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Legal and Democratic Services



ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Wednesday 27 July 2022 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

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The members listed below are summoned to attend the Environment and Safe Communities Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor John Beckett (Chair)
Councillor Arthur Abdulin (Vice-Chair)
Councillor Steve Bridger
Councillor Monica Coleman
Councillor Chris Frost

Councillor Rob Geleit
Councillor Steven McCormick
Councillor Lucie McIntyre
Councillor Julie Morris
Councillor Humphrey Reynolds

Yours sincerely

Interim Chief Executive

For further information, please contact democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Environment and Safe Communities Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 13 July 2022**.

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 25 July 2022**

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)

The Committee is asked to confirm as a true record the Minutes of the meeting of the Environment and Safe Communities Committee held on 22 March 2022 and to authorise the Chair to sign them.

4. CRIME AND DISORDER SUB-COMMITTEE (Pages 9 - 12)

This report establishes the details of membership and frequency of meetings of the Council's Crime and Disorder Sub-Committee.

5. DOMESTIC WASTE FEES AND CHARGES (Pages 13 - 20)

This report proposes increases to the cost of Garden Waste recycling subscriptions and Bulky Waste collection charges with effect from 1 September 2022. This is proposed to help cover rising operational costs, such as for fuel, bins, AdBlue and staffing costs.

6. ALLOTMENTS (Pages 21 - 26)

To report to the Committee the results of the self-managed allotments consultation.

7. APPOINTMENT OF ALTERNATIVE TRANSPORT MEMBER CHAMPION (Pages 27 - 30)

This report requests the Committee's approval to the appointment of Councillor Phil Neale as the Alternative Transport Champion for the 2022-23 Municipal Year, in accordance with Article 17 of the Constitution.

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**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES
COMMITTEE held at the Council Chamber, Epsom Town Hall on 22 March 2022**

PRESENT -

Councillor Neil Dallen (Chair); Councillor John Beckett (Vice-Chair); Councillors Steve Bridger, Chris Frost, Rob Geleit, Steven McCormick (as nominated substitute for Councillor Barry Nash), Julie Morris, Phil Neale (as nominated substitute for Councillor Lucie McIntyre) and Humphrey Reynolds

In Attendance: Councillor Christine Howells

Absent: Councillor Lucie McIntyre and Councillor Barry Nash

Officers present: Clare Lawrence (Director of Environment, Housing & Regeneration), Ian Dyer (Head of Operational Services), Sue Emmons (Chief Accountant), Richard Chevalier (Parking Manager), Samantha Whitehead (Streetcare Manager), Dan Clackson (Administrator) and Stephanie Gray (Democratic Services Officer)

30 QUESTION TIME

The Committee received one written question from a member of the public and noted that the Chair of the Environment & Safe Communities Committee had responded directly to the questioner. This response had also been published on the Council's website.

One supplementary verbal question was asked during the meeting and a response was given.

31 DECLARATIONS OF INTEREST

No declarations of interest were made in respect of items on the agenda.

32 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting of the Environment and Safe Communities Committee held on 25 January 2022 were agreed and signed by the Chair.

33 GRAFFITI POLICY

The Committee received a report proposing a policy for removal of graffiti in the borough on both public and private assets.

The Committee considered the following matters:

- a) **Graffiti removal kits:** once the graffiti removal kits for volunteers have been costed, and health and safety guidelines developed, these would be made available to volunteers if the budget permits.
- b) **Payment for removal of graffiti from private property:** it was noted that the owner of a property would never be compelled to pay for the removal of graffiti.

Following consideration, the Committee resolved (6 in favour, 1 against, 1 abstention and the Chair not voting) to:

- (1) **Approve the proposed policy for graffiti removal in the borough as set out in section three of the report.**
- (2) **Approve the proposal to offer a fee-based graffiti removal service for private assets as set out in section five of the report.**

34 ADOPTION AND IMPLEMENTATION OF ANTI-IDLING POWERS PROGRESS REPORT

The Committee received a progress report into the adoption and implementation of anti-idling powers.

The Committee considered the following matters:

- c) **Signs:** Surrey County Council are ready to discuss further with EEBC the amount and location of anti-idling signs and to decide key locations where signage would have the greatest impact. It was suggested Epsom station and local schools would be key locations, and that EEBC would work directly with the latter.
- d) **Enforcement:** It was confirmed that the powers to enforce anti-idling measures were adopted in October 2021. Officers in the Environmental Enforcement team will be responsible for enforcement through direct engagement with idling drivers.

Following consideration, the Committee unanimously resolved to:

- (3) **Note the updates contained within the report.**
- (4) **Approve the steps outlined in section 2.5 of the report relating to communication, engagement and enforcement using these anti-idling powers.**

35 STREET MARKET OPTIONS

The Committee received a report seeking agreement for the introduction of occasional street trading and markets in Ewell Village and Stoneleigh Broadway, to be set up using Street Traders' licences or operating under part III of the Food Act 1984.

The report also proposed an option for evening use of Epsom Town Centre Marketplace.

The Committee considered the following matters:

- e) **Tree Damage:** Concerns were raised regarding continued reports of tree damage caused by market traders' stalls and push-bikes being leaned against trees. Further consideration would be given to measures to reduce damage, such as the installation of signage, tree-guards and additional bike hoops.
- f) **Logistics:** It was suggested there may be a need for the use of hard surfacing at The Grove to avoid damage to grass. The costs of the installation of hard surfacing could be met from the Welcome Back fund. Concerns were also raised regarding the parking of market traders' vehicles. The committee was informed that these concerns had been considered.
- g) **Sustainability:** Concerns were raised regarding the sustainability of the proposal in terms of environmental impact. It was put forward that steps would be taken to ensure traders take their own waste away with them, and fines would be issued to traders not separating their waste.

Following consideration, the Committee unanimously resolved to:

- (5) Delegate to the Head of Operational Services in conjunction with the Chairman of the Environment and Safe Communities Committee, the power to establish a one-year trial (from commencement of the work) to establish and manage street trading and market days in Stoneleigh Broadway and Ewell Village.**
- (6) Approve evening trading, events, and markets on Epsom Town Centre Marketplace with the programme agreed by Head of Operational Services in conjunction with the Chairman of the Environment and Safe Communities Committee.**
- (7) Authorise the Head of Service to negotiate pitch fees to build the street trading options in both Ewell Village and Stoneleigh Broadway.**

36 SURREY GREENER FUTURES PLAN

The Committee received a report providing an overview of the Surrey Greener Futures Delivery Plan and setting out the Council's response to the request from Surrey County Council to endorse the plan.

Following consideration, it was unanimously resolved to:

- (8) Note the content of the Greener Futures Delivery Plan and agree the Council's response at Appendix 1 of the report.**
- (9) Approve delegated authority to the Head of Place Development and Chair of Environment and Safe Communities Committee to finalise and submit the Council's response to Surrey County Council.**

The meeting began at 7.30 pm and ended at 8.29 pm

COUNCILLOR NEIL DALLEN (CHAIR)

CRIME AND DISORDER SUB-COMMITTEE

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

This report establishes the details of membership and meeting frequency of the Council's Crime and Disorder Sub-Committee

Recommendation (s)

The Committee is asked to:

- (1) Agree the membership and frequency of meetings as set out in this report**

1 Reason for Recommendation

- 1.1 To ensure the effective progress of the work delegated to the sub-committee.

Background

- 1.2 The Council agreed to the establishment of the Crime & Disorder Sub-Committee at the meeting on 15 February 2022.
- 1.3 The Council agreed to the membership structure of the Crime & Disorder Sub-Committee, with the Members to be appointed by the first meeting of the Environment and Safe Communities Committee in the 2022-23 Municipal year.

2 The Crime and Disorder Sub-Committee

- 2.1 The Council's Constitution sets out the key details relating to the Crime and Disorder Sub-Committee.

- 2.2 The purpose of delegation from this committee to the Crime and Disorder Sub-Committee includes to call upon representatives of outside organisations and partner agencies to present information about services which have a significant impact upon local residents including measures delivered via the Community Safety Partnership.
- 2.3 The Crime and Disorder Sub-Committee will be the committee with the power to review and scrutinise and make reports and recommendations regarding the functioning of the Epsom and Ewell Community Safety Partnership (CSP) previously performed by the Council’s Audit and Scrutiny Committee.

3 Proposed arrangements for the Crime and Disorder Sub-Committee.

3.1 The eligibility for membership of the Crime and Disorder Sub-Committee is set out in the Council’s Constitution. The committee is requested to confirm the nominations as set out below:

3.2

Position	Confirmed nomination
a. The Chair or Vice Chair of Environment and Safe Communities Committee	Cllr Arthur Abdulin (E&SC Vice)
b. The Chair or Vice Chair of Community and Wellbeing Committee (co-opted)	Cllr Alex Coley (C&W Chair)
c. 1 RA Councillor (E&SC Committee)	Cllr Monica Coleman
d. 1 Opposition Councillor (Labour)	Cllr Rob Geleit (Labour, E&SC)
e. 1 Member of Surrey Crime Police Panel (EEBC or SCC representative, co-opted)	To be confirmed

3.3 The Crime and Disorder Sub-Committee shall meet twice annually.

3.4 Although it is difficult to plan all items that may be presented to the sub-committee, below is an indicative list of items that may be considered during the current municipal year:

- Annual scrutiny of Community Safety Partnership
- Outcome of the Safer Streets Police and Crime Commissioner bid for funding
- Update operational reports from Surrey Police Borough Commander

- Crime Summit

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

4.1.1 It is a legal requirement for councils to have arrangements in place for the scrutiny of Community Safety Partnerships

4.2 Crime & Disorder

4.2.1 The establishment of the Crime and Disorder Sub-Committee will have a positive effect on managing crime and disorder within the borough.

4.3 Safeguarding

4.3.1 Safeguarding is an important role for local authorities and is often associated with criminal activities. Creating the Crime and Disorder Sub-Committee will have a positive impact on safeguarding.

4.4 Dependencies

4.4.1 None

5 Financial Implications

5.1 The need to manage and support the Crime and Disorder Sub-Committee will require additional staff time. It is anticipated this will be absorbed into the existing staffing budgets.

5.2 **Section 151 Officer's comments:** None arising from the contents of this report.

6 Legal Implications

6.1 The power to scrutinise local Community Safety Partnerships (CSP) is granted through a number of pieces of legislation including: The Police and Justice Act 2006, the Local Government & Public Involvement in Health Act 2007.

6.2 The Council has a legal requirement to have in place arrangements for the scrutiny of the CSP.

6.3 **Legal Officer's comments:** None for the purposes of this report

7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged: Safe and Well.

- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** none
- 7.4 **Sustainability Policy & Community Safety Implications:** the creation of the Crime and Disorder Sub-Committee will have a positive impact on community safety
- 7.5 **Partnerships:** The CSP is a key partnership which will be subject to scrutiny by this sub-committee

8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None in addition to those referred to in section 1 above

Other papers:

- Environment and Safer Communities Committee 15th February 2022 <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=146&MId=1112&Ver=4>
- Council 19th April 2022 April 2022 <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=146&MId=1113&Ver=4>

DOMESTIC WASTE FEES AND CHARGES

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

This report proposes increases to the cost of Garden Waste recycling subscriptions and Bulky Waste collection charges with effect from 1 September 2022. This is proposed to help cover rising operational costs, such as for fuel, bins, AdBlue and staffing costs.

Recommendation (s)

The Committee is asked to:

- (1) Approve an increase to the cost of new and renewed garden waste subscriptions from 1 September 2022 as detailed in paragraph 2.4.1 of this report.**
- (2) Approve an increase to the cost of bulky waste collections from 1 September 2022 as detailed in paragraph 2.4.2 of this report.**

1 Reason for Recommendation

- 1.1 This increase is proposed to help cover increasing operational costs such as for fuel, bins, AdBlue and staffing costs.

2 Background

- 2.1 In line with the Council's established processes, all Waste fees and charges were proposed to the Committee at its meeting on 25 January 2022 and were ratified by the Council at its meeting on 15 February 2022.
- 2.2 Since that time, and especially since the Russian invasion of Ukraine on 24 February 2022, the UK has experienced significant inflation. For the Council, this has seen steep rises in the price of diesel, bins and AdBlue, for example. These are summarised below.

- 2.3 In 2021/22 the average price paid by the Council for diesel was 117.8p per litre (ex-VAT). After the invasion of Ukraine, we saw diesel prices jump dramatically:

Fuel invoice period*	Average price per litre (ex-VAT)
Average 2021/22	117.8p (= 141.4p including VAT)
1 – 15 March 2022	137.0p
16 – 31 March 2022	149.2p
1 – 15 April 2022	147.1p
16 – 30 April 2022	147.6p
1 – 15 May 2022	149.5p
16 – 31 May 2022	150.7p
1 – 15 June 2022	156.4p (= 187.7p including VAT)

*Diesel for the Council's vehicles is bought using fuel cards and invoiced twice a month.

- 2.4 This latest diesel price is a 32.8% increase versus the average price for 2021/22:
- 2.4.1 If sustained, it represents a c.£60,000 increase in annual fuel costs across the Council's various refuse and recycling collections.
- 2.4.2 For Garden Waste collections, specifically, it represents a c.£11,000 increase in annual fuel costs.
- 2.4.3 For Bulky Waste collections, specifically, it represents a c.£1,000 increase in annual fuel costs.
- 2.4.4 It may be noted that prices rose further during the second half of June before appearing to stabilise at that new, higher level.
- 2.5 Similarly, the price of bins has risen sharply. In part, this results from rising oil prices: it may be noted that although plastic bins do contain some recycled content, they remain mainly composed of new, oil-derived plastic. This table shows the recent trend for garden waste bins, for example:

Date of order*	Unit price per bin (ex-VAT)
Average 2021/22	£17.00
7 February 2022	£17.00
6 May 2022	£20.35
26 May 2022	£20.35

2.6 This latest price is a 19.7% increase versus the average price for 2021/22:

2.6.1 If sustained, it represents a c.£15,000 increase in annual bin costs across the Council's various refuse and recycling collections.

2.6.2 For Garden Waste collections, specifically, it represents a c.£6,000 increase in annual bin costs.

2.7 The price of AdBlue (the additive required to reduce emissions from diesel engines*) has increased by over 400% since the start of 2021/22 and is almost double the price in March of this year:

Date of order	Price per litre
April 2021	23p
June 2021	29p
November 2021	38p
March 2022	52p**
April 2022	99p
June 2022	99.9p

*AdBlue is used at an approximate rate of c.3 litres per 100 litres of diesel.

**We were forced to change supplier in March because our previous supplier could not obtain its AdBlue containers which were made in Ukraine.

2.7.1 If sustained, this represents a c.£3,300 increase in annual AdBlue costs across our various refuse and recycling services.

2.7.2 For Garden Waste collections, specifically, it represents a c.£600 increase in annual AdBlue costs.

2.7.3 For Bulky Waste collections, specifically, it represents a c.£120 increase in annual AdBlue costs.

- 2.8 Together, these three issues alone, if sustained, will increase our annual costs by c.£78k across all our refuse and recycling services. For Garden Waste and Bulky Waste specifically, they will increase our costs by:

Item	Potential annual cost increase
Garden Waste only	c.£17,600
Bulky Waste only	c.£1,120

- 2.9 Consequently, this report proposes two measures to increase fee-based Waste incomes and help cover the costs of delivering services:

- 2.9.1 An increase of 3.2% (average) to new and renewed Garden Waste subscriptions effective 1 September 2022*. This equates to an increase of £2.00 for a standard, 240-litre brown Garden Waste bin:

Subscription type	Current approved 2022/23	Proposed for new subscriptions and renewals from 1 September 2022	% increase
Standard (240-litre) bin	£62.70	£64.70	3.2%
Small (140-litre) bin <i>Renewals only: no new subscriptions</i>	£36.60	£37.80	3.3%
Flats & Schools 240-litre bin	£62.70	£64.70	3.2%
Flats & Schools: 660-litre bin	£172.50	£177.95	3.2%
Places of Worship & Charities 240-litre bin	£49.50	£51.10	3.2%
Places of Worship & Charities 660-litre bin	£135.40	£139.70	3.2%

* It is not proposed to retrospectively apply these increases to new or renewed Garden Waste subscriptions prior to 1 September. Rather, these would apply only to new or renewed subscriptions from 1 September onwards.

2.9.2 An increase of 2.3% (average) to Bulky Waste collections requested from 1 September 2022*. This equates to an increase of £1 for our basic Bulky Waste collection price (1 – 3 items):

Subscription type	Current approved 2022/23	Proposed for new prices from 1 September 2022	% increase
Up to 3 items (5 sacks = 1 item)	£43.80	£44.80	2.3%
4 – 6 items (5 sacks = 1 item)	£87.25	£89.25	2.3%
7 – 9 items (5 sacks = 1 item)	£131.00	£134.00	2.3%
10 – 12 items (5 sacks = 1 item)	£174.25	178.25	2.3%
Over 12 items	By quote	By quote	By quote

* It is not proposed to retrospectively apply these increases to Bulky Waste collections made before 1 September. Rather, these would apply only to new collections requested from 1 September onwards.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 No impact.

3.2 Crime & Disorder

3.2.1 No impact.

3.3 Safeguarding

3.3.1 No impact.

3.4 Dependencies

3.4.1 No impact.

3.5 Other

3.5.1 These proposals are unusual in that they apply two increases during 2022/23 rather than the traditional single increase at 1 April. There would therefore be a difference between prices paid by some residents from 1 September onwards, compared to those paid by others prior to September.

3.5.2 Officers believe that these unusual measures are reasonable in the context of the highly unusual cost increases we are currently experiencing.

4 Financial Implications

4.1 The proposed increases to Garden Waste subscriptions would generate c.£11,096 additional income during the second half of 2022/23 (1 September 2022 – 31 March 2023) compared to the current approved subscription levels. This will cover the additional cost to the council of providing the discretionary additional waste services that are subject to fee income.

4.2 The proposed increases to Bulky Waste prices would generate c.£1,000 additional income during the second half of 2022/23 (1 September 2022 – 31 March 2023) compared to the current approved subscription levels.

4.3 The proposed increase in charges cover operational costs of these discretionary services including fuel and staffing costs.

4.4 **Section 151 Officer's comments:** Without mitigating action, the Council is facing a budget deficit of £2.6m by 2025/26. In this period of escalating costs, remedial action is required to ensure discretionary services can be provided within the resources available. The proposed increase to Garden and Bulky Waste collection fees reflects the rise in the cost of delivering these services.

5 Legal Implications

5.1 None.

5.2 **Legal Officer's comments:** There are no legal implications for the purposes of this Report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged: keeping our Borough Clean and Green, and Managing our Resources.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** No impact.

6.4 **Sustainability Policy & Community Safety Implications:** No impact.

6.5 **Partnerships:** No impact.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None.

Other papers:

- None.

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ALLOTMENTS

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

To report to the Committee the results of the self-managed allotments consultation.

Recommendation (s)

The Committee is asked to:

- (1) **Note the outcome of the self-managed consultation**
- (2) **Agree not to progress with options of self-management with all existing Council managed allotment site holders except for those who occupy plots at Epsom Common.**
- (3) **Agree a further consultation with Epsom Common allotment tenants to include a copy of the terms and conditions of the self-managed scheme, this will be actioned once the current allotment database has been subject to data cleanse to ensure integrity of information stored.**
- (4) **Agree to a change in the self-management criteria to read: “At least 65% of the current plot holders support the application to join the self-managed scheme, non-responders will be treated as a vote to remain council managed”**

1 Reason for Recommendation

- 1.1 The results of the initial consultation on the self-management of existing council managed allotment sites indicate that most plot holders wish to continue with the current management arrangements except for the Epsom Common site.

- 1.2 Most responses received from Epsom Common Allotment Society plot holders indicated that they would like further information on the terms and conditions of becoming self-managed and they have formally requested that the criteria for a vote for self-management is lowered to increase the chance of becoming self-managed in the future.
- 1.3 To address the issue of some tenants not receiving personal notification of the previous consultation, it is proposed to carry out a data cleanse of the allotment database prior to any further consultations.

2 Background

- 2.1 At the meeting in March 2022, the Community and Wellbeing Committee resolved to consult with the Allotment Forum site representatives of all existing council managed sites to gauge their interest in the sites remaining council-managed or becoming self-managed as set out in section 4 of the report.
- 2.2 On 24 March, officers met with site representatives from all allotment sites and discussed the matter of self-management. The representatives agreed that as they were not elected to speak on behalf of all tenants, a wider consultation of all plot holders should be undertaken to gauge interest in self-management.
- 2.3 On 16 June, a consultation letter was sent to allotment holders by email and an A3 poster of the same letter was attached to all allotment site gates.
- 2.4 However, due to a system error with the allotment database, we are aware that not everyone received a personal communication. Upon investigation into this matter, we know that 369 emails were successfully sent, and that the notice of the consultation was attached to the gates at all allotment sites. However, the site notice method of communication relied on plot holders visiting their allotment during the consultation period which finished on the 3 July 2022. Consequently, some plot holders may not have been aware of the consultation.
- 2.5 The table below outlines the responses received, with the largest number of responses coming from Epsom Common Allotments, which was unsurprising as Epsom Common Allotment Society have previously shown interest in becoming self-managed.

Vote	Alex	Barn Elms	Eleanor Avenue	Elmstead	Epsom Common	Lane End	West Ewell	Grand Total
Council Managed	9	4	2	2	4	2	8	31
Self-Managed	4			1	4		1	10
Requested more information	4			2			1	7
Group Response Epsom Common Allotment Society					22			22
Grand Total	17	4	2	5	30	2	10	70

- 2.6 Of the 30 responses received from Epsom Common, 22 of these were in the form of a group response, which highlighted that not all allotment holders had received a personal consultation letter and that the consultation did not provide enough information around the terms and conditions of becoming self-managed. The group response also called for the voting threshold to be lowered to give those interested in becoming self-managed a better chance of success.
- 2.7 As Epsom Common is the only allotment site to still show an interest in self-management it is proposed to re-run the consultation exercise with the allotment holders of this site.
- 2.8 The timescale for a further consultation will be agreed with the Epsom Common Allotment Society once the Council's allotment database has been subject to a full data cleanse to ensure that the system error which occurred during the previous consultation exercise is resolved.
- 2.9 Further details around the terms and conditions regarding self-management will be provided and the consultation will be sent to all plot holders by post and email (where email addresses are available).
- 2.10 It is also recommended that in view of the difficulty for allotment societies to achieve the threshold of 75% of all current plot holders supporting the application to become self-managed, that the threshold is lowered to 65% with non-responders counting as a 'no' vote, as it is at present.
- 2.11 Once we have the outcome of this second consultation exercise, we will present the findings to the Environment and Safe Communities Committee at their meeting in January 2023.

3 Leases for Existing Self-managed Sites

- 3.1 It is proposed that the leases for the existing self-managed sites, which are due to expire in December 2022, are progressed with support from the Council's legal team.

4 Legal or other duties

4.1 Equality Impact Assessment

- None for the purpose of this report

4.2 Crime & Disorder

- None for the purpose of this report

4.3 Safeguarding

- None for the purpose of this report

4.4 Dependencies

- The second consultation with Epsom Common Allotments will be dependent on a full data cleanse and rectification of the council's allotment database.

4.5 Other

- None for the purpose of this report

5 Financial Implications

- 5.1 If the second round of consultation with Epsom Common Allotments is in favour of self-management, then the council will endure a loss of income in the region of £11,000 which will have to be found by this committee.

- 5.2 **Section 151 Officer's comments:** Any decision to agree to an allotment site becoming self-managed will require a detailed analysis of the capital and revenue costs to the Council and budgets identified to cover any net cost as a result of the proposal.

6 Legal Implications

- 6.1 Legal support will be required to progress the existing self-managed allotment leases.

- 6.2 **Legal Officer's comments:** None for the purposes of this report.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Green and Vibrant
- Safe and Well
- Effective Council

7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** Well managed allotment sites have a positive impact on the Environment

7.4 **Sustainability Policy & Community Safety Implications:** None for the purpose of this report

7.5 **Partnerships:** Allotment societies across the borough

8 Background papers

8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Allotments Review - Community and Wellbeing Committee 17 March 2022
- Self-Managed Allotments – Community and Wellbein Committee 19 October 2017
- Update on Allotment Services and Future Options – Leisure Committee 28 March 2011

Other papers:

- None

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APPOINTMENT OF ALTERNATIVE TRANSPORT MEMBER CHAMPION

Head of Service:	Gillian McTaggart, Head of Corporate Assurance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	no
If yes, reason urgent decision required:	
Appendices (attached):	None

Summary

This report requests the Committee's approval to the appointment of Councillor Phil Neale as the Alternative Transport Champion for the 2022-23 Municipal Year, in accordance with Article 17 of the Constitution.

Recommendation (s)

The Committee is asked to:

- (1) Approve the appointment of Councillor Phil Neale as the Alternative Transport Member Champion for the 2022-23 Municipal Year.**

1 Reason for Recommendation

- 1.1 Article 17 of Part 2 of the Constitution requires that in-year changes to the appointment of the Alternative Transport Member Champion are made by the Environment and Safe Communities Committee.

2 Background

- 2.1 Appointment of the Council's Member Champions are made at the Annual Meeting of Council in May each year. In-year changes to appointments are subsequently to be made by the relevant policy committee after consultation with the Chair of the Majority Group and Chair of the Committee. This process is set out in Article 17 of Part 2 of the Constitution.
- 2.2 Councillor Steven McCormick was appointed as the Alternative Transport Member Champion at the meeting of the Council on 16 May 2022.

- 2.3 Following consultation with the Chair of the Majority Group and Chair of the Environment and Safe Communities Committee, it is proposed that Councillor Phil Neale be appointed as the Council's Alternative Transport Member Champion for the 2022-23 Municipal Year, in place of Councillor Steven McCormick. This change has been requested as Councillor McCormick has been appointed as the Chair of the Licencing and Planning Policy Committee and is no longer eligible to hold the position of a Member Champion under paragraph 17.7 of Article 17 of the Constitution.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 None arising from the contents of this report.

4.2 **Section 151 Officer's comments:** None for the purpose of this report.

5 Legal Implications

5.1 None arising from the contents of this report.

5.2 **Legal Officer's comments:** None for the purposes of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council

- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None.
- 6.4 **Sustainability Policy & Community Safety Implications:** None.
- 6.5 **Partnerships:** The Council works in a number of different ways with a number of outside bodies, who undertake a wide range of activities for the benefit of the Borough and its residents and businesses. Active and engaged representatives appointed by the Council can help to build and sustain good relationships, and further that good work.

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Representation on external bodies, Council, 16 May 2022](#)

Other papers:

- [Article 17, Part 2, The Constitution of Epsom and Ewell Borough Council](#)

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