



## ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Tuesday 18 October 2022 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/8024685986110476300>

Webinar ID: 164-210-723

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

Councillor John Beckett (Chair)

Councillor Arthur Abdulin (Vice-Chair)

Councillor Steve Bridger

Councillor Monica Coleman

Councillor Chris Frost

Councillor Rob Geleit

Councillor Steven McCormick

Councillor Lucie McIntyre

Councillor Julie Morris

Councillor Humphrey Reynolds

Yours sincerely

Interim Chief Executive

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto: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](mailto: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 this 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](mailto: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 this Committee. Any person wishing to ask a question at a meeting of this 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 this Committee, please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto: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, Tuesday 4 October 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, Friday 14 October 2022.**

## **AGENDA**

### **1. QUESTION TIME**

To take any questions from members of the Public.

### **2. DECLARATIONS OF INTEREST**

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

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

The Committee is asked to confirm as a true record the Minutes of the meeting of the Environment and Safe Communities Committee held on 27 July 2022 and to authorise the Chair to sign them.

### **4. CCTV (Pages 9 - 62)**

This report seeks authority to utilise the safer streets grant award to replace 16 out of the 20 CCTV cameras in the borough, requests a decision to decommission the remaining 4 cameras, and approval to spend the balance of the safer streets grant award on the identified projects appearing as part of the successful bid.

### **5. CLIMATE CHANGE ACTION PLAN: REVIEW & PROGRESS UPDATE (Pages 63 - 102)**

This report provides a review and update on the progress of the Council's Climate Change Action Plan.

### **6. TREE PLAN (Pages 103 - 124)**

This report introduces the Council Tree Management Plan and seeks support for carrying out a targeted stakeholder consultation.

### **7. 2023/24 BUDGET TARGETS (Pages 125 - 130)**

This report informs the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report seeks guidance on the preparation of the Committee's service estimates for 2023/24.

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**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES  
COMMITTEE held at the Council Chamber, Epsom Town Hall on 27 July 2022**

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**PRESENT -**

Councillor John Beckett (Chair); Councillor Arthur Abdulin (Vice-Chair); Councillors Steve Bridger, Chris Frost, Rob Geleit, Steven McCormick, Julie Morris, Peter O'Donovan (as nominated substitute for Councillor Monica Coleman) and Humphrey Reynolds

Absent: Councillor Monica Coleman and Councillor Lucie McIntyre

Officers present: Clare Lawrence (Director of Environment, Housing & Regeneration), Rod Brown (Head of Housing and Community), Ian Dyer (Head of Operational Services), Sue Emmons (Chief Accountant), Jon Sharpe (Transport & Waste Services Manager), Samantha Whitehead (Streetcare Manager) and Tim Richardson (Democratic Services Manager)

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**1 QUESTION TIME**

No questions were received from members of the public.

**2 DECLARATIONS OF INTEREST**

The following declarations were made by Members of the Committee in relation to items on the agenda:

**Allotments**

Councillor Julie Morris, Other Interest: In the interests of openness and transparency, Councillor Julie Morris declared that she was an allotment holder and didn't believe that she had any bias with regard to this item.

**Allotments**

Councillor Steven McCormick, Other Interest: In the interests of openness and transparency, Councillor Steven McCormick declared that he is an allotment holder but came to the meeting with a clear and open mind.

**3 MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting of the Environment and Safe Communities Committee held on 22 March 2022 were agreed and signed by the Chair.

#### 4 CRIME AND DISORDER SUB-COMMITTEE

The Committee received a report establishing the details of membership and meeting frequency of the Council's Crime and Disorder Sub-Committee.

Following consideration, the Committee unanimously resolved to:

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

#### 5 DOMESTIC WASTE FEES AND CHARGES

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

The following matters were considered:

- a) **Increased operational costs.** The Committee noted the increased operational costs which the Council was experiencing in relation to refuse and recycling services, including diesel, bins and AdBlue. These were estimated to be around £17,600 for garden waste and £1,120 for bulky waste services.
- b) **Small bin subscriptions.** The Committee noted that small (140-litre) garden bins were not available to new subscriptions. These bins had been made available to subscribers who wished to continue following the discontinuation of the previous garden waste bag service several years ago.

Following consideration, the Committee unanimously resolved to:

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

#### 6 ALLOTMENTS

The Committee received a report detailing the results of the self-managed allotments consultation.

The following matters were considered:

- a) **Committee terms of reference.** The Chair informed the Committee that allotments had previously been managed by the Council's Community &

Wellbeing Committee and had changed to be within the Environment & Safe Communities Committee's remit following amendments to the Constitution in May 2022.

- b) **Income.** The Committee noted that income from self-managed allotment sites was provided to the site management body, rather than the Council. If an existing Council managed site were to become self-managed then the Council would endure a loss of income.
- c) **Threshold for self-management.** The Committee noted the proposal to lower the threshold of allotment plot holders required for a site to become self managed. It was proposed to lower the threshold from 75% to 65%. Non-responders would count as a 'no' vote as was presently the case.
- d) **Database.** The Committee noted the proposal that a data cleanse be implemented for the allotment database to ensure its integrity and accuracy.

Following consideration, the Committee unanimously resolved to:

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

## 7 APPOINTMENT OF ALTERNATIVE TRANSPORT MEMBER CHAMPION

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

The following matter was considered:

- a) **Visibility of Champions on website.** The Committee considered that the Council's Champions should be listed on the Council's website. It was noted that Officers would look in to enabling this.

Following consideration, the Committee unanimously resolved to:

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

*The meeting began at 7.34 pm and ended at 8.25 pm*

COUNCILLOR JOHN BECKETT (CHAIR)



## **SAFER STREETS GRANT AND CCTV**

<b>Head of Service:</b>	Rod Brown, Head of Housing & Community
<b>Wards affected:</b>	Ewell Ward; Stoneleigh Ward; Town Ward;
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1 CCTV usage data Appendix 2 Location of CCTV cameras in Ewell and Stoneleigh Appendix 3 Safer Streets Bid Application (redacted)

### **Summary**

This report seeks authority to utilise the safer streets grant award to replace 16 out of the 20 CCTV cameras in the borough, requests a decision to decommission the remaining 4 cameras, and approval to spend the balance of the safer streets grant award on the identified projects appearing as part of the successful bid.

### **Recommendation (s)**

#### **The Committee is asked to:**

- (1) Approve the allocation of the Safer Streets grant allocation to the projects outlined in the bid submission in Appendix 3.**
- (2) Approve the allocation of £128,624 of Safer Streets grant funded capital expenditure to the replacement of the 16 remaining cameras in Epsom and £43,888 transmission costs covering two years.**
- (3) Approve the decommissioning of two obsolete CCTV cameras in Stoneleigh and two in Ewell.**

## **1 Reason for Recommendation**

- 1.1 To ensure CCTV used in the borough is compliant with relevant codes of practice.
- 1.2 To ensure the Safer Streets project proceeds in line with expectations.

## **2 Background**

- 2.1 The Council and its partners have recently been successful in attracting a grant award from the Home Office Safer Streets 4 Programme of £271,712 to promote the safety of the night time economy in Epsom and includes initiatives in response to concerns about Violence Against Women and Girls. The original application appears as appendix 3 to this report and proposes to:
- 2.1.1 Replace the 16 town centre CCTV cameras.
  - 2.1.2 Provide staff training and accreditation for licensed premises within the town centre to increase safety and awareness.
  - 2.1.3 Deliver a specific communications package for Epsom Night time economy promoting the safety of patrons in the town centre, the improvements made and promotions around personal safety.
  - 2.1.4 Assist the Street Pastors with uniform and training.
  - 2.1.5 Investigate a new night angels volunteer scheme to support and collaborate with the existing Street Pastors.
  - 2.1.6 Purchase branded drink testing kits and anti spiking merchandise for distribution to venues in the night time economy.
- 2.2 This committee is asked to endorse the proposals set out in Appendix 3 and allocate the grant funding on the basis awarded. However, further details on the CCTV provisions in the Town Centre and wider borough are set out below
- 2.3 Public space CCTV surveillance has been carried out by the Council since the mid 1990s and there is evidence that the Council's original system was funded by a Home Office grant as part of a significant overall investment in such systems at that time.
- 2.4 Under present arrangements, Surrey Police carry out the monitoring at the CCTV control room in Reigate Police Station without cost to the Council.
- 2.5 The Council has 20 CCTV cameras which are used to monitor public spaces. All these cameras are analogue relying on an expensive legacy fibre optic connection and nearing the end of their useful operational life.
- 2.6 Modern day controls on state surveillance oblige the Council is to have regard to [the Information Commissioner's \(ICO\), Surveillance Camera Code of Practice](#) which is made under the Protection of Freedoms Act 2012.
- 2.7 The code contains 12 guiding principles which, in the context of the proposed renewal of the system, have been used to assess the legalities of carrying on surveillance at some of the locations where monitoring data shows low utilisation of the cameras.

- 2.8 Within the overall bid, the amount allocated to CCTV is £172,512 and is intended to replace the 16 obsolete street cameras within the area defined by the bid.
- 2.9 The remaining 4 cameras not included in the Safer Streets bid area are in Stoneleigh and Ewell - their locations appear in appendix 1.
- 2.10 A summary of usage data from all the borough public space CCTV cameras in 2021 appears as appendix 2. Using this, it is possible to see that those cameras in Ewell (179 and 180), together with Stoneleigh (177 and 178) were amongst the lowest utilised in the scheme.
- 2.11 Officers have assessed these four cameras against the ICO code of practice and find that it is unlikely they would be considered proportionate to their stated objective of the prevention and detection of crime and, crucially cannot be said to meet an identified *pressing* need as defined in the code.
- 2.12 It is concluded therefore that these remaining 4 cameras ought to be decommissioned.

### **3 Risk Assessment**

#### Legal or other duties

##### 3.1 Equality Impact Assessment

###### 3.1.1 No implications have been identified

##### 3.2 Crime & Disorder

###### 3.2.1 Recorded police data for the affected cameras would suggest that in 2021 a total of 40 incidents would not have benefitted from being seen. However a proportion of the incidents were not crimes, instead being used for missing person searches and concern for safety and the actual figures for use in the prevention and detection of crime are lower.

##### 3.3 Safeguarding

###### 3.3.1 No safeguarding implications have been identified.

##### 3.4 Dependencies

###### 3.4.1 None.

##### 3.5 Other

###### 3.5.1 None.

#### 4 Financial Implications

- 4.1 Currently the costs associated with the replacement and ongoing monitoring costs of CCTV are unbudgeted. The funding from the Safer Streets bid will provide the capital costs to replace 16 of the 20 street CCTV cameras and the Epsom BID, Go Epsom, will fund the monitoring costs associated with the 16 replaced CCTV cameras.
- 4.2 Any further cameras which need to be replaced would need to subject to a future capital bid.
- 4.3 The only budgeted expenditure for street CCTV is £32k which funds the transmission, electricity and maintenance costs associated with the existing cameras.
- 4.4 It might reasonably be expected that a saving could be generated through the economising on transmission and maintenance costs for these four cameras. However, the degree to which the full budget will be required to fund decommissioning costs is uncertain at this stage.
- 4.5 **Section 151 Officer's comments:** Any decommissioning costs which cannot be met from the saved transmission and maintenance costs for these four cameras will need to be funded from identified savings within other existing budgets.

#### 5 Legal Implications

- 5.1 Compliance with the ICO code of practice is a requirement of law.
- 5.2 **Legal Officer's comments:** Section 33(1) of the Protection of Freedoms Act 2012 (PoFA 2012) states that "a relevant authority must have regard to the surveillance camera code when exercising any functions to which the Code applies". The Council is a relevant authority (section 33 PoFA 2012). "Have regard" to statutory guidance means that the Council should take statutory guidance into account and if the Council decides to depart from it there would have to have and give clear reasons for doing so.
- 5.3 The Amended Surveillance Camera Code of Practice 2022 applies to use of surveillance cameras that operate in public places in England and Wales including CCTV and Automatic Number Plate Recognition (ANPR).
- 5.4 The Information Commissioner's Office (ICO) guidance sets out legal obligations for compliance with data protection laws and should be followed by the Council.

#### 6 Policies, Plans & Partnerships

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

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

6.3    **Climate & Environmental Impact of recommendations:** None identified

6.4    **Sustainability Policy & Community Safety Implications:** The implications on community safety are covered in the body of this report.

6.5    **Partnerships:** None

## **7    Background papers**

Information Commissioner “Amended Surveillance Camera Code of Practice”,  
2022 [www.gov.uk/government/publications/update-to-surveillance-camera-code/amended-surveillance-camera-code-of-practice-accessible-version](https://www.gov.uk/government/publications/update-to-surveillance-camera-code/amended-surveillance-camera-code-of-practice-accessible-version)  
[accessed 12/9/22]

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Location	Camera No	Affray	Alarm	ANPR Hit	Arson	ASB	Burglary	Concern for safety
Epsom	161	1		2				8
	162	1		1		1		6
	163	1	2	3		9		15
	164	1	1	4		1		12
	165	1		1		2		13
	166	1	5	1		2		17
	167		1	1		2		13
	168							3
	169	1	1	1				4
	170			1		1		
	171			1		1		
	172	1	1	1		8		17
	173			1				1
	174		1					1
	175		1					1
	176		1	2		2		7
Ewell	179			1				3
	180			1				3
Stoneleigh	177					1		2
	178					1		3
EVENT TOTALS		8	14	22	0	31	0	129

The event totals at the bottom of each event type represent the total number of times we have used yc  
many incidents of

For example, we have used the cameras you provide us 23 times to view events of A

Crime of violence	Damage	Domestic	Drugs	Drunk	Fire	Firearms	GBH	Homicide	Immigration	Intel
		1								1
9										1
27		1	1	2						1
6		1								
11	1	3		1						
12	3	2		4	1					
8		2		1	1					
1										
6			1							
1										
2										
23		2	2	2	1		1			
			1							
	1									
	1	1								
6			2							
2	1									
2	1	1								
1		1	1							
117	8	15	8	10	3	0	1	0	0	3

our cameras to capture an event of that type. It does not necessarily mean there have been that many events of that type.

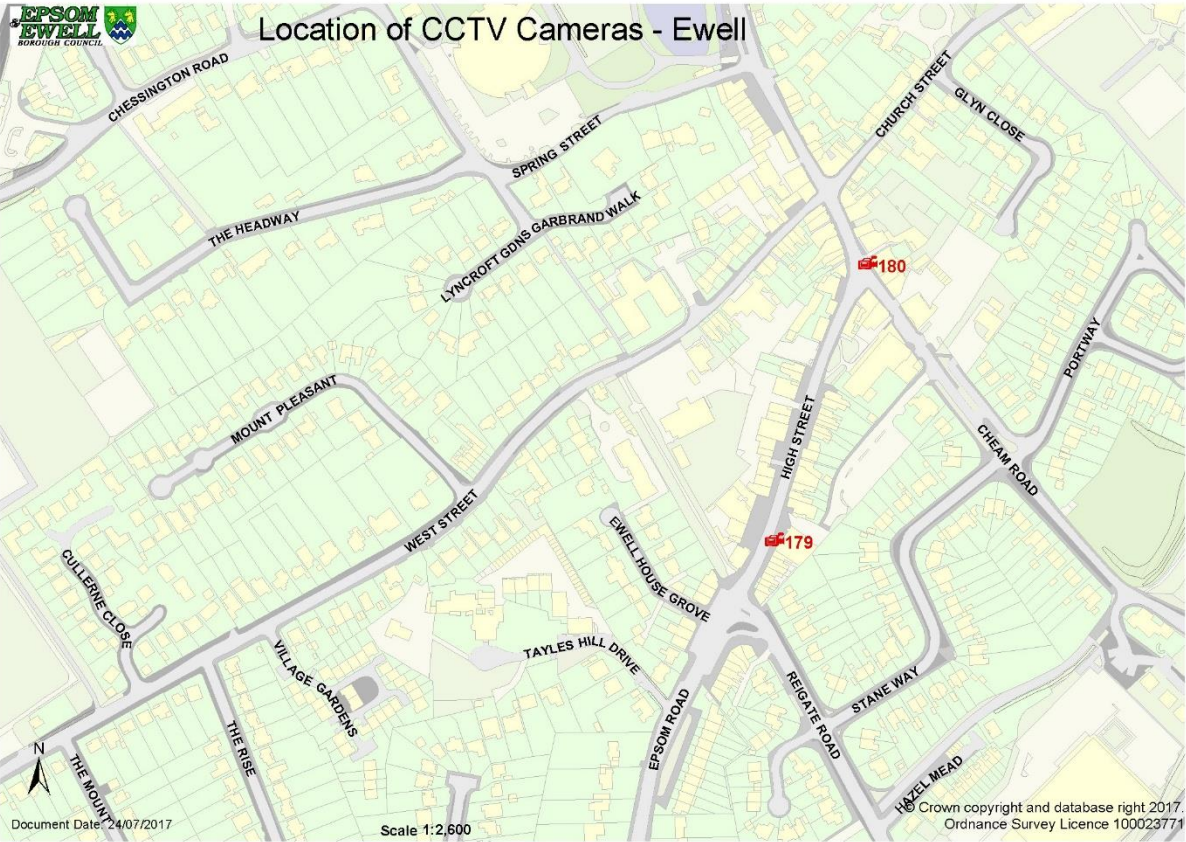
Arson. This does not always mean there have been 23 separate Arson events.



M/Veh Crime	Misper	Nuisance	Obstruction	Off Weapon	Parking	PLO	Process	Race/Hate Crime	Robbery	RTC
1	8	1	1			1			4	1
1	9			1					2	
3	21	3	1	3		1	1		6	4
2	17	1							2	4
1	18		1					1		1
1	22	2						1	3	2
1	12			1					1	
1	5								1	
1	7								2	
1	1									
1	1									
3	20	1	1	3		1	1	1	4	2
1	2								1	
1	2								1	
1	2								1	
3	7		1		1	1			1	3
			1			1				
			1			1				
	2									
	3									
23	159	8	7	8	1	6	2	3	29	17

S.5	Sex Off	Shoplifting	Sus. Event	Theft	Wanted	CAMERA TOTALS
		1	2		2	35
		1	5	1	1	40
		4	15	6	2	132
			5	2	1	60
		1	1	1	2	60
	1	3	11	6	2	102
	1	3	6	3	3	60
			1		1	13
	1		2		2	29
			1		2	8
			1		2	9
	1	6	13	3	5	124
					1	8
		2	1	2	1	13
		1	1	1	1	12
		2	1		2	42
			1			10
			1			11
			1	1		10
			1	1		9
0	4	24	70	27	30	

Grand Total	787
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## Safer Streets Fund Round Four Application Form

1.1 Bidders are expected to employ a problem-solving approach to proposals, whereby they seek to develop an in depth understanding of the crimes/problems in their area (scanning and analysis) using data and consultation, and propose solutions that have the best chance of preventing these crimes and issues based on available evidence. It is also key that bidders make a realistic appraisal of what can be delivered during the timeframe available – using information and experience of lead-in times – and propose suitable sustainability plans for interventions.

1.2 Bids will be entered into one of four competitions (primary, secondary, tertiary, and quaternary) dependent on level of priority. PCCs must determine the priority order of their bids, including any being led by local authorities, and ensure their first priority bid is entered into the primary competition, their secondary priority bid is entered into the secondary competition, and so forth. As eligible CSOs are only permitted one bid, all CSO bids should be entered into the primary competition. The Home Office will first assess all primary bids, moving on to assess secondary bids should funding be available. If funding remains after assessment of secondary bids, the Home Office will assess all tertiary bids, and so forth.

1.3 The application form is divided into four shorter sections as detailed below:

- **Part A:** compliance questions – this includes questions around the amount of funding requested, crimes targeted, area selection and independent evaluation.
- **Part B:** technical capability and capacity – bidders are asked to outline their plan, including their understanding of problems in target areas, proposed response and rationale, deliverability, and sustainability.
- **Part C:** financial forecast – this section requires a light touch financial forecast for the delivery period, covering both Home Office funding and matched funding. Please forecast as accurately as possible as this will be used to track progress on delivery throughout the grant. Costs will be compared to those outlined throughout the bid – please check costings are consistent.
- **Part D:** declarations – this section includes financial and commercial declarations, including agreement from all partners involved in the delivery of your plan.

1.4 **Attachments:**

- If a bidder's target area/s cannot clearly be demonstrated through LSOA codes, a map of the target area, clearly outlining its geographic boundaries, should be submitted in addition to the relevant LSOA codes.
- Bidders may also choose to attach an Environmental Visual Audit (EVA) of their target area. This is not mandatory but does help the assessment panel to visually understand the changes being proposed in the plan and how they meet the needs of the individual area. Bids should be understandable to assessors without needing to read the EVA.

1.5 To support areas in developing their plans we have provided the application form with example content below. The exemplar area (Extown) is fictional, as are the accompanying statistics.

1.6 Bidders must score 50 or above on each weighted question to be eligible for funding, as well as meeting the mandatory requirements. Further information about scoring is provided in the 'Instructions to Bidders' document available on the Jaggaer e-sourcing platform.

## Part A: Details and Compliance

Failure to provide the necessary details in any of the questions in Part A could result in your bid being rejected.

### 1. Bidder details

#### Lead Bidder:

- Organisation Name: *Epsom and Ewell Borough Council*
- Type of organisation (PCC/CSO/LA): *LA*
- PCC area (if same as organisation name, please repeat): *Surrey PCC*
- Bid Prioritisation (Primary/Secondary/Tertiary/Quaternary): *Primary*

If you are a Local Authority, please confirm the contact details of the PCC and a contact within their office who has authorised your bid:

- PCC Name: *Lisa Townsend PCC*
- PCC Email: [surreyPCC@surrey.police.uk](mailto:surreyPCC@surrey.police.uk)
- OPCC Contact Name: [REDACTED]
- OPCC Contact Email: [REDACTED]
- OPCC Contact Phone: [REDACTED]

#### First point of contact for this bid:

- Name: [REDACTED]
- Role: *Head of Housing and Community*
- Email: [REDACTED]
- Phone: [REDACTED]

Please include at least one other key contact for the bid, such as the finance lead:

- Name: [REDACTED]
- Role: *Public Protection Manager*
- Email: [REDACTED]
- Phone: [REDACTED]
- Name: [REDACTED]
- Role: *Community Safety and Enforcement Officer*
- Email: [REDACTED]
- Phone: [REDACTED]

<b>2. Please confirm the <u>total</u> amount of Safer Streets Funding you are bidding for from this round of funding (up to £750,000).</b>
£271,712
<b>3. Please confirm the total amount of Safer Streets funding you are bidding for from for the 2022/23 financial year (up to £500,000 spendable until 31 March 2023).</b>
£262,462
<b>4. Please confirm the total amount of Safer Streets funding you are bidding for from the 2023/24 financial year (up to £250,000 spendable between April 2023 and 30 September 2023).</b>
£9,250
<b>5. Please state the total amount of matched funding you will be providing to support this bid (for PCCs and LAs this must be at least a 50% contribution: a bid requesting £750,000 of Home Office funding would need to provide at least £375,000 in matched resource – this can be in kind or funding. CSOs are not mandated to provide matched funding and will not be scored less favourably for not proving matched funding.</b>
£964,000.07
<b>6. Please state the date by which matched funding contribution will be spent/provided (ideally this will be spent by 30 September 2023, but bidders may choose to provide the matched contribution until March 2024).</b>
March 2024 but with project management costs until 30 September 2023
<b>7. Please confirm that (Yes/No):</b>
<ul style="list-style-type: none"> <li>a) If successful, you are able to accept payments quarterly in arrears.</li> <li>b) You accept that the Home Office will only provide funding up to the successful bid amount, for the purpose specified, for activity carried out prior to the deadlines stated (funding for the 2022/23 financial year must be spent by 31 March 2023, and Home Office funding for the 2023/24 financial year must be spent and activity completed by 30 September 2023).</li> <li>c) The activity you are bidding for is not already underway.</li> </ul>



<p>a) Yes</p> <p>b) Yes</p> <p>c) Yes.</p>
<p><b>8. Please confirm the geographic boundaries and population information for your bid:</b></p> <p>a. Confirm the name/s of the target area</p> <p>b. Confirm the type/s of space targeted (i.e. residential, commercial – a city centre, rural, night-time economy)</p> <p>c. Identify the LSOA codes for the area/s you are targeting. LSOA codes must be provided as an eight-digit code and the LA name, such as: E01012053, Middlesbrough 009A. Areas do not have to be ‘coterminous’. Further information on LSOA codes is provided in the prospectus at Annex A.</p> <p>d. Is a map attached? Please attach a map of the area <b>as well as</b> confirming the LSOA codes if your area cannot be clearly defined through LSOA codes.</p>
<p>a) <i>Epsom Town Centre</i></p> <p>b) <i>Town Centre night time economy</i></p> <p>c) <i>E01030411, Epsom and Ewell 008B</i></p> <p>d) <i>Yes – See attachment Appendix 1-Map of area-safer streets.</i></p>
<p><b>9. Please identify which crime or issue type or types is the primary focus of your bid. This could be neighbourhood crime, anti-social behaviour, or VAWG in public places, feelings of safety from VAWG or ASB; you may select a combination of these.</b></p>
<p>This Safer Streets funding application is for Epsom town centre is a collaboration between Epsom &amp; Ewell Borough Council and Surrey Police, with the support of the local business community. The bid focuses on the themes of increased ASB (with particular reference to violence associated with the night-time economy [NTE]), VAWG associated with the NTE (namely drink spiking, harassment, and assault) and feelings of safety pertaining to both ASB and VAWG.</p> <p>There has already been extensive local partnership work completed around these issues, including a running Joint Action Group, close working with Pub Watch, and ongoing consultation with the Business Improvement District.</p>
<p><b>10. Please identify the specific crime or issue type or types you are planning to target through your bid</b> (if neighbourhood crime, this could be robbery, theft from person, vehicle crime, burglary; if VAWG, forms of VAWG may include</p>

<p>harassment, rape, sexual assault; if ASB, specific types could include Environmental ASB or criminal damage).</p>
<p>VAWG – spiking, sexual assault, harassment</p> <p>ASB – rowdy and inconsiderate behaviour, nuisance, physical violence/fighting, shouting, intimidating behaviour, criminal damage</p>
<p><b>11. Please identify any other crime types you expect your bid to have an impact on. This could include serious violence, acquisitive crimes such as bike theft or shop lifting, or ASB (where it is not a primary target of the bid)</b></p>
<p>Violence, theft from person, vehicle crime, bike theft, shoplifting</p>
<p><b>12. Please confirm whether you are happy for your bid, if successful, to be shared with:</b></p> <p>a) <b>the independent evaluator of the fund (Y/N).</b> This is <u>mandatory</u> for successful bids to ensure the Fund’s effectiveness can be assessed fully so lessons are learnt to improve future crime prevention activity and inform future Government investment. The independent evaluator has not yet been contracted.</p> <p>b) <b>Police Crime Prevention Initiatives (PCPI) (Y/N).</b> PCPI have been funded by the Home Office to provide delivery support to successful Safer Streets Fund projects. We would like to share overview information about successful bids to aid them in supporting successful projects.</p>
<p>a) <i>Yes – we consent to our bid being shared with independent evaluators.</i></p> <p>b) <i>Yes – we consent to our bid information being shared with PCPI.</i></p>
<p><b>13. Please confirm you accept all the terms and conditions detailed in the enclosed Multi-Year Grant Agreement and confirm that you will comply with them.</b></p>
<p><i>Yes, we confirm acceptance and compliance.</i></p>
<p><b>14. Please confirm you have carried out all due diligence prior to submitting your response.</b></p>
<p><i>Yes, we have carried out all due diligence.</i></p>

**15. Please confirm that your submission will meet the Authority's requirements without negotiations being required at the award stage.**

Yes

**16. I confirm that I have read and understood the Non-Collusion Certificate & Bid Form. I understand that by making this declaration, I am agreeing to abide by all the terms required by the Non-Collusion Certificate & Bid Form.**

Yes

## Part B – Technical Questions

This section outlines the questions that you will need to answer to outline your plan. A minimum score of 50 is required on each weighted question to be eligible for funding; bidders must also meet the other mandatory requirements outlined elsewhere in the application.

- 1. Scanning, Analysis and Consultation - please describe the area you are targeting and why, the problems you are targeting through your plan (neighbourhood crime, ASB, VAWG in public places, or feelings of safety from VAWG or ASB), your analysis of the drivers of this problem, and information gained from mandatory consultation. (25%, 1000 words max)**

Descriptions of specifics that should be included are outlined in the subheadings below (while subheadings are provided for clarity and suggested structure, you may choose to structure your answer differently provided it still covers the requisite information):

### Scanning

- A description of your chosen area/s and the reasons why you have chosen it, including the specific crime or issue type(s) to be targeted. You are expected to refer to some combination of data, statistical sources, anecdotal evidence, and consultation feedback from residents and stakeholders to define the relevant crime types and issues in the area. You are also strongly encouraged to include: trends on crime and issues over recent years, information as to why the problem is a concern to the local community, and information on any other types of crime and disorder you have identified as a secondary target.
  - Please see Annex A in the prospectus for potential sources to refer to in this section. For example, bidders targeting neighbourhood crime are strongly encouraged but not mandated to make use of crime benchmark information.

### Analysis

- Analysis of the factors driving the target crimes and issues in your target area and an overall hypothesis about the problem (we particularly welcome explanation of the data sources used, as well as the time period they cover). This could include:
  - Analysis of previous incidents – including information about victims, offenders, method of offense, locations and times of offence.
  - Wider demographic information about the area, including markers of deprivation and risk factors associated with ASB if relevant.
  - Information gained from consultation with stakeholders about the causes of the problems in the target area.

- Whether your area has previously attempted to tackle this issue, and if so, some insight into how this has impacted your analysis. For example, any use of the powers under the 2014 Anti-Social Behaviour, Crime and Policing Act.
- You are also encouraged to undertake an Environmental Visual Audit (EVA) to assist with your response to this part of the question. To enable assessors to easily understand your local area it is important that the key information from your EVA is included in your main answer. You may attach your completed EVA to your application; however, assessors should not need to refer to this to understand your bid. The EVA will not be marked.

**Consultation** (this information may be integrated into the scanning and analysis)

- A summary of the information obtained through your mandatory consultation with relevant stakeholders.
- An explanation of how you have taken this information on board when formulating your proposal. This could include using this information to help select your target area or which crime types or issues to target.

**Answer** (max 1000 words - bodies of text included within inserted images will also count towards the wordcount):

Epsom is a bustling market town rich in heritage located on the fringes of Greater London. There are good daytime transport links, with a mainline train station in the town. The area has a busy high street, numerous bars and restaurants, and a residential element.

We have included some key figures within this section of the application, however additional further data and survey results can be found in the appendices.

There are two large nightclubs with a joint capacity of 800. Taxis/private hire are the only public transport available after midnight, with just one private hire company operating from within the Town Centre, next to the only late-night food venue. There are several pinch points created when customers egress from the venues and there are issues with dispersal (e.g. waiting for taxis or food).

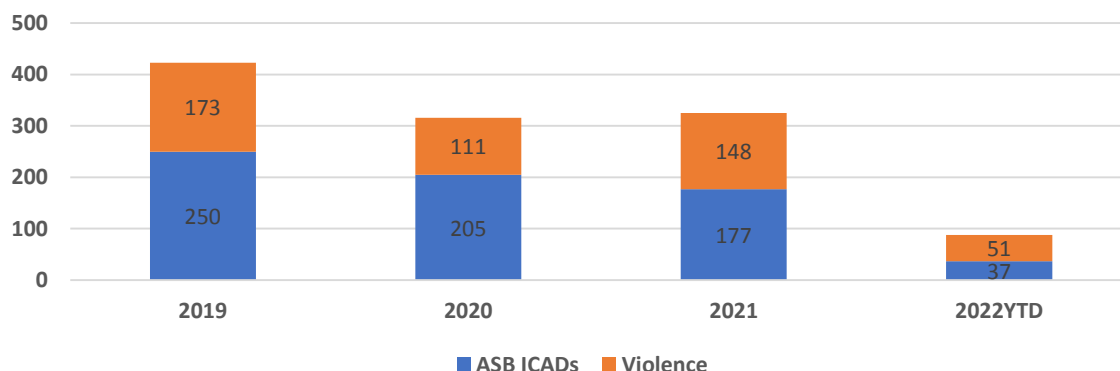
The below map depicts key hot spots for violence that took place outside of or away from venues (Jul-Dec 21):



There is anecdotal evidence from some licenced premises that they are 30% busier than pre-pandemic levels. This is partially due to a decline in NTE's in nearby Croydon, Sutton, and Kingston. With Epsom being a small town, its infrastructure was already struggling to cope with the visitors generated by the NTE, which has now been compounded.

- The majority of ASB and VAWG are connected to the NTE. 71% of reported ASB between Sept21 and Feb22 took place at night (6pm-5am).
- The primary reported behaviour was fighting/violence which was mentioned in 27% of incidents.
- Notably 67% of criminal damage occurred at night and 83% outside in public spaces.
- In 2021, almost 90% of violence-based crime occurred at night.

### Violent Crimes and ASB Reports



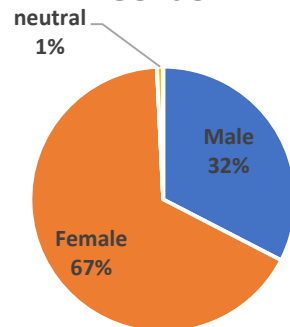
Between Jan21-Mar22 84% of VAWG (excluding stalking/harassment and Domestic Abuse) occurred at night. A recent survey showed that only 30% of respondents felt safe in the town centre at night and this figure fell further to 18% within nightclubs themselves.

In 2019 and 2020 we had two anecdotal reports of spiking, however in 2021 we had 9 crime occurrences involving spiking and within the first 3 months of 2022 we have had 7 reports. This increase is alarming.

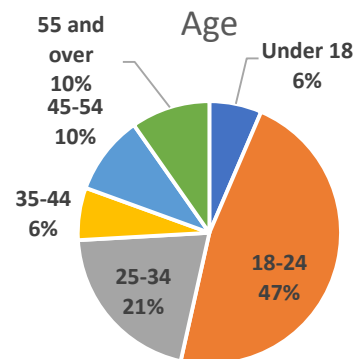
The #NightTimeSafety Survey, specific to Epsom town centre, was created in correlation with the Safer Streets bid. This was available between 21Apr22- 3May22 and crucial to further confirming concerns. There were 167 responses. We specifically targeted the demographic most likely to be impacted by these issues (18-35YOA).

#### Respondent Demographics:

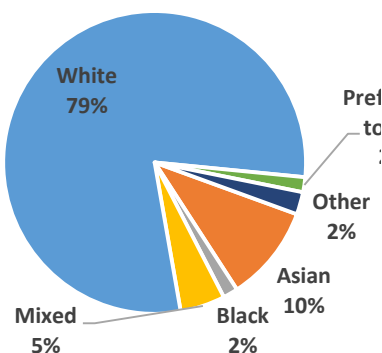
Gender



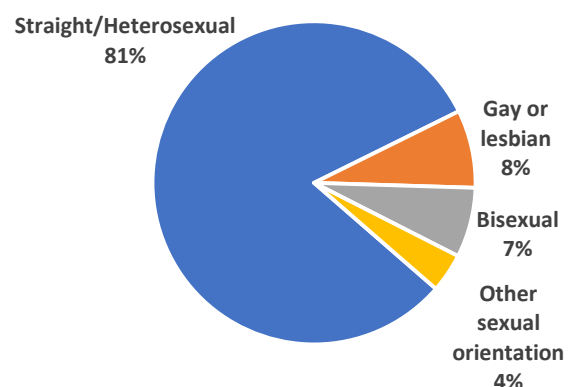
Age



Ethnicity



Sexual Orientation





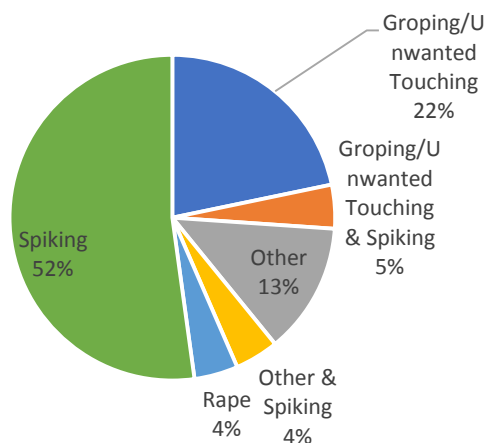
The survey confirmed our suspicion of an issue with underreporting of VAWG demonstrating:

- 45% experienced cat-calling or wolf whistling
- 33% experienced inappropriate sexual attention
- 20% experienced sexual assault/unwanted touching or contact
- 5% experienced spiking

*\*these results also include male respondents.*

This contradicts the proportions of behaviours indicated by crime figures (Jul21-Feb22) shown in the adjacent graph.

VAWG reported



Selected quotes obtained during the survey:

***"My friend was spiked... there was a stabbing outside my flat, robbery across my road and friends have been followed home."***

***"Every time I go out to a club or bar in Epsom almost without fail I receive unwanted attention from bothersome males including inappropriate touching from stranger... I feel one of the security staff should have noticed and stepped in to assist me"***

***"Fights tend to break out and large groups of intimidating people crowd round"***

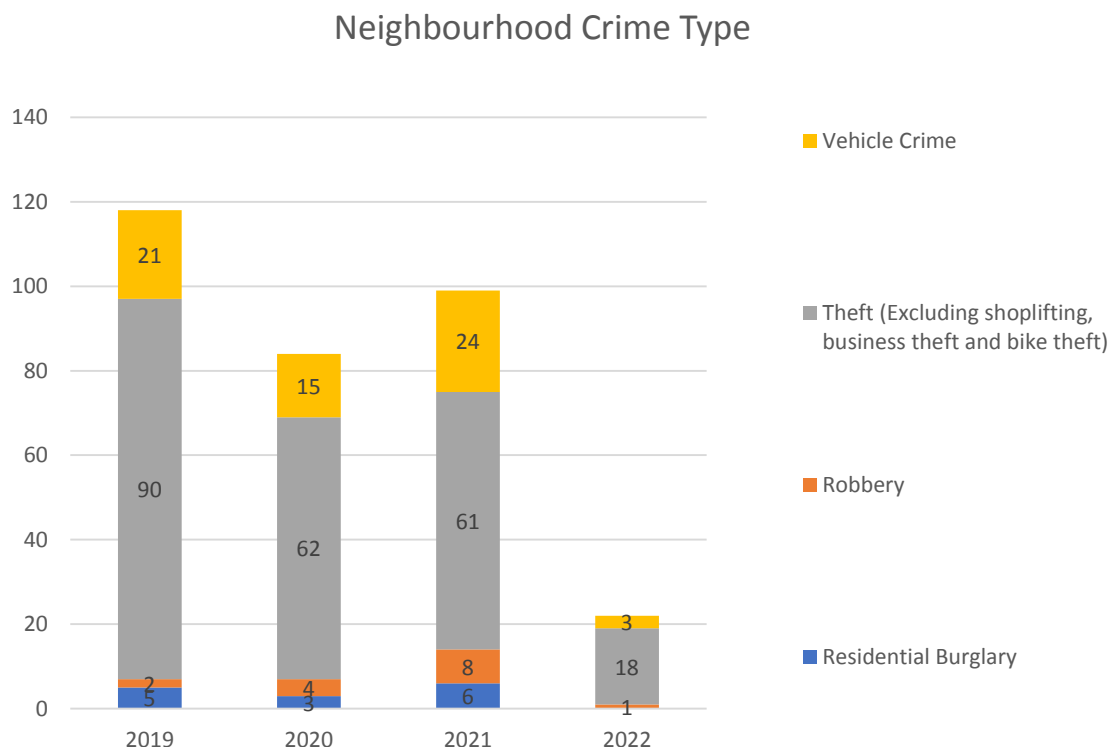
***"There's not always someone nearby or a close location I can trust"***

***"Waiting for a cab is intimidating especially outside [night club] drunk men approach you. Very intimidating"***

Police presence in the NTE has increased to help curtail these issues, however this does not address the root causes and police are unable to cope with both the requirements of assisting vulnerable people, whilst also addressing offences. There is a lack of non-authoritarian guardians in the NTE. Epsom currently has a small number street pastors, however they are older and as such only feel comfortable operating in the early evenings, whereas the peak in violence and disorder is between midnight and 5am, particularly between 3am and 4am. Epsom town centre has an aged CCTV system which is monitored on restricted hours and as such police are unable to pre-empt and deflect issues. Increased access to CCTV by police would also help evidence aggression from door staff.



We are hopeful that some of our chosen responses will also help reduce neighbourhood crime in the area as a secondary benefit:



We believe the primary causes of the issues seen in Epsom include:

- A lack of capable guardians in the town centre to help identify and flag vulnerabilities at an earlier stage. This includes volunteers such as the Street Pastors and ineffective CCTV, also active bystanders.
- Pinch points, especially after venues close, which are a catalyst to violence and ASB. This includes a lack of late-night transport provision and availability of food/refreshments.
- A lack of training and awareness with licenced premises and their staff around VAWG, including drink spiking and identifying vulnerabilities.

We recognise that we must adopt a long-term problem-solving approach to this issue. Many of the proposed interventions will take time to develop, this application is part of a wider series of interventions planned to generate long-term change. To conclude, the funding offered by Safer Streets is integral to allowing the Community Safety Partnership to deliver its commitment to making the town centre safer for women and girls, and to reduce violence and ASB and the fear of such generated by the NTE.



## 2. Mandatory consultation

- a) **Please provide the details of the stakeholder groups you have consulted with in the development of this bid.** This should include at least two, relevant local or national organisations. For example, if your bid is targeting VAWG, you might choose to consult with a women's charity and a local organisation with responsibility for women and girls, such as a school or college. This consultation requirement applies to all bidders: PCCs, BTP, LAs and eligible CSOs.

**This question has a 0% weighting but is a showstopper. Failure to provide details of the groups or organisations consulted in the development of your proposals will result in your bid being unsuccessful.**

### Details of groups engaged through consultation:

- Organisation name: Go Epsom (Business Improvement District)
- Area of focus/interest: Vitality and growth of businesses in Epsom Town Centre
- Website (if applicable): <https://goepsom.com/>
- Key Contact: [REDACTED] (BID Manager)
- Key Contact email address: [REDACTED]
- Key Contact phone: [REDACTED]
- Key Contact signature: [REDACTED]

- Organisation name: Epsom Street Pastors
- Area of focus/interest: Safety and welfare of users of the night-time economy
- Website (if applicable): <https://streetpastors.org/locations/epsom/>
- Key Contact: [REDACTED]
- Key Contact email address: [REDACTED]
- Key Contact phone: [REDACTED]
- Key Contact signature: [REDACTED]

- Organisation name: War on Woman (Epsom VAWG campaign group)
- Area of focus/interest: Campaign to end violence against women and girls
- Website (if applicable): <https://instagram.com/waronwoman?igshid=YmMyMTA2M2Y=>

- Key Contact: [REDACTED]
- Key Contact email address: Via Instagram
- Key Contact phone: [REDACTED]
- Key Contact signature: [REDACTED]

- Organisation name: Epsom & Ewell Pub Watch
- Area of focus/interest: Licensed venues including bars and clubs
- Website (if applicable): <https://schemelink.co.uk/schemesite-home.php?s=313>
- Key Contact: [REDACTED] (Chair of Pubwatch)
- Key Contact email address: [REDACTED]
- Key Contact phone: [REDACTED]
- Key Contact signature: [REDACTED]



**b) Response: Assessing rationale for action. (35% weighting)**

**If your bid is successful, this answer will be inserted into your Safer Streets Fund grant agreement and used to track progress over the course of the Fund.** An exemplar line has been included in the table template to provide guidance; please remove this for final submission. **This answer should include:**

**Home Office Funding**

- I. **Summary (500 words):** Please provide a short summary identifying the combination of interventions you plan to deploy, and how these will address the hypothesis in question one. You should also briefly outline the input consultation with key partners has had in determining the chosen approach. Within this short summary, please identify any benefits on other crime types expected, and the number of crimes you estimate you may be able to reduce/prevent where possible.
- II. **Response proposal table (300-word limit per deliverable for the rationale section) – please detail:**
  - Each of the interventions you propose delivering as part of your plan, including specific totals on how many of each intervention you plan to deploy for each deliverable, e.g. rollout of educational programme in the following LSOAs [...]; 400 streetlights to be upgraded.
  - The total cost of delivering the entirety of each deliverable, accompanied by an explanation of how this figure has been reached, e.g. via a quote from a local provider. **The total cost should match the total amount of grant funding you are requesting through this bid, and subsequently match the forecasts provided in Part C.**
  - The rationale behind the selection of each deliverable in this hotspot area, coupled with the evidence that suggests the intervention will be effective. You are encouraged to make use of the Safer Streets Fund toolkit but must explain why the evidence is relevant to your particular local situation.

**Matched Resource/Funding**

- III. **Summary (max 800 words):** Please provide a summary identifying the combination of interventions you plan to deploy using matched funding, how these will address the hypothesis in question one, and the evidence to suggest these interventions will be effective. You are encouraged to draw on the Safer Streets Fund toolkit but must explain why this evidence is relevant to your particular local context. Matched funded interventions must be targeted at meeting the primary objectives of the fund. You should briefly outline the input consultation with key partners has had in determining the chosen approach. Within this short summary, please identify any benefits on other crime types expected.

## RESPONSE ANSWER TEMPLATE – Home Office funding only

### i) Summary (max 500 words)

In our response to the VAWG and ASB issues identified we have focused on creating a safer environment. We strongly believe the emphasis should not be on victim's modifying their behaviour but to promote schemes that improve the safety and wellbeing of those who use our town centre.

**There is a clear need to modernise the CCTV cameras** which are currently end of life. We will utilise a more flexible approach moving away from a fixed control room where the cameras are monitored as part of many hundreds, to a local model where only these cameras are monitored by trained personnel with local knowledge. The CCTV will be monitored during busy weekend periods via 24-hour security based in the shopping centre. Security will be able to speak directly to the police to prevent late night incidents occurring or escalating, feedback live information and protect those who appear vulnerable. The CCTV will also be available for investigation purposes.

**The delivery of a training package for licensed premises** in the town is considered an essential part of the scheme. The #NightTimeSafety Survey identified that patrons did not feel safe attending licensed venues. The package is accredited, and the training will provide a unified approach for licensed premise ensuring appropriately trained staff, feelings of safety and to make Epsom less appealing to offenders.

Thirdly, **a communications package** involving social media and physical advertising will provide reassurance and act as a deterrent by advertising the improvements made. This includes the presence of reliable monitored CCTV, the services of the Night Angels/Street Pastors, the safe spaces provided by accredited businesses and the availability of free anti-spiking and spike detection devices.

The contribution of the Street Pastors is recognised as enduring and successful but during consultations, it was noted that the existing scheme has waned owing to a shortage of willing volunteers in the faith congregations. The bid seeks to **support this existing scheme as well as augmenting it with a complementary scheme** based on experience, specifically in Windsor, a comparable town with a similar scale night-time economy. The concept of developing and supporting a charity aimed at the vulnerable users of the night-time economy is considered viable but owing to the longer lead time for this, funding is sought in the 23-24 year. The charity will be accessible to a wider demographic of volunteers, increasing the number of patrols and assisting more of those who are vulnerable.

Finally, the utility of **providing free anti spiking and spike detection devices** has been considered positive. Anecdotally we know that some parents of students attending the town's University (Epsom contains a major Creative Arts University as well as a Dance School), have bought their children such devices to keep them safe. The devices will be given to licensed premise and patrons to prevent further cases of spiking and to promote a clear message that spiking is not tolerated. The ability for these devices to carry an appropriate logo or written message will further enhance this area.

ii) Response proposal table (this table should not include matched funding)			
Deliverable (please include project management costs as a separate deliverable/item in this table)	Total cost	How has the costed amount been reached?	Evidence/rationale (max 300 words per deliverable)
<b>Replacement of 16 CCTV cameras</b>	£172,512	Quote from CCTV supplier including transmission package for two years. Reusing and refurbishing existing CCTV posts.	<p>The #NightTimeSafety Survey and call it out surveys demonstrate the town centre CCTV system is valued by members of the public and contributes to confidence, particularly during the hours of darkness. Yet the current CCTV, originally funded through a Home Office grant, is 30 years old and no longer fit for purpose, producing imagery, which is of low utility, particularly during the hours of darkness. See: <a href="https://www.surreycomet.co.uk/news/20052047.appeal-three-assaulted-waterloo-road-near-nandos-epsom-grill/">https://www.surreycomet.co.uk/news/20052047.appeal-three-assaulted-waterloo-road-near-nandos-epsom-grill/</a>. The toolkit indicates the value of a monitored system over non monitored so the proposal is novel in that it will not be reliant on a fixed monitoring location. Instead using 4G and the nascent 5G network combined with cloud storage in place of traditional fixed transmission lines, monitoring from a variety of locations will be possible including the security office in the shopping centre, the police Force Control Room and the local safer neighbourhood team office (with appropriate safeguards and governance). Since these cameras are marketed as mobile as they are demountable and feature wireless transmission, it will be possible to relocate them depending on future demand. The flexibility of this system will have additional benefits in the daytime, particularly in the field of retail crime, bike theft and missing person searches. The LSOA area proposed is confined to the Epsom Town Centre, specifically E01030411 although there are collateral benefits for surrounding LSOAs, some of which feature in the call it out survey.</p> <p>Consultation on this approach has been conducted with the Business Improvement District (Go Epsom), who are supportive as are the Pub Watch group.</p> <p>The Council currently fund the existing transmission costs of the present CCTV system. It is proposed that this will continue under any new CCTV system for the foreseeable future - the costs being broadly similar.</p>

<b>Staff training and accreditation for licensed premise within the town centre to increase safety and awareness</b>	£54,450	<p>Quote from contractor includes brand license and material, coordination and project management, training and accreditation</p>	<p>VAWG related incidents and drink spiking have been highlighted as areas of concern through several channels including the call it out survey and social media. The #NightTimeSafety Survey recently conducted by police shows that members of the public feel unsafe whilst attending our late-night licensed venues. In Epsom we have an active campaign group called WarOnWoman who are campaigning to end sexual violence in Epsom. VAWG is also included as a priority for the Community Safety Partnership.</p> <p>An accredited scheme for licensed businesses across Epsom will ensure a unified approach from our venues. Staff will be trained to support victims of sexual violence with a trauma informed approach and to understand perpetrator tactics and feel confident in reporting incidents.</p> <p>The use of brand and promotional materials will also promote the scheme and reassure users of the night-time economy that venues are trained. This will make them feel safer and make it less appealing for offenders committing crimes of VAWG and drink spiking.</p>
<b>Specific communications package for Epsom Night-time economy promoting the safety of patrons in the town centre, the improvements made and promotions around personal safety</b>	£25,000	<p>Quote from Surrey Police</p> <p>Quote is to the same value as a previous Safer Streets request for comms support in Woking. This figure would allow for, among other measures, digital and physical advertising materials in and around Epsom</p>	<p>The night-time economy is more frequently used by younger customers who are less likely to follow the social media accounts of the local police and council. Often their feedback is not heard directly, and any feedback provided states that local authorities do not listen or provide support. There are also concerns that incidents are under reported.</p> <p>A specific communications package to promote awareness and to target the night-time economy users to open lines of engagement, encourage reporting, highlight the behavioural change needed to ensure an effective police response but also encourage the feelings of safety.</p> <p>The campaign will also aim to deter offenders knowing that the local partners and community will not tolerate this behaviour.</p>



		town centre, targeted social media, and Surrey Police comms and branding support throughout.	
<b>Street Pastors assistance with uniform and training.</b>	£2,500	£500 per person to train and provide uniform (Quote from Street Pastors)	<p><i>Epsom have a small team of Street Pastors, a faith-based volunteer initiative. Volunteers patrol the town centre on Friday evenings and care for, listen to and help people who need assistance after using the night-time economy. The scheme recruits from several churches in the area and the bid will allow them to advertise, recruit further volunteers, provide training, complete DBS checks and provide them with uniform.</i></p> <p><i>This support is invaluable to ensure vulnerable people receive assistance whilst allowing Police and Ambulance units to remain available and attend to other incidents that require assistance.</i></p>
<b>New Night Angels volunteer support scheme to collaborate with the Street Pastors.</b>	£9,250	<p>£3,000 Charity set up costs (Quote from supplier)</p> <p>£800 – Website (Quote from Comms Team)</p> <p>£450 (£15 x 30) – DBS Check</p> <p>£3000 (£100 x 30) (Quote from supplier)</p>	<p><i>The Street Pastors work on Friday evenings and due to difficulties in finding volunteers from the faith community, the service is currently only available every other week and not available at all during the early morning hours where there are typically an increased number of potentially vulnerable people looking to make their way home.</i></p> <p><i>Venues have reported a 25-30% increase in use of the night-time economy even over pre-covid levels and due to this we need a further voluntary scheme (current working name - Night Angels), to work in conjunction with the Street Pastors. The scheme will be set up on a model already in existence in Windsor: <a href="https://streetangelswindsor.org/">https://streetangelswindsor.org/</a> a charity which allows recruitment and training to non-faith related volunteers which will assist in expanding the availability of volunteers and providing the support required in the Town Centre on a Friday and Saturday evening.</i></p> <p><i>The costs are to set up the charity and include charity registration and trustee packages, provide training in conflict management, observational skills and first aid. All volunteers will be DBS checked and the scheme requires advertising and the purchase of promotional material.</i></p>

		£2,000 – Advertising and promotion of scheme  (Quotes from Windsor Street Angels scheme)	
<b>Purchase of drink testing kits and preventative bottle stops to prevent drink spiking.</b>	£8,000	£7000  (Quote from test kit supplier)  £1000  (Quote for bottle spikes supplier)	<i>Reports of drink spiking have increased in Epsom Town Centre. To prevent further incidents and to support the venues the bid includes the purchase of test kits which can be given to licensed premise and customers. For large bulk orders the company also print logos / messages on the test kits which can assist in promoting the use of the kits in the Town Centre.</i>  <i>There are further preventative measures available including bottle spikes which narrows the neck of the bottle to a straw size to reduce the risk of spiking. The bottle spikes are single use and will be purchased in bulk.</i>  <i>The purchase of tests and bottle spikes will promote awareness and prevent the risk of spiking in Epsom Town Centre.</i>
<b>Total cost:</b>	<b>£271,712</b>		

### **RESPONSE ANSWER TEMPLATE– Matched funding only**

#### **III) Summary (max 800 words)**

The matched funding is drawn from payment in kind from Epsom & Ewell Borough Council and Surrey Police with a financial outlay from the Business Improvement District (Go Epsom).

Surrey Police have noted the concerns raised regarding VAWG and ASB associated with the night-time economy. Feedback provided by members of the public in the call it out survey and the #NightTimeSafety Survey advised that they felt unsafe in the town centre and felt that there was a lack of police adding to the feelings of unease. As a result of the feedback and the escalation of incidents Surrey Police have agreed to provide an enhanced presence

on the streets of Epsom. This is made up of one sergeant, six constables and one special during the overnight periods of Friday and Saturdays for the coming year. The enhancement totals £471,557 per year.

The police will be wearing high visibility jackets to ensure they are seen, and their presence will prevent incidents of violence occurring or escalating. They will also be available to assist any vulnerable or intoxicated people who may need assistance or who have become separated from their friends to prevent any harm occurring. Their presence not only allows prompt response to incidents but prevention of crime, reassurance to the public, and reinforces the message that Epsom is a safe place to enjoy during the night-time period.

Epsom & Ewell Borough Council have agreed to fund the project management costs on a part time basis at the amount of £1500 per month for the duration of the planning and implementation phase. By having a dedicated project manager, we can ensure that the project is delivered in a timely manner whilst ensuring the outputs, risks and mitigations are met. The project manager will act as a point of contact for the Home Office and maintain a record of expenditure including monitoring and declaring any underspends.

The Council have also allocated a proportion of the street cleansing budget to remove litter, particularly alcohol related litter, graffiti and detritus from the town amounting to £43,875 ending 31 March 2024. Our response is based on the influential broken window theory (Wilson & Kelling, 1982) which states that any visible signs of crime and civil disorder, such as broken windows, littering, vandalism, and loitering, create an urban environment that promotes even more crime and disorder. The allocation to street cleansing will prevent environmental degradation and feelings of an unsafe and unloved environment curbing further crime.

The Business Improvement District (Go Epsom) have agreed to fund the local monitoring of the CCTV system at a cost of £50,000 per annum. CCTV is an excellent investigative tool, but it is evidenced by the College of Policing that CCTV requires monitoring of live footage to be effective as a preventative measure.

The presence of CCTV aids in the reduction of crime by increasing the offender's perception of the risk they may get caught, increasing the actual risk of getting caught and encouraging the public use of an area to be used in an appropriate manner. The monitoring of the CCTV will act as a preventative measure because incidents will be monitored live and fed directly into the Police and licensed premise. This will allow police to be present before incidents occur or escalate. The CCTV will also be monitored in the local shopping centre security office. This means that the CCTV operator will have local knowledge and be reviewing a reduced number of cameras compared to a CCTV control room permitting close attention to this area. As a secondary benefit the CCTV will be available 24/7 which will have the same benefits to the town centre during the daytime.

**c) Delivery: Ensuring the proposed activity can be delivered in the requisite timeframe. (25% weighting)**

**Please complete the below Delivery Answer Template detailing how you plan to deliver each individual deliverable by 30 September 2023.**

If your bid is successful, the submitted version of the Delivery Proposal Template will be inserted into your Safer Streets Fund grant agreement and used to track progress over the course of the fund. Exemplar lines has been included in the template to provide some guidance; please remove this for final submission. This template should include:

- I. **Summary (max 200 words):** A summary of governance and delivery arrangements and procedures that are or will be put in place for the project to ensure delivery internally and across different partnership groups. For example, the delivery board/s that will oversee funding, how often they will meet, an explanation of dedicated project resource, and the project management processes that will be employed. Please reference to how you will ensure that you have the relevant expertise in place to deliver.
- II. **Delivery table including:**
  - A clear description of each deliverable.
  - A clear description of roles and responsibilities of all parties that are involved / a summary of partnership arrangements for the delivery of each deliverable.
  - Notation of the milestones you will have to hit to ensure you deliver this project before the end of the funded period.
  - Your assessment of the main risks to delivery (including where delivery is dependent on external factors – e.g. planning permission, new suppliers) – and any mitigating actions and contingency plans you will put in place to ensure the project runs as outlined to time and budget.

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## DELIVERY ANSWER TEMPLATE

### **i. Summary (max 200 words):**

Epsom & Ewell Borough Council (EEBC) will lead the bid and will provide a project manager who will arrange monthly project meetings. The project team will consist of the Council, Surrey Police, a representative from the Police and Crime Commissioner and the BID. A formal project plan and risk register will be developed and managed by the project manager, referencing the milestones, timescales, outputs, risks and mitigations. The plan and risk register will be reviewed and overseen by partners at monthly meetings.

The project manager will be the point of contact for the Home Office and external evaluator completing all the various returns and monitoring outcomes. Additionally, they will maintain a record of expenditure and work with the Council's finance team to ensure the spend is following the expected profile.

The Council will operate the tendering process using its existing procedures. The Council will have overall responsibility for the project represented by its Head of Housing and Community who will ensure accurate financial reporting in monitoring returns and declaring any

underspends via the project manager. Where expertise is unavailable to partners, it will be acquired through external consultancy, and this has been factored into the proposed bid.

**ii. Delivery table (no word limit) – this table should only refer to home office funded deliverables**

Deliverable	Partner involvement and governance	Milestones	Risks and mitigations
Replacement of 16 CCTV cameras	Epsom & Ewell Borough Council will lead on this utilising ESPO Framework 268.	<p>Begin formal procurement process to select CCTV provider – 1 August 2022</p> <p>Complete procurement and begin delivery with successful provider – 1 December 2022</p> <p>Complete full installation of 16 CCTV and commissioning by 28 February 2023.</p>	<p>Risk: long/delayed lead-in times for receiving equipment.</p> <p>Mitigation: Use of framework agreement for rapid procurement. Informal contact with potential supplier indicates the industry is able to deliver within expected timescales.</p> <p>Risk: Viability of some of the locations is compromised through practical issues or inability to deploy with a minimal collateral intrusion.</p> <p>Mitigation: The numbers of cameras will be scaled back with any resulting saving being utilised as contingency or returned to funding source.</p>
Staff training and accreditation for licensed premise	The syllabus and content of this training course will be reviewed by the bid	Tendering for the opportunity using online tendering portal “procontract” minimum 28 day tendering window	Risk: Insufficient time to deliver the project

within the town centre to increase safety and awareness	partners but the contract for delivery is expected to be with Epsom & Ewell Borough Council	preceded by 4 weeks to write the specification and a further 4 weeks for evaluation. Expected date of 1 November for contract signing.  Likely training to commence Q4 22-23 in time for deadline of 31/3/23	Mitigation: Tendering opportunity will make clear the timescales and suppliers will be contractually bound to deliver in the timeframes expected.  Risk: Poor reception amongst licensed premises  Mitigation: Approaches to the chair of pubwatch has indicated there will be a good take up
<b><i>Specific communications package for Epsom Night-time economy promoting the safety of patrons in the town centre, the improvements made and promotions around personal safety</i></b>	Surrey Police will lead on this in consultation with other partners. Opportunity to utilise council street furniture assets as well as bus shelters, advertising boards and railway station.	Development of the package during November and December 2022.  Package ready for January 2023 start.	Risk: Creating comms that will engage with night-time economy patrons, who may already be intoxicated by the time they arrive in the town centre.  Mitigation: Target comms to a wider audience – night-time economy staff and Epsom residents – along with potential digital comms via social media that could reach the intended audience ahead of time.  Consideration to be given to making our messaging very simple and clear and not trying to overload the intended audience with information that will then be forgotten. Surrey Police have experience in delivering communications packages.
<b><i>Street Pastors assistance with uniform and training.</i></b>	<i>Epsom &amp; Ewell Council has existing suppliers of uniform and can source training with minimal effort given the low proposed spend</i>	<i>Obtain a formal written request of support requirements from Street Pastors – 1 October 2022. Expected deployment of training and new uniforms/support gear by 1 December 2022.</i>	

<b><i>New Night Angels volunteer support scheme to collaborate with the Street Pastors.</i></b>	Epsom & Ewell Borough Council to lead. Longer lead time item planned for 23-24 spend. Consultation with stakeholders including statutory agencies and borough councillors prior to decision to proceed.	Expected due diligence work conducted April – June 2023 including defining charitable aims and the structure. Estimated timeframe for establishment is 1 September 2023 allowing for recruitment with support obtained from external advisor.	<p>Risk: Insufficient expertise available to properly establish the charity</p> <p>Mitigation: Emulating a successful similar approach reduces the likelihood of unforeseen problems and buying in support from outside to establish the charity reduces the risk. Longer timeframe selected to allow for space to plan the arrangements.</p>
<b><i>Purchase of drink testing kits and preventative bottle stops to prevent drink spiking.</i></b>	Epsom & Ewell Council to lead based on input from licensed businesses and pubwatch group. Agreement with stakeholders on messaging to be printed on material, allocations and means for distribution.	<p>Obtain samples and complete stakeholder meetings by 31 October 2022. Order placed buy 15 November 2022.</p> <p>Delivery and deployment in January 2023 to coincide with commencement of comms package.</p>	<p>Risk: Poor take up either by the venues or the customers of the venues</p> <p>Mitigation: This step to be supported by the communications package and via the pub watch members. There is an opportunity for distribution more widely such as the local Creative Arts University</p>

**d) How will you sustain the impact of your plan after the funding period has ended? (15% weighting)**

**Please complete the below Sustainability Proposal Template detailing how you plan to ensure sustainable impact of your proposals beyond the funded period (no word limit).** Bidders should demonstrate commitment to maintaining physical interventions, such as CCTV and streetlighting, beyond the funded period. For interventions where the likelihood of impact is less well-evidenced, such as for VAWG and ASB interventions, there should be plans to sustain the interventions so long as they are assessed as effective. This answer includes a declaration that you will regularly assess whether your interventions remain impactful; if you were to make an assessment that these interventions did not appear to deliver benefits, we would not expect you to sustain interventions.

If your bid is successful, the submitted version of the Sustainability Proposal Template will be inserted into your Safer Streets Fund grant agreement and used to track progress over the course of the fund. An exemplar line has been included in the template as guidance; please remove this for final submission. This template should include:

- The identification of the ongoing costs (if any) to each deliverable/ intervention proposed in your bid.
- A statement about how these costs will be met and how the intervention will be maintained beyond the funded period, including identifying any partnership agreements.
- Information on how you expect each deliverable to deliver impact beyond the funded period.
- If the intervention will not be sustained, a suitable explanation for why it is not needed beyond the funded period.

### **SUSTAINABILITY PROPOSAL TEMPLATE**

<p>If implementing innovative/experimental proposals, can you confirm that you will regularly assess the impact of your proposals, and commit to sustaining them if they remain impactful?</p>	Yes		
<b>Deliverable (Home office funded deliverables only)</b>	<b>Identify any ongoing costs beyond funded period</b>	<b>How will these costs be met and the intervention maintained beyond the funded period? Partner agreements should be identified.</b>	<b>How this will deliver impact beyond funded period</b>
Replacement of 16 CCTV cameras	Aprox £22,000 p/a transmission and storage costs.	Epsom & Ewell Borough Council proposes to switch its similar annual budget used to support the current legacy system to this new installation.	In the longer term, given the proposals involve the use of wireless technology, there are opportunities to adjust, add to and redeploy the locations for minimal cost. This is considered an enhancement to the proposals over and above the initial placement of the cameras and



			constitute additional benefits of the initial investment.
Staff training and accreditation for licensed premise within the town centre to increase safety and awareness	Following initial training, it will occasionally be necessary for refresher training to be deployed. This is not expected to be at the same level of cost as the initial training however precise costs and timescales have not been obtained.	<p>The Council will consider part funding update training alongside other partners and the businesses themselves. There is precedent for this level of support for example the BID currently cover the insurance costs of the pubwatch group.</p> <p>The pubwatch group itself is key to the lasting effect of this intervention and an appropriate partner agreement would be drawn up to allow elements of this training to be taken forward to future years delivered as part of pubwatch itself.</p>	Clearly the effect of training will wain after a period of time although it is anticipated the training materials will be available to allow the businesses to continue to access the resources. There is mitigation in that the training is accredited and if it is not maintained the accreditation will lapse providing an incentive for renewal. It is expected that the pub watch group would be the delivery vehicle for refresher training utilising partner funding accessed via the Community Safety Partnership..
Specific communications package for Epsom Night-time economy promoting the safety of patrons in the town centre, the improvements made and promotions around personal safety	None		The budget will allow for the acquisition of physical communications assets which will persist beyond the funded life of the project and which will be made available to partners.

Street Pastors assistance with uniform and training.	None identified	There are no ongoing funding costs associated with street pastors but Epsom & Ewell Council would be receptive to reasonable requests for funding for equipment and supplies provided it was in support of the objectives in this bid.	
New Night Angels volunteer support scheme to collaborate with the Street Pastors.	The precise format of the new proposed charity is not set and much of the initial funding will sustain it for many years and it is not expected to require an extensive working capital. During the scoping period investigations will be held about the likely running costs which are expected to be minimal and how the charity might raise those funds.	To be identified	It is important that the proposed charitable model provides a sustainable vehicle for delivery of the aims and experience from elsewhere shows that it does work. By emulating the approach of others and some of the steps taken, partners are confident that this is the correct approach to provide a lasting effect from the initial investment.
<b>Purchase of drink testing kits and preventative bottle stops to prevent drink spiking.</b>	None identified.	No ongoing costs other than storage which will be provided by the Borough Council.	The potential supplier confirms test kits have a 5 year shelf life and it is proposed to distribute them in bulk initially followed by fulfilment periodically as required by businesses. Any new business will be offered the facility. Partners will use existing links with educational establishments to distribute material at freshers fairs etc.



## Part C – Forecast Expenditure and Financial and Organisational Capability

You may be contacted by the Authority if this assessment identifies any significant causes for concern and the authority reserves the right to seek additional information and/ or assurances in these circumstances. Where you believe concerns may be raised, which you have not already addressed in your submission, please provide additional supporting information and/or explanation in your response.

This section requests completion of the overleaf template to provide a plan of how funds will be spent over the delivery period. **Please note that funds allocated for the 2022/23 financial year can only be spent until 31 March 2023, while funds for the 2023/24 financial year must be spent by 30 September 2023. Funding allocated for the 2022/23 financial year cannot be rolled over into 2023/24 as per HM Treasury regulations.**

1. Please complete the overleaf Financial Forecasting Templates, detailing your:
  - a. Projected expenditure of Home Office funding in the 2022/23 financial year (ending 31 March 2023).
  - b. Projected expenditure of Home Office funding in the 2023/24 financial year (this funding must be spent by 30 September 2023).
  - c. Projected expenditure of matched funding in the 2022/23 financial year (ending 31 March 2023).
  - d. Projected expenditure of matched funding in the 2023/24 financial year (this funding must be spent by 31 March 2024).
- The figures provided in the overleaf template will be compared against the figures provided in in Parts A and B, so please ensure these figures add to the same total. As these are forecasts, please leave the 'Actual' columns empty.
2. **CSOs only: please provide a copy of your audited accounts for each of the most recent two years (including details of reserves held).**

The relevant document(s) should be attached to this application; confirmation and attachment(s) is/are required; the information provided will be assessed to test the financial viability and robustness of an organisation.

If you are unable to provide a copy of your audited accounts then please provide, in order of preference, one of the following:

- A Statement of the Turnover, Profit & Loss account / Income Statement, Balance Sheet / Statement of Financial Position, and Statement of cash flow for the two most recent years of trading for this organisation. A statement of the cash flow forecast for the current year, and a bank letter outlining the current cash and credit position.
- A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.
- Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

If you are able to only partly provide the information requested above please attach supplementary information as required:

- If your accounts are unaudited please provide suitable independent confirmation of your financial position e.g. bank letter.
- If you only submit abbreviated accounts please provide excluded information.
- If your most recent accounts are more than 12 months old please provide additional management information for the most recent financial period.

**Grant funding is (to be ring-fenced) for use only to support delivery of the Purpose; Bidders must operate effective monitoring and financial management systems.**

[Please turn-over to next page]

Financial Forecasting Templates – Home Office funding (this should not include matched funding):

Reporting period 2022/23	People expenditure (£)		Equipment expenditure – capital (£)		Equipment expenditure – expense (£)		Subcontracting expenditure – capital (£)		Subcontracting expenditure – expense (£)		Other expenditure – capital (£)		Other expenditure – expense (£)		Total (£)
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	
Jul-22															
Aug-22															
Sep-22			£12,862.40												
<b>Q2 total</b>			£12,862.40												£12,862.40
Oct-22															
Nov-22															
Dec-22			£2,500.00						£13,612.50						
<b>Q3 total</b>			<b>£2,500.00</b>						<b>£13,612.50</b>						<b>£16,112.50</b>
Jan-23			£8,000.00						£13,612.50		£8,333				
Feb-23			£115,761.60		£43,888				£13,612.50		£8,333				
Mar-23									£13,612.50		£8,333				
<b>Q4 total</b>			<b>£123,761.60</b>		<b>£43,888</b>				<b>£40,837.50</b>		<b>£25,000</b>				<b>£233,487.00</b>
<b>Grand total expenditure for 2022/23</b>			<b>£139,124</b>		<b>£43,888</b>				<b>£54,450</b>		<b>£25,000</b>				<b>£262,462</b>



Reporting period 2023/24	People expenditure (£)		Equipment expenditure – capital (£)		Equipment expenditure – expense (£)		Subcontracting expenditure – capital (£)		Subcontracting expenditure – expense (£)		Other expenditure – capital (£)		Other expenditure – expense (£)		Total (£)
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	
Apr-23									£3,083.30						
May-23									£3,083.30						
Jun-23									£3,083.30						
<b>Q1 total</b>									<b>£9,249.90</b>						<b>£9,249.90</b>
Jul-23															
Aug-23															
Sep-23															
<b>Q2 total</b>															
<b>Grand total expenditure for 2023/24</b>									<b>£9,249.90</b>						<b>£9,250</b>

Home Office funding

£271,712

**Grand total expenditure for 2022/23 and 2023/24 financial years combined** (should match Part A, question 2).

**Financial Forecasting Templates – Matched funding** (these tables should include matched funding only)

Matched funding only															
Reporting period 2022/23	People expenditure (£)		Equipment expenditure – capital (£)		Equipment expenditure – expense (£)		Subcontracting expenditure – capital (£)		Subcontracting expenditure – expense (£)		Other expenditure – capital (£)		Other expenditure – expense (£)		Total (£)
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	
Jul-22	£43,767.13														
Aug-22	£43,767.13														
Sep-22	£43,767.13														
<b>Q2 total</b>	£131,301.40														
Oct-22	£43,767.13														
Nov-22	£43,767.13														
Dec-22	£43,767.13														
<b>Q3 total</b>	£131,301.40														
Jan-23	£43,767.13														
Feb-23	£43,767.13														
Mar-23	£47,933.80														
<b>Q4 total</b>	£135,468.07														



Total matched funding expenditure for 2022/23	£398,070.87													
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Matched funding only															
Reporting period 2023/24	People expenditure (£)		Equipment expenditure – capital (£)		Equipment expenditure – expense (£)		Subcontracting expenditure – capital (£)		Subcontracting expenditure – expense (£)		Other expenditure – capital (£)		Other expenditure – expense (£)		Total (£)
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	
Apr-23	£47,933.80														
May-23	£47,933.80														
Jun-23	£47,933.80														
<b>Q1 total</b>	£143,801.40														
Jul-23	£47,933.80														
Aug-23	£47,933.80														
Sep-23	£47,933.80														
<b>Q2 total</b>	£143,801.40														
Oct-23	£46,387.73														
Nov-23	£46,387.73														
Dec-23	£46,387.73														
<b>Q3 total</b>	£139,163.20														
Jan-24	£46,387.73														
Feb-24	£46,387.73														

Mar-24	£46,387.73														
<b>Q4 total</b>	£139,163.20														
<b>Grand total expenditure for 2023/24</b>	<b>£565,929.20</b>														

<b>Match funding</b>	<b>£964,000.07</b>
<b>Grand total expenditure for 2022/23 and 2023/24 financial years combined</b> (should match Part A, question 5).	

## Part D – Commercial and Financial Declarations

### 1. Financial Declarations:

Please confirm that (Yes/No):

- a) Your organisation has met the terms of its banking facilities, loan agreements, and creditor obligations during the past year.
- b) Grant funding will be used only to support delivery of the purpose.
- c) Expenditure will be closely monitored and reported to the Authority each quarter and at the request of the Authority.
- d) No more than 7% of the award value will be used for indirect administration costs (a cost that cannot be directly attributed to the project).

If you are unable to confirm any of the above requests, please answer 'No' below and provide explanation.

Please be advised that failure to confirm these requests may result in your bid being unsuccessful.

- a) Yes
- b) Yes
- c) Yes
- d) Yes

### 2. For Civil Society Organisations only - please confirm:

- a) You are a registered charity, a regulated 'exempt charity', a charitable incorporated organisation or a social enterprise.
- b) You have been established for at least two years;
- c) The amount of funding sought does not represent more than 50% of your annual turnover for that financial year; and
- d) You have attached the records requested in section C.
- e) Your bid should result in a wide community impact. As an indication, bidders in previous rounds of the Fund have been advised to target areas of between 500 and 3,500 households (or 1,000 to 9,000 residents), which corresponds approximately to between one and three Lower Super Output Areas (see 6.2 for

further information on LSOAs). However, this will depend on the amount of funding requested and the rationale provided for the proposals.

The Authority will assess your turnover against its own estimated annual value of individual grants to be awarded. If it is of the opinion that a lower turnover represents a significant risk to the Authority, it may result in a Bidder being excluded from further participation in the procurement process unless an appropriate parent or other type of guarantee can be provided.

- a) Yes
- b) Yes
- c) Yes
- d) Yes, records attached.
- e) Yes

### 3. Commercial Declarations:

Please confirm that (Yes/No):

- a) You have not had a grant agreement terminated for default in the last three years.
- b) The funding being bid for from this opportunity is not double funding.
- c) This organisation has the legal authority to carry out the work proposed in this bid
- d) If you are an LA or PCC bidder, this bid has been authorised by the relevant PCC for your area, as detailed in Part A, Question 1. This question is automatically confirmed if you are a PCC.

- a) Yes
- b) Yes
- c) Yes
- d) Yes

**4. Please include the names and signatures of all organisations involved in the development and delivery of this bid. For LAs and PCCs, this must include the signature of the PCC whose area this bid falls within.**

**Name:** [REDACTED] [Head of Housing and Community]

**Organisation:** Epsom and Ewell Borough Council

**Date:** 10/05/2022

**Signature:** [REDACTED]

**Name:** [REDACTED] Borough Commander Inspector

**Organisation:** Surrey Police

**Date:** 10/05/2022

**Signature:** [REDACTED]

**Name:**

**Organisation:**

**Role:**

**Date:**

**Signature:** \_\_\_\_\_

(repeat as necessary)

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## **CLIMATE CHANGE ACTION PLAN: REVIEW & PROGRESS UPDATE**

<b>Head of Service:</b>	Victoria Potts, Head of Place Development
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Climate Change Action Plan

### **Summary**

This report provides a review and update on the progress of the Council's Climate Change Action Plan

Recognising the Council's role in helping address the serious and accelerating impact of climate change on the environment and people's lives, the Council approved an ambitious climate change action plan at its meeting on 20 January 2020.

The plan was agreed as a living document that would be updated and reviewed annually.

This review has included the following amendments:

- Moving 8 actions, that are out of the direct control of the Council, to an Annex.
- Adding 7 new actions (highlighted blue in the plan).
- Prioritising 9 actions which have the greatest potential for reducing carbon emissions (highlighted pink in the plan).
- Providing estimated costs for actions which will require additional finance to deliver (highlighted green in the cost column of the plan).
- Updating timescales and removing the breakdown by year

And the latest update on the progress of each action has also been included.

The updated Action Plan is provided in Appendix 1.

### **Recommendation (s)**

**The Committee is asked to:**

- (1) Agree the changes to the Climate Change Action Plan**
- (2) Consider the progress made on the delivery of the Council's Climate Change Action Plan over the year to date**

## **1 Reason for Recommendation**

- 1.1 A review of the Climate Change Action Plan has not taken place since its adoption in January 2020. The plan was agreed as a living document that would be updated and reviewed annually, as a minimum.
- 1.2 Reviewing and updating the plan ensures the actions it contains remain relevant and deliverable by the Council, and continues to support the Council's carbon neutral commitment.

## **2 Background**

- 2.1 A cross party task and finish group was established to oversee the development of the Council's first Climate Action Plan. This was approved by this Committee and full Council on 20 January 2020 alongside the approval of the target, that the Council would be carbon neutral by 2035.
- 2.2 The Climate Change Action Plan details objectives to be completed over a 4-year period in order to combat climate change. The Council aims to be net carbon neutral by 2035 and this is proposed through a number of themes:
  - Theme 1 - Council Leadership and influencing others
  - Theme 2 – Improvements to the environment
  - Theme 3 - Council buildings and energy use
  - Theme 4 - Tackling and minimising waste
  - Theme 5 - Council transport & switching to lower polluting vehicles
  - Theme 6 - Use of technology & information system
- 2.3 An annual update on the actions was provided to the Committee on January 2021 and January 2022 but the plan has not been comprehensively reviewed since it was approved in January 2020 and therefore its review is overdue.
- 2.4 This review has identified a number of changes to be made which are set out in the following points (2.5-2.11). The updated plan is provided in Appendix 1.
- 2.5 8 actions were identified as outside of the direct control of the Council to deliver. These actions have been moved to an Annex at the end of the plan.



- 2.6      7 new actions have been added to the plan (highlighted blue in the plan). The new actions are taken from best practice examples from other local authority climate change plans and cover areas not previously addressed in the plan. For example implementing opportunities to reduce energy consumption in leased properties (action 23). The new actions will support the Council in achieving its Climate Change targets.
- 2.7      9 actions have been identified as a priority in the immediate term. These actions are those that have been prioritised in the Annual Plan or through delivery can make a significant contribution to reducing carbon emissions for the Council's operations and the Borough (highlighted pink in the plan). For example the action 'Reduce CO2 emissions caused by gas and other fossil fuel powered heating systems' (action 19) could reduce the Council's operational carbon emissions by up to a quarter.
- 2.8      The timescales for delivery of each action have been updated and the breakdown of actions per year removed. This is due to many actions having an ongoing nature or are to be delivered over a longer time period than a single year and this is captured better within individual timescales for each action.
- 2.9      The Annual Plan 2022/23 includes an action for the Climate Change Action Plan to be costed. Whilst many of the actions within the plan can be delivered through existing officer time/budget or are cost neutral, significant investment will be required to deliver others. For those that will require additional financing an estimated cost to deliver has been included but these items will be subject to separate business cases and some are linked to other Council work programmes. It should be noted these are estimated costs based on some known costs, best practice examples and information collated from neighbouring authorities.
- 2.10     Assumptions have been made on how the action could be delivered. For example decarbonising the vehicle fleet (action 27) has been costed based on full electrification with current technology. As hydrogen technology develops it may be considered a more viable option for larger vehicles. Another example is that an assumption has been made on the amount of Solar PV that could be installed on Council owned land and assets (action 21).
- 2.11     The outline cost of delivering these actions is currently estimated to be £12-15m (excluding the new action relating to leased properties which has yet to be costed). As feasibility studies and business cases are developed for specific costed actions, more accurate costs, including grant funding options will be determined.
- 2.12     To support the delivery of the plan a cross party Members Climate Change Working Group (CCWG), and an officer level Climate Change Action Group (CCAG) were set up in early 2022. The updates made to the plan have been shared and provisionally agreed with both working groups.

### 3 Risk Assessment

Legal or other duties

#### 3.1 Equality Impact Assessment

3.1.1 None arising from this report

#### 3.2 Crime & Disorder

3.2.1 There are no implications in terms of crime and disorder

#### 3.3 Safeguarding

3.3.1 None arising from this report

#### 3.4 Dependencies

3.4.1 None arising from this report

#### 3.5 Other

3.5.1 None arising from this report

### 4 Financial Implications

4.1 Paragraph 2.11 identifies an estimated cost to deliver plan actions of £12-15m. More accurate costs will be determined as feasibility studies and business cases are developed for specific costed actions.

4.2 **Section 151 Officer's comments:** Each business case will be assessed once a fully costed proposal has been worked up and potential funding options identified.

### 5 Legal Implications

5.1 None arising from this report

5.2 **Legal Officer's comments:** None arising from this report.

### 6 Policies, Plans & Partnerships

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

6.1.1 Green & Vibrant and supports the delivery of the Four Year Plan.

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

6.3 **Climate & Environmental Impact of recommendations:**

6.3.1 Climate Change is key priority throughout the Action Plan with targets included to support reducing emissions throughout EEBC

6.4 **Sustainability Policy & Community Safety Implications:**

6.4.1 Sustainability considered in all targets – positive implications only

6.5 **Partnerships:**

6.5.1 Surrey Environment Partnership; District & Borough Climate Change Officers Group (Surrey wide)

**7 Background papers**

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

**Previous reports:**

- E&SC Committee: Climate Change Action Plan - Update 25 January 2022
- E&SC Committee: Climate Change Action Plan Update 26 January 2021
- Full Council Climate Change Action Plan 20 January 2020

**Other papers:**

- Climate Change motion to full Council 23 July 2019

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# CLIMATE CHANGE ACTION PLAN

## Introduction

The Council's motion to tackle climate change and address carbon emissions requires a huge commitment and the aim of this initial Action Plan is to start to start strongly on this journey. The Council has developed this initial action plan in response to the climate change commitment agreed at full council on 23 July 2019.

Climate Change is not a standalone single issue for the Council or the Borough. It runs through a broad range of activities and behaviours. The Council has a key leadership role in facilitating and encouraging the changes necessary to lead to a more sustainable borough, one which aims to be carbon neutral. Carbon neutrality can be achieved through day to day choices of everyone that lives and works in the borough – for example how they travel, source their food and where their energy comes from.

The Council will continue to develop and refine this action plan to ensure it achieves its overall goal of being net carbon neutral. This will be developed with other organisations and partners to shape a more comprehensive plan for the Borough. In addition, the Council will look to other Councils and environment campaigning groups to understand developing approaches and best practice as well as look for opportunities to incorporate these into the Plan, as appropriate.

These actions taken together will help the Council to meet its climate change target of 2035 for the Council's operations to be net carbon neutral (hereon in referred to as "the Council's commitment"), ahead of the Government's latest overall target of 2050. Adaption is a strategic long term matter for the Council to manage in line with other wider corporate objectives as specified in the Four Year Plan 2020- 2024.

## What are we going to do?

This action plan focuses on 6 key themes which in turn detail the actions that can be taken to drive progress to becoming carbon neutral. These are:

Theme 1 - Council Leadership and influencing others  
Theme 2 - Council buildings and energy use  
Theme 3 - Council Transport & switching to lower  
polluting vehicles

Theme 4 – Improvements to the environment  
Theme 5 - Tackling and minimising Waste  
Theme 6 - Use of Technology & information systems

Please note that the time-frames within the action plan are indicative and will be kept under review.

### How we will report?

The Climate Change Action Plan will be a living document that will be updated and reviewed at a minimum annually. The action plan will be monitored by the Environment & Safe Communities Committee, initially twice in the first year.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
	<b>THEME 1- Council Leadership and influencing others</b>						
1	Appoint, on a two-year fixed term contract a dedicated full-time post, to coordinate the Council's work on climate change	Environment & Sustainability Officer in post	March 2020	Head of Place Development	Agreed funding for two years by S&R	Appointment to post and implementation of action plan.	Two year appointment was made in 2020. Now replaced with permanent role recruited in Jan 2022
Page 71	Impact of Climate Change addressed in every Council Committee report coming forward	Climate change addressed in committee reports	May 2020	Chief Legal Officer	Within existing budgets	Plans and policies are resilient to climate change as it is considered in all relevant reports	Implemented. All committee reports must now include details of any climate & environmental impact of recommendations.
3	The new Four Year Corporate Plan 2020-2024 to reflect the Council's commitment to Climate Change	Climate change addressed within the themes of the new Four Year Plan	Jan 2020	Head of Corporate Governance	Within existing budgets	Climate change included within new Four Year Plan for 2020 to 2024	Implemented. Tackling Climate Change included as a priority under Green & Vibrant theme in Four Year Plan.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
4 P R I O R I T Y (P) Page 72	Develop and deliver a Local Plan and associated policies that contribute positively and demonstrate the Council's commitment to climate change	<p>Bring forward a Local Plan which includes planning design policies which supports the delivery of new homes that are energy efficient with minimal environmental impact. Through partnership working bring forward the borough's first carbon neutral home and gain a better understanding and knowledge of construction methods and costs.</p> <p>A proposal for the Council to adopt Passivhaus Trust standards (or similar)</p>	Aligned to formal published Local Plan timetable	Head of Place Development	Within existing budgets	<p>Local Plan &amp; Policies approved</p> <p>Actions that support the development of a Passivhaus Trust standards or similar considered</p>	<p>Part of the local Plan process</p> <p>Regulation 18 due end of Oct 2022</p>



	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
5	Actively seek opportunities to develop carbon neutral homes in the Borough	Through the Local Plan process identify potential locations and developers to build the borough's carbon neutral homes	Local Plan formally adopted	Head of Place Development	Within existing budgets. Potential impact on viability of development	A local plan that promotes the build of carbon neutral homes	To be addressed through local Plan policy and for later years
6 Page 73	Identify how sustainability can be taken into consideration as part of the procurement process	<p>Incorporate sustainability, carbon emissions reduction and single-use-plastic elimination into Procurement Strategy.</p> <p>Work with our contractors through our procurement procedures to implement sustainable practices across our estate</p>	<p>June 2022</p> <p>Ongoing</p>	Head of Corporate Governance	Within existing budgets. May be increased costs from contractors	<p>Contractors engaged with</p> <p>Positive outcomes in terms of practice that reduces CO2 emissions</p>	<p>Procurement Strategy updated with policy on sustainable procurement and to take the impact of climate change into procurement decisions.</p> <p>All contractors written to with links to advice. Details on renewable energy &amp; LoCASE grants sent on business newsletter</p>

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
7	Provide information on Council website to promote changes which residents and businesses can make to address impact on climate change	Create a dedicated section on the Council's main website with information and links which enables residents and businesses to contribute to tackling climate change.	Oct 2022	Head of Place Development	Linked to IT Strategy and requiring staff resource	Improved communication and signposting information	A specific page was set up on our webpage. In the process of being reviewed and updated.
8	Increase communications on the impact of Climate Change with the need to reduce greenhouse gas emissions and the requirement for everyone to play their part in making a difference	Use a range of communication channels and signposting on key topics such as: Greater recycling & reducing food waste. Utilities -switch to renewable energy, smart meters, LED bulbs, PV panels, energy efficient boilers & appliances & insulation. Transport – sustainable travel, lower emission vehicles. Environmental – planting, biodiversity	Jun 2022 & Ongoing	Head of Place Development & Comms & Engagement Manager	Requiring staff resource	Information disseminated and shared	Climate Change Comms Plan developed. Delayed implementation due to comms team changes. Due to start roll out from October.  Solar Together campaign (in partnership with SCC) led to 60 residential PV installations.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
		& gardens, promote seasonal and locally sourced foods and more sustainable plant-based diets, reduce food waste.					
9 Page 75	Provide practical help to vulnerable and disabled people to improve energy efficiency in their homes.	Promote and market the take up of available grants and support through the Council's Home Improvement Agency and provide energy efficiency advice through Action Surrey to vulnerable or disabled people	On-going	Head of Housing & Environmental Services	Externally funded including: Warm at Home Grant; Energy Company Obligation (ECO); Local Authority Delivery Scheme (LAD)	No of grants awarded No of enquiries directed to Action Surrey	Ongoing through Action Surrey – Surrey's low carbon community – Delivery of Green Jump Surrey scheme & ECO funding. 1,176 grant measures implemented to date under ECO funding; 37 grant measures under LAD1 & 2 funding. Sustainable Warmth (LAD3) grant funding launched Oct 22.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
10	Review and share good practice in house building and housing management with local Housing Associations	Contact local Housing Associations to understand about what they are doing through construction of new homes and managing existing homes, to reduce CO2 emissions.	Mar 2023 Ongoing	Head of Housing & Environmental Services	Within existing budget	No of contacts with Housing Associations	Ongoing during discussions with Housing Associations. The new Strategic Housing Manager, due to start in Nov, will continue this work.
11 Page 76	Promote take-up of the Borough's allotments and the benefits of local food production	Review vacancy levels of allotments and promote take up where required.	March 2023 Ongoing	Head of Operational Services	Within existing budgets.	Vacancy rate at allotments	There has been a significant increase in applications for allotments. Inspections have resumed and empty plots & non-cultivated plots are being followed up. Empty plots have been offered to those on waiting list and awaiting agreement to proceed. Officers are focussing on allocations and ensuring allotment plots are fully utilised.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
12	Undertake an audit of Council policies to identify their impact on climate change and demonstrate that they are contributing positively to Climate Change	Complete audit of Council policies and plans to identify those that can make the greatest contribution to tackling Climate Change. Develop a programme outlining the timescale and resources for these policies to be reviewed and updated. This includes but is not limited to: Procurement Policy. Medium Term Financial Strategy. Capital Strategy. Asset Management Plan. Biodiversity Policy. Management Plans for parks and open spaces.	March 2022	Head of Corporate Governance and other relevant Heads of Service	Within existing budgets.	All policies & documents updated and published	All policies updated as of March 2022

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
13	Increase number of sustainable planting schemes across the borough	Identify opportunities for new sustainable planting in parks, roundabouts, urban bedding etc.	March 2023	Head of Operational Services	Within existing budgets.	No of sustainable planting schemes	Ongoing approach to more sustainable planting
14	Provide information to support funerals that are ecological and environmental	Provide information & material on ecological and environmental interments	March 2022	Head of Housing & Environmental Services	Subject to separate feasibility and business case	Information signposting	The Council has limited influence on this. Burial of cremated remains are now in Bioboxes instead of Polytainers (plastic containers).
15	Baseline and then monitor the Councils own operational carbon emissions and report annually	Set in place improved data collection in relation to energy usage from owned and operated Council buildings and fuel usage by the Councils vehicle fleet	Dec 22 Ongoing	Environment & Sustainability Officer	Within existing budgets.	Annual overall emission figures for Council operations	<p>Emissions for Council operations baselined for 2019/20.</p> <p>Emission data now collated for 2020/21 &amp; 2021/22 periods.</p> <p>Improved processes for energy monitoring being up through energy bureau service with current provider.</p>

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
<b>THEME 2 Council building and energy use</b>							
16	Move the Council's electricity usage to 100% renewable sources	Review current energy contracts and explore opportunity and timeline to switch to fully renewable sources as early as possible.	Dec 2020	Head of Property & Regeneration	Within existing budgets.	A plan with timescales for moving to 100% renewable electricity	Implemented. All purchased electricity is REGO (Renewable Energy Guarantees of Origin) certified.
Page 7 P R I O R I T Y	Identify & implement opportunities to reduce energy consumption from Council owned and operated buildings	<p>Incorporate reducing CO2 emissions as a criterion for the Council's capital investment programme</p> <p>Identify the highest energy consuming buildings in estate</p> <p>Develop detailed feasibility studies of our top energy consuming assets to identify viable energy efficiency projects that are funding ready.</p>	Oct 2022 On-going	<p>Chief Finance Officer</p> <p>Environment &amp; Sustainability Officer</p> <p>Head of Property &amp; Regeneration</p>	<p>Within existing budgets.</p> <p>Within existing budgets.</p> <p>Funding for projects identified through existing budget, capital programme as agreed by members or external funding £1m+</p>	Reducing CO2 emissions becomes a specific criteria in investment decisions	<p>The Capital programme now includes CO2 emissions as criteria</p> <p>Highest energy consuming sites identified.</p> <p>Asset review of Town Hall to be considered by S &amp; R and then further asset review to follow.</p> <p>Feasibility &amp; funding options being developed for sites not under review.</p>

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
18	Addressing CO2 emissions” to be an explicit priority for action within the Council’s new Asset Management Plan	Audit the CO2 emissions of Council buildings.	Sept 2020	Head of Property & Regeneration	Part of asset review and subject to further business case	Asset management decisions informed by need to tackle CO2 emissions	Postponed while Town Hall options considered, and position determined the Asset Management Plan was approved by S&R in July 2020 with a KPI on emissions
19	Reduce CO2 emissions caused by gas and other fossil fuel powered heating systems	Undertake a review of our current heating systems and identify options for tackling the highest emission buildings exploring alternative technology such as ground and air source heat pumps. Report back to Strategy and Resources outlining the findings of the review and the proposed next steps.	Dec 2022 On-going	Head of Property & Regeneration	Part of asset review and subject to further business case. Approx £2-3m	Report	Review undertaken as part of asset reviews for each property, Town Hall review is underway once there is clarity on the future of the Town Hall, Bourne Hall review will follow.  Thermal imagery surveys being arranged for: Bourne Hall, Playhouse, Depot, Wellbeing Centre. Will inform business case for improved insulation.



	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
20 P R I O R I T Y  Page 81	Replace traditional lighting with energy efficient longer lasting LED lighting	Complete an energy survey of current lighting in Council occupied buildings to ascertain those that will reduce energy consumption. Then develop a programme based on business cases to switch all lighting to LED.	Mar 2023	Head of Property & Regeneration	Business cases submitted through the capital programme for determination by members  £300-500k	Energy surveys and funded works through capital programme	LED lighting programme being delivered at: Longmead Depot Auriol Pavilion King George's Field Pavilion  Further funding sought at: Bourne Hall Old Town Hall Street lighting various  Awaiting committee decision about the future of the Town Hall.
21 P R I O R I T Y	Investigate the potential for the installation of PV panels and solar storage on Council operated assets and land. Implement where economically and technically viable	Appraise options for installation of solar panels on Council buildings through a feasibility study. then submit business case and planning permission for each building	Dec 2022	Head of Property & Regeneration	Feasibility study costs tbc Business case for capital bid or seek external funding  Rooftop £300k+ Solar Canopy £500k+	Bids considered and submitted. Agreed works through capital programme	Business case being developed for Epsom Playhouse.  Feasibility of Solar Car Park canopies being explored.  Awaiting committee decision about the future of the Town Hall

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
22 N E W	Investigate measures to reduce water consumption in Council owned assets	Set in place improved data collection in relation to water consumption from owned and operated Council sites  Investigate the installation of water saving fixtures and fittings as part of any upgrade works	Mar 23  On-going	Head of Property & Regeneration	Staff time  Funding for projects identified through existing budget, capital programme as agreed by members or external funding	Annual water consumption figures for Council owned and operated sites	
23 N E W	Investigate and where appropriate implement opportunities to reduce energy consumption from our leased properties, subject to lease agreement	Compile list of leased sites and lease end/renewal dates  Where available collate data for annual energy consumption at leased sites  Undertake feasibility studies to identify energy efficiency measures in leased buildings and implement where economically and technically viable.	Mar 23  Oct 23  Mar 24	Head of Property & Regeneration	Within existing budgets.  Within existing budgets.  Feasibility study costs tbc Business case for capital bid or seek external funding	Reducing CO2 emissions in leased properties	

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
24 N E W	Build awareness and support opportunities for community energy projects in conjunction with other stakeholders	Promote and link to the support offered by Community Energy South East	On-going	Head of Place Development	Within existing budgets.	No of Community energy groups engaged/supported/set up	
25 N E W	Lobby government to make retrofit of the existing building stock a national infrastructure priority	Respond in relevant government consultations	On-going	Head of Place Development	Within existing budgets.	Monitor policy change and additional funding support	

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
<b>THEME 3 Transport improvements &amp; switch to lower polluting vehicles</b>							
26 P R I O R I T Y Page 84	Assess the opportunity to transition fleet vehicles to electric or low carbon options	Investigate and understand any potential opportunities to progressively switch to low or zero emission vehicles.	Mar 2023	Head of Operational Services	As per business case subject to current transport contract	Feedback on scope and timescales	Climate Change & Transport (Fleet) report produced in 2019 providing detail on current fleet situation and assessing low carbon opportunities. The report is currently being updated for 2022. Most of the fleet are on long leases until 2027. The Council has one electric staff pool car.
27 N E W	Devise a plan for transitioning the fleet to electric or low carbon options	When current fleet contracts next come up for renewal and in the shorter-term, phase out use of all vehicles that do not meet at least the Euro 6 emissions standard.	Mar 2024	Head of Operational Services	As per business case £6-8m	Report to committee on best low or zero emission vehicles fleet options and budget implications.	

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
28	Introduce more cycle racks/covers	Increase the number of cycle racks installed in the borough as part of the Plan E programme and apply for other funding to increase the number of cycle racks in other areas – particularly at key transport hubs.	Dec 2020	Head of Corporate Governance	Through Local Plan and grant/developer contributions	Bids made Number of additional cycle racks	27 cycle racks were included in the marketplace Planning conditions on planning permissions being applied – ongoing
29	Promote take up of new electric pool car	Encourage more staff from across the Council to make use of the new electric zero emissions vehicle to undertake their travel across the borough	March 2022	Chief Legal Officer	Within existing budgets.	Increased usage	Implemented. Based on 2020/21 figures currently used for 5% of staff business travel by car = 0.5 tonnes reduction in CO2 emissions. Go Electric event organised for staff (for early Nov 22)
30	Publish DEFRA Annual Status Report with a plan of action to address areas of concerns	Publish finding and action plan and make available to the public on the council's web site.	Annually	Head of Housing & Environmental Services	Within existing budgets.	Annual Status Report published	Air Quality Management Plan published annually (latest June 2022) Gradual improvement of air quality for over a

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
							decade in Borough. 2021 the first year in which the levels in the existing AQMA were below the national objective.
31	Implement public electric charging points in Council operated car parks	Explore opportunities to install electric charging points in Council operated car parks.	Oct 22	Head of Operational Services	Fully funded by charge point supplier (and operator)	No charging points installed in car parks	Charge points installed at Hook Road & Ashley Centre CP's. Dorset House awaiting installation. Delay at Bourne Hall due to planning issue.
32	Work with Surrey County Council to encourage a network of on-street electric vehicle charging points	Engage with Surrey County Council as the Highways Authority to develop a proposal and plan for a network of public charging points throughout the Borough for electric and hybrid vehicles to encourage the switch to hybrid and fully electric vehicles.	Mar 23	Head of Place Development	Expected to be no cost to Council	Feedback on discussions that have taken place and timescales for action for charging points on the Highway.	Ongoing work with SCC through Surrey EV Forum.  SCC currently running a procurement for an EV charge point supplier to deliver funded public charge points across Surrey highways.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
33	Fine drivers who leave engine running whilst parked	Implement the #DontBeldle campaign in the borough	April 2022	Head of Operational Services	CEO's time	Action taken and promotion	Anti-Idling powers adopted by Council. Comms campaign run in Spring 2022.
34	Support and enable the public to transition to low emission vehicles	Understand emerging practice to promote behaviour change to driving regarding; differential parking charges and preferential parking spaces and to promote low or zero emissions vehicles.	Ongoing	Head of Operational Services	Within existing budgets.	Update car park working group on business case	As per updates on actions 31 & 32.  Produced comms & social media posts on the Surrey Interactive EV Charge point request map.
35	Facilitate new car club scheme	Explore how to establish a car club within the Borough and promote the greater take up of car clubs and car sharing in the borough.	March 2023	Head of Place Development	To be agreed in business case	Report back to Committee on options for a car club	Part of planning process for new development. Sustainable transport policy drafted as part of the development of the local plan.
36	Investigate measures for incentivising Council employees to walk, cycle or use	Review of current incentives for staff.  Conduct staff survey on commuting	Oct 2023	Head of Place Development	Within existing budgets.	No. of staff commuting by low emissions modes of transport	

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
	other lower emission modes of transport for their commute	Explore options for incentives to change travel habits					
<b>THEME 4 - Improvements to the environment</b>							
37	Install water drinking fountains & refill stations around the Borough	Install drinking water fountains in the Market Place and the Harrier Centre.  Develop a plan to install refill stations	Dec 2020 Dec 2022	Head of Operational Services	Existing budgets for installation at marketplace & Harrier Centre to cover installation. Maintenance costs tbc  Budgets / funding to be identified	Two new refill stations installed  Business case for capital programme / other funding	6 water fountains included in 6 parks with CIL 15% funding one in marketplace.
38	Tackle use of single use plastics at Council operated buildings and venues	Cease council use of single use plastics in all Council operated venues.	Oct 2023	Head of Property & Regeneration	Existing officer time	Audit use of Single use plastics in Council run buildings	Needs audit undertaken as part of review
39	Understand how the Council can increase the level of carbon capture from Council owned and managed land	Develop base line data on current level of carbon (CO2) capture by using trees on land that the	Oct 2021	Head of Operational Services	Existing officer time & new software	Baseline on CO2 capture	Countryside Manager has undertaken a review of carbon capture from trees (Tree Cover Study 2021).



	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
Page 89 10		<p>Council owns and manages.</p> <p>Where possible increase the level of carbon capture that can be achieved by managing and enhancing biodiversity on Council owned land</p>			Business case for options	Increase carbon capture from Council owned land	Includes identifying potential locations for further tree planting.
	Work with relevant specialist groups in the community to drive up sustainable practice both inside and outside the organisation	<p>Parks friends groups.</p> <p>Tree Advisory Board.</p> <p>Lower Mole Partnership.</p> <p>E&amp;E Local Biodiversity Action Plan Working Group.</p>	On-going	Head of Operational Services & Head of Place Development	Within existing budgets.	No of groups engaged	<p>Ongoing</p> <p>Supported Eco Fair at St Martins Church &amp; sustainability themed Herald of Spring event</p> <p>Promoting Community Energy South support for community groups</p> <p>Countryside Team have active involvement with local partnership groups including</p>

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
							supporting a new wetlands project.  CT also supporting voluntary groups on biological monitoring & utilising electric hand tools.
41 Page 90	Council's Biodiversity Action Plan to reflect commitment to climate change	Update the Council's Local Biodiversity Action Plan 2010-2020 to cover period 2021-2031	Dec 2020	Head of Place Development	Within existing budgets	New Biodiversity Action Plan agreed & published on-line	Published and action plan agreed
42	Review implications and potential opportunities of the parliamentary Electricity Bill	Monitor the progress of the new Electricity Bill and identify future actions for the Council	On-going	Head of Place Development	Within existing budgets.	Review undertaken	Awaiting Bill - outside control of EEBC
43 P	Explore potential for land in the borough to be used for sustainable energy production	This may include locations for solar panels or wind turbines	March 2023	Head of Place Development	£1m+ (approx. cost for Solar Farm)	Report on options	Sites would need to be allocated through the local plan.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
44 P	Increase tree cover in the borough to enhance the Borough's biodiversity and increase carbon capture	Develop a plan to increase tree cover in the borough where appropriate	Jan 2023	Head of Operational Services	Within existing budgets. Seek external grant funding	Plan	Tree Cover Study demonstrated the high tree cover the Borough already benefits from. Tree Management Plan being developed which includes plans for further planting where appropriate.
45 Page 91	Park management plans reflecting climate change priorities	Park Management Plans address climate change in a number of ways including: Promoting greater biodiversity. Sustainable planting.; carbon capture.; coping with more extreme weather conditions; sustainable approaches to land management.	Dec 2023	Head of Operational Services	Within existing budgets.	Management plans for all parks	To be progressed from 2023/24.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
46	Contractors – removal of the use of single use plastics at Borough buildings and venues by contractors	No single use plastic in use by Council Contractors	Dec 2023	Head of Property & Regeneration	Any costs to be confirmed	Update on single use plastic action plan	To be progressed from 2023/24
47	In line with current Council Policy, secure National Nature Reserve status on Epsom Common Local Nature Reserve as directed by the 2016-2116 management plan	Work with Natural England and the Epsom Common Association to secure National Nature Reserve status for Epsom Common LNR as directed by the current management Plan	Dec 2025	Head of Operational Services	Tbc	Secure status	On going liaison with Natural England.
<b>THEME 5 - Tackling and minimising waste</b>							
48	Increase recycling by private companies in the borough	a) Through new Business Bins Recycling Service. Targeted business marketing to expand take up of the new service.  Provide branding that businesses can use	Mar 2023	Head of Operational Services	Part of the Enterprise & Income Generation Board targets	Number of businesses making use of the Council's business bins and recycling service	Business Bins have been re branded and promoted to businesses

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
		to promote their recycling practice.					
49	Utilise the new Epsom Market Place to promote sustainable practice	<p>Promote use of sustainable packaging and LED lighting by market traders.</p> <p>Build on the success and embed Vegan Market to promote further behaviours that support and encourage low carbon living.</p>	April 2024	Head of Operational Services	Within existing budgets.	<p>Guidance given to market traders</p> <p>No of market traders using LED lighting</p> <p>% in no of sustainable events in the Market Place</p>	<p>All market traders to use LED lights.</p> <p>All non-food stalls and dry foods greengrocers are no longer permitted to use single use plastic carrier bags.</p> <p>Market traders have encouraged customers to use reusable bags by giving out Epsom Market Jute bags.</p> <p>Commitment made that from April 2024 the Market Place will be a single use plastic free, sustainable zone; food waste, cardboard, paper and glass must be recycled and no</p>

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
							residual landfill waste collection required or provided.
50	Increase the rollout of recycling bins in key high footfall areas of the town	Install recycling bins in the Town Centre as part of the Plan E scheme and identify other locations after assessment of performance	June 2020	Head of Operational Services	Plan E funded	No of bins installed	More recycling bins were installed in the Town Centre as Part of Plan E
51	Establish a “Library of Things” in the Borough	Undertake a review to understand what other councils have done in this area, what is required and best practice to operate a “Library of Things”.	Dec 2023	Head of Corporate Governance	Tbc	Report to Community & Wellbeing Committee	Repair Café has launched.  Officers have approached a social enterprise company who runs these but after chasing have had no response
52	Increase recycling in the borough to 60% by 2025	Increase recycling in the borough to 60% by 2025 through: More public and business communications about the value of recycling publishing information about	Dec 2025	Head of Operational Services	Tbc	Reflect impact of Government's new waste strategy in delivering 60% recycling target	To be considered as part of response to national waste strategy

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
		what happens to recycled materials put into bins.					
<b>THEME 6 Use of technology &amp; information systems</b>							
53	Reduce need for staff to travel to meetings	Utilise conference technology to enable staff and partner organisations to meet virtually and reduce journeys	Dec 2020	Head of Digital & Service Transformation	Existing budget	Conference technology installed	Office 365 rolled out improving ability for virtual meetings. Main meeting rooms provided with conference facilities. 3 additional rooms at Town Hall created for Teams Meetings
54	Rollout new low energy thin client infrastructure	Install thin client technology reducing power use	Dec 2020	Head of Digital & Service Transformation	Existing budget	No of thin clients installed	Implemented
55	Utilise technology to change working practices, promote digital skills and improve and make the Council more paper free	Utilise electronic systems and change the working practices to significantly reduce our reliance on paper	Dec 2020	Head of Digital & Service Transformation / Head of HR & OD	Existing budget	More sustainable working practices and less reliance on paper	Office 365 roll out increased functionality for sharing and working on documents digitally.

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	Current Progress & RAG Status (Aug 2022)
56	Move council service information and transactions on-line	To reduce journeys and postage launch an on-line portal and customer account to enable residents and businesses to complete and track their transactions on-line	By March 2023	Head of Digital & Service Transformation	CRM replacement budget	No of on-line portal and customer accounts	Ongoing project Starting phase 2. My Council Services Aim to make it as easy as possible for customers to make requests/transaction etc online.
57 Page 96	Implement high speed Wi-fi & digital connectivity in Council's main public buildings	To reduce journeys and improve the ease of performing online work from Council buildings improve the speed and reliability of the Wi-fi	March 2022	Head of Digital & Service Transformation	IT Capital Programme	Improved Wi-fi	Implemented.
58	Progressively move Council's systems to more energy efficient cloud solutions	Develop and implement a road map for migrating systems to the cloud and ensuring that cloud solutions are using renewable sources of energy	2025/26	Head of Digital & Service Transformation	IT road map budget	Increase in cloud solutions	Begun the process of moving servers on to cloud system. Will continue to be delivered under the new IT Strategy



#	Objective	Outcomes	Timescale	Lead Officer	What will this cost and how will it be funded	How will we measure success	Current Progress & RAG Status
59	Wi-fi in the Town Centre	Identify the mechanism to secure free wi-fi in the Town Centre. Report back on the options and next steps	June 2021	Head of Corporate Governance	Tbc Identify any external funding sources	Proposals	The BID has chosen not to progress this initiative at this time pending second term ballot

## Annex

	Objective	Outcome	Timescale	Lead Officer	What this will cost and how it will be funded	How will we measure success	
1	Encourage more sustainable transport options for visiting the Town Centre and trips to schools	<p>Work with Surrey County Council Highways Authority to explore options to further encourage a switch to more sustainable transport options into the Town Centre.</p> <p>Work with Surrey County Council Highways Authority to discourage the build-up of traffic outside schools such as piloting a “School Streets” type programme.</p>					<p>The Council has promoting cycling and work on Anti Idling outside schools.</p> <p>We have also promoted walks within the Borough.</p> <p>EEBC will comment on consultations from SCC recommending need for a school travel plan</p> <p>SCC role to work with schools.</p>

2	Increase number of safe cycle routes throughout the borough	Work with Surrey County Council to identify opportunities to improve cycling routes in the borough and /or introduce new ones reporting on progress to Environment & Safe Communities.					EEBC has fed into SCC Infrastructure Plan a requirement for a Local Cycling and Walking Infrastructure Plan to develop proposals for routes and networks. This will inform the local plan, CIL programmes and SCC and developer delivery of walking and cycling infrastructure
3	Encourage fewer cars per household	Investigate options to improve public transport.  This action is also linked to a number of other actions outlined in Theme 3.					LTP4 and parking standards and ongoing in Year 2 and 3

4	Introduce Electric Buses	<p>Understand recent policy change from Surrey County Council and promote the idea of the borough taking part in any pilot schemes.</p> <p>Contact local bus operators regarding piloting the introduction of low or zero emissions electric buses, starting with a smaller hopper bus.</p>					<p>This is a SCC policy decision (as are the bus contracts) and therefore outside control of EEBC.</p> <p>Target not being progressed.</p>
5	Promote the use of more sustainable materials in packaging	<p>Contact / lobby local supermarkets regarding phasing out single use plastics and reducing food miles.</p> <p>Promote how to reduce waste, by shifting to more sustainable packaging, greater recycling to local businesses (including retailers and restaurants).</p>					<p>Council officers wrote to all major supermarkets regarding sustainable packaging. Awaiting more information on packaging in National Waste Strategy</p>

6	Devise opportunities to shift away from reliance on cars to travel in the borough	Work with the Surrey County Council as the Highways Authority and other relevant providers to look at local transport infrastructure and develop a plan to support moving away from car use. Embed a culture of sustainable travel in new housing developments using sustainable travel locations.					LTP4 and parking standards
7	Increase walking as an alternative to car use	a) Installation of new pedestrian signs and street maps to encourage walking as part Plan E. b) Encourage residents to walk through a range of initiatives and events.					Plan E signage The EAFRD – Epsom & Walton Downs and Wayfinding project will encourage the use of safe walking routes on the downs and linking with the Town Centre. The project is underway. Walking tours/ events in place and part of Health & Wellbeing initiative

8	Enable more people to switch from car to bus travel	Work with Surrey County Council to complete the rollout of real time bus passenger information displayed on bus shelters to make bus travel an easier option					Realtime passenger displays in bus shelters LTP4, SCC bus policy - outside EEBC direct control although EEBC has commented on LTP4
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## TREE MANAGEMENT PLAN

<b>Head of Service:</b>	Victoria Potts, Head of Place Development
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Tree Management Plan

### Summary

This report introduces the Council Tree Management Plan and seeks support for carrying out a targeted stakeholder consultation.

The Tree Management Plan sets out a framework for how the Council will manage its current tree population and where appropriate increase existing tree cover on land in the ownership of the council.

The plan also sets out a process for dealing with tree planting and memorial planting requests.

### Recommendation (s)

#### The Committee is asked to:

- (1) Agree to carry out a targeted stakeholder consultation of the Tree Management Plan set out in Annex 1**

### 1 Reason for Recommendation

- 1.1 The Council owns and manages substantial areas of land and estate across the borough and is responsible for the reasonable management of trees on its land, of which there are approximately 41,000.
- 1.2 The Council has committed to actions in the Climate Change Action Plan and Biodiversity Action Plan to increase tree cover in the borough and support and promote appropriate locations for tree planting.
- 1.3 The Council committed to an action in the Annual Plan 2022/23 to developing a Tree Planting Plan.

- 1.4 This plan will set the framework for how the Council manages its current tree stock, now and in the future. It will set the plan for how we will increase the tree cover in the borough and contribute to the commitments made in the Climate Change Action Plan and Biodiversity Action Plan.
- 1.5 In addition, there is no current agreed process for dealing with ad hoc tree and memorial planting requests. This plan introduces a new process for addressing requests for such tree planting.
- 1.6 Conducting a targeted stakeholder consultation will ensure the plan takes into consideration the views of key bodies and interest groups, including those that may have a role in the delivery of the tree planting plans (such as the Tree Advisory Board and Surrey County Council).

## **2 Background**

- 2.1 According to figures from the 'National Tree Map' there are around 140,000 trees in Epsom & Ewell, of which 41,000 are on Council owned land. The borough currently has approximately 26% tree cover, which is well above the UK average of 13% and slightly above the Surrey average of 24%.
- 2.2 Trees provide a significant environmental, aesthetic, cultural and economic benefit for our residents and the importance of effectively managing the current tree population is clear, whilst also seeking opportunities to increase tree cover where appropriate.
- 2.3 The Council currently has an agreed Tree Maintenance Contract, renewed in 2022, and a formal Tree Risk Policy agreed in 2015. There is no formal overarching tree management framework.
- 2.4 The focus of the Tree Management Plan is to provide a framework for how the Council manages its current tree population and where appropriate to increasing tree cover on Council owned land.
- 2.5 It is recognised that trees play an important role in sequestering carbon and helping to provide resilience to climate change impacts, for example cooling, shading and flood alleviation.
- 2.6 The Council has committed within its Climate Change Action Plan and Biodiversity Action Plan to seek opportunities to increase tree cover. The Tree Management Plan sets out a proposed plan for tree planting on Council owned land.
- 2.7 A Tree Cover Study was undertaken in 2019 which assessed the current tree cover within the borough and identified areas where there may be opportunity for further tree planting. This has been used to inform the plans for tree planting sites.



- 2.8    The plan also includes a formal process for dealing with tree planting and memorial planting requests, which are currently only dealt with on an ad hoc basis.
- 2.9    Without adopting this Tree Management Plan there will be no agreed framework for increasing tree cover in the borough and no formal process for dealing with planting requests.

### 3    **Consultation**

- 3.1    It is recommended that the Committee agrees the Tree Management Plan for a targeted consultation exercise with relevant bodies/groups including the Tree Advisory Board and Surrey County Council for a period of 5 weeks. The consultation responses will be reported to this committee in January 2023 when the document will be brought back to the committee for adoption.

### 4    **Risk Assessment**

Legal or other duties

- 4.1    Equality Impact Assessment
  - 4.1.1   None arising from this report
- 4.2    Crime & Disorder
  - 4.2.1   There are no implications in terms of crime and disorder
- 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    Planting and establishing trees can have significant financial implications. The Council will be exploring opportunities for external funding and support for tree planting schemes, along with actively encouraging community involvement.
- 5.2    **Section 151 Officer's comments:** The Council has an annual budget of £145,870 for its tree maintenance contract. Any work arising from the Tree Management Plan requiring expenditure over and above this budget would need additional funding to be identified.

## 6 Legal Implications

6.1 There are no specific legal implications arising from the contents of this report.

6.2 **Legal Officer's comments:** None arising from this report.

## 7 Policies, Plans & Partnerships

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

7.1.1 Green & Vibrant and supports delivery of the Annual Plan

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

7.3 **Climate & Environmental Impact of recommendations:**

7.3.1 The plan supports objectives in the Biodiversity Action Plan and Climate Change Action Plans, maintaining and enhancing biodiversity and contributing to increased carbon sequestration and meeting the Council climate change targets

7.4 **Sustainability Policy & Community Safety Implications:**

7.4.1 No specific implications.

7.5 **Partnerships:**

7.5.1 None

## 8 Background papers

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

### **Previous reports:**

- None

### **Other papers:**

- None

# Tree Management Plan 2022



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***“There is something that inspires the lover of nature with an inexpressible feeling of awe in the contemplation of the perfect form of a noble tree”***

Francis George Heath (1887): Our Woodland Trees

## **1. Introduction**

Epsom & Ewell Borough Council (the Council) recognises the huge benefit trees and woodlands provide for people, nature and the climate. Trees and woodlands together with other key ‘green infrastructure’, such as hedgerows, chalk grassland, meadows, heathland and wetlands provide multiple benefits. Not only do trees help us commune with nature but they provide enormous benefits for health and wellbeing, biodiversity, air purification and carbon capture. Trees provide a significant environmental, aesthetic, cultural and economic benefit for our residents.

The Council owns and manages substantial areas of land and estate across the Borough. In total the Council’s landholding including co-managed sites has a combined area exceeding 1,000 hectares. This makes the Council well placed to connect and add value to existing woodland sites through tree planting and natural colonisation, on the basis of the ‘right tree in the right place, for the right reasons’ and as part of wider climate and biodiversity plans for Epsom & Ewell.

The focus of Epsom & Ewell Council’s Tree Management Plan is to set out how the Council will manage its current tree population and where appropriate, increase existing tree canopy and numbers of trees on land in the ownership of the council. This is due to the Council having control, management responsibility and liability for these trees in the future. We aim to care for our trees, restore neglected treescapes and maintain healthy, resilient, trees and woodlands for the future.

The plan will link in with current and emerging policies and requirements around environmental net gain and local nature recovery strategies as set out in the Environmental Bill.

## **2. Background**

Epsom & Ewell’s existing tree stock already has enormous value and should not be underestimated. Notably the value of existing mature trees and how efficient they are at carbon sequestration in comparison with newly planted trees and in the context of formulating the plans proposed under this tree management plan.

According to figures taken from the ‘National Tree Map’ there are around 140,000 trees in Epsom & Ewell, of which 41,000 are on Council owned land. The Borough currently has approximately 26% tree cover, which rises to 46% in our open spaces. Both figures are considerably above the UK average of 13% (10% for England) and in line with the Surrey average of 24%, demonstrating the high tree cover the Borough already benefits from.

The importance of effectively managing the current tree population is clear and crucially needs sufficient investment, whilst also seeking opportunities to increase tree cover where appropriate.

When considering planting further trees, care needs to be taken not to harm the mosaic of existing habitats and to ensure the widest possible diversity of plant and animal life. For example, it would not be appropriate to plant trees on the chalk grassland found on Epsom Downs, the grazed areas on Epsom Common Local Nature Reserve or the flower rich hay meadows of Horton Country Park Local Nature Reserve.

In 2020, the Council produced a new 10-year Biodiversity Action Plan to help ensure both the long term protection and enhancement of biodiversity within our borough. The plan includes actions to assist implementation of the Climate Change Action Plan; investigate how much carbon dioxide the Borough's tree cover absorbs and support and promote appropriate locations for street tree planting, natural regeneration of woodland, sustainable planting schemes and other plant-based measures that help tackle climate change issues.

### **3. Policy Context**

The Government set out its long-term plan for the whole treescape (trees, woodlands and forests) in England in the England Trees Action Plan (2021), along with its approach to protecting and enhancing our natural landscapes and habitats in England in the 25 Year Environment Plan (2018).

The importance of protecting and improving our existing woodlands is emphasised in the plan, along with the need to plant vastly more trees in England, using the principle of the right trees, in the right places for the right reasons approach. Trees and woodlands are recognised as having a vital role in delivering net zero greenhouse gas emissions by 2050, achieving the goals of the 25 Year Environment Plan and delivering the Governments ambitions to conserve and enhance biodiversity.

Increased tree planting is a goal in the 25 Year Environment Plan with an aspiration to plant 180,000 hectares of trees by the end of 2042; and in January 2020 the UK's Committee on Climate Change (CCC) released a report on Land Use which asserted that Britain must double its tree planting efforts in order to contribute towards a zero carbon by 2050. The latest update report (2022) from the CCC highlights that planting rates remain well below the UK Governments commitment and will require a rapid increase to reach the 2025 target.

At the local level, Surrey County Council published its Tree Strategy in 2020 with an emphasis on tree planting, setting a target for the planting of 1.2 million new trees by 2030. The County will not be able to achieve its target on its own and identifies partnership working, including with local government and public bodies, as a key part of its delivery.

This Tree Management Plan aims to reflect the national policy on protecting and improving our treescapes and support increased tree planting, where appropriate.

#### **4. Guiding Principles**

A 'Green & Vibrant' Borough is one of the 5 themes set under the Future40 long-term vision for Epsom & Ewell. This plan intends to support this theme and the delivery of the wider vision and priorities set under the Council's Four-Year Plan including to 'enhance the borough's natural assets, preserving and increasing biodiversity' and to 'work with partners to reduce our impact on the environment and move closer to becoming carbon neutral'. It will also deliver elements of the Council's Climate Change Action Plan and Biodiversity Action Plan as well as linking in with the emerging Local Plan.

The following four guiding principles set out our roadmap for delivering this.

##### **1. Promote**

- Raise the profile and promote the benefit of trees in the Borough.
- Support and encourage a diverse group of volunteers to help in our tree management activities; helping to build on the work of the Tree Advisory Board.
- Improve cross departmental collaboration.
- Encourage other landholders to invest in trees.

##### **2. Protect**

- Analyse our tree and woodland resource to determine its extent, composition, health, ecosystem and capital values, and determine its overall sustainability and resilience.
- Compare the tree and woodland data against urban forest indicators
- Keep tree records up to date.
- Review plans to ensure trees continue to be an integral element of sustainable growth.
- Develop the concept of treescape led town planning to create tree friendly places for trees to thrive amid urban expansion.
- Use legal powers as appropriate to enforce tree protection and establishment legislation.

##### **3. Manage**

- Manage trees and woodland in accordance with best practice and to promote biodiversity.
- Ensure resources are sufficient and focused to manage risks from trees to keep people and property safe from tree hazards.
- Manage customer expectations, experience, and satisfaction levels.

- Enhance the management of trees and woodlands so they are more resilient to stresses by reducing risks and encouraging greater diversity.
- Evaluate where treescape and woodland restoration projects are required and need to be incorporated into site management plans.

#### **4. Enhance**

- Create the right place for the right tree, ensuring the right growing environment aftercare and ongoing management.
- Create a plan to increase the overall canopy cover in the Borough in accordance with sound biodiversity principals to provide a more even distribution focusing in areas where tree cover becomes naturally eroded or where cover is historically lower.
- Ensure tree supplies are from biosecurity secure suppliers and that tree establishment products aim to be from sustainable materials and are responsibly sourced.
- Establish a sustainable programme of tree establishment over the long-term using native trees for environmental buffering in more natural settings, ensuring greater species and age class diversity as well as improved adaption to climate change.
- Encourage natural regeneration and rewilding in appropriate settings with sufficient ongoing maintenance to develop the right tree population and age structure.
- Seek resource and grant aid, and work in partnership with others to enhance tree cover.
- Measure enhancement by periodic review of tree mapping analysis.

#### **5. Climate Change**

It is recognised that climate change is a significant threat and driver of change within the Borough. To respond to this threat, the Borough Council has committed to tackling climate change in the Borough and embarked on an ambitious programme of work with partners to reach net zero carbon in our own operations by 2035.

The Council developed a Climate Change Action Plan in 2020 and included an action to increase tree cover in the Borough to enhance the Borough's biodiversity and increase carbon capture.

Trees play an important role in both sequestering carbon and helping to provide resilience to climate change impacts, for example cooling, shading and flood alleviation. They also have proven benefits in tackling poor air quality by filtering out small particles and produce oxygen for us to breathe.

Calculating woodland sequestration rates is challenging as there is considerable variance depending on species, age, density and timber use and change with time. Using model sequestration figures from the Chartered Institute of Ecology and Environmental Management (CIEEM) and based on the Borough's current tree cover



it can be estimated that between 8,000-10,000 tonnes of CO<sub>2</sub> are sequestered annually by Epsom & Ewell's current tree stock.

Government national statistics show that in 2019 the total carbon emissions for the Borough of Epsom & Ewell were 256,400 tCO<sub>2</sub>e. The current tree cover in Epsom & Ewell, therefore, contributes to mitigating up to 3.5% of total Borough carbon emissions.

Whilst it is recognised that trees can capture carbon dioxide, the contribution planting further trees can make to reducing atmospheric CO<sub>2</sub> levels, set against current emissions is relatively small in the short to medium term. Tree planting alone will not provide the solution to reaching net zero carbon. However, as carbon neutrality is approached in the coming decades the mitigating function of the Borough's tree cover will improve significantly, indicating that increasing the Borough's tree cover is a worthwhile activity.

The key factors that should guide the decision-making process about increasing the Borough's tree cover are biodiversity gain/loss and the practicalities and predicted costs of future management.

## **6. Managing the Current Tree Stock**

### **6.1 Tree Management**

The role of a professionally qualified Tree Officer or Urban Forest Manager is pivotal to the management of the Council's urban forest resource.

The Council is legally required by the Occupiers Liability Act 1984 to take reasonable care to "maintain its land in such a condition that it does not harm any person or damage any property". This requirement is reinforced in certain circumstances by the Health and Safety at Work Act 1974.

Trees are a potential liability and therefore it is important for the Council to comply with this duty of care and not to put persons or property at unreasonable risk from tree hazards.

Trees need ongoing maintenance and management if we are to maintain a healthy and vibrant urban forest. Fundamental to this care is the need to provide sufficient funding for this purpose.

Programmed tree inspections and maintenance of trees on Council managed land is undertaken by arboricultural maintenance contractors. A new tree maintenance contract was tendered and agreed in 2022 for a 3-year period (with option to extend), replacing the previous contract which ran from June 2012.

The contract includes provision for a tree inspections programme; tree maintenance; tree planting and aftercare; emergency call out (including extra resource to respond to storm events) and Oak Processionary Moth (OPM) control.

It is important to maintain a continuity of service in this provision due to the risks that arise from unmaintained trees. The Contract includes key services indicators to manage the contractor's performance.

## 6.2 Tree Risk

The Council has implemented a formal Tree Risk Policy since 2015. The Policy includes a tree risk management framework which is based on a "proportionate to risk" inspection regime for trees in order to ensure that the stock is maintained in a reasonably safe condition. Inspection frequency is therefore prioritised in accordance with risk-based zoning as set out in Table 1 below.

Zone	Usage Criteria	Inspection regime
<b>High Risk:</b> e.g. popular car parks, play areas, adjacent to main roads (A and B) railway lines, schools, shopping areas, high use parks/open spaces. Ash dieback high risk zones. .	High volumes of traffic High likelihood of public access.	Formal inspection undertaken every two years by a qualified arboriculturalist.
<b>Medium Risk,</b> e.g., lower use open spaces and parks, cemeteries, church yards, parks, footpaths, trees adjacent to lower use roads domestic property/ gardens and business premises. Ash dieback medium risk zones	Moderate volumes of traffic Moderate likelihood of public access.	Formal Inspection undertaken every three years by qualified arboriculturalist
<b>Low Risk</b> e.g., low use footpaths, rural woodland paths, low use open spaces in areas with infrequent public access	Low volumes of traffic Low likelihood of public access.	General inspections by arboriculturalist or other operational staff.

Records of the tree risk zones are held on the Councils GIS system and programmes of inspection targeted in accordance with the regimes.

The Council operates a tree inspection process based on the analysis of the physiological condition and biomechanical structure of the tree in its setting: The

method will involve analysis of target, defect assessment, impact potential and probability of failure. Remedial tree works from assessment are set with the following target priorities for attention.

Priority	Designation	Target Response	Examples
1	<b>Emergency</b>	Within 24 hours	Work which is required immediately to alleviate an immediate risk.
2	<b>High</b>	Within 12 weeks	To mitigate a serious risk or abate an actionable nuisance
3	<b>Medium</b>	Within 1 year	Works to mitigate nuisances, lesser defects etc.
4	<b>Low</b>	Within 3 years or reassessment of priority within this timeframe	Cyclical and cultural pruning and pollarding

### 6.3 Tree Service Requests & Tree Removal

The Council receives a significant number of tree service requests annually from the public, ranging from reports of fallen trees to requests for pruning. The main focus of the Council tree risk policy is to manage trees for the critical reasons of public safety and nuisance abatement. Section 10 of The Tree Risk Policy sets out how the Council will deal with requests, including the most common enquires and the Council's approach for resolution and expected response times.

The Council will not usually carry out or permit pruning works to trees for the following:

- overhanging branches
- improving light / reducing shading issues
- trees growing or being tall
- carrying out works to third party trees
- allowing third parties to fund works to Council owned trees

## **6.4 Pests, Diseases & Biosecurity**

Climate change, international travel and trade have increased the frequency of pests and disease entering the UK. The current tree population may not be resilient to these new pests and diseases as they would not normally meet under natural circumstances. This can have devastating consequences on tree numbers and canopy cover, which will reduce the benefits the Council relies on trees to provide for residents.

Prevention is better than cure and appropriate species selection, purchasing of stock from biosecure sources, adequate planting and aftercare, and integrated pest and disease management practice are the best ways to protect Epsom & Ewell's trees.

### **6.4.1 Ash Dieback**

The Council recognises that Ash Dieback is a significant issue for tree stocks and public safety in Epsom & Ewell. It will need to be carefully managed through strategies and a coordinated approach to ensure trees are safely managed and that harm to biodiversity and landscape character is mitigated.

There are no exact figures as to the number of Ash trees in Epsom and Ewell but a reasonable estimate, based on national coverage figures, would be there being at least 20,000 in the Borough.

Currently, Ash Dieback is present throughout Epsom and Ewell and is particularly evident on young trees, and in young plantations. Initially it was first observed on Epsom Downs (2014) and in Ash saplings in Horton Country Park LNR in (2015). At these sites it has been observed that the disease has progressively spread into Ash trees of all sizes and it is now noticeable that many trees have progressive twig dieback and thinning crowns.

An inspection during the summer of 2022 of footpath trees on Epsom Downs recorded over 200 larger Ash trees in need of removal. They are condemned as a result of the disease and because they are rapidly becoming unsafe. The disease is firmly established across the Borough now with significant numbers of pole stage trees dead and many larger trees now exhibiting dead branches or noticeably denuded crowns from more progressive dieback. The rate of Ash Dieback is now in a state of surge which will accelerate further over the next couple of years to a highly critical stage. The numbers of unsafe Ash trees will pose high levels of public safety risk and have a manifestly detrimental effect on the Boroughs landscape.

Based on observational evidence from other landowners the anticipated progression of tree mortality/advanced dieback is likely to follow the timeline set out in Figure 1:

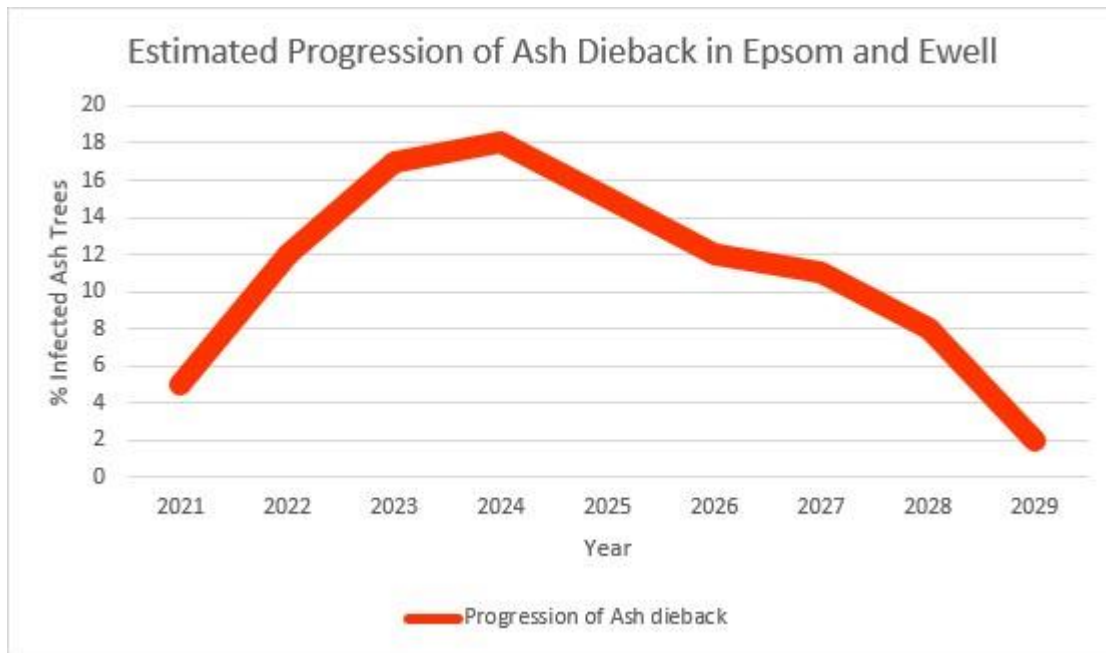


Figure 1: Line graph showing the estimated progression of Ash Dieback on trees in the Borough

The Council recognises that it is a considerable financial challenge to deliver a robust plan to manage the effects of Ash Dieback but cannot be complacent with this issue. We will therefore take a risk-based approach to managing unsafe Ash trees through the tree management contract in line with the risk management policy set out above and focussing on those trees that may cause harm to the public. Where trees are lost to Ash Dieback, replanting in these locations, where appropriate, will be prioritised as part of the tree planting plans (detailed in the next section).

#### 6.4.2 Oak Processionary Moth (OPM)

Oak Processionary Moth (OPM) is widespread on Oaks in the Borough and is a potential hazard to human and animal health. The caterpillars of OPM are nest building and have the capacity to cause irritation due to their hairs. Spraying control has been undertaken by the Forestry Commission but ceased in 2020 as the Borough was designated into the core infestation zone that has spread from South West London.

The Council aims to have a coordinated control of this pest but acknowledges that this is becoming increasingly challenging now that the pest is established in our Oak dominated woodlands. In line with national practice, the Council is moving towards a risk-based approach to OPM control in line with the risk management policy set out above and focussing on those trees that may cause harm to the public. The Council will continue to observe the natural predation of the OPM caterpillars and whether adjustments are necessary if infestation patterns change. Provision for limited control of spraying and nest control has been incorporated into the new tree maintenance contract for the occupational health and safety of our tree work contractor. This includes some provision for high risk, low nest treatments.

## **6.5 Trees & Planning**

### **6.5.1 Tree Preservation Orders (TPO)**

Trees may be protected under the Town and Country Planning Act 1990 by a Tree Preservation Order. To be eligible for a TPO, a tree should be of amenity value and under threat (it is expedient for the Council to take action). A tree of amenity value contributes to the local landscape and provides public benefit. It could be a tree that is in a prominent place or is visible from a public highway.

A TPO makes it an offence to wilfully damage or destroy a protected tree, group of trees, woodland or defined area. The planning authority's written permission is required to prune any living part of the tree including roots or to cut the tree down.

All trees within Conservation Areas are also protected above a certain size. It is a legal requirement to give written notice of any intention to prune or remove any trees for property within a Conservation Area.

The Council operates an application process to assess and decide on all tree work except for exempt pruning works (removal of dead wood or fractured/broken branches). Applications can be made via the Council website ([www.epsom-ewell.gov.uk/residents/online-forms](http://www.epsom-ewell.gov.uk/residents/online-forms)).

We will assess TPO applications and grant or refuse consent where appropriate, in line with national guidance. The process involves considering the amenity value of the tree and planning policy balanced against the reasons for the work, good arboricultural practice, risks of compensation and the impact on protected ecology. A review of the current TPO policy is due to take place. The intention is that TPOs will not be placed on trees on Council owned land as the Council is a responsible custodian and will manage trees as set out in this plan.

An online map showing the location of TPO's in the Borough can be found on our website. (<https://maps.epsom-ewell.gov.uk/myeebc>)

The Local Planning Authority can consider whether to prosecute where unlawful works are undertaken to protected trees.

### **6.5.2 Tree Replacement Notice (TRN)**

There is a duty requiring landowners to replace a tree removed, uprooted or destroyed in contravention of a Tree Preservation Order. This duty also applies if a protected tree outside woodland is removed because it is dead or presents an immediate risk of serious harm. The Council in its capacity as The Local Planning Authority may also impose a condition requiring replacement planting when granting consent under a Tree Preservation Order for the removal of trees. The authority can enforce tree replacement by serving a 'tree replacement notice'.

In administering tree work applications, the Council is proactive at routinely specifying tree planting details, as appropriate, where tree planting duty and conditions arise.

[Section 207 of the Town and Country Planning Act 1990](#) gives local planning authorities the powers to enforce an unfulfilled duty under section 206 to replace trees or woodlands by serving on the landowner a 'Tree Replacement Notice'. The Council as Local Planning Authority may also serve a tree replacement notice to enforce any unfulfilled condition of consent granted under a Tree Preservation Order, or imposed by the Secretary of State on appeal, that requires tree replacement.

Government guidance on this process advises: If the Local Planning Authority believes, in the circumstances, that replacement trees should be planted, it should first try to persuade the landowner to comply with the duty voluntarily. The authority should discuss the issue with the landowner and offer relevant advice.

The Council seeks to follow this government advice favouring voluntary compliance and cooperation, along with an element of self-regulation. However, enforcement of tree replacement conditions and duties can be pursued where necessary.

### **6.5.3 Conservation Areas**

A section 211 notice is required when performing works on trees which are in a conservation area which are not subject to a Tree Preservation Order (TPO). The local authority can reply by providing a TPO or by allowing the work to go ahead. As it is not an application for consent, it cannot be refused or accepted with conditions. A replacement tree should be planted in the space if a tree is removed or destroyed. This should be of the same species and size within reason.

Where the duty is not complied with, local authorities have powers to issue tree replacement notices (TRNs).

Applications can be made via the Council website ([www.epsom-ewell.gov.uk/residents/online-forms](http://www.epsom-ewell.gov.uk/residents/online-forms)).

### **6.5.4 Heritage and Veteran Trees**

The Council recognises the importance of heritage and veteran trees. A heritage tree is one that is part of our history and culture and may have particular appeal due to their appearance, landscape character or architectural setting. A veteran tree is normally an aged tree which shows ancient characteristics such as: a low, fat and squat shape because the crown has reduced in size through age; a wide trunk compared with others of the same species; hollowing of the trunk. Veteran trees are important because of their ecological or cultural value.

Identifying and mapping veteran tree locations is a significant task but would have the benefit of supporting better management and preservation of these trees in the Borough. A limited amount of mapping to develop a register has taken place to date



as part of the delivery of the previous Biodiversity Action Plan (BAP). The new BAP, adopted in 2020, identifies the continuation of veteran tree management and recording across the Borough as a key future and on-going project.

Veteran trees are considered heritage assets in planning terms and are a material consideration in planning applications.

#### **6.5.6 Trees & New Development**

Trees in urban areas face many pressures. Increases in the density of urbanisation can reduce tree friendly spaces. Trees with inadequate space to grow can result in an inharmonious interaction between those trees, people and the built environment. Appropriate integration of trees into our townscape needs to be well planned if the multiple benefits of trees are to become deliverable. Increasingly new development will need to become treescape led where the right space is created for the right tree.

The Council recognises the advances in treescape design and implementation as set out in design guides such as those produced by the Tree Design Action Group ([www.tdag.org.uk/](http://www.tdag.org.uk/)). The Council will follow the best practice guidance whenever possible to help create tree friendly spaces where trees can thrive for maximum benefit.

Our approach to trees and green infrastructure will be considered as part of the development of the new Local Plan policies and Infrastructure Delivery Plan.

Under the Environment Act 2021 Biodiversity Net Gain (BNG) is being introduced which will require all new development to deliver a minimum 10% increase in the amount of biodiversity. This policy is due to come into force by late 2023 and the Council will be considering its approach to supporting the delivery of BNG in Epsom and Ewell in conjunction with the development of the new Local Plan.

#### **6.6 Trees on Highway**

Surrey County Council (SCC) are the highway authority and are responsible for trees on public roads (in the verge), pavements and footpaths. Details on how they maintain trees on the highway can be found on the SCC website ([www.surreycc.gov.uk/trees](http://www.surreycc.gov.uk/trees)).

The Borough Council support the enhancement of sustainable sylvan streets with appropriate financial resource for management. Opportunities will be sought to create sylvan streets when in the new Local Plan and the consideration of applications through the Council's planning function.

#### **6.7 High Hedges**

Under anti-social behaviour legislation the Council is able to deal with complaints regarding high hedges within the area.



The Council's role is not to mediate or negotiate between the complainant and the hedge owner, but to judge whether the hedge is adversely affecting the complainant's reasonable enjoyment of their property. If the circumstances justify it, the Council will issue a remedial notice to the owner of the hedge setting out the action they must take to remedy the problem and the date by which they must comply.

The Council provides further details, including the complaint form and fee on our website ([www.epsom-ewell.gov.uk/high-hedges](http://www.epsom-ewell.gov.uk/high-hedges)).

## **7. Tree Establishment on Council Owned land**

### **7.1 Opportunities for Council tree planting**

A desktop study was undertaken in 2019 which assessed the current tree cover within the Borough and identified areas where there may be opportunity for further tree planting. The study identified 21 locations owned by the Borough Council that had potential for planting or natural succession. Following a further review of the sites in 2022, 10 were identified for a more detailed assessment for tree planting or woodland succession. A list of the sites can be found in the table below. For each site an estimation is given of the number of trees that could be planted.

The study also highlighted that care needs to be taken when considering planting further trees. The Borough is home to a variety of existing habitats which provide a diversity of plant and animal life and not all would be appropriate for tree planting. There therefore needs to be a careful balance between preserving existing habitats and increasing tree cover in appropriate locations.

As a high level review the sites put forward will require further assessment and consultation to confirm their validity, along with tree planting numbers and species mix, but give an initial indication on what could be possible on Council owned land. For agreed sites it is the intention that a more detailed planting plan will follow with further detail. It is intended that the planting plan will be delivered over an 8-year period up to 2030.

There is a need for a sustainable continuity approach to tree planting over the long term. Recent experience has shown that ambitious schemes that involve mass planting over a short period can suffer from high levels of mortality if there is drought. It becomes a challenge to keep the high numbers of vulnerable young trees sufficiently irrigated especially if hosepipe restriction bans are imposed.

### 7.1.1 Proposed tree planting sites

Site name	Estimated planting no.	Ward
Auriol Park	300	Auriol
Hogsmill LNR – by Always Avenue	100	West Ewell
Hook Road Arena	200	Court
Long Grove Park (1)	560	Court
Long Grove Park (2)	1300	Court
London Recreation Ground	1100	Ewell
Manor Park – Christchurch Rd & former Cricket Field	1200	Stamford
Royal Avenue Open Space	240	Cuddington
Replacements for Ash dieback loss (various)	1000	Various
<b>Total</b>	<b>6000</b>	

### 7.1.2 Proposed succession sites

Site name	No. of trees	Ward
Horton Country Park – Great Westcotts Copse	20	Stamford
Horton Country Park – Pond Wood extension	60	Stamford
<b>Total</b>	<b>80</b>	

In woodland areas natural regeneration will be the primary means of re-stocking, unless stocking levels require a boost in density or diversification of species by grant schemes. Natural regeneration can reduce the need for tree guards and can also create resilient woodlands as it may enable adaptation to local sites, the changing climate, and new pests and diseases. We will prioritise the use of this approach where it will bolster the connectivity of habitats and can provide important buffers to existing woodland.

## 7.2 Tree planting requests on Council owned land

The Council has developed this strategy for tree planting on its own land and any public requests received for additional planting on its land will be considered against the proposed sites. Tree planting requests can be made via the online reporting forms on the Council website ([www.epsom-ewell.gov.uk/residents/online-forms](http://www.epsom-ewell.gov.uk/residents/online-forms)). Where planting requests are agreed they will be delivered in line with the principles of this strategy. There may be a cost to delivering such additional planting which will be expected to be covered by the applicant.

## 7.3 Tree planting on non-Council owned land

While the focus of this strategy is the planting of trees on Council owned land, the Council will still seek to encourage tree planting in appropriate locations on privately

owned land. This should follow the principle of 'right tree in the right place for the right reasons', and the council will utilise its communication channels and collaborate with business and the community to promote the benefits of trees.

#### **7.4 Tree planting on Highway**

As highlighted, trees on the Highway fall under the responsibility of Surrey County Council. Any planting in these locations would be led by the County Council but the Borough Council will seek to actively co-operate with the County Council to encourage additional planting in suitable locations. The County Council has provided a Highway Tree Planting Guide in the appendix of the Surrey Tree Strategy which can be found on the SCC website ([www.surreycc.gov.uk/Surreys-Tree-Strategy](http://www.surreycc.gov.uk/Surreys-Tree-Strategy)).

#### **7.5 Process for planting**

Planting and establishing trees has significant financial implications and the Council will explore opportunities for external funding and support for tree planting schemes. Also, the Council will actively encourage community involvement in planting and aftercare programmes.

A proportion of sites could be undertaken in-house with the support of volunteers, as part of biodiversity enhancement works.

All planting will be planned for the period between November and March, which is commonly recognised as the best time of year for tree planting.

It is not the purpose of this strategy to detail how best to plant a tree. There is plenty of best practice advice available such as from The Tree Council (<https://treecouncil.org.uk/planting-guidance>).

#### **7.6 Recording of tree planting**

The Council will keep a record of all trees planted on its land on an annual basis. It is recognised that the Council is not the only organisation carrying out tree planting in the Borough and to address this the Council will aim to collect tree planting data annually from SCC, the Tree Advisory Board (TAB) and other community groups. This will help us measure tree planting in the Borough.

#### **7.7 Aftercare**

Good aftercare for young trees for 2-3 years after planting is essential to ensure that the investment in trees is not wasted. This is particularly true for larger 'standard' trees. Aftercare of trees can be significantly resource intensive. The Council will actively seek to involve the local community to help with watering and aftercare of

newly planted trees. However, the corporate tree contractor, where possible, will also be employed to water trees on a regular basis.

The Council will seek to plant smaller sizes of tree stock, where possible, which have a lower aftercare requirement, increasing the cost effectiveness of planting schemes.

### **7.8 Memorial planting on Council owned land**

The Council recognises the wish of many residents to remember loved ones with a memorial tree in a public green space. The Council is happy to accommodate requests for memorial trees in most cases, but this must be balanced with the need for green spaces to be enjoyed by a wide range of park users and residents. Memorial planting will be focussed on a number of sites available across the Borough. The Council will ensure that the memorial tree process is managed and regulated for the mutual benefit of all.

Applications for a memorial tree will be made via an online form on the Council's website. There will be a set fee to the applicant for the Council planting a memorial tree. This is to cover sourcing, planting, maintenance, and admin costs associated with memorial planting. Once an application is received, the Council will:-

- Respond to your request and confirm location for the tree;
- Send you an invoice for the tree, its planting and tree guards;
- Upon payment, confirm a timescale for planting;
- Notify you in writing that the tree has been planted.

All memorial trees will be sourced by the Council and will be planted between the months of November and March. The species of tree to be planted will be subject to agreement. Where appropriate, the applicant will be encouraged to water the tree in early growth. The Council will be unable to accept responsibility for the loss of a tree due to damage or vandalism.

Plaques will not be permitted on trees planted in parks for safety and maintenance reasons.

## **8. Monitoring and Review**

This document is a living document and will be reviewed annually to ensure it remains relevant and in line with policy developments. Progress on tree planting plans will be reported to the Environment & Safe Communities Committee annually.

## 2023/24 BUDGET TARGETS

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

### Summary

This report informs the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report seeks guidance on the preparation of the Committee's service estimates for 2023/24.

### Recommendation (s)

#### The Committee is asked to:

- (1) Note the implications of the budget targets presented to Strategy & Resources Committee on 26 July 2022.**
- (2) Note that any additional new growth items supported by this Committee will need to be fully funded from existing budgets.**

## 1 Reason for Recommendation

- 1.1 The recommendations will provide a clear framework for officers to develop a balanced budget for 2023/24, which is a statutory requirement.

## 2 Background

- 2.1 Following the end of pandemic-related government restrictions earlier this year, Strategy and Resources Committee agreed in July to re-base the Council's service budgets to reflect post-pandemic activity levels. For Environment & Safe Communities Committee, the re-basing resulted in a net £790k increase to service budgets, broken down as follows:

Table 1 - Post Covid-19 Budget Changes	£'000
Car Parking	+781
Waste Collection	+9
<b>Total 2022/23 Changes</b>	<b>+790</b>

- 2.2 The key assumptions and rationale behind the changes are set-out in the full report to [Strategy & Resources Committee in July](#).
- 2.3 At the same meeting, Strategy & Resources Committee agreed budget targets that would enable the Council to set a balanced budget for 2023/24. The budget targets include:
- 2.3.1 Excluding any new growth in expenditure, a level of savings of £2.6 million is needed to achieve a balanced budget over the next three-year financial planning period to 2025/26.
- 2.3.2 That estimates be prepared including the delivery of savings already identified in the Financial Plan for 2023/24 totalling £215,000.
- 2.3.3 That at least £396,000 additional revenue be generated from an increase of 6% on discretionary fees and charges in 2023/24.
- 2.3.4 That a provision for pay award is made of £524,000 that would allow for a 3% cost of living increase.
- 2.3.5 That the homelessness service be set a target to reduce net costs by £243,000 per annum.
- 2.3.6 That any additional new growth items supported by Policy Committees will need to be fully funded from existing budgets.

### 3 Full proposals

- 3.1 The Council is facing a great deal of uncertainty, with sufficient information unlikely to be available to reliably predict the medium-term impact of elevated inflation and the cost-of-living crisis on Council services before the end of 2022. As such, the report to Strategy & Resources Committee modelled 3 scenarios – optimistic, neutral and pessimistic – to forecast the Council's future budget position.
- 3.2 In the neutral scenario, adopted for financial planning purposes, the Council faces a projected budget deficit of £2.6m by 2025/26.

- 3.3 To address this deficit, Strategy & Resources Committee agreed that the following workstreams should be progressed by Directors and Heads of Service:

- 3.3.1 Preparation of options for how services could deliver savings or additional income for the Council.

Property Related Reviews – to realise cost reduction of Council operational buildings, increase income from investment properties and generate new receipts from surplus buildings/land if appropriate. This should include the previously agreed Strategic Asset Reviews as follows;

*3.3.1.1 Bourne Hall including the museum*

*3.3.1.2 Town Hall*

*3.3.1.3 The Playhouse*

*3.3.1.4 Re-letting Parkside House and East Street should continue to be progressed as a key strategic priority.*

- 3.3.2 Review of Pay Policy from 2024/25.

- 3.3.3 Encourage and explore investment opportunities that deliver long-term savings or sustainable income.

- 3.3.4 Production of a Homelessness Action Plan to reduce net cost of service by at least £243,000 per annum.

- 3.3.5 That additional revenue be generated by increasing discretionary fees and charges by 6% annually from 2023/24 to 2025/26.

- 3.4 Officers will maintain engagement with policy chairs and members throughout the budgeting process, and budget forecasts and assumptions will continue to be reviewed and updated throughout the process.

- 3.5 Delivery of previously agreed savings totalling £215,000 are also required for a balanced budget to be achieved for 2023/24. Of the £215,000 total savings, none of the identified savings fall under this Committee.

- 3.6 Furthermore, with the Council facing a projected budget deficit of £2.6m by 2025/26, Policy Committees must determine how any additional new growth items they may support will need be fully funded from existing budgets.

## **4 Risk Assessment**

Legal or other duties

- 4.1 Equality Impact Assessment

4.1.1 None

4.2 Crime & Disorder

4.2.1 None

4.3 Safeguarding

4.3.1 None

4.4 Dependencies

4.4.1 None

4.5 Other

4.5.1 Financial risk assessments will be completed with service estimates for this Committee in January 2023 and for Council in February 2023.

## 5 Financial Implications

5.1 Financial implications are set out in the financial planning report to Strategy & Resources Committee of 26 July.

5.2 **Section 151 Officer's comments:** It is important that the budget target recommendations be agreed to maintain the future financial health of the Council.

## 6 Legal Implications

6.1 The Council has a statutory responsibility to set a balanced budget each year.

6.2 **Legal Officer's comments:** There is a legal requirement under Local Government Finance Act 1992 for the Council to set a balanced budget. Section 151 of the Local Government Act 1972 requires the Council to make arrangements for the proper administration of their financial affairs.

## 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

7.4 **Sustainability Policy & Community Safety Implications:** None

7.5 **Partnerships:** None



**8 Background papers**

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

**Previous reports:**

- 2023/24 Strategic Financial Planning report to Strategy & Resources  
26 July 2022.

**Other papers:**

- Budget Book 2022/23
- Medium Term Financial Strategy 2020 to 2024

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