4 x 1100
25-28	5040	5 x 1100
29-33	5940	6 x 1100
34-37	6660	6 x 1100 + 1 x 660
38-42	7560	7 x 1100 + 1 x 660
43-46	8280	8 x 1100
47-50	9000	9 x 1100

2.6.4 Capacity allocation

The capacity for each material, by number of dwellings is listed in the table below. This is based on 180L per dwelling. If there are HMOs within the block, the capacity allowances defined in the HMO capacity table will apply to the HMOs.

2.6.5 Unacceptable content

Food waste & Recycling
Residents are responsible for ensuring only acceptable items are put in the recycling bin and food waste caddy (Permitted content & collection frequency – core service). If a recycling bin cannot be emptied due to incorrect content, Property Managers are responsible for arranging for the unacceptable items to be removed.

If the contamination can be removed, the bin will be emptied on the next scheduled recycling collection.

Requests can be made to the DSO team to empty bins containing the incorrect content as refuse or if the entire content of the bin is soiled.

This would be classified as a one-off clearance and the charges as per Appendix 4 would apply.

This does not apply to bins containing any of the unacceptable waste types listed below. These items should be disposed of responsibly via a CRC or licenced waste contractor.

In the case of contamination, the facility to recycle will be removed. Should recycling be re-introduced the managing agent / property manager must submit an improvement plan of how they will deal with the following: engagement with residents, how they will deal with contamination as well as the disposal costs.

Refuse
Refuse bins must not contain the following unacceptable waste types; hazardous, clinical/sharps, construction, commercial, automotive or any type of liquid, as per section 1.2.1. Examples of unacceptable content include but are not limited to.

- paint, plasterboard and DIY waste

- timber, hardcore and building materials.
- gas bottles
- car parts/automotive waste
- household chemicals – such as bleach
- any type fluids (e.g. oil)

If a bin contains any of these waste type, it will not be emptied, and the residents/Residents Associations/Property Manager will be responsible for appropriate clearance and all associated costs for the disposal of the waste.

Refuse bins may be used for the disposal of offensive waste such as animal waste/absorbent hygiene products.

However, this content must be bagged to protect collection crews from any spillages that may occur and still allow the bin to be safely manoeuvred to the collection vehicle. If the bin cannot be safely moved, it is the property managers' responsibility to reduce the weight of the content in time for the next scheduled collection.

2.6.6 Excess waste & spillages

As per the collection requirements, bins must not be blocked by waste or loose debris on floor and bin lids must be shut (level load). All waste must be appropriately contained to avoid spillage.

While the Council have a Duty to Collect, Residents Associations/Property Managers have a responsibility to ensure collections can operate as scheduled and that any excess waste does not adversely impact surrounding residents.

In extreme cases, Environmental Health Officers may be required to take action in the interest of Public Health in accordance with the Environmental Services Enforcement Policy.

2.6.7 Additional capacity

Recycling
In line with houses and other street-level properties, residents may request additional recycling capacity which can be provided free of charge. However, this would be agreed with the Property Manager as they would be expected to bear the responsibility of any contamination costs.

Refuse
Additional capacity above the allocated capacity may be provided, however, there will be a charge. This may be provided as

- an additional bin collected on a fortnightly basis in line with refuse collection cycle
- extra scheduled collections on recycling week
  This usually only applies to areas where there is insufficient space for the required refuse capacity.

2.6.8 Fines and Non-Compliance

Penalties, such as Fixed Penalty Notices or prosecution, will be initiated in accordance with the Environmental Services Enforcement Policy.

This may include penalties for failing to comply with the householder's duty of care, littering and fly-tipping.

Where we are entitled to charge for household waste collection this is recoverable as a civil debt.

APPENDICIES

Appendix 1: Garden Waste (Subscription Based –Terms and Conditions)

Garden waste collection service terms and conditions apply each year from 1 April to 31 March. **The fee applies irrespective of the date of subscription. Please be aware there will be no pro-rota charge.** New subscriptions and renewals will run from January to November of each year, for garden waste services to start or continue from 1st April.

1. The agreement is made between the resident (customer) and Runnymede Borough Council (RBC) and sets out the terms and conditions under which the customer may use the Council' garden waste collection service (the service).

2. Customers can either pay

    a. online at www.runnymede.gov.uk/gardenwaste
    b. by telephoning 01932 838383 to make one-off payment
    c. set up an annual Direct Debit
    (This option is only available for customers with one bin/subscription)

3. Only customers who have paid their subscription are eligible to receive this service. Collections will not be made on the day payment is made, even if this is the scheduled collection day. The first collection will be on the next scheduled collection following payment.

4. Subscriptions cover the period 1 April – 31 March of the respective year and are payable in advance.

5. All bins remain the property of the Runnymede Borough Council. Subscriptions are for the service only and **are** transferable to another property for customers moving *within the borough.

6. The cost of service (2024/25) is

    a. £59.85 per 240 litre bin or
    b. £37.80 per 140 litre bin

7. The customer may subscribe to any number of bins per property, but the cost of the service is per bin, in accordance with the yearly charge. There are no multiple discounts.

8. There are no concessions or refunds.

9. Subscriptions made during the year will be charged at the yearly rate. There will be no pro-rata charge.

10. Garden waste bins will be provided free of charge however subscription charge fee for the service is required.

11. The service will be suspended over the Christmas and New Year period.

12. The customer may only use the designated paid for wheelie bin(s) for the collection of garden waste. The Council (RBC) will not collect garden waste presented by any other method.

13. Customers will be responsible for the bin(s) which shall remain at the property. If a customer wants to transfer the subscription, it is their responsibility to move the bin(s) and notify the Council of their change of address* via the following methods

a) Email general.enquires@runnymede.gov.uk
b) by telephoning 01932 838383
c) updating their One Account

14. Excess (side) waste will not be collected, neither will overweight bins.

15. Bin lids must be fully closed prior to collection.

16. The collection crew will not return for bins that have not been fully emptied due to overloading or because the contents are frozen/stuck to the bin. Customers must take action to prevent this situation occurring.

17. Customers may use the service for the disposal of garden waste only.

18. Any bin found to contain material not specified on the website will not be collected. The customer will be required to remove the non-permitted material and the bin will be emptied on the following scheduled collection day.

19. If the customer continues to put unacceptable material in the garden waste bins the service will be removed. In these circumstances no refund will be given for the garden waste subscription.

20. Bins shall be left at the boundary of the property from 06.00am on the scheduled collection day. The bin handle should be facing the street or road. Bins should be retrieved by the customer within 24 hours after collection. Any missed collections should be reported within 24 hours.

21. Collections not made due to severe weather, or disruptions relating to issues outside the Council' control, will not be refunded.

22. Schools, churches, community centres can access the service. The same fees apply.

23. Bins that are damaged or lost and reported as such will be replaced free of charge.

24. On termination of the customer' right to receive the service (however such termination occurred) the Council reserve the right to remove the bin(s) from the customer' property. If a Direct Debit is set up and cancelled within the first 14 days the service will be cancelled. If Direct Debit payment is cancelled during the subscription year the service will continue but will not be renewed for the following financial year.

    The customer' statutory rights are unaffected.

Appendix 2: Clinical waste and sharps collection

What is clinical waste?

Your doctor or nurse will advise if your waste is infectious or hazardous and requires a separate clinical collection.

Clinical waste includes:

- swabs and wound dressings/bandages that are contaminated with infectious or hazardous substances.
- wound vacuum drains or pumps.

Sharps, including needles and syringes, should never be put in your refuse bin, even if they haven't been used. They should always be placed in a sharps box, which we will collect and dispose of safely.

Unwanted and out of date medicines should be taken to your local pharmacy. Do not put them in your normal refuse bin. Empty non-contaminated packaging and containers for medicines can be put in your recycling bin. This could include clean plastic or glass bottles, cardboard boxes and paper instructions. Blister packets should be put in your refuse bin.

How to apply

Residents that require a regular clinical waste collection can contact Customer Services or apply online. Once registered, collections are on a fortnightly basis until cancelled. Sharps collections are on request and can also be requested via Customer services or online.

Collection requirements & method of containment

Clinical waste must be presented for collection in yellow or orange clinical waste sacks, which are usually provided by your healthcare professional. RBC does not provide clinical waste sacks. RBC currently provide yellow bins (140L or 240L) for the storage of clinical waste sacks and residents are required to present the bin at the inside edge of property nearest the highway or vehicle access point by 6am on collection day unless an Assisted Collection is in place.

If clinical waste is not appropriately contained it will not be collected. This includes clinical waste contained in black bags or sacks that are not tied or sharps not securely contained.

Appendix 3: Assisted Collections

In special cases where all residents in a household are physically unable to place containers at the collection point, due to infirmity or disability, application can be made for an Assisted Collection.

This means that the collection crews will collect and return bins and containers directly from a property, from a place jointly agreed with the resident.

The householder must meet one or more of the following criteria to receive this service:

- The permanent householder(s) suffer(s) from a medical condition or disability that prevents them from putting out their bins or container(s)
- There is no other assistance available for putting out their bins or containers.
- The permanent householder(s) suffer(s) from a temporary incapacity.

Any physically able permanent resident in the same household who is over the age of sixteen (16) will be expected to present any bin or container for collection.

Temporary incapacity is defined as curable impairment of mental or physical facilities that impede the affected person from functioning normally only so far as he or she is under treatment.

Requests for assisted collections can be made by telephoning 01932 838383.

If the application is approved, the householder will be advised of the date the service will start, usually on their next collection day.

The householder will receive the permanent Assisted Collection on every regular household collection for 12 months.

In cases of temporary incapacity, the householder must include an expected end date on their application and if approved, will receive the service until that date. Affected householders should inform the DSO Team of any changes in circumstances that impact on their ability to present their bins.

The bins or containers will be collected from, and returned to, an appropriate and agreed outdoor collection point.

The location must not compromise the collection crew’s health and safety and appropriate questions will be asked during the request for an assisted collection.

If the DSO team considers a collection point or location to compromise health and safety, the householder will be contacted to discuss a suitable alternative.

Annual review: eligible householders will receive a letter shortly before their review date asking if they still meet the relevant criteria.

If the householder does not respond within twenty-eight (28) days, or the householder no longer meets the criteria, the Assisted Collection will be removed, and the service will revert to a standard collection point.

Report title	2023/24 Environmental Services Service Area Plan progress report and a summary of the Service Area Plan to be delivered during 2024/25
Report author	Helen Clark - Corporate Head of Environmental Services
Department	Environmental Services
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:

- To resolve

Synopsis of report:

This report provides an update on the delivery of the 2023/24 Environmental Services Service Area Plan and a summary of the Service Area Plan to be delivered during 2024/25 for approval.

The full proposed Service Area Plan can be found in Appendix A

Items identified as requiring budget growth have been included in the Council's budget for 2024/25.

Capital provision for the switch to HVO fuel is covered in a separate report to this Committee in order to release funds during the year as per the Financial Regulations.

Recommendation(s):

Members approve the 2024/25 Service Area Plan for Environmental Services.

1. Context and background of report

1.1 Service Area Plans (SAP) are an essential element in achieving delivery of the Council's Corporate Business Plan 2023-26 (CBP) and five related Corporate Strategies – Organisational Development, Empowering Communities, Climate Change, Economic Development and Health and Wellbeing.

1.2 The CBP describes the key priorities for the Council to deliver over the period of the plan. Annual SAP identify how the CBP will be achieved and is action-orientated,

identifying resources required to deliver priorities and sets out where increasingly limited resources will be focused for the following financial year.

1.3 The annual business planning cycle for 2024/25 commenced with each Corporate Head of Service submitting any planned activity for the next Financial Year which requires revenue or capital growth for review.

2. Growth Bids

Growth bids and associated business cases were taken to Corporate Management Committee as part of the MTFS report in December 2023. Subsequently these have been as part of the budget for 24/25 at Corporate Management Committee in January 2024 and Full Council in February 2024. Therefore, revenue growth presented in the report has been agreed as part of budget setting process. Capital growth requests approved as part of budget setting will be provisional in the budget for 24/25. Committee approval will be required to drawdown on provisional capital funds prior to a capital scheme proceeding. A growth bid to increase the maintenance budget for playground equipment from £30k to £60K in April 2024 was approved in 2022/2023. This additional budget will be used to ensure all play areas are safe.

2.1 To support this transition from Diesel to HVO fuel a separate report to the March Environment and Sustainability Committee seeks the approval of the committee to release the previously agreed budget provision of £100,000 per annum to fund HVO fuel which has a premium price.

2.2 When the CBP was set, a total of 194 actions and activities were identified from the associated 5 corporate strategies. Of these, SAPs for 2023/24 included 128 for delivery during the year. A further 33 CBP activities are identified for delivery in 2024/2025 across all service areas. The remaining 33 CBP activities are therefore a source of planned activities to be selected for delivery in 25/26.

2.3 Service Area Plans also include service-specific planned activity that does not require growth and may not be an activity identified as part of the CBP. For example, where legislation or the regulatory framework has been revised, in which the service operates and needs to be compliant with.

2.4 Activities that are required to be delivered as part of the Council's Savings Programme are also included in relevant Service Area Plans.

2.5 Service Area Plans also include a Mission Statement to document a narrative of the service area's current position and its direction of travel over the period of the Corporate Business Plan, and a summary of each of the teams that form the service area and the core tasks they deliver.

2.6 To ensure a 'golden thread' between Service Area Plans and team and individual plans, Corporate Heads of Service will use the planned activity to set team and individual objectives for 24/25.

2.7 Progress against delivery of activities detailed in Service Area Plans forms part of Corporate Performance reporting facilitated by the Project Management Office. Progress of delivery of activities is monitored through Quarterly review meetings with Corporate Heads of Service and subject to regular reporting.

2.8 Service Area Plans go to their relevant service committee for approval prior to final approval sought from Corporate Management Committee in March 2024 approving the Corporate Action Plan (which is an amalgamation of all the plans for the year).

3. Key Achievements in 2023/24.

3.1 The Service Area Plan 2023/24 contained 17 actions, including:

3.2 Setting up a new multi-agency Safety Advisory Group to review plans for events that take place on Runnymede land. This service is now established and well attended by our partners including Surrey Fire and Rescue, Surrey Highways Events team and Surrey Neighbourhood Police team.

3.3 Drafting of a new Air Quality Action plan which was submitted to DEFRA in January for review. The plan is required under Part IV of the Environment Act 1995 and will be reviewed in five years. It is anticipated that air quality will continue to improve over the period of the plan.

3.4 Review of the Depot fuel tank to assess suitability for HVO fuel and ensure remediation works were taken in advance of the fuel switch. Works identified and completed included a tank inspection and test, painting and deep clean to remove sediment.

3.5 Embedding new Grounds Maintenance arrangements. After a shaky start the new team has gone from strength to strength. Major steps have been made to address shortfalls in the standard of delivery by the former contractor. This included major work to cut back hedges, planning perennials in high street planters, reducing flower beds and planting perennials in the formal parks and significant improvements around our housing sites.

4. Actions taken forward into 2024/2025

The following actions will be carried forward into 2024/2025

4.1 Procurement of a tree survey. Identification of tree locations and delivery of a contract specification will be progressed in 2024/2025

4.2 Rewilding and planting projects. Working with colleagues in Community Services we plan to continue to work r to enhance Runnymede's formal parks using perennial planting and also identify areas for naturalisation.

Working with colleagues in Assets and Regeneration work will continue to ensure the depot buildings and wider infrastructure are safe and fit for purpose.

The full-Service Area Plan can be found in Appendix A. A summary is provided below.

5. Service Area Mission Statement:

5.1 Environmental Services is a multi-disciplinary business centre covering a range of services including Environmental Health and Licensing, Direct Services Organisation (DSO), Parks and Green Spaces and Engineering Services.

6. Contribution to Corporate Strategies 2022 to 2026:

6.1 Climate Change Strategy

We will factor our aim for net zero carbon into the design and delivery of all operational activities across Environmental Services. Key deliveries as follows:

- Refurbishment of the depot to deliver a safe working and operating environment.
- Develop a new fleet strategy working with colleagues in the Climate Change team.
- Potential switch to HVO fuel.
- Move to lithium-ion battery powered hand-held equipment in grounds maintenance,
- Review of Runnymede Borough Council sandbag policy.
- Review of schedules for grounds maintenance to optimise efficiency. New sustainable planting policy.
- Adopt SEP 25 policy for waste and recycling.
- Procurement of alternative route management software for the waste fleet which includes route optimisation.

6.2 Empowering our communities strategy.

We will strive to design services which reflect the needs of our communities, and which enhance their quality of life. Key deliveries as follows:

- Respond to complaints about noise and fly tipping.
- Work with voluntary groups to encourage participation in activities including litter picking and planting.
- Maintain vacant allotment plots to encourage local uptake.
- Work with applied resilience to support communities vulnerable to flooding.

6.3 Economic Development Strategy

We will design services to enhance the street scene in our town centres and offer local employment opportunities to residents in our direct services teams. Key deliverables as follows:

- Recruitment campaigns for all direct services to include locally directed marketing.
- Improvements to street scene infrastructure to be funded by the national prosperity fund.
- Develop a programme of green scene infrastructure improvements to enhance our open spaces.
- Support our food businesses by offering advice and information together with relevant signposting as we navigate the cost-of-living crisis.

6.4 Health and Wellbeing Strategy

We will support residents, local workers and visitors to Runnymede through advice and where necessary enforcement with respect to private rented housing and health and safety at work. We will maintain our parks and open spaces and facilities to provide safe and welcoming access to the natural environment. Key deliveries as follows:

- Respond to complaints about private rented housing, giving advice or taking enforcement action where appropriate in line with our enforcement policy.
- Review the RBC waste bin allocation policy to incorporate clear standards specifically for licensed HMOs and flats.
- Responding to complaints about working conditions and investigating, advising or enforcing as necessary to ensure appropriate safety systems are in place.

6.5 **Organisational Development Strategy**

We will work with digital services and human resources to ensure we have the right staff in place to deliver our services. Key deliveries as follows:

- Recruit to vacancies in the new Grounds Maintenance team, providing training and development as required.
- Recruit to vacancies identified and created by the 2023/2024 Environmental Services restructure.
- Deliver implementation plans for Environmental Health, Green Spaces and Grounds Maintenance following the restructure.
- Continue to train operatives working from the DSO to ensure they have all necessary training and induction.
- Work with teams to implements the new HR Payroll package.

7. On-going services to be delivered:

7.1 **Environmental Health**

Following the 2023/2024 restructure recruitment, support and training will take place to ensure a smooth transition to the new team. We will continue to deliver all existing services as identified in the background service information in section 2 of this service delivery plan. A review of enforcement and licensing options in Houses in Multiple Occupation will be delivered in 2024/2025

7.2 **Engineers**

In 2024/2025 the team will review the bus shelter contract which potentially may deliver additional income. The team will continue to deliver planning advice around flood prevention. New drainage bylaws will be introduced following consultation with relevant stake holders.

7.3 **Direct Services Operations (DSO)**

Functions delivered by the DSO include, Waste Collection, Recycling collection, Trade Waste collection, Street Cleansing, Grounds Maintenance and Cemeteries.
The street care service will be reviewed in 2024/2025
The team will work with digital services to implement a new route optimisation programme.

7.4 **Green Spaces**

The team delivers the following services: landscape management, inspections services for parks and Housing, allotments, events, response to complaints, contract management of the ground's maintenance service, and enquiries and all related enforcement functions including incursions and encampments on RBC land.
Following the 2023/2024 restructure recruitment, support and training will take place to ensure a smooth transition to the new team. Workshops to develop greater resilience across the Green Spaces and Grounds Maintenance teams will be delivered.

7.5 **Challenges, Opportunities and key deliverables for 2024/2025**

The main challenges for 2024.2025 will be as follows:

- Recruitment of new officers established in the 2023/2024 restructure of Environmental Services.

- Interim operation of the depot whilst alternative options for delivering a compliant and effective site and accommodation are explored.
- Delivery of the proposed fleet and fuel strategy which will offer increased efficiency and reduce RBC scope one emissions.
- Review of licensing and enforcement options for Houses in Multiple Occupation.
- Review of the Street Cleansing service
- Review of Cemetery conditions

8. Policy framework implications

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

8.2 Specifically, those actions arising from Corporate Strategies that will be addressed in delivering the Service Plan can be seen in the Planned Activity Dashboard in Appendix A in the table list titled Corporate Business Plan activities.

9. Resource implications

9.1 Growth areas are as follows,

The following growth was approved at February 2023 Full Council.

£100,000 to facilitate the swich from diesel to HVO fuel there is a separate report to the March 2024 Environment and Sustainability committee to release these funds.

£50,000 for maintenance of playgrounds which was approved in 2023/2024 to commence from financial year 2024/2025. £100,000 for a tree audit. This will be procured in 2024/2025.

9.2 These activities have been incorporated into the Medium-Term Financial Strategy (MTFS) and the Council's budget for 2024/25. Capital schemes will require relevant committee approval for the release of funds for the schemes to progress.

10. Legal implications

10.1 There are no direct legal implications identified as a result of this report.

10.2 All contractual or other legal implications linked to proposed areas of work will be subject to full consideration, working with colleagues in Law and Governance.

11. Equality implications

11.1 No direct equality implications identified as a result of this report.

11.2 Equality Impact Assessments will be conducted for relevant activities and projects being delivered as part of this plan. This will ensure that any equality implications are identified and addressed before new initiatives are introduced.

12 Environmental/Sustainability/Biodiversity implications

12.1 For all planned activity, consideration will be given to environmental, sustainability and biodiversity implications, in support of the Council's commitment to climate change and its Climate Change Strategy. Planned activity from across the organisation that supports climate change will be reported to Members regularly during the year.

12.2 A number of Service area plan projects planned will support Runnymede's commitment to reducing carbon emissions. In particular the following projects:

- Refurbishment of the depot to deliver a safe working and operating environment.
- Develop a new fleet strategy working with colleagues in the Climate Change team.
- Potential switch to HVO fuel.
- Move to lithium-ion battery powered hand-held equipment in grounds maintenance,
- Review of schedules for grounds maintenance to optimise efficiency. New sustainable planting policy.
- Procurement of alternative route management software for the waste fleet which includes route optimisation.

13 Risk implications

13.1 The Service Risk Register has been reviewed for factors that may impact service delivery in 24/25. Risks have been identified, categorised and scored and any risks that score above the Risk Threshold as set out in the Risk Management Framework are reviewed by CLT to be included in the Corporate Risk Register. Planned activity in service area plans may include actions required to mitigate these risks.

13.2 Without approved annual Service Area Plans, there is a risk that is a lack of clarity and prioritisation of activity and resources to enable delivery of the CBP.

14 Conclusions

14.1 The Service Area Plan presented supports the delivery of the Council's CBP and associated corporate strategies.

14.2 The SAP sets out the Council's ambition in delivering more, different and better as an organisation, an aspiration supported by Members and Officers alike.

14.3 However, it is important to note that these ambitions will have to be considered against the financial position of the authority.

15 Background papers

15.1 None.

16 Appendices

16.1 Planned Activity dashboard in the table list titled Corporate Business Plan activities.

Runnymede Borough Council

Service Area Plan 24/25

Environmental Services

FINAL FOR COMMITTEE APPROVAL

Approvals

Approved by CLT: Dec 13th 2023

Approved by Service/ Corporate Management Cttee: DATE

Service Area Plan for Financial Year 2024/25

Service Area: Environmental Services

Corporate Head of Service: Helen Clark

Supported by: Daniel Bradding, Helen Wilson, Shaun Barnes, Prince Frank

Version: FINAL DRAFT

Mission statement

Environmental Services is a multi-disciplinary business centre covering a range of services including Environmental Health and Licensing, Direct Services Organisation (DSO), Parks and Green Spaces and Engineering Services.

Contribution to Corporate Strategies 2022 to 2026:

Climate Change Strategy

We will factor our aim for net zero carbon into the design and delivery of all operational activities across Environmental Services. Key deliveries as follows:

- Refurbishment of the depot.
- Develop a new fleet strategy working with colleagues in the Climate Change team.
- Potential switch to HVO fuel.
- Move to lithium-ion battery powered hand-held equipment in grounds maintenance,
- Review of Runnymede Borough Council sandbag policy.
- Review of schedules for grounds maintenance to optimise efficiency. New sustainable planting policy including adoption of new naturalised areas.
- Adopt SEP 25 policy for waste and recycling.

Empowering our Communities strategy

We will strive to design services which reflect the needs of our communities, and which enhance their quality of life. Key deliveries as follows:

- Respond to complaints about noise and fly tipping.
- Work with voluntary groups to encourage participation in activities including litter picking and planting.
- Maintain vacant allotment plots to encourage local uptake.
- Work with applied resilience to support communities vulnerable to flooding.

Economic Development Strategy

We will design services to enhance the street scene in our town centres and offer local employment opportunities to local residents in our direct services teams. Key deliverables as follows:

- Recruitment campaigns for all direct services to include locally directed marketing.
- Improvements to street scene infrastructure to be funded by the national prosperity fund.
- Develop a programme of green scene infrastructure improvements to enhance our open spaces.
- Support our food businesses by offering advice and information together with relevant signposting as we navigate the cost of living crisis.

Health and Wellbeing Strategy

We will support local residents, local workers and visitors to Runnymede through advice and where necessary enforcement with respect to private rented housing and health and safety at work. We will maintain our parks and open spaces and facilities to provide safe and welcoming access to the natural environment. Key deliveries as follows:

- Respond to complaints about private rented housing, giving advice or taking enforcement action where appropriate in line with our enforcement policy.
- Review the RBC waste bin allocation policy to incorporate clear standards specifically for licensed HMOs.
- Responding to complaints about working conditions and investigating, advising or enforcing as necessary to ensure appropriate safety systems are in place.

Organisational Development Strategy

We will work with digital services and human resources to ensure we have the right staff in place to deliver our services. Key deliveries as follows:

- Procurement of alternative route management software for the waste fleet which includes route optimisation.
- Recruit to vacancies in the new Grounds Maintenance team, providing training and development as required.
- Continue to train operatives working from the DSO to ensure they have all necessary training.
- If approved deliver new management structures for the Green Spaces, Environmental Health and Engineering teams.

On-going services to be delivered:

Environmental Health

There will be no service deliver changes within Environmental Health and we will continue to deliver all existing services as identified in the background service information in section 2 of this service delivery plan.

Engineers

Within the Engineers' team the remit will be expanded to incorporate working with the climate change Officer, DSO, and external partners to update and develop the borough sandbag policy. If approved the Street Naming and Numbering function will move to Digital Services.

Direct Services Operations (DSO)

Following the restructure in February 2022 there will be no changes to the services being delivered from the DSO apart from the Arboriculture service which moved into Green Spaces in August 2023. Functions delivered by the DSO include, Waste Collection, Recycling collection, Trade Waste collection, Street Cleansing, Grounds Maintenance and Cemeteries.

Green Spaces

As of February 2022, Green Spaces have be re-located in the Civic Offices. In August 2023 the Arboriculture service moved into Green Spaces. The team delivers the following services; landscape management, inspections services for parks and Housing, allotments, events, response to complaints, contract management of the grounds maintenance service, and enquiries and all related enforcement functions including incursions and encampments on RBL land.

Growth required:

The following growth bids for delivery in 2023.2024 have final approval by CMC and Full Council

- Delivery of a corporate tree survey for land owned by RBC including all open spaces, housing team land and land managed by assets and regeneration. £100k (general fund) +£50K (HRA)
- Growth bid to convert the DSO fleet from Diesel to HVO fuel £100k.
- Growth bid to increase the maintenance budget for playground equipment from £30k to £60K from April 2024 following on from a Health and Safety audit and restoration programme being delivered by Community Services in 2023/24.
- The following growth bids for delivery in 2024.2025 have tacit approval subject to final approval by CMC and full Council.
- Additional budget for tree maintenance and emergency works £45,000per annum.

Challenges and Opportunities:

The main challenges for 2024.2025 will be as follows:

- Recruitment and delivery of a new services in grounds' maintenance and green spaces.

- Interim operation of the depot whilst alternative options for delivering a compliant and effective site and accommodation are explored.
- Delivery of a fleet strategy which will offer increased efficiency and reduce RBC scope one emissions.
- Delivery of Environmental Services restructure as approved by CMC in December 2023.
- Review of licensing and enforcement options for Houses in Multiple Occupation

Drivers for Change:

- Adoption of SEP25 waste and recycling policy and delivery of RBC associated action plan.
- IT upgrades include a new reporting mechanism for fly tipping.
- Proposed IT upgrades or contract renewals are anticipated relating to sports bookings, Bartec route enhancement and the Civica environmental health database.

Upgrades and Service Improvements:

- Depot health and safety refurbishment works.

Service Information

Service Area: Environmental Services

Service Area 1: Environmental Health and Licensing

Service Area 2: Direct Services Organisation (DSO)

Service Area 3 Grounds Maintenance

Service Area 4: Engineering Services

Service Area 5: Green Spaces

Description of Service (1) Environmental Health and Licensing

Main Purpose: Environmental Health and Licensing covers a number of areas, Commercial, Residential, Private Sector Housing, Environmental Crime and Licensing.

Commercial – enforcement of legislation relating to food safety in commercial premises such as restaurants and cafes, health and safety at work in food premises, environmental protection, contaminated land matters, smoke free legislation, dealing with private water supplies and infectious diseases investigations.

Residential – enforcement of legislation relating to air pollution, environmental protection, pest and dog control, noise in residential premises, caravan site licensing, park homes,

health and safety at work in non-food local authority enforced premises, public health registration and regulation of tattooists, acupuncturist and skin piercers and animal licensing.

Private Sector Housing – enforcement and administration of licensing of houses in multiple occupation (HMOs) and housing standards in the private sector.

Environmental Crime – enforcement of legislation relating to fly-tipping, abandoned vehicles, waste, and elements of anti-social behaviour.

Licensing – enforcement and administration of alcohol, personal and related licences, gambling licences, taxi and private hire and operator licensing.

Staff

2 x Principal Environmental Health and Licensing 1 (1 FTE vacant)

4 x Senior Environmental Health Officers

2 x Environmental Health Officers

1 x Environmental Health Technician

1 x Environmental Enforcement Officer

1 x Contaminated Land Officer

1 x Senior Licensing Officer

0.4 FTE Licensing Officers (0.5 post vacant)

1 x licensing administrator

1 x Private Sector Housing Manager

1 x Private Sector Housing Officer

1 x Housing Enforcement Admin Officer

Key service statistics

No of food premises = 681

No of H&S = 1736

No of smoke free premises 2297

No of licensed caravan sites = 39

No of industrial/pollution permits = 20

No. of Animal Welfare at Oct 1 2022 = 57

No. of Skin piercing, acupuncture, and tattoo licenses = 230

No. of licensed HMOs as at Oct 1 2022 = 417

No. of Betting shop premises licences = 13

No. of Club Gaming permits = 12

No. of Lottery Licences = 44

No of premises/club licences = 283

No of premises gaming permits = 28

No. of Private Hire Operators = 18

No of taxi drivers licensed = 91

No of taxis licensed = 78

Request for service/complaints 2021/22 = 2570 (excluding licensing but including abandoned vehicles and private sector housing)

No of enforcement notices served 2021/22 = 56 (excludes 4 community protection warnings, 7 FPNs for fly-tipping and 14 housing notices)

Abandoned Vehicles

No. of vehicles investigated 2021/22 = 102

No. of vehicles removed/scrapped 2021/22 = 18

Description of Service (2) Direct Services Organisation (DSO)

Main Purpose: The DSO operates the Council's Recycling and Waste Collection, Street Cleansing, Grounds Maintenance and Cemeteries Services and several other related services from the Council's Ford Road Depot in Chertsey. The administrative functions associated with both the DSO and Green Spaces services are also delivered from the Ford Road Depot..

The main Waste Collection services include the collection of mixed recycling, food and garden waste, household, trade and clinical waste and bulky household items.

Street Cleansing includes street sweeping and litter picking and the removal of fly tips and fly posters from public highways and land. Associated services include the removal of graffiti from public facing highway and other property, the maintenance of public lighting on Borough Housing land, parks, open spaces and car parks and the maintenance of CCTV cameras operated by the Council's Safer Runnymede service.

The DSO also has teams that carry out elections support, and the opening and cleaning of public toilets.

The DSO has a key role in providing resources and equipment in the event of civil emergencies and operates Chertsey Depot, which provides a base for all the DSO operated services, administration of Green Spaces, Cemeteries, Community buses and community meals vehicles and the Council's emergency store. The Depot also contains a workshop for the servicing and maintenance of the Council's operational vehicles.

Key service statistics: End of December 2022

Recycling approximate tonnage 8265 per year 690 per month

WEEE, Textiles, Bins/Metal tonnage = 12 per year 1 per month

Food waste tonnage 5400 per year 450 per month

Green waste = 2,974

Commercial waste approximate tonnage 2000 per annum 170 per month

No of green waste customers = 9978

Refuse

Tonnes of waste collected per year: -

Domestic = 13800 per annum 1150 per month

Trade = 1,996

Special collections = 0

Street Cleansing

No. of litter bins = 630

No. of dog bins = 300

Fly tips removed 2021 =807

Graffiti

No. of instances of graffiti removed per year = 34

Staff

1 x Direct Services Manager 2 x Waste and Street Cleansing Supervisors 1 x Health & Safety Manager

1 x Transport Manager

1 x Technical Operations Manager

3 x DSO Admin officers

1 x Recycling Officer

1 x Recycling Assistant

1 x Cemeteries Manager

1 x Cemeteries Assistant

21.31 x Street Cleansing staff

39 x Recycling and Refuse staff

1.4 x Taskforce and electrician

1.78 x Mobile Cleaner

Description of Service Area (3) Grounds' Maintenance

Main purpose: Deliver Grounds maintenance including manned parks, sports pitches and grounds and former outsourced contract work for Housing Department, parks, green spaces and cemeteries.

Operations Manager

X2 Grounds Maintenance Supervisors

X4 grounds staff

X6 seasonal grounds staff

Description of Service (4) Engineering Services

Main Purpose: The team's engineers design and supervise the construction of projects such as town centre environmental improvements and manages Runnymede's land drainage maintenance programme. The team offers engineering support and technical input for other Council services such as the Open Spaces who own several assets such as bridges. The team also looks after street furniture such as bus shelters and benches and coordinates the street naming and numbering process in the Borough. The team collaborates with the

Climate change delivery team and Applied Resilience to ensure our emergency flood response is current and aligned to strategic partners such as the Environment Agency and Thames Water and provides flood risk and drainage advice on planning consultations for the Local Planning Authority.

Key business centre statistics December 2022

No. of Street nameplates = 3417

No. of seats = 118

No. of bus shelters = 95

Staff

1 x Engineer,

1x Principal Engineer

1 x Vacant Engineer

Description of Service (5) Green Spaces

Main Purpose: To work with the Grounds maintenance team to design and deliver safe and welcoming sustainable parks and green spaces for residents to visit and enjoy. To respond to all complaints and enquiries from residents, 3rd parties and service users. To work with and support volunteers who work in the borough's Green Spaces. To monitor the grounds maintenance team and check standards are maintained. To work with the Strategic team to maintain playgrounds and paddling pools.

- Manage allotment service including reletting and maintenance.
- Support and deliver on actions arising from the Cabrera Trust, Englefield Green and Chertsey Meads Liaison committees.
- Manage green infrastructure including benches, paths and bins in parks and green spaces.
- Management of filming and events including community events on RBC land.
- All related enforcement including encroachments and encampments on RBC land.

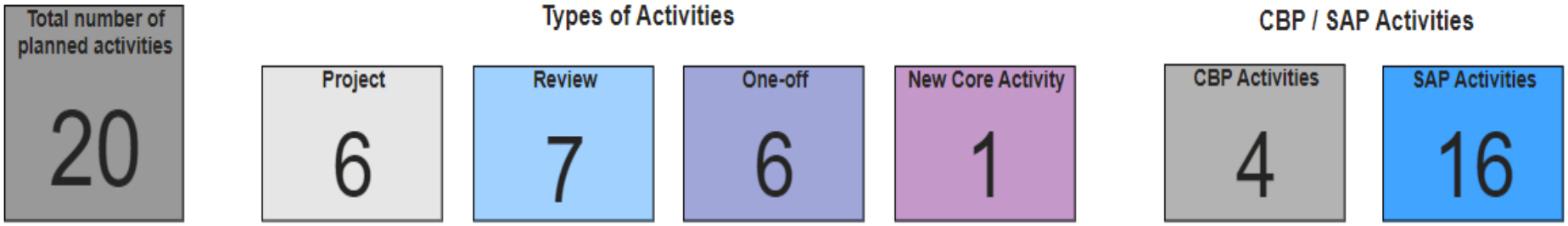
Staff

1 x Green Spaces Manager

1 x Assistant Green Spaces Manager

1.5 x Green Spaces Officers

Planned Activities



Project

Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
Project	Bulky Waste Service	Economic Development				Paused
Project	Depot time recording system	Organisational Development				Paused
Project	Impement Fleet and Fuel Strategy	Climate Change	01 April 2024		31 March 2025	Not started
Project	Street Cleansing Service	Climate Change	01 April 2024		31 March 2025	Not started
Project	Depot Redevelopment (linked to AR003)	Environmental Sustainability	01 April 2024		30 April 2025	Not started
Project	Env Health & Licensing System	Organisational Development	01 April 2025		31 March 2026	Not started

Review

Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
Review	Air Quality Action Plan.	Climate Change	01 April 2024		31 March 2025	Not started
Review	Green Waste – Invest to Income Generate	Economic Development	01 April 2024		31 March 2025	Not started
Review	HVO Fuel Review	Climate Change	01 April 2024		31 March 2025	Not started
Review	Licensing options for HMOs in wards adjoining Royal Holloway University	Economic Development	01 April 2024		31 March 2025	Not started
Review	Recycling Food waste (Commercial)	Economic Development	01 April 2024		31 March 2025	Not started
Review	Review current waste collection routes in the Borough - Route Optimisation	Climate Change				Not started
Review	Rewilding, Replanting & Green Projects	Climate Change		01 February 2023	01 February 2026	In progress

One-off

Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date ▲	Progress
One Off	Tree Survey (ENV)	Health and Wellbeing	01 January 2024		31 December 2024	Not started
One Off	Depot Fuel Tank – DSO options appraisal	Climate Change	01 April 2024		31 March 2025	Not started
One Off	Develop guidance on road closures	Economic Development	01 April 2024		31 March 2025	Not started
One Off	Procurement of grave digging contract	Health and Wellbeing	01 April 2024		31 March 2025	In progress
One Off	Restructure of Environmental Services teams	Organisational Development	02 January 2024		31 March 2025	In progress
One Off	Review of Cemetery and burial Conditions	Health and Wellbeing	01 April 2024		31 March 2025	Not started

New Core Activity

Type of Activity	Title ▲	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
New Core Activity	Playgrounds and housing sites inspection programme.	Health and Wellbeing	01 April 2024		31 March 2025	Not started

Corporate Business Plan Activities

Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
Review	Review current waste collection routes in the Borough - Route Optimisation	Climate Change				Not started
One Off	Depot Fuel Tank – DSO options appraisal	Climate Change	01 April 2024		31 March 2025	Not started
Review	HVO Fuel Review	Climate Change	01 April 2024		31 March 2025	Not started
Review	Rewilding, Replanting & Green Projects	Climate Change		01 February 2023	01 February 2026	In progress

Service Area Plan Activities

Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
Review	Air Quality Action Plan.	Climate Change	01 April 2024		31 March 2025	Not started
Project	Bulky Waste Service	Economic Development				Paused
Project	Depot Redevelopment (linked to AR003)	Environmental Sustainability	01 April 2024		30 April 2025	Not started
Project	Depot time recording system	Organisational Development				Paused
One Off	Develop guidance on road closures	Economic Development	01 April 2024		31 March 2025	Not started
Project	Env Health & Licensing System	Organisational Development	01 April 2025		31 March 2026	Not started
Review	Green Waste – Invest to Income Generate	Economic Development	01 April 2024		31 March 2025	Not started
Project	Impement Fleet and Fuel Strategy	Climate Change	01 April 2024		31 March 2025	Not started
Review	Licensing options for HMOs in wards adjoining Royal Holloway University	Economic Development	01 April 2024		31 March 2025	Not started
New Core Activity	Playgrounds and housing sites inspection programme.	Health and Wellbeing	01 April 2024		31 March 2025	Not started
One Off	Procurement of grave digging contract	Health and Wellbeing	01 April 2024		31 March 2025	In progress
Review	Recycling Food waste (Commercial)	Economic Development	01 April 2024		31 March 2025	Not started
One Off	Restructure of Environmental Services teams	Organisational Development	02 January 2024		31 March 2025	In progress
One Off	Review of Cemetery and burial Conditions	Health and Wellbeing	01 April 2024		31 March 2025	Not started
Project	Street Cleansing Service	Climate Change	01 April 2024		31 March 2025	Not started
One Off	Tree Survey (ENV)	Health and Wellbeing	01 January 2024		31 December 2024	Not started

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