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Legal and Democratic Services



ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Tuesday 23 October 2018 at 7.30 pm

Council Chamber - Epsom Town Hall

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 Peter O'Donovan
(Chairman)
Councillor Tella Wormington (Vice-
Chairman)
Councillor Steve Bridger
Councillor Alex Coley
Councillor Lucie Dallen

Councillor Chris Frost
Councillor Rob Geleit
Councillor Jane Race
Councillor Mike Teasdale
Councillor Peter Webb

Yours sincerely

A handwritten signature in black ink that reads "K. Beldan".

Chief Executive

For further information, please contact Tim Richardson, tel: 01372 732122 or email: trichardson@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee

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 Committee held on 11 June 2018 and to authorise the Chairman to sign them.

4. BUILDING CONTROL FEES AND CHARGES (Pages 9 - 36)

This report summarises the Building Control chargeable account.

5. REVIEW OF BEDDING OPERATION (Pages 37 - 42)

The report considers bringing the majority of the borough bedding contract in-house to maintain the quality of the service required within the current approved budget.

6. SIMPLY WEEKLY RECYCLING SURVEY (Pages 43 - 68)

Simply Weekly Recycling was launched in summer 2017. This summer we have surveyed residents' satisfaction with the service one year on.

7. RECYCLING INCOMES (Pages 69 - 74)

This report summarises market conditions currently negatively affecting the Council's recycling incomes.

8. CAR PARKING WORKING GROUP TERMS OF REFERENCE (Pages 75 - 78)

That the Committee approves the terms of reference for the car parking working group.

9. CAR PARK FEES AND CHARGES 2019/20 (Pages 79 - 84)

This report seeks the agreement of the Committee for changes to car parking fees and charges during 2019/20 as discussed by the cross party parking working group.

10. CAR PARKS AT ALEXANDRA AND GIBRALTAR RECREATION GROUND
(Pages 85 - 90)

This report proposes that the car parks at Alexandra Recreation Ground and Gibraltar Recreation Ground be added to the Epsom and Ewell Borough Council (Off Street Parking Places) Order June 2018 and that enforceable parking restrictions be introduced within these car parks.

11. ON STREET PARKING ENFORCEMENT UPDATE (Pages 91 - 104)

This report presents the current situation regarding the extended on street enforcement agency agreement with Surrey County Council which is due to expire on 31 December 2018.

To seek authority to allow the Council to enter into a Memorandum of Understanding between the borough and districts of Reigate & Banstead, Epsom & Ewell, Mole Valley, Tandridge and Surrey Country Council in relation to on street parking enforcement.

12. BUDGET TARGETS 2019/20 (Pages 105 - 108)

This report informs the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report seeks support for changes to services and any further guidance on the preparation of the Committee's service estimates for 2019/20.

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Minutes of the Meeting of the ENVIRONMENT COMMITTEE held on 11 June 2018

PRESENT -

Councillor Peter O'Donovan (Chairman); Councillor Tella Wormington (Vice-Chairman); Councillors Steve Bridger, Alex Coley, Lucie Dallen, Chris Frost, Rob Geleit, David Reeve (as nominated substitute for Councillor Mike Teasdale) and Peter Webb

Absent: Councillor Jane Race and Councillor Mike Teasdale

Officers present: Damian Roberts (Chief Operating Officer), Sue Emmons (Senior Accountant), Richard Chevalier (Parking Manager), Oliver Nelson (Environmental Health Team Leader) and Fiona Cotter (Democratic Services Manager)

1 QUESTION TIME

No Questions had been submitted or were asked by members of the public.

2 DECLARATIONS OF INTEREST

No declarations of interest were made by councillors regarding items on the Agenda.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Environment Committee held on 27 March 2018 were agreed as a true record and signed by the Chairman.

4 CORPORATE PLAN: KEY PRIORITY TARGETS FOR 2018 TO 2019

Members received a report that provided a list of Key Priority Targets relevant to the Environment Committee in relation to the corporate priorities of "Keeping our Borough clean and green", "Managing our Resources" and "Supporting businesses and the local economy".

The report outlined that delivery of the Corporate Plan would be captured in the performance reports detailing what would be done, what the Key Priority Targets were and how these would be measured. Progress would be reported directly to members via Members' Update but all targets would continue to be reported for scrutiny to the Audit, Crime & Disorder and Scrutiny Committee.

Accordingly, the Committee agreed 14 Key Priority Targets for 2018 to 2019 as detailed in Annex 1 to the report.

5 FOOD & HEALTH AND SAFETY INTERVENTION PLANS

A report was presented to the Committee containing monitoring information on action taken in 2017/18 and which proposed new targets for 2018/19.

It was noted that the number of establishments awaiting food hygiene inspection month on month (September 2017 to May 2018) had gone up. The Committee was assured that this was a factor of business turnover and not a result of a lack of inspection. Year on year, the service focussed on addressing the lowest performing premises. A successful project this year, designed to address persistently poorly performing premises had seen a 100% success rate. These businesses had been offered free, intensive coaching sessions instead of formal enforcement and every business that had taken this up had improved their food hygiene rating.

Accordingly, the Committee:

- (1) Adopted the service plan for food safety;
- (2) Adopted the intervention plan for health and safety;
- (3) Agreed to receive revised food and health and safety plans for 2019-20 at its meeting in the summer of 2019.

6 LONG GROVE CAR PARK

The Committee received and considered a report that proposed that the Long Grove car park be added to the Off-Street Parking Places Traffic Order and that enforceable parking restrictions be introduced within the car park.

The Committee was informed that there were issues with traffic management at school pick-up and dropping-off times. Informal action had not proved successful in addressing these issues and the Council had been approached about the introduction of enforceable measures.

It was noted that Ward councillors welcomed the proposals and the Committee:

- (1) Agreed to a proposal to add the Long Grove car park to the Off Street Parking Places Order;
- (2) Authorised the Chief Legal Officer to publish such notice(s) and/or make such order as is considered necessary to give effect to the recommendations;
- (3) Authorised the Chairman of the Environment Committee and the Chief Operating Officer to consider any objections or representations received following consultation, with the option of bringing them to a future committee;

- (4) Agreed to Epsom and Ewell Borough Council officers enforcing specific parking restrictions within the car park as detailed in paragraph 3.2 should the proposal be approved.

7 CAR PARKING WORKING GROUP

The Committee agreed that the Car Parking Working Group comprise the Chairman and Vice Chairman of this Committee together with Councillors Tony Axelrod (Town Ward representative), Michael Arthur (Ewell Ward representative), Jane Race (Conservative Group representative) and Rob Geleit (Labour Group representative).

The report highlighted that this was a body with no decision-making powers constituted under Section 111 of the Local Government Act 1972 and would report to the Environment Committee as necessary.

8 FORWARD PLAN FOR COMMITTEE ITEMS

The Committee received a report that set out a work plan for the next Municipal Year.

The report highlighted that not all of the Committee's Key Priority Targets required a committee report prior to implementation. However, the forward plan for committee items would assist officers in delivering those targets that required a decision on a matter of policy prior to implementation.

Accordingly, the Committee noted the forward plan for items, which would be reported regularly to the Committee and updated as necessary.

The meeting began at 7.30 pm and ended at 7.54 pm

COUNCILLOR PETER O'DONOVAN (CHAIRMAN)

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BUILDING CONTROL FEES AND CHARGES

Head of Service/Contact:	Ruth Ormella, Head of Planning
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1:- Financial report for year ending 31 March 2018 Annex 2:- Current charges schedule. Annex 3:- Changes to the Building Control charges
Other available papers (not attached):	Report and Minutes, Environment Committee 21 March 2012 Report and Minutes, Environment Committee 27 October 2015

Report summary

This report summarises the Building Control chargeable account.

Recommendation (s)

- (1) That the Committee receives and notes the review of the Building Control chargeable account following the end of the 2017/2018 financial year as provided within this report.**
- (2) That the Committee notes the adjustment to the Building Control charges scheme as set out in the Annex 2 and Annex 4 which commenced on 1 September 2018.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Service Plan includes the implementation of the Building Control Business Plan. Part of the Building Control Business is the need to ensure that the costs for delivering the Service is covered in the fee charging schedule. This report relates to the fee charging schedule for the delivery of this Service.

2 Background

- 2.1 Applications for Building Regulations approval attract charges to cover the cost of checking plans and inspecting work on site to verify compliance.
- 2.2 The principles of the charges regulations require authorities to ensure that the price charged is an accurate reflection of the costs of carrying out the chargeable Building Control functions and for giving chargeable advice relating to Building Regulations. Authorities should not increase their charges above the level of their costs. The principles in the charges regulations require authorities to achieve full cost recovery on their Building Regulation chargeable work and determine standard and individual charges that reflect the cost of the service on individual building projects.
- 2.3 The Building (Local Authority Charges) Regulations 2010 provide that a review of the level of charges is undertaken at the end of the financial year and that a statement is prepared which outlines the chargeable costs, the chargeable income and the amount of any surplus or deficit.

3 Proposal

- 3.1 The purpose of reviewing the level of charges is to both reflect the actual cost of undertaking the work and to ensure that the service can respond to Building Regulations applications.
- 3.2 The end of financial year review of the Building Regulations chargeable account for 2017/18 (**Annex 1**) indicates a surplus of £2,091 for the year. In 2016/17 there was a surplus in the chargeable account of £26,228. The reduction in the surplus is due to reduced income in 2017/18 compared with the previous year.
- 3.3 On 27 October 2015 the Environment Committee endorsed the charges for Building Control for a three year period taking the adopted rates to October 2018. In endorsing the charging schedule Members delegated authority to officers to vary tariffs by up to 20% from the approved schedule during the 3 year period.
- 3.4 The Audit Commission have agreed in previous years for the chargeable account to generate a deficit or surplus of approximately 15% of total expenditure. The chargeable account for 2017/18 generated a surplus of 0.8% of total gross expenditure. Having regard for the need to deliver the Building Regulations functions and resource the work to be able to respond to service requests, it was considered that a change to our standard charges was needed to ensure that cost recovery is achieved, the new charges came into operation on 1 September 2018.

- 3.5 **Annex 3** outlines the changes made to the charges, this shows the increases that have taken place and the percentage difference between the 2014 and 2018 charges. The Building (Local Authority Charges) Regulations 2010 provide that any change to the charging scheme is published, publication to our scheme of charges took place in the three weeks leading up to the scheme coming into effect.
- 3.6 Alongside the proposal to increase the charging schedule to reflect the cost of undertaking the work, the building control budget for 2018/19 on the chargeable account has been reduced by £30,000 to reflect the reduction in income over the previous period and a decrease in market share.
- 3.7 The budget for 2018/19 assumes that the Council will generate £290,000 from building control charges, compared to £320,000 in 2017/18. The decrease is a reflection in the reduction in building activity in the market.

4 Financial and Manpower Implications

- 4.1 **Chief Finance Officer's comments:** although the Building Control chargeable account returned a surplus for 2017/18, it was considerably lower than previous years. Consequently, fees have increased from 1 September 2018 to ensure the account returns a surplus for 2018/19.
- 4.2 Officers will continue to monitor the Building Control income, balancing the requirements of being competitively priced and complying with the chargeable account guidance.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Comments on the legal implications have been incorporated into the body of the report.
- 5.2 **Monitoring Officer's comments:** There are no comments arising from the contents of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 None for the purpose of this report.

7 Partnerships

- 7.1 None for the purpose of this report.

8 Risk Assessment

- 8.1 There is a fine balance between raising the charges and still maintaining market share, it is considered that the implementation of these charges achieved that balance.

9 Conclusion and Recommendations

- 9.1 The Committee is asked to note the review of the Building Control chargeable account following the end of the 2017/2018 financial year, provided within this report.
- 9.2 The Committee is asked to agree to the varying of charges as set out in section 3 of this report.

Ward(s) affected: (All Wards);

BUILDING REGULATIONS CHARGING ACCOUNT 2016/17 FINAL OUTTURN

Based on 65% expenditure to chargeable and 35% to non-chargeable

Building Regulations Charging Account	Financial Year 2016/17				Financial Year 2017/18			
	2016/17 Outturn			2016/17 Full Year Budget	2017/18 Outturn			2017/18 Full Year Budget
	Chargeable	Non - Chargeable	Total	Total	Chargeable	Non - Chargeable	Total	Total
	£	£	£	£	£	£	£	£
Expenditure								
A Employee expenses	136,857	73,692	210,550	226,064	165,171	88,938	254,110	275,067
J Supplies and services	19,447	10,471	29,918	6,950	131	71	202	5,400
S Central and support service charges	86,665	46,666	133,331	134,023	87,162	46,933	134,095	136,612
Total Expenditure	242,969	130,830	373,799	367,037	252,464	135,942	388,406	417,079
Income								
Z Building regulations charges	(268,405)	0	(268,405)	(316,663)	(254,555)	0	(254,555)	(325,000)
O Miscellaneous income	(792)	0	(792)	(2,108)	0	0	0	(2,168)
Total Income	(269,197)	0	(269,197)	(318,771)	(254,555)	0	(254,555)	(327,168)
(Surplus) / Deficit for Year	(26,228)	130,830	104,602	48,266	(2,091)	135,942	133,852	89,911

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TOWN HALL
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GUIDANCE NOTES

NEW DWELLINGS (Table A)

The charges for Building Regulation work are intended to cover the cost of the service. There are two methods that the authority may use to establish the charge for building work.

Individually determined charges, and the establishment of a standard charge.

Individual determination of a charge

Charges are individually determined for the larger and/or more complex projects. This includes:

Work consisting of the erection or conversion of five or more dwellings, or

Work consisting of the erection or conversion of dwellings where the floor area of a dwelling exceeds 300m².

If your building work is defined as requiring an individual assessment or a charge you should e-mail Building Control at: buildingcontrol@epsom-ewell.gov.uk preferable with 'request for a building regulation quotation' in the title of the e-mail and provide copies of plans and a description of the intended work.

Standard charges

The following table gives details of the standard charges for new dwellings and conversions to form dwellings:

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

Table A - Standard charges for the CREATION OR CONVERSION to NEW HOUSING

Category	Description of work	Plan charge (inc VAT) (£)	Inspection charge (inc VAT) (£)	Building Notice charge (inc VAT) (£)	Regularisation charge (no VAT) (£)	Additional charge for Part P
A1 (DOM)	1 unit	1010.00	0.00	1010.00	1260.00	Yes, See note
A2 (DOM)	2 units	1420.00	0.00	1420.00	1775.00	Yes, See note
A3 (DOM)	3 units	400.00	1250.00	1650.00	2060.00	Yes, See note
A4 (DOM)	4 units	400.00	1600.00	2000.00	2500.00	Yes, See note
A5 (DOM)	5 units	400.00	1800.00	2200.00	2750.00	Yes, See note

Notes:

The additional charge is becomes payable when the electrical installation is not being carried out by a Part P registered electrician. The charge is per dwelling.

A Part P registered electrician is a qualified electrician who also has the necessary building regulation knowledge to enable his accreditation body to certify his work. In order to recover the local authority costs if anyone other than a Part P registered electrician undertakes the electrical work the additional charge is payable..

Note: For five or more dwellings of if the floor area exceeds 300m² the charge is individually assessed.

VAT is not payable on Regularisation type applications

EFFECTIVE FROM: 1 September 2018

Table B - Standard charge for DOMESTIC EXTENSIONS to a single building

Category	Description of work	Plan charge (inc VAT) (£)	Inspection charge (inc VAT) (£)	Building Notice charge (inc VAT) (£)	Regularisation charge (no VAT) (£)	Additional charge for Part P
B1 (DEX-1)	Single storey n/e 10m ²	500.00	0.00	500.00	625.00	Yes, See note
B2 (DEX-2)	Single storey 10m ² -40m ²	640.00	0.00	640.00	800.00	Yes, See note
B3 (DEX-3)	Single storey 40m ² -100m ²	850.00	0.00	850.00	1060.00	Yes, See note
B4 (DEX-6)	Two storey n/e 40m ²	700.00	0.00	700.00	875.00	Yes, See note
B5 (DEX-7)	Two storey 40m ² -100m ²	960.00	0.00	960.00	1200.00	Yes, See note
B6 (DEX-8)	Two storey 100m ² -200m ²	1200.00	0.00	1200.00	1500.00	Yes, See note
B8 (DGA-2)	Detached garage or carport up 100m ²	350.00	0.00	350.00	435.00	Yes, See note
B7 (DGA-1)	Attached garage or carport up 100m ²	450.00	0.00	450.00	560.00	Yes, See note

Notes:

A Part P registered electrician is a qualified electrician who also has the necessary building regulation knowledge to enable his accreditation body to certify his work. In order to recover the local authority costs if anyone other than a Part P registered electrician undertakes the electrical work the additional charge is payable.

Single storey means one storey at any floor level.

VAT is not payable on Regularisation type applications

Detached leisure buildings will be charged as an equivalent sized extension

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GUIDANCE NOTES

DOMESTIC EXTENSIONS AND ALTERATIONS

(Tables B & C)

The charges for Building Regulation work are intended to cover the cost of the service. There are two methods that the authority may use to establish the charge for building work.

Individually determined charges, and the establishment of a standard charge.

The Building Regulation charge for the majority of domestic extensions and alterations, are standard charges.

Charges and not payable for certain aspects of work, carried out for the benefit of a disabled person.

Individual determined charges

This method of determining the charge mainly relates to larger schemes and includes building work that is not listed in the tables below. These include:

Applications subject to a reversion charge (work reverting from an approved inspector to the local authority).

Building work that is in relation to more than one building.

Building work consisting of alterations to a domestic property (other than extensions) where the estimated cost exceeds £75,000.

Building work consisting of a domestic extension where the floor area exceeds 100m².

Building work consisting of a non-exempt domestic garage or carport with a floor area over 100m².

Building work consisting of the installation of over 20 windows in a domestic property.

If you are carrying out multiple extensions and/or multiple types of alterations the authority may be able to reduce the standard charge and you should enquire if an individual assessment of the charge would result in a lower charge.

If your building work is defined as requiring an individual assessment or a charge you should e-mail Building Control at: buildingcontrol@epsom-ewell.gov.uk preferable with 'request for a building regulation quotation' in the title of the e-mail and provide copies of plans and a description of the intended work.

Standard charges

Standard charges included works of drainage in connection with the erection or extension of a building or buildings.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

EFFECTIVE FROM: 1 September 2018

Table C - Standard charge for DOMESTIC ALTERATIONS to a single building

Category	Description	Plan Charge (inc VAT) (£)	Inspection charge (inc VAT) (£)	Building Notice Charge (inc VAT) (£)	Regularisation charge (no VAT) (£)	Details of reduction % (except RG Applications)	Additional charge for Part P
C1 (DAL-L)	Loft conversion without dormer (max 60m ²)	560.00	0.00	560.00	700.00	25	Yes, See note
C2 (DAL-L)	Loft conversion with dormer or change to roof line (max 60m ²)	700.00	0.00	700.00	875.00	25	Yes, See note
C3 (DAL-G)	Conversion of garage up to 60m ²	450.00	0.00	450.00	560.00	25	Yes, See note
C5 (DAL-B)	Alterations to create or extend basement up to 100m ²	1000.00	0.00	1000.00	1250.00	25	Yes, See note
C6 (DAL-T)	Renovation of thermal element	260.00	0.00	260.00	325.00	25	Yes, See note
C7 (DAL-1)	Estimated cost up to £5000	260.00	0.00	260.00	325.00	25	Yes, See note
C8 (DAL-2)	Estimated cost £5001-£25000	450.00	0.00	450.00	560.00	25	Yes, See note
C9 (DAL-3)	Estimated cost £25001-£50000	600.00	0.00	600.00	750.00	25	Yes, See note
C10 (DAL-4)	Estimated cost £50001-£75000	750.00	0.00	750.00	935.00	25	Yes, See note

C13 (DAL-W)	Window/door replacement up to 20 units	210.00	0.00	210.00	260.00	Nil	N/A
C12 (DAL-E)	Other electrical & Gas work	N/A	0.00	340.00	425.00	Nil	No
C15 (DAL-U)	Underpinning	Individual determined charge					
C17	Charge for change of use	240.00	0.00	240.00	300.00	Nil	N/A

Notes:

The reduced inspection or building notice charge will only apply when any notifiable electrical work is carried out using a Part P registered electrician or if the only electrical work carried out is non-notifiable. (your electrician should be aware of the definition of non-notifiable work).

VAT is not payable on Regularisation type applications

A renovation of a thermal element means work to a roof, wall or floor where part of the existing structure is being renovated by more than 25% of the total building envelope or 50% of the surface of the individual element.

EFFECTIVE FROM: 1 September 2018

Table D - Standard charge for all other non domestic work - EXTENSIONS AND NEW BUILD

		Industrial and storage use		
Category	Description	Plan charge (inc VAT) (£)	Inspection charge (inc VAT) (£)	Regularisation charge (no VAT) (£)
D1 (OTH-1)	Floor area n/e 10m2	500.00	0.00	625.00
D2 (OTH-2)	Floor area 10m2-40m2	600.00	0.00	750.00
D3 (OTH-3)	Floor area 40m2-100m2	850.00	0.00	1060.00
D4 (OTH-4)	Floor area 100m2-200m2	1000.00	0.00	1250.00

		All other classes		
Category	Description	Plan charge (inc VAT) (£)	Inspection charge (inc VAT) (£)	Regularisation charge (no VAT) (£)
D13 (OTH-1)	Floor area n/e 10m2	600.00	0.00	750.00
D14 (OTH-2)	Floor area 10m2-40m2	800.00	0.00	1000.00
D15 (OTH-3)	Floor area 40m2-100m2	1000.00	0.00	1250.00
D16 (OTH-4)	Floor area 100m2-200m2	1500.00	0.00	1875.00

Notes:

The amount of time to carry out the building regulation function varies, dependent on the different use categories of buildings.

The amount of time to check and inspect a building used for industrial and storage use is less than that for other uses. The charge for an assembly use building is much higher due to the additional time in respect of this type of work.

The use of a building is different under the provisions of the Building Regulations 2010

A basement is considered to be a storey and there is an additional charge of £200 if the work is in relation to a basement.

VAT is not payable on Regularisation type applications

EFFECTIVE FROM: 1 September 2018

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GUIDANCE NOTES

ALL OTHER WORK (Tables D and E)

The charges for Building Regulation work are intended to cover the cost of the service. There are two methods that the authority may use to establish the charge for building work. Individually determined charges, and the establishment of a standard charge.

Individual determined charge

Charges are individually determined for the larger and/or more complex schemes, these include:

Applications subject to a reversion charge (work reverting from an approved inspector to the local authority).

Building work that is in relation to more than one building.

Building work for which there is no standard charge given in the tables below.

Building work consisting alterations to a non-domestic property (other than extensions) where the estimated cost exceeds £100000.

Building work consisting of a non-domestic extension or new build where the floor area exceeds 100m².

Building work consisting of the installation of over 20 windows in a non-domestic property.

Building work consisting of underpinning to a non-domestic property where the estimated cost exceeds £100,000.

An office or shop fit out where the floor area exceeds 1000m².

If your building work is defined as requiring an individual assessment or a charge you should e-mail Building Control at: buildingcontrol@epsom-ewell.gov.uk preferable with 'request for a building regulation quotation' in the title of the e-mail and provide copies of plans and a description of the intended work.

Standard charge

The following tables detail the standard charges for erecting, extending or altering non-domestic buildings:

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

If you are carrying out multiple extensions and/or multiple types of alterations the authority may be able to reduce the standard charge and you should enquire if an individual assessment of the charge would result in a lower charge.

EFFECTIVE FROM: 1 September 2018

Table E - Standard charge for all other non domestic work - ALTERATIONS

Category	Description of work	Plan charge (inc VAT) (£)	Inspection charge (inc VAT) (£)	Regularisation charge (no VAT) (£)
E1 (OAL-U)	Underpinning	Individual Determined Charge		
E19 (OAL-W)	New shop front	240.00	0.00	300.00
E3 (OAL-W)	Window replacement up to 20 windows	240.00	0.00	300.00
E4 (OAL-W)	Window replacement 20-50 windows	400.00	0.00	500.00
E5 (OAL-T)	Renovation of thermal element up to £50000	300.00	0.00	375.00
E6 (OAL-T)	Renovation of thermal element £50001-£100000	360.00	0.00	450.00
E7 (OAL-T)	Renovation of thermal element £100001-£250000	480.00	0.00	600.00
E8 (OAL-1)	Estimated cost up to £5000	290.00	0.00	360.00
E9 (OAL-2)	Estimated cost £5001-£25000	450.00	0.00	560.00
E10 (OAL-3)	Estimated cost £25000-£50000	600.00	0.00	750.00
E11 (OAL-4)	Estimated cost £50001-£100000	950.00	0.00	1185.00
E12 (OAL-5)	Estimated cost £100001-£150000	1200.00	0.00	1500.00
E13 (OAL-M)	Installation of Mezzanine floor (up to 500m ²)	820.00	0.00	1025.00
E20 (OAL-S)	Office/shop fit out floor area up to 500m ²	510.00	0.00	560.00
E21 (OAL-S)	Office/shop fit out floor area between 500m ² and 1000m ²	650.00	0.00	685.00
E18	Charge for change of use	240.00	0.00	300.00

Notes:

The charge for change of use is in addition to the charge for associated building work which is subject to a separate charge.

The additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

VAT is not payable on Regularisation type applications

Changes to the Building Control charges

Category	Description	September 2014	September 2018	Difference £	Difference %
Table A					
A1 (DOM)	1 dwelling unit	950	1010	60	9.4
A2 (DOM)	2 dwelling units	1310	1420	110	9.2
A3 (DOM)	3 dwelling units	1550	1650	100	9.4
A4 (DOM)	4 dwelling units	1800	2000	200	9.0
A5 (DOM)	5 dwelling units	2100	2200	100	9.5
Table B					
B1 (DEX-1)	Single storey n/e 10m2	450	500	50	9.0
B2 (DEX-2)	Single storey 10m2-40m2	575	640	65	8.9
B3 (DEX-3)	Single storey 40m2-100m2	800	850	50	9.4
B4 (DEX-6)	Two storey n/e 40m2	660	700	40	9.4
B5 (DEX-7)	Two storey 40m2-100m2	900	960	60	9.3
B6 (DEX-8)	Two storey 100m2-200m2	1100	1200	100	9.1
B8 (DGA-2)	Detached garage or carport up 100m2	300	350	50	8.5
B7 (DGA-1)	Attached garage or carport up 100m2	400	450	50	8.8
Table C					
C1 (DAL-L)	Loft conversion without dormer (max 60m2)	520	560	40	9.2
C2 (DAL-L)	Loft conversion with dormer or change to roof line (max 60m2)	650	700	50	9.2
C3 (DAL-G)	Conversion of garage up to 60m2	400	450	50	8.8
C5 (DAL-B)	Alterations to create or extend basement up to 100m2	880	1000	120	8.8
C6 (DAL-T)	Renovation of thermal element	250	260	10	9.6
C7 (DAL-1)	Estimated cost up to £5000	250	260	10	9.6
C8 (DAL-2)	Estimated cost £5001-£25000	400	450	50	8.8
C9 (DAL-3)	Estimated cost £25001-£50000	550	600	50	9.1
C10 (DAL-4)	Estimated cost £50001-£75000	700	750	50	9.3
C13 (DAL-W)	Window/door replacement up to 20 units	180	210	30	8.5
C12 (DAL-E)	Other electrical & Gas work	330	340	10	9.7
C15 (DAL-U)	Underpinning				
C17	Charge for change of use	200	240	40	8.3
Table D					
Industrial and storage use					
D1 (OTH-1)	Floor area n/e 10m2	450	500	50	9.0
D2 (OTH-2)	Floor area 10m2-40m2	550	600	50	9.1
D3 (OTH-3)	Floor area 40m2-100m2	750	850	100	9.3

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D4 (OTH-4)	Floor area 100m2-200m2	900	1000	100	9.0
	All other classes				
D13 (OTH-1)	Floor area n/e 10m2	600	600	0	0
D14 (OTH-2)	Floor area 10m2-40m2	750	800	50	9.3
D15 (OTH-3)	Floor area 40m2-100m2	950	1000	50	9.5
D16 (OTH-4)	Floor area 100m2-200m2	1300	1500	200	8.6
Table E					
E1 (OAL-U)	Underpinning				
E19 (OAL-W)	New shop front	200	240	40	8.3
E3 (OAL-W)	Window replacement up to 20 windows	200	240	40	8.3
E4 (OAL-W)	Window replacement 20-50 windows	350	400	50	8.7
E5 (OAL-T)	Renovation of thermal element up to £50000	260	300	40	8.6
E6 (OAL-T)	Renovation of thermal element £50001-£100000	300	360	60	8.3
E7 (OAL-T)	Renovation of thermal element £100001-£250000	400	480	80	8.3
E8 (OAL-1)	Estimated cost up to £5000	260	290	30	8.9
E9 (OAL-2)	Estimated cost £5001-£25000	410	450	40	9.1
E10 (OAL-3)	Estimated cost £25000-£50000	560	600	40	9.3
E11 (OAL-4)	Estimated cost £50001-£100000	900	950	50	9.4
E12 (OAL-5)	Estimated cost £100001-£150000	1100	1200	100	9.1
E13 (OAL-M)	Installation of Mezzanine floor (up to 500m2)	750	820	70	9.1
E20 (OAL-S)	Office/shop fit out floor area up to 500m2	450	510	60	8.8
E21 (OAL-S)	Office/shop fit out floor area between 500m2 and 1000m2	550	650	100	8.4
E18	Charge for change of use	200	240	40	8.3



**SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES AND
ASSOCIATED MATTERS**

FOR
EPSOM & EWELL BOROUGH COUNCIL
(TO BE READ IN CONJUNCTION WITH
THE BUILDING [LOCAL AUTHORITY CHARGES] REGULATIONS 2010)



Scheme number. 16
Date this Scheme comes into effect: **1st September 2018**

SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES

Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

'building'

means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

'building notice'

means a notice given in accordance with regulations 12(2)(a) and 13 of the Building Regulations 2010.

'building work' means:

- (a) the erection or extension of a building;
- (b) the provision or extension of a controlled service or fitting in or in connection with a building;
- (c) the material alteration of a building, or a controlled service or fitting;
- (d) work required by building regulation 6 (requirements relating to material change of use);
- (e) the insertion of insulating material into the cavity wall of a building;
- (f) work involving the underpinning of a building;
- (g) work required by building regulation 22 (requirements relating to a change of energy status);
- (h) work required by building regulation 23 (requirements relating to thermal elements);
- (i) work required by building regulation 28 (consequential improvements to energy performance);

'chargeable function' means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010
- (e) the consideration of a regularisation application submitted to the council under regulation 18 of the Building Regulations 2010

'cost' does not include any professional fees paid to an architect, quantity surveyor or any other person.

'dwelling' includes a dwelling-house and a flat.

'dwelling-house' does not include a flat or a building containing a flat.

'flat' means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

'floor area of a building or extension' is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

'relevant person' means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

A plan charge, payable when plans of the building work are deposited with the Local Authority.

An inspection charge, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.

A building notice charge, payable when the building notice is given to the authority.

A reversion charge, payable for building work in relation to a building: -

1. Where the work carried out falls within Regulation 19(1)
2. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 19(2)(a)(i) of the Approved Inspectors Regulations, or
3. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 19(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.

A regularisation charge, payable at the time of the application to the authority in accordance with Regulation 18 of the Building Regulations.

Chargeable advice, LA's can make a charge for giving advice in anticipation of the

future exercise of their chargeable functions (ie before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (ie the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 11 for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

1. The existing use of a building, or the proposed use of the building after completion of the building work;
2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
3. The floor area of the building or extension;
4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
6. The estimated cost of the building work;
7. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 43(4) of the Building Regulations (i.e. related to competent person/self certification schemes);
8. Whether in respect of the building work a notification will be made in accordance with regulation 43(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
10. Whether an application or building notice is in respect of building work, which is

substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;

11. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.
13. Additional charges may be imposed for the submission of Full Plans, Building Notice or Regularisation type applications taking account of further risk factors.

Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions

- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision of extension of a room which is or will be used solely-

- (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or

(ii) for the storage of medical equipment for the use of the disabled person, or

(iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

(a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or

(b) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

Information required to determine charges

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to –

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.

- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

- A reversion charge
- The building work is in relation to more than one building or
- The work consists of the erection or conversion of 5 or more dwellings or
- The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m² or
- The work consists of a single storey domestic extension and the floor area exceeds 100m² or
- The work consists of a two storey domestic extension and the floor area exceeds 200m² or
- The work consists of a domestic garage or car port with a floor area over 100m² or
- The work consists of a loft conversion where the floor area exceeds 40m² or
- The building work consists of the alteration or extension to a basement over 100m² or
- The Building work consisting of an alterations to a domestic property where the estimated cost exceeds £75,000 or
- The Building work consisting of installing in excess of 20 window or door units in

- a domestic property or
- The work consists of a non-domestic extension or new build and the floor area exceeds 200m² or
- The Building work consisting of installing in excess of 50 window or door units in a commercial property or
- Other building work where the renovation of the thermal element exceeds an estimated cost of £250,000 or
- Building work consisting of alterations to any use of a non domestic building where the estimated cost exceeds £150,000 or
- Where the work consists of shop or office fitting which exceeds 1000m² in floor area.
- Work to underpin a building
- Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.
- the insertion of insulating material into the cavity wall of a building;
- Where for the purposes of the Building Regulations work has been undertaken without an application being submitted and the work is subsequently removed. The Council will charge the amount of the regularisation charge as if the work proceeded, or in the case that this would have been an individually determined charge a charge based on the hourly rate.
- For the purposes of determining the split between the plan charge and the inspection charge this should be taken as 25% plan charge and 75% inspection charge.

Other matters relating to calculation of charges

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £71.10 has been used.
- Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.
- Charges are not payable for the first hour when calculating an advice charge
- The authority accepts payment by instalment in respect of all building work where the total charge exceeds £5,000. The authority on request will specify the amounts payable and dates on which instalments are to be paid.

Reductions

Reduced charges are shown in the tables of standard charges and reduced charges will also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(5) or 20B(4) of the Principal Regulations in respect of that part of the work, (*i.e. competent person/self-certification schemes or other defined non-notifiable work*).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20A(4) of the Principal Regulations, (*ie where, for the purpose of achieving compliance with Requirement E1 of the Principal Regulations, design details approved by Robust Details Limited have been used*) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time that any of the work to which Table C relates then the charge for this additional work shall be reduced by up to 50%. Alternatively, the charge may be individually determined, with the agreement of the applicant.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a reduction in the standard charge of up to 50% will be made.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a reduction of up to 50% of the plan charge will be made.

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the LA will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time

Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to

resolve your complaint is available on request and can be viewed on the council's web site:
<http://www.epsom-ewell.gov.uk/EEBC/Council/Council+Feedback/Complaints+Policy.htm>

Transitional Provisions

The Council's scheme for the recovery of charges prior to 1 September 2018 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made.

STANDARD CHARGES

Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

Plan and Inspection Charges

The plan charge and inspection charge are listed in the following tables.

Building Notice Charge

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge

These charges will be individually determined.

Regularisation Charge

The charge is listed in the following tables.

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REVIEW OF BEDDING OPERATION

Head of Service/Contact: Ian Dyer, Head of Operational Services

Urgent Decision?(yes/no)

**If yes, reason urgent decision
required:**

Annexes/Appendices (attached):

**Other available papers (not
attached):**

Report and Minutes of Environment Committee
26 October 2011

Report summary

The report considers bringing the majority of the borough bedding contract in-house to maintain the quality of the service required within the current approved budget.

Recommendation (s)

That the committee agree:-

- (1) That the contract for the borough bedding scheme is brought back in-house to commence on 1 January 2019.
- (2) That a procurement exercise is conducted for the borough hanging basket/troughs to commence on 1 January 2019.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Bedding displays help the Committee deliver the key priorities of keeping our borough clean and green, managing our resources and supporting our businesses and local economy.
- 1.2 Well-maintained bedding enhances the visual appearance of our streets and open spaces and has a positive effect on the economic vitality of our Town Centre and shopping areas.
- 1.3 In the current economic climate, the key priorities need to be balanced carefully to ensure that we manage our resources effectively.

2 Background

- 2.1 The contract to supply and maintain the bedding in Parks, Highways and Cemeteries was awarded to PHS Greenleaf in 2009 and commenced on 1 January 2010 for a term of 5 years with an option to extend for a further 3 years.
- 2.2 In the past the responsibility for bedding in the borough fell to three committees, Leisure Committee for parks bedding, Social Committee for cemetery bedding and Environment for highways bedding schemes.
- 2.3 In June 2010 the Leisure Committee set up a Working Group to consider bedding schemes within the Borough, with a view to increasing sustainable planting and making budget savings. This Working Group included the Chairmen of the Leisure, Social and Environment Committees.
- 2.4 In October 2011, the Working Group set out a number of proposals, it was agreed to retain the baskets/troughs, and large beds that have visual impact, turf over some beds, which added little value and switch a number of others to sustainable planting schemes.
- 2.5 On the recommendation of the Working Group, it was also agreed to streamline the bedding operation and allow the Environment Committee to assume overall responsibility for all bedding schemes within the Borough.
- 2.6 The changes resulted in a substantial financial saving to the Council and the value of the original bedding contract was significantly reduced.
- 2.7 In 2017, PHS Greenleaf advised that due to the cut in contract value, paired with the increasing cost of stand pipes/watering and staff, they could no longer continue with the current arrangement for the same contract price and gave an indicative price of £76,329.87 excl vat to continue with the same contract specification. This represented a 26% increase on the current approved budget of £60,620.
- 2.8 There are now 43 flowerbeds (totalling in the region of 1000 square metres), 53 planted graves (subject to change annually), 52 hanging baskets and 32 pedestrian guard rail troughs in the borough, all of which are planted out with traditional bedding both summer and winter with the exception of the hanging baskets which are summer only.
- 2.9 In 2018, the cemetery contract came back in-house and we used this as an opportunity to conduct a pilot to assess the viability of also bringing back the bedding operation to streamline all functions under the in-house Grounds Maintenance service.

- 2.10 Therefore, during the spring/summer Operational Services assumed responsibility for the maintenance and watering of the flowerbeds, with PHS Greenleaf providing the supply, maintenance and watering of the hanging baskets/troughs and the supply and planting of the flowerbeds.
- 2.11 This pilot allowed Officers to maintain continuity of the service with no additional expense and assess if taking over the entire responsibility for the operation was viable.
- 2.12 Unfortunately, this season was one of the driest on record and our grounds maintenance teams were under some pressure to ensure that sufficient resources could be allocated within the team to carry out the extensive watering required to ensure the bedding schemes survived.

3 Proposals

- 3.1 Officers have now had an opportunity to assess the success of this season and the hybrid arrangement with PHS Greenleaf.
- 3.2 Although this season was a challenge due to the extreme weather conditions, on balance we feel that our in-house team coped with the demand to maintain and water the borough flowerbeds.
- 3.3 Officers also used this period to closely observe and assess what was involved in the flowerbed planting operation. PHS Greenleaf use five staff and one vehicle during the stripping out and replant operation. When costing out the operation in-house we accounted for employing an additional member of full time staff, four agency staff and an extra vehicle for the summer replant. For the winter replant, which is less resource intensive, we will use existing staff and vehicles.
- 3.4 The budget for this year's flowerbeds, graves, baskets and troughs was set at £60,620 and we believe the final cost from PHS this year will be £46,797, which leaves a budget surplus of £13,822 to be reallocated to grounds maintenance to cover the in-house costs of watering and maintaining the flowerbeds.
- 3.5 For the 2019/20 season it is proposed to take the bedding operation back in house with the exception of the hanging baskets and troughs, which we would recommend going out to tender, as this is a small and specialised area of the contract currently worth in the region of £10,000.
- 3.6 It must be noted, that we have received a recent communication from Surrey County Council requesting that some of our pedestrian guardrail troughs be removed due to safety concerns about impairing vision at pedestrian crossing junctions. Compliance with this request will reduce the number of troughs by six, which will reduce the value of this specific element of the bedding contract.

- 3.7 For the remaining budget of £50,620, officers have calculated that in addition to the purchase of plants and ancillary costs we could create additional capacity by extending our experienced in-house horticultural team by one full time operative and four seasonal agency operatives to form a dedicated Landscaping Team.
- 3.8 Although the new Landscaping Team will be primarily tasked with designing and maintaining creative, modern flowerbed displays, comprising of a mixture of bulbs, perennial and bedding plants, they will also have the potential to take on external projects in line with Council's desire to become more enterprising.

4 Financial and Manpower Implications

- 4.1 The current approved budget for the borough bedding scheme is £60,620. The cost of the basket and trough supply and maintenance is currently estimated in the region of £10,000. Leaving a balance of £50,620 to fund the following:

4 x Seasonal Operatives for 3 weeks	£5,500.00
1 x Full time Operative	£23,000.00
seasonal vehicle hire	£2,500.00
Purchase of plants (summer and winter)	£17,000.00
Ancillary Costs	£2,500.00
Total	£50,500.00

- 4.2 Whilst there are no savings to be achieved, this proposal will control an increase in costs and streamline our grounds maintenance operation, bringing all related services back in house (with the exception of the baskets and troughs), creating capacity within the service to allow some room for expansion in to a commercial arena.
- 4.3 **Chief Finance Officer's comments:** The costs of the proposal in this report are within the agreed budget for bedding of £60,620 for 2018/19. This assumes that the budget will be set at the same level for 2019/20.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 If the Committee is minded to approve this proposal to bring the design, planting and maintenance of the flowerbeds back in house, then like the cemetery arrangements, this is not a 'procurement' and therefore does not engage the Council's Standing Orders. The procurement of the hanging basket and trough contract and the purchase of plants will need to be carried out through the correct processes.

5.2 Verbal conversations with PHS Greenleaf have indicated that as the employees are not employed full time simply to service the Epsom & Ewell bedding contract they will not directly be affected by cessation of the contract and therefore the Transfer of Undertakings (Protection of Employment) Regulations 2006 'TUPE' might not apply.

5.3 **Monitoring Officer's comments:** PHS Greenleaf will need to be requested to provide the information required by TUPE in accordance with clause 54.2 of the contract to enable informed decisions to be made about whether TUPE applies to any of the employees.

6 Sustainability Policy and Community Safety Implications

6.1 All our vehicles comply with modern emissions standards. Where possible and appropriate, Operational Services will endeavour to use compost, which has been derived from recycled materials from other grounds maintenance operations.

7 Partnerships

7.1 There is a risk that if we do not go forward with the proposals outlined in this report that we will need to secure additional funds to deliver the current bedding schemes with an external contractor.

7.2 There is a small risk that the baskets and trough element of the contract cannot be secured externally for the £10,000 allowance set aside, but with the reduction in number of troughs this is unlikely.

8 Risk Assessment

8.1 If this proposal is agreed, Operational Services will work in partnership with external contractors to manage the basket and trough element of the bedding scheme and with plant suppliers to procure both best price and quality of bulbs, perennial and bedding plants.

9 Conclusion and Recommendations

9.1 Providing high impact, low cost bedding schemes is vital to achieving the Council's key priorities. For this reason, this report recommends that the borough bedding scheme is brought in-house for the sum of £50,620

9.2 It is recommended that the baskets and troughs element of the bedding scheme is procured separately and will be the only part of the grounds maintenance contract that is serviced by an external provider which we estimate will cost in the region of £10,000.

Ward(s) affected: (All Wards);

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SIMPLY WEEKLY RECYCLING SURVEY

Head of Service/Contact: Ian Dyer, Head of Operational Services

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): **Annex 1** - Simply Weekly Recycling survey results

Other available papers (not attached):

Report summary

Simply Weekly Recycling was launched in summer 2017. This summer we have surveyed residents' satisfaction with the service one year on.

Recommendation (s)

(1) That the Committee reviews and comments on the survey's findings.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Simply Weekly Recycling is the key service which allows residents to recycle their household waste. It contributes to the Council's key policies of Sustainability and Managing Resources.
- 1.2 It is very expensive to dispose of refuse. We want residents to recycle because it saves them money and protects the environment. Therefore, it is important to have a service that residents like and find easy to use.

2 Background

- 2.1 Simply Weekly Recycling was launched during the summer of 2017. It was designed to make recycling easier, with weekly collections and more mixed recycling.
- 2.2 With the service now a year old, we have surveyed how residents feel about it. Our questions focused what residents like/dislike about it, and how easy/difficult they find it to use.

- 2.3 The full report on the survey's findings is attached at **Annex 1**, and includes the methodology used and the profile of respondents.
- 2.4 Key findings are:
- 2.4.1 The vast majority of respondents found it easy or very easy to understand 'The Big Switch', and to use the service thereafter.
 - 2.4.2 The vast majority of respondents are satisfied or very satisfied with the service.
 - 2.4.3 Nearly half of respondents said that they recycle more with Simply Weekly Recycling, although just over half said that they recycled the same amount. It may be noted that recycling tonnages have continued to rise since the service was introduced, which is against the declining trend across Surrey as a whole.
 - 2.4.4 When asked what we could do to help them recycle more, nearly half of respondents said that they already recycled as much as possible. A quarter of respondents said it would help if they got clearer guidance on what to recycle, and a fifth of respondents said they would like more recycling options.
 - 2.4.5 10% of respondents said that Surrey County Council (SCC) tip opening times were a barrier to recycling. Comments on this issue were made in several sections. It seems that reduced SCC tip opening times may be driving some otherwise recyclable items into our refuse bins.
 - 2.4.6 We received some very positive comments about the service and how it is delivered.
 - 2.4.7 Borough Insight and our bin 'hookies' were cited as the chief ways respondents heard about 'The Big Switch'.
- 2.5 A very small number (5%) of respondents were dissatisfied:
- 2.5.1 Typically, this focused on operational issues such as missed bins, set-back of bins after collection, litter or vehicles blocking roads. However, while of obvious importance, these comments are not specifically attributable to Simply Weekly Recycling itself. There were few negative comments about Simply Weekly Recycling as a service structure. It may be noted that missed bins consistently average just 0.1% of collections i.e. 99.9% of collections are made on time every week.

- 2.5.2 Some respondents also felt that garden waste should be collected weekly rather than fortnightly. Garden waste has been fortnightly since its introduction in 2006 (as it is across all Surrey districts). In view of current garden waste tonnages and the resources needed to collect them, officers consider that there remains no business case for increasing the frequency of garden waste collections.
- 2.5.3 The space taken up by bins is also commented on in various sections. It may be noted that Simply Weekly Recycling did not change the number of bins needed by residents.
- 2.6 While many respondents noted that they recycled as much as they could, some respondents noted the difficulty of understanding what can/can't be recycled:
 - 2.6.1 With so much now being recycled (for example, in June the Council hit an all-time high of 57% recycling), and the complexity of modern packaging, it is understandable that some residents feel this way.
 - 2.6.2 When we launched Simply Weekly Recycling we took advice from WRAP (the Waste and Resources Action Programme) that simple messages about what can be recycled helped people to recycle more.
 - 2.6.3 But in the light of the above, officers will be sending out a revised, more detailed service guide to all houses during November. This will also be advertised in e-Borough Insight, and will be the subject of a separate Members' Briefing.

3 Proposals

- 3.1 The Committee is invited to review and comment on the survey's findings.
- 3.2 Comments regarding Surrey County Council tip opening times will be shared with SCC.
- 3.3 A revised, more detailed service guide will be delivered to all houses in November.
- 3.4 Comments regarding operations will be reviewed as part of our on-going attention to service quality. In particular, we will review our operation to collect textiles for recycling.
- 3.5 The Council will continue to support initiatives for developing recycling, including Surrey Waste Partnership publicity campaigns. These are already diarised throughout the coming year e.g. textiles in autumn 2018 and food waste January/February 2019. Already, we have used lessons learned from the Partnership's recent flats improvement pilot to create better services for other hard-to-reach flats.

4 Financial and Manpower Implications

- 4.1 Limited. Costs of delivering the new service guide in November have been shared with the Surrey Waste Partnership. Epsom & Ewell's share of these costs comes from existing budgets. Surrey Waste Partnership publicity campaigns are generally fully-funded from Partnership funds (separately contributed-to by the Council within existing budgets). Existing budgets will cover any additional spends.
- 4.2 **Chief Finance Officer's comments:** The costs of the new service guide will be met from existing waste revenue budgets.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 **Monitoring Officer's comments:** The council, as a waste collection authority, is required by the Environmental Protection Act 1990 and the Waste (England & Wales) Regulations 2011 to arrange for separate collection of recyclable materials. Reviewing the introduction of the council's Simply Weekly recycling scheme will help the council build on the scheme and look at ways of increasing recycling rates. Although there are currently no defined targets for recycling, the UK must recycle at least 50% of its household waste by 2020.

6 Sustainability Policy and Community Safety Implications

- 6.1 Simply Weekly Recycling has undoubtedly been successful and continues to deliver increased recycling. Respondents have overwhelmingly welcomed the service, which echoes much positive feedback that we received at the time of 'The Big Switch'.

7 Partnerships

- 7.1 We continue to work with the Surrey Waste Partnership to consider best practice. In particular, we have worked with the Partnership's communications team on various programmes – including the imminent new service guide – and its specialist flats team.

8 Risk Assessment

- 8.1 A further item of this meeting's agenda highlights current financial issues with recycling. However, these are not related to satisfaction with the service or the levels of recycling that it generates.

9 Conclusion and Recommendations

- 9.1 Simply Weekly Recycling has been warmly welcomed by residents, and Officers have noted the comments made by respondents.
- 9.2 The Committee is requested to review and comment upon the findings of the Simply Weekly Recycling satisfaction survey.

- 9.3 As noted above, officers will continue to support recycling development through various initiatives.

Ward(s) affected: (All Wards);

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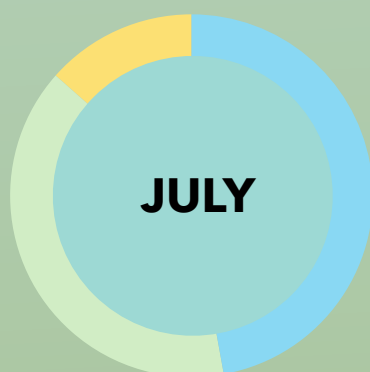
SIMPLY WEEKLY RECYCLING SURVEY



Date

August

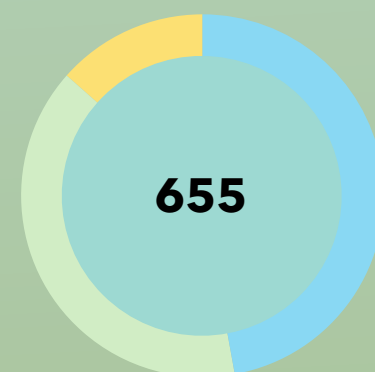
2018



Date sent to respondents



Deadline



Responses received

Please contact Adama Roberts or Craig Salmon in the Policy, Performance & Governance Team should you require more information on the Future40 Survey Report 2018

Email: contactus@epsom-ewell.gov.uk



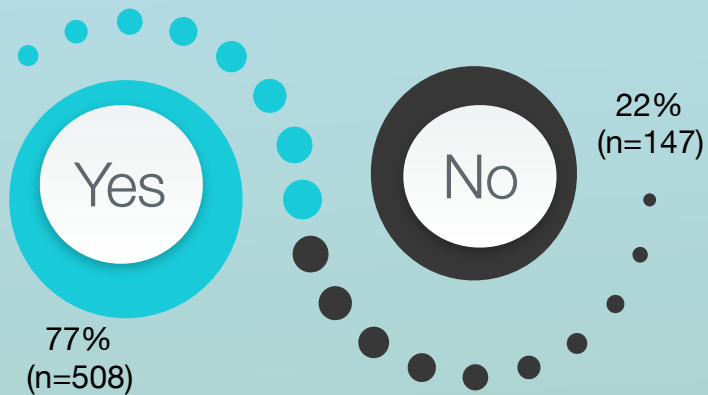
Table Of Contents

Summary of findings	3
Objective and methodology	4
Respondent profile and equalities monitoring	5-6
Analysis of results	7-16
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Summary of main findings

Agenda Item 6
Annex 1

Are you a Citizens' Panel member?

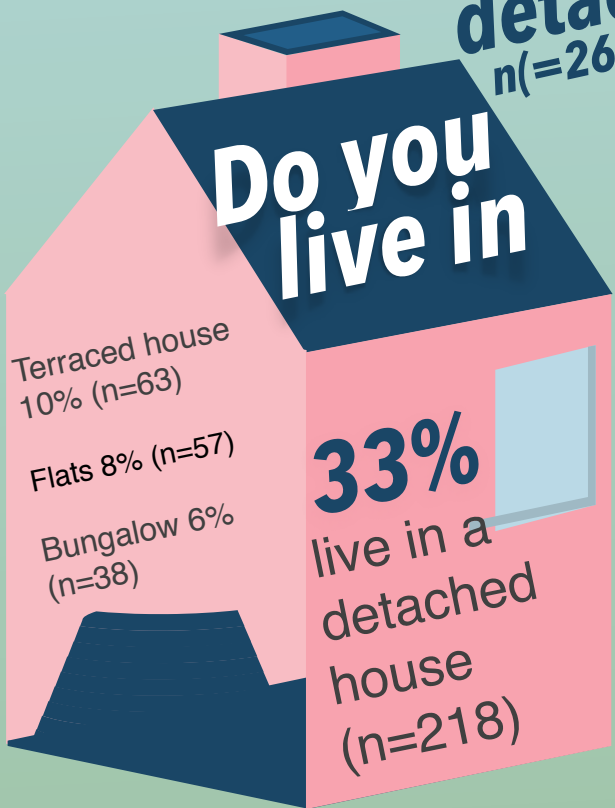


The survey ran from 23 July to 17 August 2018. It was available online and as a paper copy. It was sent to all Citizens' Panel members. We received 655 responses. The survey was also promoted via our social media platforms.

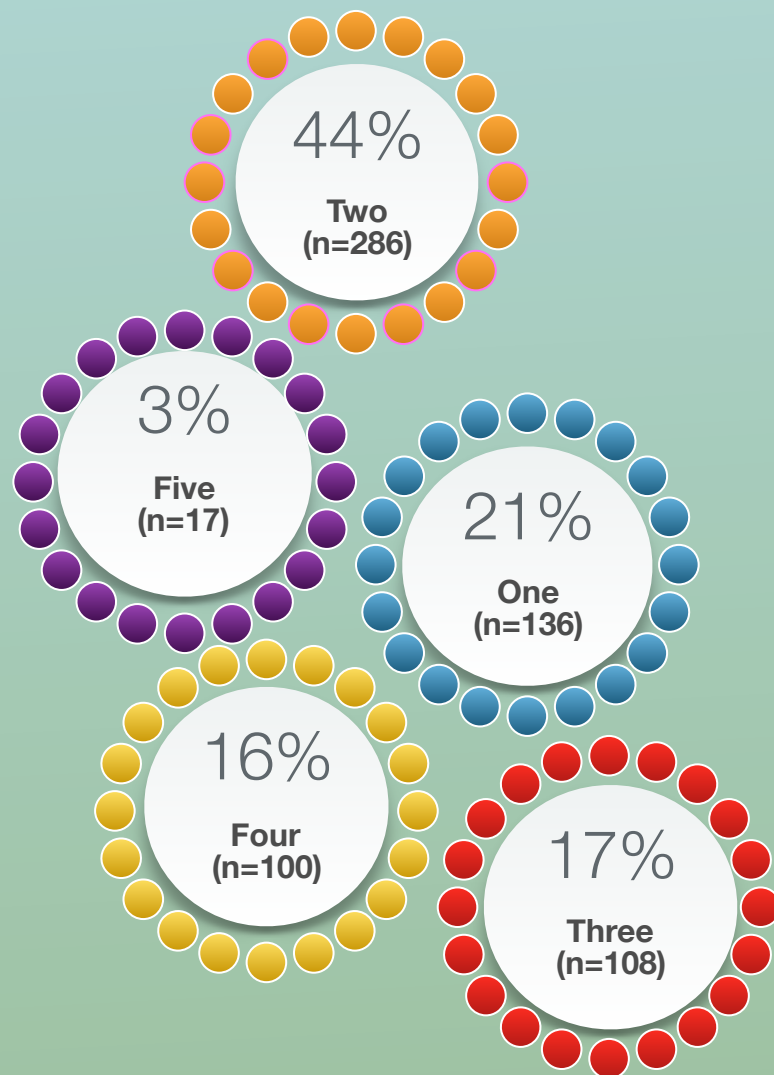
Six in ten respondents were British white 63% (n=415), this was followed by English white 22% (n=142). Nearly six in ten respondents said that they are Christians 58% (n=380) while 8% (n=51) stated that they had a disability.

41% live in a semi-detached house
n(=268)

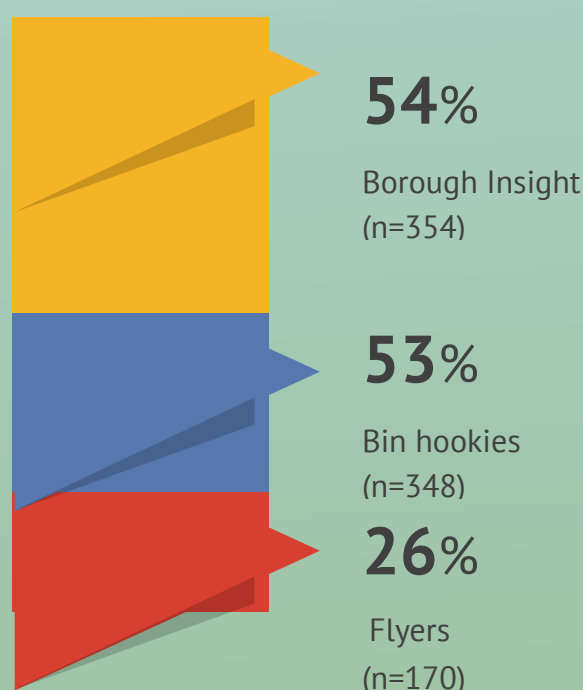
Do you live in



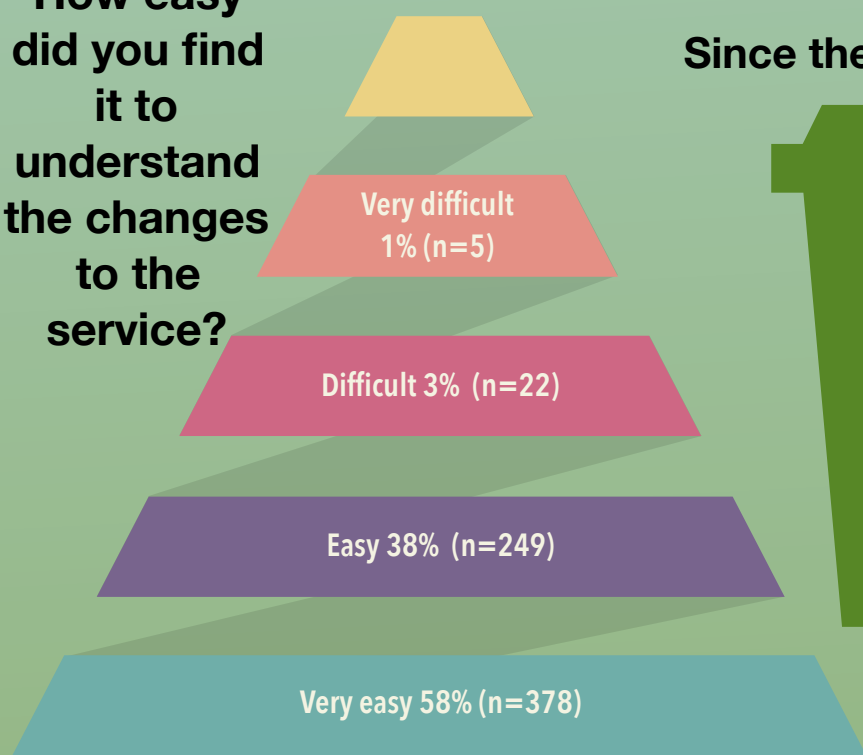
How many people live in your property?



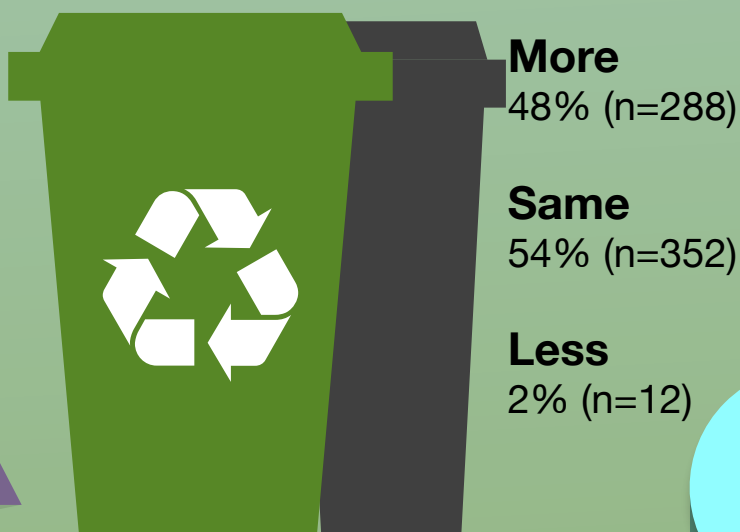
How did you hear about Simply Weekly? Top three...



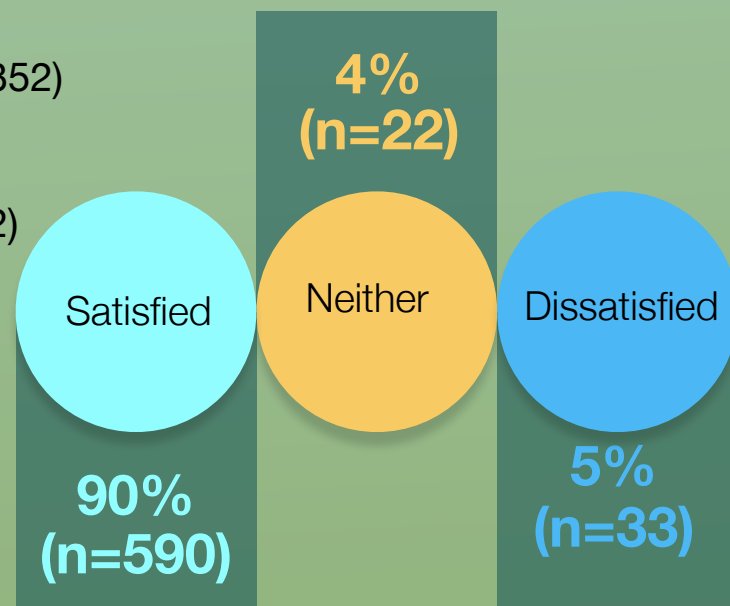
How easy did you find it to understand the changes to the service?



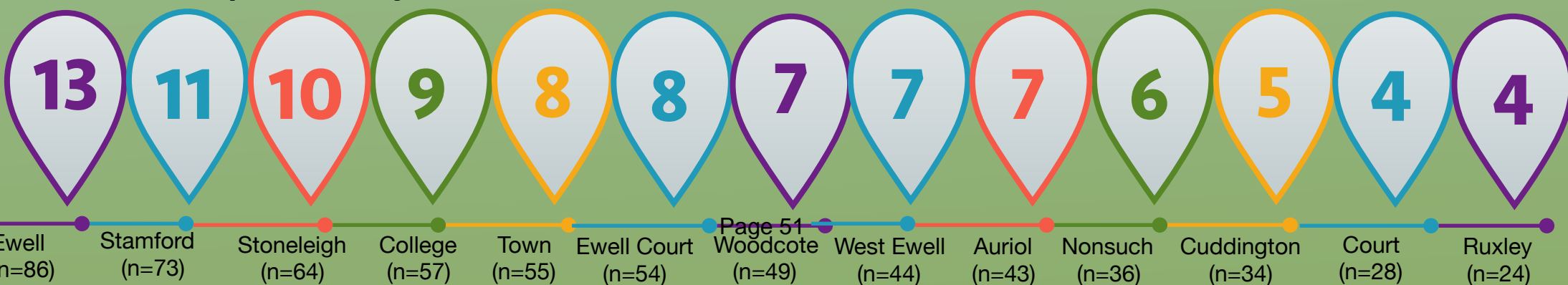
Since the Big Switch, have you recycled...



How satisfied are you with Simply Weekly Recycling service?



% of respondents by ward



The survey was conducted by Epsom & Ewell Borough Council to gauge how satisfied residents are with the changes made to our recycling service by introducing Simply Weekly Recycling.

The purpose of the consultation was to engage with local residents to seek their views regarding the Big Switch to Simply Weekly Recycling. Councillors will use the findings of this survey as part of their decision making process.

Questionnaire Development:

The questions were developed in liaison with the Transport & Waste Services Manager and Policy, Performance and Governance Team. Question areas included:

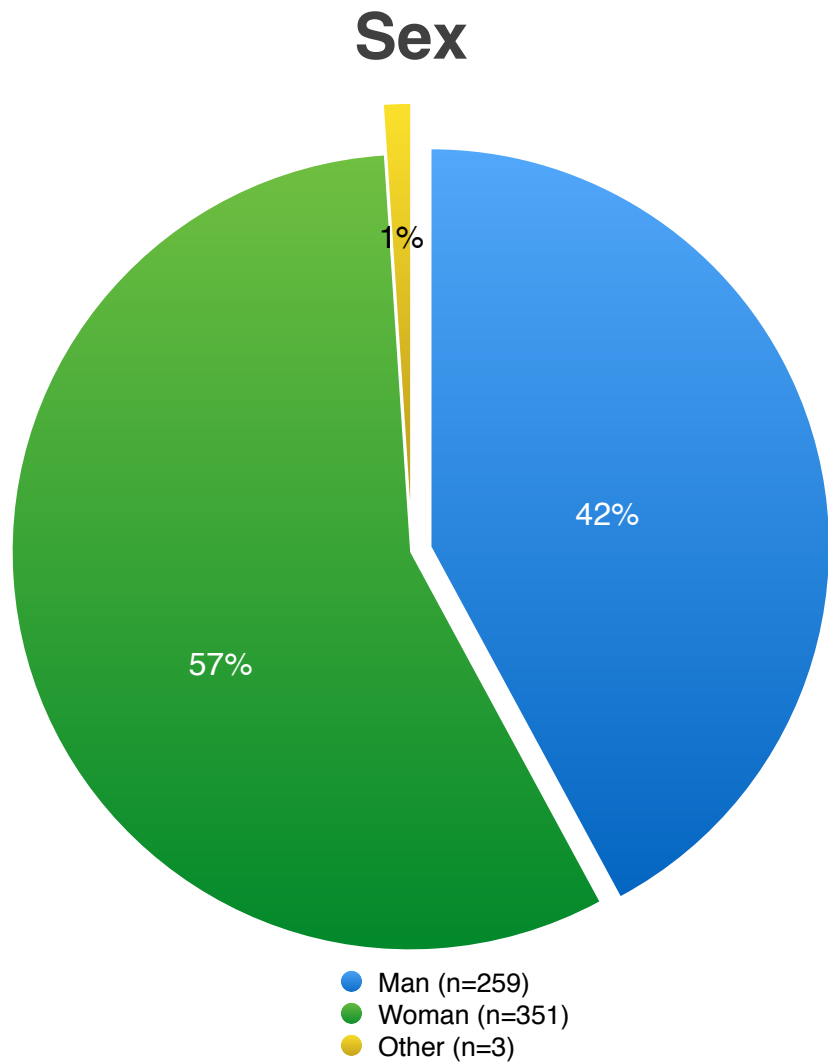
- Are you a Citizens Panel Member?
- Which ward do you live in? Do you live in a... How many people live in your property?
- Where did you hear about Simply Weekly Recycling?
- When we made the Big Switch last year to our new recycling service, Simply Weekly Recycling, how easy did you find it to understand the changes?
- How satisfied are you with Simply Weekly Recycling services?
- Is there anything else you think we could have done to help you understand the Big Switch better?
- How easy have you found it to use your recycling and refuse services since the Big Switch?
- Since the Big Switch, I have recycled...
- If you have recycled more or less, why has this changed?
- Is there anything we can do to help you recycle more?
- Is there anything we do that you think is a barrier to recycling?
- What do you like most about Simply Weekly Recycling, compared to how we collected your recycling and refuse before?
- What do you like least about Simply Weekly Recycling, compared to how we collected your recycling and refuse before?
- Equalities monitoring questions

Methodology:

The survey ran from 23 July to 17 August 2018 - a period of four weeks. The survey was available online, hardcopies were provided and it was widely promoted via our social media platforms eg Twitter and Facebook. The survey was also sent to 800 Citizens' Panel members. It generated 655 responses of which 76% were panel members (n=509) and 22% (n=147) were not. The results were analysed by our Policy, Performance & Governance Team.

The figures in this report are calculated as a proportion of respondents who answered each question – excluding No Reply responses. Percentages in a particular chart might not always add up to 100% due to rounding, or because a respondent is allowed to give more than one answer to the question. Please note that respondents equate to the actual number of people that answered a question while responses equate to one respondent giving more than one answer to a qualitative or literal question.

Respondents' Demography & Equalities Monitoring



Gender Reassignment

When asked if their gender identity is different from the sex assigned at birth, 89% (n=583) ticked 'No' and 3% (n=21) ticked 'Yes'.

Sexual Orientation

Overall, eight in ten were heterosexual 81% (n=533), a further 9% (n=56) ticked prefer not to say, 1% (n=5) said they were either Bisexual or a Gay man and 0.3% (n=2) ticked other.

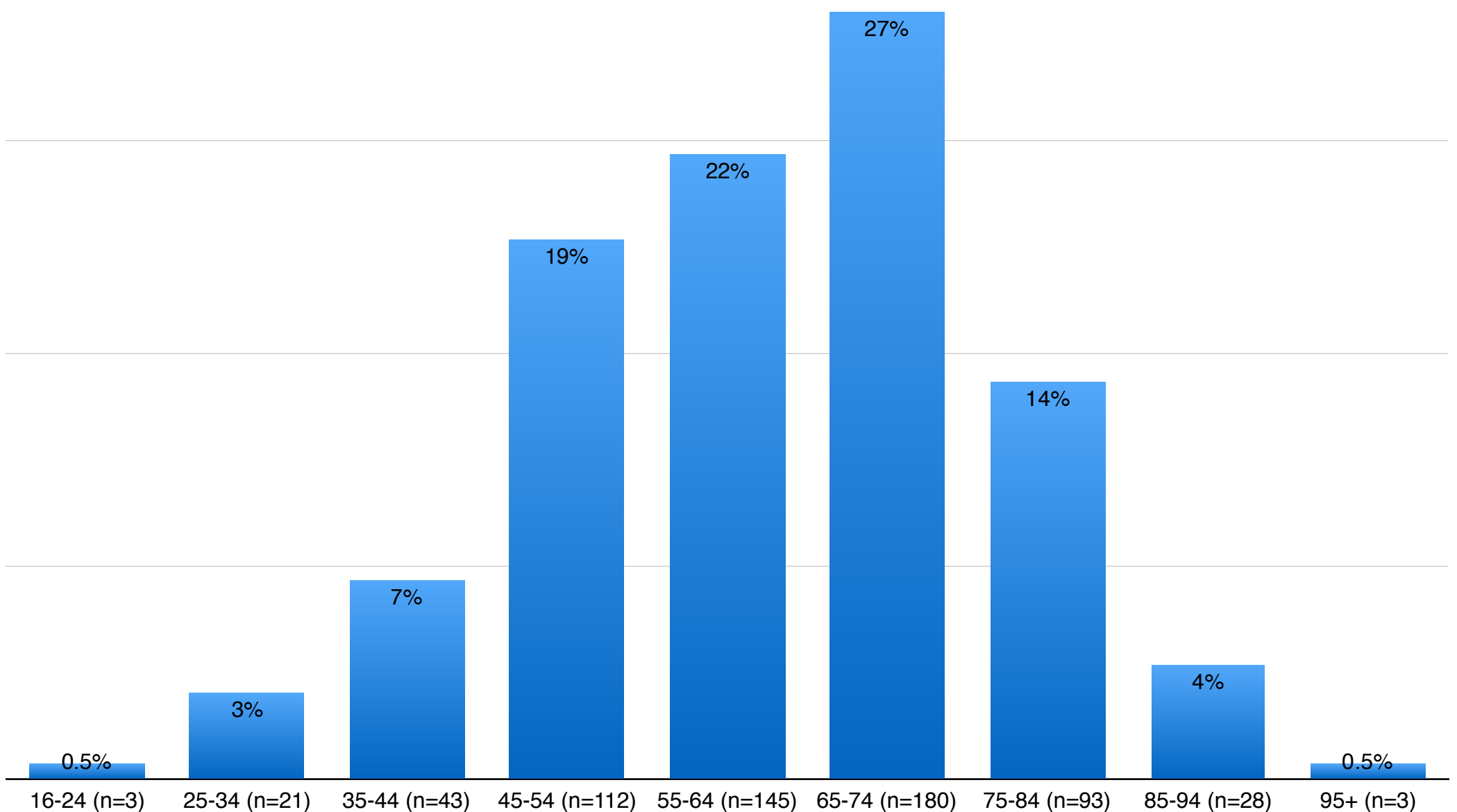
Disability

Respondents were asked if they had a disability according to the Equality Act, 82% (n=573) ticked 'No' and 8% (n=51) ticked 'Yes'

Marital Status

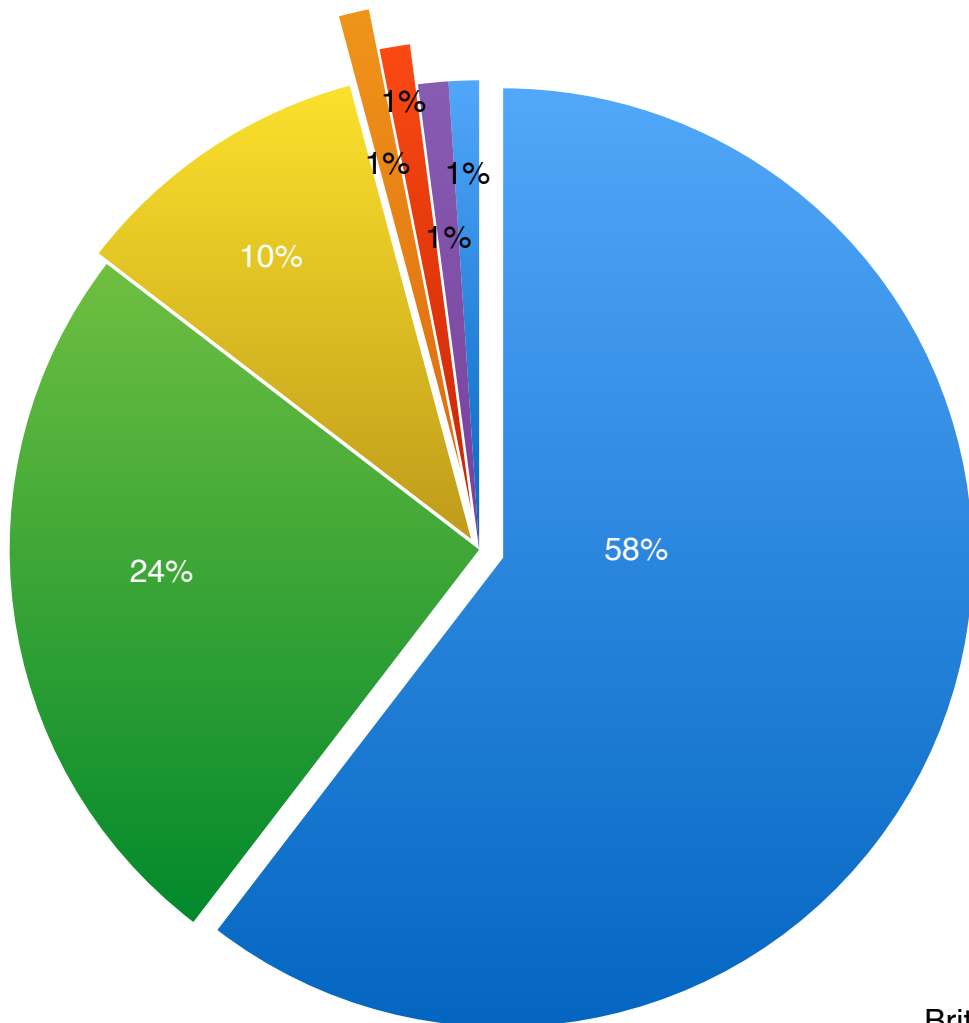
Overall, 65% (n=429) are married/Civil partnership, 10% are either single or widowed (n=66), 6% (n=39) are divorced and 1% (n=7) are separated

Age



Respondents' Demography & Equalities Monitoring

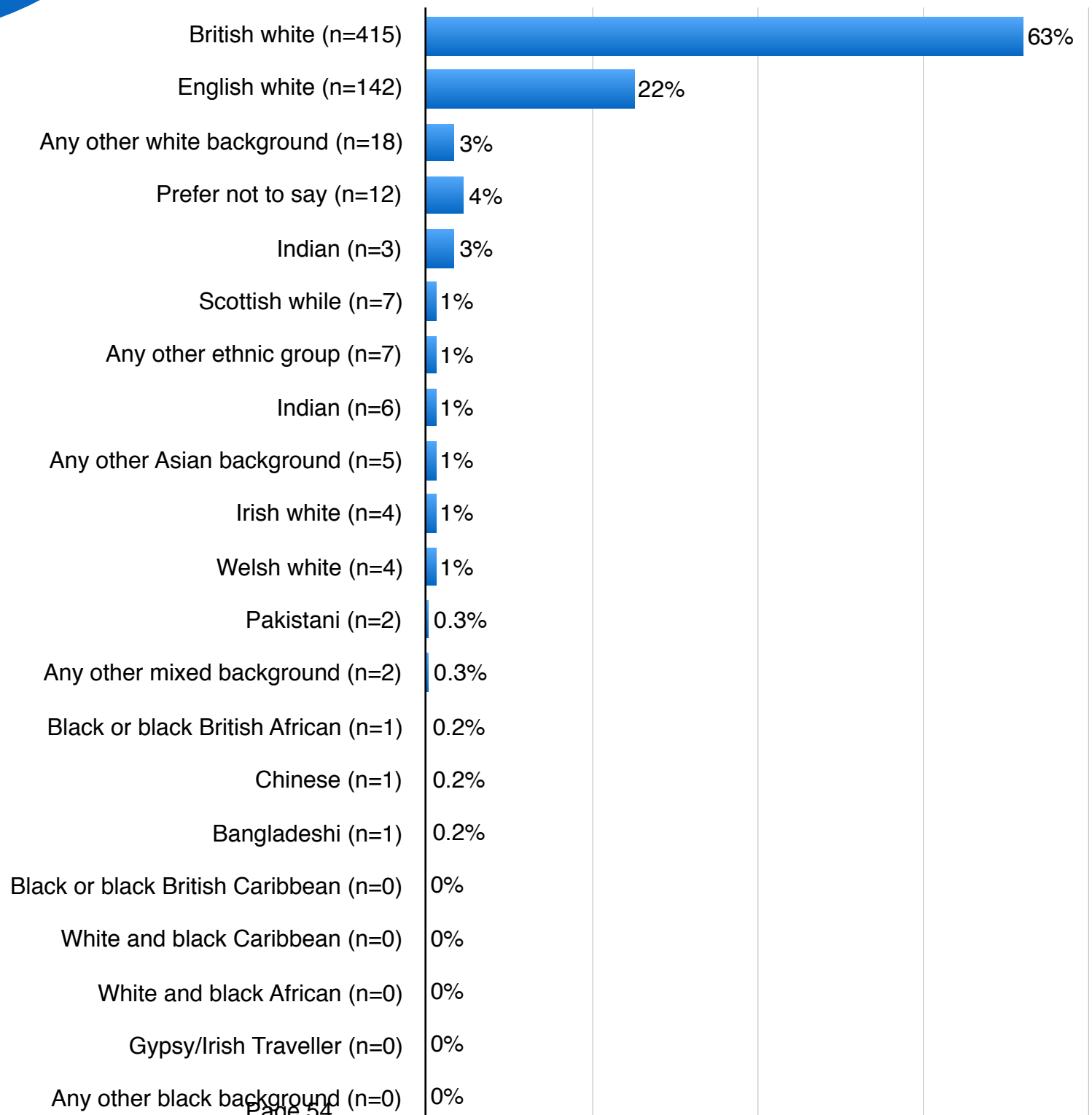
Religion or Belief



- Christian (n=380)
- No religion (n=129)
- Prefer not to say (n=63)
- Muslim (n=5)
- Any other religion or belief (n=6)
- Buddhist (n=5)
- Hindu (n=4)

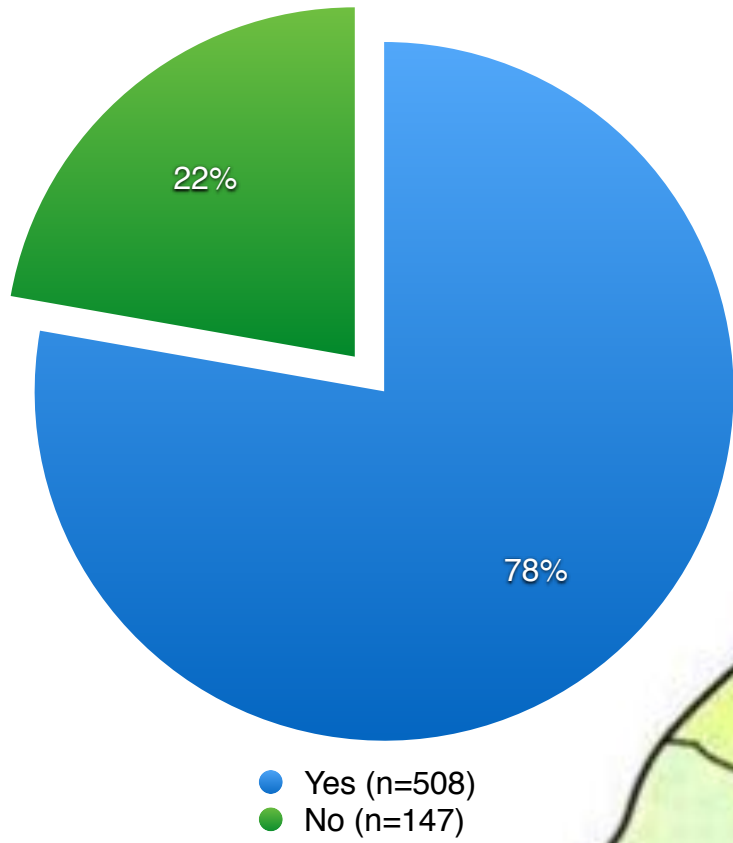
Nearly six in ten respondents are Christian 60% (n=380) as illustrated on the graph. None of the respondents were Jewish or Sikh.

Ethnic Group

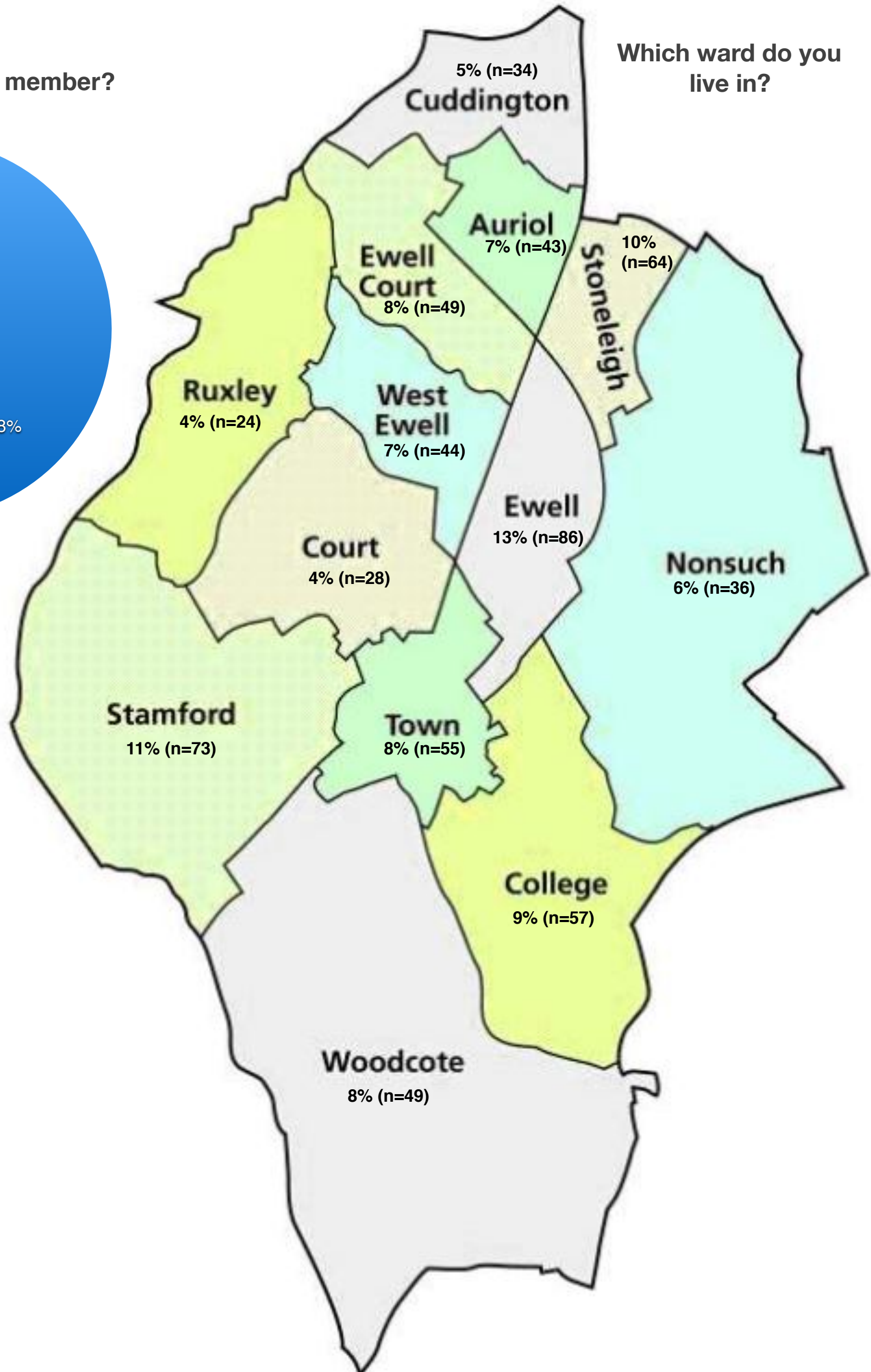


Analysis of results

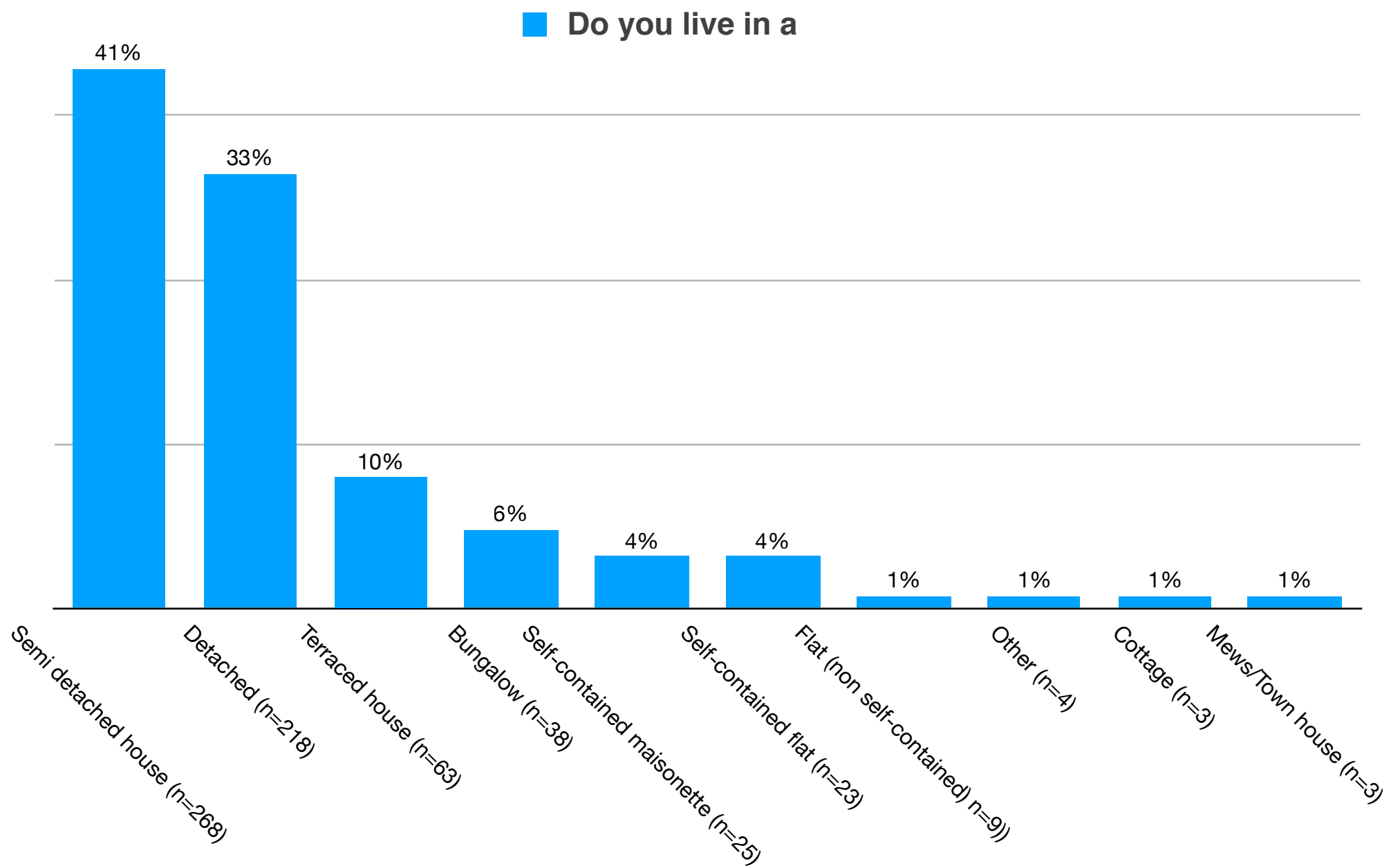
Are you a Citizens Panel member?



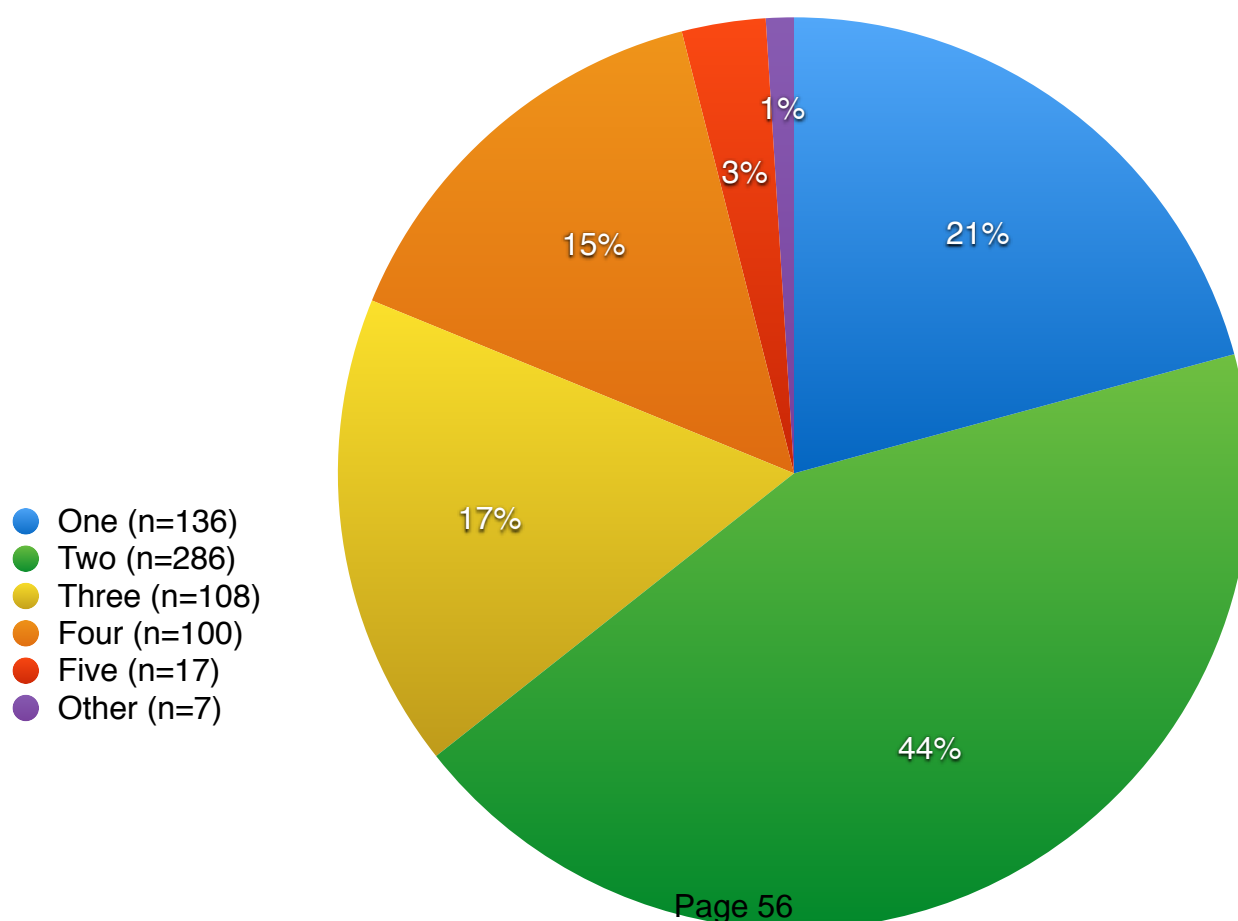
Which ward do you live in?



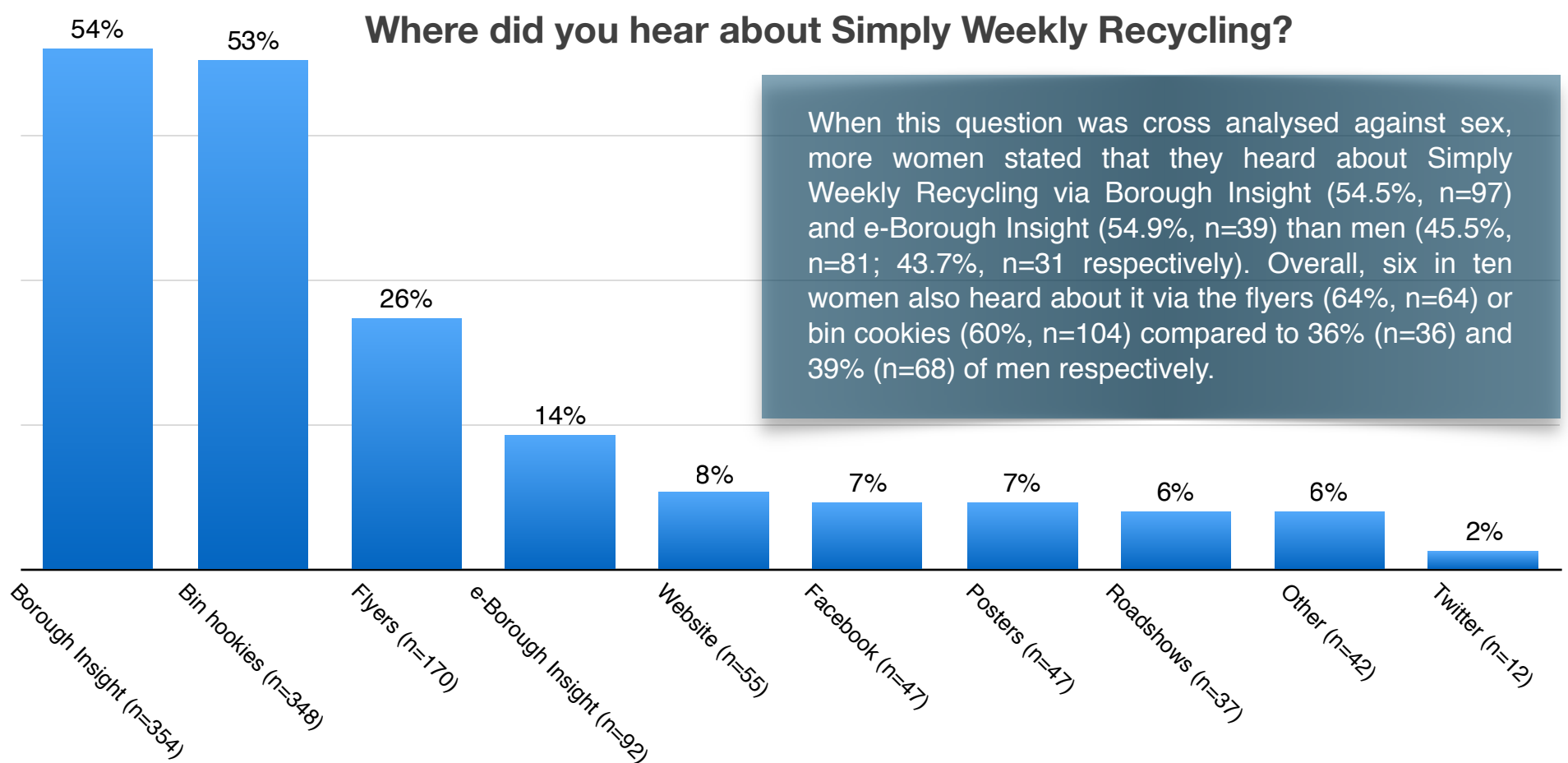
Analysis of results



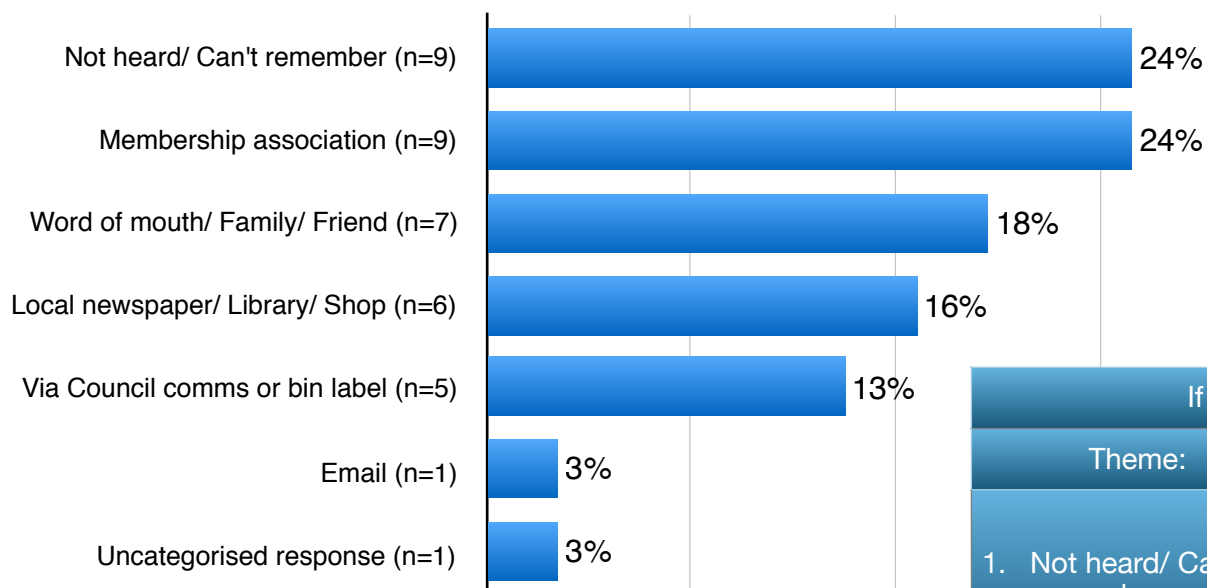
How many people live in your property?



Analysis of results



Literal Comments to Where did you hear about Simply Weekly Recycling?

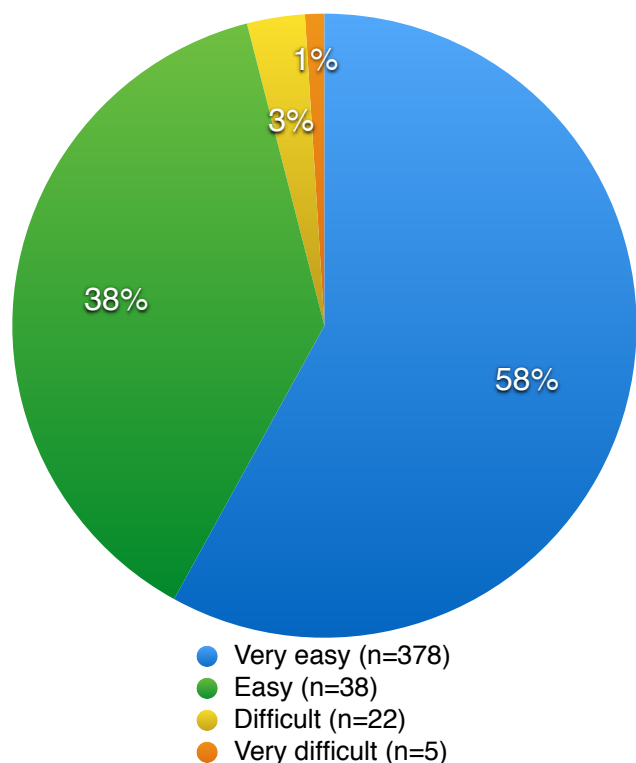


Example of literal comments

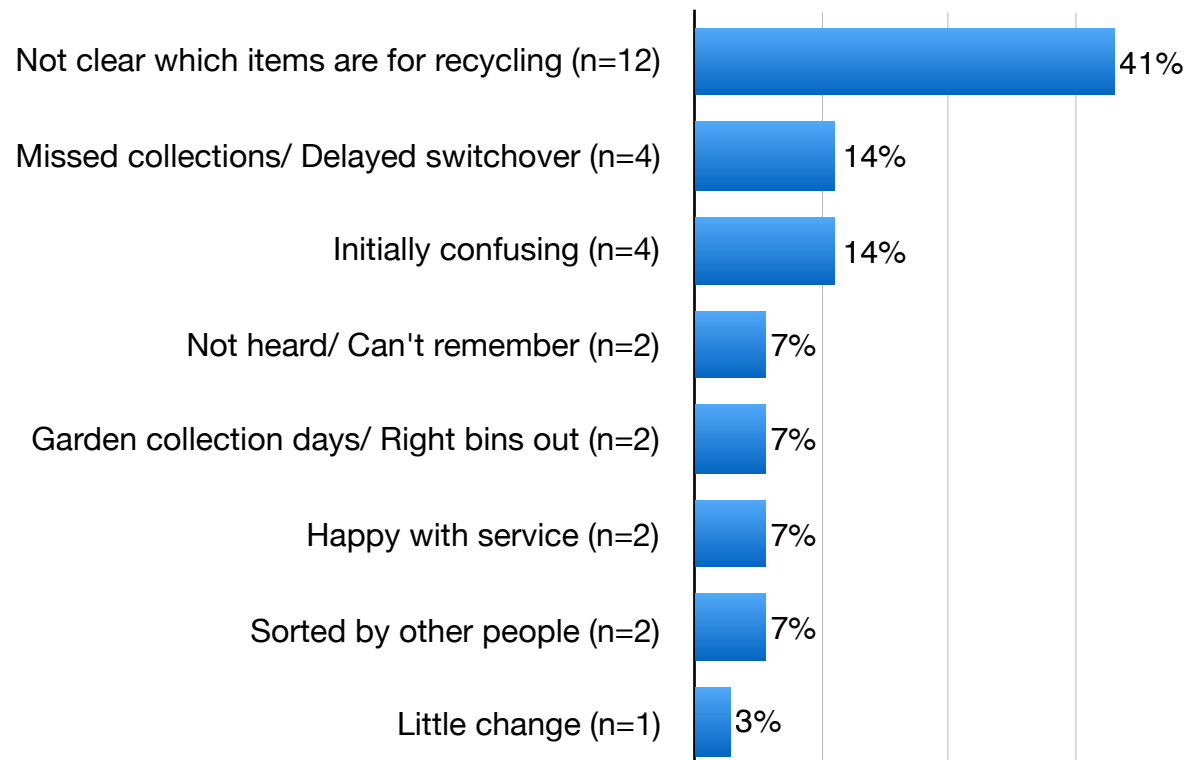
If Other, please specify: (Base: All responses=39)	
Theme:	Examples:
1. Not heard/ Can't remember	<ul style="list-style-type: none"> I have never heard about it. Not heard, didn't know that was what it is called. Can't remember.
2. Membership association	<ul style="list-style-type: none"> Conversations with councillor at Residents Association meetings. Ewell Court Residents Association. Cuddington Residents' Association meeting.
3. Word of mouth/ Family/ Friend	<ul style="list-style-type: none"> Family. My mum. Friends told me.
4. Local newspaper/ Library/ Shop	<ul style="list-style-type: none"> Local Guardian. In the library. Sainsbury.
5. Via Council comms or bin label	<ul style="list-style-type: none"> A Council representative visited the house with the information. Sent email by council. Bin label.
6. Email	<ul style="list-style-type: none"> [Councillor's name] email.
7. Uncategorised response	<ul style="list-style-type: none"> Please put it in as many languages as possible.

Analysis of results

When we made the Big Switch last year to our new recycling service, how easy did you find it to understand the changes made?



If 'Difficult' or 'Very difficult', please explain your reasons

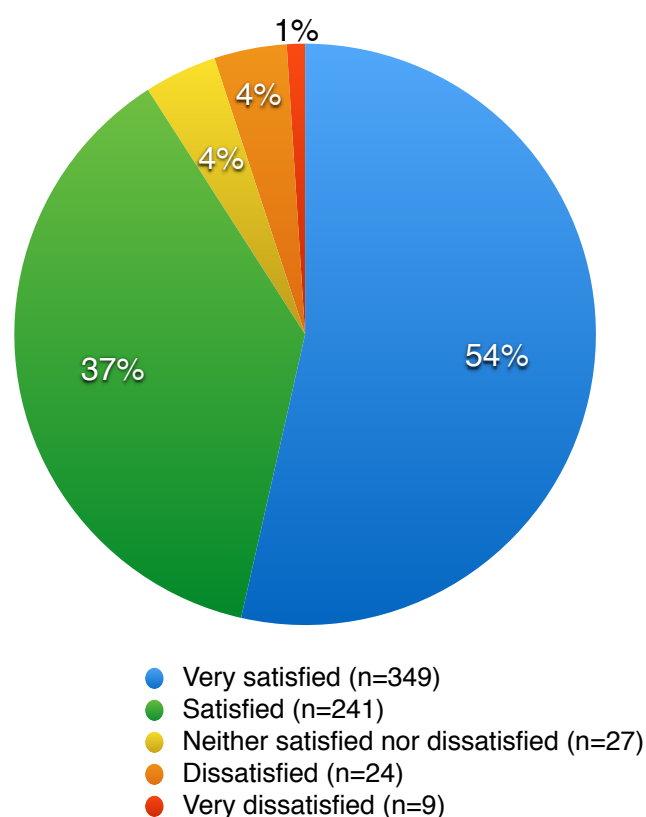


Examples of literal comments

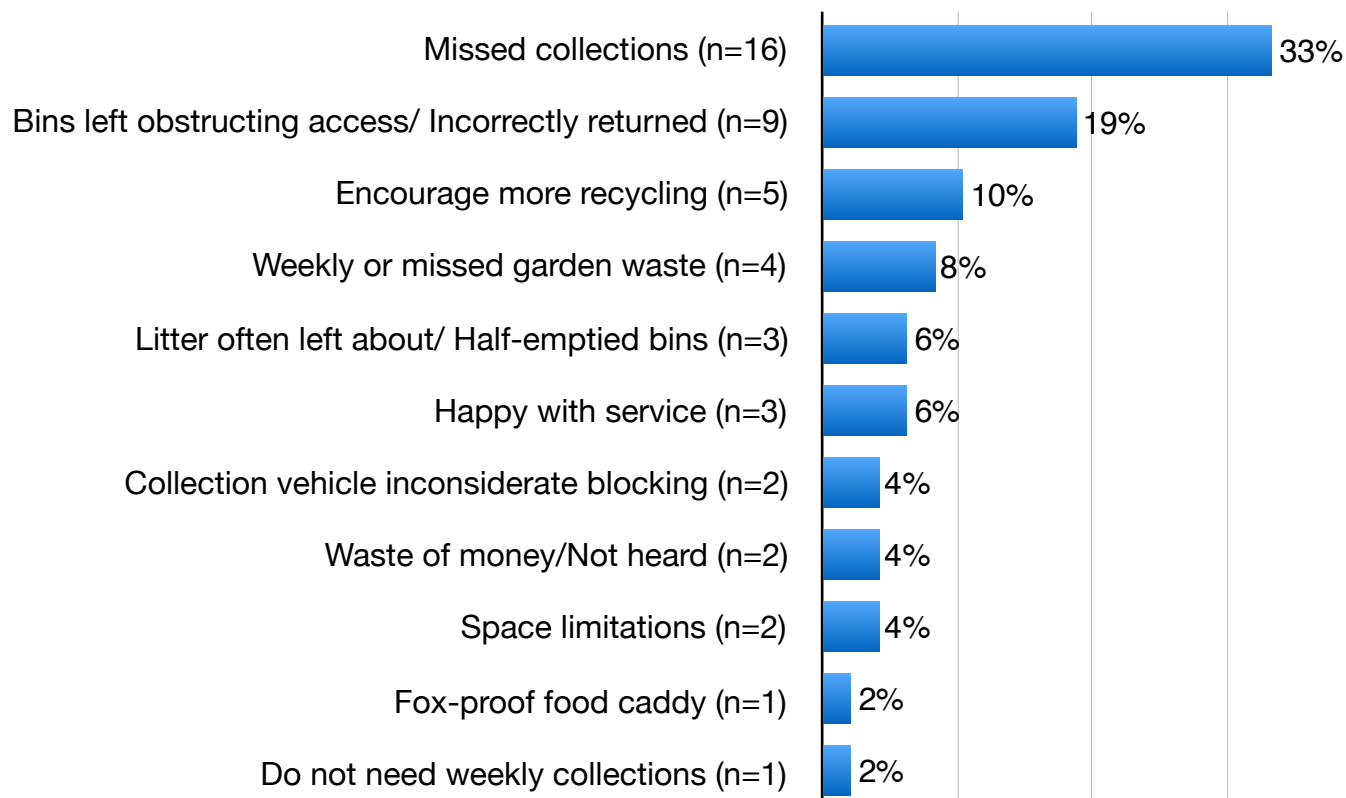
'Difficult' or 'Very difficult', please explain your reasons: (Base: All responses=29)	
Theme:	Examples:
1. Not clear which items are for recycling	<ul style="list-style-type: none"> Still not 100% sure of what is and what is not recyclable. I am still confused as to what can and cannot be kerb recycled. Some of the recycling items was not very clear so they could have been put in the wrong bin.
2. Missed collections/ Delayed switchover	<ul style="list-style-type: none"> Binmen keep missing my bin despite left clearly outside property. Missed collections. It was delayed.
3. Initially confusing	<ul style="list-style-type: none"> It was confusing to start with, took a few weeks to get used to it. Remembering the bin change from the old system. The changes appeared illogical and initially demanded some real thought.
4. Not heard/ Can't remember	<ul style="list-style-type: none"> I have never heard about it. Haven't heard a thing about it.
5. Garden collection days/ Right bins out	<ul style="list-style-type: none"> Difficult to work out when the brown bin - garden waste gets collected now. Remembering to put the right bins out. Neighbours were a great help.
6. Happy with service	<ul style="list-style-type: none"> Fairly easy. For myself, easy.
7. Sorted by other people	<ul style="list-style-type: none"> I live in [place name] which is a block of flats, the caretaker does all the sorting.
8. Little change	<ul style="list-style-type: none"> Little change for us.

Analysis of results

How satisfied are you with Simply Weekly Recycling service?



If 'Dissatisfied' or 'Very dissatisfied' please explain your reasons

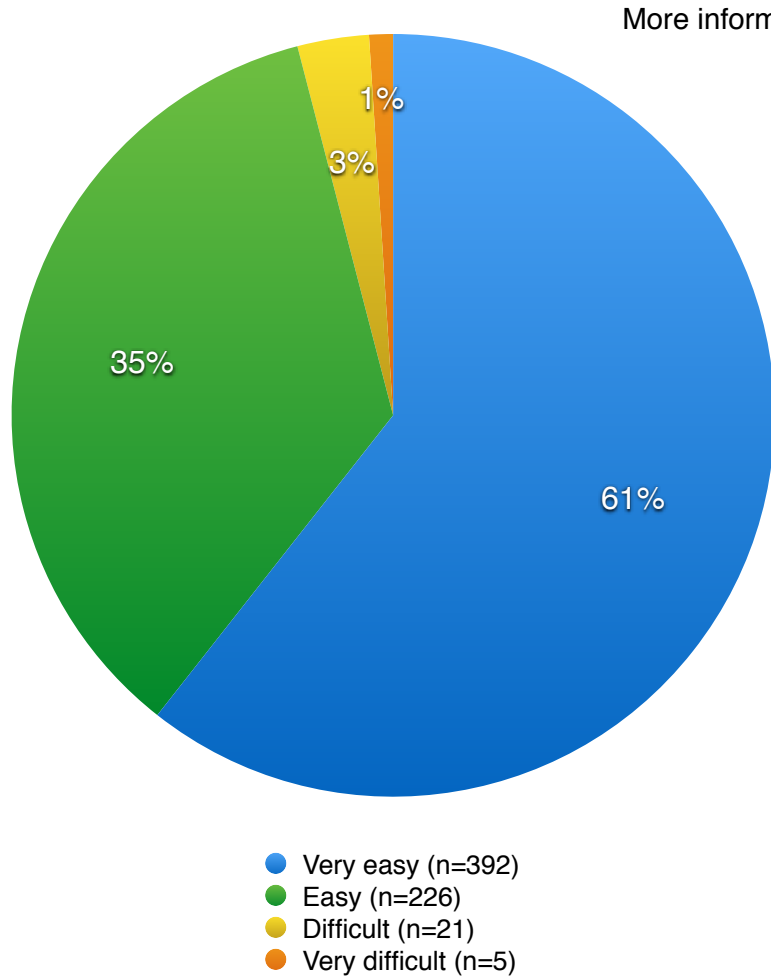


Examples of literal comments

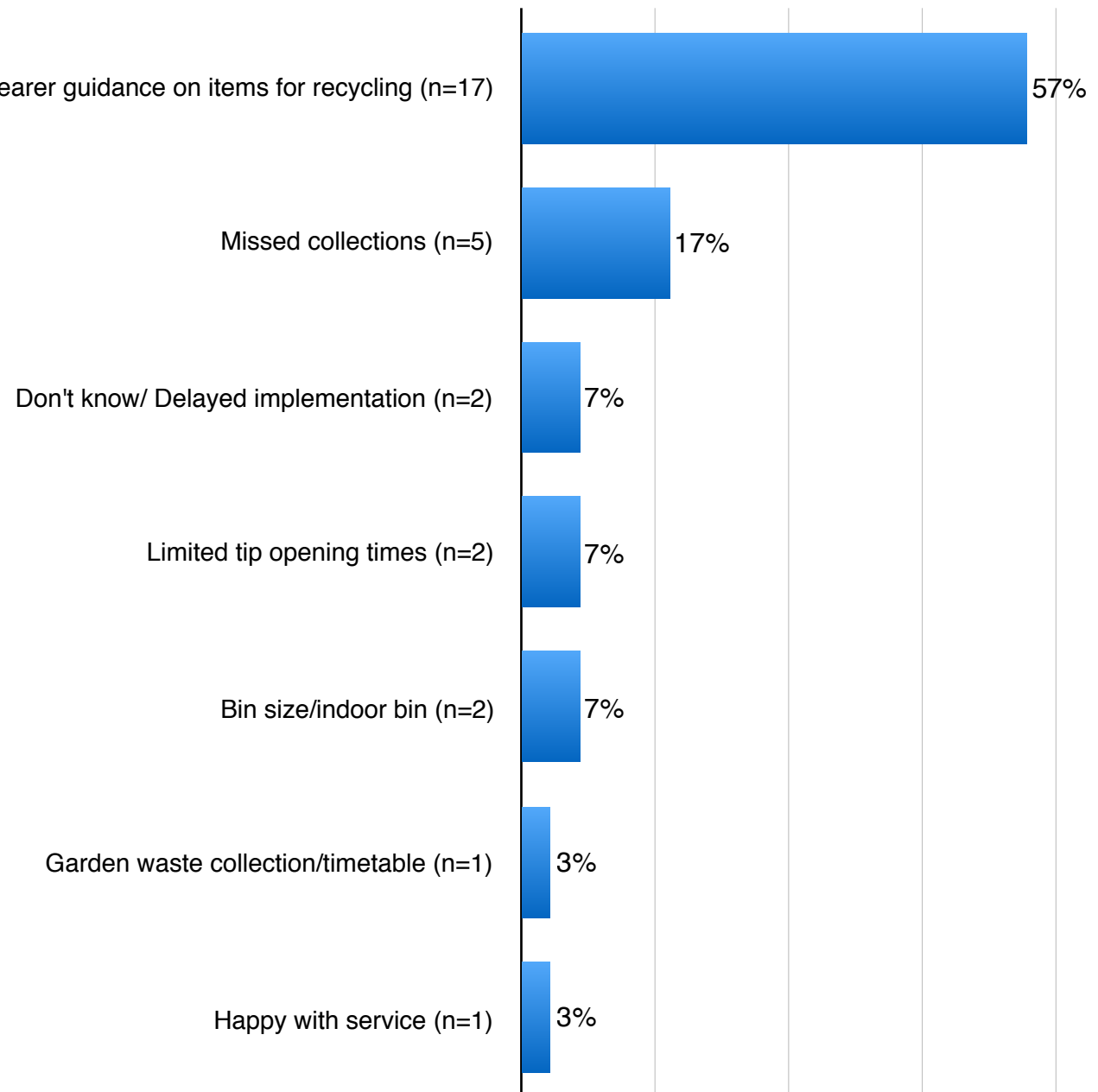
If 'Dissatisfied' or 'Very dissatisfied' please explain your reasons: (Base: All responses=49)	
Theme:	Examples:
1. Missed collections	<ul style="list-style-type: none"> The one issue we have is the missed collections, particularly our recycling bins and bottles. Unreliable, irregular collections. Poor excuses for missed collections. Mine and others in the road are often missed or only half emptied. Collection service not emptying the bin on a few occasions.
2. Bins left obstructing access/ Incorrectly returned	<ul style="list-style-type: none"> Emptied bins are left across the pavements rather than on the verges or replaced in driveways. Despite repeated requests, the condition your rubbish collectors leave our road in is a disgrace. They leave bins scattered over the road and pavement. Please could the operatives make sure that the bins are returned to the correct house?
3. Encourage more recycling	<ul style="list-style-type: none"> I think more can be done to encourage people to recycle. We should be able to recycle more waste.
4. Weekly or missed garden waste	<ul style="list-style-type: none"> I would wish that the brown bins were collected once a week during the growing half of the year and perhaps less during the winter. My garden waste is often not collected and I have to keep bringing it back full. Garden waste still only on alternate weeks, so have to remember if an on or off week, even though pay extra.
5. Litter often left about/ Half-emptied bins	<ul style="list-style-type: none"> Dissatisfied at the amount of litter left in my front garden after bin trucks have been. Litter caused by collections. Food waste often left in bin. Only half emptied as they lean in and remove what can be reached and leave rest.
6. Happy with service	<ul style="list-style-type: none"> On the whole it is a good service. Working well.
7. Collection vehicle inconsiderate blocking	<ul style="list-style-type: none"> Needlessly block the road with their wagon. I understand that they have to sometimes but I have witnessed them many times stopping inconsiderately, blocking cars from getting past.
8. Waste of money/Not heard	<ul style="list-style-type: none"> A waste of money swapping bin colours over. We lost our large family recycling bin. Haven't heard about it.
9. Space limitations	<ul style="list-style-type: none"> The black bin seems almost redundant, yet takes up room.
10. Fox-proof food caddy	<ul style="list-style-type: none"> I have recently been given a replacement food bin. It's the old version with the handle that swings over. Foxes know how to open them.
11. Do not need weekly collections	<ul style="list-style-type: none"> Do not need weekly collections - do not have enough refuse to justify weekly collection.

Analysis of results

How easy have you found it to use your recycling and refuse service since the Big Switch?



If 'Difficult' or 'Very difficult', please explain your answer

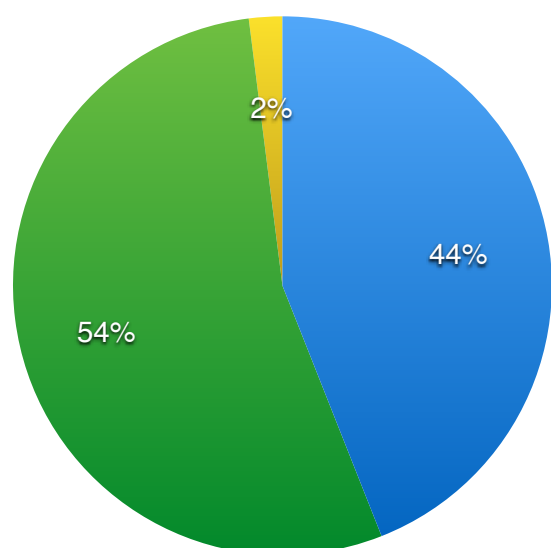


Examples of literal comments

If 'Difficult' or 'Very difficult', please explain your answer. (Base: All responses=30)	
Theme:	Examples:
1. More information/ Clearer guidance on items for recycling	<ul style="list-style-type: none"> It is not clear what types of plastic can be recycled and what has to go into the black bin. Further information about what can and cannot be recycled would be very useful. We are not sure what kind of plastics we/you can recycle. Most packaging labels say ask your local Council. Also, they have different recycling symbols, which can be confusing.
2. Missed collections	<ul style="list-style-type: none"> Hit and miss collecting. No feedback or support with missed collection or reason why bin was not collected. Erratic and unreliable collections.
3. Don't know/ Delayed implementation	<ul style="list-style-type: none"> Not in effect yet. Didn't know.
4. Limited tip opening times	<ul style="list-style-type: none"> Great difficulty in taking garden waste to Longmead as it is closed for 2 days a week! Disgusted that local rubbish tip is closed for half the week. This causes long queues and encourages fly-tipping.
5. Bin size/indoor bin	<ul style="list-style-type: none"> Difficult in that I find the green bin too large for one person. Indoor bin needed.
6. Garden waste collection/ timetable	<ul style="list-style-type: none"> Garden waste still only on alternate weeks, so have to remember if an on or off week, even though pay extra.
7. Happy with service	<ul style="list-style-type: none"> Makes much more sense to use green bin for recycling.

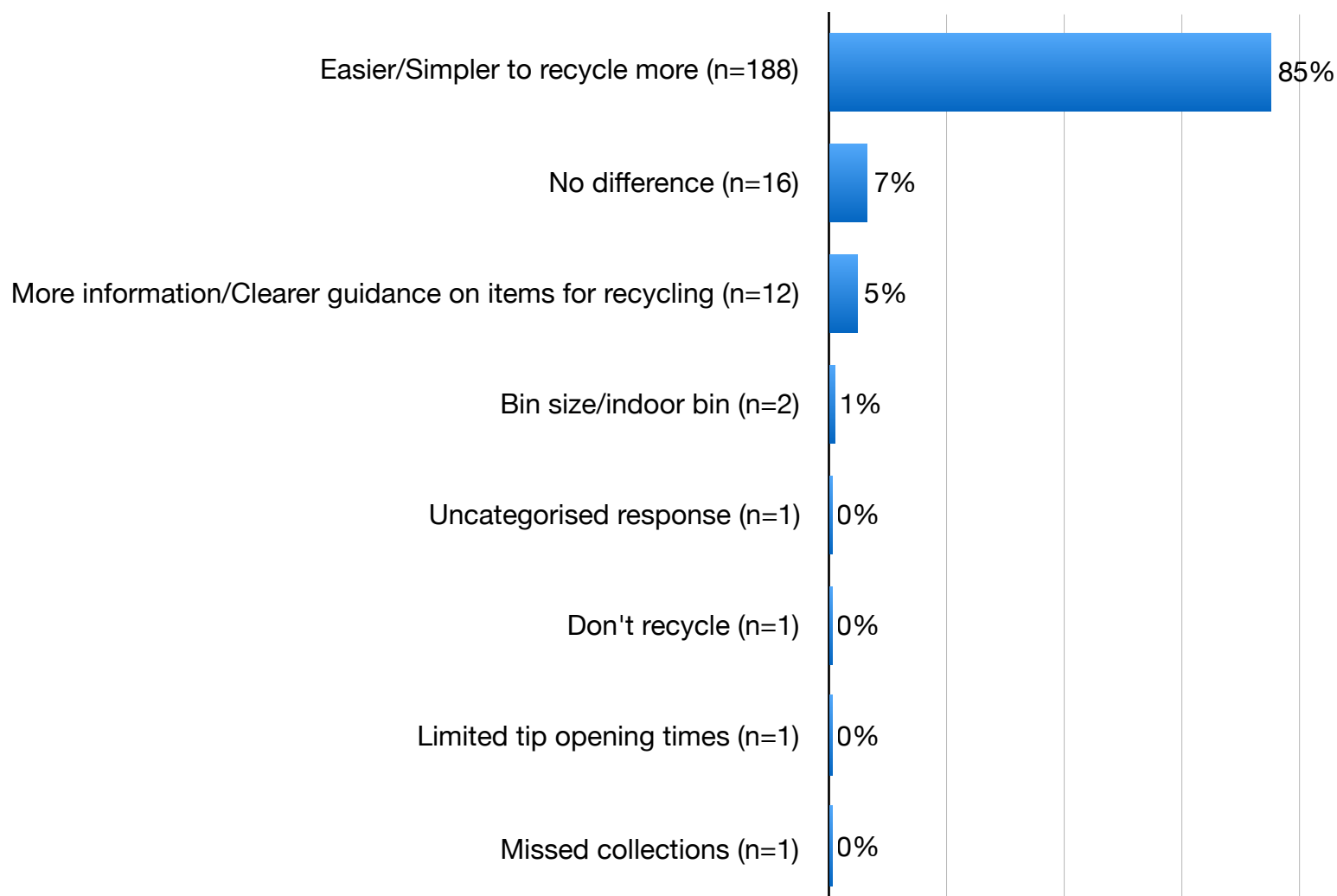
Analysis of results

Since the Big Switch, I have recycled...



- More of my waste (n=288)
- No change (n=352)
- Less of my waste (n=12)

If you have recycled more or less, why has this changed?

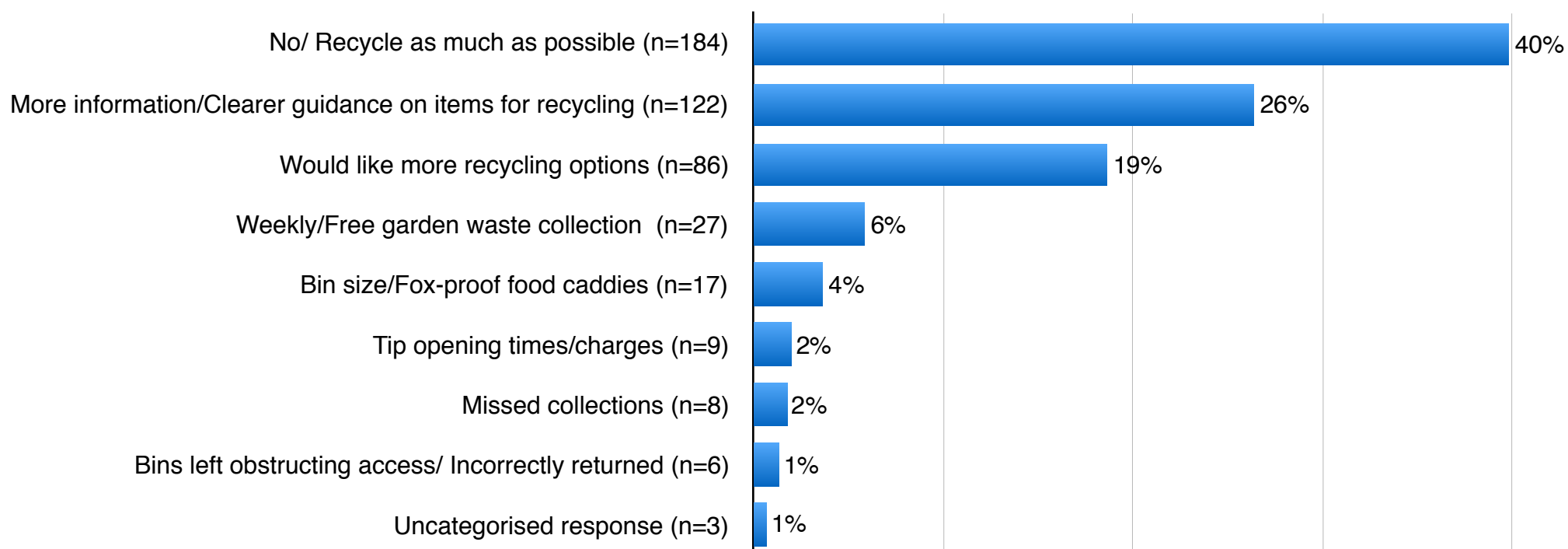


Examples of literal comments

If you have recycled more or less, why has this changed? (Base: All responses=222)	
Theme:	Examples:
1. Easier/ Simpler to recycle more	<ul style="list-style-type: none"> • Bin change for recycling to the bigger bin has made recycling easier. • I have become more green thinking. • More space in the bins. • Much more can be recycled and as weekly can fit all the recycling in. The bin was very full previously.
2. No difference	<ul style="list-style-type: none"> • I think it has stayed the same. • No change. • About the same.
3. More information/ Clearer guidance on items for recycling	<ul style="list-style-type: none"> • Clearer description of what is recyclable. • Not sure which material is recyclable. • Metal foil as I am not sure if I can or not.
4. Bin size/indoor bin	<ul style="list-style-type: none"> • Main bin is too small. • Not enough space in the recycling bin.
5. Uncategorised response	<ul style="list-style-type: none"> • David Attenborough told me to take care of the planet.
6. Don't recycle	<ul style="list-style-type: none"> • Don't recycle a thing. Waste of time and effort.
7. Limited tip opening times	<ul style="list-style-type: none"> • Changes to availability of the Longmead recycling centre have reduced the incentive to separate out some smaller items that would previously have been taken there.
8. Missed collections	<ul style="list-style-type: none"> • Bin is not emptied every week.

Analysis of results

Is there anything we can do to help you recycle more?

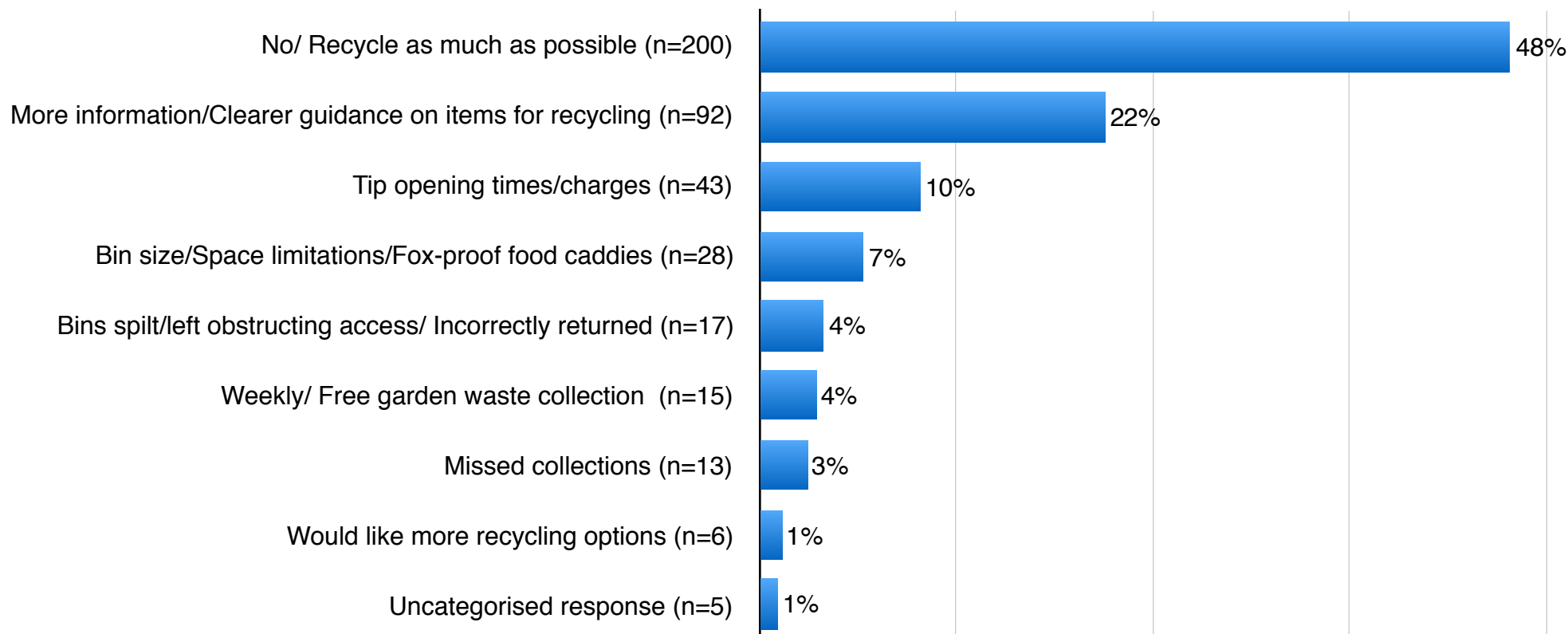


Examples of literal comments

Is there anything we can do to help you recycle more? (Base: All responses=462)	
Theme:	Examples:
1. No/ Recycle as much as possible	<ul style="list-style-type: none"> No, I recycle as much as I can and it is easy to do so. No as I make an effort to recycle as much as I can. No the instructions are clear and easy to follow. I recycle all I possibly can.
2. More information/ Clearer guidance on items for recycling	<ul style="list-style-type: none"> Clarify which types of plastic are recyclable. Tell us more about what can and cannot be recycled, including how items should be prepared/cleaned. Provide clarity on plastics - can fruit containers from supermarkets be recycled? Do I have to wash out glass jars? Is it possible to identify more clearly what is genuinely recyclable?
3. Would like more recycling options	<ul style="list-style-type: none"> It might make it easier if we could recycle batteries and toner cartridges via the door step scheme. Kerbside collections of textiles would be useful. Accept batteries. Recycle tin foil.
4. Weekly/ Free garden waste collection	<ul style="list-style-type: none"> Maybe in summer months do a weekly collection of garden waste when people are cutting grass more. Why can't there be weekly collections of garden waste during the growing season and autumn and none during the winter months. Make garden waste collection free rather than additional charge or brown bin.
5. Bin size/ Fox-proof food caddies	<ul style="list-style-type: none"> Have a more practical container for collecting food waste ie. a proper bin with secure lid. Fox proof food bin. Larger recycling bin, green, to accommodate Amazon delivery cardboard boxes. Provide single households with smaller bins.
6. Tip opening times/ charges	<ul style="list-style-type: none"> Stop the charging at Epsom Recycling Centre. Abolish charges and limiting of rubbish we are able to dispose of at Longmead waste disposal site. Persuade SCC that it is vital to open the Longmead Waste centre for 5 days a week.
7. Missed collections	<ul style="list-style-type: none"> Items that we leave beside the bins are never taken. The last 2 collections we have been missed & had to call the council to arrange another collection. They are not always emptied.
8. Bins left obstructing access/ Incorrectly returned	<ul style="list-style-type: none"> Please ask the operatives to replace the bins in a neat and tidy manner on the verge. Sometime the road looks as if it has been hit by a "Wheelie Bin Whirlwind". Put bin out of driveway space for car to get in.
9. Uncategorised response	<ul style="list-style-type: none"> Review the collection times around schools. Refuse collections should not happen when children are trying to get to school safety. Please send me a garden.

Analysis of results

Is there anything we do that you think is a barrier to recycling?

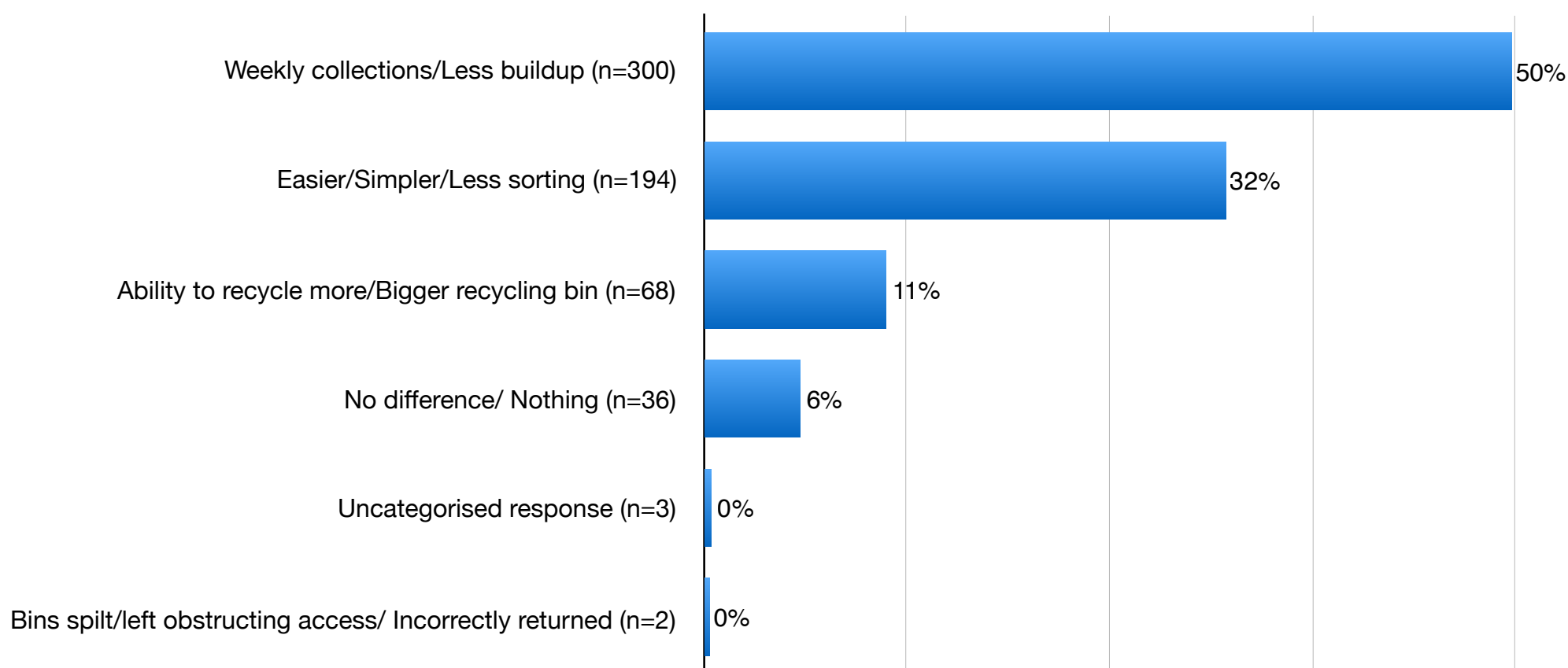


Examples of literal comments

Is there anything we do that you think is a barrier to recycling? (Base: All responses=419)	
Theme:	Examples:
1. No/ Recycle as much as possible	<ul style="list-style-type: none"> It is easy to recycle almost anything now. No, I am 100% into recycling. I do not think you could do anymore, to me it is perfect. No we love it how it is. No. I think you do a very good job.
2. More information/ Clearer guidance on items for recycling	<ul style="list-style-type: none"> Some items are marked check local recycling. Is there s list? Knowing which plastics are recyclable. I think it's still unclear what goes where or what happens if it doesn't go in the right bin. Only the doubt about whether things can or can't be recycled - more info please.
3. Tip opening times/ charges	<ul style="list-style-type: none"> Having the rubbish tip closed on Tuesdays and Wednesdays. The Longmead centre should be open 7 days a week to minimise illegal dumping. Also, for the same reason, drop the charges for certain waste. By closing dump 2 days a week doesn't help with recycling. The limited opening of the dump makes it harder to recycle stuff.
4. Bin size/ Space limitations/ Fox-proof food caddies	<ul style="list-style-type: none"> Need for multiple bins for different type of waste, and lack of space. There are a lot of senior citizens in the borough who maybe find the bins a bit difficult to handle. I suppose the only problem is the space required for all the various bins. The food bins are not fox proof.
5. Bins spilt/left obstructing access/ Incorrectly returned	<ul style="list-style-type: none"> Sometimes rubbish is left on floor where it has fallen out during collection and not picked up. Bin men do not clean up after them if any rubbish is dropped so streets look untidy and dirty. Bins that are not put back at the right property. More care to be taken with recycling boxes that are often thrown and end up cracked. Bins not always put back tidily in the same place.
6. Weekly/ Free garden waste collection	<ul style="list-style-type: none"> Would it be possible to have garden waste collected weekly during the summer months? Weekly garden waste collections and lower or no extra fee.
7. Missed collections	<ul style="list-style-type: none"> I have found it almost impossible to get textile waste collected. Every time I leave a bag, it is not collected and I have to phone the council. Sometimes they forget to take our small green food waste container. Occasionally forget to empty the bins once placed outside and then find we have to call you or wait another week.
8. Would like more recycling options	<ul style="list-style-type: none"> Need more recycling centres in the town centre and properly signposted. Not many recycling bins provided in public places. Perhaps extend recycling to include metal/aluminium foil.
9. Uncategorised response	<ul style="list-style-type: none"> Divest from fossil fuels and use electric vehicles.

Analysis of results

What do you like most about Simple Weekly Recycling, compared to how we collected your recycling and refuse before?

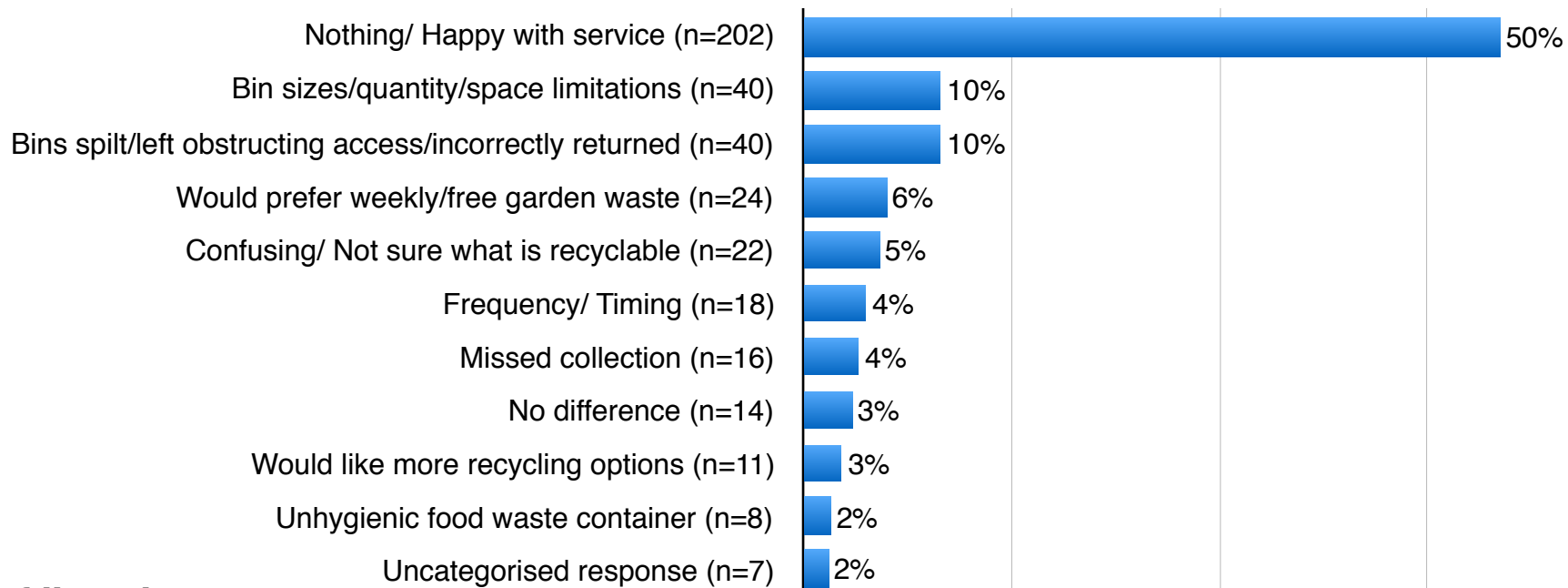


Examples of literal comments

What do you like <u>most</u> about Simple Weekly Recycling, compared to how we collected your recycling and refuse before? (Base: All responses=603)	
Theme:	Examples:
1. Weekly collections/ Less build-up	<ul style="list-style-type: none"> Everything - no smells from decomposing waste, excellent service from our refuse collectors who work so hard. Just loving the new system. It's done every week, saves a build-up of rubbish. The weekly collections. Especially the refuse, keeps smells and flies to a minimum. That it's collected once a week and it's not hanging around getting smelly. From my point of view the borough council does a fantastic job in this area and others and should be recognised for their efforts in their forward thinking.
2. Easier/Simpler/Less sorting	<ul style="list-style-type: none"> I am a very keen recycler so used to recycling everything before, but probably is easier now. Less out-sorting to do. It's simpler with weekly collections of recyclable and non-recyclable waste. It's easy to understand. Easier than before. Just put all the bins out each week. No need to remember week 1 or week 2.
3. Ability to recycle more/ Bigger recycling bin	<ul style="list-style-type: none"> Plenty of space for recycling. Bigger bin, much easier to fit all of recycling in. We can recycle more materials which is great. More capacity to recycle via bigger bins.
4. No difference/ Nothing	<ul style="list-style-type: none"> No different. Did not see much change. To us, no different as before.
5. Uncategorized response	<ul style="list-style-type: none"> I cannot say, as I'd never heard of it. I've already answered this.
6. Bins spilt/left obstructing access/ Incorrectly returned	<ul style="list-style-type: none"> The way the bin men lob the boxes as far as possible to block drives and break boxes. The mess the binmen make.

Analysis of results

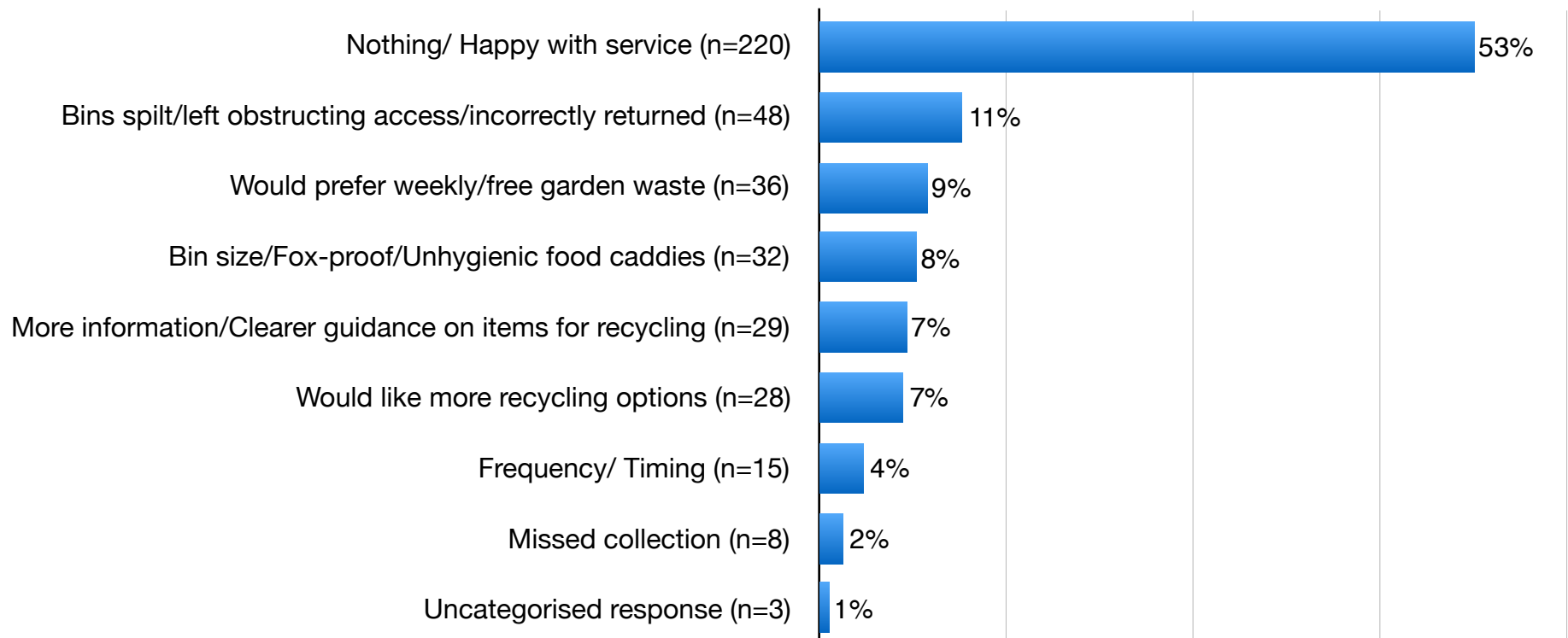
What do you like least about Simple Weekly Recycling, compared to how we collected your recycling and refuse before?



Examples of literal comments

What do you like least about Simple Weekly Recycling, compared to how we collected your recycling and refuse before? (Base: All responses=402)	
Theme:	Examples:
1. Nothing/ Happy with service	<ul style="list-style-type: none"> Nothing, I think it is a complete improvement and easy to understand. The whole idea of weekly recycling is perfect. It just got better so no complaints. Nothing, it works better, really efficient. Nothing, It has been a fantastic idea. Nothing - it is very good and easy to use.
2. Bin sizes/ quantity/ space limitations	<ul style="list-style-type: none"> There is not much space outside to put all the bins. The space taken up on my drive by all the containers. So many heavy bins to bring to the front of the property.
3. Bins spilt/left obstructing access/ incorrectly returned	<ul style="list-style-type: none"> Our bins are never returned and left at the end though of the road. There are also bins and boxes all over the pavement which amounts to an obstacle course for those with pushchairs, wheelchairs or the partially sighted. Collectors are sometimes messy and leave items on the road. It would be better if your operatives could be a bit more neat and tidy when returning bins to pavements after emptying them.
4. Would prefer weekly/ free garden waste	<ul style="list-style-type: none"> I pay to have a brown garden waste bin and I think it is unfair that I am paying the same amount for it but the garden waste is now only collected fortnightly, which isn't enough in the summer. The charge for the brown bins is now too expensive. We pay for garden recycling, but even in summer only done every other week. Paying for brown bin. It should be free.
5. Confusing/ Not sure what is recyclable	<ul style="list-style-type: none"> Still not sure exactly what I can recycle, what about metal and wiring for example? Ambiguity as to what is and what is not recyclable. What types of can / tins can be recycled is not clear. Plastic recycling is confusing. There are so many types of plastic that are recycled and some are not recycled.
6. Frequency/ Timing	<ul style="list-style-type: none"> Extra collections means more lorries in the street. Glass separate, we have to wait a couple of months to make it worth putting out. Does take longer doing all the bins each week, so noisy on collection day starts earlier and lasts longer! Sometimes the bins are emptied before 7am loudly!
7. Missed collection	<ul style="list-style-type: none"> Food waste has been missed several times. Sometimes only half of amount in bins is emptied leaving half behind, why? There are occasions when food containers are not emptied. Occasionally bins get missed. Recycled clothes were not collected one week.
8. No difference	<ul style="list-style-type: none"> I don't think that otherwise there is much difference, you still recycle what you did. No difference. No change really.
9. Would like more recycling options	<ul style="list-style-type: none"> Inability to get rid of items which necessitates a visit to the recycle centre. Mixing newspapers etc. with other recyclables so there is more potential for them to get contaminated. Don't collect batteries.
10. Unhygienic food waste container	<ul style="list-style-type: none"> I don't like the food waste container. It is so unhygienic. Food bin, maggots and foxes.
11. Uncategorised response	<ul style="list-style-type: none"> That we don't have our own door numbered bins. Living in a flat, a lot of people do not read or speak English.

Is there anything about Simply Weekly that you would like to see changed?



Examples of literal comments

Is there anything about Simply Weekly that you would like to see changed? (Base: All responses=419)	
Theme:	Examples:
1. Nothing/ Happy with service	<ul style="list-style-type: none"> I am very satisfied with weekly! Not really. It seems to work very well. No. I like it! No. A good system. No it is great.
2. Bins spilt/left obstructing access/ incorrectly returned	<ul style="list-style-type: none"> Staff should be trained to replace bins carefully and not obstruct/cross over drives. Bins not left in the middle of the drive or pavement. When the men come to collect the rubbish they always leave a mess on the ground, i.e. food and sometimes broken glass. I find I need to clear up after them. The bins put back from where they were collected from and not "thrown" across the pavement/driveways blocking access.
3. Would prefer weekly/ free garden waste	<ul style="list-style-type: none"> I would appreciate if the garden bin could be collected every week during the summer. During the Summer & Autumn months a weekly collection of garden waste would be beneficial to me. I object to paying for garden waste. Yes, provide free garden bins.
4. Bin size/Fox-proof/ Unhygienic food caddies	<ul style="list-style-type: none"> The food waste bins are vulnerable to attack by foxes. Hot weather and rotting food doesn't make a good combination, except for the maggots. Slightly bigger food waste recycling bin. Fewer bins/boxes on the pavement.
5. More information/ Clearer guidance on items for recycling	<ul style="list-style-type: none"> Clearer guidance on plastics. More information about items that can/cannot be recycled. Maybe more guidance on what can be recycled, e.g. different types of plastic. We need greater clarity as to what can be recycled. Is it possible to have a list of non-recyclable materials?
6. Would like more recycling options	<ul style="list-style-type: none"> Extend recycling to include aluminium foil. Collect batteries, shoes, low energy light bulbs and ink jet cartridges. Collection of small electrical items. Adding in textiles and small electrical collections.
7. Frequency/ Timing	<ul style="list-style-type: none"> Although it's easier to remember we really do not need general waste to be collected every week. Would prefer to go back to Monday collection. Collect later in the day even if this means evening collection Less frequent black bin collection.
8. Missed collection	<ul style="list-style-type: none"> Really annoying when the bin man takes every other bin and leaves ours. If a bin is missed, come back and get it. Sometimes certain containers do not get emptied - usually the food waste box which is sometimes ignored. Remember to empty the bin when I put it out.
9. Uncategorised response	<ul style="list-style-type: none"> Bin cleaning service? You could survey all of us and tell us what could be done with the savings. I cannot say as I'd never heard of it.

Conclusion

Overall, nine in ten respondents are satisfied with Simply Weekly Recycling service (Very satisfied 53%, n=349; Satisfied 37%, n=241). The majority of respondents stated that they found it easy to understand the changes made to the service 96% (n=627). However, it's worth noting that since the Big Switch the majority of respondents stated that they have recycled the same amount 54% (n=352), a further 48% (n=352) ticked more and only 2% (n=12) ticked less.

When asked if there was anything the council could do to help them recycle more, respondents stated more information or clearer guidance on items for recycling; more recycling options/ weekly or free garden waste collection etc. More information or clearer guidance on items for recycling seemed to be a common theme as it was cited when respondents were asked if there was anything they thought was a barrier to recycling. Other barriers to recycling include tip opening times or charges; bin sizes/ space limitations/ fox proof food caddies etc.

When asked what they liked most about Simply Weekly Recycling, respondents stated weekly collections/ less build-up; easier/ simpler/ less sorting; ability to recycle more/ bigger bins etc.

Respondents stated that what they least liked was bin sizes/ quantity/ space limitation; bins split/ left obstructing access/ incorrectly returned and that they would prefer weekly/ free garden waste etc.

Overall, respondents are satisfied with the service and have raised some development points for consideration to help improve the service further.

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RECYCLING INCOMES

Head of Service/Contact:	Ian Dyer, Head of Operational Services
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Annexes/Appendices (attached):	None
Other available papers (not attached):	None

Report summary

This report summarises market conditions currently negatively affecting the Council's recycling incomes.

Recommendation (s)

- (1) That officers be authorised to investigate options for mitigating the budgetary impact of negative market conditions.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Council's recycling service, Simply Weekly Recycling, is the key service which allows residents to recycle their household waste. It contributes to the Council's key policies of Sustainability and Managing Resources.
- 1.2 It is very expensive to dispose of refuse. Recycling has historically been a way to save money and protect the environment. However, the increasing cost of gate fees for mixed recycling and the withdrawal of significant funding by Surrey County Council have recently brought the cost of refuse and recycling much closer together.

2 Background

- 2.1 Recycling markets have long been listed as a corporate risk. Recycling markets are generally beyond the control of councils, or even groups of councils.

- 2.2 Historically, China has been a key market for paper, card and plastics collected for recycling in Europe and the UK. While Epsom & Ewell's paper has always been recycled in the UK, our card and some plastics have historically gone to China for recycling. This is a normal part of the commercial activity that underpins councils' recycling services.
- 2.3 However, in autumn 2017 China banned the import of paper and card collected for recycling in other countries. On 1 January 2018 it also banned the import of plastics collected for recycling in other countries. It took these actions to protect and stimulate its internal recycling infrastructure and industries.
- 2.4 Suez, the company that takes the majority of our recyclables (and which also runs SCC tips across Surrey) has been successfully able to divert recyclables from China. For example, much of its card and plastics currently go to plants in Vietnam.
- 2.5 However, the overall effect of China's actions has been to create a glut of recyclables in Europe and elsewhere. This oversupply has adversely affected the prices of paper, card and plastics as 2018 has progressed.
- 2.6 For Epsom & Ewell, this has meant that the cost of our mixed recyclables (those collected in our green recycling bins) has increased significantly:
 - 2.6.1 Simply Weekly Recycling launched in May 2017. When planning the service we estimated a gate fee of **£45 per tonne** payable on green bin recycling. The gate fee is the net expenditure to the Council derived from the market value of the materials less the cost of transport and the cost of sorting. It is usual that mixed recycling will result in some level of cost to a district or borough, which is termed a 'gate fee'.
 - 2.6.2 This estimate proved to be robust at launch, and we experienced a gate fee of **£37.77 per tonne** from May to September 2017, a saving of £7.23 per tonne versus forecast.
 - 2.6.3 However, in response to the Chinese actions, gate fees have progressively increased since then as the prices of paper, card and plastics have worsened. Q3 2017/18 brought a gate fee of **£47.87 per tonne**. This increased in Q4 2017/18 to **£61.90 per tonne**, and again in Q1 2018/19 to **£65.22 per tonne**. As yet, Suez have provided no indication of Q2 2018/19 gate fees, which are calculated quarterly in arrears to reflect actual values achieved.
- 2.7 These market shifts were not expected when we forecast our budgets for 2018/19.

- 2.8 It may be noted that this market shift has coincided with a new financial agreement with Surrey County Council, which dropped its recycling credit payment from £59.46 per tonne in 2017/18 to £37.50 per tonne in 2018/19 as part of a heavy, unilateral savings package. Consequently, our income has dropped at the same time as our gate fees have risen.
- 2.9 While the market income from our separately-collected glass has remained steady (it is UK-recycled and there is no China action on glass), overall, this has resulted in a Q1 forecast full-year overspend for the year of c.£164k.
- 2.10 As yet there are no signs of market recovery. Some in the industry have predicted that they will not stabilise until into 2019. Certainly, all Surrey councils who control recycling have been affected by this – some to a much greater degree than Epsom & Ewell owing to their larger size.
- 2.11 It may be noted that Surrey County Council has previously advised that it intends to take control of Epsom & Ewell's dry recyclables (both mixed recycling and our separately-collected glass) on 1 April 2019. This is part of its unilateral savings programme:
- 2.11.1 This is not a change in collection arrangements, which would still be exclusively controlled by the Council. Rather, it is an enforced transfer of ownership of the materials collected.
- 2.11.2 This would result in the transfer of all gate fee liabilities to SCC, but also the loss of all recycling credit income and the market income from our separately-collected glass. In normal times, that would be an adverse change for Epsom and Ewell, as we have historically made a net income from material market values and recycling credits. But the current situation, if it continues, would render it a positive change, as it would transfer the heavy gate fee liability to SCC.
- 2.11.3 However, recent conversations with SCC have suggested that it may be reconsidering its intentions in the light of the current market difficulties. Officers have asked SCC to formally state its position in order that the Council can understand budget implications. At the beginning of October we were told that SCC would announce its intentions “in the next few weeks.”

- 2.12 Councils across Surrey have also seen market uncertainties accompanied by an increase in the amount of mixed recycling being rejected by sorting facilities. As the markets have weakened, sorting companies have increased the amount of mixed recycling that they deem 'non-target' or 'residual waste'. Suez currently classifies 16% of Epsom & Ewell's mixed recycling in these ways. An example is cartons (such as Tetra-Paks) which have previously been recycled but which are currently classified as 'non-target' due to them no longer being cost-effective to recycle. Analysis across Surrey districts shows 10-29% of mixed recyclables being rejected in these ways, with the average being 15%. This is significantly different to the low-single-figures we have historically experienced. The cost of disposing of these materials contributes to the overall gate fee.

3 Proposals

- 3.1 The current situation leads to a high degree of uncertainty over the Council's budget position both this financial year and next. The Quarter 1 forecast for Waste in 2018/19 is an adverse variance of c.£164k, but that depends on gate fee movements. Next year's budget forecast depends on SCC's reaction to the current difficulties. Should SCC decide not to take control of the Council's dry recycling, we would wish to negotiate a change to the current arrangements which have become punishing in current market conditions.
- 3.2 The future is unclear right now. Future market trends and SCC's intentions for 2019/20 are as yet unknown. The Council will need to carefully monitor how the situation progresses and consider any response accordingly.
- 3.3 Therefore, this report recommends that officers continue to monitor the situation, conversing with colleagues in SCC, Suez and other Surrey districts and boroughs accordingly. Officers will report further to the Committee as appropriate.

4 Financial and Manpower Implications

- 4.1 Due to the lag between SCC notifying the actual gate fees for a specific quarter and our requirement to post accruals to meet the tighter deadline for closing the accounts, the 2017/18 Q4 gate fees were estimated at £47.87 per tonne, the rate charged for Q3. The actual fee was charged at £61.90 which resulted in an under-accrual of Q4 gate fees of £24,315, the impact of which is to increase the 2018/19 costs by this amount.
- 4.2 The Council's waste budgets for 2018/19 include £240k for gate fees, based on an annual tonnage of 6,000 at £40 per tonne. This was set based on the actual fee at the time of £37.77, as detailed in paragraph 2.6.2 with an allowance for potential increase in fees.

- 4.3 The current forecast for gate fees in 2018/19 is £413,690, which is based upon an updated annual tonnage of 6,343 tonnes and the 2018/19 Q1 actual gate fee of £65.22. Furthermore, the under-accrual from 2017/18 of £24,315 brings the total forecast to £438,005, which represents an adverse variance of £198k against the £240k budget.
- 4.4 It is possible that a settling of the market could lead to lower gate fees in the year which would reduce the current forecast, however, as stated in paragraph 2.10, this is not expected before 2019.
- 4.5 Any changes in markets and/or SCC's intentions will be reviewed with Finance accordingly.
- 4.6 **Chief Finance Officer's comments:** As it stands, the forecast adverse variance on waste gate fees is £198k in 2018/19. This represents a significant added pressure to the Council's budget and options should be explored to address it.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Any intentions signalled by SCC, or negotiations thereto, will be reviewed with the Council's Legal department accordingly.
- 5.2 **Monitoring Officer's comments:** The Environmental Protection Act 1990 allows SCC, as the waste disposal authority, to object to the council recycling waste collected and for this waste to be recycled by SCC instead. It is not yet clear if and when SCC will take over recycling of Epsom & Ewell collected waste. If the Council continues to recycle waste collected by it, legal advice will be required regarding the ongoing arrangements between the Council and SCC.

6 Sustainability Policy and Community Safety Implications

- 6.1 Simply Weekly Recycling is a key tool within the Council's Sustainability policy. Its financial implications will continue to be reviewed as above.

7 Partnerships

- 7.1 The Surrey Waste Partnership is the partnership of the eleven Surrey districts and boroughs, and Surrey County Council. Officers will continue to raise and discuss these issues within the Partnership and in particular with Surrey County Council.

8 Risk Assessment

- 8.1 Recycling incomes have long been listed as a corporate risk due to the commercial nature of material markets. As reported here, the current risk has increased as a result of the Chinese actions. The future risk is uncertain.

9 Conclusion and Recommendations

- 9.1 Officers will continue to discuss and review the situation, and report back to the Committee accordingly.

Ward(s) affected: (All Wards);

CAR PARKING WORKING GROUP TERMS OF REFERENCE

Head of Service/Contact:	Joy Stevens, Head of Customer Services & Business Support
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	None
Other available papers (not attached):	Report and Minutes of the meeting of the Environment Committee, 11 June 2018

Report summary

That the Committee approves the terms of reference for the car parking working group.

Recommendation (s)

- (1) That the Committee approves the terms of reference agreed by the car parking working group outlined in section 3 of this report.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Council is required to consider and balance the effective management of parking spaces the promotion of economic vitality and the current financial situation.

2 Background

- 2.1 At the meeting of the Environment Committee on 11 June 2018, the Committee agreed that Councillor Tony Axelrod be appointed to the Car Parking Working Group as the Town Ward representative. Councillor Peter O'Donovan and Tella Wormington become members of the Working Group in their capacity as Chairman and Vice Chairman of Environment Committee respectively. Councillor Michael Arthur remains on the Working Group and Councillors Jane Race and Robert Geleit remain on the Working Group as Conservative Group and Labour Group representatives respectively.

- 2.2 The first meeting of the Car Parking Working Group with the above councillors was held on 4 July 2018, where terms of reference were discussed and agreed. These terms of reference are now being brought back to the committee for approval.

3 Proposals

That the following Car Parking Working Group Terms of Reference are noted and approved:

3.1 Purpose of the Group

1. To assess if Epsom & Ewell Borough car parks are fit for purpose, and to make recommendations to relevant Committees
To assess current car park infrastructure and usage
To investigate additional capacity in car parks across the borough
To explore options to replace or upgrade existing car park equipment when required
2. To discuss a short, medium and long term car park strategy which can then be included in Epsom & Ewell's Parking Strategy.
Establish the views of stakeholders including businesses
3. To assess the safety, ease of use and value for money for car park users whilst considering the economic vitality of Epsom & Ewell.
To examine fees & charges for onward discussion
To look at permit feasibility options including workers/commuters/residents
4. To explore avenues to future-proof the Boroughs car parking options.
To consider the impact of the changes of retail habits and in the retail offering provided within the Borough
To assess the impact of changes to on-street parking and local developments on the Boroughs car parks
To explore the opportunities for electric vehicle charging within the borough car parks
To explore the opportunities for advertising within the Borough car parks
5. To explore and discuss options for changes to existing car park usage
To consider future parking options within Alexandra and Gibraltar recreation ground car parks
To propose a long term strategy for the car park in Kingston Road (Stoneleigh)

3.2 Decision Making

Reports and recommendations from the group will need to be presented through the Committee process to Environment & Safe Communities Committee and potentially Strategy & Resources Committee, depending on the nature of the item.

3.3 Membership

The membership agreed at Environment Committee in June 2018, comprised 6 members as below. Officers will provide support as listed. Stakeholders will be consulted and then invited to attend meetings, if appropriate

Councillors:	Michael Arthur
	Tony Axelrod
	Robert Geleit
	Peter O'Donovan (Chair)
	Jane Race
	Tella Wormington (Vice Chair)
Officers:	
	Richard Appiah-Ampofo (Finance)
	Richard Chevalier (Parking)
	Sue Emmons (Finance)
	Susie Legg (Planning Policy)
	Joy Stevens (Head of Customer Services & Business Support)
	Kate Turner (Planning Policy)

3.4 Frequency & Timing of Meetings

Agreed that the frequency of meetings will be determined by the Chair or Vice Chair of Environment Committee in consultation with the Head of Customer Services & Business Support.

4 Financial and Manpower Implications

4.1 There are no direct financial implications arising from the proposals in this report. The finance team will be consulted when necessary on any recommendations from the Car Parking Working Group with financial implications outlined.

4.2 **Chief Finance Officer's comments:** None for the purposes of this report.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 This body is a Working Group with no decision-making powers constituted under section 111 of the Local Government Act 1972. It will report to the Environment & Safe Communities Committee or Strategy & Resources Committee as necessary.
- 5.2 **Monitoring Officer's comments:** The legal issues have been identified above.

6 Sustainability Policy and Community Safety Implications

- 6.1 None for the purposes of this report.

7 Partnerships

- 7.1 None for the purposes of this report.

8 Risk Assessment

- 8.1 None for the purposes of this report.

9 Conclusion and Recommendations

- 9.1 To note and approve the proposed Terms of reference for the Car Parking Working Group.

Ward(s) affected: (All Wards);

CAR PARK FEES AND CHARGES 2019/20

Head of Service/Contact:	Joy Stevens, Head of Customer Services & Business Supt.
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1 - Car Park Permit changes
Other available papers (not attached):	None stated

Report summary

This report seeks the agreement of the Committee for changes to car parking fees and charges during 2019/20 as discussed by the cross party parking working group.

Recommendation (s)

That the Committee:-

- (1) Agrees the changes to business and residential permit fees as identified by the cross party Parking Working Group in Annex 1.**
- (2) Agrees that car park tariffs are not increased in 2019/20.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 In considering parking fees and charges in this report the Committee will need to consider and balance the effective management of parking spaces and the economic impact on the Borough, including ensuring that everyone that needs a car parking space is able to access one.

2 Background

- 2.1 The Medium Term Financial Strategy suggests that the expected increase in yield on car park fees was 3%, therefore an additional £116k would be required from car parking fees in 2019/20. If lower charges are agreed, the Council will be required to identify further income or cost savings elsewhere to enable the Council to meet its overall budget.

- 2.2 Throughout the past year major works have continued in the town centre including works in South Street and at the Playhouse junction which at times have caused significant traffic build up in the town centre. Coupled with other recent utility works in Hook Road, Ashley Road and East Street travel times to and from Epsom have increased.
- 2.3 Whilst car parks such as Town Hall, Hope Lodge and Depot Road have performed well in 2017/18, 52% of the total car parking revenue from tariffs was generated by the Ashley Centre. In this regard any proposals to significantly increase revenue from car park tariffs would invariably impact on charges within the Ashley Centre.
- 2.4 In recent years the Medium Term Financial Strategy has sought to increase car park revenue from fees by 3% per year.
- 2.5 The changes proposed for 2019/20 are outlined in **Annex 1** and have been discussed by the cross party car parking working group. These changes identify a potential increase of £12,100 from car park permit increases alone.
- 2.6 It is proposed that the remaining fees and charges are frozen at their current levels for 2019/20.

3 Proposals

- 3.1 The Car Parking Working Group discussed the following proposals:
 - 3.1.1 That car park tariff prices are not increased in 2019/20 due to the impact the current major works within Epsom are having on visitor numbers into the town centre.
 - 3.1.2 That car parking tariffs are reviewed in 2019/20.
 - 3.1.3 That car park permit prices are approved as detailed in **Annex 1**.

4 Financial and Manpower Implications

- 4.1 By not increasing car park tariffs in 2019/20 there will be an estimated shortfall in revenue generated within the car parks in comparison with that forecasted in the Medium Term Financial Strategy.
- 4.2 Increasing car park tariffs in 2019/20 would not guarantee that revenue would continue to increase if visitor numbers continue to fall.

4.3 **Chief Finance Officer's comments:** The budget targets for 2019/20 car parking income anticipates additional income from car parking totalling £116,000. The current proposed changes would generate an additional £12,000 of income. This results in a shortfall of £104,000 against the target determined by Strategy and Resources. Additional income/savings will need to be identified either from car parks or elsewhere within the Council's budget to address this shortfall.

5 Legal Implications (including implications for matters relating to equality) and Monitoring Officer's comments:

5.1 None for the purposes of this report

6 Sustainability Policy and Community Safety Implications

6.1 None for the purposes of this report.

7 Partnerships

7.1 It is proposed that in future years the car parking working group will consult with representatives of the Epsom Town Centre BID, if the BID board is established and the BID is formerly constituted.

8 Risk Assessment

8.1 There is a risk that further increases in car park tariffs, coupled with ongoing Highway works and the change in retail offering, may see visitor numbers to Epsom & Ewell and in particular the Ashley Centre continue to fall.

9 Conclusion and Recommendations

9.1 That car park permit prices are increased in line with the recommendations in **Annex 1**.

Ward(s) affected: (All Wards);

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The current and proposed charges for Business and Resident permits are shown in the tables below.

Business Permits

Description	Current tariff (per year)	Proposed tariff (per year)	Change	Potential net revenue
Ashley Centre	£1,995	£2,050	£55	£1,375
Ashley Centre (Blue Badge)	£630	£650	£20	0
Chessington Road	£630	£650	£20	N/A
Depot Road (Existing Permit holders only)	£630	£650	£20	£583
Ewell Court House (Existing Permit holders only)	£290	£300	£10	£17
Hook Road	£630*	£650*	£20	£4,833
Hudson House	£1,150	£1,185	£35	£671
Upper High Street (Existing permit holders only)	£630	£650	£20	£833

*Bulk discounts may be applied at officer's discretion

Resident Permits

Description	Current tariff (per year)	Proposed tariff (per year)	Change	Potential net revenue
Adelphi Road	£120	£125	£5	£46
Chessington Road	£340	£350	£10	£3,500
Hook Road (Hope Lodge o/night)	£340	£350	£10	£108
Hope Lodge (Hook Road during day - existing only)	£340	£350	£10	£8
Hudson House	£920	£950	£30	£175

The current and proposed charges for Parker Cards are shown in the tables below.

Description	Last Change	Current tariff (per year)	Proposed tariff (per year)	Change
Hook Road parker card discounted rate	2017	£3.50 per day	£3.50 per day	£0
Hook Road parker card	Apr-16	£15	£15	£0
Lost parker card	Apr-16	£15	£15	£0

The current and proposed charges for lost tokens are shown in the tables below.

Description	Last Change	Current tariff (per year)	Proposed tariff (per year)	Change
Hook Road lost token	Apr-17	£10	£10	£0
Ashley Centre lost token	Apr-17	£25	£25	£0
Hope Lodge lost token	Apr-17	£25	£25	£0
Town Hall lost token	Apr-17	£25	£25	£0

Where time of entry can be proven then the lost charge will be £5 for the lost token plus the relevant parking charge.

The current and proposed charges for Parking Dispensation permits are shown in the tables below.

Description	Last Change	Current tariff (per week)	Proposed tariff (for up to 3 days)	Proposed tariff (For 4 to maximum 28 days)
Dispensation permit for contractors and residents to carry out works subject to restrictions	Apr-16	£20	£20	£5 per day

CAR PARKS AT ALEXANDRA AND GIBRALTAR RECREATION GROUND

Head of Service/Contact:	Joy Stevens, Head of Customer Services & Business Support
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	None
Other available papers (not attached):	None stated

Report summary

This report proposes that the car parks at Alexandra Recreation Ground and Gibraltar Recreation Ground be added to the Epsom and Ewell Borough Council (Off Street Parking Places) Order June 2018 and that enforceable parking restrictions be introduced within these car parks.

Recommendation (s)

That the Committee:

- (1) Agrees to a proposal to add the car parks at Alexandra Recreation Ground and Gibraltar Recreation Ground to the Epsom and Ewell Borough Council (Off Street Parking Places) Order June 2018;**
- (2) Agrees to introduce a 4 hour maximum stay restriction, no return within 1 hour, between the hours of 8:00am – 6:00pm Monday to Friday.**
- (3) Authorises the Chief Legal Officer to publish such notice(s) and/or make such order as is considered necessary to give effect to the recommendations;**
- (4) Agrees that any objections or representations received following consultation are brought back to a future Environment and Safe Communities Committee.**
- (5) Agrees to Epsom & Ewell Borough Council officers enforcing parking restrictions within these car parks as per the Off Street Parking Places Order.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The proposal would support our community by maximising parking spaces within Alexandra Recreation Ground and Gibraltar Recreation Ground for those wishing to use the recreation grounds and their facilities.

2 Background

- 2.1 Alexandra Recreation Ground contains two car parks comprising of a total of 24 parking bays. This includes three bays for use exclusively with a blue badge.
- 2.2 Gibraltar Recreation Ground contains 28 parking bays. There are currently no designated blue badge bays within the car park.
- 2.3 There are currently no parking restrictions in place in either car park.
- 2.4 Both the car parks at Alexandra Recreation Ground and Gibraltar Recreation Ground are within a reasonable walking distance of a local train station.
- 2.5 Alexandra Recreation Ground is open 24 hours a day, Gibraltar Recreation Ground is locked half an hour before sunset by Epsom & Ewell Borough Council rangers.
- 2.6 Users of the facilities at the recreation grounds have remarked to Borough and County Councillors that parking spaces are becoming harder to find since recent on-street parking restrictions have been introduced on local highways.
- 2.7 Due to the concerns raised a study was conducted of the vehicles parked in these car parks. In the main car park of Alexandra Recreation Ground 17 vehicles were parked at 10:30am. 12 of these vehicles remained in the same position at 3.55pm.
- 2.8 On the same day in Gibraltar Recreation Ground car park of the 22 vehicles parked at 11am, 11 remained at 3:30pm.
- 2.9 In the Parking Review of 2016, discussed at Environment Committee in January 2017, the Members of the Car Parking Working Group felt that the car parks within the Borough Council's recreation grounds should remain free of charge for those wishing to use the park.
- 2.10 In July 2018 the Car Parking Working Group discussed the introduction of a maximum stay parking restriction within the aforementioned car parks and recommended that a maximum stay of four hours be introduced to run from 8:00am to 6:00pm Monday to Friday. No return would be permitted to the car park within one hour.

- 2.11 A request was also made to carry out a similar assessment on a Saturday in Alexandra Recreation Ground. On Saturday 7th July 2018 of the 13 vehicles parked at 10:30am only 1 remained in place at 3:15pm. On Saturday 14th July 2018 of the 29 vehicles situated within the car park at 10:30am (including several parked out of a marked bay) only 3 remained in the same place at 3:15pm.
- 2.12 At peak times car park users have been seen to park outside of marked bays. This can be hazardous for both pedestrians and other vehicles using the car park or for emergency vehicles wishing to gain access.
- 2.13 Vehicles have also been seen to park in the bays designated for disabled drivers in Alexandra Recreation Ground without displaying a blue badge.

3 Proposals

- 3.1 To add the car parks at Alexandra Recreation Ground and Gibraltar Recreation Ground to Epsom & Ewell Borough Council's Off Street Parking Places Traffic Order June 2018.
- 3.2 To introduce a maximum stay of 4 hours, no return within 1 hour, from 8:00am to 6:00pm Monday to Friday.
- 3.3 For Epsom & Ewell Borough Council civil enforcement officers to enforce parking contraventions as per the Off Street Parking Places Order June 2018, which will include but are not limited to vehicles parked for longer than the maximum period permitted, vehicles parked beyond the bay markings, vehicles parked in a disabled person's space without clearly displaying a valid disabled person's badge and vehicles re-parked within one hour of leaving a bay or space in a car park.
- 3.4 To introduce signage in to the car parks informing car park users of the restrictions in place.
- 3.5 To introduce at least one blue badge bay within Gibraltar Recreation Ground.

4 Financial and Manpower Implications

- 4.1 The total cost of signage and lining is estimated to be £2,800 and would be met from existing car park budgets. Any income from penalty charge notices would off-set some of these costs.
- 4.2 The monitoring of these car parks will be incorporated into existing patrols and therefore there will be no increase in staffing costs.
- 4.3 **Chief Finance Officer's comments:** It is not envisaged that these proposals will impact upon ongoing revenue budgets, and no additional income has been assumed. The set-up costs can be met from existing car park budgets.

5 Legal Implications (including implications for matters relating to equality) and Monitoring Officer's comments:

5.1 Off street parking is regulated by Orders made under Part IV of the Road Traffic Regulation Act 1984. There is a statutory process to be followed if an order is to be made or amended.

5.2 In summary the process is as follows:

5.2.1 Prior to making an order there is a requirement to consult with certain organisations, to publish a notice of proposals in a local newspaper, and to display/deliver notices in places affected by the proposals.

5.2.2 If any objections are made to the proposals, the Council must consider these and may make modifications to the proposals. If the modifications are significant and may affect certain persons, they should be given further opportunity to make representations about the modifications.

5.2.3 The Council may then make the order.

5.3 The Council must then publish and where relevant give notice that it has made the order, setting out details such as a brief statement of the general nature of the order and description of the key provisions.

5.4 After this has all been done the order can come into effect.

5.5 Where an order makes provision as to the charges to be paid in connection with the use of an off-street parking place, and there is a proposal only to vary the charges to be paid, it is not necessary to make a full new order; a shorter process is available under section 35C of the 1984 Act.

5.6 A notice of variation of parking charges must be published in a local newspaper at least 21 days before the new charges are to come into force. Notice must also be displayed in the parking place. There is no provision for representations to be made or considered.

6 Sustainability Policy and Community Safety Implications

6.1 The aims of the proposal are to provide the maximum number of parking spaces for car park users wishing to use the facilities at the recreation grounds. They are also designed to improve safety of all car park users.

7 Partnerships

7.1 The Council would seek to work with the long term hirers of facilities at the recreation grounds to ensure that the introduction of parking restrictions would not impact on their use.

8 Risk Assessment

- 8.1 There is a risk that some vehicles may have to park on the Highway rather than in unmarked locations within the car park.

9 Conclusion and Recommendations

- 9.1 In order for enforceable measures to be introduced, officers are seeking the Committee's authority to instigate the appropriate statutory process to enable these to be put in place.

Ward(s) affected: College Ward; Ewell Ward;

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ON STREET PARKING ENFORCEMENT UPDATE

Head of Service/Contact:	Joy Stevens, Head of Customer Services & Business Supt.
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Annexes/Appendices (attached):	Annex 1 – Draft Memorandum of Understanding
Other available papers (not attached):	Environment Committee 12 June 2017 Agenda item 9

Report summary

This report presents the current situation regarding the extended on street enforcement agency agreement with Surrey County Council which is due to expire on 31 December 2018.

To seek authority to allow the Council to enter into a Memorandum of Understanding between the borough and districts of Reigate & Banstead, Epsom & Ewell, Mole Valley, Tandridge and Surrey Country Council in relation to on street parking enforcement.

Recommendation (s)

- (1) Authorises the Chief Operating Officer in consultation with the Chairman of the Environment & Safe Communities Committee to progress discussions and negotiations on the Draft Memorandum of Understanding between the boroughs and districts and Surrey County Council;**
- (2) That the Chief Operating Officer be authorised to make any necessary textual and other amendments following consultation with the Chairman of the Environment & Safe Communities Committee and to sign the Memorandum of Understanding attached at Annex 1.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The roads of Epsom & Ewell need to be kept clear to maintain the free-flow of traffic around the Borough. Enforcing parking conventions is one way to support this.
- 1.2 The Council will need to consider and balance the effective management of parking spaces and of the economic impact on the Borough.

2 Background

- 2.1 As part of an agency agreement with Surrey County Council, Epsom & Ewell Borough Council have been enforcing on street parking restrictions within the Borough since 3 May 2005. In March 2013 this agreement was extended for five years and expired on 31 March 2018.
- 2.2 At a meeting of Surrey Chief Executives in December 2016, Surrey County Council indicated it would be reviewing the current on street agreements when they expired.
- 2.3 Following the meeting, a paper from the Surrey Joint Working Chief Executive subgroup was circulated in March 2017. This paper proposed taking forward joint working within parking enforcement to mitigate reductions in levels of service, with Surrey County Council stating the budget was under significant pressure.
- 2.4 At a Chief Executive sub-group meeting on 23 May 2017 identified clusters were circulated. All the clusters had lead boroughs already identified. Epsom & Ewell Borough Council was in a cluster with Elmbridge Borough Council and Spelthorne Borough Council to provide parking enforcement across three boroughs. Elmbridge Borough Council had been identified as the lead Borough for this cluster.
- 2.5 During discussions it became clear that Epsom & Ewell Borough Council had been placed in the wrong cluster. The borough boundaries did not even meet and the travel times between all boroughs in the proposed cluster would have been challenging.
- 2.6 Because of this, Epsom & Ewell Borough Council approached the East Surrey cluster which included Reigate & Banstead Borough Council, Tandridge District Council and Mole Valley District Council as both boundary and location-wise this appeared the most practical solution.
- 2.7 In June 2017 the Environment Committee agreed in principle for Epsom & Ewell Borough Council to participate in joint working discussions to find a solution to provide on street enforcement after the end of the then current agreement with Surrey County Council.

- 2.8 From 10 July 2017 discussions have been taking place regarding future arrangements for on street enforcement between the four boroughs and districts. Similar discussions have also been taking place across Surrey with the other boroughs and districts in their clusters.
- 2.9 On 22 November 2017 a letter was received from Jason Russell, Deputy Director for Environment and Infrastructure for Surrey County Council with his response for new on street agreements proposals. This letter gave the first indication that Surrey County Council were prepared to accept differing agreements with different clusters across the county. This was contradictory to their previous approach and caused a great deal of confusion and unhappiness amongst the boroughs and districts within our cluster.
- 2.10 Following discussions with the Chief Executive, Chairman of Environment Committee and the Chairman of the Residents Association Group, the Head of Customer Service and Business Support drafted a response to the proposals on 21 December 2017. This stated that the proposals suggesting a two-year extension for those unable to find solutions and allowing them to continue with their own operations contradicted the previous messages and approach communicated by Surrey County Council.
- 2.11 The response also stated that a two-year extension would be preferable to Epsom & Ewell Borough Council, particularly as Epsom & Ewell Borough Council is the only Borough within the East Surrey area which generates surplus from the on street parking enforcement.
- 2.12 On 12 January 2018 a joint response to the proposed changes to on street parking enforcement was sent by the Mole Valley Chief Executive, on behalf of Tandridge District Council and Epsom & Ewell Borough Council Chief Executives, stating that in the absence of a shared view regarding the approach to enforcement in Surrey, the districts and boroughs should be given more time (up to 2 years) to work together on a proposal.
- 2.13 The management of on street parking enforcement within Surrey was discussed at Surrey County Council's Cabinet meeting on 30 January 2018. The Cabinet agreed that a five year agency agreement was to be offered to Reigate & Banstead Borough Council to manage on street parking within Reigate and Banstead, Mole Valley, Epsom & Ewell and Tandridge areas, subject to the finer details of the proposal being resolved. Failing this, a two year agency agreement was to be offered to the four authorities to allow sufficient time to resolve any problems, or to put in place alternative arrangements.

- 2.14 In March 2018 it was clear that whilst discussions were progressing across Surrey and in particular with the East Surrey cluster, no decisions and no agreements had been reached. As a result of this on 13 March 2018 Surrey County Council extended the existing agreements on until 31 December 2018.
- 2.15 As part of an existing agreement Reigate and Banstead Borough Council carry out on street enforcement on behalf of Tandridge District Council. However, on 19 April 2018 Tandridge District Council passed a motion of no confidence in their current enforcement arrangements and resolved “to seek agreement with Surrey County Council to undertake a parking enforcement function on SCC’s behalf or to appoint a third party to do likewise if having explored the option of an in-house service there were good reasons not to pursue this”. This was a significant shift in position since discussions in the East Surrey cluster first took place.
- 2.16 Mole Valley District Council has stated their aim to establish a joint enforcement team including on street parking enforcement.
- 2.17 Epsom & Ewell Borough Council has expressed openness to any arrangements, though it is keen to maintain influence over the deployment of CEOs and also wishes to maintain the financial surplus that the on street parking arrangements currently generate.
- 2.18 Reigate and Banstead wish to retain control of on street enforcement and are keen to lead the now aborted shared service. Despite the shared service model not being agreeable to all four authorities, this does not preclude the achievement of Surrey County Council’s aims.
- 2.19 With this aim the four districts and boroughs have continued to work towards a memorandum of understanding that sets out a framework for increased cooperation and joint working between each area in regards to the operation of parking enforcement in East Surrey, with the aim for each Borough and district to maintain responsibility for its own on-street parking enforcement service. The MoU will then translate into the appropriate arrangements which will be set out in a formal agreement between the parties.
- 2.20 The framework has been developed in response to Surrey County Council’s review of on street enforcement arrangements across the boroughs. The review was tasked with identifying service efficiencies and opportunities to reduce costs and will include:
- Investigating more flexible staffing arrangements to facilitate cross-border enforcement
 - Harmonising parking enforcement standards and policy

- Aligning parking software procurements and ongoing development to secure savings
 - Utilising joint procurement of parking machines, signage, maintenance, charging points and uniforms to secure savings
 - Exploring opportunities for greater integration of back-office functions
 - Exploring opportunities associated with the latest developments and innovations in the parking industry such as alternative payment options online self-service, virtual parking permits etc.
- 2.21 This Memorandum of Understanding also sets out a more integrated approach to income generation and will include
- Exploring the introduction of additional parking restrictions and controls at appropriate locations
 - Reviewing the deployment of civil enforcement officers
 - Joint discussions regarding the introduction of electrical charging points
 - The introduction of online resident and business permits
- 2.22 For further details of the draft Memorandum of Understanding, see **Annex 1**.
- 2.23 The draft Memorandum of Understanding was sent to Surrey County Council on 1 August 2018 for their views and feedback.
- 2.24 Surrey County Council's response on 17 August was that the Memorandum of Understanding was a positive way forward although it wanted clarity on three main areas:
- A time limit on the procurement of a joint back office system.
 - A firm commitment to eradicate parking deficits with timeframes and methodology.
 - KPI's used to compare enforcement authorities and help understand why costs/performance vary and to develop best practice.
- 2.25 Meetings with Reigate and Banstead Borough Council, Tandridge District Council and Mole Valley District Council are continuing in order to finalise the draft MoU and provide clarity on the points raised by Surrey County Council.

- 2.26 Each district and borough will be required to go through their own legal constitutional processes to give formal approval to the MoU and each of the parties will then return to approve the formal agreement.
- 2.27 This report is being brought to Environment and Safe Communities Committee in October 2018 as the current on-street enforcement agreement expires prior to the next Committee meeting in January 2019.

3 Proposals

- 3.1 It is proposed that the Environment and Safe Communities Committee authorises the Chief Operating Officer to continue working with the other boroughs and districts to finalise a memorandum of understanding with agreed proposals for an operating model.
- 3.2 Authorises the Chief Operating Officer in consultation with the Chairman of Environment and Safe Communities Committee to agree and sign the final Memorandum of Understanding on behalf of Epsom & Ewell Borough Council.

4 Financial and Manpower Implications

- 4.1 In addition to the financial information provided in the June 2017 committee report, Epsom & Ewell Borough Council reported a surplus of £83,070.
- 4.2 60% of this surplus is provided to the Local Committee and 20% is applied to the Borough Council. The remaining 20% remains with Surrey County Council. The Memorandum of Understanding proposes that this split in accordance with the current arrangement remains in place.
- 4.3 Currently Reigate & Banstead, Mole Valley and Epsom & Ewell Borough Council use the same back office system in their own standalone solutions. Alignment of the systems would need to be financially viable for Epsom & Ewell to consider this option.
- 4.4 Any proposals will seek to ensure that Epsom & Ewell Borough Council does not suffer an adverse financial impact.
- 4.5 **Chief Finance Officer's comments:** Finance colleagues will continue to work with Parking colleagues to analyse proposals and ensure the financial implications are fully understood.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The purpose of a Memorandum of Understanding is to set out how the parties to the document will work together to establish the new arrangements for on street planning enforcement in East Surrey. The MoU is not legally binding and does not create legal relations between the parties. The parties do agree that they will use all reasonable endeavours to comply with the terms and spirit of the MoU.
- 5.2 The MoU will come into effect once the parties have signed and the document has been dated. It will remain in force until an agreement between the parties for the provision of on street parking comes into effect.
- 5.3 *Monitoring Officer's comments:*** The Council will require a formal agreement to be entered into to set the terms and conditions of the agreed arrangements emanating from the MoU.

6 Sustainability Policy and Community Safety Implications

- 6.1 Cross boundary enforcement offers efficiencies and heightens service resilience particularly when officers are required to patrol at special events.

7 Partnerships

- 7.1 Working with Surrey County Council, Reigate and Banstead Borough Council, Mole Valley District Council and Tandridge District Council.

8 Risk Assessment

- 8.1 There is a risk that the Memorandum of Understanding will not be completed and signed by all four boroughs and districts by 31 December 2018 when the existing extended on street agreement expires. If this is the case Surrey County Council will need to either extend the existing agreement or put in place other measures.
- 8.2 There is a risk that one or more boroughs and districts will choose to opt out of the memorandum of understanding. If this situation arises it is currently unclear how Surrey will react. The risk being that they could implement their own on-street enforcement service within this cluster area led either by Reigate & Banstead or an independent contractor.
- 8.3 If no agreement can be reached and Surrey County Council issue on street agreements with the individual boroughs and districts this will place Epsom & Ewell Borough Council in the same situation which has existed since 2005.

9 Conclusion and Recommendations

- 9.1 That the Committee authorises the Chief Operating Officer in consultation with the Chairman of the Environment & Safe Communities Committee to progress discussions & negotiations.
- 9.2 That the Chief Operating Officer be authorised to make any necessary textual and other amendments following consultation with the Chairman of the Environment & Safe Communities Committee and to sign the Memorandum of Understanding attached at **Annex 1**.

Ward(s) affected: (All Wards);

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BUDGET TARGETS 2019/20

Head of Service/Contact:	Lee Duffy, Chief Finance Officer
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	None
Other available papers (not attached):	Budget Targets Report to Strategy & Resources Committee 25 September 2018 Report to Environment Committee 10 October 2017 Budget Book 2018/19 Medium Term Financial Plan Corporate Plan

Report summary

This report informs the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report seeks support for changes to services and any further guidance on the preparation of the Committee's service estimates for 2019/20.

Recommendation (s)

That the Committee:

- (1) Notes the implications of the budget targets presented to the Strategy & Resources Committee.**
- (2) Notes the operational savings and efficiencies identified in section 3.3 of this report and that these are included within the budget presented to this Committee in January 2019.**
- (3) Considers how additional savings can be generated to address the Council wide funding gap of £113,000 in 2019/20.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Medium Term Financial Strategy and Efficiency Plan aim to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.

2 Background

- 2.1 At its meeting on 25 September 2018, the Strategy & Resources Committee considered the following General Fund budget targets:
- 2.1.1 That estimates are prepared, including options to reduce organisational costs by £406,000 subject to government grant announcement, in order to minimise the use of working balances and maintain a minimum working balance of £2.5 million in accordance with the Medium Term Financial Strategy.
 - 2.1.2 That at least £200,000 additional revenue is generated from an increase in discretionary fees and charges.
 - 2.1.3 That a provision for pay award is made of £280,000, representing an increase to the staffing budget of 2.5%.
 - 2.1.4 That further savings and efficiencies be identified to address the budget shortfall of £113,000 in 2019/20.
 - 2.1.5 That £200,000 from the financial gain of being part of the pilot for business rates is used to mitigate the potential payment of £625,000 to government for "negative revenue support grant".

3 Proposals

- 3.1 The budget targets outlined above, totalling £406,000, include operational and efficiency savings across the organisation.
- 3.2 The delivery of these savings will assist the Council in being able to deliver its services in a sustainable way in the future with no reliance on the Council's limited working balances.
- 3.3 Of the £406,000 targeted savings across the Council, £94,000 relate operational savings and efficiencies identified by Heads of Services within this Committee to be delivered in 2019/20

- 3.4 Subject to the savings identified in paragraph 3.3 and the discretionary fees and charges increases required from paragraph 2.3, this still leaves the Council with a budget deficit of £113,000 as reported to Strategy & Resources Committee on 25 September 2018.
- 3.5 It is proposed that officers undertake reviews throughout the year and during the budget setting process to help deliver a balanced budget for 2019/20.

4 Financial and Manpower Implications

- 4.1 The financial outlook for 2019/20 and four year plan was detailed in the Budget Targets Report to Strategy & Resources Committee on 25 September 2018.
- 4.2 The 2019/20 budget figures will change throughout the budget setting process as managers and accountants review budgets and trends.
- 4.3 **Chief Finance Officer's comments:** All budget proposals set out in this report are incorporated in the Council's Medium Term Financial Plan.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The Council will continue to fulfil its statutory obligations on all services provided.
- 5.2 **Monitoring Officer's comments:** The legal issues have been identified within the body of the report.

6 Sustainability Policy and Community Safety Implications

- 6.1 Any implications will be addressed in the review of service budgets.

7 Partnerships

- 7.1 Partnership issues will be identified in the preparation of service budgets.

8 Risk Assessment

- 8.1 Risks will be assessed in the budget review process.

9 Conclusion and Recommendations

- 9.1 The current budget strategy involves continuing to deliver efficiency savings and generate extra service income whilst reviewing service levels, so that service costs can be reduced as needed to achieve a balanced budget year on year.

- 9.2 This report identifies the budget targets for this Committee. It also provides an opportunity for the Committee to give guidance on the preparation of the service estimates and savings options for 2019/20.
- 9.3 The Committee will receive service estimates on 29 January 2019.

Ward(s) affected: (All Wards);