

Public Document Pack

Legal and Democratic Services



ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Tuesday 25 January 2022 at 7.30 pm

Place: Council Chamber, EpsomTown Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/4959124416687127565>

Webinar ID: 568-421-235

Telephone (listen-only): +44 20 3713 5012, Telephone Access code: 188-780-986

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 Neil Dallen (Chair)
Councillor John Beckett (Vice-Chair)
Councillor Steve Bridger
Councillor Chris Frost
Councillor Rob Geleit

Councillor Christine Howells
Councillor Lucie McIntyre
Councillor Julie Morris
Councillor Barry Nash
Councillor Humphrey Reynolds

Yours sincerely

Chief Executive

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

EMERGENCY EVACUATION PROCEDURE

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

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

Public information

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

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

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

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

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

Exclusion of the Press and the Public

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

Questions from the Public

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

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

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

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

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

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 10 January 2022**

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 20 January 2022**

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 14)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Environment and Safe Communities Committee held on 19 October 2021, and the Minutes of the Special Meeting held on 24 November 2021, and to authorise the Chair to sign them.

4. PUBLIC SPACES PROTECTION ORDER - PSYCHOACTIVE SUBSTANCES (Pages 15 - 34)

Report on the adoption of a new borough wide Public Spaces Protection Order to control the possession and use of psychoactive substances.

5. ANTI-SOCIAL BEHAVIOUR PLEDGE (Pages 35 - 38)

Report recommending the Council be part of the ASB Pledge committing the Council to support all those experiencing anti-social behaviour in a consistent and dedicated manner.

6. AIR QUALITY IN EPSOM & EWELL - ANNUAL STATUS REPORT (Pages 39 - 106)

The Council has a statutory role to manage local air quality and is required to produce annual reports for submission to DEFRA. The findings of the 2021 report are presented to Members and a proposal made to publish the report on the Council's website.

7. CLIMATE CHANGE ACTION PLAN - UPDATE (To Follow)

8. RESULT OF CONSULTATION REPORT BASED ON THE KINGSTON ROAD AND TOWN HALL/HOPE LODGE CAR PARKS (Pages 107 - 116)

This report considers options on changes to the Off-Street Parking Places Traffic Order concerning the introduction of charges to Stoneleigh car park and the removal of the barriers from Town Hall and Hope Lodge car parks, as outlined in the previous Committee meeting in November 2021, in consideration of the representations received.

9. CAR PARK FEES AND CHARGES 22/23 (Pages 117 - 126)

This report seeks the agreement of the Committee for off street parking and parking permit charges for 2022/23.

10. FEES AND CHARGES 2022/23 (Pages 127 - 156)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2022.

11. REVENUE BUDGET 2022/23 (Pages 157 - 166)

This report sets out budget estimates for income and expenditure for Environment & Safe Communities services in 2022/23.

12. CAPITAL PROGRAMME 2022/23 (Pages 167 - 180)

This report summarises the proposed 2022/23 capital programme and a provisional programme for 2023/24 to 2026/27. The Committee's approval is sought for the programme to be submitted to Council in February 2022.

**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES
COMMITTEE held on 19 October 2021**

PRESENT -

Councillor Neil Dallen (Chair); Councillor John Beckett (Vice-Chair); Councillors Steve Bridger, Liz Frost, Chris Frost, Rob Geleit, Christine Howells, Steven McCormick and Humphrey Reynolds

Absent: Councillor Lucie McIntyre, Councillor Julie Morris and Councillor Barry Nash

Officers present: Clare Lawrence (Director of Environment, Housing & Regeneration), Rod Brown (Head of Housing and Community), John Cheston (Planning Policy Manager), Sue Emmons (Senior Accountant), Susie Legg (Policy Planner), Oliver Nelson (Public Protection Manager), Tim Richardson (Democratic Services Manager) and Stephanie Gray (Democratic Services Officer)

7 QUESTION TIME

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

8 DECLARATIONS OF INTEREST

The following declaration was made by a Councillor in relation to an item on the Agenda:

Declarations of Interest

Councillor Steven McCormick, Other Interest: In the interests of openness and transparency, Councillor Steven McCormick declared that he is a member of the Woodcote Epsom Residents Society, Epsom and Ewell Tree Advisory Board and Chairman of the Surrey Tree Warden Network and Sustainable Epsom Group.

9 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting of the Environment and Safe Communities Committee held on 1 June 2021 were agreed as a true record and signed by the

Chair subject to the addition of the following text to the decision with regard to Minute 4 (Climate Change Action Plan Year 2 Update):

(3) Bring back the Climate Change Action Plan to the next meeting of the Environment and Safe Communities Committee.

10 RESPONSE TO CONSULTATION ON DRAFT LOCAL TRANSPORT PLAN 4

A report was received by the Committee, providing a suggested response to Surrey County Council's consultation on the fourth Surrey Transport Plan (LTP4). LTP4 sets out an ambitious roadmap to deliver carbon reduction targets as set out in Surrey's Climate Change Strategy for the transport sector, whilst seeking to support the county's communities and help the economy to thrive. Responses to the consultation must be submitted by the deadline of 24 October 2021. The draft plan appears to be in accordance with the national and local policy direction and the Council's Climate Change ambitions in principle. The draft plan should be supported but will have significant implications for the future of planning for Place and transport across the Borough.

The Committee considered the following matters:

- a) **Clarification of paragraph 4.1 of the report.** Following a question from a member of the Committee, the Vice-Chair informed the meeting that Surrey County Council would undertake the bulk of preparation for any business case relating to its Transport Plan. Requests for the use of Borough Council CIL funds to be used as top-up funding would be considered by the County Council's Local Committee prior to consideration by the relevant Borough Council Committee.
- b) **Clarification of paragraph 6.2 of the report.** Following a question from a member of the Committee, the Director of Environment Housing and Regeneration informed the Committee that the Council would work together with the County Council to make sure that there was a fully funded infrastructure plan to support the Local Plan.
- c) **Amendment to order of responses to question 33 of consultation.** The Committee considered that the order of responses for question 33 of the consultation should be amended, to switch the positions of response 3 ("Local centres provide a wide range of services and can be easily accessed at low cost on foot or by bike") to 2, and the position of response 2 ("The services are available to all") to 3.
- d) **Covering letter.** The Committee considered that a covering letter should accompany the Council's response to the consultation, amplifying the responses set out in the questionnaire. The Committee also considered that the letter should detail its concern that the Plan was 'anti-car' rather than 'anti pollution', and a recommendation that the Committee should be consulted on the Delivery Plan for the Local Transport Plan prior to its approval.

Following consideration, the Committee unanimously resolved:

- (1) To consider and approve the suggested consultation response set out in Appendix 1 for submission by the deadline of 24 October 2021.
- (2) To engage with Surrey County Council on the content of the LTP4 Delivery Plan.
- (3) That a comprehensive covering letter be drafted in consultation with the Chair of the Environment and Safe Communities Committee to accompany the response, amplifying the responses as set out in the questionnaire.

11 ESTABLISHMENT OF AN ENVIRONMENT AND SUSTAINABILITY CROSS-PARTY MEMBER WORKING GROUP

The Committee received a report recommending the establishment of a cross-party Member Working Group to oversee the implementation of the Council's Climate Change Action Plan.

The Committee considered the following matters:

- a) **Correction to paragraph 2.5 of the report.** The Chair informed the Committee of a correction to paragraph 2.5 of the report to read "minority parties" rather than "minority groups".

Following consideration, the Committee unanimously resolved to:

- (1) Approve the terms of reference for the Working Group as set out in Appendix 1 of the report, subject to the following amendment to the wording of point 4 of the Role of Group contained within the Terms of Reference:

"To monitor and review actions to the Council to deliver the climate change priorities set out in the Annual Plan **2022-23**."
- (2) Agree to the appointment of members to the Working Group and a Chair as set out in paragraph 2.5 of the report.

Councillor Steven McCormick requested that the Minutes for this item record his concern that the Annual Plan had superseded the Climate Change Action Plan.

12 ADOPTION AND IMPLEMENTATION OF ANTI-IDLING ENFORCEMENT POWERS

A report was received by the Committee adopting the Environment and Safe Communities Committee's recommendation of 26 January 2021, and sought

approval for the implementation of anti-idling legislation aimed at reducing vehicle emissions and improving clean air.

Following consideration, the Committee resolved to:

- (1) approve the implementation and enforcement of provisions relating to anti idling set out in the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 ("2002 Regulations");
- (2) delegate authority to the Head of Housing and Community to:
 - i. develop, produce and keep updated policies and procedures for the introduction, service and management of enforcement powers under the 2002 Regulations;
 - ii. authorise and train relevant officers, or any other person, to stop the commission of stationary idling offences and issue fixed penalty notices ("FPNs") under Pt 6 and Pt 7 of the 2002 Regulations.
 - iii. where appropriate seek relevant permission from Surrey County Council for the erection of signage for enforcement of the 2002 Regulations
 - iv. launch a public education campaign on the 2002 Regulations in January 2022
 - v. report progress to Environment and Safe Communities Committee in March 2022

13 EXTENSION OF PSPO: DRINKING IN A PUBLIC PLACE

A report was brought to the Committee, seeking authority to renew a Public Spaces Protection Order relating to alcohol.

Following consideration the Committee resolved by a majority vote in favour to:

- (1) Approve the Draft Public Spaces Protection Order(s) in Appendix 2 or modify those Order(s) to cover such areas and related restrictions as the Committee considers proportionate to the statutory purpose found in ss59 to 75 Anti-social Behaviour Crime and Policing Act 2014 ("2014 Act");
- (2) Delegate authority to The Head of Housing and Community to make those Order(s) in accordance with the statutory process set out in the 2014 Act.

14 CONSULTATION RESPONSE ON THE SURREY POLICE AND CRIME COMMISSIONER'S POLICE AND CRIME PLAN

The Committee received a report outlining the Council's response to the Surrey Police and Crime Commissioner's consultation on the Surrey Police and Crime Plan.

Following consideration, the Committee unanimously resolved to:

- (1) Agree the response to the Surrey Police and Crime Commissioner's consultation on the Surrey Police and Crime Plan as set out in Appendix 1 to the report.

15 BUILDING CONTROL CHARGEABLE ACCOUNTS

The Committee received a report summarising the Building Control chargeable account for 2020/21.

Following consideration, the Committee unanimously resolved to:

- (1) receive the review of the Building Control chargeable account following the end of the 2020/21 financial year as provided within the report.

16 BUDGET TARGETS 2022/23

The Committee received a report informing it of the Council's revenue budget targets and which sought guidance on the preparation of the Committee's service estimates for 2022/23.

Following consideration, the Committee, by majority vote, resolved to:

- (1) Note the implications of the budget targets presented to Strategy & Resources Committee on 21 September 2021.
- (2) Note the changes to services and savings identified in section 3 of this report and that these are included within the budget presented to this Committee in January 2022.
- (3) Note that any additional new growth items supported by this Committee will need to be fully funded from existing budgets.

The meeting began at 7.30 pm and ended at 9.02 pm

COUNCILLOR NEIL DALLEN (CHAIR)

This page is intentionally left blank

**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES
COMMITTEE held on 24 November 2021**

PRESENT -

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

Absent: Councillor Christine Howells, Councillor Lucie McIntyre and Councillor Barry Nash

Officers present: Clare Lawrence (Director of Environment, Housing & Regeneration), Rod Brown (Head of Housing and Community), Sue Emmons (Senior Accountant), Richard Chevalier (Parking Manager) and Stephanie Gray (Democratic Services Officer)

17 QUESTION TIME

There were no questions received from members of the public.

It was noted that the Update on the Climate Change Action Plan had not been brought to this meeting of the Committee, as this was a Special Meeting, only considering the business that had been referred to it. The Update remains on the Forward Plan of the Environment and Safe Communities Committee.

In addition, newly emerging issues such as the ratified Environment Bill, as well as new climate change issues, would be considered alongside the issues in the Climate Change Action Plan, and priorities would be identified.

18 DECLARATIONS OF INTEREST

The following declaration of interest was made in respect of an item on the Agenda:

Kingston Road Car Park (Stoneleigh)

Councillor John Beckett, Other Interest: In the interests of openness and transparency, Councillor John Beckett declared a personal and prejudicial interest in that his property borders the car park and he is the Ward Councillor.

Councillor John Beckett left the room when this item was discussed and did not participate in any debate or vote.

19 KINGSTON ROAD CAR PARK (STONELEIGH)

The Committee received a report proposing changes to the Kingston Road Car Park in Stoneleigh Parade to include annual permit parking options for residents, non-residents and businesses as well as the availability of daily parking using cashless alternatives.

The Committee received a verbal introduction from the Parking Manager.

The following matters were raised by the Committee:

- a) **The increase in prevalence of longer-wheel-base delivery vehicles, as a result of the pandemic and the growth of the gig economy.** It was noted that at present, there are two designated bays in the Car Park (which cater for longer vehicles), but that further specific bays will not be designated at present. It was also confirmed that it is not planned to levy an additional charge for a longer vehicle and also that when applying for a permit, an applicant would not have to specify what length of vehicle the permit is being applied for.
- b) **Enforcement issues:** it was confirmed that compliance with parking arrangements (length of vehicle, payment options) would be monitored and enforced by EEBC's Enforcement Officers.
- c) **Availability of parking bays for residents:** a query was raised regarding the availability of parking bays for residents, the concern being that residents would purchase a permit and then possibly not find an open bay to park in. It was confirmed that it is unlikely that the Car Park would ever reach capacity (based on current usage). Once the consultation period is over (in the event that the recommendations are approved), there will be a clearer indication of the number of permits/bays that would be taken up by residents.
- d) **Financial implications:** a query was raised regarding the financial implications of the proposal. It was confirmed that there is sufficient budgetary provision to cover the costs of signage and related expenses. It is anticipated that the Car Park will become a source of revenue for EEBC. The Car Park currently does not generate any income, however the proposals would allow for some revenue to be generated which will contribute to the costs of its upkeep.

Following consideration, the Committee resolved by majority vote to:

- (1) **Authorise the Director of Environment, Housing and Regeneration to publish such notice and/or make such order as is considered necessary to propose the amendment of the Off Street Parking**

Places Traffic Order in respect of the car park in Kingston Road (Stoneleigh Parade) to include the following:

- **Annual parking permits for residents and non-residents/businesses;**
and
- **Daily, evening and Sunday parking fees for visitors parking for over 3 hours, payable via cashless parking methods.**

20 CASHLESS PARKING

The Committee received a report seeking approval from the Committee for officers to procure a service provider to continue to offer cashless parking options within the Epsom & Ewell Borough Council's pay and display car parks.

The Committee received a verbal introduction from the Parking Manager. It was noted that since September 2019, a cashless parking system was introduced in the Borough Council's pay and display car parks in addition to Council's own offering of payment by cash or card. It was also noted that in the financial year 2021/21, 27,6% of visitors to the car parks opted to pay using the cashless provider and that this figure had increased in the 2021/22 year (to date), to over 33,8% of car park users.

Noting further that the initial trial period of 2 years from September 2019 has come to an end, it has been proposed to secure a longer term offering to provide cashless parking and to secure a better financial return on the use of this service.

The following matters were raised by the Committee:

- a) **Possible legal implications:** it was confirmed that there are no legal implications that are anticipated will arise if the proposal is adopted.
- b) **Duration of arrangement:** it was confirmed that the "longer term offering" referred to in the report is intended to endure for a period of 3 years, whilst this period could be longer or shorter depending on procurement considerations.
- c) **Financial implications for the EEBC:** it was confirmed that the utilisation of a cashless service provider has no cost implications for the EEBC. The current service provider takes a convenience fee, which is passed on to the user. There are optional additional charges (for receiving a text message), which are also passed on to the user. It was confirmed that these charges are clearly stated on the website and in the car parks.
- d) **Current service provider:** it was confirmed that the EEBC will not necessarily continue the arrangement with the current service provider, depending on the outcome of the procurement process.

Following consideration, the Committee unanimously resolved to:

- (1) **Agree to the procurement of a long term service provider to offer cashless parking within Borough Council car parks.**
- (2) **Authorise the Head of Housing and Community and the Head of Corporate Assurance, in conjunction with the Chair of the Environment & Safe Communities Committee, to procure a cashless parking service provider.**

21 TOWN HALL / HOPE LODGE CAR PARKS

The Committee received a report requesting the authorisation of the Committee to propose a change to the Off Street Parking Traffic Order in relation to the removal of car park barriers in the rear of Town Hall and Hope Lodge car parks.

The Committee considered the following matters:

- a) **The cost of maintenance of the barrier controlled system:** this system is expensive to maintain, with the parts and maintenance contracts, and the CCTV on the barriers costing over £28 000 annually. The CCTV is a live feed, and is not used for surveillance purposes.
- b) **Cost saving measures:** a paper had been brought to the Committee in January 2021, recommending the removal of the barrier control system as part of potential cost saving measures.

Following consideration, the Committee unanimously resolved to:

- (1) **Authorise the Director of Environment, Housing and Regeneration to publish such notice and/or make such order as is considered necessary to propose the amendment of the Off Street Parking Places Traffic Order in respect of the car parks at the rear of Town Hall and Hope Lodge to include the following:**
 - **The removal of the barrier controlled car parking system.**
 - **The re-introduction of pay and display parking in conjunction with cashless parking options.**

The meeting began at 7.30 pm and ended at 8.15 pm

COUNCILLOR NEIL DALLEN (CHAIR)

PUBLIC SPACES PROTECTION ORDER - PSYCHOACTIVE SUBSTANCES

Head of Service: Rod Brown, Head of Housing & Community
Wards affected: (All Wards);
Urgent Decision?(yes/no)
If yes, reason urgent decision required:
Appendices (attached): Appendix 1 - Equalities Impact Assessment
Appendix 2 - Draft PSPO
Appendix 3 - Consultation summary report

Summary

Report on the adoption of a new borough wide Public Spaces Protection Order to control the possession and use of psychoactive substances.

Recommendation (s)

The Committee is asked to:

- (1) Approve the Draft Public Spaces Protection Order in Appendix 2**
- (2) Delegate authority to The Head of Housing and Community to make the Order in accordance with the statutory process set out in the Anti-social Behaviour, Crime and Policing Act 2014.**

1 Reason for Recommendation

- 1.1 As part of our approach to enforcement and community safety the council has committed to take action to reduce anti-social behaviour. The adoption of a Public Spaces Protection Orders (PSPO) controlling the possession and use of psychoactive substances in a public place should help control and reduce anti-social behaviour.
- 1.2 During the initial covid-19 lockdown there was a steep rise in the quantities of nitrous oxide cannisters recovered from open spaces in the borough, particularly on the Epsom Downs. This increase built upon a more general trend seen over the last five years in the consumption of nitrous oxide as a way to induce a psychoactive effect without the use of more hard drugs.

- 1.3 Members of the public have objected to the presence of the signs of use psychoactive substances in public places including litter in the form of non degradable metallic cannisters and balloons used to inhale the substance. There was also the sense that the presence of groups of individuals consuming substances in open spaces was a cause of alarm to the community.
- 1.4 More recently reports have slowed to previous levels but anecdotal reports from the Council's Streetcare team and others still point to there being an issue.

2 Background

- 2.1 A Public Space Protection Order (PSPO) is designed to stop individuals or groups committing anti-social behaviour in a public space. The Council can issue a PSPO following consultation with the police, Police and Crime Commissioner, the owner or occupier of land in the restricted area and other community representatives they see fit.
- 2.2 Under the 2014 Act PSPOs can be made where the following requirements are met:
 - activities in a public place have had or are likely to have a detrimental effect on the quality of life of those in the locality;
 - the effect of those activities is considered to be of a persistent or continuing nature; and
 - the activities are unreasonable
- 2.3 Enforcement of PSPO measures is through the criminal sanctions for breaches. A breach is a criminal offence. Enforcement officers can issue a fixed penalty notice of up to £100 if appropriate or the courts can impose a fine of up to level 3 on prosecution.
- 2.4 The Council carried out a formal consultation on the proposal to establish a PSPO to control the possession and use of psychoactive substances. This included publishing the consultation on our website and sending a copy to Surrey Police, the local Police and Crime Commissioners Office and Surrey County Council. The responses to that formal consultation are summarised in the Consultation Report Summary at Appendix 3.
- 2.5 Council Officers can be authorised to enforce the provision of the PSPO however, it is expected Surrey Police will be the main users of these provisions and the development of the PSPO has been carried out in close cooperation with the Borough Commander.

3 Proposal

- 3.1 It is proposed that the draft order set out in Appendix 2 be made with the Head of Housing and Community delegated the ability to make the Order in accordance with statutory process as set out in the Anti-social Behaviour, Crime and Policing Act 2014.
- 3.2 The duration of the PSPO is proposed to be limited to two years in consideration of the limitations of available objective data about the current extent of psychoactive substance consumption following the surge in reports of nitrous oxide canisters during the coronavirus lockdown.

4 Risk Assessment

Legal or other duties

4.1 Impact Assessment

- 4.1.1 An equalities impact assessment has been prepared and appears as appendix one to this report.

4.2 Crime & Disorder

- 4.2.1 A positive effect is anticipated.

4.3 Safeguarding

- 4.3.1 No negative impacts have been identified

4.4 Dependencies

- 4.4.1 None

4.5 Other

- 4.5.1 None

5 Financial Implications

- 5.1 It will be necessary to place signage in certain areas of the Borough. The cost is expected to be in the region of £1k and is proposed to be funded from the Community Safety Reserve.
- 5.2 **Section 151 Officer's comments:** The current balance of the Community Safety reserve is £71,770 and therefore sufficient to meet the costs of the required signage.

6 Legal Implications

- 6.1 The Council has published the draft version of the PSPO in accordance with regulations.

- 6.2 The Council can make a PSPO on any public space within its local authority area. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
- 6.3 Anyone who lives in, or regularly works in or visits the area can appeal a PSPO in the High Court within six weeks of issue. Time starts to run again each time a PSPO is adopted, renewed or varied.
- 6.4 **.Legal Officer's comments:** none arising from the content of this report.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged: Safe and Well
- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** It might be expected that a small reduction in the presence of litter be produced from these proposals.
- 7.4 **Sustainability Policy & Community Safety Implications:** There is likely to be a positive community safety effect.
- 7.5 **Partnerships:** The existing statutory Community Safety Partnership consists of members, several of whom are consultees of these proposals in their own right. The CSP has been advised of these proposals and is supportive.

8 Background papers

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

Previous reports:

- none

Other papers:

- LGA: Public Spaces Protection Orders: Guidance for Councils
https://www.local.gov.uk/sites/default/files/documents/10.21%20PSP%20guidance_06_1.pdf [accessed 20/12/21]

Community Equality Impact Assessment Form

Community Equality Impact Assessments should be carried out whenever you plan, change or remove a service, policy or function. The process should be used as a health check – a way of consolidating knowledge you have on your service. Please refer to the Community Equality Impact Assessment Guidelines to help you complete this activity.

Name of service, policy, procedure, function or project to be assessed:	Borough wide Public Spaces Protection Order (PSPO), to deal with the possession and use of psychoactive substances where it is causing, or likely to cause harassment, alarm, distress, nuisance or annoyance to members of the public
Is this a new or existing function or policy?	New
Key purpose / objective of this service, policy, procedure, function or project to be assessed:	To create a new offence of the possession and use of psychoactive substances where it is causing, or likely to cause harassment, alarm, distress, nuisance or annoyance to members of the public.
Lead Officer – inc. contact details	Oliver Nelson, Public Protection Manager
Directorate and Head of Service	Rod Brown, Head of Housing and Community
Other stakeholders – list all involved	Surrey Police
Start date – The assessment should be started <u>prior</u> to policy / service development and early enough to influence the decision-making process	Spring 2022
End date – The assessment will need to inform decision making so the end date should take this into account	2 years from the commencement of the PSPO

Step 1: Identify why you are undertaking a Community Equality Impact Assessment

The Anti-Social Behaviour Crime and Policing Act 2014 introduced a range of tools and powers. One of those powers relates to Public Spaces Protection Orders (PSPO). This is an order that identifies a public place and prohibits specified things being done in the restricted area and/or requires specified things to be done by persons carrying on specified activities in that area. Orders are intended to deal with problems that are detrimental to the local community's quality of life. According to the statutory guidance, behaviour being restricted must 'be having, or likely to have, a detrimental effect on the quality of life of those in the locality'; 'be persistent or continuing in nature'; and 'be unreasonable'.

The Psychoactive Substances Act 2016 introduced legislation to deal with supply, possession with intent to supply psychoactive substances intended for human consumption that is capable of producing a psychoactive effect. The legislation does not however deal with straight forward personal possession or use.

The proposal is for the introduction of a borough wide PSPO in response to the increase of reported use of nitrous oxide both during the first Coronavirus restrictions and since. The use of nitrous oxide is often associated with anti-social behaviour in the form of littering of steel canisters and balloons to noise nuisance and rowdy and inconsiderate behaviour. The intention is to use the power provided by the PSPO only when needed in response to complaints and where the intelligence picture identifies hotspots. This will be managed through the existing partnership infrastructure based around the Community Safety Partnership. This will ensure that the power provided is used both proportionately and where necessary. There will be joint training of police and council staff in order to ensure that this approach to use of powers is understood and complied with. It will be subject to monitoring and review as necessary.

The proposal is to introduce a prohibition on the use and possession of Psychoactive Substances in a public space (chemical substances which produce similar effects to illegal drugs). No person within the restricted areas shall ingest, inhale, inject, smoke, possess or otherwise use intoxicating substances and which is causing or likely to cause harassment, alarm, distress, nuisance or annoyance.

This proposed single prohibition would make what is not currently an offence, possession of an intoxicating substance such as nitrous oxide, something that would be prohibited across the Borough by the introduction of the PSPO. In order to ensure compatibility with both the Public Sector Equality Duty but also overall Human Rights implications, it is not intended to be a blanket ban on possessing such substances in all circumstances but only where possession or use of it by a person *is causing or likely to cause harassment, alarm, distress, nuisance or annoyance* – in other words ASB. For example, the mere possession of such items in a public space for the established and accepted use of the product would not engage the provisions. This balances the rights of individuals who might be subject to this provision with the overall rights of other individuals and the wider community who have an expectation to live free of the impact of behaviour that is detrimental to their quality of life through experiencing ASB.

Step 2: Identify the proposed changes to your service

Describe the possible changes your proposal will have on your service. Also outline the possible affect(s) it may have on the **protected characteristics**. Following your initial assessment if it is absolutely obvious that your changes will not have any effect on any of the **protected characteristics**, no further analysis or action is necessary. In this event, you must clearly record how you came to this conclusion.

The changes are to create a new offence via the mechanism of a PSPO to prohibit certain activities where they are causing ASB. It is not expected to impact on any protected characteristics and the wording of the proposals has been carefully considered so as to avoid inadvertent breaking of the law. Similarly there is a sunset clause proposed in which the PSPO will lapse after two years.

Step 3: Assessment of data and research

Identify what data and research is available to inform the impact of your proposals on service users and / or staff. Where there are data gaps you should include this as an action within your **Community Equality Impact Assessment Action Plan – Step 7**.

No data is available which might positively demonstrate the prevalence amongst any particular age group or equality strand. Anecdotally it is suggested that consumption is more prevalent amongst under 18s but equally reports from agencies also indicate that this is not exclusively the case. Partly the fact that there is no current offence makes quantifiable data hard to obtain and reliance is instead placed on the reports from members of the public and the police who from time to time attend incidents. Owing to some of the uncertainty in the data, it is proposed that the PSPO be limited in operation to two years instead of the maximum of three so as to act as a further safeguard on liberty. Should the PSPO go ahead it would be expected that monitoring data become available in time for the review in two years time.

Step 4: Consultation

Identify what relevant consultation could inform your Impact assessment. If you have recent relevant consultation data you could use this. If not, you will have to undertake new consultation, this should be included as an action within your **Community Equality Impact Assessment Action Plan – Step 7**. Make sure the extent of your consultation is in proportion to the proposed change that is being made. Have you consulted the Equalities Forum?

The Council consulted on the proposed PSPO in September – October 2021 and 44 responses have been received. The results have been analysed. The consultation was specifically drawn to the attention of the business community and Councillors as well as other community groups. The results showed 67% of consultees had been personally affected by the ASB in question and 97% of respondents were supportive of the provisions being implemented borough wide.

Step 5: Impact Assessment

Use the data, research and consultation results to consider the positive and negative impacts of the proposals in respect of the three aims;

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations

and the protected characteristics of the Equality Duty. Don't forget to consider staff as well as service users. Please use the template below.

Equality Strand	Positive It could benefit Yes / No	Negative Yes (High / Low) / No	No Impact (Yes / No)	Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Age (e.g. older people, younger people and children)			Yes	No evidence to support either a positive or negative effect
Disability (long-term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.)	Yes			Medical research exists showing the potential for physical and mental harm following prolonged use of psychoactive substances including oxygen deprivation, vitamin B12 deficiencies, mental health degradation and physical retardation of the cardiovascular and neurological functions of the body
Gender (male, female)			Yes	No evidence to support either a positive or negative effect
Race (Minority ethnic communities e.g. colour, ethnic or national origin, nationality. This includes travellers and gypsies)			Yes	No evidence to support either a positive or negative effect
Religion or belief (Believing faiths/religions e.g. Christians, Hindus, Muslims, people with no faith/religion)			Yes	No evidence to support either a positive or negative effect

Equality Strand	Positive It could benefit Yes / No	Negative Yes (High / Low) / No	No Impact (Yes / No)	Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Sexual orientation (heterosexuals, lesbians, gay men and bisexual men or women)			Yes	No evidence to support either a positive or negative effect
Gender re-assignment (people who intend, are in the process of or have undergone gender reassignment)			Yes	No evidence to support either a positive or negative effect
Marriage and civil partnership – (only in respect of eliminating unlawful discrimination)			Yes	No evidence to support either a positive or negative effect
Pregnancy and maternity			Yes	No evidence to support either a positive or negative effect
Non-statutory Group Consideration				
Other equality issues (please state)			Yes	No evidence to support either a positive or negative effect
Socio-economically disadvantaged (e.g. factors such as family background, educational attainment, neighbourhood, employment status)			Yes	No evidence to support either a positive or negative effect

Step 6: Decision / Result

Following your analysis, you should make a decision as to whether or not your proposal will negatively or positively impact any protected characteristics. You should take into account all factors such as finance and legal in your decision. Include information about whether stakeholders agree with your findings and proposed response (action plan).

The impacts of the proposals have been assessed to be broadly neutral with negligible impacts on protected characteristics.

Step 7: Community Equality Impact Assessment Action Plan

Once you have taken all factors into account, you need to create an Action Plan using the template below. These actions should be based on the information and analysis gathered during Steps 1 to 6. It should include any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. You should also identify positive actions. The actions need to be built into your service planning framework. Actions / targets should be SMART, Specific, Measurable, Achievable, Realistic and Time framed.

Issues Identified	Actions Required	Progress Milestones	By When?	Responsible Officer(s)
Limitation in quantifiable data to support the granting of a full 3 year PSPO	Acquire further data on the prevalence of psychoactive substance litter or other evidence. In the meantime limit the duration of the provisions to two years.	Obtain further quantifiable data	18 months following the granting of the PSPO	Public Protection Manager

Issues Identified	Actions Required	Progress Milestones	By When?	Responsible Officer(s)

Step 8: Sign off

	Name & Job Title	Signature **	Date
Lead Officer:			
Validated By: (Head of Service)			
Approved By: (Equalities Lead)			
Published on website by: (Consultation & Communication team)			

** Please type your name to allow forms to be sent electronically

EPSOM AND EWELL BOROUGH COUNCIL

DRAFT PUBLIC SPACES PROTECTION ORDER NO [X] OF 2022: PSYCHOACTIVE SUBSTANCES

PREAMBLE

The Preamble to the Order will refer to the Council's powers under the Anti-Social Behaviour Crime and Policing Act 2014 and confirm that the powers are exercised in accordance with that Act and other relevant legislation. IN particular:

1. Are the requirements in sections 59 of the Anti-Social Behaviour Crime and Policing Act 2014 met?

(1) A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.

(2) The first condition is that

- (a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or*
(b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

(3) The second condition is that the effect, or likely effect, of the activities

- (a) is, or is likely to be, of a persistent or continuing nature,*
(b) is, or is likely to be, such as to make the activities unreasonable, and
(c) justifies the restrictions imposed by the notice.

2. Is the Council satisfied that the prohibitions proposed below are reasonable and necessary to prevent the detrimental effect from continuing, occurring, or recurring or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence
3. In making the Order has the Council had regard to the rights of freedom of expression and freedom of assembly set out in articles 10 and 11 of the European Convention on Human Rights and Equality Act 2010?
4. In all the circumstances, is it appropriate to make the Order?

DRAFT ORDER

IN ACCORDANCE WITH PART 3 OF THE COUNCIL'S CONSTITUTION THE HEAD OF HOUSING & COMMUNITY WILL RECOMMEND THAT THE ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE THE COUNCIL MAKES THE FOLLOWING ORDER

In exercise of its powers under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014.

1. This Order may be cited as Epsom and Ewell Borough Council (Psychoactive Substances) Public Spaces Protection Order No.[X] of 2022 ("the Order"). This Order takes effect on the [a date within 4 months of the Committee's decision] and continues to have effect for a period of 2 years thereafter until [date].
2. This Order applies to the land described in the Schedule 1 below ("Restricted Area") and which is shown edged red on the attached plan.
3. This Order applies to all persons in 'public places' within the Restricted Area at all times of the day and night, save on where otherwise stated within the prohibitions.
4. For the purposes of this Order, 'public places' means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.

5. PROHIBITIONS

- a. Person(s) within the Restricted Area will not: Ingest, inhale, inject, smoke, possess or otherwise use psychoactive substances (e.g. nitrous oxide, solvents and butane) and which is causing or likely to cause harassment, alarm, distress, nuisance or annoyance to members of the public.
- b. Meaning of "psychoactive substance" etc "Psychoactive substance" means any substance which is capable of producing a psychoactive effect in a person who consumes it and is not an exempted substance. For the purposes of this prohibition a substance produces a psychoactive effect in a person if, by stimulating or depressing the person's central nervous system, it affects the person's mental functioning or emotional state.
- c. For the purposes of this prohibition a person consumes a substance if the person causes or allows the substance, or fumes given off by the substance, to enter the person's body in any way. Exemptions shall apply in cases where the substances are used for a valid and demonstrable medicinal use, given to an animal as a medicinal remedy, are nicotine and tobacco (e.g. cigarettes) or vaporisers or are food stuffs regulated by food health and safety legislation.
- d. Persons within the Restricted Area who breach this prohibition shall
 - i. immediately stop consuming any psychoactive substances when asked to do so by an authorised person.
 - ii. surrender any psychoactive substances (e.g. nitrous oxide canisters) in that persons possession to an authorised person.
 - iii. surrender any equipment and paraphernalia being used for the consumption of any psychoactive substance (e.g. a whipped cream dispenser) in that persons possession to an authorised person.

An authorised person could be a police constable, Police Community Support Officer or authorised person designated by Epsom and Ewell Borough Council under a Grant of Authority and must be able to present their authority upon request (an “Authorised Person”).

6. OFFENCE AND PENALTY

- a. Any person who, without reasonable excuse, fails to comply with the prohibitions in a-d above commits an offence.
- b. Any person who is guilty of an offence under prohibitions a-d of the Order shall be liable to summary conviction to a fine not exceeding level 3 on the standard scale.

7. ENFORCEMENT

- a. This Order shall be enforced by Authorised Persons.
- b. Any Authorised Person may issue a fixed penalty notice (FPN) to anyone they believe has committed an offence.
- c. A person committing an offence will have 28 days to pay the fixed penalty of £100.00, reduced to £80.00 or early payment, failing which that person may be prosecuted. No further proceedings will be taken against a person before the expiration of 28 days following the date of the FPN.
- d. An Authorised Person may dispose of anything surrendered to that Authorised Person as a result of a requirement imposed by them in whatever way they think is appropriate.
- e. An Authorised Person may take other necessary and proportionate enforcement action in reference to the Borough’s Enforcement Policy & Procedure. This may include referral to support services, low level enforcement or referral to court action.

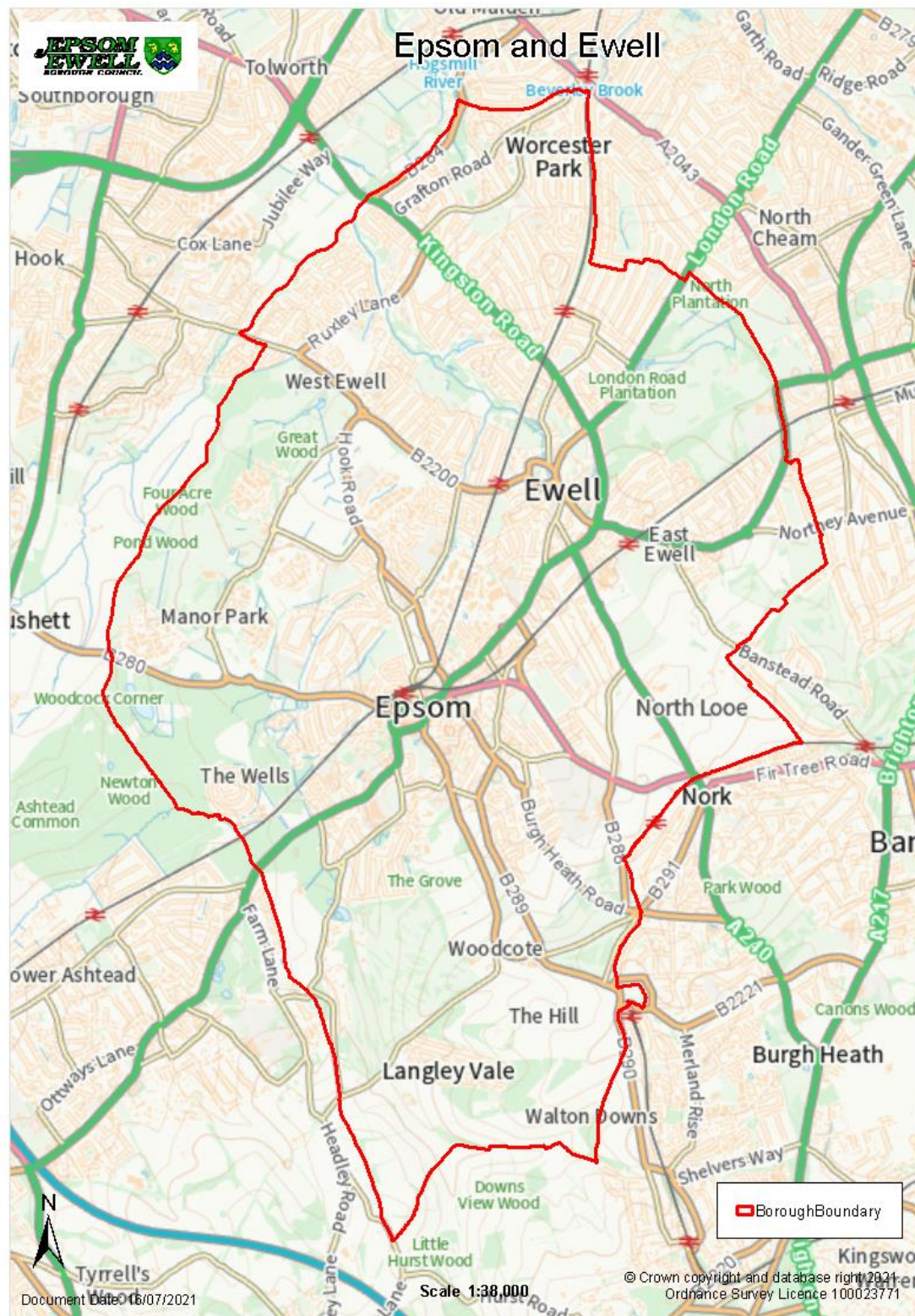
8. APPEALS

The Order will make clear that under Section 66 of the Anti-Social Behaviour Crime and Policing Act 2014, any challenge to this order must be made in the High Court by any interested person within 6 weeks of it being made.

IN WITNESS WHEREOF THE COMMON SEAL OF
THE MAYOR AND BURGESSES OF EPSOM AND EWELL

Schedule 1: Restricted Area

Restricted Zone Marked in Red (The entire Epsom & Ewell Borough Council area)



Epsom Psychoactive substances PSPO: Summary of Conclusions of Consultation 2021

About the consultation

A Public Space Protection Order (PSPO) is designed to stop individuals or groups committing anti-social behaviour in a public space. Epsom and Ewell Borough Council can use PSPOs to address anti-social behaviour by prohibiting specific activities in defined public areas.

Between 21 July 2021 and 6 September 2021, we consulted the community and stakeholders as part of a plan to deal make the possession and use of psychoactive substances unlawful where it is not covered by other legislation such as the Misuse of Drugs Act.

This Summary of Conclusions explains how we consulted on the proposal to declare a PSPO and sets out the conclusions relied on by the Council's officers in recommending that the Committee make a PSPO in the terms contained in the draft order attached to the Committee Report together with this Summary of Conclusions.

How we consulted with the community

In addition to consulting statutory consultees, the Council adopted the approach found in 'A Common Purpose' Guidance from DEFRA and consulted the wider public. Between 21 July and 6 September 2021, the Council carried out an online survey aimed at a broad cross section of society and groups that would be interested in the making of a PSPO to control psychoactive substances. We promoted the survey through social media and on our website. Business groups in Epsom were reached via the Business Improvement District and contact was made with the various Friends of the Parks groups via the Council's Community Liaison Officer.

In addition to asking the participants to confirm their status (e.g., local resident) we asked the following questions.

1. In the past 12 months have you been affected by problem behaviour related to the use and disposal of psychoactive substances in Epsom & Ewell?
 - a. If 'Yes', please share with us the location of the incident (e.g. the name of the street or park) and how it has affected you below
2. The proposed PSPO covers all of the Epsom and Ewell borough areas. Do you agree with the areas to be covered by the PSPO?
 - a. If you disagree, please specify areas to be included or excluded in the PSPO explaining your reasons below.

3. If you have any other comments on the proposed PSPO, please include your comments below

Participation

44 people participated in the survey as follows

Local resident – 39

A person who works in the borough – 2

Representative of a community group – 3

Key findings

The main themes identified by respondents have been extracted from the consultation responses and appear below

If 'Yes', please share with us the location of the incident (e.g. the name of the street or park) and how it has affected you below	
<p>Wide range of locations identified, specifically:</p> <p>Shadbolt Park Stoneleigh Broadway Noble Park Hook Road Epsom Downs Nonsuch Park Epsom Common Court Recreation Ground Epsom Town Centre Rosebery Park Gibraltar Recreation Ground Cumberland Close Alexandria Recreation Ground Horsley Close Rifle Butts Alley Ewell Village surrounds Church Road Ewell Upper High Street Epsom</p>	<p>The wide range of locations accord with the observations from Council officers.</p> <p>The locations cited are typically public spaces of land where people naturally and lawfully congregate but where certain groups carry on illicit activities.</p> <p>The locations also feature areas of urban streetscape and alleyways.</p>
If you have any other comments on the proposed PSPO, please include your comments below	
<p>Comments relating to the enforcement of the provisions, the numbers of officers and at what times of day the provisions might be enforced. Concern that they will not be used out of office hours.</p>	<p>The intention is that the enforcement will be carried out by Surrey Police who will automatically be given the powers on adoption of the enabling Order by the Council. As such the provisions will be available for use at all times of the day and night.</p>
<p>Various comments of support</p>	
<p>A concern relating generally to criminalisation and the failure of the “war on drugs”</p>	<p>The proposals involve the creation of a new offence of the possession and use of psychoactive substances in a similar way that more conventional classes of drugs are controlled. The manner of their possession and use must, however, be causing or likely to cause harassment, alarm, distress, or annoyance in order for the offence to be committed. This means the authorised officer will need to assess the circumstances before proceeding to take resulting action. The aim of the provisions is to allow police the ability to demand surrender of psychoactive substances and it is a separate decision as to whether it is in the public interest to take a prosecution (or issue FPN), against the person using or possessing the substance. On balance, it is considered that without the offence</p>

	of using or possessing psychoactive substances, the proposals would be rendered ineffectual regardless of whether anyone is prosecuted or not.
--	--

The consultation elicited certain held views about substances already controlled in law such as cannabis use and consumption, particularly in open spaces. It is recognised that cannabis consumption is occasionally seen in the same settings as other psychoactive substance consumption but as a class B controlled substance, cannabis and its derivatives are controlled by national legislation and fall outside the scope of this PSPO.

Awareness and views of the PSPO

- 67% of participants suggested that they had been affected by problem behaviour related to the use and disposal of psychoactive substances in the borough.
- 97% of respondents were in favour of the PSPO being borough wide.

What happens next?

Officers have reviewed the results of the consultation, including feedback from the public and local community groups.

Given that the effect of Public Spaces Protection Orders is to restrict the behaviour of everybody using the public place, the close or direct involvement of elected members will help the Council to ensure openness and accountability. Accordingly, officers have referred the decision whether to adopt the PSPO and on what terms to the Council in accordance with the Council's committee procedures.

If the Committee adopts the Officers' recommendations found in the Committee Report, then this Summary of Conclusions will be updated and published together with the final PSPO.

Once final terms of any PSPO as approved by the Council are published the PSPO will take effect.

The proposal is that the Order will be in effect for a period of three years whereupon it will be reviewed and extended or allowed to lapse as necessary.

ANTI-SOCIAL BEHAVIOUR PLEDGE

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

Summary

Report recommending the Council be part of the ASB Pledge committing the Council to support all those experiencing anti-social behaviour in a consistent and dedicated manner.

Recommendation (s)

The Committee is asked to:

(1) Agree to be part of the ASB Pledge

1 Reason for Recommendation

- 1.1 In partnership with other agencies, the Council is central to dealing with many instances of anti-social behaviour (ASB), in the Borough.
- 1.2 A recent exercise revealed the Council has received almost 7,000 complaints of ASB in the past decade ranging from neighbourhood issues, noise nuisance, tall vegetation, bonfires, flytips, and inconsiderate parking.
- 1.3 The modern approach to ASB is to be victim focussed and the Council has various tools to approach each issue ranging from warning notices to more formal options including abatement notices, community protection notices, prosecutions, seizures and injunctions.
- 1.4 In common with other authorities in Surrey, over the past year the Council has been working closely with a victims charity "ASB Help" who have assisted the Community Safety Partnership with certain complex community trigger applications and who have invited the Council to be part of the ASB Pledge.

2 Background

- 2.1 ASB Help are promoting a range of benefits which are reproduced as follows:
- **Promote awareness:** Actively encourage the use of the community trigger to residents and partner agencies.
 - **Legality:** Confirm your organisation is legally compliant and embracing the spirit of the community trigger.
 - **Ensure accessibility:** Publicise the community trigger so the most vulnerable know what it is and how to invoke it.
 - **Develop your process:** Embrace the full potential of the community trigger by continually reviewing and learning from best practice.
 - **Generate inclusivity:** Use community trigger review meetings to work collaboratively and strategically, formulating solutions to end the anti-social behaviour.
 - **Establish a precedent** of using the community trigger to put victims first and deter perpetrators.

3 Proposal

- 3.1 It is proposed that the Council will sign up and be part of the ASB Pledge.
- 3.2 Other members of the Community Safety Partnership (CSP), notably Surrey Police have signed the ASB Pledge and it is considered equitable that the Council too would indicate its support for this agenda by committing to the principles set out in 2.1 above.
- 3.3 The Council, as part of the CSP is already part of the community trigger process which is the main thrust of the pledge. Through the Community Trigger mechanism it is possible for victims of ASB to request a review of their case if it meets the Surrey wide threshold criteria for Community trigger.
- 3.4 The advantage of publicly supporting the ASB Pledge is that ASB Help will be available to assist the Council in reviewing its internal procedures, enabling the Council to consider best practice into the community trigger process as well as the Council making a public statement about the support for victims of ASB in the borough alongside partner agencies who have similarly signed the pledge.

4 Risk Assessment

Legal or other duties

- 4.1 Impact Assessment

4.1.1 There is expected to be a positive impact on all members of society but particularly those who may have been marginalised through exposure to ongoing ASB.

4.2 Crime & Disorder

4.2.1 There is expected to be a positive impact on the ability of the Council and partner agencies to address ASB, particularly those more difficult cases which result in the use of the community trigger.

4.3 Safeguarding

4.3.1 There is likely to be a positive impact on safeguarding.

4.4 Dependencies

4.4.1 There are no known dependencies.

4.5 Other

4.5.1 none

5 Financial Implications

5.1 There are no financial implications to this proposal. Costs associated with the investigation and resolution of ASB issues, and of resourcing community trigger applications are included within the committees existing budget.

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

6 Legal Implications

6.1 The pledge encourages the use of community triggers, a legal mechanism to review instances of ASB that the Council has already implemented to enable members of the public to access the community trigger.

6.2 **Legal Officer's comments:** none arising from the content of this report.

7 Policies, Plans & Partnerships

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

7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** None

7.4 **Sustainability Policy & Community Safety Implications:** There is a positive impact on community safety.

- 7.5 **Partnerships:** The existing statutory Community Safety Partnership (CSP), is the strategic body with strategic aims incorporating ASB.

8 **Background papers**

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

Previous reports:

- None

Other papers:

- <https://asbhelp.co.uk/home-practitioners/the-asb-pledge/> [accessed 20/12/2021]

AIR QUALITY IN EPSOM & EWELL - ANNUAL STATUS REPORT

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 - 2021 Annual Status Report Appendix 2 – DEFRA letter of approval Appendix 3 – Technical appraisal

Summary

The Council has a statutory role to manage local air quality and is required to produce annual reports for submission to DEFRA. The findings of the 2021 report are presented to Members and a proposal made to publish the report on the Council's website.

Recommendation (s)

The Committee is asked to:

- (1) Note the findings of the report**
- (2) Agree to publish the report on the Council's website.**

1 Reason for Recommendation

- 1.1 The availability of safe air to breath has been described by the United Nations as a key human right and the Council's corporate plan identifies the importance to residents of being safe and well living in an area which is green and vibrant. The publication of annual reports gives transparency to the work of the Council in managing local air quality.

2 Background

- 2.1 The Council has a legal duty under [Part IV of the Environment Act 1995](#) to review and assess current and future air quality within the Borough against health-based air quality objectives established in the National Air Quality Strategy.

- 2.2 Air quality in Epsom & Ewell continues to be relatively good. There is evidence for a long term improvement in air quality and the majority of the borough's population is able to enjoy a life without exposure to poor air quality.
- 2.3 There is one area in the borough that has been identified as an Air Quality Management Area (AQMA). This area is located in Ewell because the level of Nitrogen Dioxide (NO₂) exceeds the nationally set level of 40 µg/m³ expressed as an annual mean. The Council is responsible to undertake air quality monitoring and results within this area indicate the levels of Nitrogen Dioxide have reduced from a high of 63 µg/m³ in 2007 to 46.1 µg/m³ in 2020, reducing to 42 µg/m³ once corrections have been applied. Although Coronavirus restrictions have contributed to this, it still represents part of a sustained improvement brought about by delivery of the action plan and national measures.
- 2.4 In keeping with the Council's statutory duty, a report detailing the Council's air quality work in 2020 has been produced and approved by the Department for Environment, Food and Rural Affairs (DEFRA). The contents of the report outlines monitoring information, the policy measures previously adopted by the Council to improve air quality and specifically those measures which were put in place for the borough's single Air Quality Management Area (AQMA)
- 2.5 The 2020 monitoring year was profoundly affected by the various degrees of restrictions imposed on society as a result of the Covid-19 pandemic. For example, there was a decrease in the concentrations of nitrogen dioxide by up to 60 percent in some areas owing to fewer vehicles on the road. Although for this reason, 2020 is not a representative year, it presented a rare opportunity to assess the impact of an unprecedented reduction in road traffic, the type of which may ultimately be necessary to achieve for air quality and wider sustainability objectives.

3 Proposal

- 3.1 The Air Quality Annual Status Report 2020 has been submitted to and approved by DEFRA. This report sets out the findings from the air quality monitoring completed for 2020 and is produced for Members to note the work carried out.
- 3.2 The report also seeks Member's approval to publish the Air Quality Annual Status Report 2020 on the Council's website, making it available for public scrutiny.

4 Risk Assessment

Legal or other duties

- 4.1 Impact Assessment

4.1.1 Poor air quality is strongly associated with poor health and there are longstanding national policy measures in place to assess air quality and to require local authorities to take steps to improve it where it fails to meet national objectives. The impact of the Council's work in this area can be expressed as a reduction in life years lost which is particularly relevant for those more vulnerable members of society who may have co-morbidities.

4.2 Crime & Disorder

4.2.1 No implications have been identified.

4.3 Safeguarding

4.3.1 No implications have been identified

4.4 Dependencies

4.4.1 In recognition of the transboundary nature of pollution, close working with neighbouring boroughs and the County Council as Highways Authority is vital for success. This is achieved via the Surrey Air Alliance with representations from across the county to co-ordinate air quality activities.

4.5 Other

4.5.1 None identified.

5 Financial Implications

5.1 The majority of the work in this area is carried out by the Environmental Health team within the Public Protection Service amounting to approximately 0.15 Full Time Equivalent (FTE). Should there be a need to significantly expand this area of work, additional staff resource would need to be identified and savings found to fund it.

5.2 **Section 151 Officer's comments:** none for the purposes of this report.

6 Legal Implications

6.1 The Council's legal obligations to manage local air quality originate in part four of the Environment Act 1995.

6.2 **Legal Officer's comments:** to be completed by Legal Department

7 Policies, Plans & Partnerships

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

- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan as the production of the status report is an existing statutory duty. Wider commitments to addressing climate change are however part of the Service Delivery Plan
- 7.3 **Climate & Environmental Impact of recommendations:** There is a clear link between the broader sustainability aims and improvement of air quality. The Council has a clear responsibility both to fulfil its statutory obligation in relation to the monitoring and management of pollution as well as to act as a community leader in its own emissions and promoting alternatives to conventional road transport.
- 7.4 **Sustainability Policy & Community Safety Implications:** It is recognised that the use of a motor vehicle to carry out the task of visiting pollution monitoring sites is inherently a polluting activity. Where possible, the Council's electric enforcement vehicle is used for this purpose. There are no community safety implications.
- 7.5 **Partnerships:** The Surrey Air Alliance is the principle means by which regional representation is achieved including opportunities for joint funding bids and coordinated media campaigns.

8 **Background papers**

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

Previous reports:

- [20 October 2020 Environment and Safe Communities](#)

Other papers:

- The documents referred to in this report are included as appendices.



2021 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995
Local Air Quality Management

Date: July 2021

Information	Epsom & Ewell Borough Council Details
Local Authority Officer	Oliver Nelson
Department	Environmental Health
Address	Town Hall The Parade Epsom Surrey KT18 5BY
Telephone	01372 732000
E-mail	contactus@epsom-ewell.gov.uk
Report Reference Number	ASR2021
Date	June 2021

Executive Summary: Air Quality in Our Area

Air Quality in Epsom and Ewell

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas^{1,2}.

The mortality burden of air pollution within the UK is equivalent to 28,000 to 36,000 deaths at typical ages³, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017⁴.

In common with much of the region, the principle pollutant of concern in Epsom and Ewell is nitrogen dioxide arising from road transport. The other potentially relevant pollutants contained within the national air quality strategy have long been screened out. In response to a local hotspot in Ewell High Street, the Council declared an Air Quality Management Area (AQMA) in 2007 and modified the boundary in 2011. Details on the Ewell High Street AQMA can be found here https://uk-air.defra.gov.uk/aqma/details?aqma_ref=508. An action plan to begin to take measures to improve air quality and reduce exposure was subsequently developed, consulted on and delivered to the extent that was possible. It is recognised that work to improve air quality depends on close cooperation with other Epsom & Ewell Borough Council (EEBC), departments such as planning and partner agencies. In particular the two tier working arrangements in this area require the local highways authority, Surrey County Council to be involved with air quality matters. This is achieved through the Surrey Air Alliance – a collaborative group of all councils in Surrey.

¹ Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

² Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Air quality appraisal: damage cost guidance, July 2020

⁴ Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

Within the Borough, a gradual improvement in air quality has been noted for over a decade which has been aided by no new major transport or industrial related sources of emissions, nor has there been any new AQMA declarations in the past year. However owing to the effect of the Covid-19 pandemic and the resulting effect on the volume of road traffic, it is not considered that 2020 was in any way a representative year.

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, and will continue to improve due to national policy decisions, there are some areas where local action is needed to improve air quality further.

The 2019 Clean Air Strategy⁵ sets out the case for action, with goals even more ambitious than EU requirements to reduce exposure to harmful pollutants. The Road to Zero⁶ sets out the approach to reduce exhaust emissions from road transport through a number of mechanisms; this is extremely important given that the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

Air Quality is featured within the Council's Climate Change Action Plan. This includes the introduction of the 'Don't be Idle' campaign in order to monitor and reduce idling within key areas of concern in the borough. Joint collaboration with external groups including Surrey Climate Change Officer groups helps to provide information for opportunities/funding relating to improving air quality. Furthermore, regular communication in terms of environmental topics has taken place in the last year. The Council's ambitious target to achieve net zero status by 2035 includes a range of sustainable principles, from which we aim to develop further work in relation to improving air quality and combatting climate change.

Through the Surrey Air Alliance, a DEFRA grant has been awarded enabling the Council and its partner authorities to deliver an electric taxi project seeking to support taxi and private hire drivers in making the switch to electric vehicles. This project is in the initial

⁵ Defra. Clean Air Strategy, 2019

⁶ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

stages at the time of writing this ASR and it is expected to be sufficiently advanced to report on for the 2022 ASR.

Conclusions and Priorities

The quality of the air in Epsom and Ewell remains very good with just one area, within an existing AQMA, continuing to record an exceedance of the national objective. The new area of study in London Road Ewell appears to be well within the national objective but this and all results in 2020 are heavily influenced by the national and local responses to Covid-19 which removed much of the road traffic for many weeks. For this reason the Council is not drawing strong conclusions from the results in 2020 as they cannot be said to be representative of an average year.

The Council is unlikely to be revisiting the Air Quality Action Plan for Ewell High Street, having delivered all of the viable measures. Instead it will concentrate on pursuing the adopted Climate Change Action Plan and the electric taxi project referred to in this report.

Local Engagement and How to get Involved

The Council encourages individuals to change their behaviour so as to reduce emissions from transport, their home and their work. The Epsom and Ewell borough is compact with public transport links through to areas of south and south west London as well as routes to Sussex and the south coast. The Council operates an electric enforcement vehicle and is close to signing an agreement to provide up to 20 electrical vehicle charging points in its carparks whilst working together with the County Council in considering opportunities for on street charging. On behalf of residents, the Council pays an annual fee for membership of the air alert system whereby anyone can sign up for free text messages and/or use an App to receive information about predicted periods of poor air quality. For vulnerable people or those with respiratory conditions, this helps to provide a warning to allow them to plan their activities. There are 70 residents who currently benefit from the text service with many more able to benefit from the app.

Table of Contents

Executive Summary: Air Quality in Our Area	i
Air Quality in Epsom and Ewell.....	i
Actions to Improve Air Quality	ii
Conclusions and Priorities	iii
Local Engagement and How to get Involved.....	iii
1 Local Air Quality Management.....	1
2 Actions to Improve Air Quality.....	2
2.1 Air Quality Management Areas	2
2.2 Progress and Impact of Measures to address Air Quality in Epsom & Ewell	4
2.3 PM _{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations	8
3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance	9
3.1 Summary of Monitoring Undertaken.....	9
3.1.1 Automatic Monitoring Sites	9
3.1.2 Non-Automatic Monitoring Sites	9
3.2 Individual Pollutants	9
3.2.1 Nitrogen Dioxide (NO ₂)	9
3.2.2 Particulate Matter (PM ₁₀)	10
3.2.3 Particulate Matter (PM _{2.5}).....	10
3.2.4 Sulphur Dioxide (SO ₂).....	10
Appendix A: Monitoring Results	11
Appendix B: Full Monthly Diffusion Tube Results for 2020	23
Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC	25
New or Changed Sources Identified Within Epsom and Ewell During 2020	25
Additional Air Quality Works Undertaken by Epsom & Ewell Borough Council During 2020	25
QA/QC of Diffusion Tube Monitoring	25
Diffusion Tube Annualisation.....	25
Diffusion Tube Bias Adjustment Factors	25
NO ₂ Fall-off with Distance from the Road.....	27
Appendix D: Map(s) of Monitoring Locations and AQMAs	31
Appendix E: Summary of Air Quality Objectives in England.....	41
Appendix F: Impact of COVID-19 upon LAQM	42
Impacts of COVID-19 on Air Quality within the Epsom & Ewell Area	43
Opportunities Presented by COVID-19 upon LAQM within Epsom and Ewell.....	44
Challenges and Constraints Imposed by COVID-19 upon LAQM within Epsom and Ewell	45
Glossary of Terms	47

References48

Figures

Figure A.1 – Trends in Annual Mean NO ₂ Concentrations.....	19
Figure A.2 – Trends in Number of NO ₂ 1-Hour Means > 200µg/m ³	21
Figure A.3 – Trends in Annual Mean PM ₁₀ Concentrations	22
Figure A.4 – Trends in Number of 24-Hour Mean PM ₁₀ Results > 50µg/m ³	22
Figure A.5 – Trends in Annual Mean PM _{2.5} Concentrations	22
Figure D.1 – Map of Non-Automatic Monitoring Sites	31

Tables

Table 2.1 – Declared Air Quality Management Areas	3
Table 2.2 – Progress on Measures to Improve Air Quality.....	6
Table A.1 – Details of Automatic Monitoring Sites	11
Table A.2 – Details of Non-Automatic Monitoring Sites	12
Table A.3 – Annual Mean NO ₂ Monitoring Results: Automatic Monitoring (µg/m ³)	15
Table A.4 – Annual Mean NO ₂ Monitoring Results: Non-Automatic Monitoring (µg/m ³)	16
Table A.5 – 1-Hour Mean NO ₂ Monitoring Results, Number of 1-Hour Means > 200µg/m ³	21
Table A.6 – Annual Mean PM ₁₀ Monitoring Results (µg/m ³)	22
Table A.7 – 24-Hour Mean PM ₁₀ Monitoring Results, Number of PM ₁₀ 24-Hour Means > 50µg/m ³	22
Table A.8 – Annual Mean PM _{2.5} Monitoring Results (µg/m ³).....	22
Table A.9 – SO ₂ 2020 Monitoring Results, Number of Relevant Instances	22
Table B.1 – NO ₂ 2020 Diffusion Tube Results (µg/m ³)	23
Table C.1 – Bias Adjustment Factor	27
Table C.2 – Annualisation Summary (concentrations presented in µg/m ³)	28
Table C.3 – County Bias Adjustment Calculation	29
Table C.4 – NO ₂ Fall off With Distance Calculations (concentrations presented in µg/m ³)	30
Table E.1 – Air Quality Objectives in England	41
Table F 1 – Impact Matrix	46

1 Local Air Quality Management

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

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

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

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMA) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 12 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMA declared by Epsom & Ewell Borough Council can be found in Table 2.1. The table presents a description of the single AQMA that is currently designated within Epsom & Ewell. Appendix D: Map(s) of Monitoring Locations and AQMA provides a map of the AQMA and also the air quality monitoring locations in relation to the AQMA. The air quality objectives pertinent to the current AQMA designation is the NO₂ annual mean.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Name and Date of AQAP Publication	Web Link to AQAP
Ewell High Street AQMA	09/07/2007	NO ₂ Annual Mean	An area encompassing the section of High Street, Ewell from the junction with Spring Street to the junction with Cheam Road and continues a further 30 metres south on High Street Ewell	NO	63µg/m ³	46.1µg/m ³	Ewell High Street Air Quality Action Plan 2010	here

☒ Epsom & Ewell Borough Council confirm the information on UK-Air regarding their AQMA(s) is up to date

☒ Epsom & Ewell Borough Council confirm that all current AQAPs have been submitted to Defra

2.2 Progress and Impact of Measures to address Air Quality in Epsom & Ewell

Defra's appraisal of last year's ASR concluded it was well structured, detailed and provides the information specified in the Guidance. DEFRA were encouraged by the Council's consideration of the results of a detailed modelling exercise and that additional monitoring locations had been deployed. Further comments were as follows.

- A comment was received about the benefits of a borough wide map showing the monitoring locations and this has been included in this report.
- Whilst DEFRA acknowledge the single AQMA is on a downward trend and may be able to be revoked in 3-4 years, it still strongly recommended the Ewell High Street AQMA Action Plan be updated as it is now very old. Epsom & Ewell Borough Council agrees the action plan is old and that all of the viable measures contained within have been completed. However it does not intend to update this plan since it remains the case there are no cost effective viable measures which could be undertaken and the considerable cost of devising a further action plan is better deployed on active and practical measures of lasting effect to benefit the borough as a whole, as well as the AQMA. These measures are detailed elsewhere in this report.
- DEFRA identified a minor transcription error in the supporting table which meant that whilst the report itself was accurate, one of the cells in the accompanying spreadsheet quoted the non distance corrected NO₂ concentration rather than the distance corrected version. The Council is pleased there were no major errors identified in the report which was written by an officer heavily involved in the emergency response to the Covid-19 pandemic and has strived for full accuracy in the 2021 report.

Epsom & Ewell Borough Council has previously taken forward a number of direct measures in pursuit of improving local air quality.

LAQM Annual Status Report
2020

More detail on these measures can be found in the existing action plan. Key completed measures are:

- The conversion of the mini roundabout in Ewell High Street into a conventional junction ensuring queuing traffic takes place outside the AQMA.
- The removal of on road parking during peak times promoting laminar traffic flow within the AQMA.
- The associated parking enforcement to ensure the junction is kept clear during peak times within the AQMA.

Details of all measures completed, in progress or planned are set out in **Error! Reference source not found..**

The principal challenges and barriers to implementation that Epsom & Ewell Borough Council experiences in relation to the Ewell High Street AQMA is simply that it is narrow, with poor dispersal and at times congested and there are a lack of viable measures to ease these structural issues.

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
1	Remove the formally marked parking bays from 53 to 67 High Street	Transport Planning and Infrastructure	Other	Jun-14	2015	Surrey County Council	Surrey County Council	NO	Funded	< £10k	Completed	5 µg/m3	Complete Y/N	Completed	Combination of completed measures has contributed to a reduction of 20-25 µg/m3
2	Widen the road at 76 – 62 High Street	Transport Planning and Infrastructure	Other	Jun-14	2015	Surrey County Council	Surrey County Council	NO	Funded	£10k - 50k	Completed	5 µg/m3	Complete Y/N	Completed	Combination of completed measures has contributed to a reduction of 20-25 µg/m4
3	Remove on-street car parking on Church Street junction.	Transport Planning and Infrastructure	Other	-	2015	Surrey County Council	Surrey County Council	NO	Funded	< £10k	Completed	5 µg/m3	Complete Y/N	Completed	Combination of completed measures has contributed to a reduction of 20-25 µg/m5
4	Alter the junction of Cheam Road/High Street*	Transport Planning and Infrastructure	Other	2015	2015	Surrey County Council	Surrey County Council	NO	Funded	£50k - £100k	Completed	5 µg/m3	Complete Y/N	Completed	Combination of completed measures has contributed to a reduction of 20-25 µg/m6
5	Re-apply for traffic regulation order in relation to 7.5 tonne weight restriction	Freight and Delivery Management	Quiet & out of hours delivery	-		Surrey County Council	Surrey County Council	NO	Not Funded	< £10k	Aborted		none	Not proceeding	Not a priority for local transport service
6	Place restrictions on delivery times and stopping on High Street between Cheam Road and Spring Street junctions	Traffic Management	Workplace Parking Levy, Parking Enforcement on highway	2015	2015	Epsom & Ewell Borough Council	Epsom & Ewell Borough Council	NO	Funded	< £10k	Completed		none	Completed	Combination of completed measures has contributed to a reduction of 20-25 µg/m6
7	Paint 'keep clear' lines at entrance to junctions of High Street with Church Street and West Street.	Transport Planning and Infrastructure	Other	-		Surrey County Council	Surrey County Council	NO	Not Funded	< £10k	Aborted		none	Not proceeding	No longer favoured by local transport service
8	Pedestrianise Ewell High Street in conjunction with Kiln Lane Link	Transport Planning and Infrastructure	Other	-		Surrey County Council	Surrey County Council	NO	Not Funded	£100k - £500k	Aborted		none	Not proceeding	Kiln Lane link presently not going ahead
9	Pedestrianise Ewell High Street without Kiln Lane Link	Alternatives to private vehicle use	Other	-		Surrey County Council	Surrey County Council	NO	Not Funded	£100k - £500k	Aborted		none	Not proceeding	Not a priority for local transport service
10	Implement a one-way system	Transport Planning and Infrastructure	Other	-		Surrey County Council	Surrey County Council	NO	Not Funded	£50k - £100k	Aborted		none	Not proceeding	Dependent on Kiln Lane Link
11	Remove the traffic lights at the junction between Spring Street and High Street	Traffic Management	UTC, Congestion management, traffic reduction	-		Surrey County Council	Surrey County Council	NO	Not Funded	£10k - 50k	Aborted		none	Not proceeding	Judgement that the worsening of pedestrian safety was unacceptable

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
12	Replace the pelican crossing outside market parade with zebra crossing	Transport Planning and Infrastructure	Other	-		Surrey County Council	Surrey County Council	NO	Not Funded	£10k - 50k	Aborted		none	Not proceeding	Clarification was received that these lights were linked with traffic control signals and had no effect on traffic flow
13	Implement a one-way system on Church Street/West Street	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	-		Surrey County Council	Surrey County Council	NO	Not Funded	£50k - £100k	Aborted		none	Not proceeding	Non viable at present

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

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

As was reported in the previous ASR, Epsom & Ewell Borough Council have modelled particulate concentrations across the borough in a greater resolution than provided by the national estimates. It found that the majority of PM_{2.5} is background in nature with sources outside the borough but that concentrations remained within the EU Limit value. There is no one single source of PM_{2.5} but instead road transport (exhaust and non exhaust fractions), and “other” (including combustion in commercial, institution and agricultural sectors) are the main contributors.

This modelling confirms the difficulties with any one single Council operating on its own in controlling PM_{2.5}. Nevertheless the Council will not completely disregard PM_{2.5}. It is concluded that actions to reduce other pollutants and particulates generally are appropriate to reduce PM_{2.5} when combined with regional and national efforts through, for example, the Surrey Air Alliance.

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

This section sets out the monitoring undertaken within 2020 by Epsom & Ewell Borough Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2016 and 2020 to allow monitoring trends to be identified and discussed.

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

Epsom & Ewell Borough Council does not operate any automatic monitoring sites.

3.1.2 Non-Automatic Monitoring Sites

Epsom & Ewell Borough Council undertook non- automatic (i.e. passive) monitoring of NO₂ at 25 sites during 2020. Table A.2 in Appendix A presents the details of the non-automatic sites.

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

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

Table A.3 and Table A.4 in Appendix A compare the ratified and adjusted monitored NO₂ annual mean concentrations for the past five years with the air quality objective of 40µg/m³. Note that the concentration data presented represents the concentration at the

location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2020 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Table A.5 in Appendix A compares the ratified continuous monitored NO₂ hourly mean concentrations for the past five years with the air quality objective of 200µg/m³, not to be exceeded more than 18 times per year.

The Council continued to monitor one single exceedance of the annual mean objective for NO₂ within the Ewell High Street Air Quality Management area which despite the national lockdown has remained broadly the same. It is however not considered robust enough to rely upon since it was necessary to adjust the data to compensate for missing tubes during the first five months of the year and these were the months during the first national lockdown. It is expected that had the data been available it would have followed the pattern seen elsewhere – that of a significant drop in concentration which itself would have been unrepresentative of a typical year. The Council therefore does not draw any strong conclusions from this evidence.

The Council completed the first year of monitoring of two additional sites which were added in 2019 because of indications, via modelling, that a previously unstudied area of the borough may be at risk of exceedance of the national objective for NO₂. Both these sites were significantly below the national objective but monitoring will continue as 2020 was so unrepresentative of a typical year.

3.2.2 Particulate Matter (PM₁₀)

The Council does not undertake any monitoring of PM_{2.5}.

3.2.3 Particulate Matter (PM_{2.5})

The Council does not undertake any monitoring of PM_{2.5}.

3.2.4 Sulphur Dioxide (SO₂)

The Council does not undertake any monitoring of SO₂.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

The Council does not operate any automatic monitoring sites

Table A.2 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
EE1	The Clock Tower	Roadside	520732	160762	NO2		13.0	2.5	No	2.1
EE3	26 The Crescent	Urban Background	519293	160026	NO2		9.0	2.0	No	2.0
EE6	Jct Kingston Rd/ Worcester Park Rd	Kerbside	520525	165040	NO2		8.2	6.8	No	2.1
EE7	Jct Ruxley Lane/Kingston Rd	Kerbside	520916	164636	NO2		4.2	6.8	No	2.3
EE9	Chessington Road, Ewell	Roadside	519830	163740	NO2		2.4	3.2	No	2.4
EE10	High Street, Ewell	Kerbside	521998	162633	NO2	Yes Ewell High Street AQMA	0.5	1.3	No	2.1
EE14	Hook Road Epsom	Roadside	520885	161308	NO2		3.4	1.6	No	2.0
EE16	Church Street/High Street Ewell	Roadside	522026	162624	NO2		0.1	1.1	No	1.7
EE17	40A High Street Ewell	Roadside	522025	162563	NO2	Yes Ewell High Street AQMA	0.1	2.0	No	2.2
EE22	High Street, Epsom	Roadside	520965	160871	NO2		3.0	0.5	No	2.3
EE33	Travel Blank	Other			NO2				No	

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
EE36	Capitol Square, Church Street	Urban Centre	521069	160817	NO2		0.2	9.2	No	2.1
EE37	British Heart Foundation, High Street	Roadside	520726	160857	NO2		0.6	4.5	No	2.4
EE38	Station approach south	Roadside	520726	160857	NO2		0.1	2.8	No	1.8
EE39	The Parade	Roadside	520844	160729	NO2		0.2	3.3	No	2.1
EE42	High Street/East Street	Roadside	521004	160901	NO2		0.0	7.7	No	2.1
EE43	Kiln Lane	Roadside	521478	161447	NO2		0.3	5.5	No	2.3
EE45	Castle Parade	Roadside	522211	163103	NO2		0.4	8.3	No	2.1
EE46	Waterloo Road	Kerbside	520724	161027	NO2		4.6	0.6	No	2.1
EE47	Chessington Road	Roadside	520713	162968	NO2		0.2	4.7	No	1.9
EE48	Ewell High Street South	Roadside	522022	162502	NO2	Yes Ewell High Street AQMA	0.4	1.7	No	2.1
EE49	37 South Street, Epsom	Roadside	520580	160586	NO2		0.2	3.5	No	2.2
EE50	Major Plaice Ewell High Street	Kerbside	521975	162677	NO2	Yes Ewell High Street AQMA	7.5	0.9	No	2.1

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
EE51	Station approach north	Roadside	520702	160872	NO2		3.0	3.3	No	1.8
EE52	77 London Road, Ewell	Roadside	522303	163213	NO2		0.5	4.6	No	1.8
EE53	115 London Road, Ewell	Roadside	522369	163289	NO2		0.0	14.5	No	1.8

Notes:

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

(2) N/A if not applicable.

Table A.3 – Annual Mean NO₂ Monitoring Results: Automatic Monitoring (µg/m³)

Epsom & Ewell did not carry out any automatic monitoring in 2020.

Table A.4 – Annual Mean NO₂ Monitoring Results: Non-Automatic Monitoring (µg/m³)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2020 (%) ⁽²⁾	2016	2017	2018	2019	2020
EE1	520732	160762	Roadside	48.1	48.1	39.1	33.8	29.6	26.5	23.0
EE3	519293	160026	Urban Background	90.1	90.1	20.2	16.9	14.8	15.0	14.1
EE6	520525	165040	Kerbside	99.7	99.7	37.5	31.3	30.4	33.0	27.8
EE7	520916	164636	Kerbside	99.7	99.7	41.8	35.5	33.5	34.2	28.0
EE9	519830	163740	Roadside	92.0	92.0	29.8	23.2	23.5	24.4	20.6
EE10	521998	162633	Kerbside	51.6	51.6	52.6	44.4	34.8	46.3	44.0
EE14	520885	161308	Roadside	99.7	99.7	29.0	25.4	25.2	25.3	20.8
EE16	522026	162624	Roadside	51.6	51.6	33.6	30.7	25.5	27.8	22.3
EE17	522025	162563	Roadside	82.4	82.4	36.0	30.2	28.9	31.4	29.1
EE22	520965	160871	Roadside	82.4	82.4	48.1	39.3	35.1	35.4	31.3
EE33			Other	59.6	59.6	3.4	2.5	2.1	2.1	2.4
EE36	521069	160817	Urban Centre	84.3	84.3	29.1	26.3	23.5	23.3	19.9
EE37	520726	160857	Roadside	82.4	82.4	38.6	33.4	26.9	32.7	25.4

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2020 (%) ⁽²⁾	2016	2017	2018	2019	2020
EE38	520726	160857	Roadside	76.6	76.6	29.0	25.1	23.3	24.2	16.2
EE39	520844	160729	Roadside	99.7	99.7	35.6	27.6	29.9	24.6	21.5
EE42	521004	160901	Roadside	92.0	92.0	32.9	28.8	23.1	24.5	20.1
EE43	521478	161447	Roadside	99.7	99.7	34.4	28.5	26.0	25.5	21.7
EE45	522211	163103	Roadside	92.0	92.0	28.3	22.5	23.9	21.3	17.7
EE46	520724	161027	Kerbside	82.7	82.7	23.0	24.6	27.1	27.9	21.5
EE47	520713	162968	Roadside	82.4	82.4	33.0	24.5	23.5	25.1	19.2
EE48	522022	162502	Roadside	99.7	99.7	32.2	29.0	27.8	28.4	22.1
EE49	520580	160586	Roadside	99.7	99.7		28.6	34.1	34.2	25.5
EE50	521975	162677	Kerbside	99.7	99.7		36.4	36.2	35.7	33.6
EE51	520702	160872	Roadside	99.7	99.7			30.1	25.0	21.0
EE52	522303	163213	Roadside	92.0	92.0				40.0	30.3
EE53	522369	163289	Roadside	92.0	92.0				23.0	16.0

☒ Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16

☒ Diffusion tube data has been bias adjusted

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

Notes:

The annual mean concentrations are presented as $\mu\text{g}/\text{m}^3$.

Exceedances of the NO_2 annual mean objective of $40\mu\text{g}/\text{m}^3$ are shown in **bold**.

NO_2 annual means exceeding $60\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

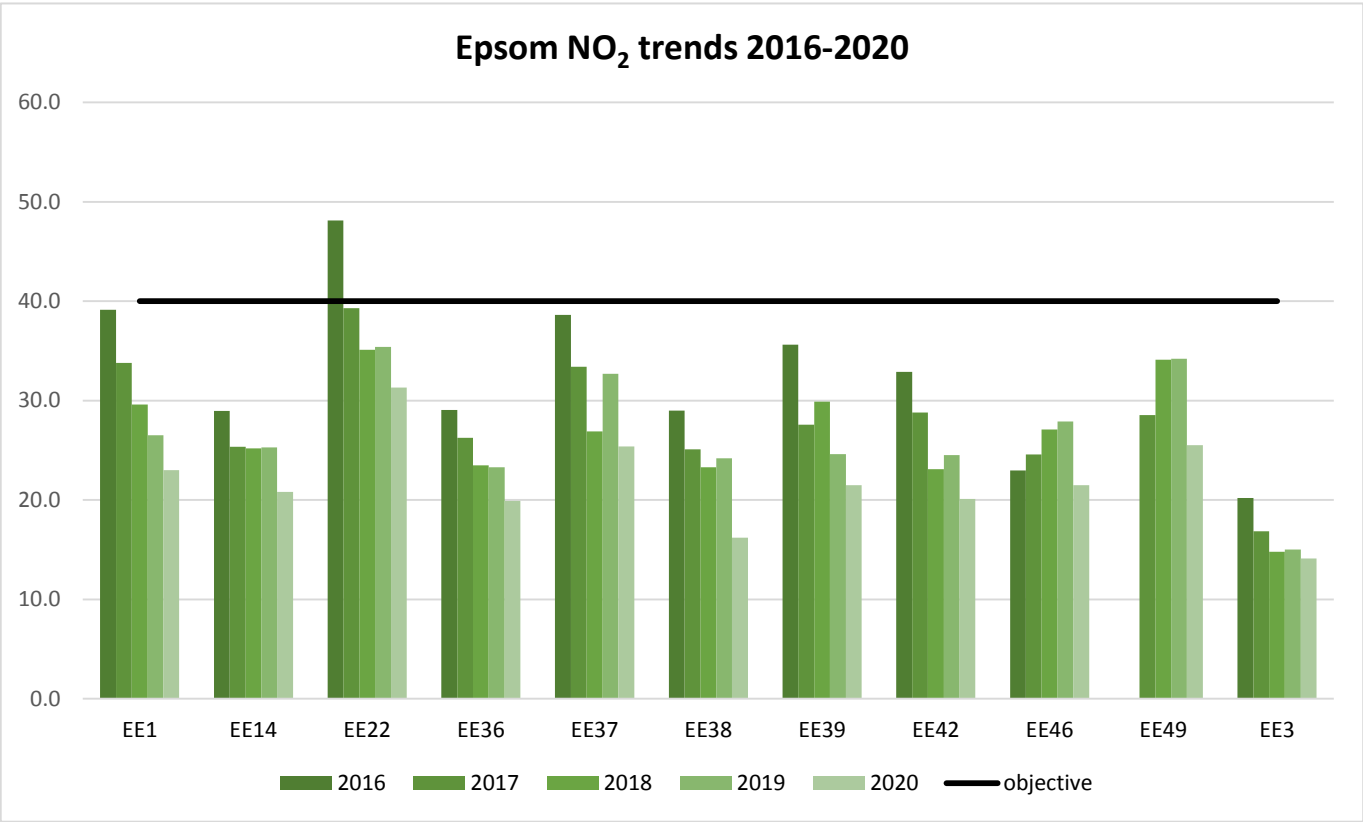
Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

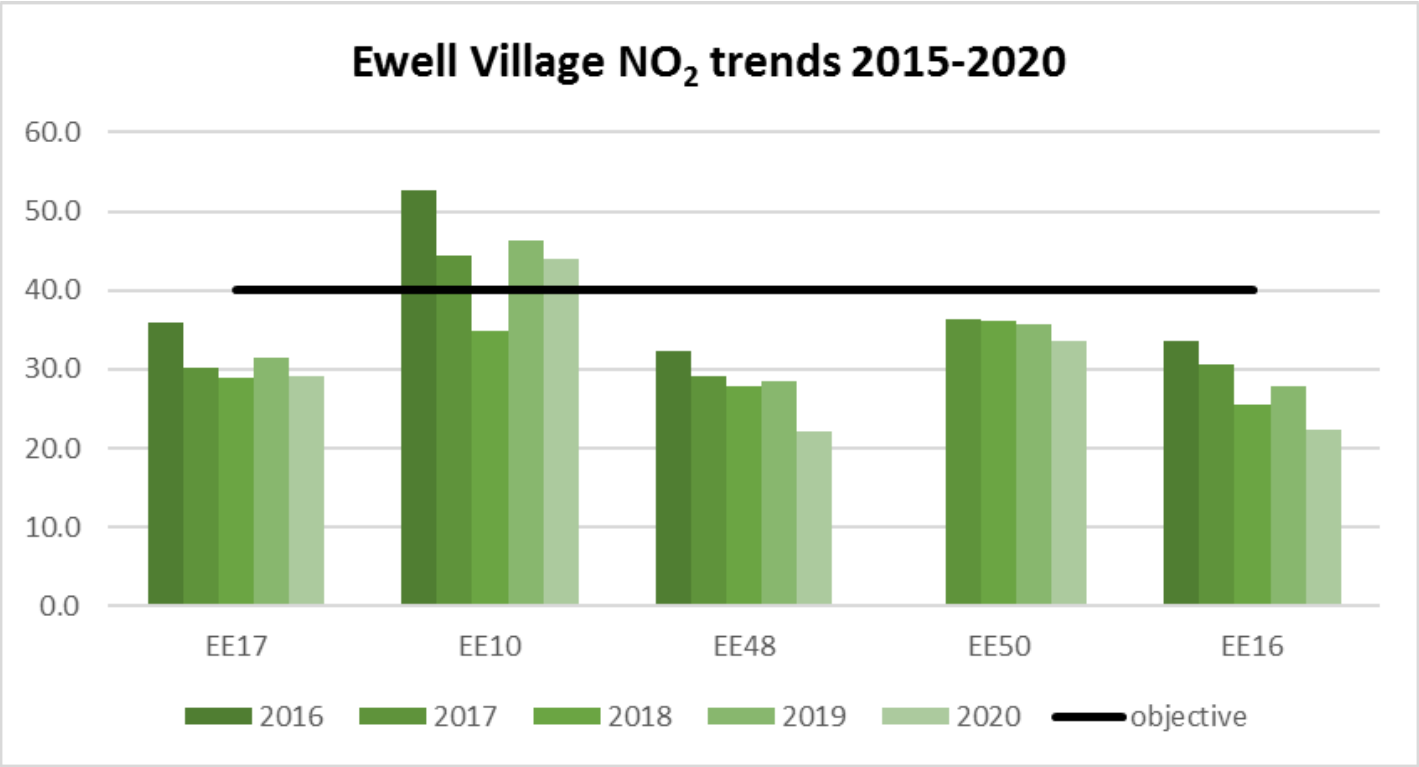
Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

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

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

Figure A.1 – Trends in Annual Mean NO₂ Concentrations





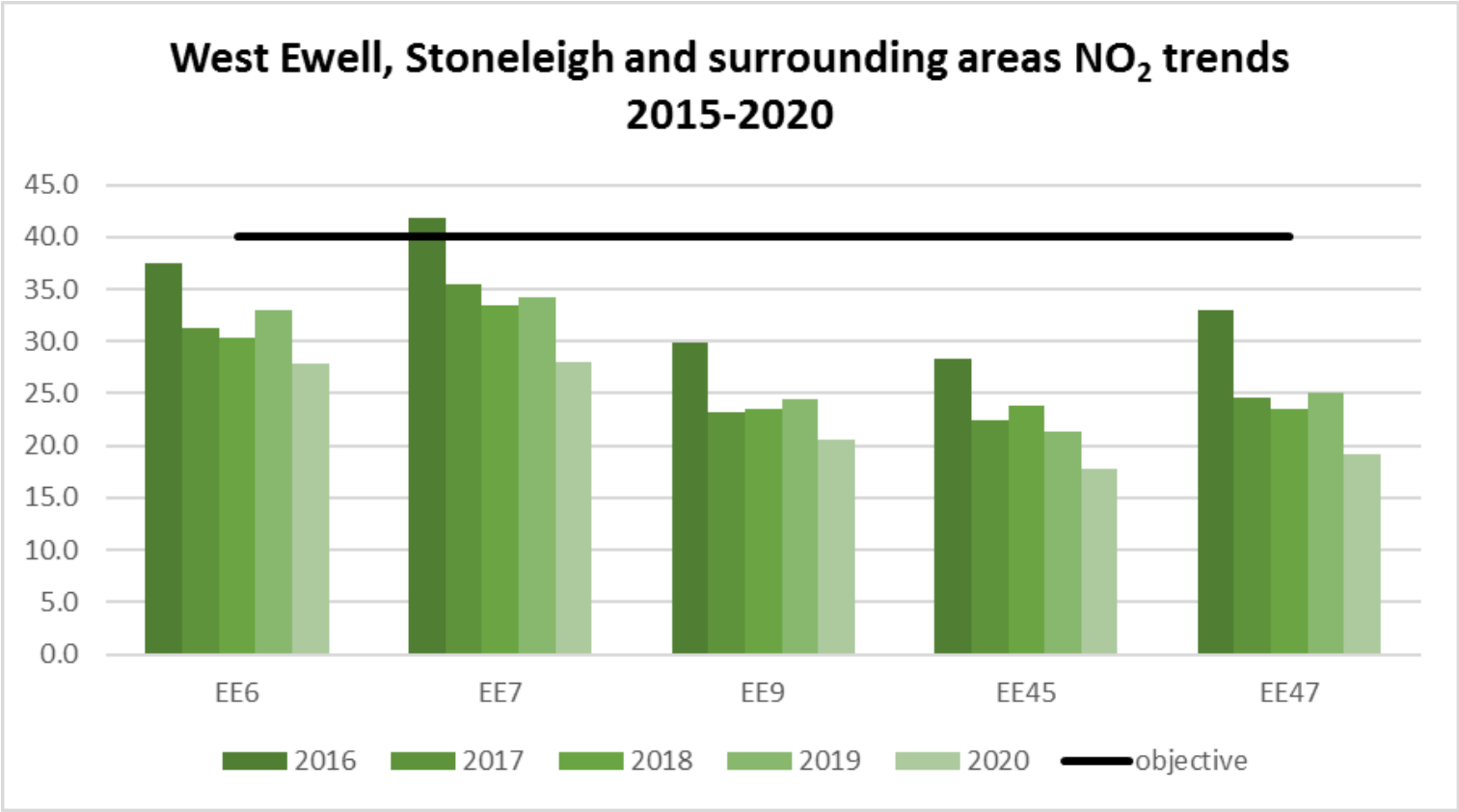


Table A.5 – 1-Hour Mean NO₂ Monitoring Results, Number of 1-Hour Means > 200µg/m³

Automatic monitoring is not carried out by the Council

Figure A.2 – Trends in Number of NO₂ 1-Hour Means > 200µg/m³

Automatic monitoring is not carried out by the Council

Table A.6 – Annual Mean PM₁₀ Monitoring Results (µg/m³)

Particulate monitoring is not carried out by the Council

Figure A.3 – Trends in Annual Mean PM₁₀ Concentrations

Particulate monitoring is not carried out by the Council

Table A.7 – 24-Hour Mean PM₁₀ Monitoring Results, Number of PM₁₀ 24-Hour Means > 50µg/m³

Particulate monitoring is not carried out by the Council

Figure A.4 – Trends in Number of 24-Hour Mean PM₁₀ Results > 50µg/m³

Particulate monitoring is not carried out by the Council

Table A.8 – Annual Mean PM_{2.5} Monitoring Results (µg/m³)

Particulate monitoring is not carried out by the Council

Figure A.5 – Trends in Annual Mean PM_{2.5} Concentrations

Particulate monitoring is not carried out by the Council

Table A.9 – SO₂ 2020 Monitoring Results, Number of Relevant Instances

SO₂ monitoring is not carried out by the Council

Appendix B: Full Monthly Diffusion Tube Results for 2020

Table B.1 – NO₂ 2020 Diffusion Tube Results (µg/m³)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.97	Annual Mean: Distance Corrected to Nearest Exposure	Comment
EE1	520732	160762	29.0		22.0			21.0	16.0				34.0	24.0	24.3	23.0	-	
EE3	519293	160026	36.0	18.0	12.0	10.0	7.0	9.0	10.0	12.0	13.0	13.0	20.0		14.5	14.1	-	
EE6	520525	165040	39.0	25.0	20.0	19.0	16.0	37.0	25.0	31.0	34.0	33.0	33.0	32.0	28.7	27.8	-	
EE7	520916	164636	39.0	37.0	26.0	15.0	17.0	27.0	29.0	31.0	34.0	34.0	33.0	24.0	28.8	28.0	-	
EE9	519830	163740	30.0	22.0		12.0	14.0	18.0	18.0	23.0	24.0	25.0	23.0	25.0	21.3	20.6	-	
EE10	521998	162633						31.0		65.0	45.0	38.0	47.0	42.0	44.7	44.0	42.0	
EE14	520885	161308	33.0	19.0	16.0	12.0	13.0	14.0	14.0	26.0	23.0	25.0	38.0	24.0	21.4	20.8	-	
EE16	522026	162624					11.0	17.0	20.0	24.0	27.0			23.0	20.3	22.3	-	
EE17	522025	162563	35.0	27.0	16.0	19.0			23.0	34.0	30.0	46.0	36.0	34.0	30.0	29.1	-	
EE22	520965	160871	21.0	29.0	37.0	21.0			32.0	36.0	45.0	34.0	39.0	29.0	32.3	31.3	-	
EE33			3.0			1.0	1.0	2.0	2.0	3.0				5.0	2.4	2.4	-	This is the travel blank
EE36	521069	160817	27.0		17.0	11.0	11.0	12.0		33.0	24.0	23.0	25.0	22.0	20.5	19.9	-	
EE37	520726	160857	37.0	35.0		17.0	13.0	29.0	23.0	31.0	27.0		30.0	20.0	26.2	25.4	-	
EE38	520726	160857	29.0			11.0	9.0	13.0	12.0	17.0	20.0	19.0		20.0	16.7	16.2	-	
EE39	520844	160729	31.0	19.0	23.0	16.0	17.0	18.0	19.0	26.0	26.0	23.0	27.0	21.0	22.2	21.5	-	
EE42	521004	160901	29.0	21.0	21.0	13.0	14.0	21.0		20.0	25.0	22.0	25.0	17.0	20.7	20.1	-	
EE43	521478	161447	33.0	24.0	18.0	14.0	14.0	18.0	16.0	23.0	23.0	27.0	31.0	28.0	22.4	21.7	-	
EE45	522211	163103	23.0		15.0	15.0	12.0	15.0	14.0	23.0	23.0	20.0	27.0	14.0	18.3	17.7	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.97	Annual Mean: Distance Corrected to Nearest Exposure	Comment
EE46	520724	161027	31.0	26.0	16.0	15.0	13.0	20.0	19.0			33.0	28.0	21.0	22.2	21.5	-	
EE47	520713	162968	23.0	20.0	14.0	17.0	12.0	16.0		24.0	26.0		24.0	22.0	19.8	19.2	-	
EE48	522022	162502	29.0	26.0	21.0	12.0	11.0	18.0	19.0	28.0	27.0	27.0	27.0	28.0	22.8	22.1	-	
EE49	520580	160586	33.0	21.0	28.0	19.0	20.0	25.0	21.0	33.0	34.0	33.0	30.0	18.0	26.3	25.5	-	
EE50	521975	162677	49.0	51.0	20.0	17.0	17.0	30.0	29.0	39.0	39.0	44.0	37.0	44.0	34.7	33.6	-	
EE51	520702	160872	34.0	27.0	17.0	15.0	12.0	13.0	16.0	23.0	27.0	22.0	33.0	21.0	21.7	21.0	-	
EE52	522303	163213		36.0	23.0	25.0	24.0	16.0	24.0	40.0	48.0	43.0	39.0	26.0	31.3	30.3	-	
EE53	522369	163289		19.0	15.0	13.0	10.0	7.0	15.0	18.0	19.0	19.0	25.0	21.0	16.5	16.0	-	

- Page 75

☒ All erroneous data has been removed from the NO₂ diffusion tube dataset presented in Table B.1

☒ Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16

☐ Local bias adjustment factor used

☒ National bias adjustment factor used

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

☒ Epsom & Ewell Borough Council confirm that all 2020 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

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

New or Changed Sources Identified Within Epsom and Ewell During 2020

Epsom & Ewell Borough Council has not identified any new sources relating to air quality within the reporting year of 2020

Additional Air Quality Works Undertaken by Epsom & Ewell Borough Council During 2020

Epsom & Ewell Borough Council has not completed any additional works within the reporting year of 2020.

QA/QC of Diffusion Tube Monitoring

The diffusion tubes are supplied and analysed by Lambeth Scientific Services. The method of preparation is 50% TEA in acetone. The lab follows the procedures set out in the Practical Guidance Documents.

The analysing laboratory participates in the AIR NO₂ Proficiency Testing Scheme for diffusion tubes which provides Quality Assurance / Quality Control (QA/QC).

Diffusion Tube Annualisation

Annualisation was required for three sites – EE1, EE10 and EE16 and this year the calculations were performed using the Diffusion Tube Data Processing tool using real time analyser results from a site near Gatwick Airport operated by Reigate & Banstead Borough Council and a site in Teddington operated by Bureau Veritas. These automatic sites were selected as they met the requirements outlined in box 7.9 of LAQM.TG16

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2021 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under

or over-read relative to the reference chemiluminescence analyser. LAQM:IG16 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO₂ continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

Epsom & Ewell Borough Council was able to utilise the partnership resources within the Surrey Air Alliance to compute a regional bias adjustment factor of 0.97 which compares favourably with the equivalent national bias adjustment of 0.95 taken from the national bias adjustment spreadsheet for the relevant laboratory and preparation method combination. The calculations for this appear in table C.3.

Table C.1 – Bias Adjustment Factor

Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2020	County	-	0.97
2019	County	-	0.92
2018	National	06/19	1.03
2017	National	06/18	0.9
2016	National	06/17	1.05

NO₂ Fall-off with Distance from the Road

One location – EE10 has been subject to the fall off calculator now embedded within the Diffusion tube Data Processing Tool and presented in Table B.1. All other locations are either background or representative of exposure.

Table C.2 – Annualisation Summary (concentrations presented in µg/m³)

Site ID	Annualisation Factor Gatwick Airport	Annualisation Factor Teddington	Annualisation Factor	Annualisation Factor	Average Annualisation Factor	Raw Data Annual Mean	Annualised Annual Mean	Comments
EE1	0.9229	1.0225			0.9727	24.3	23.7	
EE10	0.9341	1.0974			1.0157	44.7	45.4	
EE16	1.1346	1.1254			1.1300	20.3	23.0	

Table C.3 – County Bias Adjustment Calculation

	Data Capture (total)	Data Capture for period (where CV >20%)	Bias factor A	Bias B
Oaks Rd	92%	75%	1.04	-4%
Sunbury Cross	100%	92%	1.03	-3%
RG1	100%	83%	0.84	18%
RG3	100%	83%	0.91	10%
RG6	100%	100%	0.96	4%
Hampton Ct	100%	92%	1.05	-4%
Weybridge	100%	92%	0.97	3%
			Av Bias B	3
			Factor	0.03
			Add 1	1.03
			Inverse	0.97

Notes:

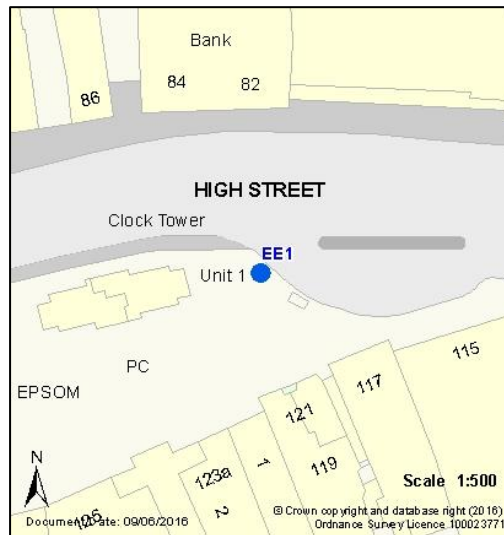
A single local bias adjustment factor has been used to bias adjust the 2020 diffusion tube results.

Table C.4 – NO₂ Fall off With Distance Calculations (concentrations presented in µg/m³)

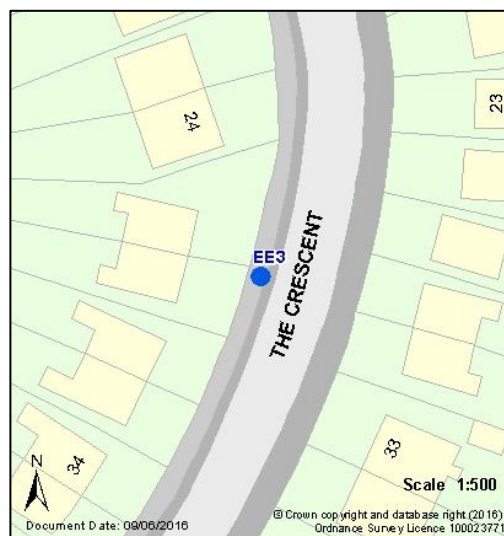
Site ID	Distance (m): Monitoring Site to Kerb	Distance (m): Receptor to Kerb	Monitored Concentration (Annualised and Bias Adjusted)	Background Concentration	Concentration Predicted at Receptor	Comments
EE10	1.3	1.8	44	14.5	42	Predicted concentration at Receptor above AQS objective.

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

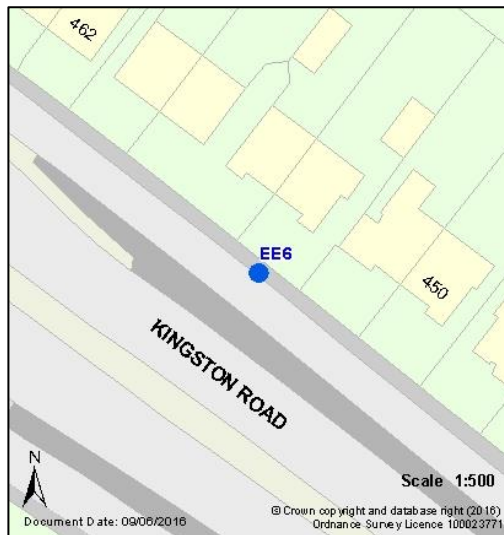
Figure D.1 – Map of Non-Automatic Monitoring Sites



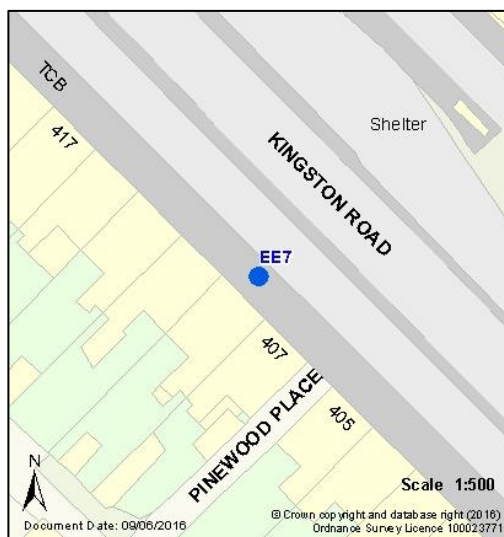
EE1 Clock Tower Epsom



EE3 The Crescent Epsom



EE6 Kingston Road, Ewell



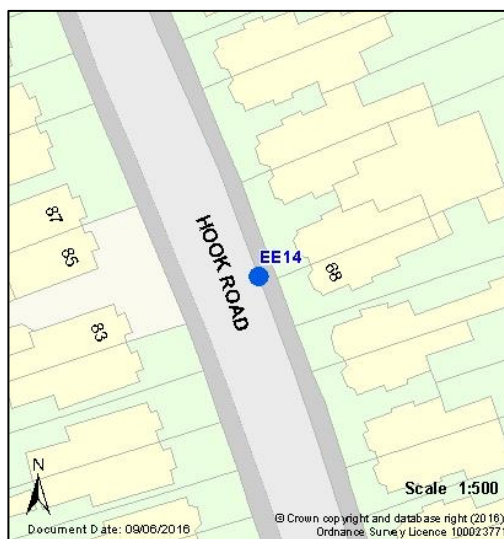
EE7 Kingston Road Ewell



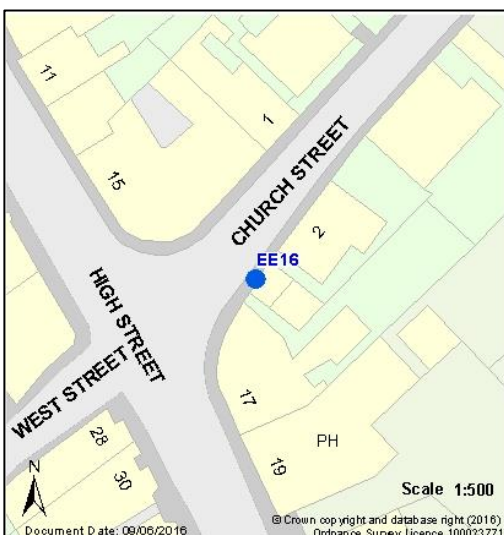
EE9 Chessington Road
Ewell



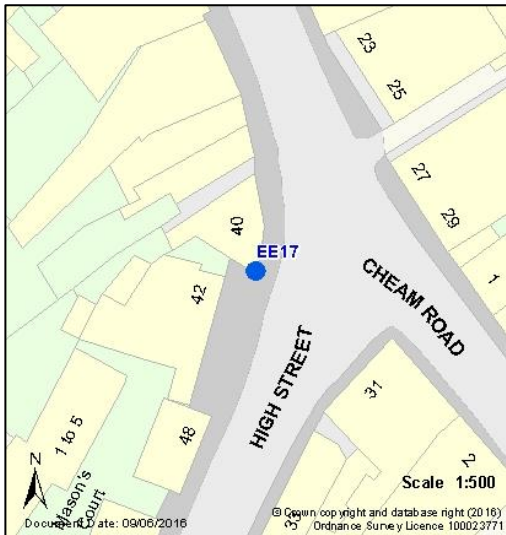
EE10 High Street Ewell



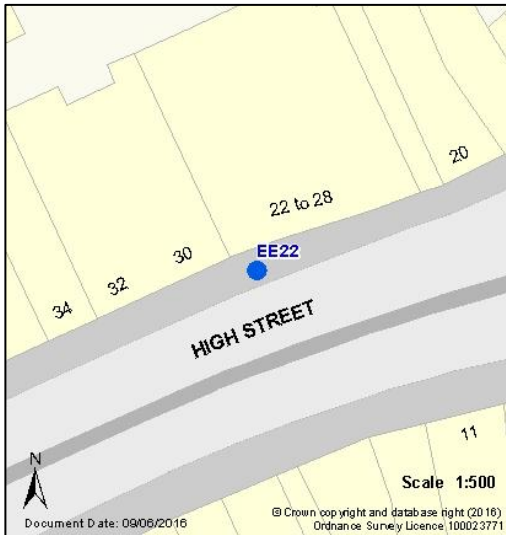
EE14 Hook Road Epsom



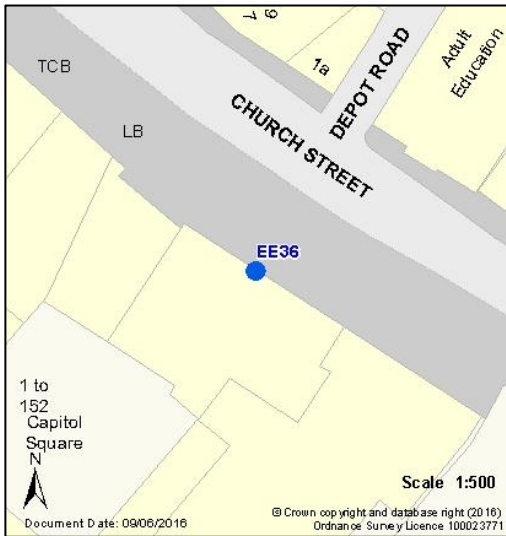
EE 16 Church Street Ewell



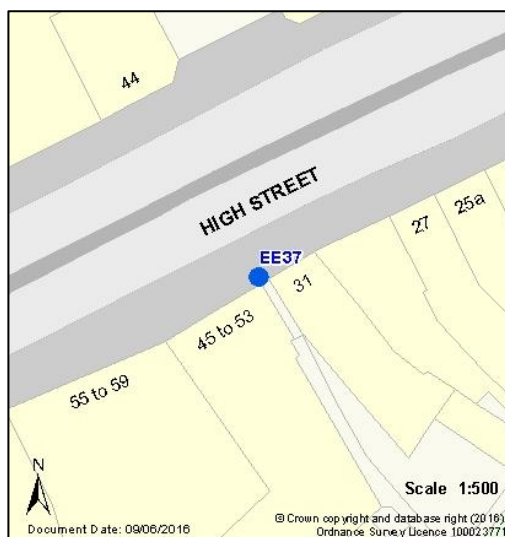
EE17 High Street Ewell



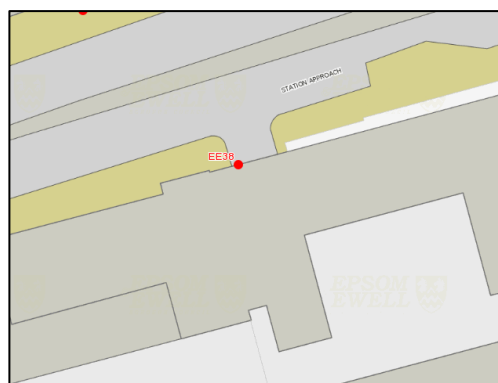
EE22 High Street Epsom



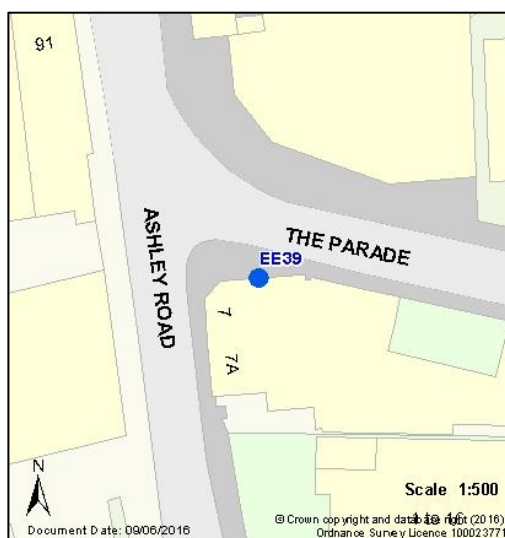
EE36 Church Street Epsom



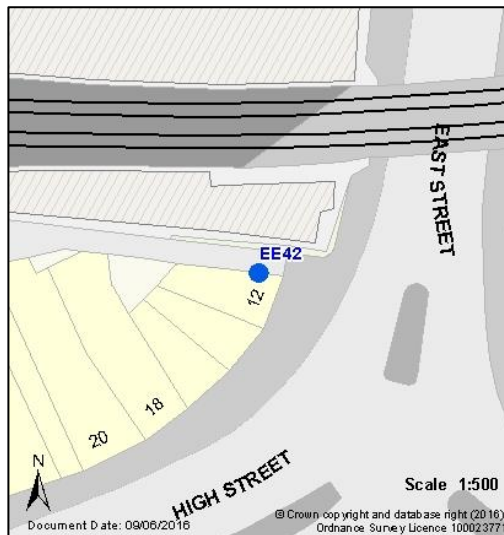
EE37 High Street Epsom



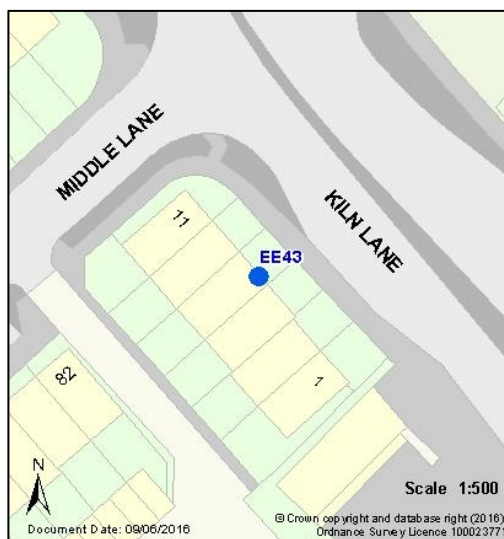
EE38 Station Approach
 South Epsom



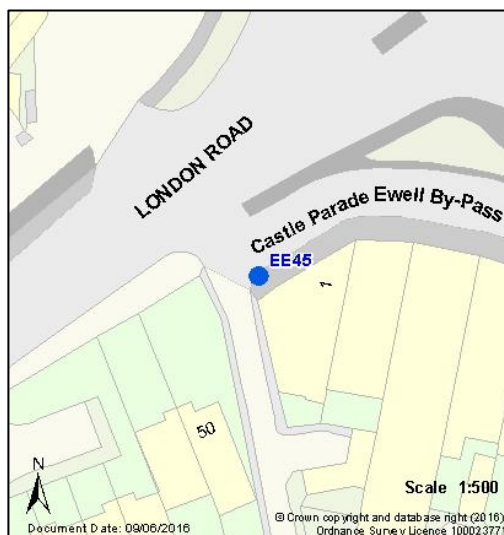
EE39 The Parade Epsom



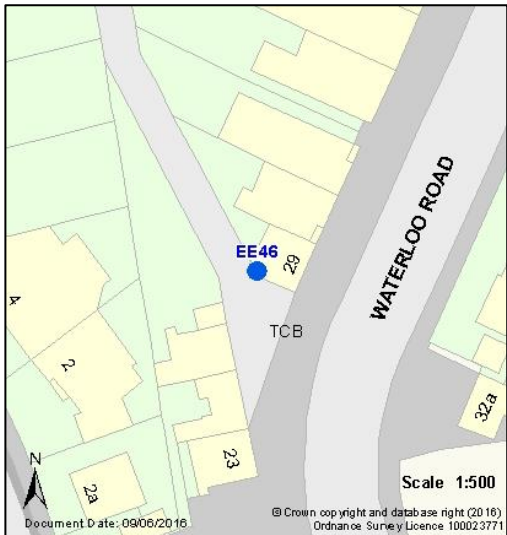
EE42 East Street Epsom



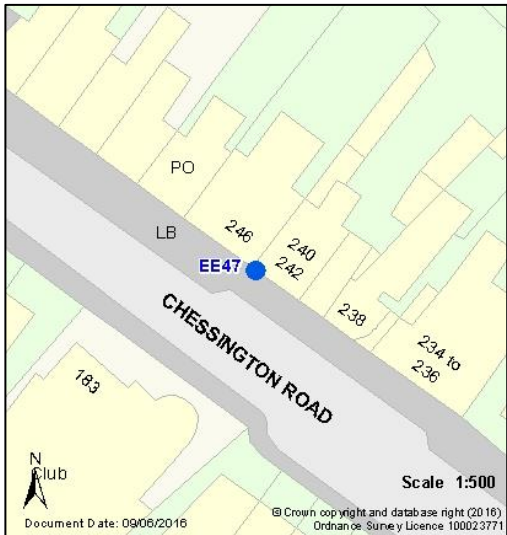
EE43 Kiln Lane Epsom



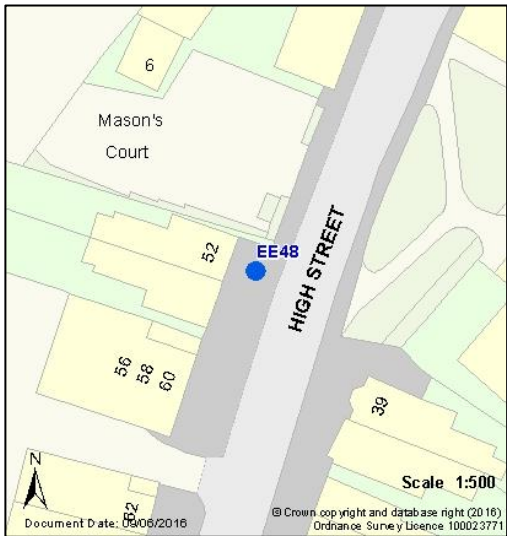
EE45 Castle Parade Ewell



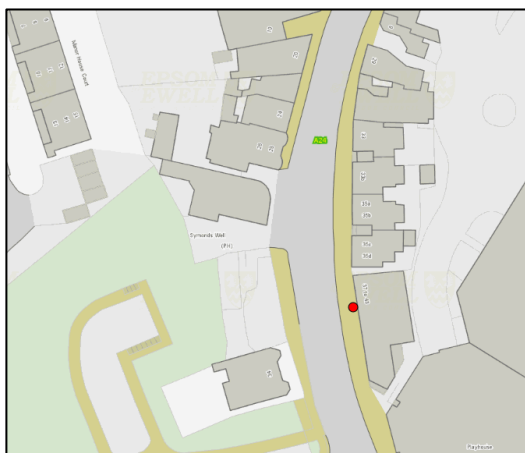
EE46 Waterloo Road
Epsom



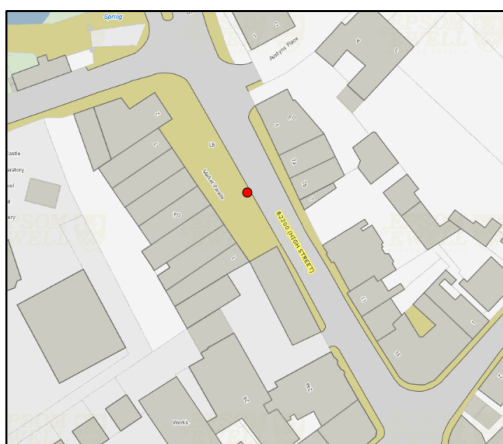
EE47 Chessington Road
Ewell



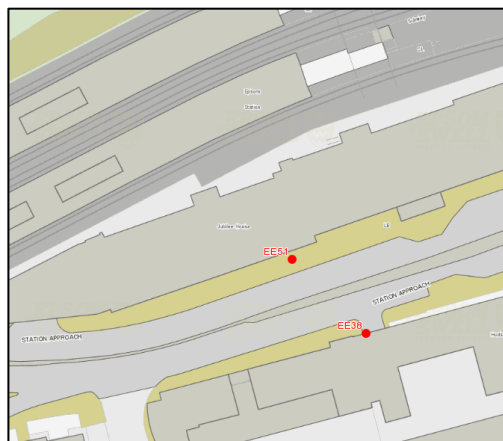
EE48 High Street Ewell



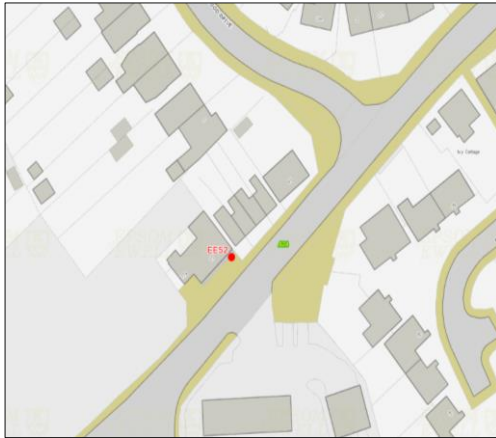
EE49 – South Street Epsom



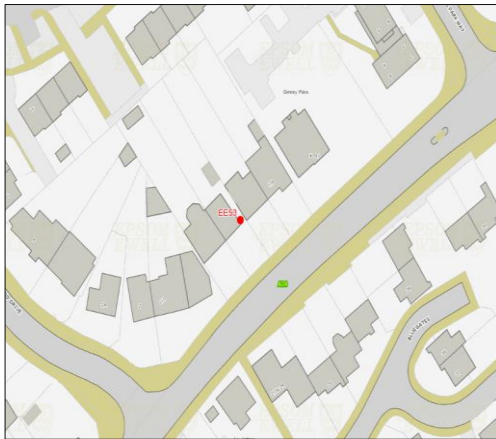
EE50 High Street Ewell



EE51 Station Approach
North



EE52 – London Road Ewell
 (1)

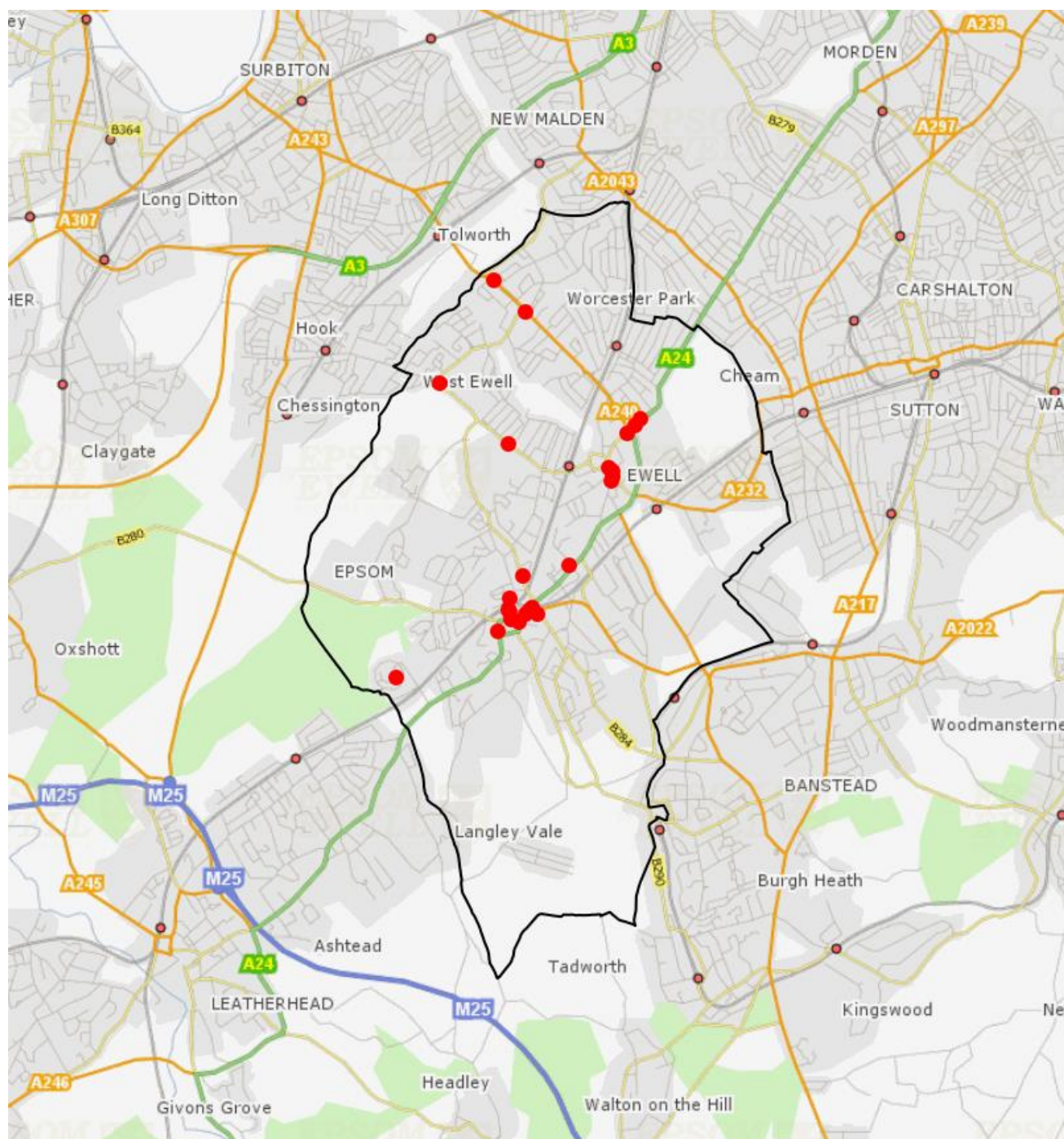


EE53 – London Road Ewell
 (2)

Map of monitoring locations within Ewell High Street Air Quality Management Area



Map of monitoring locations in Epsom and Ewell



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England⁷

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM ₁₀)	40µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO ₂)	125µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO ₂)	266µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁷ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Appendix F: Impact of COVID-19 upon LAQM

COVID-19 has had a significant impact on society. Inevitably, COVID-19 has also had an impact on the environment, with implications to air quality at local, regional and national scales.

COVID-19 has presented various challenges for Local Authorities with respect to undertaking their statutory LAQM duties in the 2021 reporting year. Recognising this, Defra provided various advice updates throughout 2020 to English authorities, particularly concerning the potential disruption to air quality monitoring programmes, implementation of Air Quality Action Plans (AQAPs) and LAQM statutory reporting requirements. Defra has also issued supplementary guidance for LAQM reporting in 2021 to assist local authorities in preparing their 2021 ASR. Where applicable, this advice has been followed.

Despite the challenges that the pandemic has given rise to, the events of 2020 have also provided Local Authorities with an opportunity to quantify the air quality impacts associated with wide-scale and extreme intervention, most notably in relation to emissions of air pollutants arising from road traffic. The vast majority (>95%) of AQMAs declared within the UK are related to road traffic emissions, where attainment of the annual mean objective for nitrogen dioxide (NO₂) is considered unlikely. On 23rd March 2020, the UK Government released official guidance advising all members of public to stay at home, with work-related travel only permitted when absolutely necessary. During this initial national lockdown (and to a lesser extent other national and regional lockdowns that followed), marked reductions in vehicle traffic were observed; Department for Transport (DfT) data⁸ suggests reductions in vehicle traffic of up to 70% were experienced across the UK by mid-April, relative to pre COVID-19 levels.

This reduction in travel in turn gave rise to a change of air pollutant emissions associated with road traffic, i.e. nitrous oxides (NO_x), and exhaust and non-exhaust particulates (PM). The Air Quality Expert Group (AQEG)⁹ has estimated that during the initial lockdown period in 2020, within urbanised areas of the UK reductions in NO₂ annual mean concentrations were between 20 and 30% relative to pre-pandemic levels, which

⁸ Prime Minister's Office, COVID-19 briefing on the 31st of May 2020

⁹ Air Quality Expert Group, Estimation of changes in air pollution emissions, concentrations and exposure during the COVID-19 outbreak in the UK, June 2020

represents an absolute reduction of between 10 to 20µg/m³ if expressed relative to annual mean averages. During this period, changes in PM_{2.5} concentrations were less marked than those of NO₂. PM_{2.5} concentrations are affected by both local sources and the transport of pollution from wider regions, often from well beyond the UK. Through analysis of AURN monitoring data for 2018-2020, AQEG have detailed that PM_{2.5} concentrations during the initial lockdown period are of the order 2 to 5µg/m³ lower relative to those that would be expected under business-as-usual conditions.

As restrictions are gradually lifted, the challenge is to understand how these air quality improvements can benefit the long-term health of the population.

Impacts of COVID-19 on Air Quality within the Epsom & Ewell Area

A direct comparison of passive tube data between 2020 and the average of the previous 5 years indicates an average of 27 percent reduction in NO₂ concentrations over 2020 than the historic trend which is consistent with the national picture. This is not uniform however with some sites measuring close to a 60 percent reduction and one (the main indicator within the AQMA), just 1.2 percent which is within the error range of the methodology. The locations which appeared to exhibit the greater reductions were roadside but not kerbside sites whilst those sites very close to main roads didn't register as great a reduction.

It is difficult to draw conclusions from the main AQMA result since regrettably there was a problem with tube loss for much of the duration of the initial national lockdown and had to be annualised. The indications from the other tube locations within and close by to the AQMA to indicate a wide effect from 7.4 percent to 33 percent reduction but again the greater reductions appeared to be away from the kerbside. These results may indicate the concentrations recorded in the AQMA, particularly in site EE10 are being driven not necessarily by the numbers or volumes of vehicles but in a significant way, by the proximity of the receptors to the roadside. Although even the monitoring relevant to the nearby receptor at this location has shown a downward trend, these results suggest there is a limit to the likely reduction even with a large reduction in road traffic.

Presented below is the comparison of the average of the years 2016-2019 compared with the results for 2020 showing the effect of COVID-19 lockdown.

	2016	2017	2018	2019	average	2020	% change
EE1	39.1	33.8	29.6	26.5	32.3	23.0	-40.5%
EE3	20.2	16.9	14.8	15.0	16.7	14.1	-18.5%
EE6	37.5	31.3	30.4	33.0	33.0	27.8	-18.8%
EE7	41.8	35.5	33.5	34.2	36.3	28.0	-29.6%
EE9	29.8	23.2	23.5	24.4	25.2	20.6	-22.3%
EE10	52.6	44.4	34.8	46.3	44.5	44.0	-1.2%
EE14	29.0	25.4	25.2	25.3	26.2	20.8	-26.1%
EE16	33.6	30.7	25.5	27.8	29.4	22.3	-31.9%
EE17	36.0	30.2	28.9	31.4	31.6	29.1	-8.7%
EE22	48.1	39.3	35.1	35.4	39.5	31.3	-26.0%
EE33	3.4	2.5	2.1	2.1	2.5	2.4	-
EE36	29.1	26.3	23.5	23.3	25.5	19.9	-28.4%
EE37	38.6	33.4	26.9	32.7	32.9	25.4	-29.5%
EE38	29.0	25.1	23.3	24.2	25.4	16.2	-57.1%
EE39	35.6	27.6	29.9	24.6	29.4	21.5	-36.8%
EE42	32.9	28.8	23.1	24.5	27.3	20.1	-35.9%
EE43	34.4	28.5	26.0	25.5	28.6	21.7	-31.5%
EE45	28.3	22.5	23.9	21.3	24.0	17.7	-35.4%
EE46	23.0	24.6	27.1	27.9	25.6	21.5	-19.0%
EE47	33.0	24.5	23.5	25.1	26.5	19.2	-38.1%
EE48	32.2	29.0	27.8	28.4	29.4	22.1	-33.1%
EE49		28.6	34.1	34.2	32.3	25.5	-26.8%
EE50		36.4	36.2	35.7	36.1	33.6	-7.4%
EE51			30.1	25.0	27.6	21.0	-31.1%
EE52				40.0	40.0	30.3	-
EE53				23.0	23.0	16.0	-
Average							-27.5%

Opportunities Presented by COVID-19 upon LAQM within Epsom and Ewell

An early opportunity to eradicate a large part of motorised transport from within the AQMA through an active travel scheme was not progressed. From an air quality point of view this was regrettable since it would have eliminated air quality concerns in the area. However one other scheme was implemented in the borough to remove a lane of traffic so as to promote pedestrian movement. This did not appear to have any ill effects on air quality and if there were, it was more than offset by the overall reduction in vehicles.

Challenges and Constraints Imposed by COVID-19 upon LAQM within Epsom and Ewell

Epsom & Ewell Borough Council was able to prioritise the collection and exposure of passive diffusion tubes although officer time was at a premium owing to the emergency response it was possible to submit the ASR albeit later than usual. Broadly speaking there was no impact to LAQM duties associated with COVID-19.

Table F 1 – Impact Matrix

Category	Impact Rating: None	Impact Rating: Small	Impact Rating: Medium	Impact Rating: Large
Automatic Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Automatic Monitoring – QA/QC Regime	Adherence to requirements as defined in LAQM.TG16	Routine calibrations taken place frequently but not to normal regime. Audits undertaken alongside service and maintenance programmes	Routine calibrations taken place infrequently and service and maintenance regimes adhered to. No audit achieved	Routine calibrations not undertaken within extended period (e.g. 3 to 4 months). Interruption to service and maintenance regime and no audit achieved
Passive Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Passive Monitoring – Bias Adjustment Factor	Bias adjustment undertaken as normal	<25% impact on normal number of available bias adjustment colocation studies (2020 vs 2019)	25-50% impact on normal number of available bias adjustment studies (2020 vs 2019)	>50% impact on normal number of available bias adjustment studies (2020 vs 2019) and/or applied bias adjustment factor studies not considered representative of local regime
Passive Monitoring – Adherence to Changeover Dates	Defra diffusion tube exposure calendar adhered to	Tubes left out for two exposure periods	Tubes left out for three exposure periods	Tubes left out for more than three exposure periods
Passive Monitoring – Storage of Tubes	Tubes stored in accordance with laboratory guidance and analysed promptly.	Tubes stored for longer than normal but adhering to laboratory guidance	Tubes unable to be stored according to be laboratory guidance but analysed prior to expiry date	Tubes stored for so long that they were unable to be analysed prior to expiry date. Data unable to be used
AQAP – Measure Implementation	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP
AQAP – New AQAP Development	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EEBC	Epsom & Ewell Borough Council
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

References

- Local Air Quality Management Technical Guidance LAQM.TG16. April 2021. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG16. May 2016. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

This page is intentionally left blank



Department
for Environment
Food & Rural Affairs

North East
Seacole Block
2 Marsham Street
London
SW1P 4DF

T: 03459 335577
defra.helpline@defra.gov.uk
www.gov.uk/defra

29 October 2021

Dear Local Authority,

LOCAL AIR QUALITY MANAGEMENT: 2021 ANNUAL STATUS REPORT

Thank you for consulting the Department for Environment, Food and Rural Affairs on your Council's 2021 Air Quality Annual Status Report (ASR).

Defra's response is contained in the appraisal report, which you can now access on the LAQM Portal.

The ASR for 2022 is due in June 2022. Defra expects local authorities to upload a copy of the ASR to the LAQM portal (www.laqmportal.co.uk/login) no later than 30 June 2022.

The Local Air Quality Management Helpdesk is available to help with queries about the LAQM Framework:

<https://laqm.defra.gov.uk/>
Telephone: 0800 0327 953
Email: LAQMHelpdesk@uk.bureauveritas.com

Yours sincerely,

Defra Local Air Quality Team

Defra Air Quality
WEB: <http://uk-air.defra.gov.uk>
TWITTER: @defraukair

This page is intentionally left blank

Local Authority:	Epsom & Ewell Borough Council
Reference:	ASR21-0977
Date of issue	September 2021

Annual Status Report - Appraisal Report

The Report sets out the Annual Status Report, which forms part of the Review & Assessment process required under the Environment Act 1995 and subsequent Regulations.

Epsom and Ewell Borough Council have declared one Air Quality Management Area (AQMA), Ewell High Street for exceedances of the NO₂ annual mean air quality objective (AQO). The AQMA was declared in 2007 and a corresponding Air Quality Action Plan (AQAP) was published in 2010. This has exceeded the 5-year time frame at which DEFRA recommends a new AQAP should be produced.

Automatic monitoring is not undertaken by Epsom and Ewell Borough Council. Non-automatic (passive) monitoring of NO₂ was conducted at 25 sites during 2020. There was one exceedance of the annual mean objective for NO₂ with a concentration of 44.0 ug/m³ at EE10 Ewell High Street, within the AQMA. After distance correction this decreased to 42.0 ug/m³, which still exceeds the annual mean objective. NO₂ concentrations across the borough have decreased between 2019 and 2020. However, all results in 2020 are heavily influenced by the national and local responses to Covid-19 which removed much of the road traffic for many weeks. For this reason the Council is not drawing strong conclusions from the results in 2020.

QA/QC procedures have been applied with a county bias adjustment factor being used. Annualisation of monitoring data was conducted for 3 sites (EE1, EE10 and EE16) as data capture was below 75%. Distance correction was conducted for 1 site (EE10) within 10% of the AQO and not representative of relevant exposure. Discussion and calculations have been provided for all.

On the basis of the evidence provided by the local authority the conclusions reached are acceptable for all sources and pollutants. Following the completion of this report, Epsom and Ewell Borough Council should submit an Annual Status Report in 2022.

Local Authority:	Epsom & Ewell Borough Council
Reference:	ASR21-0977
Date of issue	September 2021

Commentary

The report is well structured, detailed, and provides the information specified in the Guidance. The following comments are designed to help inform future reports.

1. The Council have provided the commentary for last year's appraisal and have explained and addressed most of these.
2. Good QA/QC procedures were applied. Calculations for bias adjustment and annualisation were outlined in detail. The adjusted concentrations are well below AQO except one exceedance in AQMA.
3. It is encouraging to see that the Council have considered to pursue the adopted Climate Change Action Plan. This demonstrates the Councils proactive and dedicated approach to improving air quality across the area.
4. The diffusion tube mapping is presented for each monitoring location and the AQMA boundary is clearly shown on the map. The single maps with monitoring locations are also provided.
5. The progress against Action Plan measures table has still not been updated from last year. This is important considering the current AQAP is regarded as being out of date. The Council have stated that they anticipate that the AQMA will meet the AQOs within 3-4 years and that their focus and efforts will be placed on implementing wider measures within the borough, including the AQMA.
6. There is a minor formatting error for the reference citation source on Page 5 in the report.
7. Overall the report is detailed, concise and satisfies the criteria of relevant standards. The Council should continue their good and thorough work.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Progress Report adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Assembly Government, Scottish Government or DOE.

For any other queries please contact the Local Air Quality Management Helpdesk:
Telephone: 0800 0327 953
Email: LAQMHelpdesk@uk.bureauveritas.com

Local Authority:	Epsom & Ewell Borough Council
Reference:	ASR21-0977
Date of issue	September 2021

Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	UKLAQMAppraisals@aeom.com

Comments on appraisal/Further information:

This page is intentionally left blank

RESULT OF CONSULTATION RESPONSE BASED ON THE KINGSTON ROAD AND TOWN HALL/HOPE LODGE CAR PARKS

Head of Service: Rod Brown, Head of Housing & Community
Wards affected: (All Wards);
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Appendices (attached): Appendix 1 Response details

Summary

This report considers options on changes to the Off-Street Parking Places Traffic Order concerning the introduction of charges to Stoneleigh car park and the removal of the barriers from Town Hall and Hope Lodge car parks, as outlined in the previous Committee meeting in November 2021, in consideration of the representations received.

Recommendation (s)

The Committee is asked to:

- (1) Consider the representations to the proposed changes in Stoneleigh Parade Car Park and advise whether it wishes to**
 - a) approve**
 - b) amend or**
 - c) withdraw the proposal in place.**
- (2) Approve the removal of car park barriers in Town Hall and Hope Lodge car park.**

1 Reason for Recommendation

- 1.1 A total of fourteen representations were received in regards to the proposed changes in Stoneleigh Parade car park. Two of these representations were supportive, one neutral and the other eleven were against some elements of the changes.

- 1.2 No representations were received in regards to the removal of barriers in Town Hall and Hope Lodge.

2 Background

- 2.1 In November 2021 two reports were brought to Committee proposing changes in the Borough Council car parks. The first report focussed on proposed changes to Stoneleigh Parade car park, the second report sought approval to remove the barriers from the car parks in Town Hall and Hope Lodge.
- 2.2 In Stoneleigh Parade the introduction of charges were proposed, via permit and cashless options, with the aims being to:
- 2.2.1 Ensure that the car park is used correctly for its intended purpose
- 2.2.2 Deter anti-social behaviour such as flytipping, littering and vehicle abandonment from occurring
- 2.2.3 Continue to support the local businesses by offering free parking for up to 3 hours
- 2.2.4 Generate some revenue to provide the necessary upkeep and maintenance works required to the car park.
- 2.3 The proposal was for the introduction of permit and cashless parking options in the car park as follows:
- | | |
|---|------|
| Parking up to 3 hours (No return within 1 hour) | Free |
| Parking up to 5 hours (8:30am – 6:30pm) | £4 |
| Parking over 5 hours (8:30am – 6:30pm) | £6 |
| Evening parking (6:30pm – 8:30am) | £1 |
| Sunday parking over 3 hours | £1 |
| Annual resident permit | £390 |
| Annual Business / Non-resident permit | £715 |
- 2.4 The proposal was advertised in the Epsom Comet, by signage within the car park and by letter sent to 144 local resident or business addresses.

3 Representations

- 3.1 In total fourteen representations were received to the proposed changes. Two were supportive, one neutral and the other eleven were against the proposal (see appendix 1).
- 3.2 The reasons stated in the objections from local residents were as follows:
- The cost was too high, it should be free for residents.
 - Littering and abandoned vehicles are not a major issue

- It will not support local businesses
- Maintenance of the car park is not required
- The car park is not overcrowded
- Residents will be forced to park in local streets
- The evening charge will deter people from using local restaurants.

3.3 The reasons stated in the three objections sent in from a local business were:

- They have ten members of staff, most who travel some distance, so the cost of permits would be unaffordable
- It would impact parking in residential roads

3.4 One response also raised a concern about users parking in local roads but also requested that any revenue raised would be ring fenced toward upkeep of the car park rather than unrelated Council issues.

3.5 No representations were received in regards to the removal of barriers at Town Hall and Hope Lodge car parks or in regards to the enforcement of electric vehicle charging bays.

3.6 The representations in full were considered and discussed at a Car Park Working Group Meeting at 5pm on 06/01/2022. The Car Park Working Group recommended that the proposal proceeds as advertised.

3.7 In response to the objections raised members of the Group commented as follows:

- The cost is benchmarked against other Council car parks with residential permits being the same as in the car parks at Hook Road and Chessington Road. The business permits are in line with those in Hook Road and Depot Road.
- The car park has attracted a number of anti-social issues in the past. Littering and flytipping have occurred and been removed, vehicles have been abandoned, the car park has been used as a temporary home and on each of these occasions there is a cost to the Council to repair or remove them.
- The three-hour free period, equivalent to the maximum free parking time available on Stoneleigh Parade will allow people to continue to visit local shops and businesses free of charge.

- As well as the cost of dealing with anti-social issues, as mentioned above, there are costs involved in the maintenance or removal of the trees, plants and weeds as well as repairs to boundary walls and fences. A crash barrier was installed a few years ago as vehicles were damaging the property boundaries to the rear of the car park.
- The car park is well used, by private and commercial vehicles. One response suggests that this will free up parking space at times when they are unable to park.
- In any location a resident does not have the right to park outside their house, unless they have a private driveway. This is a Council car park used for multiple purposes and is not a private car park for local residents. Residents are able to park in other locations where parking restrictions permit.
- One local restaurant has its own car park. An evening charge of £1 payable for a stay of over 3 hours is unlikely to deter others.
- As with other car park permits bulk discounts can be considered and may be applied where deemed appropriate.

4 Risk Assessment

Legal or other duties

4.1 Impact Assessment

- 4.1.1 There is unlikely to be any great impact on the protected characteristics by this change of use.

4.2 Crime & Disorder

- 4.2.1 Improvement in the upkeep of the Stoneleigh Parade car park coupled with closer monitoring and enforcement should facilitate a reduction in some of the anti-social behaviour which has historically occurred.

4.3 Safeguarding

- 4.3.1 None arising from this report

4.4 Dependencies

- 4.4.1 None arising from this report

4.5 Other

- 4.5.1 There is a risk that some current users of the Stoneleigh Parade car park will seek to park elsewhere, including in neighbouring residential roads. However due to its relatively close proximity to Stoneleigh Station there are already sufficient parking restrictions in place to prevent this during daytime hours.
- 4.5.2 There is a greater risk that people will use the Town Hall and Hope Lodge car parks to wait to collect or drop off a passenger. Increased signage and the use of enforcement will be used to keep this to a minimum.
- 4.5.3 If the Town Hall and Hope Lodge car parks are full there will be nothing to stop more cars entering, however the exit route in both is fairly simple and vehicles will not be charged until they have parked.

5 Financial Implications

- 5.1 When considering fee levels for 2022/23 Car Park Working Group has considered income from charging in this car park to help meet the proposed income budget. Should the amendment not proceed, alternative income options will need to be considered, such as higher charges in other Council car parks.
- 5.2 **Section 151 Officer's comments:** The Council is facing a future budget deficit and must take action to avoid the on-going use of limited one-off reserves. In order to achieve this, services must become more sustainable by either reducing expenditure budgets or offsetting costs with income generation.

6 Legal Implications

- 6.1 As per the statutory process of making or amending a Traffic Order the Council is required to consider any objections and may make modifications to the proposals if so wished.
- 6.2 **Legal Officer's comments:** to be completed by Legal Department

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
An Effective Council
- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** Anticipated reduction in environmental crimes such as flytipping and littering.

7.4 **Sustainability Policy & Community Safety Implications:** None arising from this report

7.5 **Partnerships:** The Council has consulted publicly and with local residents and businesses and the outcome from this consultation has been included in the report.

8 Background papers

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

Previous reports:

- Kingston Road Car Park (Stoneleigh) 24 November 2021
- Town Hall / Hope Lodge car parks 24 November 2021

Other papers:

Representations to the consultation at Kingston Road (Stoneleigh Parade) Car Park

In favour

I am emailing you to register my support of your proposed changes to Kingston Road Car park, behind Stoneleigh Parade. I think they are a very good idea.

I have read your letter regarding the parking situation here and I think it's a brilliant idea to have, this would stop people using the car park for the station all day and also the commercial vehicles clogging it up, even from the shops opposite.

We have in front of our restaurant only 20 minutes permitting, I would be grateful if our customers were allowed 2 hours and also that the appropriate blue badge display signs be erected.

Neutral

Thank you for your letter of 9th December regarding the proposed introduction of parking charges to the car park behind Stoneleigh Parade.

I have worked in the area for over 25 years and regularly park in this car park free of charge, so obviously I will be disappointed to see charges brought in however I can understand the reasoning, and am amazed it has taken you this long to start charging!

The fact that I would now have to pay for a full day is hardly a reason for you not bring in charges.

However I raise the following points:

The car park is used by local residents, probably from the flats above the shops in Stoneleigh Parade, to park free, daily and over night. If they cannot afford the permit they will no doubt park in other local streets, pushing a parking problem into other areas.

I hope that the revenue raised will indeed be used only to fulfill the 4 aims of the proposal and not to fund other unrelated council issues.

Against

I reside closely to this car park and I am strongly against these changes.

I will list the reasons now:

Firstly, it was already free for me to use. I can use it freely and having to suddenly fork out hundreds of pounds to park in it is a scandal if you ask me, make it free for residents.

Secondly, what anti social behaviour is being referenced in this letter? I have never seen or at least had trouble dealing with littering and definitely not vehicle abandonment.

Thirdly, it will not support local businesses as im sure people will just park on the side of the road, where it is free.

Finally, the car park is hardly in need of upkeep and maintenance, and if it is you should pay for it using the ridiculous large sum the council gets from these residents every single month.

Thank you and I hope to see some changes to this proposal.

We are writing to submit our views in respect of the parking proposals for the Stoneleigh Parade Car Park

We would strongly object to these proposals for the following reasons.

We have 10 members of staff who use this car park daily and would not be able to afford the costs of parking- in some situations this would cost £6 per day!

The majority of our staff travel some distance to Ewell on a daily basis

This would unfortunately force them to park in nearby residential roads causing issues in those areas

A non-resident parking permit at £715.00 a year is not a viable option as is unaffordable

We have had our business in this Parade for over 40 years and have always considered the local community and worked with them

We would not like to upset our neighbours by having our staff forced to park in their residential roads

I would imagine that this would be the same situation for many businesses along the Parade & thereby causing more unnecessary 'clogging' up the nearby roads leaving a mostly empty car park!

I am annoyed to find various notices regarding parking charges that are going to come into place. I don't fully understand the logic behind this at all?

The carpark is never over crowded neither does it have an issue with abandoned vehicles!

As I'm sure you are aware the carpark is used mainly by residents and employees of Various businesses along the parade and would have a dramatic effect on those who live or work in the area!

I'm not 100% sure of why the council think this is a good way to encourage the already decreasing parade?

I propose that you revoke the suggested parking charges as it's clearly just an excuse to obtain more money from people who most likely are not in a position to park elsewhere.

I will also add that introduction of parking charges will only crowd other residential streets in the area!

We would like to object to the proposed changes to the above car park and introduction of parking charges.

We are two of several employees of (local business name removed) on the Parade & we both drive separate vehicles to work due to different working hours

Public transport is not an option to get to work due to distance time and cost.

If the parking proposals are introduced dozens of residents and local business owners and employees will be forced to park in nearby residential roads as all of us would be unable to afford the proposed charges.

The car park has been unchanged in at least 25 years.

There are many residents over the surrounding shops as well that would definitely suffer an additional financial duress as this is the only place to leave vehicle for them for transporting themselves and families, even if they use local trains or buses for commuting, the cars would remain parked all day rightfully so as it is where they live.

I would like to object to the proposed changes to the above car park and introduction of parking charges

I am an employee of (local business name removed) on the Parade & I drive to work as public transport is not an option for me

IF the parking proposals are introduced I will be forced to park in nearby residential roads as I am unable to afford the proposed charges

As a resident of Stoneleigh Parade I am replying to your proposal of parking changes behind our house.

Our household has one car and we use this car park a lot, as residents of Stoneleigh Parade we all live in flats above the shops and have no driveway. I have never experienced negative issues associated with the car park since the CCTV has been on.

Therefore, I see no reason to introduce charges in this car park. Furthermore, I find it very unfair for all residents, with lots of single mums leaving here that are trying their best to commute to work, to be expected to have £390 for annual resident permit! Lots of people here receive council tax support discount which is less than this! And the business permit for £715 is like a penalty for being a small business here, as the bigger companies will more likely be able to include that in costs than small local businesses.

Parking for 3 hours for free will only encourage more people to move their vehicles every 3 hours between parking spaces in front of the building and that car park behind. This will cause more traffic and more pollution in the area where lots of kids are growing up. This might also encourage some people to park vehicles on the surrounding roads as it is for free.

In my opinion the proposed prices are much too high for this area, where simpler issues are yet to be done like having recycling bins for households (unbelievable these days that we are not able to recycle plastic or cardboards) or a bicycle roofed rack would be useful for reducing pollution and encouraging people to use bikes instead of cars.

Please reconsider your proposal.

I am a resident of , Kingston Road, KT19 . I am writing this email to inform you about the objections that I have about the new parking rules imposed on the Stoneleigh Parade car park. I am a university student who works part-time for income. For someone like me, £390 per year for parking is very hard to manage. And it is the only parking space available for the residents of the area. Even though, it is imposed for the better management of the parking, the amount imposed is too much for the residents including me. So I request you avoid the parking fee for at least local residents. Hoping to hear from you soon.

I am a resident of Stoneleigh Parade for last two years. I park my car in the above mentioned parking area. This parking facility is one of the main reasons I was attracted to rent the flat.

But recently saw a notice in the parking saying there is a proposal for parking charges. The amount seems to be very high for annual charges. Atleast you can make it free for the residents in stoneleigh parade .

This parking is also used by others especially coming for job and those who going to train station. Sometimes in the morning we won't get any parking space as it is fully used by others. And in the evening it is empty only residents parking.

You can make a proposal like charging for other users and free for stoneleigh parade residents and businesses.

Please consider and make a favourable decision. Because this free parking is a great favour for the residents here .

I received a letter a couple of weeks ago regarding charges of the car park outside my flat. I think it's an absolute disgrace that you intend to charge us residents to pay for parking outside our homes. With covid-19 affecting everyone the last couple of years aswell and most people losing money I think it will be a difficulty in many people being able to afford day to day life along with having to pay for parking to park outside their home. I have a 6 year old child to provide for living alone and this is beyond impossible for me to afford this. As mentioned to help cover the cost of keeping the area clean a lot of the rubbish dumped is from fly tippers so I believe you should maybe fit some cameras and prosecute the people responsible for this.

Moving forward I strongly disagree with the changes you intend to make. If the changes are to go ahead then I believe residents should receive a free parking permit along with a free visitors parking permit because why should we have to pay to park outside our homes.

I'm a resident on the Kingston road

I think it's disgusting that your going to make the people that live here to pay parking for there homes. I think that you should either give all residents free parking permits or not do anything at all and leave it alone. Personally I'm not made of money and probably some of the other residents are not either so charging people to park at there own homes is going to put a lot of people in a tight spot.

I am quite opposed to a number of the proposed changes:

1) The resident's permit costs far too much. In Sutton such a permit only costs £40:

Why would you charge about ten times this amount??

2) The evening charge will deter people from using local restaurants.

3) The charges on businesses and residents will add most unfavourably to everyone's financial struggle at this time of high inflation.

CAR PARK FEES AND CHARGES 22/23

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 Car park fee changes 2022/23 Appendix 2 Car park permits 2022/23

Summary

This report seeks the agreement of the Committee for off street parking and parking permit charges for 2022/23.

Recommendation (s)

The Committee is asked to:

- (1) Agree to the car park charges proposed in Annex 1**
- (2) Agree to the car park permit prices proposed in Annex 2**

1 Reason for Recommendation

- 1.1 The Medium Term Financial Strategy (MTFP) requires an increase in car park income of 6% every two years and the following proposal is recommended as the preferred method of achieving this.

2 Background

- 2.1 There was no increase in car parking fees in 2021/22. In line with the MTFP the expectation is therefore that an increase of 6%, equivalent to £116,000 per year in 2022/23, with an additional £11,000 expected from an uplift in permit income.
- 2.2 Car Park usage has been significantly impacted by the Covid-19 pandemic with a reduction in annual permit use and a decrease in car park visitor numbers, particularly during times when Covid restrictions are in place.

- 2.3 With the cost of living increasing and visitor numbers to some car parks impacted, there is a need to be mindful of the potential impact of increasing car park charges across the board.
- 2.4 The impact of the pandemic on the car parks to the rear of the Town Hall and Hope Lodge has been felt less than in other car parks. As they are convenient, central to the town and aimed at short stay visits they have continued to remain popular.
- 2.5

Comparison of visitor numbers in Borough Council car parks in the first 8 months of 2021/22 with 2019/20.

Car Park	2019 visitors (Apr-Nov)	2021 visitors (Apr-Nov)	% equivalent
Ashley Centre	503,471	384,691	76.4%
Hook Road	84,034	45,134	53.7%
Depot Road	129,976	104,228	80.2%
Upper High Street	63,813	45,620	71.5%
Town Hall	136,819	119,846	87.6%
Hope Lodge	68,402	61,537	90.0%
Bourne Hall	62,371	41,146	66.0%
Dorset House	51,146	39,363	77.0%
Ewell High Street	32,038	24,456	76.3%

3 Proposal

- 3.1 Given that some car parks have continued to be well used, it is proposed that the car park increases are concentrated on those Epsom car parks that are still being well used. The proposed increases therefore apply only to the Town Hall and Hope Lodge Car Parks and range between a 20% and 50% uplift.
- 3.2 The charges for other car parks in Epsom, which are primarily used for longer retail visits and by local businesses, as well as the car parks in Ewell, will remain the unchanged. Details of the proposed changes to car parking charges are set out in Appendix 1.
- 3.3 Another report on this agenda seeks approval from the Committee to introduce charges at Stoneleigh Parade car park, following a public consultation. The proposed charges are included in Appendix 1.

- 3.4 It is proposed that Car Park permit prices are increased by 3% for 2022/23. The proposed changes to charges for car parking permits is set out in Appendix 2. The proposed approach has been agreed by the Council's Member Car Park Working Group

4 Risk Assessment

Legal or other duties

- 4.1 Impact Assessment
 - 4.1.1 None arising from this report.
- 4.2 Crime & Disorder
 - 4.2.1 None arising from this report.
- 4.3 Safeguarding
 - 4.3.1 None arising from this report.
- 4.4 Dependencies
 - 4.4.1 None arising from this report.
- 4.5 Other
 - 4.5.1 None arising from this report.

5 Financial Implications

- 5.1 The changes proposed are intended to generate additional revenue in line with the Medium Term Financial Strategy estimate.
- 5.2 The proposed changes to Town Hall and Hope Lodge car parks detailed in Appendix 1 are anticipated to generate an additional £116,297, whilst maintaining tariffs across other car parks at their existing levels. This delivers a small saving on the cost of changing tariff notices in those car parks.
- 5.3 The new fees proposed for Stoneleigh Parade carpark, as detailed in Appendix 1 and subject to Committee approval of another report on the same agenda, are anticipated to generate an additional £3,752.
- 5.4 The proposed changes to car park permits and new charges for Stoneleigh Parade permits, detailed in appendix 2, are anticipated to generate an additional £14,465.

- 5.5 Section 151 Officer's comments: The budget targets for 2022/23 car parking income anticipates additional income from car parking totalling £127,000. The current proposed changes would generate an additional £134,514 of income. Any additional income generated from services, will make an important contribution to mitigating the Council's projected future budget deficit.

6 Legal Implications

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 **Legal Officer's comments:** none arising from the content of this report.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council
Opportunity and prosperity
- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** There are unlikely to be any negative impacts from these recommendations. The increase in charges in the convenient short stay car parks may mean that visitors consider other means of transport or make fewer short stay visits.
- 7.4 **Sustainability Policy & Community Safety Implications:**
None arising from this report.
- 7.5 **Partnerships:** N/A

8 Background papers

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

Previous reports:

None

Other papers:

None

This page is intentionally left blank

REAR OF TOWN HALL AND HOPE LODGE CAR PARK

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% increase	Estimated revenue increase
Up to 30mins	£1.00	Dec-15	£1.50	£0.50	50.0%	£12,833
Up to 1hr	£2.00	Apr-20	£3.00	£1.00	50.0%	£33,876
Up to 2hrs	£3.00	Apr-20	£4.00	£1.00	33.3%	£41,871
Up to 3 hrs	£5.00	Apr-20	£6.00	£1.00	20.0%	£13,916
Up to 5 hrs	£10.00	Apr-16	£12.00	£2.00	20.0%	£10,979
Over 6hrs	£25.00	Apr-16	£25.00	£0.00	0.0%	£0
						£113,476

FRONT OF TOWN HALL CAR PARK

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% increase	Estimated revenue increase
Up to 30mins	£1.00	Dec-14	£1.50	£0.50	50.0%	£805
Up to 1hr	£2.00	Apr-20	£3.00	£1.00	50.0%	£1,309
Up to 2hrs	£3.00	Apr-20	£4.00	£1.00	33.3%	£707
						£2,821

STONELEIGH PARADE

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% increase	Estimated revenue increase
Up to 3 hrs	N/A	NEW	Free	N/A	N/A	£0
Up to 5hrs (8:30am – 6:30pm)	N/A	NEW	£4	N/A	N/A	£1,920
Over 5hrs (8:30am – 6:30pm)	N/A	NEW	£6	N/A	N/A	£1,440
Evening parking (6:30pm – 8:30am)	N/A	NEW	£1	N/A	N/A	£296
Sunday parking over 3 hrs	N/A	NEW	£1	N/A	N/A	£96
						£3,752

This page is intentionally left blank

Proposed Car Park Permit prices 2022/23

Resident Permits	Current Tariff	Last change	Proposed Tariff	Tariff increase	% increase	Estimated revenue increase
Adelphi Road	£135	Apr-21	£140	£5.00	3.7%	£42
Hook Road (Hope Lodge overnight)	£380	Apr-21	£390	£10.00	2.6%	£125
Hudson House	£1,010	Apr-21	£1,040	£30.00	3.0%	£150
Chessington Road	£380	Apr-21	£390	£10.00	2.6%	£33
Stoneleigh Parade	N/A	NEW	£390			£4,680

Business Permits*	Current Tariff	Last change	Proposed Tariff	Tariff increase	% increase	Estimated revenue increase
Ashley Centre	£2,060	Apr-21	£2,120	£60.00	2.9%	£750
Depot Road / Upper High Street (existing only)	£690	Apr-21	£715	£25.00	3.6%	£1,500
Ewell Court House (existing only)	£320	Apr-21	£330	£10.00	3.1%	£17
Hook Road	£690	Apr-21	£715	£25.00	3.6%	£3,875
Hudson House	£1,240	Apr-21	£1,280	£40.00	3.2%	£433
Stoneleigh Parade	N/A	NEW	£715			£2,860

£14,465

*Bulk discounts may be applicable

This page is intentionally left blank

FEES AND CHARGES 2022/23

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Committee Fees and Charges 2022/23 Appendix 2 – Car Park Permit Fees 2022/23 Appendix 3 – Pre-app and PPA 2022/23 Appendix 4 – Trade Refuse & Recycling Charges 2022/23 (exempt from publication)

Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2022.

Recommendation (s)

The Committee is asked to:

- (1) Authorise the Chief Finance Officer, in consultation with the Chair/Vice Chair, to vary fees and charges for items generating income under £1,000 per annum and/or for one-off services or items;

And, subject to the approval of the Council:

- (2) Agree the fees and charges for 2022/23 as set out at Appendices 1, 2, 3, and 4.

1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Environment and Safe Communities Committee for 2022/23

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 15 February 2022. To enable the budget to be finalised, the Policy Committees are asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 The current pandemic and economic climate creates uncertainty and difficulties for budget setting. For consistency, the assumptions in the Medium Term Financial Plan have been applied to budget targets, including the annual uplift to fees and charges.
- 2.3 Should income shortfalls occur as a result of Covid-19 in 2022/23, the draft budget includes a £600,000 central provision to mitigate such losses.
- 2.4 The budget guidelines agreed by Strategy and Resources in September 2021 included an overall increase in revenue discretionary fees and charges of 3%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.5 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.6 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.7 In recent years, Car Parking fees have been increased by 6% every two years, the last increase being implemented in April 2020. Car Park permit fees have continued to receive an approximate 3% increase each year.
- 2.8 The Building Control service is being transferred to Elmbridge Borough Council following the retirement of two staff members and difficulty recruiting new staff. This report does not include any fees or charges for the Building Control service.
- 2.9 When preparing budget estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.10 Members should refer to the revenue budget report on this agenda for an overview of the Committee's budget position.

- 2.11 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one-off services or items not included in the fees and charges schedule.

3 Proposals

- 3.1 The proposed fees and charges for 2022/23 are set out at **Appendices 1, 2, 3, and 4** to this report. The main variations in fees and charges for each service area outside the range of an increase between 3% and 5% are set out below:

3.1.1 Car Parks

The Car Park Working group met in November 2021 to discuss car park charges for 2022/23. The proposed increase for daily car park charges and permit prices were agreed to be submitted for approval by the committee and are set out in Appendix 2. A report detailing the Car Park Fees and Charges is also on this agenda and details the changes to tariffs and permits for 2022/23. Appendix 2 details all car park tariffs, including those which remain unchanged for 2022/23.

3.1.2 Refuse Collection

In previous years discounted rates have been offered on garden waste fees for those paying by direct debit or for those who qualify for benefits. These fees have now been consolidated into one standard fee. The majority of customers now pay by direct debit.

A new charge has been introduced for the collection of contaminated recycling bins from communal properties. Contaminated recycling costs the Council and levying a fee for its collection aims to change behaviours.

Trade Waste fees are considered commercially sensitive and therefore set out in a separate Appendix 4 which is exempt from publication.

3.1.3 Development Control

Pre-application and Planning Performance Agreement fees are set out in Appendix 3. An amended fee structure was introduced in February 2021, which was based on the developments being considered. The price on application method continues to be included to take account of any large developments, which mean that resources required to undertake the work can vary substantially.

In order to determine a price for these services, an officer hourly rate schedule has been produced and the proposed charge will be determined by assessing the estimated officer time required, multiplying by the hourly rate and adding 20% on-costs to the sum. This figure will then be rounded to the nearest £100.

The hourly officer rate used to determine price on application fees has been increased by 3% in line with the MTFs recommended inflationary factor, therefore income from these fees will be higher from April 2022.

3.1.4 Environmental Health

The Pest Control contract expired in October 2021, and a 2-year extension was agreed pending a re-tendering exercise. The fees have remained at the same level due to contract constraints and also because higher fees in this competitive market would impact volumes and therefore income levels. For 2022/23 the fees have been slightly adjusted to round them to the nearest pound to make the charges simpler. This adjustment was permitted within the current contract.

4 Risk Assessment

Legal or other duties

4.1 Impact Assessment

4.1.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.

4.1.2 The return of customers to facilities re-opening following closure has been gradual. This has resulted in reduced revenue from fees and charges, and the recent surge in infections from the Omicron variant, may result in the re-introduction of lockdowns. Mitigations for this have been outlined in paragraph 2.3.

4.2 Crime & Disorder

4.2.1 None for the purposes of this report.

4.3 Safeguarding

4.3.1 None for the purposes of this report.

4.4 Dependencies

4.4.1 None of the purposes of this report.

4.5 Other

4.5.1 None of the purposes of this report.

5 Financial Implications

5.1 The impact of the proposed fees and charges for services in 2022/23 is set out below:

	Increase in income budget target	Total increase or (decrease) due to changes to tariffs	Variation resulting from changes to volumes	Variation between target and total change
	£'000	£'000	£'000	£'000
Car Parks	127	123	12	8
Refuse Collection	44	44	(33)	(33)
Markets	3	0	3	0
Development Control	5	5	0	0
Cemetery	15	15	0	0
Licensing & Environmental Health	10	10	(1)	(1)
Total	204	197	(19)	(26)

5.2 The proposed charges will generate an additional estimated income of £178k. This has been taken into account in the budget to be presented to the Council next month.

5.3 Overall, the effect of increased charges, combined with the anticipated change in volumes is that Environment & Safe Communities Committee income budgets are lower than the targeted budgeted income from fees and charges in 2021/22 by £26k.

5.4 The revised level of income has been included in the medium term financial strategy to contribute towards a balanced budget over the next four years. A detailed breakdown of the 2022/23 budget can be found in the budget report included on this agenda.

5.5 **Section 151 Officer's comments:** all financial implications are included within this report.

6 Legal Implications

6.1 There are no specific issues arising from this report but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.

6.2 **Monitoring Officer's comments:** none arising from the contents of this report.

7 Policies, Plans & Partnerships

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

7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** none for the purposes of this report.

7.4 **Sustainability Policy & Community Safety Implications:** none for the purposes of this report.

7.5 **Partnerships:** none for the purposes of this report.

8 Background papers

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

Previous reports:

- Budget Targets Report October 2021

Other papers:

- Revenue Budget 2022/23 report – on this agenda

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Car Parking	Annual Business Permits	Ashley Centre	Per year	2,060.00	2,120.00	2.9%
Car Parking	Annual Business Permits	Ashley Centre (Blue Badge)	Per year	690.00	715.00	3.6%
Car Parking	Annual Business Permits	Hook Road	Per year	690.00	715.00	3.6%
Car Parking	Annual Business Permits	Hudson House	Per year	1,240.00	1,280.00	3.2%
Car Parking	Annual Business Permits	Kingston Parade (Stoneleigh)	Per year	0.00	715.00	0.0%
Car Parking	Annual Residents Permits	Adelphi Road	Per year	135.00	140.00	3.7%
Car Parking	Annual Residents Permits	Chessington Road	Per Year	380.00	390.00	2.6%
Car Parking	Annual Residents Permits	Hook Road	Per year	380.00	390.00	2.6%
Car Parking	Annual Residents Permits	Hope Lodge	Per year	380.00	390.00	2.6%
Car Parking	Annual Residents Permits	Hudson House	Per year	1,010.00	1,040.00	3.0%
Car Parking	Annual Residents Permits	Kingston Parade (Stoneleigh)	Per year	NEW	390.00	0.0%
Car Parking	Annual Residents Permits	Upper High Street (Existing users only)	Per year	690.00	715.00	3.6%
Car Parking	Miscellaneous	Deposit Key Fob Deposit	Per item	100.00	100.00	0.0%
Car Parking	Miscellaneous	Dispensation permit for contractors	Per vehicle per day (4-28 days)	6.00	6.00	0.0%
Car Parking	Miscellaneous	Dispensation permit for contractors and residents to carry out works subject to restrictions	Per vehicle up to 3 days	25.00	25.00	0.0%
Car Parking	Miscellaneous	Hook Road Parker Card	Per card	15.00	15.00	0.0%
Car Parking	Miscellaneous	Lost parker card	Per card	15.00	15.00	0.0%
Car Parking	Miscellaneous	Lost Token - Ashley Centre, HL, TH	Per token	30.00	30.00	0.0%
Car Parking	Miscellaneous	Lost Token - Hook Road	Per token	12.00	12.00	0.0%
Environmental health	Cemetery - Planting	Moulding/turfing	Per session	80.00	85.00	6.3%
Environmental health	Cemetery - Planting	Plants - Summer and Winter	Per year	165.00	170.00	3.0%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Any other row traditional - Non-resident	Per grave	3,660.00	3,770.00	3.0%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Any other row traditional - Resident	Per grave	1,885.00	1,940.00	2.9%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Butterfly lawn section (baby grave) - Non-Resident	Per grave	1,050.00	1,080.00	2.9%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Butterfly lawn section (baby grave) - Resident	Per grave	1,050.00	1,080.00	2.9%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Front row path traditional - Non-resident	Per grave	6,870.00	7,100.00	3.3%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Front row path traditional - Resident	Per grave	3,545.00	3,650.00	3.0%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Garden of Remembrance (cremated remains only) - Non-Resident	Per grave	1,145.00	1,180.00	3.1%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Garden of Remembrance (cremated remains only) - Resident	Per grave	590.00	610.00	3.4%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	In pergola plot - Non-resident	Per grave	6,825.00	7,030.00	3.0%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	In pergola plot - Resident	Per grave	3,515.00	3,620.00	3.0%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	New lawn section - Non-resident	Per grave	3,150.00	3,250.00	3.2%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	New lawn section - Resident	Per grave	1,630.00	1,680.00	3.1%
Environmental health	Clinical Waste Collection	Domestic collection and disposal of hazardous waste (one sharps bin per year free)	Per bin or bag	12.50	12.50	0.0%
Environmental health	Environmental Health general	Officer time	Per hour	64.00	66.00	3.1%
Environmental health	Environmental Information Regulations 1998	Supply of information relating to potentially contaminated land	Per hour	64.00	66.00	3.1%
Environmental health	Environmental Information Regulations 1998	Work requiring research of records	Per hour	26.00	27.00	3.8%
Environmental health	Food safety	Food Hygiene Re-inspections	Per inspection	206.00	212.00	2.9%
Environmental health	Housing Act	Enforcement action - officer time	per hour	64.00	66.00	3.1%
Environmental health	Interments Monday to Friday	Dug to 11ft (3.352m) - Non-Resident	Per grave	3,095.00	3,190.00	3.1%
Environmental health	Interments Monday to Friday	Dug to 11ft (3.352m) - Resident	Per grave	1,410.00	1,450.00	2.8%
Environmental health	Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	620.00	640.00	3.2%
Environmental health	Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	305.00	315.00	3.3%
Environmental health	Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	885.00	910.00	2.8%
Environmental health	Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	420.00	435.00	3.6%
Environmental health	Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	2,100.00	2,160.00	2.9%
Environmental health	Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Resident	Per grave	1,035.00	1,065.00	2.9%
Environmental health	Interments Monday to Friday	Dug to 9ft (2.743m) - Non-Resident	Per grave	2,480.00	2,560.00	3.2%
Environmental health	Interments Monday to Friday	Dug to 9ft (2.743m) - Resident	Per grave	1,165.00	1,200.00	3.0%
Environmental health	Interments Monday to Friday	Over 11 ft (3.352m) - Non-Resident	Price on application	0.00	0.00	0.0%
Environmental health	Interments Monday to Friday	Over 11 ft (3.352m) - Resident	Price on application	0.00	0.00	0.0%
Environmental health	Interments Saturday Service	Dug to 11ft (3.352m) - Non-Resident	Per grave	3,900.00	4,020.00	3.1%
Environmental health	Interments Saturday Service	Dug to 11ft (3.352m) - Resident	Per grave	2,180.00	2,250.00	3.2%
Environmental health	Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	1,105.00	1,140.00	3.2%
Environmental health	Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	770.00	800.00	3.9%
Environmental health	Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	1,535.00	1,580.00	2.9%
Environmental health	Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	1,010.00	1,040.00	3.0%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Environmental health	Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	2,795.00	2,880.00	3.0%
Environmental health	Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Resident	Per grave	1,720.00	1,780.00	3.5%
Environmental health	Interments Saturday Service	Dug to 9ft (2.743m) - Non-Resident	Per grave	3,180.00	3,280.00	3.1%
Environmental health	Interments Saturday Service	Dug to 9ft (2.743m) - Resident	Per grave	1,840.00	1,900.00	3.3%
Environmental health	Memorials	Butterfly Baby Grave Memorial Resident/Non Resident	Per item	115.00	120.00	4.3%
Environmental health	Memorials	Butterfly memorial plaque - Resident/Non Resident	Per item	160.00	165.00	3.1%
Environmental health	Memorials	Flat stone tablet - Non Resident	Per item	250.00	260.00	4.0%
Environmental health	Memorials	Flat stone tablet - Resident	Per item	155.00	160.00	3.2%
Environmental health	Memorials	Ground level surround - Non Resident	Per item	720.00	745.00	3.5%
Environmental health	Memorials	Ground level surround - Resident	Per item	375.00	390.00	4.0%
Environmental health	Memorials	Kerbs - Non Resident	Per item	370.00	385.00	4.1%
Environmental health	Memorials	Kerbs - Resident	Per item	195.00	200.00	2.6%
Environmental health	Memorials	Memorial in the Garden of Remembrance - Non Resident	Per item	365.00	375.00	2.7%
Environmental health	Memorials	Memorial in the Garden of Remembrance - Resident	Per item	190.00	195.00	2.6%
Environmental health	Memorials	Not exceeding 3ft 6ins (1.066m) - Non Resident	Per item	370.00	380.00	2.7%
Environmental health	Memorials	Not exceeding 3ft 6ins (1.066m) - Resident	Per item	195.00	200.00	2.6%
Environmental health	Memorials	Princess Balustrades - Additional characters per inscription	Per item	1.44	1.50	4.2%
Environmental health	Memorials	Princess Balustrades including up to 80 characters per inscription	Per item	1,700.00	1,755.00	3.2%
Environmental health	Memorials	Small memorial baby grave - Non Resident	Per item	220.00	225.00	2.3%
Environmental health	Memorials	Small memorial baby grave - Resident	Per item	115.00	120.00	4.3%
Environmental health	Memorials	Tablets/Vases etc - Non Resident	Per item	250.00	260.00	4.0%
Environmental health	Memorials	Tablets/Vases etc - Resident	Per item	130.00	135.00	3.8%
Environmental health	Other cemetery charges	Additional Inscription - Non resident	per inscription	225.00	235.00	4.4%
Environmental health	Other cemetery charges	Additional Inscription - Resident	per inscription	115.00	120.00	4.3%
Environmental health	Other cemetery charges	Burial register search fee	Price on application	0.00	0.00	0.0%
Environmental health	Other cemetery charges	Exhumation	Price on application	0.00	0.00	0.0%
Environmental health	Other cemetery charges	Issue of duplicate Deed of Grant	Per issue	115.00	120.00	4.3%
Environmental health	Pest control	Bedbugs - Benefit rate	Per case	112.22	113.00	0.7%
Environmental health	Pest control	Bedbugs - Standard rate	Per case	149.63	150.00	0.2%
Environmental health	Pest control	Cockroaches - Benefit rate	Per case	84.43	85.00	0.7%
Environmental health	Pest control	Cockroaches - Standard rate	Per case	112.57	113.00	0.4%
Environmental health	Pest control	Fleas - Benefit rate	Per case	66.27	67.00	1.1%
Environmental health	Pest control	Fleas - Standard rate	Per case	88.36	89.00	0.7%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Environmental health	Pest control	Mice - Benefit rate	Per case	69.47	70.00	0.8%
Environmental health	Pest control	Mice - Standard rate	Per case	92.63	93.00	0.4%
Environmental health	Pest control	Rats - Benefit rate	Per case	69.47	70.00	0.8%
Environmental health	Pest control	Rats - Standard rate	Per case	92.63	93.00	0.4%
Environmental health	Pest control	Squirrels - Benefit rate	Per case	112.22	113.00	0.7%
Environmental health	Pest control	Squirrels - Standard rate	Per case	149.63	150.00	0.2%
Environmental health	Pest control	Stored product insects - Benefit rate	Per case	71.60	72.00	0.6%
Environmental health	Pest control	Stored product insects - Standard rate	Per case	95.47	96.00	0.6%
Environmental health	Pest control	Textile pests - Benefit rate	Per case	71.60	72.00	0.6%
Environmental health	Pest control	Textile pests - Standard rate	Per case	95.47	96.00	0.6%
Environmental health	Pest control	Wasps - Benefit rate	Per case	56.38	57.00	1.1%
Environmental health	Pest control	Wasps - Standard rate	Per case	75.17	76.00	1.1%
Environmental health	Pollution Prevention and Control	Summary of premises contained in public register	Per summary	25.00	26.00	4.0%
Environmental health	Private Water Supply	Sampling of Water - Officer time	Per hour	64.00	66.00	3.1%
Environmental health	Stray Dogs	Day - Return of dog to owner	Per case	130.00	130.00	0.0%
Environmental health	Stray Dogs	Dogs Return to owner from kennels on request	Per Dog	40.00	40.00	0.0%
Environmental health	Stray Dogs	Full costs Day - collection and kennelling	Per case	165.00	165.00	0.0%
Environmental health	Stray Dogs	Full costs Night - collection and kennelling	per case	216.00	216.00	0.0%
Environmental health	Stray Dogs	Night - Return of dog to owner	Per case	196.00	196.00	0.0%
Environmental health	Street Trading	Food licence / consent	Annual	780.00	803.00	2.9%
Environmental health	Street Trading	Mobile food traders	Annual	780.00	803.00	2.9%
Environmental health	Street Trading	Mobile food traders	6 months	480.00	494.00	2.9%
Environmental health	Street Trading	Other licence / consent	Annual	780.00	803.00	2.9%
Environmental health	Vehicle licensing	Duplicate/replacement licence	Per item	17.00	18.00	5.9%
Environmental health	Vehicle licensing	Hackney Carriage Drivers	Dual licensed - 3 years	250.00	260.00	4.0%
Environmental health	Vehicle licensing	Hackney Carriage Drivers	Epsom & Ewell only - 3 years	320.00	330.00	3.1%
Environmental health	Vehicle licensing	Hackney Carriage transfer fee on change of vehicle	Dual licensed	130.00	135.00	3.8%
Environmental health	Vehicle licensing	Hackney Carriage transfer fee on change of vehicle	Epsom & Ewell only	91.00	95.00	4.4%
Environmental health	Vehicle licensing	Hackney Carriage Vehicle	Dual licensed	260.00	270.00	3.8%
Environmental health	Vehicle licensing	Hackney Carriage Vehicles	Epsom & Ewell only	320.00	330.00	3.1%
Environmental health	Vehicle licensing	ID badge	Per item	20.00	23.00	15.0%
Environmental health	Vehicle licensing	Internal Plate and holder	Per item	12.50	13.00	4.0%
Environmental health	Vehicle licensing	Knowledge Test (First)	Per test	90.00	95.00	5.6%
Environmental health	Vehicle licensing	Knowledge Test (re-test)	Per test	90.00	95.00	5.6%
Environmental health	Vehicle licensing	Missed appointment (without notice excuse) or reasonable	Per appointment	60.00	65.00	8.3%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Environmental health	Vehicle licensing	Private Hire - transfer fee on change of vehicle	Per transfer	95.00	100.00	5.3%
Environmental health	Vehicle licensing	Private Hire Drivers	Three years	275.00	285.00	3.6%
Environmental health	Vehicle licensing	Private Hire Drivers - restricted additional driver (e.g. Spouse)	Per driver licence	100.00	105.00	5.0%
Environmental health	Vehicle licensing	Private Hire Operators - New 11+ vehicles	One year	435.00	450.00	3.4%
Environmental health	Vehicle licensing	Private Hire Operators - New 1-2 vehicles	One year	390.00	400.00	2.6%
Environmental health	Vehicle licensing	Private Hire Operators - New 3-5 vehicles	One year	425.00	440.00	3.5%
Environmental health	Vehicle licensing	Private Hire Operators - New 7-10 vehicles	One year	435.00	450.00	3.4%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 11+ vehicles	One year	435.00	450.00	3.4%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 11+ vehicles	Five years	2,000.00	2,060.00	3.0%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 1-2 vehicles	Five years	1,130.00	1,170.00	3.5%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 1-2vehicles	One year	275.00	285.00	3.6%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 3-5 vehicles	One year	355.00	365.00	2.8%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 3-5 vehicles	Five years	1,600.00	1,650.00	3.1%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 6-10 vehicles	Five years	1,850.00	1,905.00	3.0%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 6-10 vehicles	One year	400.00	415.00	3.8%
Environmental health	Vehicle licensing	Private Hire Vehicle (Hybrid/Electric Vehicle)	One year	240.00	250.00	4.2%
Environmental health	Vehicle licensing	Private Hire Vehicles	One year	300.00	320.00	6.7%
Environmental health	Vehicle licensing	Replacement HCV plate	Per item	31.00	32.00	3.2%
Environmental health	Vehicle licensing	Replacement Plate	Per item	21.00	22.00	4.8%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Highways	Street Naming and Numbering	Additional charges per flat	Per flat	13.50	14.00	3.7%
Highways	Street Naming and Numbering	Additional charges per plot 11-25 plots	Per plot	26.75	27.75	3.7%
Highways	Street Naming and Numbering	Additional charges per plot 2-5 plots	Per plot	40.25	41.50	3.1%
Highways	Street Naming and Numbering	Additional charges per plot 26-75 plots	Per plot	19.75	20.50	3.8%
Highways	Street Naming and Numbering	Additional charges per plot 6-10 plots	Per plot	33.50	34.50	3.0%
Highways	Street Naming and Numbering	Additional charges per plot 76 plots and over	Per plot	13.50	14.00	3.7%
Highways	Street Naming and Numbering	Changes to a development plot	Per plot	33.50	34.50	3.0%
Highways	Street Naming and Numbering	Development Charge	Per application	123.60	127.50	3.2%
Highways	Street Naming and Numbering	Flats redevelopment charge	Per application	203.00	210.00	3.4%
Highways	Street Naming and Numbering	Naming of a property	Per property	33.50	34.50	3.0%
Highways	Street Naming and Numbering	Renaming of a street	Per application	134.00	138.00	3.0%
Highways	Street Naming and Numbering	Renaming of a street additional charge per plot	Per plot	33.50	34.50	3.0%
Highways	Streetcare	Graffiti Removal from Privately Owned Property (Incl Labour and basic materials)	Per hour	NEW	91.20	0.0%
Licences	Other Licences	Acupuncture, ear-piercing and electrolysis - New (2 or more practitioners)	Per licence	375.00	390.00	4.0%
Licences	Other Licences	Acupuncture, ear-piercing and electrolysis - New (small business - 1 practitioner)	Per licence	310.00	320.00	3.2%
Licences	Other Licences	Acupuncture, ear-piercing and electrolysis - register additional named qualified practitioners	Per licence	95.00	100.00	5.3%
Licences	Other Licences	Acupuncture, ear-piercing and electrolysis - Renewal (2 or more practitioners)	Per licence	95.00	100.00	5.3%
Licences	Other Licences	Acupuncture, ear-piercing and electrolysis - Renewal (small business - 1 practitioner)	Per licence	95.00	100.00	5.3%
Licences	Other Licences	Animal Welfare - Hiring Horses	Per licence	204.00	210.00	2.9%
Licences	Other Licences	Animal Welfare - Hiring Horses - 1 or 2 horses	Per Application	364.00	375.00	3.0%
Licences	Other Licences	Animal Welfare - Hiring Horses - Over 10 horses	Per Application	481.00	495.00	2.9%
Licences	Other Licences	Animal Welfare - Hiring Horses 3 to 10 horses	Per Application	422.00	435.00	3.1%
Licences	Other Licences	Animal Welfare - Keeping or Training animals for exhibition (Performing Animals) (plus veterinary costs as incurred)	Per application	364.00	375.00	3.0%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Licences	Other Licences	Animal Welfare - Keeping or Training animals for exhibition (Performing Animals) Ad hoc	Per Event	58.00	60.00	3.4%
Licences	Other Licences	Animal Welfare - Keeping or training animals for exhibition(Performing Animals) (plus veterinary costs incurred)	Per licence	58.00	60.00	3.4%
Licences	Other Licences	Animal Welfare - Pet Shop	Per Licence	175.00	180.00	2.9%
Licences	Other Licences	Animal Welfare - Pet Shop - 1 or 2 species	Per Application	248.00	255.00	2.8%
Licences	Other Licences	Animal Welfare - Pet Shop - 3 or more species	Per Application	364.00	375.00	3.0%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels & Catteries) Initial Fee (New) plus licence fee as scoring matrix	Per licence	175.00	180.00	2.9%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 1 Year licence	364.00	375.00	3.0%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 2 Year licence	430.00	445.00	3.5%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 3 Year licence	565.00	580.00	2.7%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Variation to reduce number of animals	Per Application	29.00	30.00	3.4%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Variation/Star Rating	Per Application	87.00	90.00	3.4%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Additional/Advisory Visits	Per visit	58.00	60.00	3.4%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries) Transfer following death of Licensee	Per Application	29.00	30.00	3.4%
Licences	Other Licences	Animal Welfare Additional Activities	25% of standard fee	0.00	0.00	0.0%
Licences	Other Licences	Caravan Site - New	Per licence	380.00	390.00	2.6%
Licences	Other Licences	Caravan Site - Renewal	Per licence	380.00	390.00	2.6%
Licences	Other Licences	Licensing - Rapid Service Fee	25% Additional to Standard Fee	0.00	0.00	0.0%
Licences	Other Licences	Replacement Registration/Badge	Per registration	25.00	27.50	10.0%
Licences	Other Licences	Replacement/Copy of Licence (from 'Other' Category)	Per licence	25.00	27.50	10.0%
Licences	Other Licences	Scrap Metal Dealers - Collector New	Per Licence	370.00	380.00	2.7%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Licences	Other Licences	Scrap Metal Dealers - Collector Renewal (3 yr licence)	Per Licence	470.00	485.00	3.2%
Licences	Other Licences	Scrap Metal Dealers - Collector Variation	Per Application	370.00	380.00	2.7%
Licences	Other Licences	Scrap Metal Dealers - Site New	Per Licence	465.00	480.00	3.2%
Licences	Other Licences	Scrap Metal Dealers - Site Renewal (3 yr licence)	Per Licence	665.00	685.00	3.0%
Licences	Other Licences	Scrap Metal Dealers - Site Variation	Per Application	465.00	480.00	3.2%
Licences	Other Licences	Tattooing - Renewal	Per licence	280.00	290.00	3.6%
Licences	Other Licences	Tattooing- Register Business Premises and all Listed Qualified Practitioners- New	Per licence	435.00	450.00	3.4%
Licences	Other Licences	To keep dangerous wild animals (veterinary costs)	Per licence	300.00	310.00	3.3%
Licences	Premises - Other	Zoo Licence - 6 year renewal	Per licence	6,400.00	6,600.00	3.1%
Licences	Premises - Other	Zoo Licence - Grant (4 year licence)	Per licence	4,280.00	4,400.00	2.8%
Licences	Sex Establishment	Sex establishments (Shops, sex encounter premises & cinemas) New Licence	Per licence	5,900.00	5,950.00	0.8%
Licences	Sex Establishment	Transfer application	Per Application	350.00	360.00	2.9%
Licences	Sex Establishment	Variation or renewal	Per licence	2,990.00	3,080.00	3.0%
Licences	Sex Establishment	Variation or renewal no Hearing	Per licence	1,550.00	1,600.00	3.2%
Planning and Building Control	Development Management	Article 4 Direction	Per document	22.50	23.00	2.2%
Planning and Building Control	Development Management	Concept Meetings - Major residential or commercial	1 meeting (up to 1hr), no note	750.00	775.00	3.3%
Planning and Building Control	Development Management	Concept Meetings - Residential 1-9 and/or Commercial >100m2	1 meeting (up to 1hr), no note	500.00	515.00	3.0%
Planning and Building Control	Development Management	Copy of planning permission (pre 1994 only)	Per document	22.50	23.00	2.2%
Planning and Building Control	Development Management	Copy of Section 106 (formerly S 52) agreements	Per document	19.00	19.50	2.6%
Planning and Building Control	Development Management	Full PPA residential 10-49 dwellings, non-residential 1000-2499m2, 1000-3999m2 industrial/warehousing	Additional meeting	1,000.00	1,030.00	3.0%
Planning and Building Control	Development Management	Full PPA residential 10-49 dwellings, non-residential 1000-2499m2, 1000-3999m2 industrial/warehousing	4 meetings	12,500.00	12,875.00	3.0%
Planning and Building Control	Development Management	Full PPA residential 50-99 dwellings, non-residential 2500-4999m2, 4000-7999m2 industrial/warehousing	Additional meeting	1,000.00	1,030.00	3.0%
Planning and Building Control	Development Management	Full PPA residential 50-99 dwellings, non-residential 2500-4999m2, 4000-7999m2 industrial/warehousing	4 meetings	15,000.00	15,450.00	3.0%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Planning and Building Control	Development Management	Hedgerow Complaint under Part 8 of Anti-Social Behaviour Act 2003	per complaint	565.00	580.00	2.7%
Planning and Building Control	Development Management	Legal Agreements/Conditions Discharge & Compliance Checks	Per site	108.00	112.00	3.7%
Planning and Building Control	Development Management	Listed Building Consent	Per meeting & advice note	550.00	570.00	3.6%
Planning and Building Control	Development Management	Listed Building Consent - Extensions	Meeting only	465.00	480.00	3.2%
Planning and Building Control	Development Management	Officer Rate - Business Support Assistant	Per hour	72.00	74.00	2.8%
Planning and Building Control	Development Management	Officer Rate - CIL and S106 Officer	Per hour	144.00	148.00	2.8%
Planning and Building Control	Development Management	Officer Rate - DM Planner	Per hour	90.00	93.00	3.3%
Planning and Building Control	Development Management	Officer Rate - DM Planner Senior	Per hour	102.00	106.00	3.9%
Planning and Building Control	Development Management	Officer Rate - DM Principal Planner	Per hour	120.00	124.00	3.3%
Planning and Building Control	Development Management	Officer Rate - Environmental Health Officer	Per hour	120.00	124.00	3.3%
Planning and Building Control	Development Management	Officer Rate - Head of Planning	Per hour	210.00	216.00	2.9%
Planning and Building Control	Development Management	Officer Rate - Highways Officer	Per hour	120.00	124.00	3.3%
Planning and Building Control	Development Management	Officer Rate - Monitoring Officer	Per hour	84.00	87.00	3.6%
Planning and Building Control	Development Management	Officer Rate - Planning Development Manager	Per hour	180.00	185.00	2.8%
Planning and Building Control	Development Management	Officer Rate - Planning Policy Manager	Per hour	180.00	185.00	2.8%
Planning and Building Control	Development Management	Officer Rate - Principal Policy Officer	Per hour	120.00	124.00	3.3%
Planning and Building Control	Development Management	Officer Rate - Senior Conservation Officer	Per hour	102.00	106.00	3.9%
Planning and Building Control	Development Management	Officer Rate - Senior Policy Officer	Per hour	102.00	106.00	3.9%
Planning and Building Control	Development Management	Officer Rate - Strategic Housing Officer	Per hour	120.00	124.00	3.3%
Planning and Building Control	Development Management	Officer Rate - Tree Officer	Per hour	102.00	106.00	3.9%
Planning and Building Control	Development Management	Officer Rate - Urban Design Officer	Per hour	102.00	106.00	3.9%
Planning and Building Control	Development Management	Officer Rate -Enforcement Officer	Per hour	90.00	93.00	3.3%
Planning and Building Control	Development Management	OTHER: Small minors - adverts (inc listed building)	Meeting (up to 1hr) AND advice note	850.00	875.00	2.9%
Planning and Building Control	Development Management	OTHER: Small minors - adverts, dropped kerbs	Meeting (up to 1hr) AND advice note	600.00	620.00	3.3%
Planning and Building Control	Development Management	Planning Performance Agreements	1-15 conditions	3,000.00	3,090.00	3.0%
Planning and Building Control	Development Management	Planning Performance Agreements	15+ conditions	5,000.00	5,150.00	3.0%
Planning and Building Control	Development Management	PPA residential 100-150 dwellings, non-residential up to 100,000 industrial/warehousing	Additional meeting	1,000.00	1,030.00	3.0%
Planning and Building Control	Development Management	PPA residential 100-150 dwellings, non-residential up to 100,000 industrial/warehousing	4 meetings	17,500.00	18,025.00	3.0%
Planning and Building Control	Development Management	PPA residential over 150 dwellings, non-residential over 10,000m2	POA: Bespoke	0.00	0.00	0.0%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Planning and Building Control	Development Management	Pre-App advice Non-residential 10,000+ m2	POA: Meeting (up to 1hr) AND advice note	0.00	0.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 10,000+ m2	POA: Any subsequent meeting (up to 1hr) AND advice note	0.00	0.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 1000-1999 m2	Meeting (up to 1hr) AND advice note	3,120.00	3,215.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 1000-1999 m2	Any subsequent meeting (up to 1hr) AND advice note	720.00	745.00	3.5%
Planning and Building Control	Development Management	Pre-App advice Non-residential 100-499 m2	Any subsequent meeting (up to 1hr) AND advice note	600.00	620.00	3.3%
Planning and Building Control	Development Management	Pre-App advice Non-residential 100-499m2	Meeting (up to 1hr) AND advice note	1,250.00	1,290.00	3.2%
Planning and Building Control	Development Management	Pre-App advice Non-residential 2000-9999 m2	Any subsequent meeting (up to 1hr) AND advice note	900.00	930.00	3.3%
Planning and Building Control	Development Management	Pre-App advice Non-residential 2000-9999 m2	Meeting (up to 1hr) AND advice note	6,600.00	6,800.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 500-999 m2	Any subsequent meeting (up to 1hr) AND advice note	600.00	620.00	3.3%
Planning and Building Control	Development Management	Pre-App advice Non-residential 500-999 m2	Meeting (up to 1hr) AND advice note	2,275.00	2,345.00	3.1%
Planning and Building Control	Development Management	Pre-App advice Non-residential up to 99m2	Meeting (up to 1hr) AND advice note	600.00	620.00	3.3%
Planning and Building Control	Development Management	Pre-App advice Residential 100+ dwellings	POA: 1st meeting (up to 1hr) AND written advice	0.00	0.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 100+ dwellings	POA: Any subsequent meeting (up to 1hr) OR advice note	0.00	0.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 10-24 dwellings	Any subsequent meeting (up to 1hr) OR advice note	1,000.00	1,030.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 10-24 dwellings	1st meeting (up to 1hr) AND written advice	3,500.00	3,605.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 1-5 dwellings	1st meeting (up to 1hr) OR written advice	1,250.00	1,290.00	3.2%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Planning and Building Control	Development Management	Pre-App advice Residential 1-5 dwellings	Any subsequent meeting (up to 1hr) OR advice note	575.00	595.00	3.5%
Planning and Building Control	Development Management	Pre-App advice Residential 1-5 dwellings	First meeting (up to 1hr) AND written advice	1,775.00	1,830.00	3.1%
Planning and Building Control	Development Management	Pre-App advice Residential 25-49 dwellings	Any subsequent meeting (up to 1hr) OR advice note	1,000.00	1,030.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 25-49 dwellings	1st meeting (up to 1hr) AND written advice	4,750.00	4,895.00	3.1%
Planning and Building Control	Development Management	Pre-App advice Residential 50-99 dwellings	1st meeting (up to 1hr) AND written advice	7,500.00	7,725.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 50-99 dwellings	Any subsequent meeting (up to 1hr) OR advice note	1,500.00	1,545.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 6-9 dwellings	1st meeting (up to 1hr) AND written advice	2,275.00	2,345.00	3.1%
Planning and Building Control	Development Management	Pre-App advice Residential 6-9 dwellings	Any subsequent meeting (up to 1hr) OR advice note	575.00	595.00	3.5%
Planning and Building Control	Development Management	Pre-App advice Residential 6-9 dwellings	1st meeting (up to 1hr) OR written advice	2,000.00	2,060.00	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential Householder	Oral advice only	150.00	155.00	3.3%
Planning and Building Control	Development Management	Pre-App advice Residential Householder	Meeting and note	250.00	260.00	4.0%
Planning and Building Control	Development Management	Shopfronts	Meeting only	350.00	360.00	2.9%
Planning and Building Control	Development Management	Shopfronts (Listed Building)	Meeting and advice note	550.00	570.00	3.6%
Planning and Building Control	Development Management	Telecoms - not PD	Per note	360.00	370.00	2.8%
Planning and Building Control	Development Management	Telecoms masts/equip 10+ sites	Per note	3,100.00	3,195.00	3.1%
Planning and Building Control	Development Management	Tree Preservation Order (Full Copy)	Per document	29.00	30.00	3.4%
Planning and Building Control	Development Management	TREES: TPO,CAT, Landscaping Plans	Per note (visit at officer's discretion)	155.00	160.00	3.2%
Planning and Building Control	Local Plans	LDF Developer Contributions SPD (Non-Residents)	Each	6.00	6.00	0.0%
Planning and Building Control	Local Plans	Local Plan adopted May 2000	Per map	17.00	17.50	2.9%
Planning and Building Control	Local Plans	Local Plan adopted May 2000	Per set of proposals maps only	34.00	35.00	2.9%
Planning and Building Control	Local Plans	Self Build and Customer Build Registration Fee	Per entry to the register	32.00	33.00	3.1%
Planning and Building Control	Local Plans	Self Build and Customer Build Registration Fee	Annual fee to remain on register	16.00	16.50	3.1%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Waste Collection	Communal Properties	Collection of contaminated recycling 1100l bin as refuse (charge to managing agent or other relevant body)	Per 1100l bin, emptied once	NEW	16.00	0.0%
Waste Collection	Communal Properties	Collection of contaminated recycling 180l bin as refuse (charge to managing agent or other relevant body)	Per 180l bin, emptied once	NEW	5.50	0.0%
Waste Collection	Communal Properties	Collection of contaminated recycling 240l bin as refuse (charge to managing agent or other relevant body)	Per 240l bin, emptied once	NEW	7.00	0.0%
Waste Collection	Communal Properties	Collection of contaminated recycling 360l bin as refuse (charge to managing agent or other relevant body)	Per 360l bin, emptied once	NEW	9.00	0.0%
Waste Collection	Communal Properties	Collection of contaminated recycling 660l bin as refuse (charge to managing agent or other relevant body)	Per 660l bin, emptied once	NEW	12.00	0.0%
Waste Collection	Domestic bulk refuse disposal	10-12 items (5 sacks = 1 item)	Items	169.00	174.25	3.1%
Waste Collection	Domestic bulk refuse disposal	4-6 items (5 sacks = 1 item)	Items	84.50	87.25	3.3%
Waste Collection	Domestic bulk refuse disposal	7-9 items (5 sacks = 1 item)	Items	127.00	131.00	3.1%
Waste Collection	Domestic bulk refuse disposal	Over 12 items	Items - cost by quotation	9,999.00	9,999.00	0.0%
Waste Collection	Domestic bulk refuse disposal	Up to 3 items (5 sacks = 1 item)	Items	42.50	43.80	3.1%
Waste Collection	Garden Waste (Places of Worship and Charities)	Fortnightly collection of 240l garden waste bin	Per bin, per annum	47.00	49.50	5.3%
Waste Collection	Garden Waste (Places of Worship and Charities)	Fortnightly collection of 660l garden waste bin	Per bin, per annum	128.50	135.40	5.4%
Waste Collection	Garden Waste (Domestic)	Fortnightly collection of small garden waste bin (renewal of existing bin only, no new subscriptions)	Per 140l bin, per annum	35.00	36.60	4.6%
Waste Collection	Garden Waste (Domestic)	Fortnightly collection of standard garden waste bin	Per 240l bin per annum	59.50	62.70	5.4%
Waste Collection	Garden Waste (Flats and Schools)	Fortnightly collection of 240lgarden waste bin	Per 240l bin, per annum	59.50	62.70	5.4%
Waste Collection	Garden Waste (Flats and Schools)	Fortnightly collection of 660l garden waste bin	Per 660l bin, per annum	164.00	172.50	5.2%
Waste Collection	Provision of Bins for Events	1100 litre mixed recycling bin	Per bin, emptied once	3.20	3.30	3.1%
Waste Collection	Provision of Bins for Events	1100 litre refuse bin	Per bin, emptied once	11.00	11.33	3.0%
Waste Collection	Provision of Bins for Events	180 litre food recycling bin	Per bin, emptied once	1.10	1.13	2.7%
Waste Collection	Provision of Bins for Events	240 litre glass recycling bin	Per bin, emptied once	1.10	1.14	3.6%
Waste Collection	Provision of Bins for Events	240 litre mixed recycling bin	Per bin, emptied once	1.10	1.14	3.6%
Waste Collection	Provision of Bins for Events	240 litre refuse bin	Per bin, emptied once	3.20	3.30	3.1%
Waste Collection	Provision of Bins for Events	Delivery/collection of bins to/from event	One-off charge	21.50	22.15	3.0%

Car Park Fees and Charges 2022/23

Ashley Centre Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 1hr	£2.00	Apr-20	£2.00	£0.00	£0
Up to 2hrs	£3.00	Apr-20	£3.00	£0.00	£0
Up to 3 hrs	£4.00	Apr-20	£4.00	£0.00	£0
Up to 5 hrs	£6.00	Apr-20	£6.00	£0.00	£0
Up to 6hrs	£12.00	Apr-16	£12.00	£0.00	£0
Over 6hrs	£24.00	Apr-20	£24.00	£0.00	£0
Maximum Stay after 4pm/6pm	£2.50		£2.50	£0.00	£0
Flat Rate evening charge	£2.50	Apr-20	£2.50	£0.00	£0
Sunday					
up to 2 hours	£2.00	Apr-20	£2.00	£0.00	£0
Over 2 hours	£2.00	Apr-20	£2.00	£0.00	£0

Hook Road Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 2hrs	£2.00	Apr-20	£2.00	£0.00	£0
Up to 3 hrs	£3.00	Apr-20	£3.00	£0.00	£0
Up to 5 hrs	£4.00	Apr-20	£4.00	£0.00	£0
Up to 6hrs	£6.00	Apr-20	£6.00	£0.00	£0
Maximum Stay after 4pm/6pm	£2.50		£2.50	£0.00	£0
Sunday					
up to 2 hours	Closed		£2.00	£0.00	£0
Over 2 hours	Closed		£2.00	£0.00	£0
Rainbow User Charge (up to 3hrs)	Closed		£1.00	£0.00	£0

Upper High Street and Depot Road Car Parks

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 1hr	£1.50	Apr-20	£1.50	£0.00	£0
Up to 2hrs	£2.00	Apr-16	£2.00	£0.00	£0
Up to 3 hrs	£3.00	Apr-20	£3.00	£0.00	£0
Up to 5 hrs	£4.00	Apr-16	£4.00	£0.00	£0
Over 5 hrs	£6.00	Apr-16	£6.00	£0.00	£0
Weekly Season	£28.00	Apr-20	£28.00	£0.00	£0
Maximum					
Evening Charge (from 6pm)	£2.50		£2.50	£0.00	£0
Sunday					
up to 2 hours	£2.00	Apr-20	£2.00	£0.00	£0
Over 2 hours	£2.00	Apr-20	£2.00	£0.00	£0

Town Hall (rear) and Hope Lodge Car Parks

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 30mins	£1.00	Dec-15	£1.50	£0.50	£12,833
Up to 1hr	£2.00	Apr-20	£3.00	£1.00	£33,876
Up to 2hrs	£3.00	Apr-20	£4.00	£1.00	£41,871
Up to 3 hrs	£5.00	Apr-20	£6.00	£1.00	£13,916
Up to 5 hrs	£10.00	Apr-20	£12.00	£2.00	£10,979
Over 6hrs	£25.00	Apr-20	£25.00	£0.00	£0
Maximum Stay after 6pm	£2.50		£2.50	£0.00	£0
					£113,476

Town Hall (front) Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 30mins	£1.00	Dec-14	£1.50	£0.50	£805
Up to 1hr	£2.00	Apr-20	£3.00	£1.00	£1,309
Up to 2hrs	£3.00	Apr-20	£4.00	£1.00	£707
Evening fee (from 6pm)	£2.50		£2.50	£0.00	£0

	£2,821
--	---------------

Sunday (Front and Rear of Town Hall plus Hope Lodge Car Parks)

up to 2 hours	£2.00	Apr-20	£2.00	£0.00	£0
Over 2 hours	£2.00	Apr-20	£2.00	£0.00	£0

Bourne Hall Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 30mins	£0.50	Apr-20	£0.50	£0.00	£0
Up to 1hr	£1.00	Apr-20	£1.00	£0.00	£0
Up to 2hrs	£1.50	Apr-20	£1.50	£0.00	£0
Up to 3 hrs	£2.00	Apr-20	£2.00	£0.00	£0
Up to 4hrs	£3.00	Apr-20	£3.00	£0.00	£0
Evening Charge	£0.50	Apr-20	£0.50	£0.00	£0

Sunday	£1.00	Apr-20	£1.00	£0.00	£0
Bank Holiday	as per daily		as per daily	£0.00	£0

Dorset House and Ewell High Street Car Parks

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 1hr	£0.50	Apr-20	£0.50	£0.00	£0
Up to 2hrs	£1.00	Apr-20	£1.00	£0.00	£0
Up to 3 hrs	£1.50	Apr-20	£1.50	£0.00	£0
Up to 4hrs	£2.00	Apr-20	£2.00	£0.00	£0
Over 4hrs	£5.00	Apr-20	£5.00	£0.00	£0
Evening Charge	£0.50	Apr-20	£0.50	£0.00	£0
Weekly Permit	£28.00	Apr-20	£28.00	£0.00	£0

Sunday	£1.00	Apr-20	£1.00	£0.00	£0
Bank Holiday	as per daily		as per daily	£0.00	£0

West Hill Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 1.5hrs	£2.00	Apr-20	£2.00	£0.00	£0
Up to 3hrs	£3.00	Apr-20	£3.00	£0.00	£0
Sunday	£2.00	Apr-20	£2.00	£0.00	£0
Bank Holiday	as per daily		as per daily	£0.00	£0
Evening	£2.00	Apr-20	£2.00	£0.00	£0

Stoneleigh Parade

Period of Stay	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 3 hrs	N/A	NEW	Free	N/A	£0
Up to 5hrs (8:30am – 6:30pm)	N/A	NEW	£4	N/A	£1,920
Over 5hrs (8:30am – 6:30pm)	N/A	NEW	£6	N/A	£1,440
Evening parking (6:30pm – 8:30am)	N/A	NEW	£1	N/A	£296
Sunday parking over 3 hrs	N/A	NEW	£1	N/A	£96
					£3,752

Lost tokens

Description	Last Change	Current tariff	Proposed tariff	Change
Hook Road lost token	Apr-20	£12.00	£12.00	£0
Ashley Centre lost token	Apr-20	£30.00	£30.00	£0
Hope Lodge lost token	Apr-20	£30.00	£30.00	£0
Town Hall lost token	Apr-20	£30.00	£30.00	£0

Where time of entry can be proven then the lost charge will be £6 for the lost token plus the relevant parking charge.

Resident Permits

	2021/22	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Adelphi Road	£135.00	Apr-21	£140.00	£5.00	£42
Hook Road (Hope Lodge overnight)	£380.00	Apr-21	£390.00	£10.00	£125
Hudson House	£1,010.00	Apr-21	£1,040.00	£30.00	£150
Chessington Road	£380.00	Apr-21	£390.00	£10.00	£33
Kingston Parade (Stoneleigh)	N/A	NEW	£390.00	£0.00	£4,680
					£5,030

Business Permits

	2021/22	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Ashley Centre	£2,060.00	Apr-21	£2,120.00	£60.00	£750
Depot Road / Upper High Street (existing only)	£690.00	Apr-21	£715.00	£25.00	£1,500
Ewell Court House (existing only)	£320.00	Apr-21	£330.00	£10.00	£17
Hook Road	£690.00	Apr-21	£715.00	£25.00	£3,875
Hudson House	£1,240.00	Apr-21	£1,280.00	£40.00	£433
Kingston Parade (Stoneleigh)	N/A	NEW	£715.00	£0.00	£2,860
					£9,435

This page is intentionally left blank

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Planning and Building Control	Development Management	Listed Building Consent	Meeting and advice note	550	570	3.6%
Planning and Building Control	Development Management	Listed Building Consent - Extensions	Meeting only	465	480	3.2%
Planning and Building Control	Development Management	Shopfronts	Meeting only	350	360	2.9%
Planning and Building Control	Development Management	Shopfronts (Listed Building)	Meeting and advice note	550	570	3.6%
Planning and Building Control	Development Management	OTHER: Small minors - adverts, dropped kerbs	Meeting (up to 1hr) and advice note	600	620	3.3%
Planning and Building Control	Development Management	OTHER: Small minors - adverts (inc listed building)	Meeting (up to 1hr) and advice note	850	875	2.9%
Planning and Building Control	Development Management	Planning Performance Agreements	1-15 conditions	3,000	3,090	3.0%
Planning and Building Control	Development Management	Planning Performance Agreements	15+ conditions	5,000	5,150	3.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential up to 99m2	Meeting (up to 1hr) and advice note	600	620	3.3%
Planning and Building Control	Development Management	Pre-App advice Non-residential 100-499 m2	Meeting (up to 1hr) and advice note	1,250	1,290	3.2%
Planning and Building Control	Development Management	Pre-App advice Non-residential 100-499 m2	Any subsequent meeting (up to 1 hr) and advice note	600	620	3.3%
Planning and Building Control	Development Management	Pre-App advice Non-residential 500-999 m2	Meeting (up to 1hr) and advice note	2,275	2,345	3.1%
Planning and Building Control	Development Management	Pre-App advice Non-residential 500-999 m2	Any subsequent meeting (up to 1 hr) and advice note	600	620	3.3%
Planning and Building Control	Development Management	Pre-App advice Non-residential 1,000-1,999 m2	Meeting (up to 1hr) and advice note	3,120	3,215	3.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 1,000-1,999 m2	Any subsequent meeting (up to 1 hr) and advice note	720	745	3.5%
Planning and Building Control	Development Management	Pre-App advice Non-residential 2,000-9,999m2	Meeting (up to 1hr) and advice note	6,600	6,800	3.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 2,000-9,999m2	Any subsequent meeting (up to 1 hr) and advice note	900	930	3.3%
Planning and Building Control	Development Management	Pre-App advice Non-residential 10,000+ m2	Meeting (up to 1hr) and advice note	POA	0	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 10,000+ m2	Any subsequent meeting (up to 1 hr) and advice note	POA	0	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential Householder	Oral advice only	150	155	3.3%
Planning and Building Control	Development Management	Pre-App advice Residential Householder	Meeting and note	250	260	4.0%
Planning and Building Control	Development Management	Pre-App advice Residential 1-5 dwellings	First meeting (up to 1hr) or written planning advice	1,250	1,290	3.2%
Planning and Building Control	Development Management	Pre-App advice Residential 1-5 dwellings	First meeting (up to 1hr) and written planning advice	1,775	1,830	3.1%
Planning and Building Control	Development Management	Pre-App advice Residential 1-5 dwellings	Any subsequent meeting (up to 1 hr) or advice note	575	595	3.5%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Planning and Building Control	Development Management	Pre-App advice Residential 6-9 dwellings	First meeting (up to 1hr) or written planning advice	2,000	2,060	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 6-9 dwellings	First meeting (up to 1hr) and written planning advice	2,275	2,345	3.1%
Planning and Building Control	Development Management	Pre-App advice Residential 6-9 dwellings	Any subsequent meeting (up to 1 hr) or advice note	575	595	3.5%
Planning and Building Control	Development Management	Pre-App advice Residential 10-24 dwellings	First meeting (up to 1hr) and written planning advice	3,500	3,605	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 10-24 dwellings	Any subsequent meeting (up to 1 hr) or advice note	1,000	1,030	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 25-49 dwellings	First meeting (up to 1hr) and written planning advice	4,750	4,895	3.1%
Planning and Building Control	Development Management	Pre-App advice Residential 25-49 dwellings	Any subsequent meeting (up to 1 hr) or advice note	1,000	1,030	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 50-99 dwellings	First meeting (up to 1hr) and written planning advice	7,500	7,725	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 50-99 dwellings	Any subsequent meeting (up to 1 hr) or advice note	1,500	1,545	3.0%
Planning and Building Control	Development Management	Pre-App advice Residential 100+ dwellings	First meeting (up to 1hr) and written planning advice	POA	0	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 100+ dwellings	Any subsequent meeting (up to 1 hr) or advice note	POA	0	0.0%
Planning and Building Control	Development Management	Telecoms - not PD	Per note	360	370	2.78%
Planning and Building Control	Development Management	Telecoms masts/equip 10+ sites	Per note	3,100	3,195	3.06%
Planning and Building Control	Development Management	TREES: TPO,CAT, Landscaping Plans	Per note (visit at officer's discretion)	155	160	3.23%
Planning and Building Control	Development Management	Concept Meetings - Residential 1-9 and/or commercial >100m2	One meeting (up to 1 hour) no note	500	515	3.00%
Planning and Building Control	Development Management	Concept Meetings - Major residential or commercial	One meeting (up to 1 hour) no note	750	775	3.33%
Planning and Building Control	Development Management	Full (PPA) residential 10-49 dwellings, non-residential 1000-2499m2, 1000-3999m2 industrial / warehousing	4 meetings	12,500	12,875	3.00%
Planning and Building Control	Development Management	Full (PPA) residential 10-49 dwellings, non-residential 1000-2499m2, 1000-3999m2 industrial / warehousing	Additional meeting	1,000	1,030	3.00%
Planning and Building Control	Development Management	Full PPA Residential 50-99 dwellings, Non-residential 2500-4999m2, 4000-7999m2 industrial / warehousing	4 meetings	15,000	15,450	3.00%
Planning and Building Control	Development Management	Full PPA Residential 50-99 dwellings, Non-residential 2500-4999m2, 4000-7999m2 industrial / warehousing	Additional meeting	1,000	1,030	3.00%
Planning and Building Control	Development Management	PPA Residential 100 -150 dwellings, non-residential up to 100,000 industrial/warehousing	4 meetings	17,500	18,025	3.00%
Planning and Building Control	Development Management	PPA Residential 100 -150 dwellings, non-residential up to 100,000 industrial/warehousing	Additional meeting	1,000	1,030	3.00%
Planning and Building Control	Development Management	Planning Performance Agreement (PPA) residential over 150 dwellings, non-residential over 10,000 sqm	Bespoke	POA	0	0.00%

Service	Service Activity	Description	Unit	2021/22	2022/23	Change
Planning and Building Control	Development Management	Officer Rate -Head of Planning	Per hour	210	216	2.86%
Planning and Building Control	Development Management	Officer Rate -Planning Development Manager	Per hour	180	185	2.78%
Planning and Building Control	Development Management	Officer Rate -DM Principal Planner	Per hour	120	124	3.33%
Planning and Building Control	Development Management	Officer Rate -DM Planner Senior	Per hour	102	106	3.92%
Planning and Building Control	Development Management	Officer Rate -DM Planner	Per hour	90	93	3.33%
Planning and Building Control	Development Management	Officer Rate -Enforcement Officer	Per hour	90	93	3.33%
Planning and Building Control	Development Management	Officer Rate -Principal Policy Officer	Per hour	120	124	3.33%
Planning and Building Control	Development Management	Officer Rate -Senior Policy Officer	Per hour	102	106	3.92%
Planning and Building Control	Development Management	Officer Rate -CIL and S106 Officer	Per hour	144	148	2.78%
Planning and Building Control	Development Management	Officer Rate -Monitoring Officer	Per hour	84	87	3.57%
Planning and Building Control	Development Management	Officer Rate -Planning Policy Manager	Per hour	180	185	2.78%
Planning and Building Control	Development Management	Officer Rate -Urban Design Officer	Per hour	102	106	3.92%
Planning and Building Control	Development Management	Officer Rate -Senior Conservation Officer	Per hour	102	106	3.92%
Planning and Building Control	Development Management	Officer Rate -Tree Officer	Per hour	102	106	3.92%
Planning and Building Control	Development Management	Officer Rate -Environmental Health Officer	Per hour	120	124	3.33%
Planning and Building Control	Development Management	Officer Rate -Highways Officer	Per hour	120	124	3.33%
Planning and Building Control	Development Management	Officer Rate -Strategic Housing Officer	Per hour	120	124	3.33%
Planning and Building Control	Development Management	Officer Rate -Business Support Assistant	Per hour	72	74	2.78%

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

REVENUE BUDGET 2022/23

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

Summary

This report sets out budget estimates for income and expenditure for Environment & Safe Communities services in 2022/23.

Recommendation (s)

The Committee is asked to:

- (1) recommend the 2022/23 service estimates for approval at the budget meeting of full Council in February 2022;

1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2022/23.

2 Background

- 2.1 In February 2020, Full Council agreed the four-year Medium Term Financial Strategy to 2023/24 (MTFS). The MTFS aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.
- 2.2 Since the MTFS was produced, Covid-19 has had a major impact on the Council's services and finances. The financial impact has been reported to Strategy & Resources Committee, most recently on 21 September in the Budget Targets report, which identified a funding gap of £1.6m by 2025/26. To mitigate the projected funding gap, Strategy & Resources agreed the following budget targets for 2022/23:

- 2.2.1 That estimates be prepared including the delivery of savings already identified in the Financial Plan for 2022/23 totalling £342,000.
- 2.2.2 That at least £210,000 additional revenue is generated from an increase in discretionary fees and charges;
- 2.2.3 That a provision for pay award is made of £416,000 that would allow for a 2% cost of living increase;
- 2.2.4 That a £600,000 contingency is provided for within the 2022/23 budget to mitigate the potential impact of Covid-19 on the Council's finances in 2022/23.
- 2.2.5 That any new growth items (i.e. cost pressures) supported by Policy Committees will need to be fully funded from existing budgets.
- 2.3 The figures in this report reflect the provisional local government finance settlement for 2022/23.
- 2.4 The service estimates for this Committee are included in the draft Budget Book 2022/23 that will be made available to all Councillors.
- 2.5 Estimates have been prepared on the basis that all existing services to residents are maintained.
- 2.6 Where the Council incurs contractual inflationary uplifts, budgets have been adjusted accordingly. The budget also includes a central provision of £200,000 to mitigate any increased price inflation in excess of 2% next year.
- 2.7 For pay inflation, the budget includes a provision of £516,000, which represents an increase of £100,000 compared to the original £416,000 budget. £190,000 of the provision is for pay progression, as eligible officers progress along their pay scale with experience, and £326,000 is for a 3.0% cost of living increase, in accordance with the Council's agreed four year pay policy to adjust pay by the preceding September CPI figure (which was 3.1%), capped at 3.0%.
- 2.8 The Council agreed a target to increase overall income from locally set fees and charges by a minimum of 3% annually, after making allowance for any further changes in service. Proposals to achieve this have been included in a separate report on this agenda.
- 2.9 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-
 - 2.9.1 The Budget Book contains the service estimates for 2022/23.
 - 2.9.2 All unavoidable cost increases and income reductions are reflected in the estimates.

2.9.3 Recommended increases to fees and charges have been included within the Budget Book and the income estimates.

2.9.4 All increases in charges are subject to approval by the Council.

3 Covid-19

- 3.1 Covid-19 has had a significant impact on the Council's income and expenditure. The impact will continue into next year and as a mitigation, the Council's budget includes a central £600,000 contingency for 2022/23.
- 3.2 Notwithstanding, the Council does have a projected budget deficit for 2022/23 – the quantum of which will be confirmed following the central government funding settlement in December. The deficit is due to be funded by reserves in the short term. However, ahead of 2023/24, the Council should plan to review and rebase its budgets to reflect post-Covid underlying expenditure and income streams, with the aim of removing the unsustainable reliance on reserves to fund the day-to-day revenue budget.

4 Revenue Estimates 2022/23

- 4.1 Before considering the revenue estimates for 2022/23, this section provides a summary of the forecast outturn for the current financial year. Variations identified with on-going effects have been taken into account in preparing next year's budget.
- 4.2 Excluding central government support, the Council's probable revenue outturn at Q2 monitoring for all Committees in 2021/22 anticipates an overspend of £2.668m, as set out in the Q2 monitoring report and summarised by the following table:

Committee	2021/22 Probable Outturn		
	Current Approved Budget £'000	Q2 Forecast £'000	Variance £'000
Strategy & Resources	2,285	2,077	(208)
Environment & Safe Communities	2,574	4,034	1,460
Community & Wellbeing	6,423	7,838	1,415
Capital charges	(2,669)	(2,669)	0
Total budget requirement	8,612	11,280	2,668

- 4.3 The Council expects to benefit from the government's income compensation scheme by £0.506m. The following table shows how this government support is projected to reduce the budget deficit to £2.162m, and how EEBC currently expects to fund this £2.162m:

2021/22	£'000
Projected Deficit, Pre-Government Support	2,668
Less Government Income Protection Scheme	(506)
Projected Deficit, Post-Government Support	2,162
<u>Provisional Funding</u>	
Corporate Contingency for Covid-19	(950)
Corporate Projects Reserve	(329)
General Fund Balance	(883)
Subtotal Funding	(2,162)
Total	0

- 4.4 The probable outturn specifically for Environment & Safe Communities Committee for 2021/22 is an adverse variance of £1.46m, which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs.

Forecast Outturn by Service	Current Approved Budget	Forecast Outturn	Forecast Variance
	£'000	£'000	£'000
<u>Environment & Safe Communities Committee</u>			
Vehicle Parking	(2,095)	(1,123)	972
Environmental Services	3,608	3,710	102
Planning & Building Control	774	1,141	367
Community Safety	93	92	(1)
Environmental Health	194	214	20
Total Environment & Safe Communities	2,574	4,034	1,460

- 4.5 The current approved budget in the table above represents the published budget updated with authorised transfers of funds since approval of the budget at Council in February 2021.

- 4.6 Car park visitor numbers have yet to recover to pre-Covid levels. The parking income forecast has been based on the six months to September, with an assumption that usage will increase by 25% for the rest of the financial year. The result is a projected £972k under-recovery of income, as follows: Epsom Surface Car Parks (£149k); Ashley Centre (£653k); Atkins (£23k); Hook Road (£110k); Ewell Car Parks (£28k); On Street Parking (£9k).
- 4.7 Domestic Waste is forecasting a £123k adverse variance. Fuel costs have recently increased and are predicted to reach a ten-year high, resulting in a £39k adverse variance to budget. Furthermore, increased agency costs are expected due to staff on long-term sickness and cover for several vacancies within the team. These adverse variances are offset by a £23k favourable variance forecast for Bulky Waste collection.
- 4.8 The Building Control Service is forecasting a £137k adverse service following the retirement of two staff members and difficulties recruiting new staff. A new service delivery model is being pursued and has been factored into the 2022/23 revenue budget estimates.
- 4.9 Since the pandemic began, the Development Control service has seen a decrease in income, forecast as a £185k adverse variance in 2021/22. Further adverse variances relating to planning appeals and legal fees result in a total adverse variance of £229k for the service.

5 Proposals for 2022/23 Budget

- 5.1 The Committee's revenue estimates for 2022/23 are included in the draft Budget Book 2022/23, circulated in January, and a summary of these is set out below:

Environment & Safe Communities Committee	Published Budget 2021/22	Base Position 2022/23
	£000	£000
Vehicle Parking	(2,144)	(2,215)
Environmental Services	3,468	3,342
Planning & Building Control	735	850
Community Safety	91	93
Environmental Health	158	204
Total Environment & Safe Communities	2,308	2,274

- 5.2 The following table comprises a summary of the main changes to the Committee's proposed budget for 2022/23 compared with the published budget for 2021/22:

ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE		BUDGET £'000
Published Budget 2021/22		2,308
Service Group	Change	
Vehicle Parking	Increase in fees and charges income	(135)
Vehicle Parking	Inflationary increase on contracts	18
Vehicle Parking	Change in pay & support service recharges	46
Environmental Services	Waste service efficiency saving	(100)
Environmental Services	Increase in garden waste income	(21)
Environmental Services	Increase in bulky waste income	(15)
Environmental Services	Decrease in trade waste income	25
Environmental Services	Decrease in trade waste gate fees	(34)
Environmental Services	Increase in fuel costs	46
Environmental Services	Change in Waste pay & support service recharges	42
Environmental Services	Increase in market income	(3)
Environmental Services	Decrease in verge cutting costs	(67)
Planning & Building Control	Increase in planning fees and charges income	(5)
Planning & Building Control	Increase in planning staff to increase resilience	151
Planning & Building Control	Removal of consultancy budget	(17)
Planning & Building Control	Increase in use if CIL admin fee receipts	(22)
Planning & Building Control	Removal of in-house building control costs and income	(84)
Planning & Building Control	Provision of building control external service	90
Environmental Health	Increase in fees and charges income	(24)
Environmental Health	Change in pay & support service recharges	13
Environmental Health	Removal of Covid support grant	57
Various	Sundry variances	5
Base Position 2022/23		2,274

6 Risk Assessment

Legal or other duties

6.1 Impact Assessment

- 6.1.1 In preparing the revenue budgets estimates officers have identified the main risks facing the Committee in delivering services within the budget. These services will require careful management during the year.

Service	Risk	Budget Estimate 2022/23 £'000	Risk Management
Off Street Car Parking	High: Income from off street car parks has been heavily impacted by the pandemic.	Total Budgeted Income £4,449k 5% change affects income by £222k 25% change affects income by £1.1m.	Monthly monitoring and work analysing individual car park performance against target will be undertaken to establish an appropriate level of income for the Council's car parks post-Covid for future budget setting activities.
Operational Services	Medium: The service is reliant on fuel and therefore susceptible to price rises.	Fuel budget across Op Services is £268k 10% rise would increase costs by £27k	Fuel budgets across the Council have been increased by £50k for 2022/23. Officers will continuously monitor fuel costs and reduce consumption where possible.
Trade Waste	Medium: Income has been impacted by Covid which could be further disrupted in 21/22. Gate fees for trade waste are outside EEBC control and are liable to increase.	Total budgeted income £550k 10% change affects income by £55k. Budgeted gate fees are	The income and gate fee budgets have been reduced for 2022/23 to align them more closely to 2021/22 actuals. Officers will monitor income and costs throughout the year.

		£277k 10% rise would increase costs by £28k.	
Development Control	Medium: The uncertainty of single, large applications can impact significantly on income. Planning Performance Agreements and preapplications are dependent upon demand for development in the borough.	Total Budgeted Income £614k 10% change affects income by £61k.	The service is working to improve its capacity for pre-application and Planning Performance Agreements. Also monthly monitoring including analysing income against target continues.

6.2 Crime & Disorder

6.2.1 None arising from the contents of this report.

6.3 Safeguarding

6.3.1 None arising from the contents of this report.

6.4 Dependencies

6.4.1 A Committee Terms of Reference Review is due to be presented to Full Council in February. Should any service areas transfer between Environment & Safe Communities and other Policy Committees, the associated budgets will also be transferred accordingly at the appropriate time.

6.5 Other

6.5.1 None arising from the contents of this report.

7 Financial Implications

7.1 The draft Budget Book 2022/23 is highly detailed and therefore please can any questions or queries be sent to relevant officers in advance of this Committee meeting wherever possible.

7.2 **Section 151 Officer's comments:** Financial implications are contained within the body of this report.

8 Legal Implications

- 8.1 The Council will fulfil its statutory obligations to produce a balanced budget and to comply with its policy on equalities.
- 8.2 There are no direct legal implications arising from this report. However, decisions taken about the budget will impact the services which can be delivered. It is important that statutory services are appropriately funded, which the recommended budget seeks to achieve.
- 8.3 **Legal Officer's comments:** None arising from the contents of this report.

9 Policies, Plans & Partnerships

- 9.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 9.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 9.3 **Climate & Environmental Impact of recommendations:** None arising directly from the contents of this report.
- 9.4 **Sustainability Policy & Community Safety Implications:** None arising directly from the contents of this report.
- 9.5 **Partnerships:** Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

10 Background papers

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

Previous reports:

- Budget Target Report to S&R Committee on 21 September 2021.

Other papers:

- Draft 2022/23 Budget Book.

This page is intentionally left blank

CAPITAL PROGRAMME 2022/23

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Proposed Capital Programme Appendix 2 – Capital Appraisal form for Bid 2

Summary

This report summarises the proposed 2022/23 capital programme and a provisional programme for 2023/24 to 2026/27. The Committee's approval is sought for the programme to be submitted to Council in February 2022.

Recommendation (s)

The Committee is asked to:

- (1) submit the capital programme for 2022/23 as identified in section 3 of this report to the Council for approval on 15 February 2022;**
- (2) note the provisional list of schemes for the capital programme for 2023/24 to 2026/27.**

1 Reason for Recommendation

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2022/23 to Council in February 2022 and to inform of the schemes included in the provisional programme for 2023/24 to 2026/27.

2 Background

- 2.1 The Capital Strategy was last agreed by the Council on 13 February 2021 at which time the capital programme was approved for 2021/22. Schemes for 2022-2024 were provisional pending the annual budget review and an annual assessment of funds for capital investment.

- 2.2 Strategy and Resources provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2022/23. Under this remit, CMG assessed all capital bids and recommended a programme to Financial Policy Panel ('the Panel') for approval on 30 November 2021.
- 2.3 The programme presented to the Panel assumed funding from capital receipts, revenue funding, reserves and government grants. The Panel were advised that, across all Committees, the proposed level of investment for the 2022/23 programme is £712k, of which £87k is to be funded from a planned contribution from revenue. Combined with funding from the repairs and renewals reserve and Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £2.99 million at the end of this period. The agreed minimum threshold of capital receipts is £1 million.
- 2.4 The receipts forecast assumes a £400k revenue contribution to fund capital schemes in 2022/23, which is subject to the budget being approved at Council in February 2022. With £87k allocated to fund the proposed capital programme, the balance of the revenue contribution of £313k would be held in a reserve for funding future capital programmes.
- 2.5 The Panel's guidance relevant to this policy committee was as follows:-
- 2.5.1 Priority schemes identified by the Capital Member Group should be presented with project appraisals to the policy committees in January to establish whether there is support for the individual projects, with any projects not supported being removed from the draft programme.
- 2.5.2 The scheme identified in section 3 of this report, costing £37k, should be included in the 2022/23 capital programme, subject to support for the project appraisal by this Committee.

3 Core Programme 2022/23

- 3.1 Financial Policy Panel recommended that the following scheme should be considered by this Committee for inclusion in the capital programme in 2022/23, subject to the Committee approving the project appraisal.

Capital Scheme	Proposed Budget 2022/23 £'000	Funding Source
Ashley Centre Car Park Expansion Joints - Phase 2	37	Budgeted revenue contribution
Total Environment and Safe Communities Committee	37	

4 Provisional Programme 2023/24 to 2026/27

- 4.1 CMG also considered the provisional programme for the subsequent four years, which has been compiled through drawing information from the Asset Management Plan for buildings and other known capital expenditure requirements.
- 4.2 The 2023/24 to 2026/27 provisional programme for Environment and Safe Communities currently comprises the following schemes:

	Provisional Budget				Total
	2023/ 24	2024/ 25	2025/ 26	2026/ 27	2023/ 24 - 26/27
	£'000	£'000	£'000	£'000	£'000
Provisional: Ashley Centre Multi Storey Car Park	885	300	0	0	1,185
Provisional: Cemetery Public Conveniences	25	0	0	0	25
Provisional: Hook Road Multi Storey Car Park	315	130	0	80	525
Total Environment and Safe Communities Committee	1,225	430	0	80	1,735

- 4.3 The provisional programme provides a forecast of the Council's anticipated capital expenditure need from 2023/24 to 2026/27 but is not an exhaustive list as future schemes may be identified through other workstreams such as the Climate Change Action Plan and Annual Plan cycle.
- 4.4 Similarly, some schemes may be removed from the programme if strategic asset reviews recommend an alternative approach or Council priorities change. Each year, the forthcoming annual programme will be reviewed by Capital Member Group through the annual capital budget setting process with bids assessed against the agreed criteria, and the programme updated accordingly.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

5.1.1 None for the purposes of this report.

5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

5.3 Safeguarding

5.3.1 None for the purposes of this report.

5.4 Dependencies

5.4.1 The 2022/23 capital programme is dependent upon agreement of a planned £400k revenue contribution to fund the capital programme being considered by Full Council in February 2022 as part of the revenue budget for 2022/23.

5.5 Other

5.5.1 None for the purposes of this report.

6 Financial Implications

6.1 Officers in the Projects Team have scheduled sufficient capacity to deliver the recommended schemes next year.

6.2 **Section 151 Officer's comments:** all financial comments have been included within the body of the report.

7 Legal Implications

7.1 **Legal Officer's comments:** none arising from the contents of this report.

8 Policies, Plans & Partnerships

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

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** the environmental impact of schemes proposed for the 2022/23 capital programme has been considered through the bid appraisal process.

8.4 **Sustainability Policy & Community Safety Implications:** none for the purposes of this report.

8.5 **Partnerships:** none for the purposes of this report.

9 Background papers

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

Previous reports:

- Financial Policy Panel papers - 30 November 2021.

Other papers:

- Capital Strategy for agreement at Full Council in February 2022.

This page is intentionally left blank

Capital Programme Review 2022-23 Project Appraisal Form

Agenda Item 12
Appendix 1

COMMITTEE & BID NUMBER

Environment & Safe Communities Bid 2

PROJECT TITLE

Ashley Centre Car Park – Second phase Expansion joint replacement

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Rod Brown

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>Second Phase - Cut out and remove existing defective expansion joints from levels one and two. Prepare and clean area make ready to receive specialist mechanical expansion joint system, this will have to be carried out of hours. The existing joints are over ten years old and the lifetime of these types of joints are estimated as ten years therefore they are due for replacement. Levels 3, 4, & 5 will have been completed in 2021 on first phase.</p>
Project outcomes and benefits	<p>The joints seal the expansion gaps between the car park preventing water ingress to the shopping centre below. This prevents complaints and insurance claims from water damage.</p> <p>Questions raised by Capital Member group Is there any evidence of water ingress currently? Yes, the shopping centre has leaks to the hairdressers and Waitrose in heavy rain and there are leaks into the Ashley centre car park office.</p> <p>Will the works done to the upper floors protect the lower floors? thereby making these works less urgent? It will help but water is brought in by the cars and will still manage to seep through, also the main entrance joint is outside of the car park open to all weather conditions.</p> <p>What are the benefits of doing this now rather than waiting? The joints are leaking now and past their lifespan, if left could get worse. No advantage to waiting.</p> <p>Confirmation is sought that any future plans for the Ashley Centre would not impact the work? No future plans for the Ashley centre car park would impact on these works.</p>

FINANCIAL SUMMARY

Capital Programme Review 2022-23 Project Appraisal Form

Agenda Item 12
Appendix 1

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	37k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	37k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	37k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	37k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2022/23 £	2023/24 £	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	37k		

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	N/A
---	-----

ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	No Impact
---	-----------

Capital Programme Review 2022-23 Project Appraisal Form

Agenda Item 12
Appendix 1

FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Effective council
--	-------------------

TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	July 2022	
2	Further Approvals Needed	No	
3	Tendering (if necessary)	July 2022	
4	Project start date	August 2022	
5	Project Finish Date	October 2022	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	N/A
---	-----

Capital Programme Review 2022-23 Project Appraisal Form

Agenda Item 12
Appendix 1

Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes to prevents leaks through to the shopping centre
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.	Yes to ensure to continued operation of the car park

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	Yes
--	-----

PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	Yes, to ensure to continued operation of the car park
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	No risks
---	---	----------

Capital Programme Review 2022-23 Project Appraisal Form

Agenda Item 12
Appendix 1

2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	Continued leaks to the shopping centre
4	Alternative Solutions (Other solutions considered – cost and implications)	None

Is consultation required for this project? Please give details of the who with and when by.	No
--	----

Ward(s) affected by the scheme	Town
---------------------------------------	------

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Rod Brown

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

This page is intentionally left blank

Environment & Safe Communities Committee Proposed Capital Programme 2022/23 - 2026/27

	Original Budget 2022/23 £'000	Proposed Budget 2023/24 £'000	Proposed Budget 2024/25 £'000	Proposed Budget 2025/26 £'000	Proposed Budget 2026/27 £'000	Total Provision 2022/23- 2026/27 £'000
E&SC Bid 2: Ashley Centre Car Park Expansion Joints - Phase 2	37	0	0	0	0	37
Provisional: Ashley Centre Multi Storey Car Park	0	885	300	0	0	1,185
Provisional: Cemetery Public Conveniences	0	25	0	0	0	25
Provisional: Hook Road Multi Storey Car Park	0	315	130	0	80	525
Total Environment and Safe Communities Committee	37	1,225	430	0	80	1,772

This page is intentionally left blank